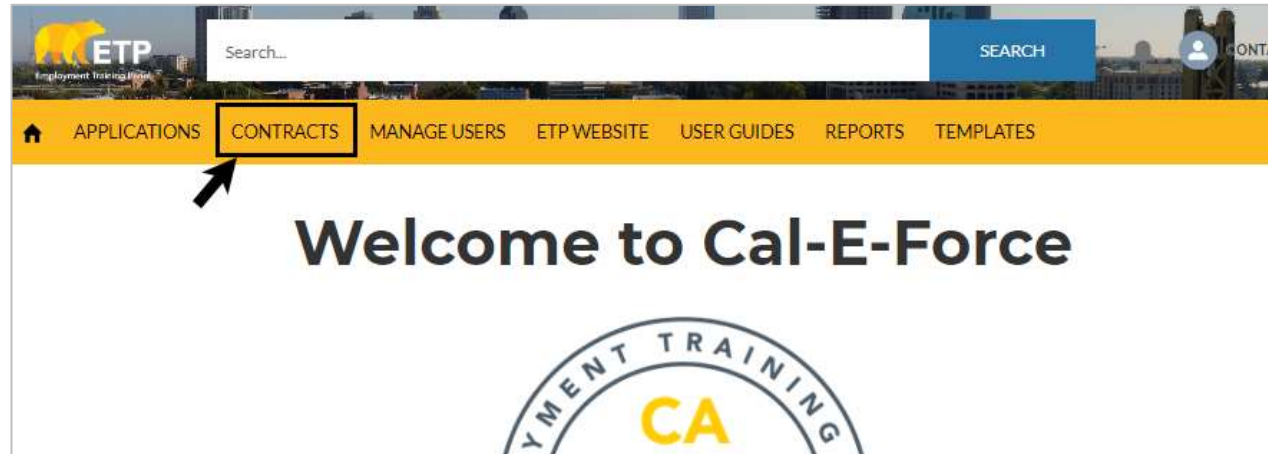


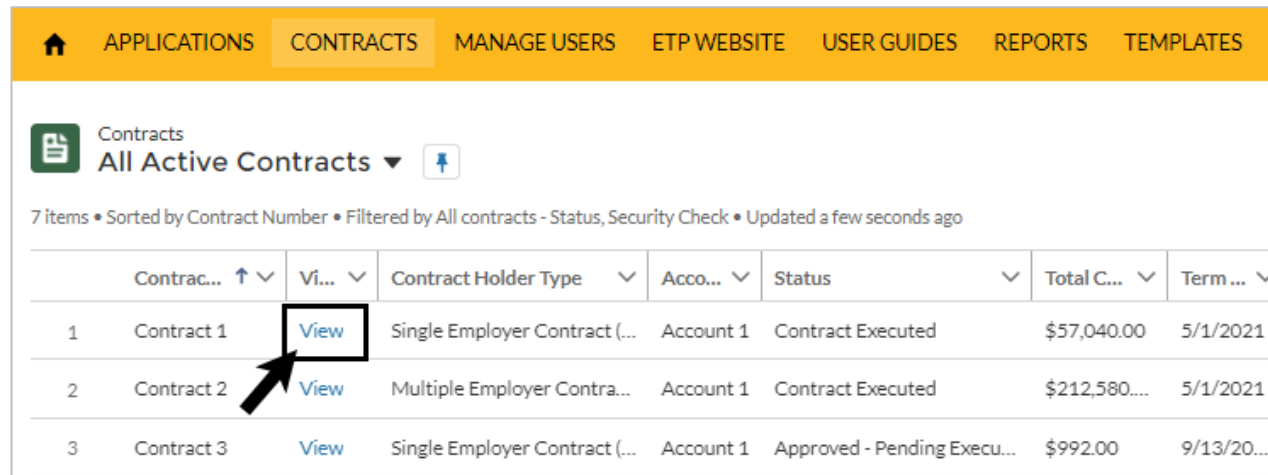
CAL-E-FORCE REFERENCE GUIDE: UPLOAD CBT CLASS TITLES

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

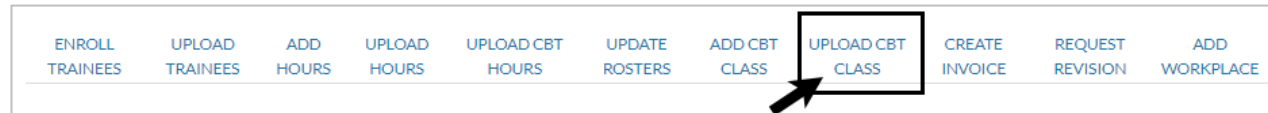
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on **View** for the contract that you would like to upload CBT class titles. This will take you to the Contract Details page



3. Select the **Upload CBT Class** button on the button bar at the top of the Contract Detail Page



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4. If you do not have a CSV containing your titles in the standard format, select **Click Here** to download the template

Upload CBT Class for Contract: Contract 1 - Account 1

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 Training Type Codes.

5. Template Codes for the Training Types approved on your contract can be found on the upload page below the upload prompt

Upload CBT Class for Contract: Contract 1 - Account 1

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 Training Type Codes.

Training Types for Contract: Contract 1

| CODE | TRAINING TYPE |
|------|---------------------------------------|
| 5 | Computer Skills |
| 6 | Computer Skills - Advanced Technology |
| 7 | Continuous Improvement Skills |
| 10 | Green/Clean Skills |

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:

- 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, click the **Choose File** button and select your CSV

Upload CBT Class for Contract: Contract 1 - Account 1

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 Training Type Codes.

8. Click the Upload button.

Upload CBT Class for Contract: Contract 1 - Account 1

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 Training Type Codes.

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9. The browser page will briefly refresh. Scroll down on the page a sample of your upload file is displayed

The screenshot shows the top navigation bar with a home icon and links for APPLICATIONS, CONTRACTS, MANAGE USERS, ETP WEBSITE, USER GUIDES, REPORTS, and TEMPLATES. Below the navigation bar is a table with the following data:

| | |
|----|----------------------------|
| 21 | Medical Skills (Didactic) |
| 24 | RSI (Apprenticeship) |
| 23 | Other |
| 22 | Medical Skills (Preceptor) |
| 12 | HazWoper |
| 25 | Safety Skills - General |
| 26 | Safety Skills - OSHA 10 |
| 27 | Safety Skills - OSHA 30 |

Below the table is a callout box with the text: "For your reference here is a sample list of CBT Class Records that are being uploaded". Inside this callout box is a table:

| CLASS | TRAINING TYPE | TOTAL STANDARD HOURS |
|------------------|-----------------|----------------------|
| Test CBT Class 2 | Computer Skills | 1.00 |
| Test CBT Class 2 | Computer Skills | 1.00 |

Below the table is the text: "When you are satisfied with the records above, click the Upload CBT Class button to upload the CBT Class records." and a button labeled "Upload CBT Class". A black arrow points from the top table to the callout box.

10. Click the **Upload CBT Class** button to complete your upload.

This screenshot is identical to the one above, showing the same navigation bar, table of class records, callout box with the sample table, and the "Upload CBT Class" button. In this version, the "Upload CBT Class" button is highlighted with a black box, and a black arrow points to it from the right.

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11. The browser page will briefly refresh. Scroll down on the page to see a confirmation message stating your upload is in progress. You can navigate away from the page at any time by clicking **OK**

The screenshot shows the top navigation bar with a home icon and links for APPLICATIONS, CONTRACTS, MANAGE USERS, ETP WEBSITE, USER GUIDES, REPORTS, and TEMPLATES. Below the navigation bar, there is a list of two items: '21 Medical Skills (Didactic)' and '24 RSI (Apprenticeship)'. A central box contains a purple heading: 'For your reference here is a sample list of CBT Class Records that are being uploaded'. Below this heading is a table with three columns: CLASS, TRAINING TYPE, and TOTAL STANDARD HOURS. The table contains two rows of data. Below the table is the text: 'When you are satisfied with the records above, click the Upload CBT Class button to upload the CBT Class records.' and a button labeled 'Upload CBT Class'. A black arrow points to this button. Below the main content area is a confirmation message box with a black border, containing the text: 'Your upload is Success. *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.' and an 'Ok' button. A black arrow points to the 'Ok' button.

| CLASS | TRAINING TYPE | TOTAL STANDARD HOURS |
|------------------|-----------------|----------------------|
| Test CBT Class 2 | Computer Skills | 1.00 |
| Test CBT Class 2 | Computer Skills | 1.00 |

12. Error reports and email notifications are expected to be released at a later date. To confirm CBT class has been uploaded, click **OK** to return to the contract detail page

The screenshot shows a confirmation message box with a black border, containing the text: 'Your upload is Success. *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.' and an 'Ok' button. A black arrow points to the 'Ok' button.

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13. Scroll down on the contract detail page to locate the CBT Class Related List. Click the header or **view all** to view all CBT Classes added to the contract

| CBT Classes (6+) | | |
|----------------------------------|----------------------|----------------------|
| Class | Training Type | Total Standard Hours |
| Test CBT Class 1 | Computer Skills | 1.00 |
| Test CBT Class 2 | Computer Skills | 1.00 |
| Validation | Manufacturing Skills | 1.00 |
| Salesforce | Business Skills | 4.00 |
| CBT Class1 | Business Skills | 8.00 |
| Enhancement Test | HazWoper | 8.00 |

[View All](#)