

# IWATS - How to Import a New Document



1 Click "Documentation"

Member Information page showing various fields including SSN, Book Number, First Name, Middle Name, Last Name, Post Name, Status (Apprentice), Appr Year 2, IW-Address (Address1, Address2, City, State, Zip, Email), Status Memo, Wage Step, Effective, and Completion Date (09/26/2023). The 'Documentation' link in the left-hand menu is highlighted.

2 Click "Click here to import a new doc"

Member Information page showing fields for Book Number, IW-Address, Indenture, Indenture Date, Home Phone, Cell/Text Phone, Birth Date, Gender, Ethnicity, Local #, and Effective. A 'Click here to import a new doc' link is highlighted in the bottom right corner.

3

Click "Document Type" drop-down and Select the type from the list. If you do not see the document type you need on the drop-down list, type the name of the Document Type into New Document Type and click 'Add a new document type'. It will then appear in the Document Type drop-down list for you to select.

The screenshot shows a form titled "Member Information" with the following fields: Name: A, Class: Apprentice, Book Number: 1, and IW Status: A. Below these fields are two input areas: "Document Type:" with a dropdown menu and "New Document Type:" with a text box and an "Add a new document type." button. The dropdown menu is open, and the text "Select a file." is visible below it. At the bottom of the form, there is a "Choose File" button, the text "No file chosen", and an "Upload:" button with the text "Click here to upload a document.".

4

Click Choose File to select the file to upload from your computer.

The screenshot shows the same "Member Information" form as in the previous image. In this image, the "Document Type:" dropdown menu is set to "Application". The "Choose File" button is highlighted with an orange circle. The "New Document Type:" field is empty, and the "Add a new document type." button is visible. The "Upload:" button with the text "Click here to upload a document." is also visible at the bottom.

5

Click on "Click here to upload a document."

\*Note if you check the box to replace, it will replace the previous document type you may have uploaded. **For example:** You uploaded a copy of the Driver's License 4 years ago and it has expired. Today you are uploading the new unexpired license. You can leave the box unchecked so both will stay in the member's documentation, or you can check the box on the right so the old Driver's License is replaced with the new one. Check with your Apprentice Coordinator and/or The National Training Fund if you have any questions before replacing a document.

Member Information

Name: [redacted] Book Number: 1

Class: Apprentice IW Status: A

Document Type: Application

New Document Type: [redacted] Add a new document type.

Select a file.

Choose File APPLICATIONS NEXT DOOR.docx

Upload: [Click here to upload a document.](#)

When checked, you will replace the current document

6

Click "Refresh" to see your uploaded document.

JATC Member Reports

Member

View Search Add New Letters Out Of Work Application Information Appr Wage Increases Courses Audit Log Certifications Documentation Education Employment History Military History Notes On The Job Training Photo Name Merge

SSN \* [redacted] Book Number \*

First Name [redacted] Add

Middle Name [redacted] Add

Last Name [redacted] City

Post Name [redacted] State

Status: Apprentice Eff: 01 | 2024 Zip

Appr Year 2: 2 Eff: [redacted] [redacted] Email

Stat: Wag

Completion Date

09/26/2023

[Refresh](#)

Delete	File Type
<input type="checkbox"/>	Forklift Safety
<input type="checkbox"/>	OSHA 10 Hour
<input type="checkbox"/>	OSHA Sub Part P Card
<input type="checkbox"/>	SIL/ICA for Construction

7

Click on the document you uploaded to view and ensure it uploaded correctly.

Iron Workers Online Apprentice Tracking System

Member Information

Book Number \* [input field]

Address: [input field] [Enter Address, Change](#)

Inducture Date: 11/01/21

Address1: [input field] Inducture Date: [input field]  
Address2: [input field] Cell/Text Phone: [input field]  
City: [input field] Birth Date: [input field]  
State: [input field] Gender: [input field]  
Zip: [input field] Ethnicity: [input field]  
Email: [input field]  
Status Memo: [input field]  
Wage Step: [input field] Effective: [input field]

Completion Date: 09/28/2023  
Expiration Date: 09/28/2024  
International Status: [ACTIVE] Class: [APPRENTICE] Skill: [IRONWORKER] Paid Thru: [NOV 2023]

Members Docs

Date	Doc Name	Doc Date
<input type="checkbox"/>	<a href="#">FPA Form</a>	
<input type="checkbox"/>	<a href="#">Application</a>	
<input type="checkbox"/>	<a href="#">Employment</a>	
<input type="checkbox"/>	<a href="#">OSHA 10 Hour</a>	
<input type="checkbox"/>	<a href="#">OSHA 30 Hour R-Card</a>	
<input type="checkbox"/>	<a href="#">IIR,ICA,IR,Construction</a>	