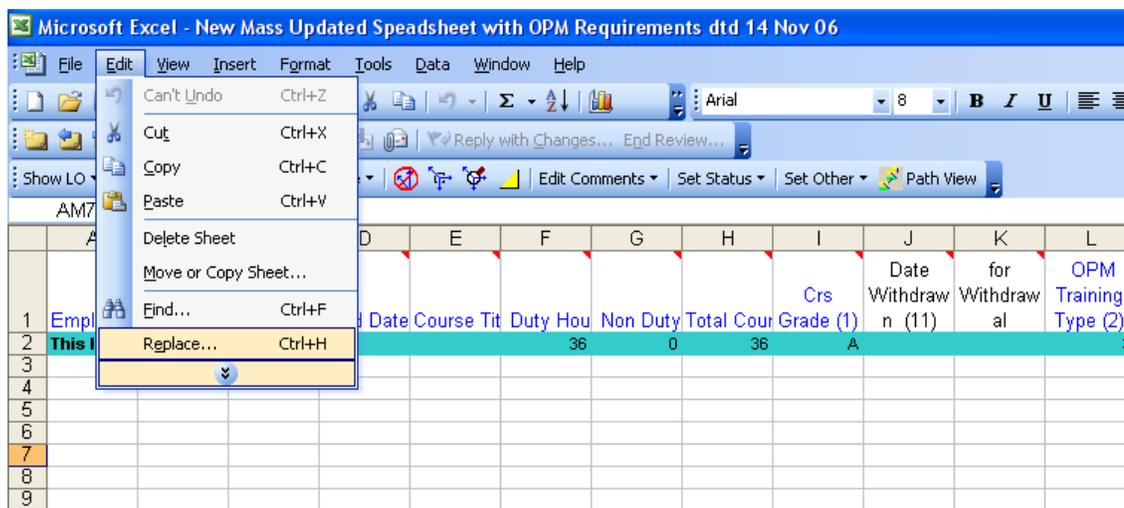


Updating Employees training Records Using the Mass Update function in DCPDS

Copy and paste training information into the spreadsheet to be uploaded into DCPDS

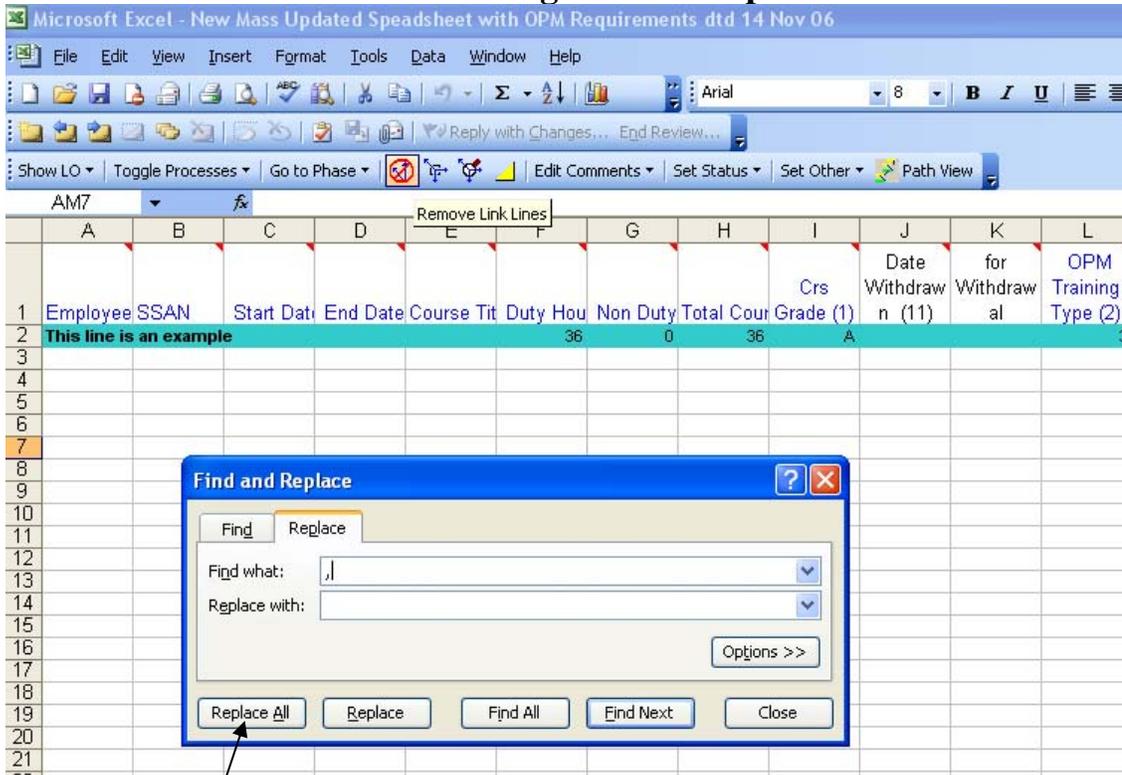
The following fields must obtain data as listed.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Employee SSAN	Start Date	End Date	Course Title	Duty Hour	Non Duty	Total Cour	Grade (1)	Date Withdrawn (11)	for Withdrawal	OPM Training Type (2)	Training Sub Type (2)	Training Source (1)	Training Type (3-5)
1														
2	This line is an example				36	0	36	A			3	20	A	50000
P	Q	R	S	T	U	V	W	X	Y	Z				
on School Source(2)	Method (1)	Priority Indicator (1)	Decision Source (1)	Purpose (2)	Cost Indicator (1)	Local Code (1)	Course Code (10)	Activity Type (3)	Tuition Fees (1-6)	Materials (1-6)				
	8	2	2	4	Z									
AA	AB	AC	AD	AE	AF	AG								
Total Direct Cost (1-6)	Funded by Direct (1)	Direct PEC ID (1)	Travel (1-6)	Per Diem	Total Indirect Cost (1-6)	Funded by Indirect (1)								
					1980									
AH	AI	AJ	AK	AL										
Funding Source (1)	Indirect PEC ID (1)	Total Course Cost (1-6)	Non Gov Contribution (0-6)	Continued Svc Agrmt Ind (1)										
		1980	0	NA										
AM	AN	AO	AP	AQ	AR									
Continued Svc Agrmt Exp Date (11)	Training Accreditation Ind	Trng Credit Hrs	Trng Cr Type Hrs	Trng Designator Type Code (2)	Input Source: Point of Contact Name & DSN									
					NA									



To ensure there are no commas, periods, Jr. and Sr. with in the documents -- On the tool bar of the spreadsheet click on **Edit**, than **Replace**.

Updating Employees training Records Using the Mass Update function in DCPDS

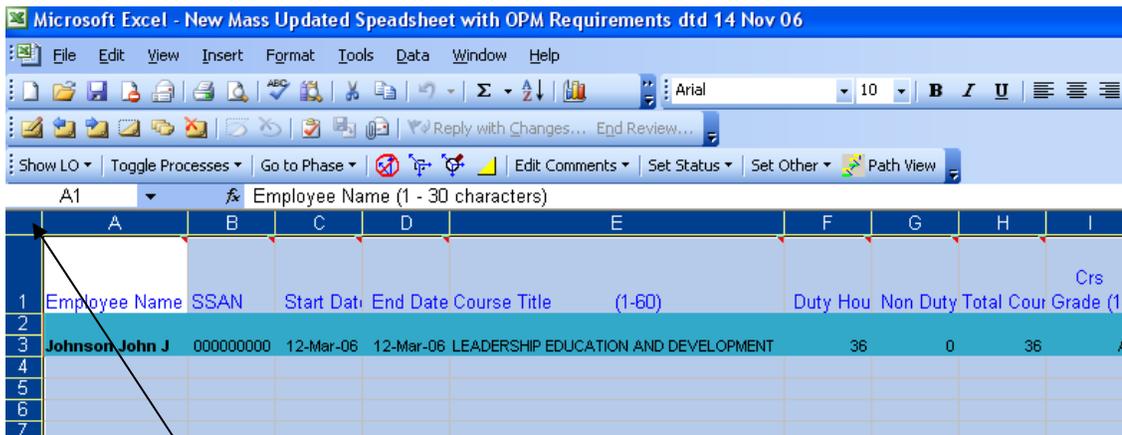


Using the Replace tab in the Find what area type in a comma, Jr, Sr, etc.

Leaving the Replace with area blank – click on the Replace All button.

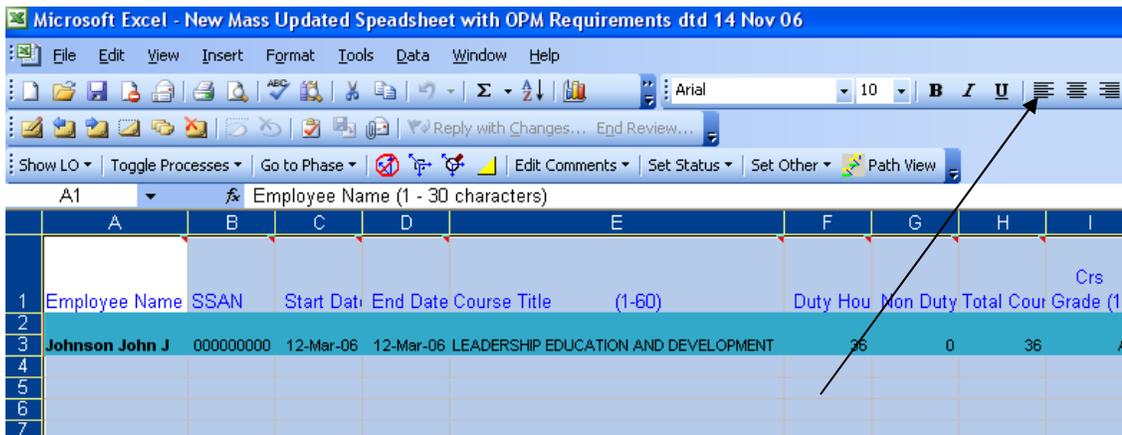
An action screen will appear – click on the OK button.

To close the find and Replace window click on the red **X** or the close button.

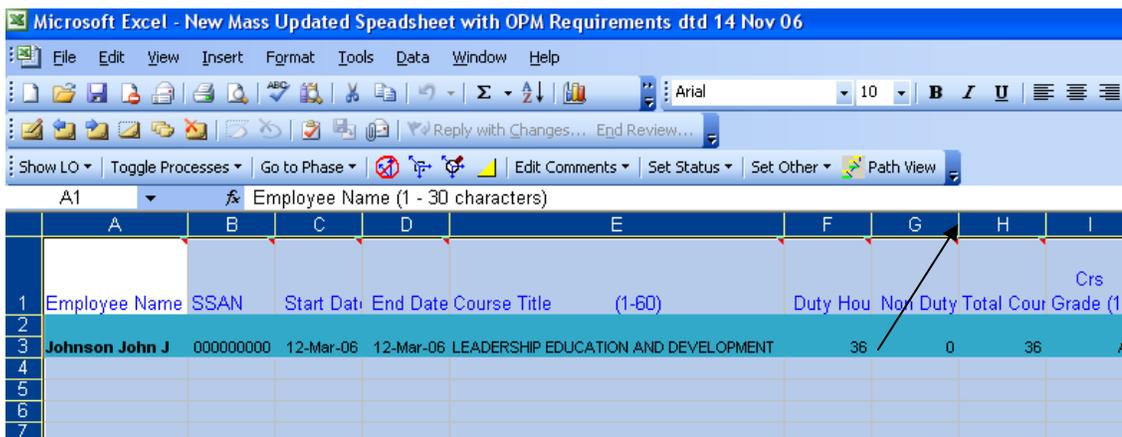


To highlight the spreadsheet and work within multi field -- using your mouse place the pointer in the first field in the top left, than left click using the mouse. The spreadsheet will highlight

Updating Employees training Records Using the Mass Update function in DCPDS



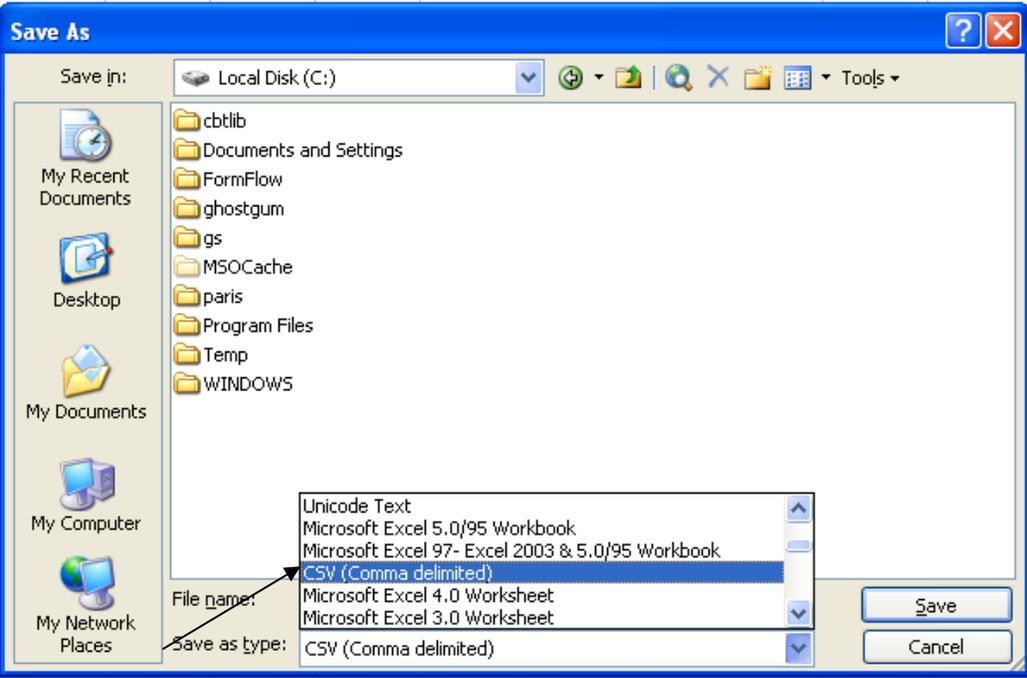
To shift the text to the left – click on the Align left button on the tool bar



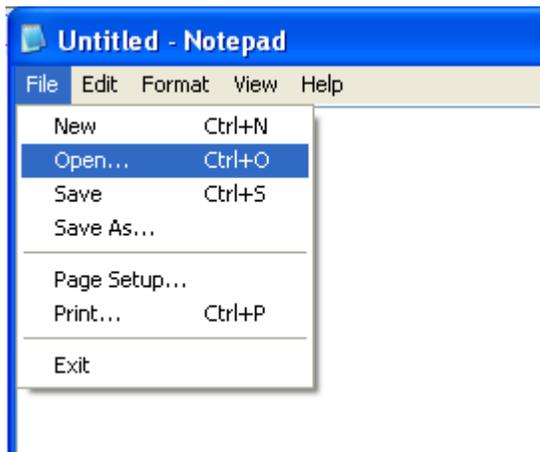
To align the width of the fields – with the spreadsheet highlighted, place your mouse pointer on the right or left margin of a field that you would like to adjust, then left click using the mouse and drag to the left or right. When completed left click in the document using the mouse.

Updating Employees training Records Using the Mass Update function in DCPDS

	A	B	C	D	E	F	G
1	Employee Name	SSAN	Start Date	End Date	Course Title (1-60)	Duty Hou	Non Duty
2							
3	Johnson John J	000000000	12-Mar-06	12-Mar-06	LEADERSHIP EDUCATION AND DEVELOPMENT	36	0
4							
5							
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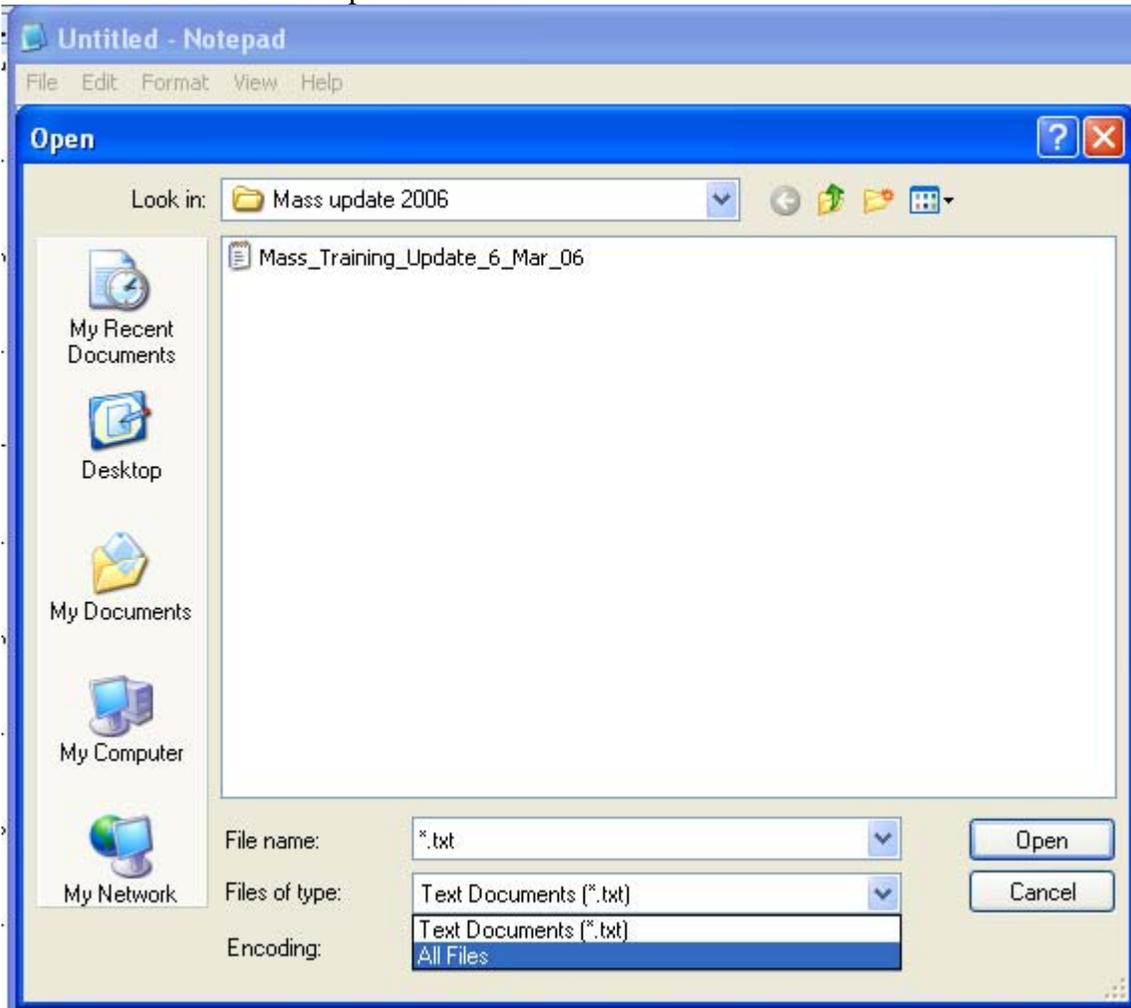
To save – Using the tool bar – click on file, save as, File name (name the record), in the Save as type—click on the down arrow and scrolled down and click on **CSV (comma delimited)**, then click on the save button.



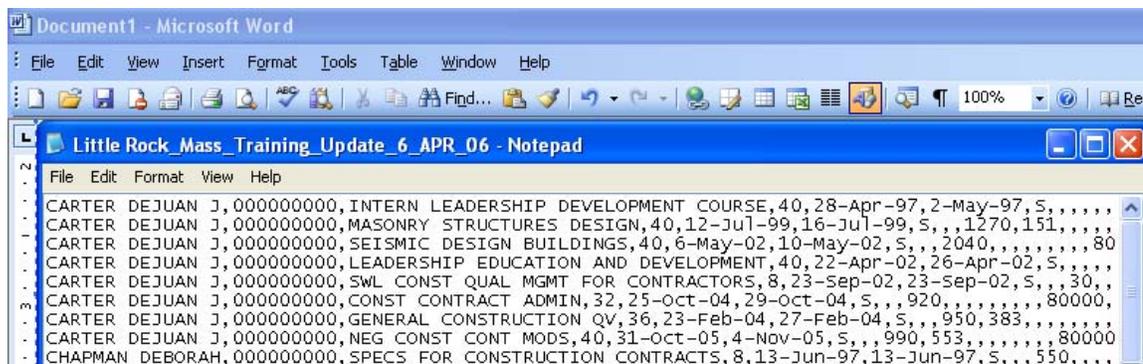
Open up the Note Pad program – using the tool bar – select file, and open

Updating Employees training Records Using the Mass Update function in DCPDS

In the Files of type area, click on the down arrow and select All files. Locate the CSV file that you have saved – then click on the Open button.

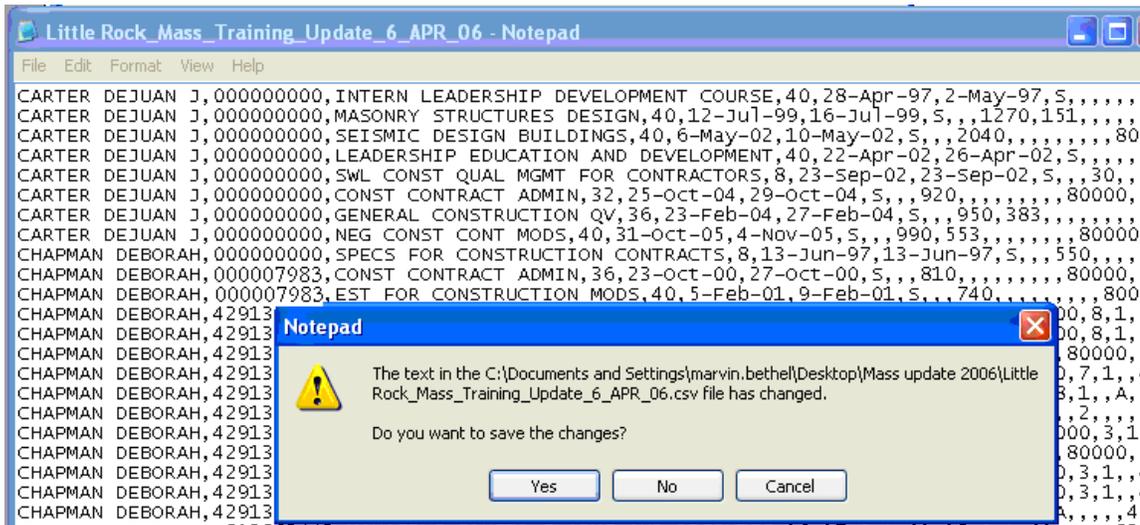


In the Files of type area, click on the down arrow and select All files. Locate the CSV file that you have saved – then click on the Open button.

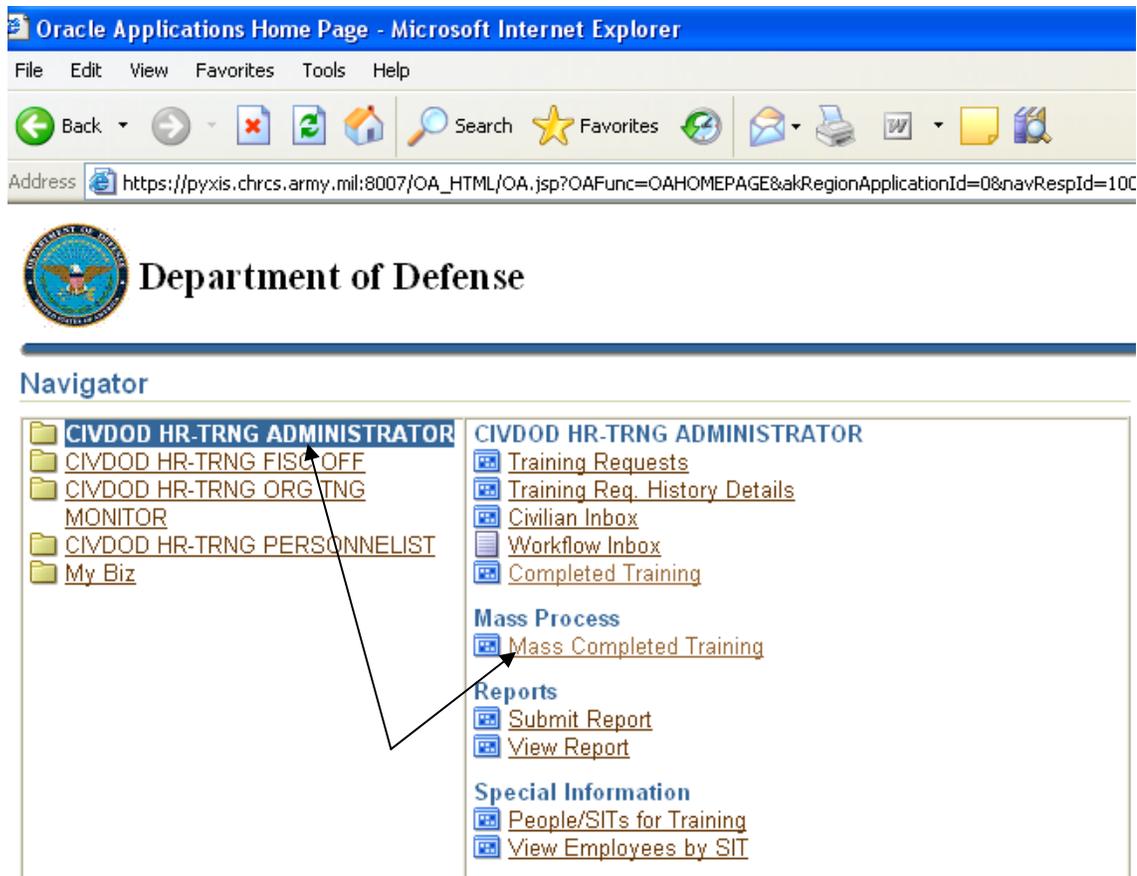


Verify there is no additional spacing in the document i.e., between the name, information in each field and the commas that divides the fields. To close click on the red X

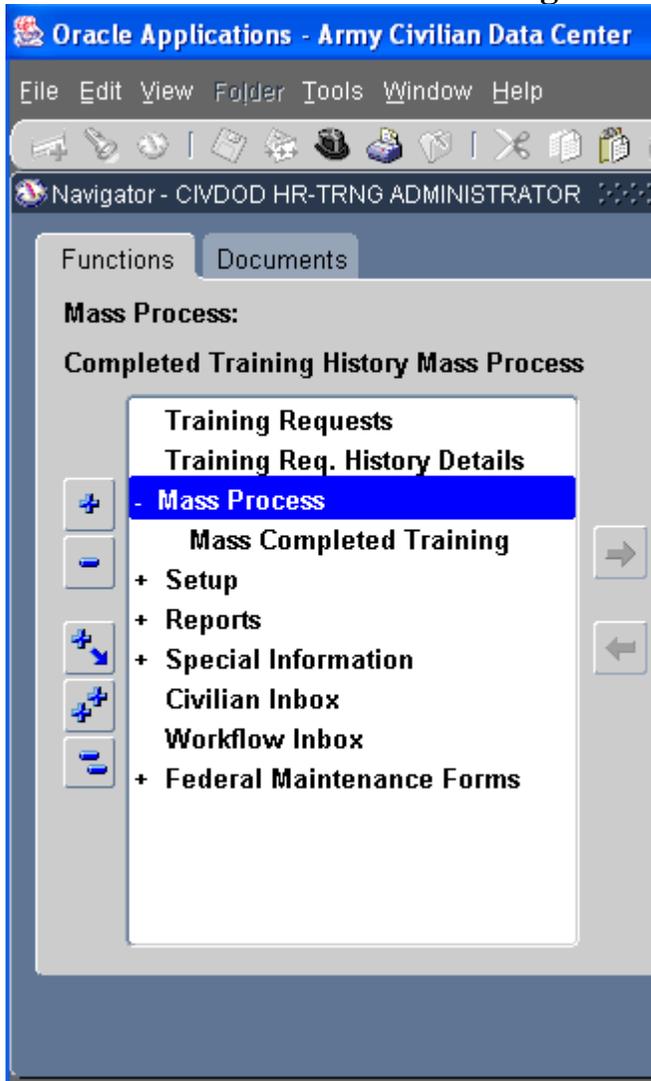
Updating Employees training Records Using the Mass Update function in DCPDS



To close click on the red **X** and click on the **Yes** button.

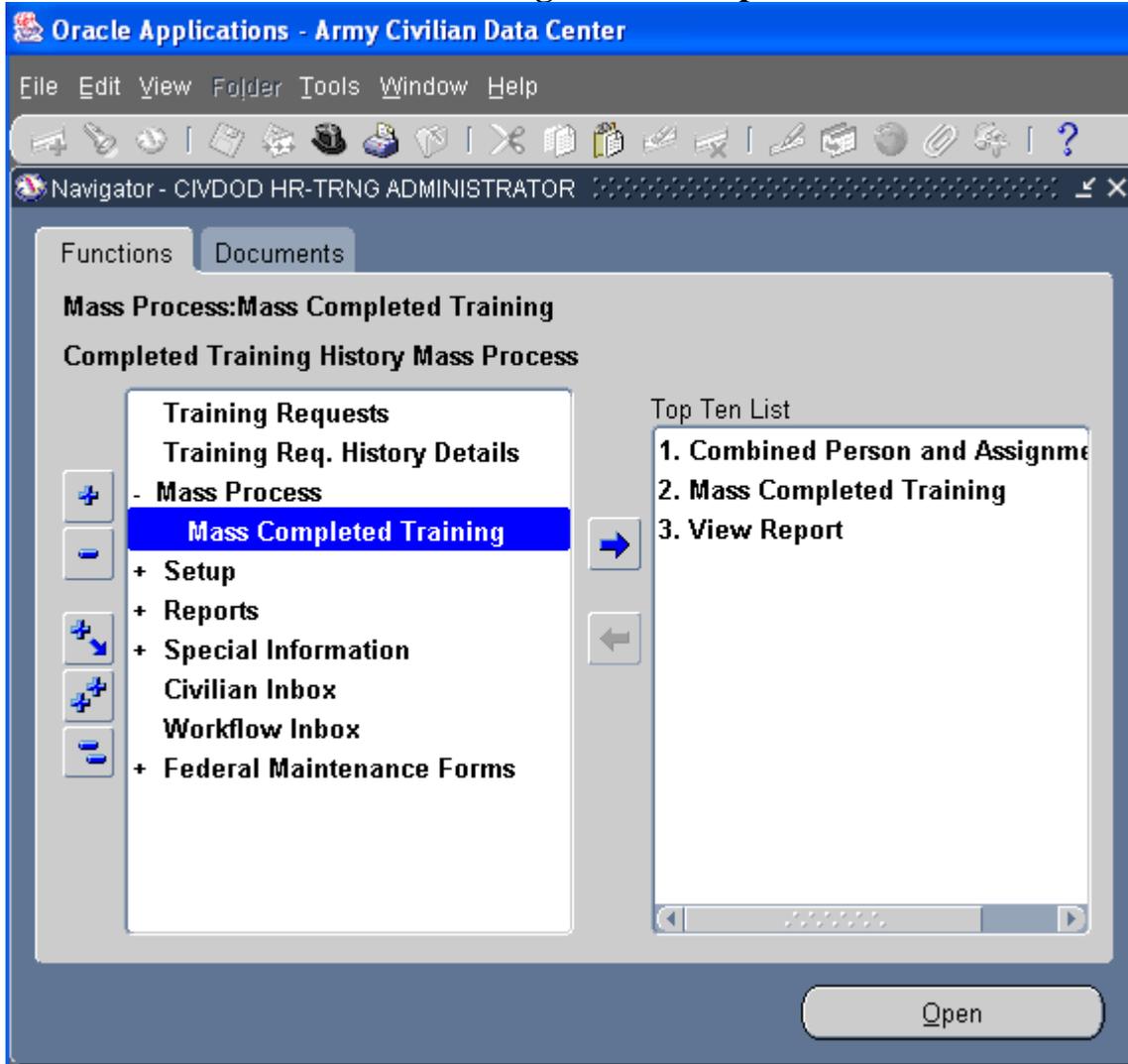


Updating Employees training Records Using the Mass Update function in DCPDS

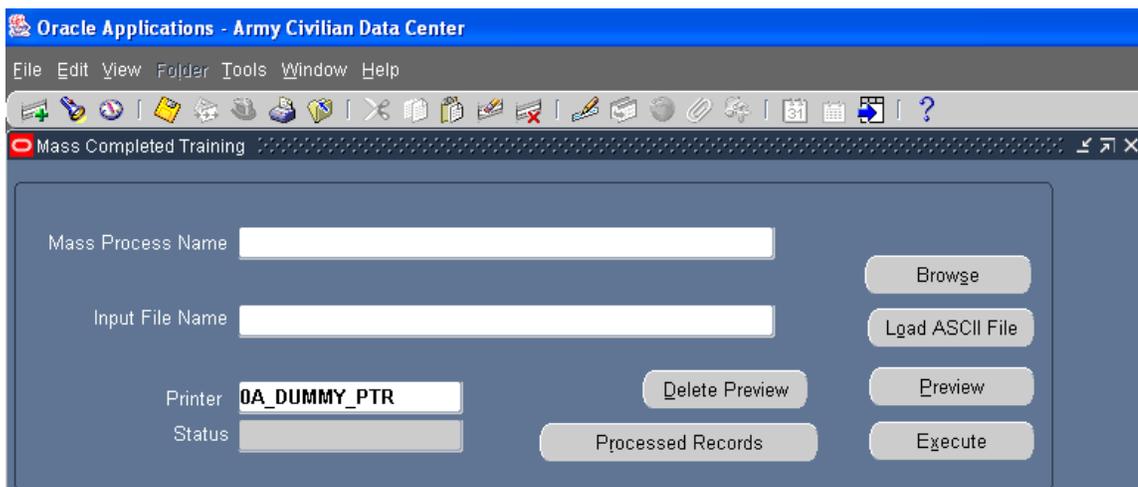


Log on to DCPDS by either using the Navigator screen under HR-TRNG Admin/ Mass Process -- select Mass Completed Training or under the function tab, double click on Mass Process.

Updating Employees training Records Using the Mass Update function in DCPDS

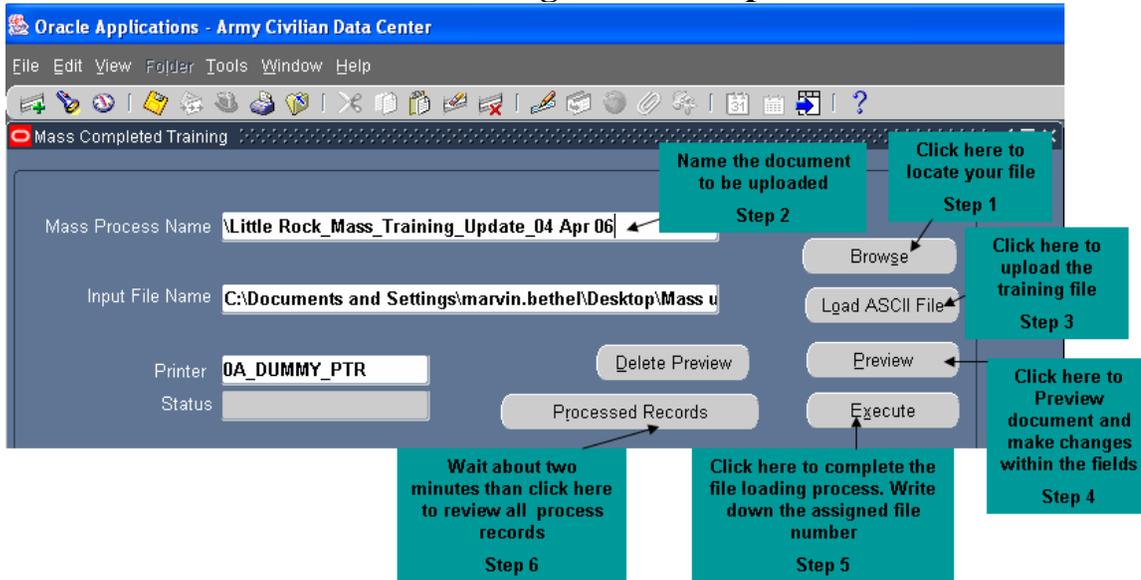


Select Mass Completed Training



The above window would appear.

Updating Employees training Records Using the Mass Update function in DCPDS



Follow these steps to upload training documents.

Please note how to enter Leadership courses in DCPDS

LEADERSHIP COURSES AND HOURS

Enter as follow:

ACTION OFFICER DEVELOPMENT COURSE (AODC)	21 HOURS
INTERN LEADERSHIP DEVELOPMENT COURSE (ILDC)	40 HOURS
LEADERSHIP EDUCATION AND DEVELOPMENT (LEAD)	40 HOURS
LEAD TRAIN THE TRAINER	80 HOURS
MANAGER DEVELOPMENT COURSE (MDC)	20 HOURS

Updating Employees training Records Using the Mass Update function in DCPDS

**ORGANIZATIONAL LEADERSHIP FOR EXECUTIVES
(OLE) 80 HOURS**

**PERSONNEL MANAGEMENT FOR EXECUTIVES I (PME
I) 72 HOURS**

**PERSONNEL MANAGEMENT FOR EXECUTIVES II (PME
II) 40 HOURS**

**SUPERVISORY DEVELOPMENT COURSE (SDC)
ST5001 21 HOURS**

**SUPERVISORY DEVELOPMENT COURSE (SDC)
ST5002 18 HOURS**

SUPERVISORY DEVELOPMENT COURSES 39 HOURS

(Note: ST5001 and ST 5002)

**SUSTAINING BASE LEADERSHIP AND MANAGEMENT
(SBLM) 540 HOURS**

**Note: Enter all training using CAPITAL letters
as listed above (No abbreviations)**