



HOW TO USE AWPT'S ONLINE SYSTEM

This guide leads you through the AWPT practice page to familiarize you with the system before you start submitting actual applications. After you have been set up on our system please follow the same steps outlined in this guide.

The normal procedure is to:

- book a course
- hold the course
- send the applications

To put on a practice application, please follow the different steps in this document.

For assistance in English please contact the AWPT office on Tel. 518 280 2486, per e-mail: info@awpt-training.com.

For assistance in German, Italian, French, Spanish, Dutch or English please contact the IPAF-Basel office per e-mail: basel@ipaf.org.

Important points to note:

- Be very careful not to train too many people on your first training course. Typically you can train 4 people on two machine categories with one Instructor in one day. See chapter 3.1.1. in the AWPT Operations Manual for full details.
- You need to book your training courses at least 24 hours before the actual course date. If you book the course on or after the actual course date you will not be able to refer to it on your applications, which means that you will not be able to put them on the system – please contact us if any problems occur!
- Completed applications can only be sent after the actual course was held.
- Only submit applications if the applicants have passed both the theory and practical test and you have a current photograph of them on file.
- Do not forget to put your own Batch Number / PO No. starting with your company initials on each application form. Every application form with the same Batch Number will be registered under the same batch. Keep a note of your Batch Number as we will refer to it on the invoice for the PAL Cards and Certificates.
- If you do not fill in any Batch Number, the application form will attach itself to every other unapproved application on the system. This will cause a delay in receiving the PAL Cards and Certificates.
- Note that photographs which are too big slow the system down and will not be processed.

AWPT Guide:



- The link “Course List” in the box on the top left corner shows you all courses you have put on the system. If you wish to change course details or to cancel a course please contact us.
- The “View Applications” link in the box on the top left corner shows you all applications you have submitted.
- As soon as you are set up on the system please use your own password and username to log onto the online registration page www.awpt-training.com

GUIDANCE ON HOW TO SEND A TEST APPLICATION

(This guide can also be used after you have done a test application and been set up on the system.)

Log onto our online application system www.awpt-training.com to submit a practice application. On completion contact the AWPT Administration. We will check the size of the photograph and if all information was filled in correctly. Then we will set you up on our system with your personal username and password.

1. Login:

Please go to www.awpt-training.com. Select a language. You will be asked for a username and password. For practice purposes please insert:

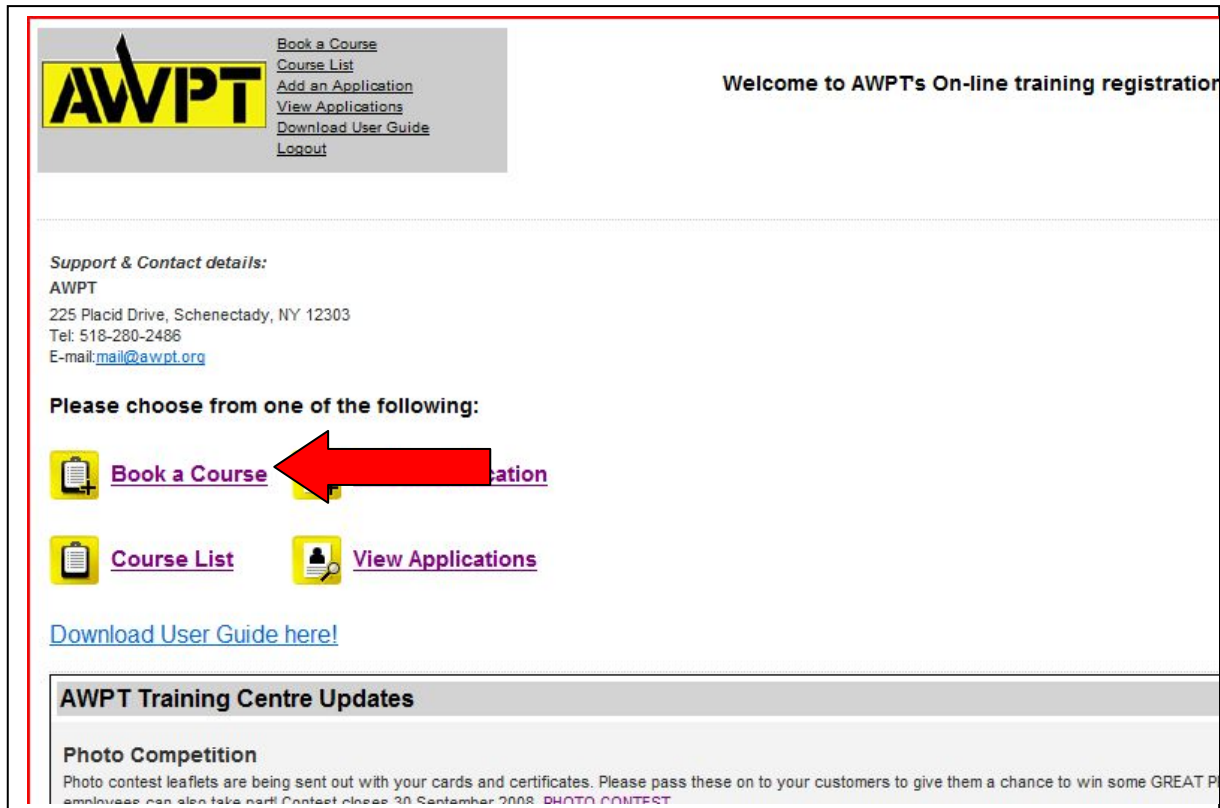
Username: **AWPT**

Password: **password**

Now please login!

2. Book a course

Select the link “*Book a Course*” in the box on the top left corner. (See the red arrow).






AWPT



[Book a Course](#)
[Course List](#)
[Add an Application](#)
[View Applications](#)
[Download User Guide](#)
[Logout](#)

Welcome to AWPT's On-line training registration

Support & Contact details:
AWPT
225 Placid Drive, Schenectady, NY 12303
Tel: 518-280-2486
E-mail: mail@awpt.org

Please choose from one of the following:

 [Book a Course](#)   [Add an Application](#)

 [Course List](#)  [View Applications](#)

[Download User Guide here!](#)

AWPT Training Centre Updates

Photo Competition
Photo contest leaflets are being sent out with your cards and certificates. Please pass these on to your customers to give them a chance to win some GREAT PRIZES. Employees can also take part! Contact please 30 September 2008. [PHOTO CONTEST](#)

Next, complete the course booking form. Please fill in all the requested information correctly in the red fields. In the box “Grade” you can choose whether to submit an Operator or a Demonstrator Course. Estimate the total applicants and enter where applicable the total renewals or upgrades. Please select your Instructors who will hold the training course from the drop down box. If you are working together with another Training Center click on the binoculars next to the drop down box and select the training center and instructor you are working with on this training course. Under “Company branches” you will find a link with the details of your company as soon as you have been set up on our system. By clicking this link, your company data as held by AWPT will be put automatically in the appropriate fields under “location of course”. Then submit your course details.

If your course details have been correctly entered, a message comes up confirming “Course Details Submitted”.

If no confirmation message comes up please try again!

Normally you would log out after you have submitted the course details and hold the training course. After the training course was held you would log on again to submit the applications for the participants of the training course who have passed.

For this practice session you can continue directly with point 3, send an application with picture (you do not need to log out, continue directly with point 3).

AWPT Guide:

3. Send an application with picture

To send an application you first need to upload a photograph of the applicant. Afterwards the application form will open automatically.

Upload a picture of one of your applicants:

- Go back to the main page by either clicking on the AWPT logo (top left corner) or using the link “Add an Application”. You can use these two links to return to the main page at any time.
- Click on the link “*upload image*” to find the picture on your PC. Upload the picture and click on the upcoming link “*Ok, step 2*”. (The application form will then open automatically.)
- Note that approximate image dimensions are **132** (width) x **200** (height) pixels, recommended image type is JPEG (jpg.)

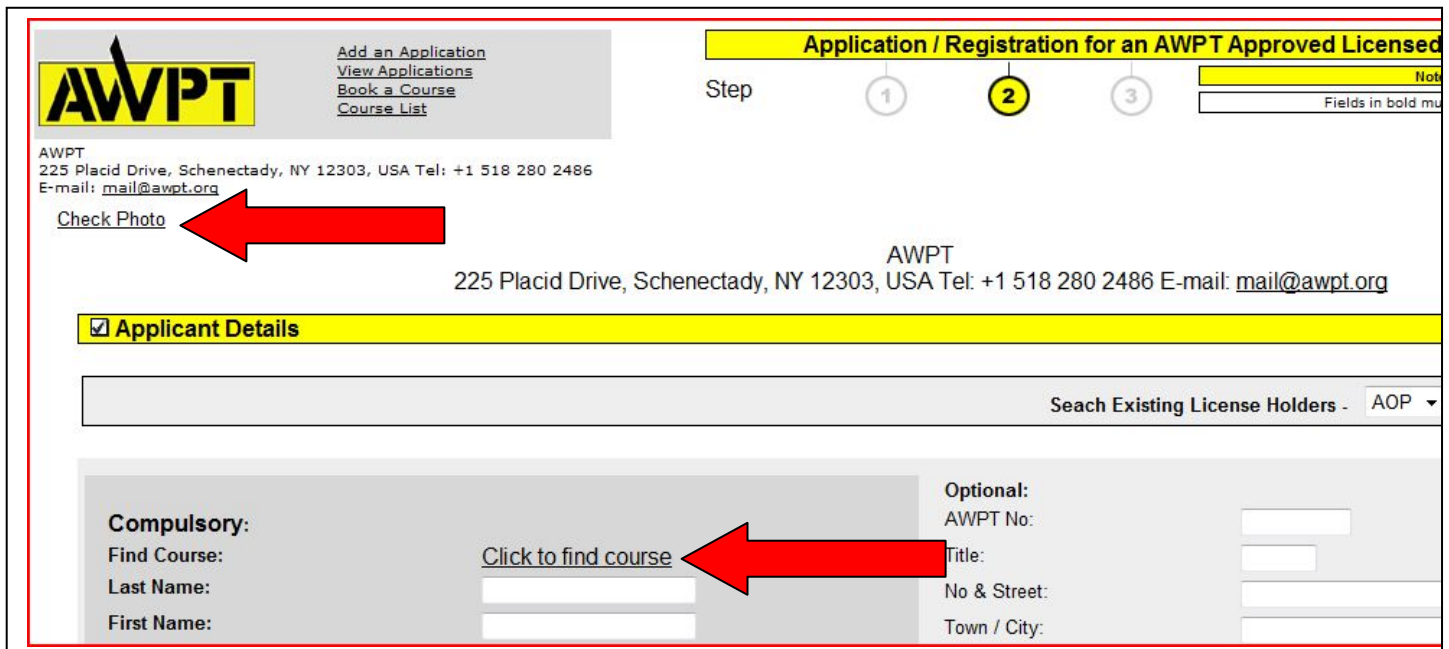
NB: You can download the software program (MugShot) which helps you to crop the pictures and save them in the right size. To download this program click on the “*Help File*” link at the start.

The screenshot shows the AWPT website interface for the License Application Section. At the top left is the AWPT logo and a navigation menu with links: Book a Course, Course List, Add an Application, View Applications, Download User Guide, and Logout. A red arrow points to the 'Add an Application' link. To the right is a progress bar with three steps: 1 (highlighted), 2, and 3. Below the progress bar is a section titled 'New Mugshot Software (v3.1)' with a sub-header 'the Card Type Menu.' and a paragraph of text. A red arrow points to a 'Help File' link in this section. Below this is a list of steps: Step 1: Upload Image, Step 2: Application Form, and Step 3: Signature. A red arrow points to the 'Upload Image' link in the Step 1 description. At the bottom right, there is a footer with the text: Powered by iControl, ©2003-2008 Furness Internet Limited, ©2003-2008 IPAF.

4. Application form

(You can only open an application form by uploading a photograph)

- Complete the application form with the necessary information. The Application form has a compulsory, darker grey part and an optional lighter grey part. You must fill in all the compulsory information (darker part).
- Select a course with the link “*click to find course*” and click select. The Instructor number, the start date and the categories will automatically come up referring to the selected course –you can edit this information if necessary by clicking on the field.
NB: At this point you will normally be able to select your completed course. For this practice session, please select any one of the courses displayed.
- Note that you can check the size of your uploaded photograph using the link “*Check Photo*” on the right hand side.



AWPT
225 Placid Drive, Schenectady, NY 12303, USA Tel: +1 518 280 2486
E-mail: mail@awpt.org

[Check Photo](#)

AWPT
225 Placid Drive, Schenectady, NY 12303, USA Tel: +1 518 280 2486 E-mail: mail@awpt.org

Applicant Details

Search Existing License Holders - AOP

Compulsory:
Find Course: [Click to find course](#)
Last Name:
First Name:

Optional:
AWPT No:
Title:
No & Street:
Town / City:

- The box “Applicant Notes” can be used for any additional information for the AWPT Administration. You can for example enter the third Instructor, indicate if the application is a renewal or an upgrade etc.
- You must put your own Batch number on every application (e.g. company name and course date: AWPT3052006). Batch numbers must start with company initials and the numbers should run consecutively e.g. AWPT13052006, AWPT28052006. Put in the same Batch number for all applicants of the same training course. AWPT will refer to this Batch number on the invoice for processing the PAL Cards and Certificates.
- Submit the application form after you have filled in all details. (For practice purposes, please only submit one application form!)

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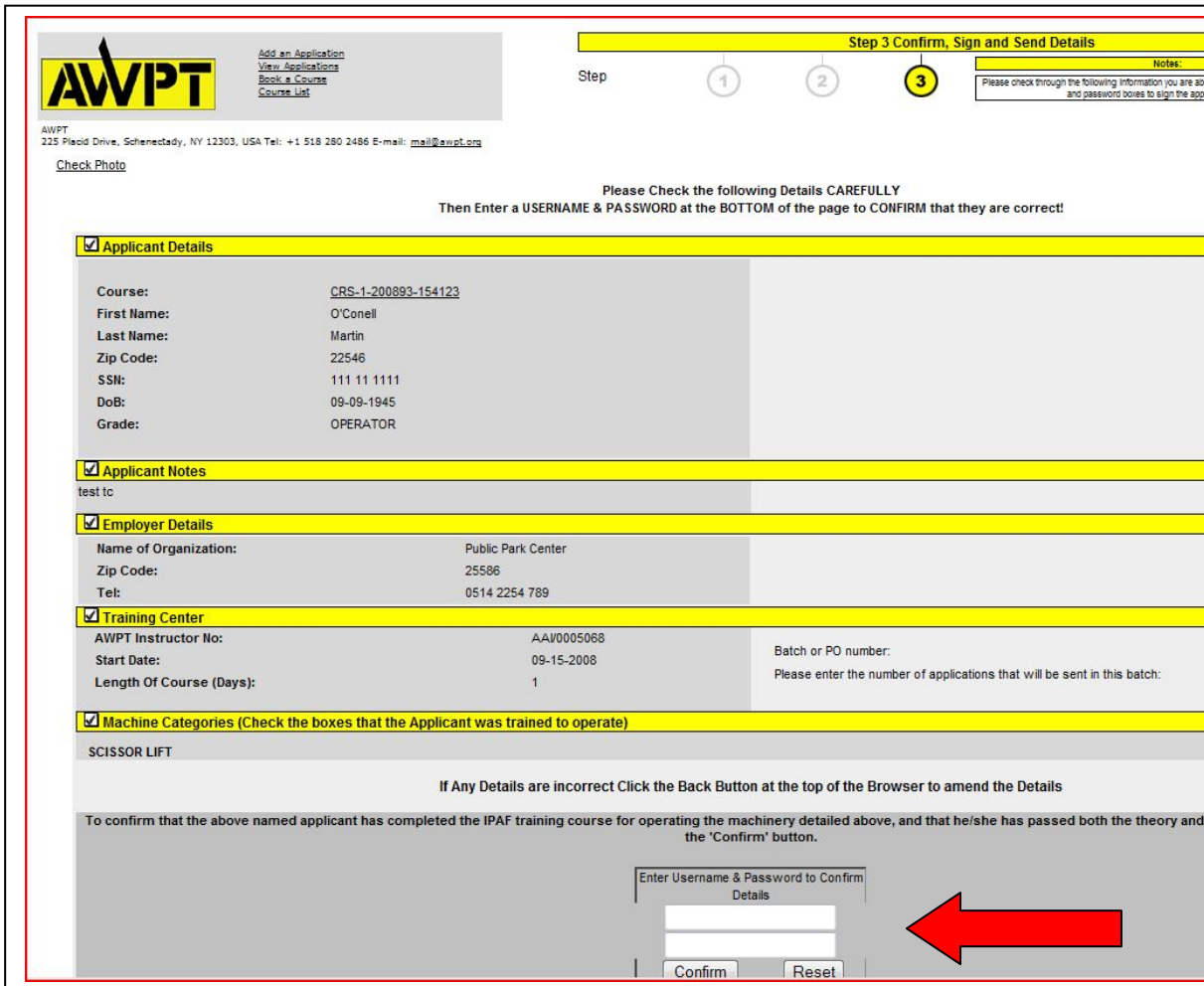
5. Confirm application form details

If all information on the application form is correct, confirm by inserting your Username and Password. For practice purposes please insert:

Username: **AWPT**

Password: **password**

Please confirm!



AWPT Add an Application
View Applications
Book a Course
Course List

AWPT
225 Placid Drive, Schenectady, NY 12303, USA Tel: +1 518 280 2486 E-mail: mail@awpt.org

Check Photo

Step 1 2 **3**

Step 3 Confirm, Sign and Send Details

Notes:
Please check through the following information you are about to enter into the username and password boxes to sign the application.

Please Check the following Details CAREFULLY
Then Enter a USERNAME & PASSWORD at the BOTTOM of the page to CONFIRM that they are correct!

Applicant Details

Course: CRS-1-200893-154123
First Name: O'Connell
Last Name: Martin
Zip Code: 22546
SSN: 111 11 1111
DoB: 09-09-1945
Grade: OPERATOR

Applicant Notes

test tc

Employer Details

Name of Organization: Public Park Center
Zip Code: 25586
Tel: 0514 2254 789

Training Center

AWPT Instructor No: AA/0005068
Start Date: 09-15-2008
Length Of Course (Days): 1
Batch or PO number:
Please enter the number of applications that will be sent in this batch:

Machine Categories (Check the boxes that the Applicant was trained to operate)

SCISSOR LIFT

If Any Details are incorrect Click the Back Button at the top of the Browser to amend the Details

To confirm that the above named applicant has completed the IPAF training course for operating the machinery detailed above, and that he/she has passed both the theory and the 'Confirm' button.

Enter Username & Password to Confirm Details

If your details were correctly entered, a message will come up confirming that your application has been successfully submitted.

Now you have finished the practice application. Please contact either the AWPT office on Tel. 518 280 2486, per e-mail: info@awpt-training.com or the IPAF-Basel office per e-mail basel@ipaf.org. Inform us about your chosen username and password for your company to be set up on our system. After we have checked your practice application we will confirm and set you up on our system with your chosen password and username. Then you are ready to book courses and submit applications, following the same steps outlined in this document using your personal username and password.

AWPT Guide:

COMMON PROBLEMS

-with Photographs:

- The photograph is too light or too dark.
 - Photographs of people wearing sunglasses will not be accepted.
 - If photographs are inserted too large or too small the face becomes stretched or squashed and will not be recognizable anymore on the AWPT PAL Card.
- ➔ **Solution:** Download the MugShot Software from www.awpt-training.com under "Help File". This software allows you to crop pictures but also lighten or darken them.

-with Renewal / Upgrades:

- Please put the original AWPT No (i.e. OP/0111222) in the field „AWPT No“ which is on the optional part of the application form.
- Please put a note in the „Applicants Notes“ box whether it is a „Renewal“ or an „Upgrade“.
- All Upgrades and Renewals must have a current photograph.

-with the „Number of applications sent in a batch“:

- If there is a Batch with 6 applicants but for any reason you can only put 4 on the AWPT system due to missing information e.g. photographs for two applicants missing the „Number of applications sent in this batch“ should be 4 not 6. This number should be entered on the first application.
- The “Number of applications sent in a batch” shows the AWPT Administration whether a batch is ready to process or whether there are more applications to be added onto it. Therefore please call the AWPT Administration if you did put an incorrect “number of applications sent in a batch” in order to avoid any delays in receiving the AWPT PAL Cards and Certificates.

-with the Batch or PO numbers:

- Batch or PO numbers should always contain letters as well as numbers i.e. AWPT180706. If a Batch or PO number contains only numbers, it will attach itself to all applications registered in the system under a Batch or PO number containing the same numbers. This creates problems and additional work for processing the applications.

-with mistakes realized after submitting the application:

- If you realize that a mistake has been made sending the applications to the AWPT online system, i.e. spelling error do not e-mail but call the AWPT Administration.

AWPT Guide: