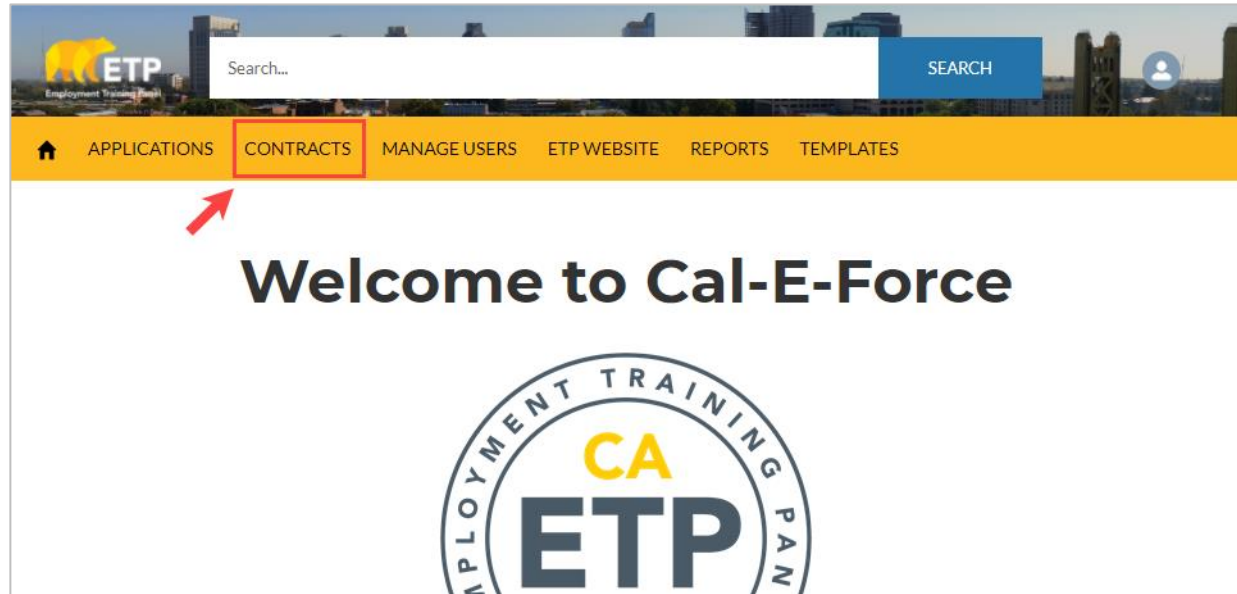


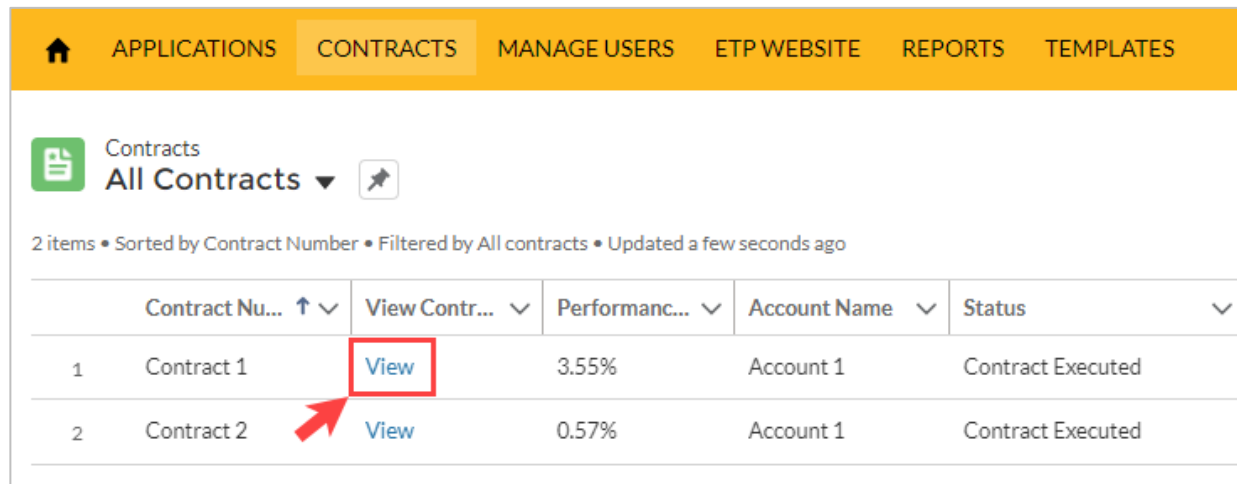
CAL-E-FORCE REFERENCE GUIDE: ADDING A WORKPLACE

Contractors are required to add a workplace prior to enrolling trainees to a contract

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



2. Click the **View** link next to the Contract Number of the contract that you need to add a workplace to. The system will take you to that contract's details page



CAL-E-FORCE REFERENCE GUIDE: ADDING A WORKPLACE

3. At the top of the Contract Detail Page is a button bar. Select the **Add Workplace** button

The screenshot shows the top navigation bar with a home icon and links for APPLICATIONS, CONTRACTS, MANAGE USERS, ETP WEBSITE, REPORTS, and TEMPLATES. Below this is a 'Contract Contract 1' header with a '+ Follow' button. A table displays contract details:

Account Name	Status	Term Start Date	Term End Date
Account 1	Contract Executed	12/13/2017	5/29/2021

Below the table is a button bar with the following options: ENROLL TRAINEES, UPLOAD TRAINEES, ADD HOURS, UPLOAD HOURS, UPLOAD CBT HOURS, UPDATE ROSTERS, ADD CBT CLASS, CREATE INVOICE, REQUEST REVISION, and ADD WORKPLACE. The 'ADD WORKPLACE' button is highlighted with a red box and a red arrow points to it.

4. Fill out the **Add Workplace Form** with the **Location Name** and **Address**. All fields are required

The 'Add Workplace' form contains the following fields:

- Add Workplace** (Section Header)
- * Location Name** (Required field)
- Address** (Section Header)
- Street** (Text input field)
- City** (Text input field)
- State/Province** (Text input field)
- Zip/Postal Code** (Text input field)
- Country** (Text input field)
- NEXT** (Blue button)

CAL-E-FORCE REFERENCE GUIDE: ADDING A WORKPLACE

5. Click the **Next** button to submit your location

Add Workplace

Add Workplace

• Location Name

Address


Street

City

State/Province

Zip/Postal Code

Country

 **NEXT**

6. A confirmation page will appear stating that a location has been created for the location named in the form

Add Workplace

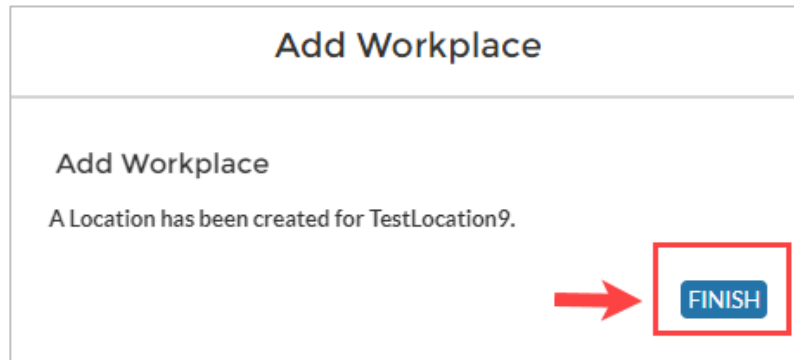
Add Workplace

A Location has been created for LocationTest6.

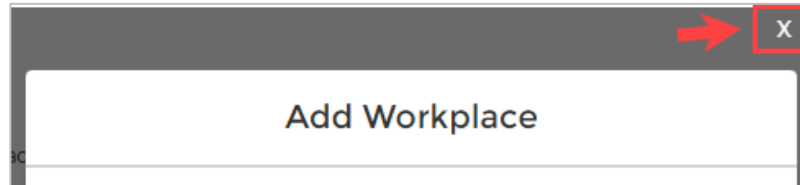
FINISH

CAL-E-FORCE REFERENCE GUIDE: ADDING A WORKPLACE

7. If you need to add another workplace, click the **Finish** button. This will take you back to the **Add Workplace Form** to allow you to enter in another workplace



8. To exit the form, select the **X** button at the top right of the form



9. To view all locations related to the contract from the contract detail page, scroll down on the page to the **Entities and Locations** related list

** The related list will display the first 6 locations on the contract detail page. If there are more than 6 locations, click on the **View All** button at the bottom of the related list*

Entities and Locations (5)			
Location Name	CEAN	Address	Location Number
Office	999-9999	1100 J Street Sacramento, CA 95814	1
Headquarters	999-9999	99, Winthrop Avenue, Apt - C Albany, CA 12203 USA	2
Satellite	999-9999	3001 Santa Vuena Way Sacramento, CA 95818	3
Test Location 1	999-9999	1100 J St Sacramento, CA 95814	4
TestLocation9	999-9999	1100 J ST Sacramento, CA 95814	5

