1.	At the top of the landing page, select the Contracts button on the button bar.	Engloyment Colong Port	CONTRACTS	NAGE USERS ETP WEE	BSITE USER GUIDES	EARCH REPORTS TEM	PLATES
		Ŵ	/elcom	ne to C	al-E-Fo	orce	
2.	Click on the 'View' link for the contract in which you would like to update a roster. The system will take you to your Contract Details page.	APPLICATION Contracts All Contracts	ots v 🖈	MANAGE USERS	ETP WEBSITE U	ISER GUIDES	REPORTS
		2 items • Sorted by Contr	act Number • Filtered b	y All contracts • Updated	a few seconds ago		
		Contract N	u 🕈 🗸 View Cont	tr 🗸 Performanc	🗸 Account Name	✓ Status	~
		1 Contract 1	View	3.55%	Account 1	Contract Exe	cuted
		2 Contract 2	View	0.57%	Account 1	Contract Exe	cuted
3.	Select the Update Rosters button on the button bar at the top of the Contract Details Page.	ENROLL UPI TRAINEES TRA	.OAD ADD INEES HOURS	UPLOAD UPLC HOURS HO	DAD CBT UPDATE OURS ROSTERS	ADD CBT CLASS	CREATE

4.	Enter the Roster Number or Date or Employee ID or	Enter Roster Infor	mation				
	select the Submit button	Roster Number					
	*For best results a combination of Roster Number/Date or Employee ID/Trainee Name is	Date					
	recommended	Employee ID	EMP-002				
		Trainee Name	EMP 002				
		Submit	Cancel				
5.	The system will display the roster entered. Check the checkbox(es) next to the trainee(s) would like to edit	Roster Data					
		EMPLOYEE ID V TRAINEE FI	RST NAME TRAINEE LAST NAME	ROSTER NUMBER HO	URS DELIVERY METHOD	TRAINING TYPE	TRAINING DATE
		EMP-002 EMP 002	EMP 002	101 10.0	00 Classroom/Simulated Laboratory	Business Skills	8/31/2019
		EMP-002 EMP 002	EMP 002	00000 1.00	Computer Based Training (CBT)	Manufacturing Skills	7/22/2019
	orremove	EMP-002 EMP 002	EMP 002	GG092120 8.00	0 Instructor Led/Distance Learning	Literacy Skills	9/21/2020
		EMP-002 EMP 002	EMP 002	1 1.00	O Classroom/Simulated Laboratory	Business Skills	2/22/2020
		Show More: 10 V First Page	Previous Next P Page: 1 of 1 Show	ing: 1-1 out of 1 Numb	er of Hour Records selected: 0		

EDIT: To edit the roster,	Hours Data		
enter the new nours Data	insuis butu		
in the text boxes provided. Click the Update button.	Delivery Method	None	~
	Training Type	None	~
	Total Hours		
	Roster Number		
	Date	mm / dd / yy	уу 🗖
	Update	Delete	Back
<u>Delete</u> : To delete trainees from the roster, no Hours	Hours Data		
Data is needed. Simply click the Delete button.	Delivery Method	None	~
	Training Type	None	~
	Total Hours		
	Roster Number		
	Date	mm/dd/	ууу 🗖
	Click the Update button.	Click the Update button. Click the Update button. Training Type Total Hours Roster Number Date Update Update Update Hours Data Delivery Method Delivery Method Training Type Total Hours Date Date Delivery Method Training Type Total Hours Delivery Method Training Type Total Hours Delivery Method	Delete: To delete trainees from the roster, no Hours Date Data is needed. Simply click the Delete button. Hours Data Training Type None Total Hours None Date mm / dd /yy Data is needed. Simply click the Delete button. Training Type Total Hours None Data is needed. Simply click the Delete button. Training Type Total Hours None Total Hours None Data is needed. Simply click the Delete button. None Training Type None Total Hours Data None Total Hours Date mm/ dd /y

8. Once complete you will receive a success message.
Click Ok to return to the Contract Details Page
Ok