<u>Correcting the Roster</u>

There are two types of errors that can be corrected on the In-Service Training Roster:

- MCOLES numbers entered with transposed or missing digits, or
- MCOLES numbers entered for people that should not appear on the roster.

Both of these types of errors must be fixed as described below <u>prior</u> to selecting the Save & Submit to MCOLES button. Otherwise, you must contact MCOLES to correct an error.

1. <u>Transposed or Missing Digits</u>

    While entering several MCOLES numbers from a roster, it can be easy to mistype a number. After the information for a set of 10 rows is retrieved and a wrong name is found, it can be corrected at that time.

Student Name	* MCOLES #	Agency	* Stat
LANDERS, ALVIN	9320		Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI	Enrolled
ALTAIR, LINDA	3873		Enrolled

From the previous example, the first MCOLES number should have been 9230 but was entered as 9<u>32</u>0. The correct name does not match. The fourth MCOLES number is missing a digit, and should have been entered as 3873<u>5</u>.

To correct the entries, simply change the numbers to the proper ones. The wrong names will disappear.

Student Name	* MCOLES #	Agency	* Stat
	9230		Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI	Enrolled
	38735		Enrolled

You must <u>click on the Retrieve Student Information button again</u>, and the corrected names should appear.

Student Name	* MCOLES #	Agency	* Stat
CRAWFORD, ROBERT	9230	SOUTH RANGE POLIC 🔍	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE 🔍	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI 🔍	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP PO 🔍	Enrolled

Once the names are verified, click on the Save & Submit to MCOLES and continue with the next set of rows if needed.

2. <u>People that should not appear on the roster</u>

If an incorrect entry is made that is not a mistake in the number but should not appear at all, that row can also be removed entirely.

Student Name	* MCOLES #	Agency	* Stat
CRAWFORD, ROBERT	9230	SOUTH RANGE POLIC 🔍	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE 🔍	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI 🔍	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP PO 🔍	Enrolled
CASPER, RICHARD R	40024	DETROIT POLICE DEF 🔍	Enrolled

In this example, the bottom entry should not have been made. Remove the number and the name will be removed:

Student Name	* MCOLES #	Agency	* Stat
CRAWFORD, ROBERT	9230	SOUTH RANGE POLIC 🔍	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE 🔍	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI 🔍	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP PO 🔍	Enrolled
		🔍	Enrolled

Again, if you save an incorrect row, you must contact MCOLES to correct the record.