





Adding Supplemental Training (from E-Track Administrator side)


"Supplemental Training" refers to training taken outside the OCWTP that an individual county or RTC elects to include as a line item in a person's E-Track training history. Although supplemental training is not eligible as OCWTP training, it is included in aggregate training hours.

(To add supplemental training to multiple person records simultaneously, see [Adding Supplemental Training from the "Everyone" side of E-Track instructions on the next page.](#))



From Administrator **Main Menu**:

- **Person Directory**
- Do a person search to locate the person for whom you want to add supplemental training
- ☒ Check the box next to the person's name
- [Training Notebook](#)
- From the left-side menu, click the down arrow ▼ to reveal **Learning Options**
- [Add Supplemental Training History](#)
- In resulting fields, type in as much information as is available
- **IMPORTANT NOTES:**
 - **Hours** – Enter the number of hours spent in the classroom. For college or university courses, this number will reflect credit hours.
 - **Licensure Hrs** – Enter the number of licensure hours for which the training was approved, if applicable.
- If desired, in the left-side menu click on [Notes](#) to record any additional information
 - Click on the pencil icon to access the notes field
 - In the resulting pop-up window, type notes you wish to capture in the record
 - Click on the save icon  (in the upper left-side of the pop-up window) to save your notes
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To see training history for an individual (including supplemental training):



- Perform a person search
- ☒ Check the box next to the person's name
- [Training Notebook](#)
- Check:
 - ☒ **History**
 - ☒ **Learnings** (This box should be pre-selected)
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To edit a supplemental training line item:

- From the person's Training Notebook history, click on the [Underlined Title](#)
- Make changes
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Adding Supplemental Training to Multiple Person Records (from E-Track Everyone side)

Log into the Everyone side of E-Track: <https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>

- "Switch to "Manage Trainees" mode
 - **Activities**
 - Add Supplemental
 - **Advanced Search**
 - Hierarchy Level
 - Click on the magnifying glass icon 
 - Click on yellow folder  icons to drill down to the desired hierarchy level
 - Click on the Underlined Hierarchical Level to select it
 - Other Levels
 - Generally you'll select "All and all levels below this level"
 - **Search**
 - ☒ Check the box beside the name of each person to whose record the supplemental training line item should be added
 - Add Supplemental Training
 - Event Title * (You **must** assign a title to the supplemental training event)
 - Fill in as much info as possible for the remaining fields
- IMPORTANT NOTES:**
- Time In Class – Enter the number of hours spent in the classroom. For college or university courses, this number will reflect credit hours.
 - Credit Units – Enter the number of licensure hours for which the training was approved, if applicable.
- Notes (Use the Notes field for any additional information not captured in the other fields)
 - **Add Supplemental Training**
 - **OK**