This Reference Guide applies only to those who have been approved for Computer Based Training (CBT) on their ETP contract.

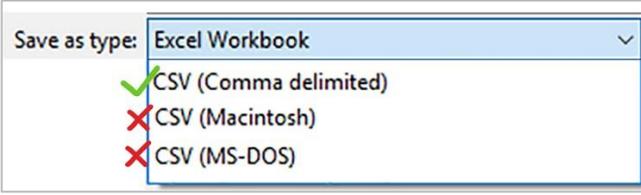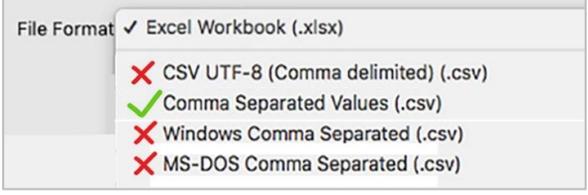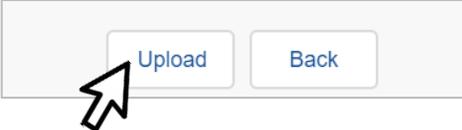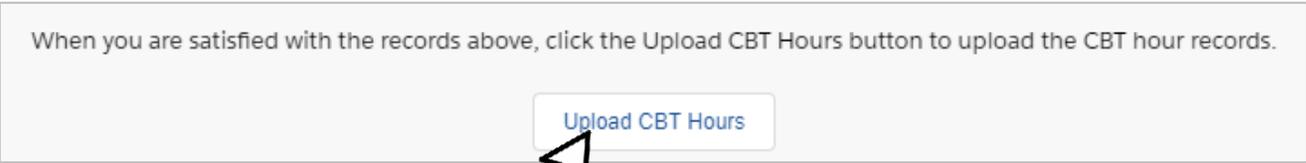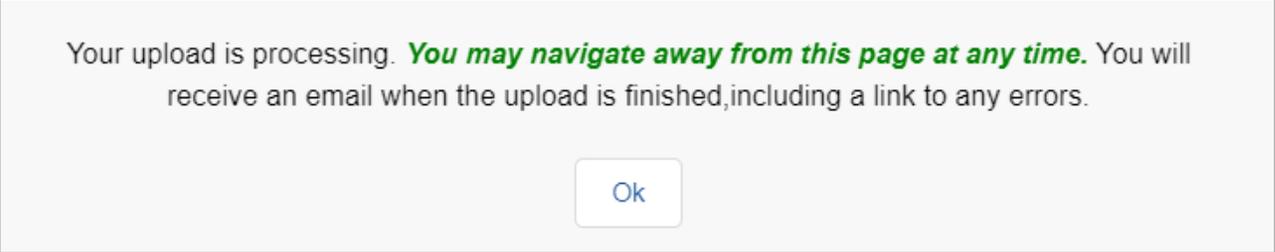|		
1.	At the top of the landing page, select the **Contracts** button on the button bar.	
2.	Click on the contract for which you would like to upload hours. The system will take you to your Contract Details page.	
3.	Select the **Upload CBT Hours** button on the button bar at the top of the Contract Detail Page.	
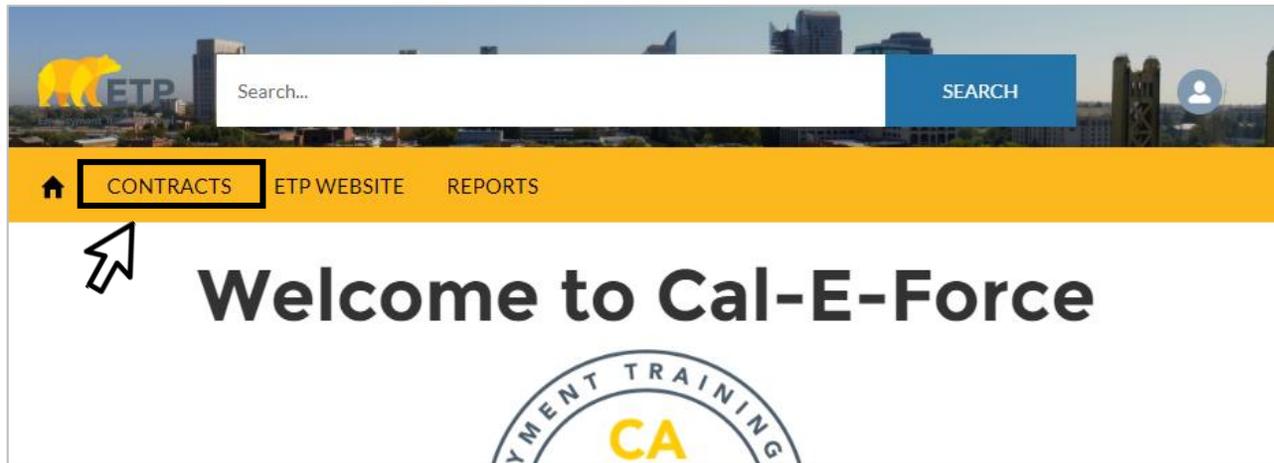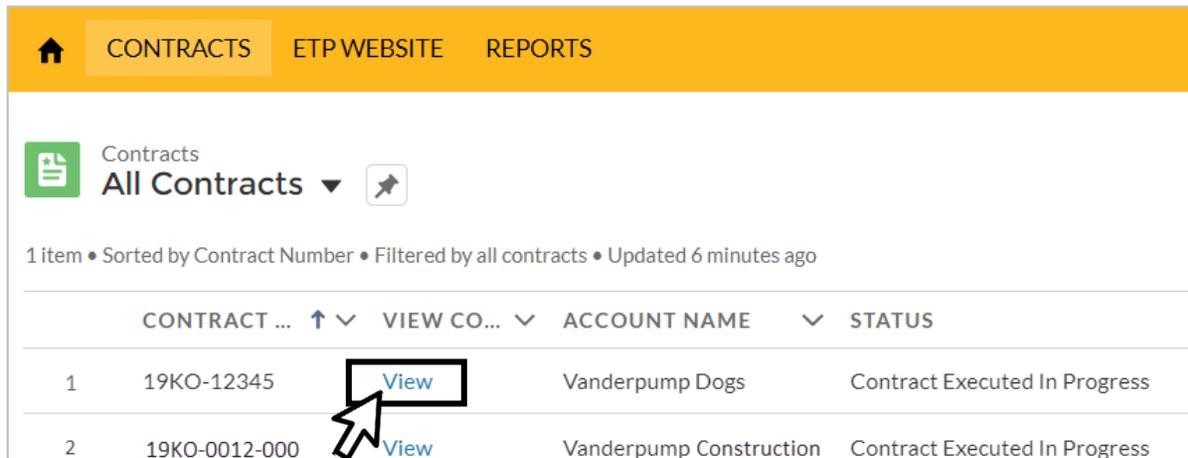
4.	If you do not have a CSV containing your hours in the standard format, select **Click Here** to download the template.	Please Upload your CSV file here: Choose File No file chosen Upload Back Note: Please use the standard template to upload Hours data Click Here to download the template Click Here to download the Upload Codes.
5.	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: Excel Workbook ✓ 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)
6.	When your CSV is prepared, click the **Choose File** button and select your CSV.	Please Upload your CSV file here: Choose File No file chosen Upload Back Note: Please use the standard template to upload Hours data. Click Here to download the template
7.	Click the Upload button.	Upload Back
8.	The system will then provide you with a summary of what has been uploaded and any errors messages.	**For your reference here is a sample list of Hour Records that are being uploaded** | TRAINEE EMPLOYEE ID	ROSTER NUMBER	TRAINING DATE	CBT CLASS TITLE
---	---	---	---
7897-Bethenny Frankel	10000000	8/1/2019	Enhancing Your Productivity
7898-Luann de Lesseps	10000000	8/1/2019	Enhancing Your Productivity
7899-Ramona Singer	10000000	8/1/2019	Enhancing Your Productivity	

9.	Click the **Upload CBT Hours** button to complete your upload.	When you are satisfied with the records above, click the Upload CBT Hours button to upload the CBT hour records. Upload CBT Hours
10.	You will receive a confirmation message stating your upload is in progress. You can navigate away from the page at any time.	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. Ok
11.	You will receive an email when the upload is complete containing a link to any errors.	noreply@salesforce.com on behalf of Contact9+ <kelsey.oehrke@etp.ca.gov> Oehrke, Kelsey@ETP **Sandbox: Trainee Upload Success Email** * 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%2Fs%2Freport%2F00O35000000ZVgdEAG%2Fview%3Ffv0%3D8003500000050AWAAY&data=02%7C01%7Ckelsey.oehrke%40etp.ca.gov%7Cc33f594563a646603fef08d70bd9a84b%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C1%7C636990901783071187&sdata=xju9nYSVfpYI%2FVIWKD2sDOlf1lRjXqeV3QcktwsY9XI%3D&reserved=0

12. Click on the link to view any errors.

REPORT
Trainees Upload Error Report

Export

Total Records
90

UPLOADING DATE/TIME ↓	UPLOAD TRANSACTION: NAME	ERROR MESSAGE	UPLOAD TRANSACTION: CREATED BY	UPLOAD TRANSACTION: CREATED DATE
-	UT-27983	There are errors while saving this record: Record Number 1: Required field missing or Invalid code: Age	Contact3+	7/18/2019