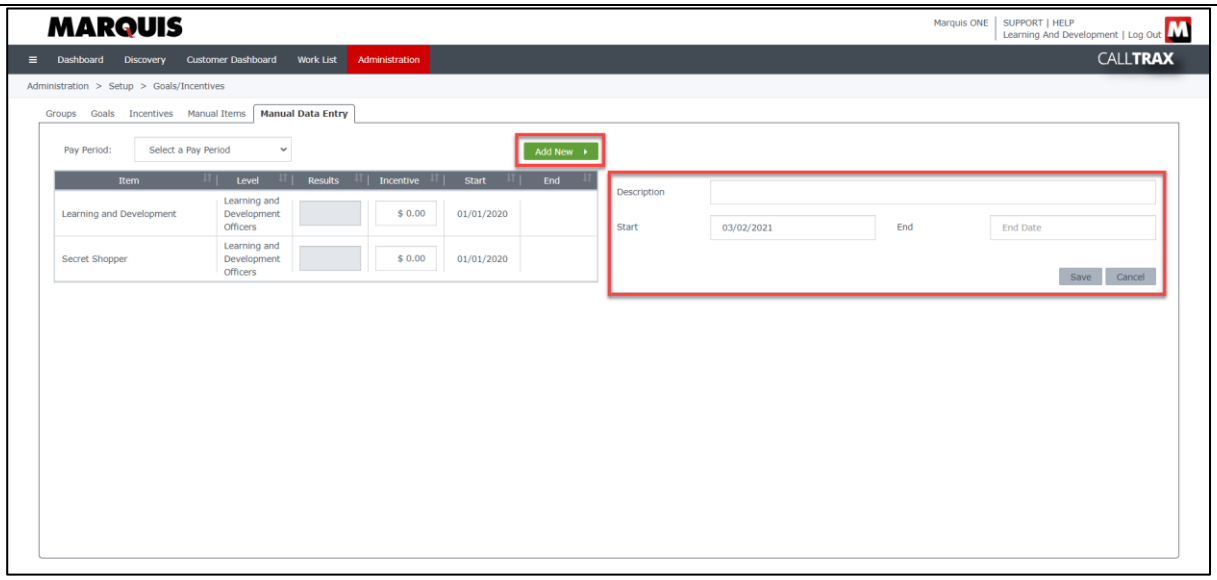
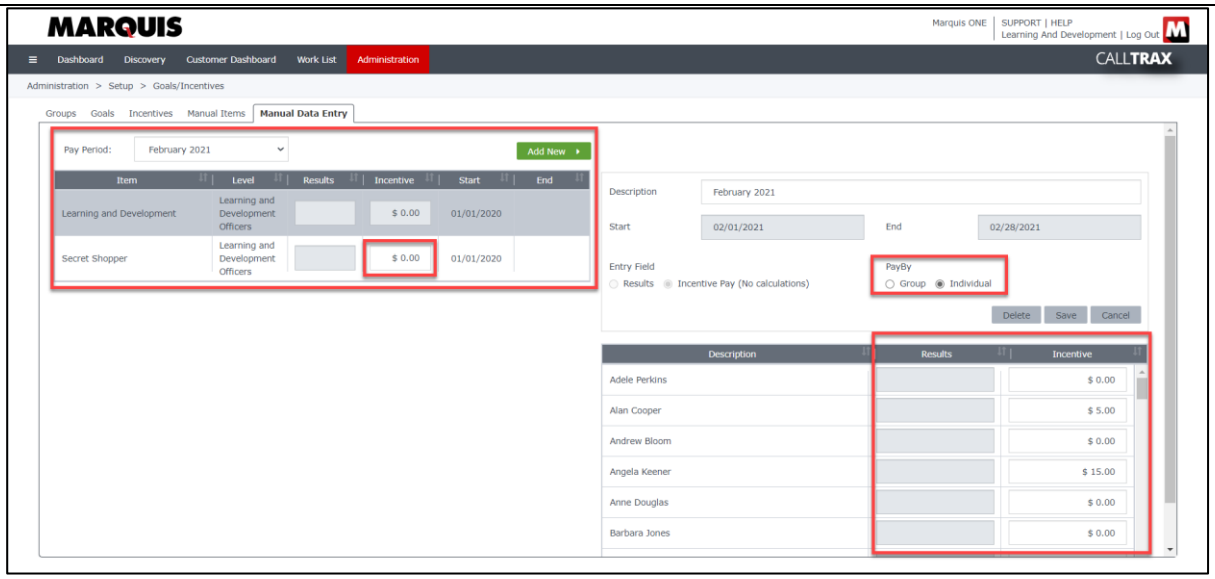
CLTX613	CallTrax NEXT Create Manual Data Entries
	The following procedures will guide you through creating new Manual Data Entries to provide results for manual item goals and incentive results within CallTrax NEXT.
Order of Steps	**Tasks**
Step 1	Log into **CallTrax NEXT.**
Step 2	On the landing page, click on **Administration** from the main menu
Step 3	Hover the mouse over Setup, and click on **Goals & Incentives**
Step 4	Click on the **Manual Data Entry** tab
Step5	To create a new Manual Data Entry Pay Period, click the green **Add New** button
5.1	Type a description into the **Description** box
5.2	Designate the **Start date** by typing in the box or selecting a date from the calendar box
5.3	Designate the **End date** by typing in the box or selecting a date from the calendar box
Note: The End Date is required as this is the time period to put in the results of the manual items. The date range must be unique and cannot fall within the same time frame of another Manual Data Entry.	
5.4	Click the **Save** button
	
Step 6	To update the new pay period with results, confirm the new manual data entry is selected within the Pay Period box
6.1	If not, click the drop-down arrow in **Pay Period** and select it
6.2	Click on an **Item** in the list
6.3	Click the radio dial next to the desired **PayBy** option
6.4	If Group is selected:
6.5	• Type in the **Results or Incentive Pay** in the appropriate box located within the manual item shown in the list on the left
6.6	If Individual is selected:
6.7	• Type in the **Results or Incentive Pay** for each individual officer in the list located on the right
Note: Group will pay the same amount to every officer within the group and Individual will enable the ability to populate a different value for each officer within the list.	

6.8	Click the **Save** button