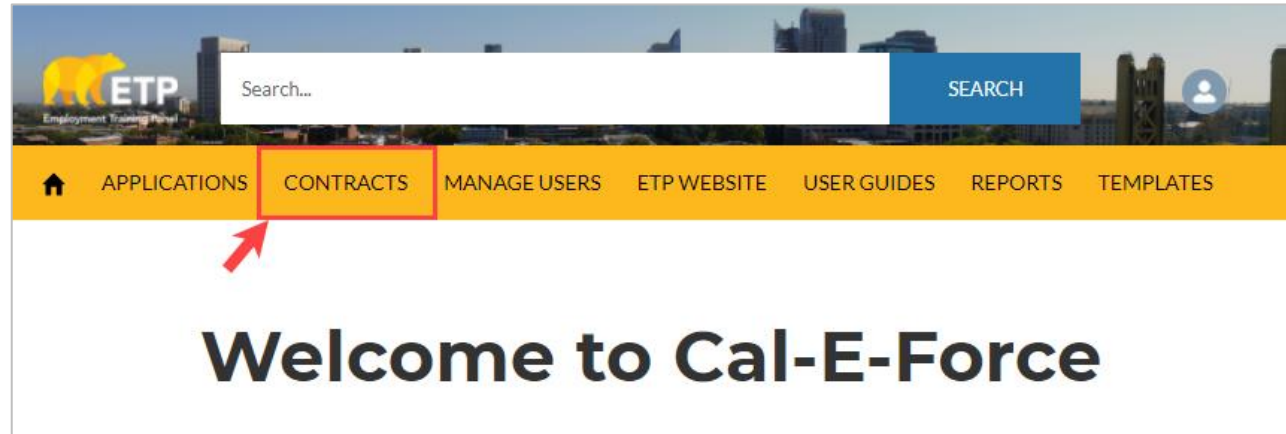
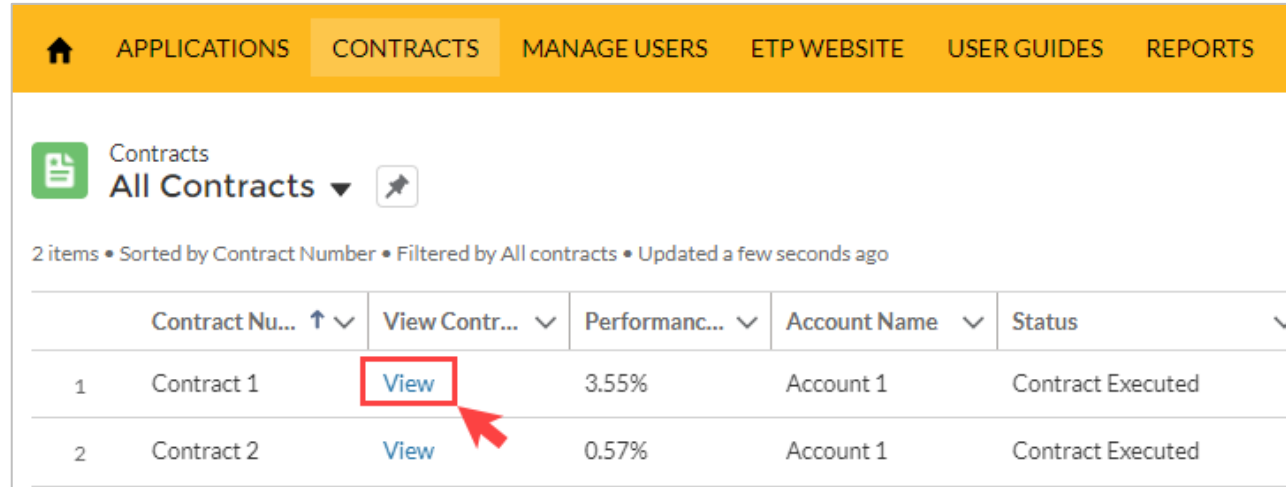


CAL-E-FORCE REFERENCE GUIDE: UPLOAD HOURS

1. At the top of the landing page, select the **Contracts** button on the button bar



2. Click on the **View** hyperlink for the contract that you would like to upload hours. The system will take you to that contract's detail page



3. Select the **Upload Hours** button on the button bar which is located at the top of the Contract Details page



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4. If you do not have a CSV containing your hours in the standard format, select both **Click Here** hyperlinks to download the Template and the Upload Codes

Upload Hours

Please Upload your CSV file here: No file chosen

Note: Please use the standard template to upload Hours data [Click Here](#) to download the template
[Click Here](#) to download the Upload Codes.

5. On the Upload Codes document, use the top row to determine the **Delivery Method Code** (PL, CBT, CL, or EL). Use the additional rows to determine the **Training Type Code** (i.e. 1 for Business Skills)

Delivery Method	CL	Delivery Method	PL	Delivery Method	EL
CL	Classroom/Simulated Laboratory	PL	Productive Laboratory	EL	E-Learning (Instructor Led)
CODE	Training Types	CODE	Training Types	CODE	Training Types
1	Business Skills	1	Business Skills	1	Business Skills
2	Commercial Skills	2	Commercial Skills	2	Commercial Skills
3	Commercial Skills - Advanced Technology	6	Computer Skills	3	Commercial Skills - Advanced Technology
4	Commercial Skills - Safety OSHA	7	Computer Skills - Advanced Technology	4	Commercial Skills - Safety OSHA
5	Commercial Skills - Safety General	9	Green/Clean Skills	5	Commercial Skills - Safety General
6	Computer Skills	14	Manufacturing Skills	6	Computer Skills
7	Computer Skills - Advanced Technology	15	Manufacturing Skills - Advanced Technology	7	Computer Skills - Advanced Technology
8	Continuous Improvement Skills	23	Medical Skills (preceptor)	8	Continuous Improvement Skills
9	Green/Clean Skills	22	Other	9	Green/Clean Skills
10	Hazardous Materials Skills			10	Hazardous Materials Skills
11	Job Readiness Skills			11	Job Readiness Skills
12	Literacy Skills			12	Literacy Skills
13	Management Skills			13	Management Skills
14	Manufacturing Skills			14	Manufacturing Skills
15	Manufacturing Skills - Advanced Technology			15	Manufacturing Skills - Advanced Technology
16	Manufacturing Skills - Safety OSHA			16	Manufacturing Skills - Safety OSHA
17	Manufacturing Skills - Safety General			17	Manufacturing Skills - Safety General
18	Medical Skills (didactic)			18	Medical Skills (didactic)
19	RSI (Apprenticeship)			19	RSI (Apprenticeship)
20	RSI (Apprenticeship) - Safety OSHA			20	RSI (Apprenticeship) Safety OSHA
21	RSI (Apprenticeship) - Safety General			21	RSI (Apprenticeship) Safety General
22	Other			22	Other
23	Medical Skills (preceptor)			24	HazWoper
24	HazWoper			25	Safety Skills - OSHA 10
25	Safety Skills - OSHA 10			26	Safety Skills - OSHA 30
26	Safety Skills - OSHA 30			27	Safety Skills - General
27	Safety Skills - General				

6. If using a PC, save the file as a **CSV (Comma delimited) file**. If using a Mac, save as **Comma Separated Values (.csv)**

PC USERS:

Save as type:

- ☒ CSV (Comma delimited)
- ☐ CSV (Macintosh)
- ☐ CSV (MS-DOS)

MAC USERS:

File Format: ☒ Excel Workbook (.xlsx)

- ☐ CSV UTF-8 (Comma delimited) (.csv)
- ☒ Comma Separated Values (.csv)
- ☐ Windows Comma Separated (.csv)
- ☐ MS-DOS Comma Separated (.csv)

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7. When your CSV is prepared and saved, click the Choose File button and select your CSV from your computer	<div><div>Upload Hours</div><div>Please Upload your CSV file here: <div>Choose File</div> No file chosen<div>UploadBack</div></div><div>Note: Please use the standard template to upload Hours data. Click Here to download the template Click Here to download the Upload Codes.</div></div>																		
8. Click the Upload button	<div><div>Upload Hours</div><div>Please Upload your CSV file here: <div>Choose File</div> No file chosen<div>UploadBack</div></div><div>Note: Please use the standard template to upload Hours data. Click Here to download the template Click Here to download the Upload Codes.</div></div>																		
9. The system will then provide you with a summary of the upload file <i>*This summary will only display the first 50 rows of the file</i>	<div><div>For your reference here is a sample list of Hour Records that are being uploaded</div><table><tr><th>TRAINEE EMPLOYEE ID</th><th>ROSTER NUMBER</th><th>TRAINING DATE</th><th>NUMBER OF HOURS</th><th>DELIVERY METHOD CODE</th><th>TRAINING TYPE CODE</th></tr><tr><td>7897-Bethenny Frankel</td><td>111a</td><td>5/29/2019</td><td>1.00</td><td>CL</td><td>1</td></tr><tr><td>7898-Luann de Lesseps</td><td>111a</td><td>5/29/2019</td><td>1.00</td><td>CL</td><td>1</td></tr></table></div>	TRAINEE EMPLOYEE ID	ROSTER NUMBER	TRAINING DATE	NUMBER OF HOURS	DELIVERY METHOD CODE	TRAINING TYPE CODE	7897-Bethenny Frankel	111a	5/29/2019	1.00	CL	1	7898-Luann de Lesseps	111a	5/29/2019	1.00	CL	1
TRAINEE EMPLOYEE ID	ROSTER NUMBER	TRAINING DATE	NUMBER OF HOURS	DELIVERY METHOD CODE	TRAINING TYPE CODE														
7897-Bethenny Frankel	111a	5/29/2019	1.00	CL	1														
7898-Luann de Lesseps	111a	5/29/2019	1.00	CL	1														
10. Click the Upload Hours button to complete your upload	<div><div>When you are satisfied with the records above, click the Upload Hours button to upload the hour records.</div><div>Upload Hours</div></div>																		
11. You will receive a confirmation message stating your upload is in progress. You can navigate away from the page at any time	<div><div>Your upload is processing. You may navigate away from this page at any time. You will receive an email when the upload is finished,including a link to any errors.</div><div>Ok</div></div>																		

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12. You will receive an email when the upload is complete. If there are any errors there will be a link to a report that will present the errors from the upload

**This email will go to the user who submitted the upload*

* Non-ETP Email. Be cautious Clicking, Replying, Opening *

The upload job completed on 2019-07-18 23:42:54,

Job Status : Completed

Total Job Items processed : 1

Number of Job Items processed : 1

Please click on this link for error messages: <https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-pte.cs33.force.com%2F%2Freport%2F00035000000ZVgdEAG%2Fview%3Ffv0%3D8003500000050AWAAY&data=02%7C07Ckelsey.oehrke%40etp.ca.gov%7Cc33f594563a646603fef08d70bd9a84b%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C17C636990901783071187&data=xju9nYSVfpYI%2FVIWKD2sDOf1RjXqeV3QcktwY9XI%3D&reserved=0>

13. Click on the link to view the Trainees Upload Error Report

**This report shows upload errors for the present day automatically. To edit the date, click on the funnel icon to change the date criteria*

Report: Contracts with Upload Transactions					
Upload Hours Errors Report					
Total Records					
2,000					
<input type="checkbox"/> Upload Time ↑	Upload Transaction: Name	Contract Number	Error Message	Uploading User	Upload
<input type="checkbox"/> 1:00 PM (82)	UT-104096	Contract 1	There are errors while saving this record- Employee ID:111112000-Test 890 Test 890 Row number:864 Reason:The trainee has already completed this class.	Ajay Malempati	