

**California Automated Response and Engagement System (CWS-CARES)  
Resource Family Application (RFA) Project**



# **Training**

To be used with **Module 5: Background Checks, Orientation & Training** Participant Guide

May 2022  
Quick Guide 5b  
Version 1.0

## Revision History

Revision / Version #	Date of Release	Author	Summary of Changes
1.0	5/23/2022	Barney Smith	Initial draft

## Recording Training

### To enter a training record:

These are the steps to record training that the applicants have taken or are taking.

Navigate to the **Detail** tab of your application. If you do not remember the steps:

1. Click the **Application** tab.
2. Select the **Application Number** link. The applicant displays.
3. Click the **Down Arrow** next to **Change Owner** and select **Add Training**. (Note there is an option to schedule if it has not been completed yet. That would require you returning to update once verification of completion has been received.)
4. Select the radio button for **Appropriate Applicant**.
5. Click **Next**.
6. Enter the **Type** of training.
7. Enter the **Status** of training
8. Enter the **Hours**.
9. Enter the **Completed Date** (if Completed and not Scheduled)
10. Enter **Narrative**
11. Click **Create**. (Now you can upload any training documentation).
12. Click the **Upload Files** button and navigate to the document and select it.
13. Click **Open**. The **Upload Files** page displays.
14. Click **Done**.
15. Click **Next**. You get a confirmation that the training was added.

### To confirm training is recorded:

16. Navigate to the **Person** tab.
17. Click the **ARP for the applicant who you added training for**.



18. **NOTE:** The Training Completion Flag is set to completed.

Person Name	Sam30 ScenarioOne30	
Email Address	Sam30@testdataemail.com	
Mobile		
Training Hour Required	12	
Training Hour Attended	12	
Training Completion Flag	Training Hour Completed	
Related Person Type	Primary Applicant	