

NWSA Database Storage System PDF Upload



**WE HAVE ADDED SOME NEW FEATURES TO
THE DATABASE.**

JULY 2009 VERSION

NWSA Database Storage System



- NWSA has added a feature that has been requested by many of you for sometime.
- Now Company owners can upload performance appraisals into the system.
- Instructors can now upload the following:
 - Task books above the FFT2 can be uploaded when completed.
 - When doing a record transfer and reviewing Non NWSA Training info that can be uploaded.
 - Completed Checklists can be entered by instructors and/or inspectors.

Overview



- We are providing you step by step instructors to perform these tasks.
- You will need to scan your documents into your computer, and then save them as a PDF file. (See helpful hints at the back of this manual on doing this.)

Company Owners



- Entering Performance Appraisals –
 - Login to your company account at www.nwsastraining.com
 - Click on Events
 - Add a new event or select an event.
 - Click on Save Changes
 - Scroll down to Upload Files box, here you will find the documents on your computer and upload them.

Instructors



- Instructors:

- Checklists

- As you are entering a student into a class or go to a class you have entered and select the student.
- Bring up the student screen by clicking on their name if already in the system.
- Click on PTB records.
- Then you will see under Task Books a Red Upload.
- Click on upload, find your file on the computer and hit Upload Image.

Instructors



- **PTB Records (Task Books)**
 - For any task book besides the FFT2 you can now upload them in the system.
 - ✦ Login
 - ✦ Select Student
 - ✦ Click on PTB Records
 - ✦ Click on Upload
 - ✦ Find your scanned PDF file on your computer and hit upload image.

Instructors



- For Record Transfers you can now upload their reviewed training certificates (non NWSA) into the system.
 - Set up a class or find a current Records Transfer class you already did.
 - Select the class number.
 - Click “Enter Grades”
 - You will see the new column for Upload Documents.
 - Click on it, find the file you scanned into your computer and click on upload.

Helpful Hints



- Helpful hints:
- To Scan your documents –
 - Place document on scanner, use your scanning program to scan as a PDF File, save to your computer in a folder of your choice, otherwise it will autosave to your folder My Scans.
 - If you don't have the ability to scan to PDF, go online to <http://www.pdf995.com/download.html>
 - Here you can download the PDF driver and Converter for Free that will allow you the ability to save as a PDF.
 - If you files are already on your computer but not in PDF format, simply go to your document, then click on Print and set printer to PDF995, and save it to file.

More information



- Any questions, please call NWSA at 1-877-676-6972 or email at info@nwsa.us