

OUTSIDE LOCALS ONLY-Entering a Deceased Activity

1. Go to the member's record and click on the activities tab.

The screenshot shows a web application interface for managing member records. At the top, there are navigation tabs: Local, Member, Mbr Payments, Utilities, and Logoff. Below these are sub-tabs for Member Search, Cert/Course Search, and Init/Reinstate. The main content area is divided into several sections:

- Member Search:** Lists members, with BRADLEY, ROBERT C highlighted in green.
- Member Information:** Displays Name (BRADLEY, ROBERT C), Member # (593557), SSN (redacted), and Local (402). A QR code is visible next to the SSN field.
- Form Fields:** Includes fields for Mbr # (593557), Last (BRADLEY), Local (402), SSN (redacted), First (ROBERT), MI (C), Type (Member), and Suffix.
- Status and Dates:** Shows Status (Active), Paid Thru (Lifetime), Join Date (01/01/1957), Birth Date (redacted), Class (Lifetime), Dues Rate (Lifetime), Hire Date, Gender, IW Gender (M), Ethnicity, IW Ethnicity (R), Marital Status (Married), and Dependants (0).
- Employment and Dues:** Includes Skill (Ironworker), Free Dues (checkbox), Working Condition, Sub Skills, Check Flag, Over/Under (\$0.00), Differential (\$0.00), Other ID, and Cards (0).
- Employer:** A dropdown menu for selecting the employer.
- Member Photo:** A section at the bottom for the member's photo.

A "Save Member Changes" button is located at the top right of the main information section.

Figure 1: Member's record main screen.

2. Once in the activities tab click on the deletions tab:

The screenshot shows a web application interface for a member's record. At the top, there are navigation tabs: er, Mbr Payments, Utilities, and Logoff. Below these are several sub-tabs: Certifications, Courses, Documentation, Employment, OJT, and Photo. The Activities tab is highlighted in yellow. Underneath, there are more sub-tabs: Address, Change Log, Info, COPE, Memo, Payment History, and Payment. The Activities sub-tab is also highlighted in yellow.

Below the sub-tabs, the member's information is displayed: Name: BRADLEY, ROBERT C; Member #: 593557; SSN: [REDACTED]; Local: 402. There are icons for email, print, and a document.

Below the member information, there are several buttons: Activity, Class Change, Deletions (highlighted in yellow), Skill Change, and Duplicate Card.

The main content area is titled "Member Activity" and contains a table with the following data:

Local	C	Activity	Eff Date	Fee Amt	GEB	By	Status	Appr/Rej Date	Class	Action	Docs
0413		Initiation	1/1/1957	100.00	0		Approved		JOURNEYMAN		0 Docs
0413		Transfer Out	1/31/1963	0.00	0		Approved				0 Docs
0402		Transfer In	2/1/1963	0.00	0		Approved				0 Docs
0402		Journ to Hon Mem	10/1/1995	0.00	0	MLB	Approved				0 Docs
0402		Hon Mem to Retired	1/1/1996	0.00	0	MLB	Approved				0 Docs

Below the "Member Activity" table, there is a section titled "Pending Activity" with a table structure similar to the one above, but it is currently empty.

Figure 2: Member's record activity tab.

3. In the next window that opens select deceased in the lower left. Enter the date that the member passed and then click “save changes”.

The screenshot shows a web application interface for member management. At the top, there are navigation tabs: **Mbr Payments**, **Utilities**, and **Logoff**. Below these are several menu items: **Certifications**, **Courses**, **Documentation**, **Employment**, **OJT**, **Photo**, **Activities**, **Address**, **Change Log**, **Info**, **COPE**, **Memo**, **Payment History**, and **Payments**. The main content area displays member information for **BRADLEY, ROBERT C** with member number **593557** and local number **402**. Below this is a row of buttons: **Activity**, **Class Change**, **Deletions** (highlighted), **Skill Change**, and **Duplicate Card**. The **Deletions** section shows member details: Member Number: 593557, SSN/SIN: [REDACTED], Name: BRADLEY, ROBERT C, Status: Active, Date Of Birth: [REDACTED], Class: Lifetime, Skill: Ironworker, Date Paid Thru: 12/2006, Join Date: 1/1/1957, and Diff Owed: 0.00. Under the heading **Activity Deletions**, there are three radio buttons: **Deceased** (selected and highlighted), **Transfer Out**, and **W-CD Issued**. Below these is a **Suspended** radio button. To the right, there is an **Effective Date:** field with the value **7/31/2018** and a calendar icon. A **Save Changes** button is located at the bottom right of the form.

Figure 3: Deletions activity, select deceased

4. Now you will be in the member's activity tab again. To the far right of the pending deceased activity is a link, it will say: "0 Docs". Click that link and you will be able to upload any documentation.

The screenshot shows the IWITS Iron Workers Online Local Union System interface. At the top, it displays the system name, version (Ver. 14.462SAA.312), and a logoff warning. Below this is a navigation bar with tabs for Member, Mbr Payments, Utilities, and Logoff. A secondary navigation bar includes Search, Init/Reinstate, and various activity categories like Certifications, Courses, Documentation, Employment, OJT, and Photo. The main content area shows member details for BRADLEY, ROBERT C, including Member # 593557 and Local 402. A 'Member Document Admin' dialog box is open, showing a table of activities with a 'Deceased' entry. The 'Add A New Document' section has a dropdown menu for 'Document Type' and a 'Browse...' button. Red annotations with arrows point to these elements, providing instructions on how to select a document type and upload a file. A 'Submit Document' button is also visible.

Member and Activity

Name	Member Number	SSN/SIN
BRADLEY, ROBERT C	593557	[REDACTED]
Class	Skill	
Lifetime	Ironworker	

Code	Activity	Act Date	Eff Date
018	Deceased	1/1/1996	1/1/1996

Add A New Document

Document Type:

New Document Type:

Locate the file in your computer that you want to upload.

When you double check to make sure that it is the right file and file type, click submit and it will upload to the activity.

Figure 4: documentation upload.