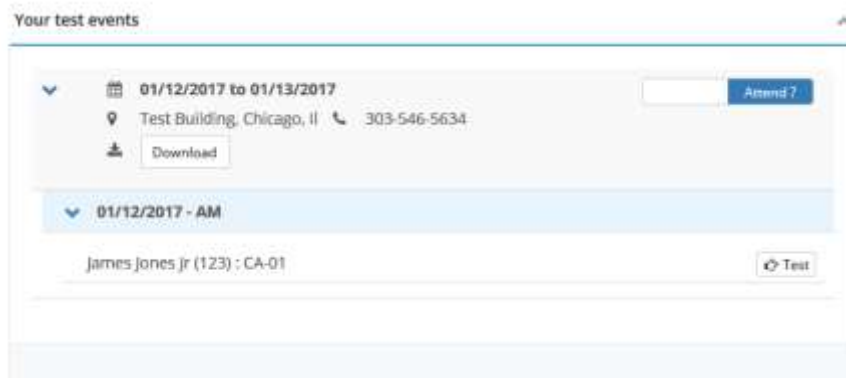


Contractor

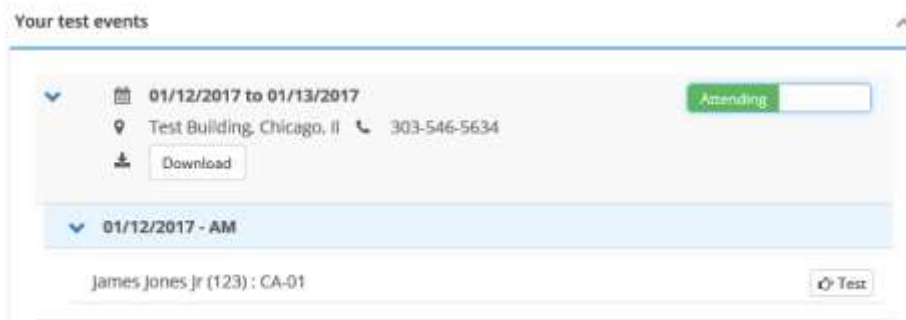
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Attending a testing event

As a contractor you will see up and coming test events by logging into the website. Below is a test event that is coming up, I can see the date and location of the event and which welders will be testing. In my example I can see James Jones Jr is the only attendee at the moment.



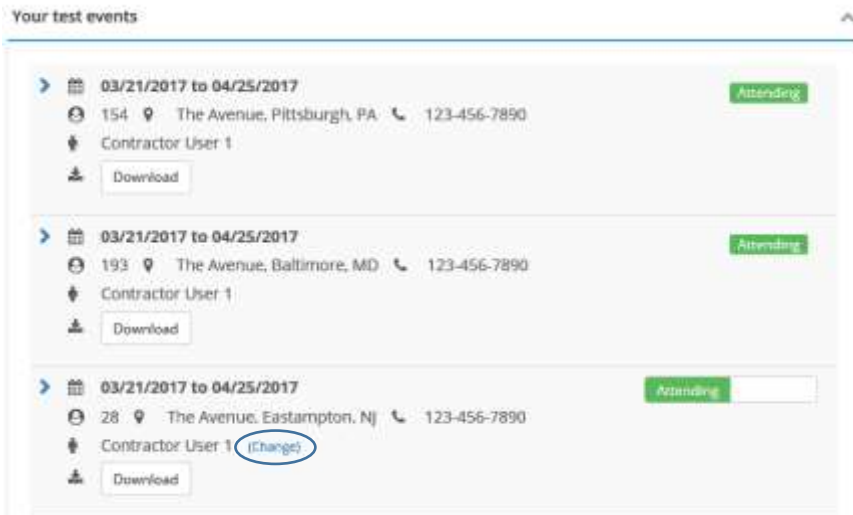
By clicking the button that says 'Attend?' it turns green and changes to saying 'Attending'. This means the organizers will know that your company is attending the test event.



Assigning a representative to a testing event

If you would like to assign a different representative of your company to a particular test event this can be achieved as described below.

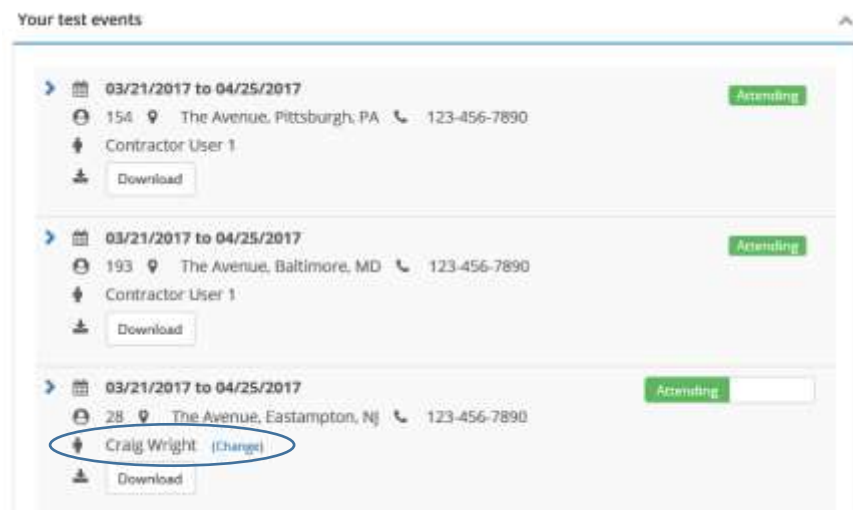
Firstly find the test event you need to change your representative for, then under this events details you will see who is assigned to attend. By clicking the (Change) text you can assign a different member of your company to the testing event. In the example below I wish to change the attendee for the event in Eastampton, NJ. I need to click the (Change) link circled below.



From there a pop up will appear and I can select another member of my company (that is registered on the website) to attend, below you will see I have selected Craig Wright. To complete the change I click Save.



Now the test event is updated and you can see Craig Wright is now scheduled to attend on my companies behalf.

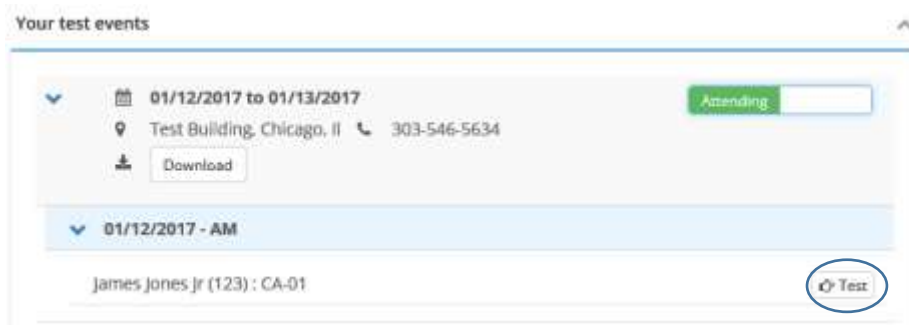


Note – once the organizer has started issuing certificates for a test event the attendee can no longer be changed.

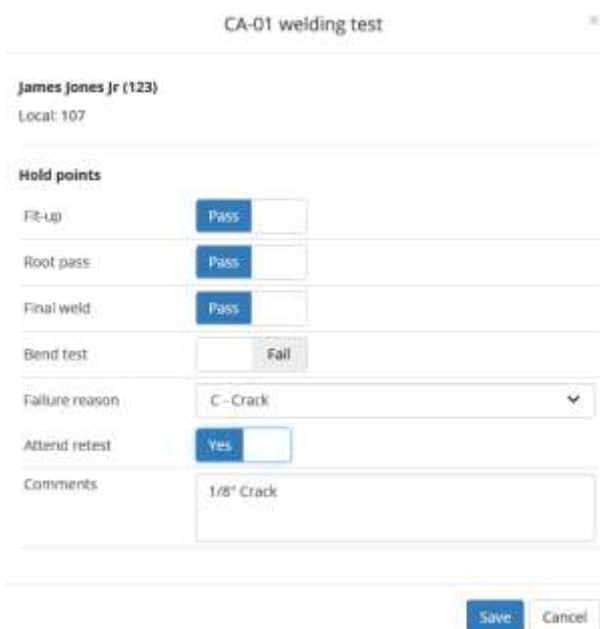
Assessing a welder

Once the testing event starts you can log into the website to give your results of the testing as the event is happening. This means that the results can be received electronically, be processed much faster and the WPQ's sent back in a timely manner. The website is fully responsive to the device you are using, so it works as well on a mobile phone, tablet, laptop or a desktop PC.

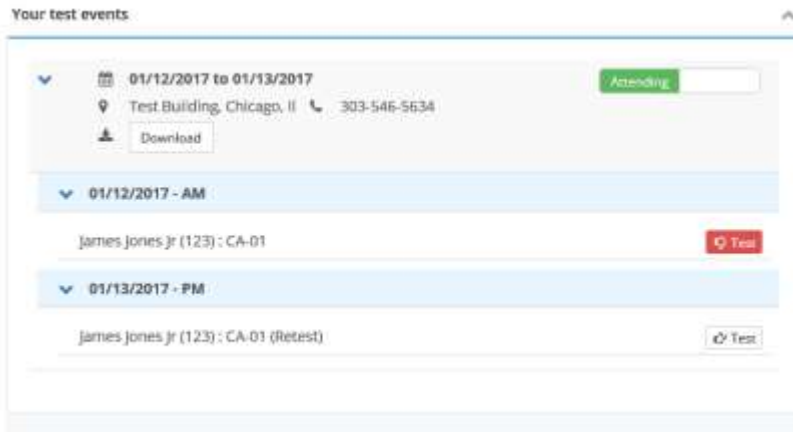
To assess a welder go to the test event you are attending, expand the session and you will see a list of welders testing. I have one, James Jones Jr taking test CA-01. To start entering his test results I click the circled Test button



When you click the test button a screen will give you the hold points you need to pass/fail for the welder taking the test. To pass or fail a hold point you simply swipe or click so that either pass or fail is selected. In my example the welder passed until the bend test at which point I failed them. We are then prompted to select a failure reason, a dropdown will appear with the list of failure reasons and more than one can be selected. We are then given the option to decide if we would like to attend a retest, again swipe or click to say yes or no. We then have a comments area to put any information we would like to record about the test.



Once the retest is scheduled we will assess the retest in the same way as the original test, it will appear under my test events as below



This time James Jones Jr has passed successfully and we have approved him for CA-01.

CA-01 welding test ×

James Jones Jr (123)
Local: 107

Hold points

Fit-up	<input type="checkbox"/> Pass
Root pass	<input type="checkbox"/> Pass
Final weld	<input type="checkbox"/> Pass
Bend test	<input type="checkbox"/> Pass

Comments

The organizer will then have access to our results and be able to generate WPQ documents once the testing event has finished.

Completing Welder Continuity updates at a test event

If you have been designated by the proctor as the representative to complete welder continuity updates for a test event, these can be completed on the website. After logging in to the website you will see a section labelled Welder Continuity. In here you just need to enter one of the welder's BDS number, social security number or email address and click lookup as below.

Welder Continuity

Lookup a welder using their BDS number, SSN, or e-mail address.

Once you have clicked the lookup button the system will attempt to find the welder and their qualifications. If you are the designated person to update continuity at a test event you will see the screen below and be able to click the 'Add Weld' button to update the welder's continuity.

Welder Continuity

Lookup a welder using their BDS number, SSN, or e-mail address.

JUAN JIMINEZ (Clear)

SMAW (Manual) 08/31/2017

Test event

Date

If you have not been given access to update continuity at a test event when you click lookup you will see the information below:

Welder Continuity

Lookup a welder using their BDS number, SSN, or e-mail address.

JUAN JIMINEZ (Clear)

SMAW (Manual) 08/31/2017




Checking welder qualifications

All the welders you have approved can be viewed and searched from the 'Your Welders' section. By clicking the arrow next to the welders name (circled below) the information for that welder will be expanded to show all their qualifications and the expiry dates.

Your welders



Include unassociated welders and qualifications

Name	BDS number	Local
 AARON D HARKABUS		45
GTAW (Manual)		07/08/2014
 F no 6	Class ER70S-2 Dia. 2.75 Thk. 0.125 Position 6G	
SMAW (Manual)		07/08/2014
 F no 4	Class E7018 Dia. 2.75 Thk. 0.5 Position 6G	

When there is a long list of welders you can click the search button circled below to find the welder(s) you wish. You can search on any combination of welder name, BDS number, local or process.

You are also able to search across the entire database of welders by checking the 'Include unassociated welders and qualifications' check box. Please be aware that this includes welders and qualifications you have NOT witnessed.

Your welders



Include unassociated welders and qualifications

Asking for a welder's cert to be revoked

If you would like a welder's certificate to be revoked simply find their qualification under the 'Your Welders' section and click the cross highlighted below.

Your welders Q ^

Name	BDS number
<div style="background-color: #f2f2f2; padding: 5px;"> ▼ AARON D HARKABUS </div>	
<div style="background-color: #f2f2f2; padding: 5px;"> SMAW (Manual) 07/14/2013 </div>	
<div style="background-color: #f2f2f2; padding: 5px;"> ✕ F no 4 Class E7018 Dia. 2.75 Thk. 0.5 Position 6G </div>	
<div style="background-color: #f2f2f2; padding: 5px;"> GTAW (Manual) 07/14/2013 </div>	
<div style="background-color: #f2f2f2; padding: 5px;"> ✕ F no 6 Class ER70S-2 Dia. 2.75 Thk. 0.125 Position 6G </div>	

You will then be presented with the certification you have selected to revoke and you are required to give a reason. Then once this is completed click the Revoke button.

Revoke selected welder certification? ✕

GTAW (Manual)
 F no 6 Class ER70S-2 Dia. 2.75 Thk. 0.125 Position 6G

Reason for revocation*

Change website login details

If you need to change your password to log into the website you can do this on the About You section. If you click 'Edit' you are able to update your password or email address.

About you

Your e-mail

Password

Last updated December 16th 2016 at 13:24

[Adding or changing your electronic signature](#)

Your electronic signature will only be used on WPQ documents to confirm you witnessed and approved the passing of a test for a particular welder.

You are able to add or change your signature via the website in the 'About You' section. If you click 'Edit' you are able to add or clear your signature. The website gives you the option to draw your signature on the screen of a touch enabled device or by using the mouse on a traditional desktop PC. Alternatively if you have your signature in an image file you can use this by selecting 'Load from File' and selecting the image to use as your signature. At any time if you wish to change your current signature click 'Clear' and then draw a new signature or upload a different file.

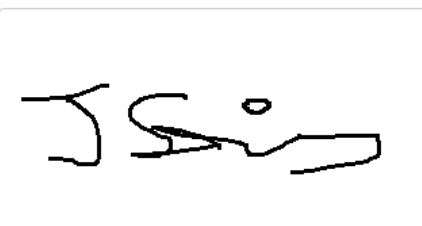
Once you have made the change you require please click the 'Apply Changes' button.

About you

Your e-mail

Your phone number

Your signature



Password

Last updated April 20th 2017 at 18:45

[Adding or changing your contact phone number](#)

Adding your phone number to your profile will allow the organizer to be able to contact you if required.

You are able to add or change your contact number via the website in the 'About You' section. If you click 'Edit' you are able to add or change your phone number.

Once you have made the change you require please click the 'Apply Changes' button.