

# ARTS REPORTING QUICK START GUIDE

## DEPT. OF LABOR & INDUSTRIES – APPRENTICESHIP REGISTRATION & TRACKING SYSTEM (ARTS)

The Department of Labor & Industries provides the Apprenticeship Registration & Tracking System (ARTS) to help you with your Apprenticeship reporting. It provides access to information from the ARTS database about your apprentices, training agents, occupations and more. It also gives you an option to do reporting online over the web.

This document is a quick-start guide to several basic reporting activities.

- Registering an apprentice.
- Changing apprentice status (things reported on the “Request for Change of Status” or “Form 21”).
- Reporting apprentice step updates.
- Reporting RSI hours and/or OJT work hours.
- Uploading Committee Meeting Minutes.

Other features of ARTS you may also want to use are listed at the end.

## QUICK START GUIDE TO REPORTING ONLINE USING ARTS

Using ARTS for looking up and reviewing public information can be done simply by browsing to the Apprenticeship area of the L&I web site at <http://arts.lni.wa.gov>.

However, for reporting activities and for reviewing private information, ARTS application is protected by Secure Access Washington. To log onto ARTS for reporting you will need:

- To have completed a properly signed External Access Authorization form, and
- To have set up a Secure Access Washington (SAW) account.

**The link for reporting to L&I using ARTS is reached through Secure Access Washington at <http://secureaccess.wa.gov/>**

Contact the Apprenticeship Section at [APPRENTICE@LNI.WA.GOV](mailto:APPRENTICE@LNI.WA.GOV) if you need more information about these steps and to get a copy of the help instructions for setting up a SAW account to access ARTS.

## WHAT REPORTING CAN YOU DO WITH ARTS?

Using ARTS you can do several kinds of reporting online.

- Register Apprentices
- Report Apprentice "Form 21" Status Changes
- Report Apprentice Step Updates
- Report Apprentice RSI/OJT Hours
- Upload Committee Meeting Minutes
- Update Training Agent Records
- As well as access other information

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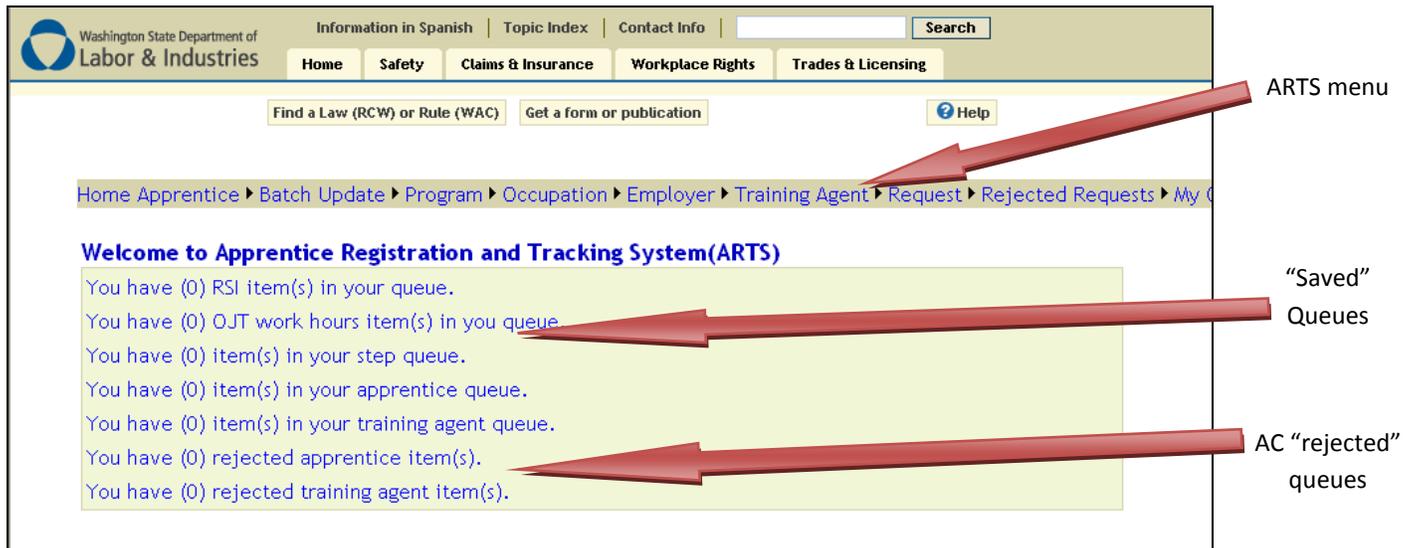
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## ARTS REPORTING QUICK START GUIDE

### ONCE YOU ARE LOGGED ON TO ARTS

The ARTS home page shows you the menu; this menu will be on all the primary pages you visit. The home page also has queues which you may use if you save work as you prepare reporting. Two of the queues will let you view and respond to comments your Apprenticeship Consultant makes to items you report electronically that are rejected from processing because of a problem.



The screenshot shows the Washington State Department of Labor & Industries website. The top navigation bar includes links for 'Information in Spanish', 'Topic Index', and 'Contact Info', along with a search box. Below this is a menu with 'Home', 'Safety', 'Claims & Insurance', 'Workplace Rights', and 'Trades & Licensing'. A secondary bar contains 'Find a Law (RCW) or Rule (WAC)', 'Get a form or publication', and a 'Help' button. The main content area features a breadcrumb trail: 'Home Apprenticeship > Batch Update > Program > Occupation > Employer > Training Agent > Request > Rejected Requests > My C...'. Below the breadcrumb is the heading 'Welcome to Apprentice Registration and Tracking System(ARTS)'. A list of queue items follows: 'You have (0) RSI item(s) in your queue.', 'You have (0) OJT work hours item(s) in you queue', 'You have (0) item(s) in your step queue.', 'You have (0) item(s) in your apprentice queue.', 'You have (0) item(s) in your training agent queue.', 'You have (0) rejected apprentice item(s).', and 'You have (0) rejected training agent item(s)'. Three red arrows point from text labels on the right to specific elements: 'ARTS menu' points to the breadcrumb trail, '“Saved” Queues' points to the first three queue items, and 'AC “rejected” queues' points to the last two queue items.

### GETTING HELP ONLINE

ARTS is built with help features on the pages. There are help tips and definitions next to fields that you may want more information about. Some screens which provide you with a multiple step process to complete have links to step-by-step instructions.

#### HELP TIPS AND DEFINITIONS

Hover your mouse-pointer over the  to have ARTS show you a tip or definition for the data-entry field.

#### HELP SCREENS WITH STEP-BY-STEP “HOW-TO” NOTES

If you see a link on the page that says “[Click here if you need step by step help for . . .](#)” you can click it to have ARTS open a pop-up screen with step-by-step notes on how to use the page.

## ARTS REPORTING QUICK START GUIDE

### LOOKING UP INFORMATION IN ARTS

ARTS uses lookup pages to help you narrow down the information you want to work with, either to review it or to submit reporting.

The general steps are:

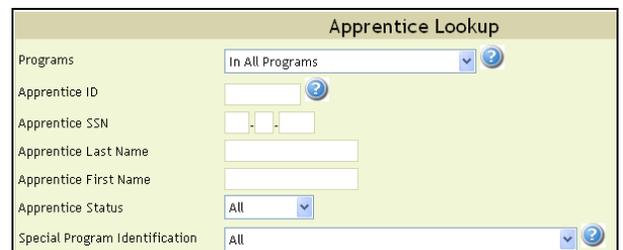
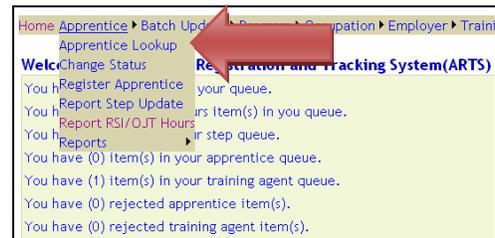
- Select the lookup page from the menu.
- ARTS will display a page with fields you can complete to filter your search for the record you want.
- The fields you can filter on depend on the type of information you are looking up.
- If more than one record matches with the information you filtered on, ARTS will display a list.
- You can select from the list to view the information you were looking up.

### LOOK UP APPRENTICE

To look up an apprentice, first use the APPRENTICE menu to select APPRENTICE LOOKUP.

ARTS will display the APPRENTICE LOOKUP page. The fields showing there will allow you to filter a search for the apprentice you want to work with.

For example, you can select to filter your search for apprentices in all programs, or only apprentices in programs you report for. You can also filter by apprentice status.



When you use the name fields to search, ARTS will match on the complete name, or on the beginning of the name. (Enter "Johns" and ARTS will find "Johns," "Johnson," "Johnston," etc.)

To get a specific apprentice, enter the Apprentice ID (registration id).

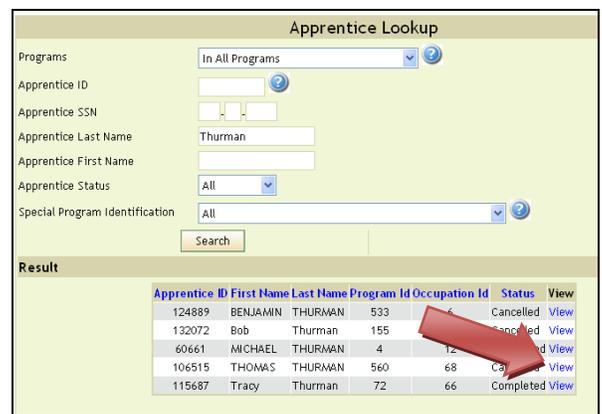
You can also search by first and/or last name. If more than one apprentice matches those name filters, ARTS will display a list.

From the list, select "VIEW" and ARTS will display the person's information for you to examine.

ARTS will display a full page of apprentice information under the heading VIEW APPRENTICE INFORMATION.



(Note –the APPRENTICE detail page includes more information than shown here)



Apprentice ID	First Name	Last Name	Program Id	Occupation Id	Status	View
124889	BENJAMIN	THURMAN	533	6	Cancelled	View
132072	Bob	Thurman	155	6	Cancelled	View
60661	MICHAEL	THURMAN	4	12	Cancelled	View
106515	THOMAS	THURMAN	560	68	Cancelled	View
115687	Tracy	Thurman	72	66	Completed	View

**ARTS REPORTING QUICK START GUIDE**

**LOOK UP PROGRAM**

To look up program details, first use the PROGRAM menu to select PROGRAM LOOKUP.

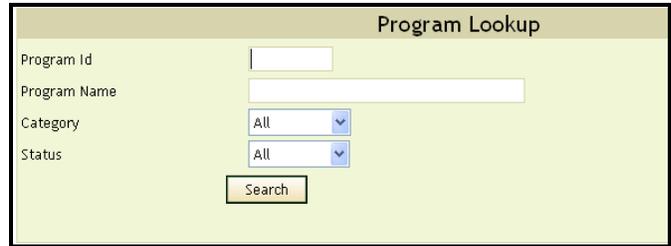
ARTS will display the PROGRAM LOOKUP page. The fields showing there will allow you to filter a search for the program you want to work with.

For example, use the program name, or part of the program name to search with. You can filter down the results by selecting a program category and/or a program status from the drop down menus. ARTS will also find partial matches on the beginning letters of a program name.

If you know the Program ID, you can enter that to go directly to the detail information.

Press the SEARCH button, and ARTS will show a list of the programs that match your search filter.

Select the "VIEW" link from the list to see the detail page for that program.



Program	
<b>Program General Information</b>	
Program ID	291
Program Status	Active
Program Short Name*	LOTT Alliance Wastewater Operator
Program Full Name*	LOTT Alliance Wastewater Operator Apprenticeship Committee
<b>Mailing Address</b>	
Street	500 Adams Street NE
City	OLYMPIA
County	THURSTON
State	WA
Zip Code*	98501
<b>Physical Address</b>	
Street	500 Adams Street NE
City	OLYMPIA
County	THURSTON
State	WA
Zip Code	98501
<b>Contact</b>	

(Note –the PROGRAM detail page includes more information than is shown here)

LOOK UP OCCUPATION

To look up occupation details, first use the OCCUPATION menu to select OCCUPATION LOOKUP.

ARTS will display the OCCUPATION LOOKUP page. The fields showing there will allow you to filter a search for the occupation you want to work with.

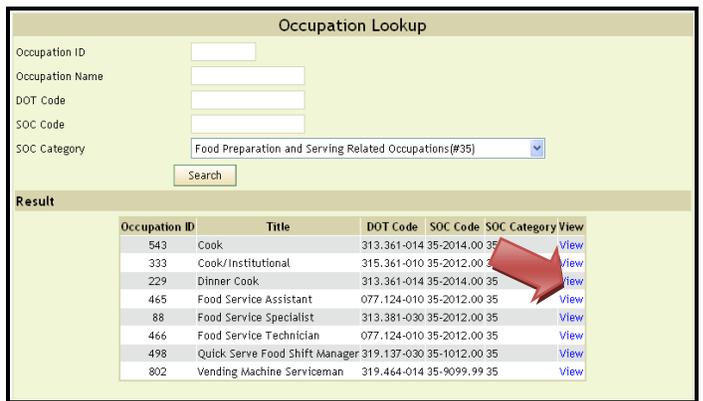
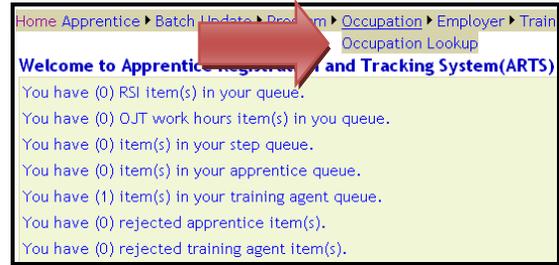
For example, use the occupation name, or part of the occupation name to search with. ARTS will also find partial matches on the beginning letters of a occupation name.

You can also get search results based on DOT code, SOC code or SOC category.

If you know the Occupation ID, you can enter that to go directly to the detail information.

Press the SEARCH button, and ARTS will show a list of the occupations that match your search filter.

Select the "VIEW" link from the list to see the detail page for that occupation.



LOOK UP EMPLOYER

To look up employer details, first use the EMPLOYER menu to select EMPLOYER LOOKUP.

ARTS will display the EMPLOYER LOOKUP page. The fields showing there will allow you to filter a search for the employer you want to work with.

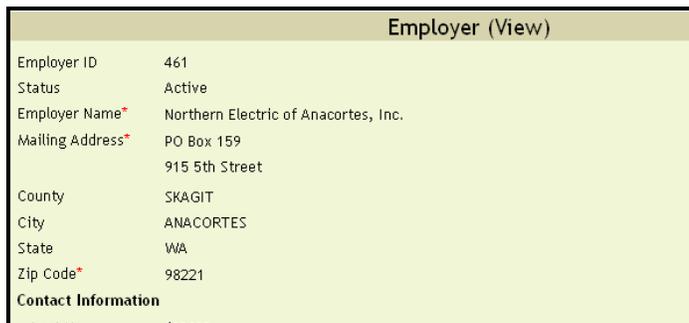
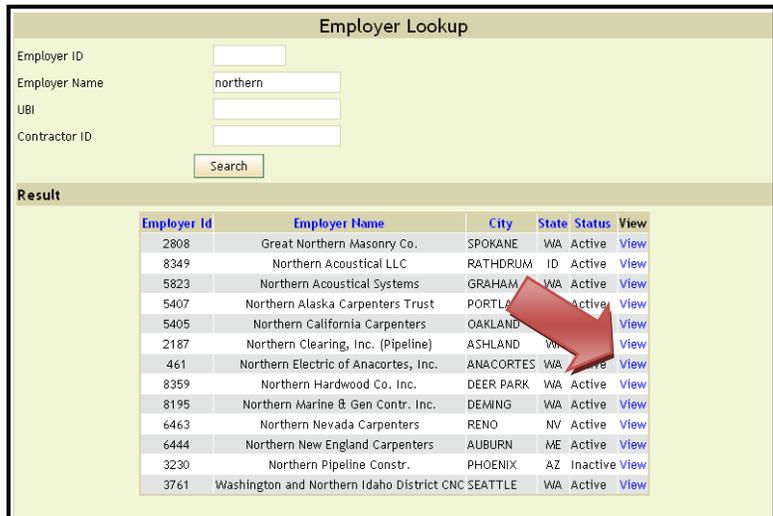
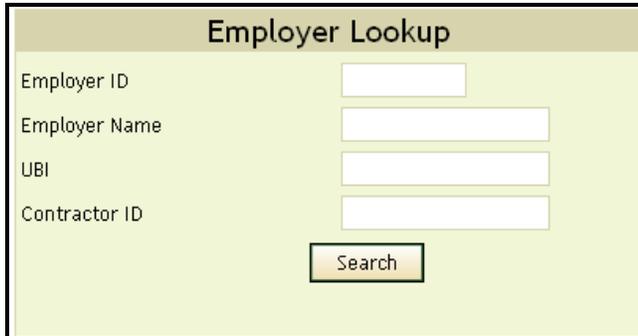
For example, use the employer name or part of the employer name to search with. ARTS will also find partial matches on the beginning letters of a employer name.

If you know the Employer ID, you can enter that to go directly to the detail information.

You can also get search results based on UBI or Contractor ID if those items are on record in ARTS.

Press the SEARCH button, and ARTS will show a list of the employers that match your search filter.

Select the "VIEW" link from the list to see the detail page for that employer.



(Note –the PROGRAM detail page includes more information than is shown here)

LOOK UP TRAINING AGENT

To look up training agent details, first use the TRAINING AGENT menu to select TRAINING AGENT LOOKUP.

Home Apprenticeship > Batch Update > Program > Occupation > Employer > **Training Agent** > Request Training Agent Lookup  
 Add Training Agent  
 Edit Training Agent  
 Reports

ARTS will display the TRAINING AGENT LOOKUP page. The fields showing there will allow you to filter a search for the training agent you want to work with.

**Training Agent Lookup**

Training Agent Id

Employer Id  [Lookup](#)

Employer Name

Employer UBI

Program Id  [Lookup](#)

Committee Unique Number

For example, use the employer name or part of the employer name to search with. ARTS will also find partial matches on the beginning letters of a employer name.

If you know the Training agent ID, you can enter that to go directly to the detail information.

Press the SEARCH button, and ARTS will show a list of the training agents that match your search filter.

**Training Agent Lookup**

Training Agent Id

Employer Id  [Lookup](#)

Employer Name

Employer UBI

Program Id  [Lookup](#)

Committee Unique Number

**Result**

Training Agent Id	Training Agent Name	Program Id	Program Name	Employer Id	Employer Status	Occupation Id	Occupation Title	Active	View
70559	Golden Electric, Inc.	134	Puget Sound Electrical JATC	8250		36	Construction Electrician	Active	<a href="#">View</a>
70560	Golden Electric, Inc.	134	Puget Sound Electrical JATC	8250		44	Residential Wireman	Active	<a href="#">View</a>
84693	GOLDEN VALLEY CONST. (MT RAINIER PARADISE)	71	Northwest Laborers Apprenticeship	2799		14	Laborer	Inactive	<a href="#">View</a>

Select the "VIEW" link from the list to see the detail page for that training agent.

**Training Agent**

**Training Agent Information**

Training Agent ID 70559

Training Agent Status Active

Program Puget Sound Electrical Joint Apprenticeship and Training Committee(#134)

Employer ID\* 8250

Employer Name Golden Electric, Inc.

Occupation ID\* 36

Occupation Name Construction Electrician

**Effective Date**

Receive Date 9/23/2005

Effective Date\* 3/7/2005

End Date

**Committee**

Committee Unique Number

Committee Assigned Code

Committee Job Description

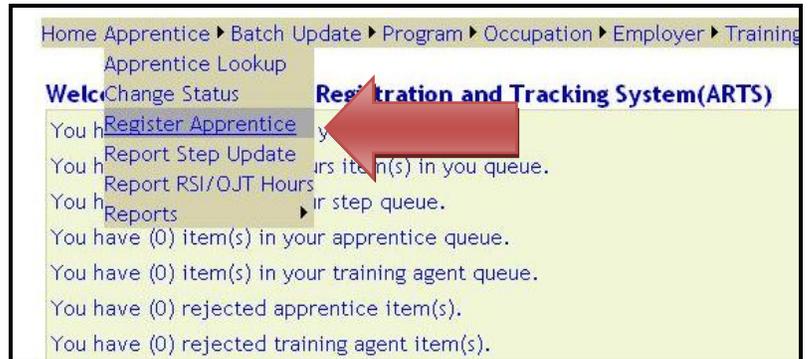
Remarks

## ARTS REPORTING QUICK START GUIDE

### REGISTER AN APPRENTICE

When you register an apprentice online using ARTS, your report goes electronically to your Apprenticeship Consultant for review. The date you submit the registration becomes the registration date. The registration ID is assigned by the system at the time your Apprenticeship Consultant completes the review and “approves” the registration.

To register an apprentice, go to the APPRENTICE menu and select REGISTER APPRENTICE.



### VALIDATE SSN

ARTS uses validation of the Apprentice SSN as a first step in the Registration process to check the database and determine if that person is already in ARTS and if that person is active in another apprenticeship.

A screenshot of the 'Register Apprentice' form. The form has a title bar 'Register Apprentice'. Below the title bar is a section titled 'Social Security Verification'. Inside this section, there is a link that says 'Click here if you need help.' followed by a text input field for 'Social Security Number' with three separate boxes for each digit. Below the input field are two buttons: 'Verify' and 'Cancel'.

Enter the SSN for the apprentice you want to register. ARTS will check the database to see if an apprentice is on record with that SSN. If there is someone and they are active in another apprenticeship, ARTS will guide you to the Transfer process. If there is someone and they are not active, ARTS will show the information on record. If SSN records are duplicate, or in error, or need to be changed, contact the L&I central office for assistance.

### TRANSFER APPRENTICE

If the apprentice SSN you entered is already in the system, and is for someone active in another apprenticeship, you will have the opportunity to begin the transfer process.

A screenshot of the 'Register Apprentice' form, showing the 'Transfer' section. The form has a title bar 'Register Apprentice'. Below the title bar is a section titled 'Social Security Verification' with a link 'Click here if you need help.' and a text input field for 'Social Security Number' containing the value '000-12-1234'. Below this input field are two buttons: 'Verify' and 'Cancel'. Below the 'Verify' button is a section titled 'Transfer' with the text: 'The apprentice with the entered social security already is already active in the system, following is the information about this apprentice.' A red oval highlights the 'Transfer' section.

## ARTS REPORTING QUICK START GUIDE

After reviewing the information, if this is the apprentice that you intended to register, select the link at the bottom of the page to generate a transfer form that is prefilled using the information about your program and the apprentice.

Washington State Department of Labor & Industries

Information in Spanish | Topic Index | Contact Info | Search

Home Safety Claims & Insurance Workplace Rights Trades & Licensing

Find a Law (RCW) or Rule (WAC) Get a form or publication Help

Home Apprentice Batch Update Program Occupation Employer Training Agent Request Reject

Department of Labor & Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530

**APPRENTICE TRANSFER AGREEMENT**  
Washington State Apprenticeship and Training Council

L&I Apprenticeship Coordinator

Date of Transfer Agreement:  /  /

**This Transfer Agreement entered into on the above date is hereby entered into between the two participating Washington State registered apprenticeship programs and the apprentice (parent or guardian, if a minor). The Apprenticeship Committee to which the apprentice is being transferred agrees to train the apprentice, and the apprentice agrees to perform the work of the trade diligently and faithfully during the term of apprenticeship, in accordance with the terms and conditions of the apprenticeship standards for the apprenticeship program to which the apprentice is transferring.**

Transfer effective date:  /  /

Apprentice full name: Test-Record, Sample      Apprentice registration number: 162476

Address: 1234 Oak Street

City: OLYMPIA      Zip: 98501      State: WA

**FROM:**  
Official name of registered apprenticeship program transferring apprentice:  
Washington State IIRC I&TC

You will need to print and mail the transfer form following the existing processes for handling an apprentice transfer.

Home Apprentice Batch Update Program Occupation Employer Training Agent Request Reject

Department of Labor & Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530

**APPRENTICE TRANSFER AGREEMENT**  
Washington State Apprenticeship and Training Council

L&I Apprenticeship Coordinator

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**This Transfer Agreement entered into on the above date is hereby entered into between the two participating Washington State registered apprenticeship programs and the apprentice (parent or guardian, if a minor). The Apprenticeship Committee to which the apprentice is being transferred agrees to train the apprentice, and the apprentice agrees to perform the work of the trade diligently and faithfully during the term of apprenticeship, in accordance with the terms and conditions of the apprenticeship standards for the apprenticeship program to which the apprentice is transferring.**

CREATE NEW APPRENTICE REGISTRATION

For an apprentice who is not already in ARTS, you will see a page with fields that allow you to enter the information that's on the paper Apprentice Agreement form you are familiar with using.

If that apprentice has an ARTS record, the application will display the stored information and you can update it as necessary.

Edits on the various fields will help you avoid mistakes or forget required information

In ARTS, fields marked with a red asterisk \* are required fields. You must have valid information in that field to be able to submit the form.

The page replicates all the fields currently on the paper Apprenticeship Agreement form. If there are fields you do not currently use when submitting apprenticeship registrations on paper, you should not have to use them in the online form. Your Apprenticeship Consultant may be able to help with questions about completing your registrations.

The apprentice's "Registration Date" will be recorded as the day you submit the online registration (using the "REGISTER" button).

The ADD TO QUEUE button will let you save the apprentice information you've entered *without* submitting it to L&I. This lets you come back later to edit and then submit, or to delete the registration. (There are more instructions about the queues in other parts of this document.)

**Register Apprentice**

**Registration Dates**  
 Registration Date: 3/18/2009

**Program Information**  
 Program Name: Washington State UBC JATC #128  
 Apprenticeship occupation Name: \*\*Select Occupation\*\*  
 Special Program Identification: None  
 Special Registration Reasons: None

**Personal Information**  
 Last Name\*  
 First Name\*  
 Middle Initial  
 Address\*  
 Zip Code\* [Get Address]  
 County  
 City  
 State  
 Phone  
 Email  
 Sex\* (Male/Female)  
 Date of Birth\* (mm/dd/yyyy)

**Military Status**  
 Military Status: Not Specified

**Race (Select one or more)**  
 Not specified  
 Asian  
 Black or African American  
 Hispanic  
 American Indian or Alaska Native  
 White  
 Native Hawaiian or Pacific Islander  
 Not Elsewhere Classified  
 Others  
 Not of Hispanic Origin  Hispanic Origin

**Education Level**  
 Not Specified  
 8th grade or less  
 Some high school (9th-12th)  
 GED  
 High school graduate  
 College or greater  
 Highest education level obtained  
 Electrical/Plumber/Other License/Certification Number (If Required)

**Apprenticeship Information**  
 Term of apprenticeship (Hours)  
 Date apprenticeship begins\* (mm/dd/yyyy)  
 Credit for previous experience (Hours)  
 Wage progression step\* [Lookup]  
 Effective date\* (mm/dd/yyyy)

**Employer (Authorized Training Agent) Information**  
 Employer [Lookup]  
 Employer Name  
 Begin work date [mm/dd/yyyy]

**Program's check list**  
 1. The Sponsors have a currently signed Apprenticeship Agreement form which MUST be maintained by the program for a period of 5 years beyond the Completion/Cancellation/Transfer of the apprentice from the program.  
 2. The apprentice been provided with a copy of the official standards OR the apprentice has been shown where to get an electronic copy of the standards.  
 I have read and agree with all of above

Buttons: Register, Add to Queue, Cancel

**ARTS REPORTING QUICK START GUIDE**

At the final step of creating an online apprenticeship registration, ARTS gives you the opportunity to create a printable copy of the form. When you submit a registration online using ARTS, you should still keep a signed copy of the apprenticeship agreement in your files. If you are not working from a paper Apprenticeship Agreement, this is an opportunity to create one.

Department of Labor & Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530

**APPRENTICESHIP AGREEMENT**  
Washington State Apprenticeship and Training Council

Registration No. \_\_\_\_\_  
Registration date: **3/18/2009 12:38:00 PM**  
Approved by \_\_\_\_\_  
L&I Apprenticeship Coordinator: \_\_\_\_\_

Date of Agreement: **3/18/2009**

**THIS AGREEMENT IS BETWEEN:**

Name of registered apprenticeship program: **Washington State UBC JATC**

**AND**

Apprentice full name (Last, First, Middle Name, Suffix) (please print or type): **Test-Record, Sample** Social Security No. **000-12-1234**

Address **1234 Oak Street**

City **OLYMPIA** State **WA** Zip **98501**

County: **THURSTON** Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sex: **Female** Date of birth **11/11/1980** Military status **Not Specified**

Race: **Not specified** Ethnic Group: **Not of Hispanic Origin**

Current education level: **High school graduate** Electrical/Plumber/Other License/Certification Number (if required) \_\_\_\_\_

Term of apprenticeship (hours or months): **8000** Apprenticeship occupation (from approved standards): **Boat Builder**

Date apprenticeship begins: **7/1/2009** Credit for previous experience (hours or months): \_\_\_\_\_ Registered at wage progression step: **1**

The employer (training agent) and/or sponsor, the apprentice, and his/her parent or guardian (if a minor), hereby enter into the term of apprenticeship in conformity with the apprenticeship standards for the above trade, which has been approved by the Washington State Apprenticeship and Training Council, and are hereby made a part of this agreement with the same force and effect as though written herein.

This agreement must be approved by and registered with the Washington State Apprenticeship and Training Council and may be annulled by the said council upon the council's own motion, after giving all parties notice and opportunity to be heard.

## ARTS REPORTING QUICK START GUIDE

### CHANGE STATUS

The Status Change process in ARTS replicates information you otherwise report on paper using the Request for Change of Status ("Form 21") That form lets you report a variety of types of information about an apprentice. Each type of change requires a slightly different set of information.

So, in ARTS different types of status changes are collected on different pages. This lets the system help guide you in entering the information needed and to check what you've entered with edits.

**REQUEST FOR CHANGE OF STATUS**  
 APPRENTICESHIP/ TRAINING AGENTS AND TRAINING AGENTS

Department of Labor & Industries  
 Apprenticeship Section  
 PO Box 40020  
 Olympia WA 98546-0020

Form 21

Apprentice Name	Employer/OT of Training Agent	Occupation	Apprentice Status	Effective Date

\*Submit one for each of the following:  
 1. Completion (Specify hours if completed) 2. Additional Credit 3. Suspend/Unsuspend  
 4. Cancel/Reinstate 5. Correction 6. Initial Probation Completion  
 7. Report Step Update 8. Report RSI/OJT Hours 9. Report RSI/OJT Hours  
 10. Reports 11. Reports 12. Reports

The form must be signed and approved by appropriate training agent.

Signature of apprentice: \_\_\_\_\_  
 Signature of training agent: \_\_\_\_\_

F100-021-000 Request for change of status - apprenticeship training agreements and training agents 10/2009

The types of **apprentice status changes** in ARTS are:

- **Completion:** Report the completion of an apprentice’s apprenticeship.
- **Additional Credit:** Update an apprentice with additional OJT hours or update hours granted as credit for previous experience.
- **Suspend/Unsuspend:** Report if an apprentice’s apprenticeship has to be suspended for a period of time.
- **Cancel/Reinstate:** Report cancellation of an apprentice’s apprenticeship. Or, if you’ve reported that an apprentice was cancelled, and through the proper steps the cancellation is being reversed, reinstate the apprenticeship record in ARTS.
- **Correction:** Update general information about an apprentice including: address, education, etc.
- **Initial Probation Completion:** Report an apprentice’s completion of the initial probation period.

To report an apprentice status change, go to the APPRENTICE MENU and select CHANGE STATUS.

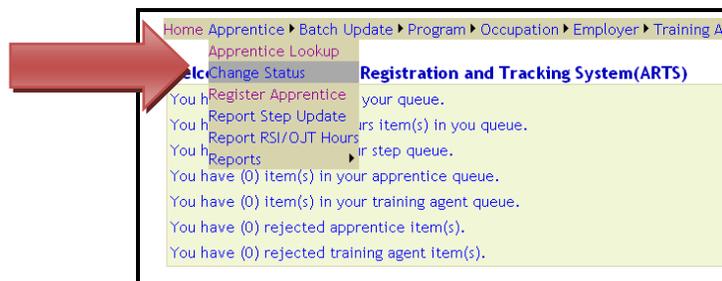
ARTS shows the main Apprentice Change Status page.

Use the fields here to locate the apprentice you need to report a status change for.

You can enter an Apprentice ID (this is the L&I assigned “registration id” for the person) or the person’s name.

If you have provided specific information for ARTS to find the single person’s record, that apprentice will display.

If more than one apprentice meets your search filter, ARTS will display a list and let you choose the apprentice you want to report for.



Home | Apprentice | Batch Update | Program | Occupation | Employer | Training Agent | Request | Rejected Request

### Apprentice Change Status

Programs: Washington State UBC JATC #128

Apprentice ID:

Apprentice Last Name:

Apprentice First Name:

Apprentice Status: All

Special Program Identification: All

## ARTS REPORTING QUICK START GUIDE

Once you have identified the apprentice, select the type of status change you want to report. Use the drop-down menu for “CHANGE OF STATUS TYPE” to make your choice.

The apprentice status changes you submit will be routed to your Apprenticeship Consultant for review. The AC will review your change and approve it to be recorded in the database, or return it to you with a comment. Returned items will appear in your “REJECTED ITEM” queues for you to correct.

## COMPLETION

**Completion:** Report the completion of an apprentice’s apprenticeship

You will be required to submit the completion date.

Use the “Minutes Date” field to provide the date of the Committee Meeting where the minutes will document approval of this change (not required for plant or OJT programs).

## ADDITIONAL CREDIT

**Additional Credit:** Update an apprentice with additional OJT hours or update hours granted as credit for previous experience

Enter the number of hours you are reporting in the field that matches whether they are additional hours, or are credit for previous experience.

Use the “Minutes Date” field to provide the date of the Committee Meeting where the minutes will document approval of this change (not required for plant or OJT programs).

## ARTS REPORTING QUICK START GUIDE

### SUSPEND/UNSUSPEND

**Suspend/Unsuspend:** Report if an apprentice's apprenticeship has to be suspended for a period of time.

Enter the SUSPENSION START DATE to report this change. If the apprentice is already on record as suspended in the ARTS database, this page will change to allow you to enter an "UNSUSPEND DATE" instead.

Use the "Minutes Date" field to provide the date of the Committee Meeting where the minutes will document approval of this change (not required for plant or OJT programs).

The screenshot shows the 'Apprentice Change Of Status' form. At the top, it displays 'Test-Record, Sample (#162476)', 'Registration Date: 3/18/2009', and 'Washington State UBC JATC Boat Builder'. Below this, there is a link 'Click here if you need help.' and the instruction 'Please select change of status type:'. The 'Change Of Status Type:' dropdown menu is set to 'Suspend/Unsuspend'. The form is divided into a 'Suspension' section with a link 'Click here if you need help.'. It contains three date fields: 'Suspension Start Date\*', 'Suspension End Date', and 'Minutes Date\*', each with a '(mm/dd/yyyy)' format and a help icon. There is also a text input field for 'Suspension Reason(Optional)'. At the bottom, there are three buttons: 'Submit', 'Add to Queue', and 'Cancel'.

### CANCEL/REINSTATE

**Cancel/Reinstate:** Report cancellation of an apprentice's apprenticeship. Or, if you've reported that an apprentice was cancelled, and through the proper steps the cancellation is being reversed, reinstate the apprenticeship record in ARTS

To cancel the apprentice, you will need to enter the "CANCEL DATE." If the ARTS database shows the apprentice is already on record as cancelled, this page will change to allow you to enter a "REINSTATE DATE."

Use the "Minutes Date" field to provide the date of the Committee Meeting where the minutes will document approval of this change (not required for plant or OJT programs).

The screenshot shows the 'Apprentice Change Of Status' form. At the top, it displays 'Test-Record, Sample (#162476)', 'Registration Date: 3/18/2009', and 'Washington State UBC JATC Boat Builder'. Below this, there is a link 'Click here if you need help.' and the instruction 'Please select change of status type:'. The 'Change Of Status Type:' dropdown menu is set to 'Cancel/Reinstate'. The form is divided into a 'Cancellation' section with a link 'Click here if you need help.'. It contains three date fields: 'Cancel Date\*', 'Minutes Date\*', and 'Cancellation Reason(Optional)', each with a '(mm/dd/yyyy)' format and a help icon. There is also a text input field for 'Final Hours'. At the bottom, there are three buttons: 'Submit', 'Add to Queue', and 'Cancel'.

## ARTS REPORTING QUICK START GUIDE

### CORRECTION

**Correction:** Update general information about an apprentice including: address, education, etc

(Note –the APPRENTICE CORRECTION CHANGE OF STATUS page includes more available fields than are shown here)

#### Apprentice Change Of Status

**Test-Record, Sample (#162476)**  
**Registration Date: 3/18/2009**  
**Washington State UBC JATC**  
**Boat Builder**

[Click here if you need help.](#)

Please select change of status type:  
Change Of Status Type:

---

**Correction (Name, Address)**  
[Click here if you need help.](#)

Last Name\*   
First Name\*   
Middle Initial   
Address\*

ZipCode\*     
County   
City   
State   
Phone

### INITIAL PROBATION COMPLETION

#### Initial Probation

**Completion:** Report an apprentice's completion of the initial probation period

Enter the date of when the apprentice's initial probation was completed.

Use the "Minutes Date" field to provide the date of the Committee Meeting where the minutes will document approval of this change (not required for plant or OJT programs).

#### Apprentice Change Of Status

**Test-Record, Sample (#162476)**  
**Registration Date: 3/18/2009**  
**Washington State UBC JATC**  
**Boat Builder**

[Click here if you need help.](#)

Please select change of status type:  
Change Of Status Type:

---

**Initial Probation**  
[Click here if you need help.](#)

Initial Probation Begin Date  /  / 2009 (mm/ dd/yyyy)  
Initial Probation Completion Date\*  /  /  (mm/ dd/yyyy)   
Initial Probation Hours Reported    
Minutes Date\*  /  /  (mm/ dd/yyyy) 

## ARTS REPORTING QUICK START GUIDE

### REPORT STEP UPDATE

ARTS provides two ways to submit apprentice step update reports. The first is to provide the step update information using an online form. The second is to provide step update information by uploading a file in a specified layout that contains step update data for a set of apprentices.

#### REPORT STEP UPDATE USING ONLINE FORM

To report an apprentice step update, go to the APPRENTICE MENU and select REPORT STEP UPDATE.



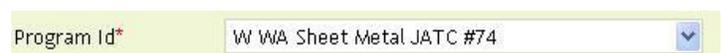
ARTS shows the main apprentice Step Update page.

Following the steps below, you can ask ARTS to give you a list filtered by apprentices active in your program during the period you specify. On that page you can update the steps for any or all of the apprentices shown.

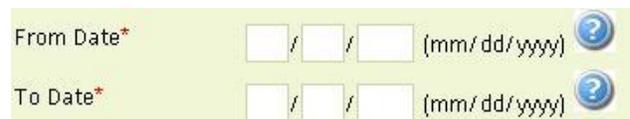
You can also use the fields here to locate the apprentice you need to report a status change for if you are reporting for only one person.

A screenshot of the 'Step Update' form. The form has a title 'Step Update' and a link 'Click here if you need step by step help for Step Update.' Below the link are several input fields: 'Program Id' (dropdown menu with 'Washington State UBC JATC #128'), 'From Date' (calendar icon), 'To Date' (calendar icon), 'Apprentice Status' (dropdown menu with 'Active'), and 'Special Program Identification' (dropdown menu with 'All'). Below these is an 'OR' section with three text input fields: 'Apprentice Id', 'Apprentice First Name', and 'Apprentice Last Name'. There is a 'Show Details' checkbox and a 'Search' button.

First select the apprenticeship program. If you report for only one program, the system will select it for you. If you report for more than one program, use the drop down menu.

A screenshot of the 'Program Id\*' dropdown menu. The selected option is 'W WA Sheet Metal JATC #74'.

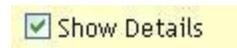
Enter the "From Date" and "To Date". ARTS will use the dates to build a list of apprentices who were active in your program during this period.

A screenshot of the 'From Date\*' and 'To Date\*' input fields. Both fields have a calendar icon and a help icon.

To report a step for one specific apprentice, use the option to enter the "Apprentice Id" or "Last Name" of the person that you want. You can leave these fields blank.

A screenshot of the 'Apprentice Id' and 'Apprentice Last Name' input fields.

You have the option to see detail about each apprentice's step history. To see the details, select the "Show Details" check box. If you don't want to see the details you can uncheck the box.

A screenshot of the 'Show Details' checkbox, which is checked.

Press the search button to have ARTS build the list of the apprentices that match your search criteria.

A screenshot of the 'Search' button.

ARTS will show you a list of apprentices.

## ARTS REPORTING QUICK START GUIDE

### Entering Steps

Enter the Step#, Effective Date, Step Hours, Committee Meeting Date in the fields for the apprentice.

You must enter the Step number, the Effective Date, and the Meeting Date to report a step update for an apprentice.

You do not have to report a step update for every apprentice in the list. Leave the Step number empty for any apprentice who has no change to report. ARTS will ignore those lines when you submit the report.

Apprentice Id	Apprentice Name	Current Status	Occupation Id	Step No.	Step Effective Date	Step Hours	Committee Minutes Date
[Redacted]	[Redacted]	Active	1004 steps	Step#	Eff. Date	Hour	Minute Date
History							
				2	5/5/2007	52	5/5/2007
				1	7/13/2007	0	
[Redacted]	[Redacted]	Active	6 steps	Step#	Eff. Date	Hour	Minute Date
History							
				2	1/1/2007		1/1/2007
				1	9/11/2006	0	
[Redacted]	[Redacted]	Active	952 steps	Step#	Eff. Date	Hour	Minute Date
History							
				1	5/22/2006	0	

### Setting Effective Date and Committee Minutes Date

There is a shortcut to set the Effective Date and Committee Minutes Date for all the apprentices in the list. Enter the date in the "Effective Date" box and click the "Set Effective Date" button. ARTS will put the date into the effective date field for each apprentice in the list for you. Enter a date in the "Committee Minutes Date" field and click the "Set Minutes Date" button. ARTS will put the date into the "Minutes Date" field for each apprentice in the list for you.

Effective Date  (mm/dd/yyyy)

Committee Minutes Date  (mm/dd/yyyy)

### Save or Submit

After entering information for apprentice step changes, you have two choices:

- Press the "Submit" button to submit the information to L&I immediately.
- Press the "Save" button to save these step changes into your queue. You can submit them later on, or edit them, or delete them.

### Getting More Help for Step Updates

When you are on the Step Update page, take advantage of the step-by-step help file. Click the link shown here to have help information open in a separate browser window.

**Step Update**

[Click here if you need step by step help for Step Update.](#)

Program Id

From Date / / (mm/dd/yyyy) ?

Step Update Help - Windows Internet Explorer

**Step Update**

**Step 1:**  
First select the apprenticeship program. If you report for only one program, the system will select it for you. If you report for more than one program, use the drop down menu.

Program Id\*

**Step 2:**  
Enter the "From Date" and "To Date". ARTS will use the dates to build a list of apprentices who were active in your program during this period.

From Date\* / / (mm/dd/yyyy) ?

To Date\* / / (mm/dd/yyyy) ?

**Step 3:**  
To report a step for one specific apprentice, use the option to enter the "Apprentice Id" or "Last Name" of the person that you want. You can leave these fields blank.

Apprentice Id

Apprentice Last Name

**Step 4:**  
You have the option to see detail about each apprentice's step history. To see the details, select the "Show Details" check box. If you don't want to see the details you can uncheck the box.

BATCH REPORT STEP UPDATE USING FILE UPLOAD

If you are reporting step updates for a number of apprentices at the same time, you may find advantages in using the Batch Step Update, which allows you to provide step update information by uploading a file in a specified layout that contains step update data for a set of apprentices

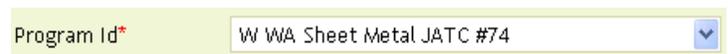
To report step updates using the batch method, go to the BATCH UPDATE MENU and select BATCH STEP UPDATE.



ARTS will display the Batch Step Update page.



First select your apprenticeship program. If you report for only one program, the system will select it for you. If you report for more than one program, use the drop down menu.



Select the Occupation you want to report for. You can select a single occupation from the drop down menu. If you want to report the step update for all the occupations in your program you can just pick "\*\*\*All\*\*"



Enter the "From Date" and "To Date." ARTS will use the dates to build a list of apprentices who were active in your program during this period.



Click on the "Get Template" button to get the comma separated file which has list of all apprentices that are active during the specified time period for the program and occupation you chose.



## ARTS REPORTING QUICK START GUIDE

ARTS will generate a file for you that contains the apprentices who meet the search criteria you filtered for. It will also provide the apprentices' registration ID and other information from the ARTS database.

The file has the following columns:

- First Name
- Last Name
- Registration ID
- Program Id
- Occupation Id
- Step
- Hour
- Effective Date
- Minutes Date

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Registration	Program Id	Occupation Id	Step	Hour	Effective D	Minutes Date
2	Albert	Abbott II	154445	74	1004				
3	Devon	Ablitt	149414	74	6				
4	Scott	Adams	147764	74	952				
5	Shawn	Adams	144658	74	6				
6	Steven	Adams	146565	74	1004				
7	David	Adkins	140846	74	1004				
8	Joshua	Aiken	155922	74	10				
9	Ian	Allen	154917	74	1004				
10	Randy	Allen	149938	74	6				
11	Daniel	Alvarez	151437	74	6				

This file is a "COMMA SEPARATED VALUES" data file. The comma separated values format is a common standard for data. These files have a ".csv" file extension. If you use a spreadsheet application, it will likely be able to open and let you work with this type of file.

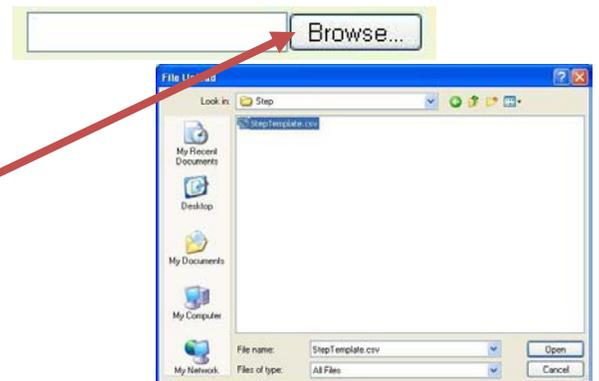
For apprentices you want to report a step update on, fill out the Step number, Hour, Effective Date, Minutes Date. You must provide the Step number, the Effective Date, and the Date of the Committee meeting minutes documenting the step change to have a complete transaction for an apprentice. The Hours field is optional.

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Registration	Program Id	Occupation Id	Step	Hour	Effective D	Minutes Date	
2	Albert	Abbott II	154445	74	1004					
3	Devon	Ablitt	149414	74	6	2		2/1/2007	2/1/2007	
4	Scott	Adams	147764	74	952					
5	Shawn	Adams	144658	74	6					
6	Steven	Adams	146565	74	1004	2		5/1/2007	4/29/2007	
7	David	Adkins	140846	74	1004					
8	Joshua	Aiken	155922	74	10					
9	Ian	Allen	154917	74	1004					
10	Randy	Allen	149938	74	6					

For any apprentice on the list who does not have a step change, you can leave those fields empty. ARTS will ignore lines where you didn't enter Step, Hour, Effective Date, or Minutes Date.

Then Save the file to your hard drive.

After entering all the information to the file and saving the file to your hard drive, click on the browse button. It will bring up a dialog so you can browse to the place that you saved the file and select it.



## ARTS REPORTING QUICK START GUIDE

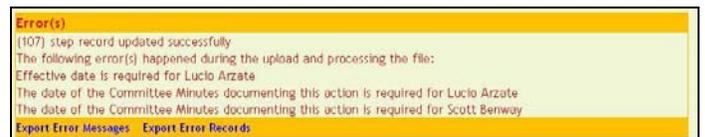
After browsing to the file and clicking “Open” then there are several options available:

- **-Upload & Submit:** This will upload the file and submit all the information to L&I.
- **-Upload & Save:** This will upload the file and Save all the information to your queue. Later you can go to your queue to, edit, delete, or submit the information to L&I.



When you submit or save the data, ARTS will validate the data. If there are any errors, they will be listed for you to review.

Some of the common errors are: not entering the Effective Date, or not entering the Meeting Minutes date, or if the Registration Id does not match the Apprentice’s Last Name in the database.



You can use the “Export Error Message” link to save a text file listing the error messages. This allows you to work on those issues at another time. You can use the “Export Error Records” link to save a file in the reporting template layout showing the problem records from your report. This allows you to edit the data and resubmit the file at another time.

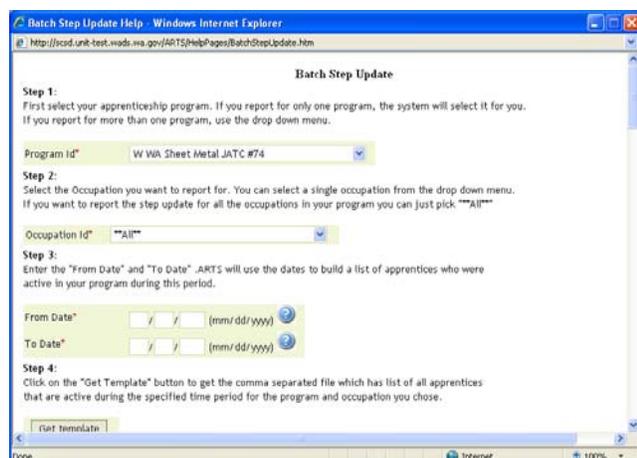
### List of Validations

These are the edits ARTS will check against your batch upload Step Reporting file.

- ARTS will make sure the first name and last name of apprentice is matching with our information in ARTS.
- ARTS will validate that the program Id and occupation Id is matching with the information we have in ARTS .
- If step is entered ARTS will make sure user enters effective date and minutes date.
- The order of columns must not change; otherwise ARTS cannot process the information.

### Getting More Help for Batch Step Updates

When you are on the Step Update page, take advantage of the step-by-step help file. Click the link shown here to have help information open in a separate browser window.



## ARTS REPORTING QUICK START GUIDE

### REPORT RSI/OJT HOURS

ARTS provides two ways to report apprentice RSI and/or OJT hours. The first way is by providing the RSI/OJT hours information using an online form. The second way is by providing the RSI/OJT hours information by uploading a file in a specified layout that contains step update data for a set of apprentices

#### REPORT RSI/OJT HOURS USING ONLINE FORM

To report an apprentice's RSI and/or OJT hours, go to the APPRENTICE MENU and select REPORT RSI/OJT HOURS.

ARTS shows the main apprentice Report Hours screen.

Following the steps below, you can ask ARTS to give you a list filtered by apprentices active in your program between the dates you specify. On that page, you can update the steps for any or all of the apprentices shown.

You can also use the fields here to locate the apprentice you need to report hours for if you are reporting for only one person.

You can choose to report RSI hours, OJT Hours, or both RSI and OJT Hours. Use the drop-down box to make your selection.

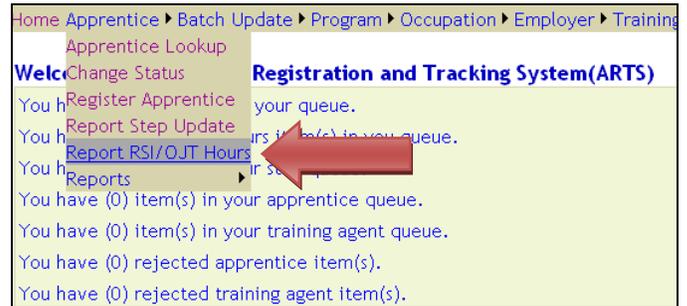
Select the apprenticeship program. If you report for only one program, the system will select it for you. If you report for more than one program, use the drop down menu.

Enter the "From Date" and "To Date". ARTS will use the dates to build a list of apprentices who were active in your program during this period.

To report a step for one specific apprentice, use the option to enter the "Apprentice Id" or "Last Name" of the person that you want. You can leave these fields blank.

You have the option to see detail about each apprentice's RSI/OJT history. To see the details, select the "Show Details" check box. If you don't want to see the details you can uncheck the box.

Press the search button to have ARTS build the list of the apprentices that match your search criteria.

A screenshot of the 'Report Hours' form. It includes a link for help: 'Click here if you need step by step help for RSI & OJT reporting.' The form has several fields: 'You want to report' (dropdown menu set to 'RSI & OJT Hours'), 'Program Id' (dropdown menu set to 'Washington State UBC JATC #128'), 'From Date' and 'To Date' (date pickers), 'Apprentice Status' (dropdown menu set to 'Active'), and 'Special Program Identification' (dropdown menu set to 'All'). Below these are fields for 'Apprentice Id', 'Apprentice First Name', and 'Apprentice Last Name', along with a 'Show Details' checkbox and a 'Search' button.A close-up of the 'You want to report' dropdown menu, showing the selected option 'RSI & OJT Hours'.A close-up of the 'Program Id' dropdown menu, showing the selected option 'W WA Sheet Metal JATC #74'.A close-up of the 'From Date' and 'To Date' date pickers, showing the format '(mm/dd/yyyy)'.A close-up of the 'Apprentice Id' and 'Apprentice Last Name' input fields.A close-up of the 'Show Details' checkbox, which is checked.A close-up of the 'Search' button.

## ARTS REPORTING QUICK START GUIDE

ARTS will show you a list of apprentices.

### Entering RSI hours

Enter the From Date, To Date, Unpaid Hours, and Paid Hours. You must enter the From Date, To Date, and one of Paid or Unpaid hours.

### Entering OJT hours

Enter the From Date, To Date, and work Hours. You must enter From date, To date, and work hours.

You do not have to report RSI and OJT hours for every apprentice in the list. Leave the Unpaid hours, Paid hours, and work hours empty for any apprentice who has no change to report. ARTS will ignore those lines when you submit the report.

Apprentice Id	Apprentice Name	Current Status	Occupation Id	RSI Hours				OJT Hours			
				From Date	To Date	Unpaid	Paid	From Date	To Date	Hours	
1004		Active	1004								
				History				History			
				7/20/2008	7/29/2008	6	33	12/1/2008	12/4/2008	55	
				7/11/2008	7/5/2008	456		10/1/2008	12/1/2008	365	
				6/1/2008	7/1/2008	53	555	4/1/2008	5/1/2008	65	
				4/1/2008	5/1/2008	56	33	1/1/2008	3/1/2008	566	
				3/2/2008	3/31/2008	55		9/30/2007	9/30/2007	168	
				1/1/2008	3/1/2008	55	66	All Hours			1219
				10/1/2007	12/1/2007	456	52	Other Hours			
				9/30/2007	9/30/2007	34	0	Total Hours			1219
						1171	739				
						All Hours					
						Other Hours					
						Total Hours	1171				739
				From	To	Unpaid	Paid	From	To	Hour	
				History				History			
				3/2/2008	5/1/2008	55	66	3/2/2008	5/1/2008	66	
				1/1/2008	3/1/2008	600	200	1/1/2008	3/1/2008	5000	
				9/30/2007	9/30/2007	34	0	10/1/2007	12/1/2007	56	
				6/30/2007	6/30/2007	34	0	9/30/2007	9/30/2007	261	
				1/1/2007	3/1/2007	500		6/30/2007	6/30/2007	708	
						All Hours	1223				266
						Other Hours	115				
						Total Hours	1338				266

### Setting the From date and To date

There is a shortcut to set the From Date and To Date for all the apprentices in the list. Enter the date in the "From date" text box and "To Date" text box. When you click the "Set RSI Date" button, ARTS will pre-populate the From date and To date for RSI hours for each apprentice shown on the screen. In the same way, you can click on the "Set OJT Date" button to set the From date and To date for OJT Hours.

From Date  (mm/dd/yyyy)

To Date  (mm/dd/yyyy)

### Empty Report

If you have no apprentices in your program during the period, or if you don't have any hours to report for them, then you can use "Empty Report button" and L&I will be notified that you made the mandatory report. The date you entered as your search will be considered the report date.

Both RSI & Work Hours

### Save or Submit

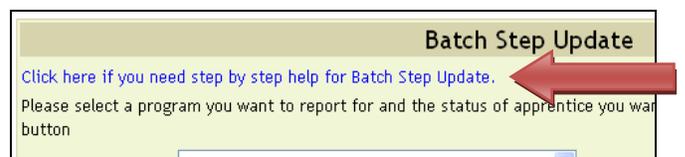
After entering information for apprentice hours, you have two choices:

- Press the "Submit" button to submit the information to L&I immediately.
- Press the "Save" button to save these RSI/OJT changes into your queue.

You can submit them later on, or edit them, or delete them.

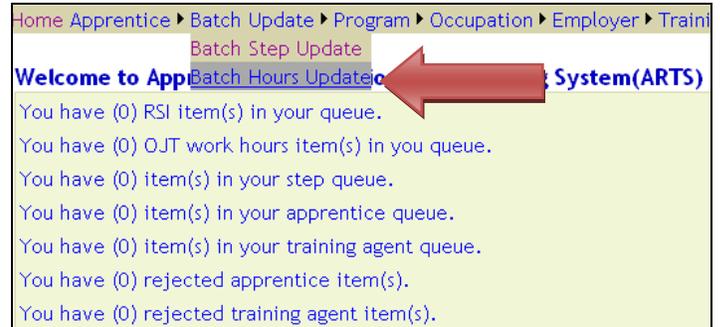
### Getting More Help for Hours Reporting

When you are on the Report Hours page, take advantage of the step-by-step help file. Click the link shown here to have help information open in a separate browser window.



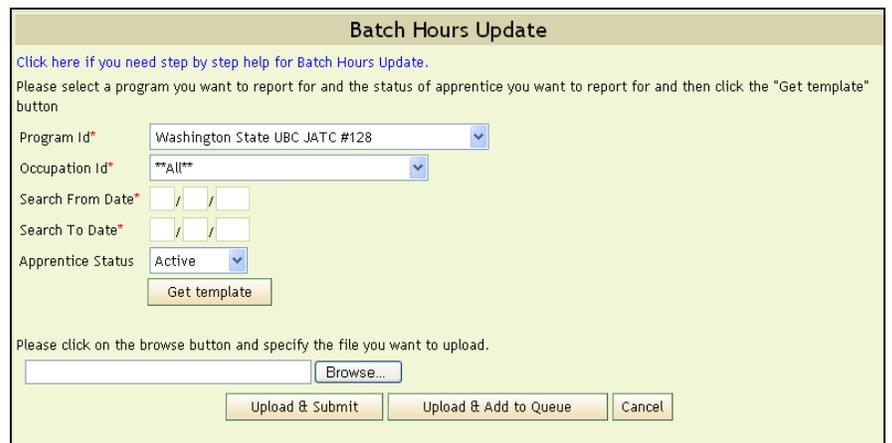
BATCH REPORT RSI/OJT HOURS USING FILE UPLOAD

If you are reporting hours for a number of apprentices at the same time, you may find advantages in using the Batch Step Update. This allows you to provide step update information by uploading a file in a specified layout that contains step update data for a set of apprentices.

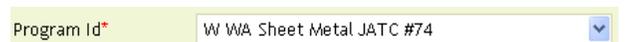


To report step updates using the batch method, go to the BATCH UPDATE MENU and select BATCH STEP UPDATE.

ARTS will display the Batch Step Update page.



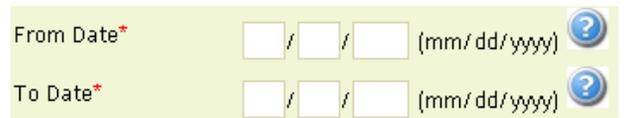
First select your apprenticeship program. If you report for only one program, the system will select it for you. If you report for more than one program, use the drop down menu.



Select the Occupation you want to report for. You can select a single occupation from the drop down menu. If you want to report step updates for all the occupations in your program you can just pick **\*\*All\*\***



Enter the "From Date" and "To Date." ARTS will use the dates to build a list of apprentices who were active in your program during this period.



Click on the "Get Template" button to get the comma separated file which has list of all apprentices that are active during the specified time period for the program and occupation you chose.



## ARTS REPORTING QUICK START GUIDE

ARTS generates a file for you that contains the apprentices who meet the search criteria you filtered for. It also provides the apprentices' registration ID and other information from the ARTS database.

The file has the following columns:

- First Name
- Last Name
- Registration ID
- Program ID
- Occupation ID
- RSI Start Date
- RSI End Date
- RSI Unpaid Hours
- RSI Paid Hours
- Work Start Date
- Work End Date
- Work Hours

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Registration ID	Program ID	Occupation ID	RSI Start Date	RSI End Date	RSI Unpaid Hrs	RSI Paid Hrs	Work Start Date	Work End Date	Work Hrs
2	Albert	Abbott II	154445	74	1004							
3	Devon	Ablitt	149414	74	6							
4	Scott	Adams	147764	74	952							
5	Shawn	Adams	144658	74	6							
6	Steven	Adams	146565	74	1004							
7	David	Adkins	140846	74	1004							
8	Joshua	Aiken	155922	74	10							
9	Ian	Allen	154917	74	1004							
10	Randy	Allen	149938	74	6							
11	Daniel	Alvarez	151437	74	6							
12	Carolina	Ambriz	152462	74	6							
13	Joel	Ames	121427	74	6							
14	Derek	Arbogast	156682	74	6							
15	Leonid	Arkhipchuk	156901	74	6							
16	Julie	Armstrong	143036	74	952							
17	James	Aubrey Jr	151817	74	6							
18	Stacie	Avery	144177	74	6							
19	Kristina	Ayers	155916	74	1004							
20	Douglas	Baird	153131	74	6							

This file is a "COMMA SEPARATED VALUES" data file. The comma separated values format is a common standard for data. These files have a ".csv" file extension. If you use a spreadsheet application, it will likely be able to open and let you work with this type of file.

To report RSI or OJT hours for an apprentice, fill out the RSI Start Date, RSI End Date, RSI Unpaid Hrs, RSI Paid Hrs, Work Start Date, Work End Date, and Work Hrs. You must provide the RSI Start Date and RSI End Date and either RSI Unpaid Hrs or RSI Paid Hrs if you are reporting RSI Hours. If you are reporting OJT Hours you must provide Work Start Date, Work End Date, and Work Hrs.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Registration ID	Program ID	Occupation ID	RSI Start Date	RSI End Date	RSI Unpaid Hrs	RSI Paid Hrs	Work Start Date	Work End Date	Work Hrs
2	Albert	Abbott II	154445	74	1004							
3	Devon	Ablitt	149414	74	6							
4	Scott	Adams	147764	74	952	1/1/2007	4/1/2007	34				
5	Shawn	Adams	144658	74	6					2/1/2007	5/1/2007	58
6	Steven	Adams	146565	74	1004							
7	David	Adkins	140846	74	1004	3/2/2007	5/1/2007		56	2/1/2007	4/1/2007	41
8	Joshua	Aiken	155922	74	10							
9	Ian	Allen	154917	74	1004							
10	Randy	Allen	149938	74	6							
11	Daniel	Alvarez	151437	74	6							

For any apprentice on the list who does not have a RSI or OJT hours to report, you can leave those fields empty. ARTS will ignore lines where you didn't enter RSI Start Date, RSI End Date, RSI Unpaid Hrs, RSI Paid Hrs, or Work Start Date, Work End Date, Work Hrs.

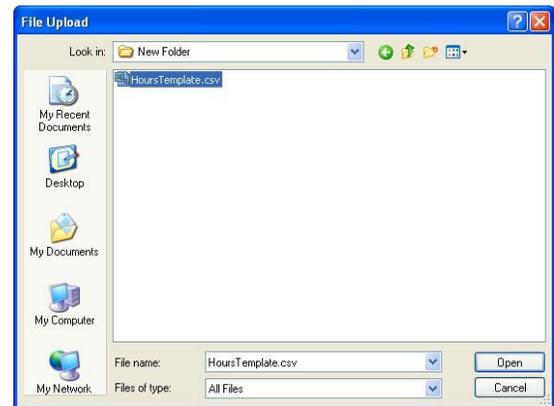
You have the option report RSI hours or OJT hours separately, refresh, or report both at the same time.

Then Save the file to your hard drive.

## ARTS REPORTING QUICK START GUIDE



After entering all the information to the file and saving the file to your hard drive, click on the browse button. It will bring up a dialog so you can browse to the place that you saved the file and select it.

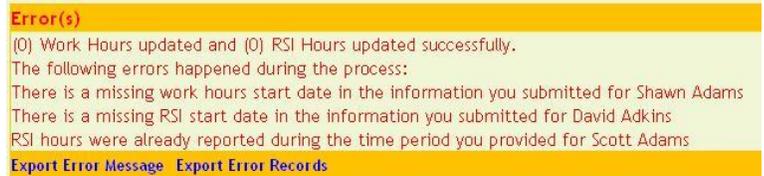


After browsing to the file and clicking “Open” then there are several options available:

- **Upload & Submit:** Choosing this will upload the file and submit all the information to L&I.
- **Upload & Save:** Choosing this will upload the file and Save all the information to your queue. Later you can go to your queue to, edit, delete, or submit the information to L&I.



When you submit or save the file ARTS will validate the data. If there are any errors, they will be listed on the page for you to review.



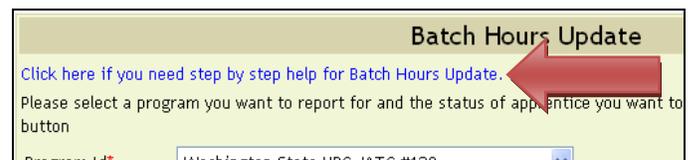
Some of the common errors are: not entering the RSI Start Date, RSI End Date, Work hours Start Date, Work Hours End Date, or the RSI, or Work hours were reported for the period that you specified or if the Register Id does not match the Apprentice’s Last Name in the database.

To save the list of error messages to review later, you can click on “Export Error Message” under the error message list. ARTS will create a text file with the errors for you to save. You can use the “Export Error Records” link to save a file in the reporting template layout showing the problem records from your report. This allows you to edit the data and resubmit the file at another time.

### List of Validations

- ARTS will make sure the first name and last name of apprentice is matching with our information in ARTS.
- ARTS will validate that the program Id and occupation Id match with the information we have on in ARTS.
- If RSI Paid and Unpaid hours are entered, ARTS will make sure you enter RSI Start Date and RSI End Date.
- If work hours are entered, ARTS will make sure Work Start Date and Work End Date are entered.
- The order of columns must not change; otherwise ARTS cannot process the information.

When you are on the Batch Hours Update page, take advantage of the step-by-step help file. Click the link shown here to have help information open in a separate browser window.



## ARTS REPORTING QUICK START GUIDE

### UPLOAD COMMITTEE MEETING MINUTES

If you are required to submit copies of your committee meeting minutes, ARTS gives you a way to do that electronically. You are able to upload a copy of your meeting minutes in a .pdf format file. If you submit your minutes by uploading a file using ARTS, you do not have to mail a paper copy of your minutes to L&I.

#### MINUTES UPLOAD

To upload a copy of your committee meeting minutes, you must first have saved a copy of the minutes in a .pdf format file.

Use the PROGRAM menu to select MINUTES UPLOAD.



ARTS will display the Upload Minutes page.

If you report for more than one Program, use the drop down list to select the program you wish this Meeting Minutes file to be recorded.

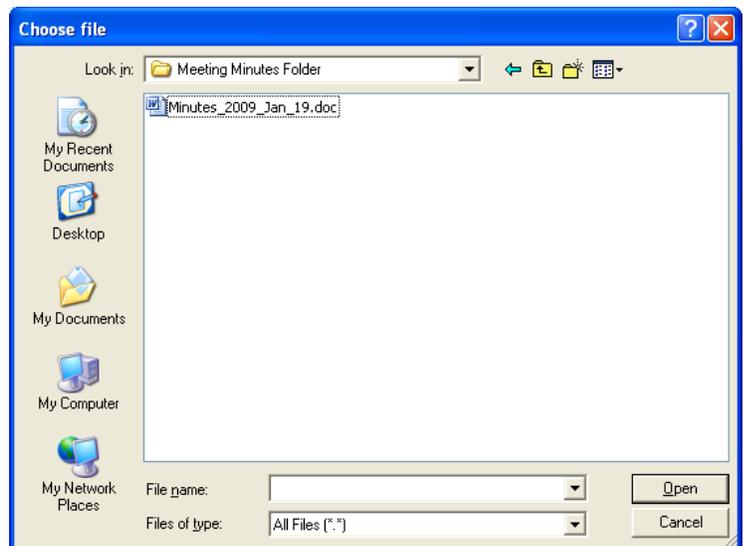
A screenshot of the 'Upload Minutes' form. The title is 'Upload Minutes'. Below the title is a link: 'Click here if you need help'. The form contains: 'Program\*' with a dropdown menu showing 'Washington State UBC JATC #128'; 'Minutes Date\*' with three empty input boxes separated by slashes; a 'Comment' text area; and a note: 'Please click on the browse button and specify the file you want to upload (File should be in "PDF" format)'. There is a 'Browse...' button and an 'Upload Minute' button.

Next, enter the date of the Committee Meeting that this file has the minutes for. This date will be used to identify the minutes within ARTS.

A close-up screenshot of the 'Minutes Date\*' field, showing three empty input boxes separated by slashes, intended for entering the date in MM/DD/YYYY format.

Click on the browse button. It will bring up a dialog so you can browse to the place you have the .pdf file saved on your computer.

Select the file and click **Upload Minutes button** to upload the file into ARTS.



RESPOND TO REJECTED ITEMS

Items you submit are reviewed by your Apprenticeship Consultant. They use ARTS to review the information you have reported. If there's a problem, they will use ARTS to make a comment so you can take further action.

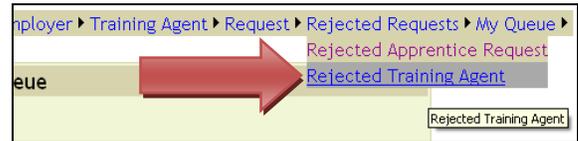
ARTS has two rejected item pages which give you access to the items your Apprenticeship Consultant has returned to you because of an issue. One page will list "Rejected Apprentice Items." These include apprentice registrations, and status changes. The other page will list "Rejected Training Agent Items." These include activating and inactivating Training Agent records.

You can respond to items in your rejected items lists by editing and resubmitting them, deleting them, or re-saving them to work on when you are ready.

REJECTED ITEMS

To review and respond to items in your rejected lists, either:

- From the Home page, click the link for the list you want to review.
- OR –
- From the REJECTED REQUESTS MENU select the list you want to review, either REJECTED APPRENTICE REQUEST, or REJECTED TRAINING AGENT.



The Rejected Request page will show a list of items for you to review.

Click the EDIT link to go to the detail page where you can see the Apprenticeship Consultant comment.

On that page you will also be able to edit, resubmit, or save the item.



## ARTS REPORTING QUICK START GUIDE

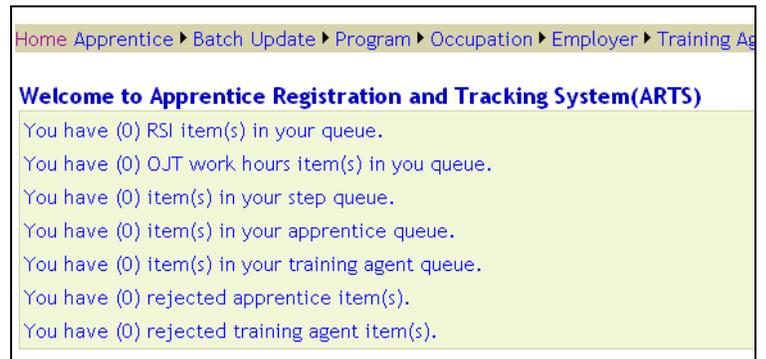
### USING YOUR SAVED QUEUE

Items that you have saved in ARTS by using the ADD TO QUEUE button are available for you come back to in your saved queues. You can edit and then submit, or delete the items.

#### SAVED QUEUES

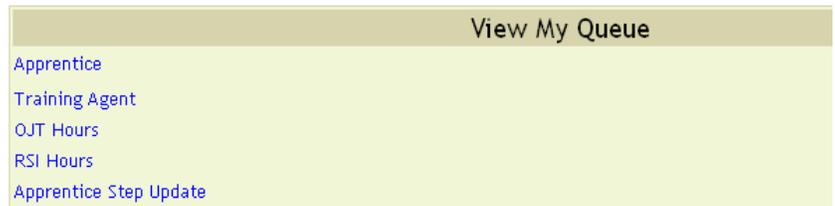
You can access your queues in two ways:

- Your ARTS home page lists the queues, and you can view those pages by clicking the links.
- You can also use the MY QUEUE menu to select the View My Queue page.



There are five queues based on the type of item you have saved:

- Apprenticeship items (such as registrations and status changes)
- Training Agent items
- OJT Hours reports
- RSI Hours reports
- Apprenticeship step updates



When you select the queue you want to work with, ARTS will display a list of items you have saved.

You can select a specific item to work with by clicking the "Edit" link. That will take you to a detail page where you can edit and submit or re-save the item.



ARTS gives you a shortcut to act on multiple items in a queue at once.

- Use the "Check All" link to select the whole list.
- Or use the check boxes to select more than one item.
- Then use the buttons to either SUBMIT or DELETE all of the items with the check boxes selected.



## ARTS REPORTING QUICK START GUIDE

### USING REPORTS

Reports in ARTS are accessed from the APPRENTICE menu. The reports are presented in your browser using the BusinessObjects technology. It puts additional features into buttons you can use. Here we will describe two that are good to know about.



**EXPORT:** click this button to access the export feature. You can save a copy of the report in a number of useful formats such as Adobe Acrobat (PDF), Microsoft Excel (XLS), Rich Text Format (RTF) among others. (To use this feature, you must have pop-up blockers disabled.)



**PRINT:** click this button to access the print features for the report

### MORE THINGS YOU CAN DO WITH ARTS

This document is intended to give you a quick-start to reporting online with ARTS. In addition to the reporting tasks described here, you can do other activities online with ARTS. For example you can use ARTS to select an employer record that is recorded in the database and to activate or deactivate them as a Training Agent for your program.

### CONTACTING L&I FOR HELP WITH QUESTIONS

If you have questions about using the ARTS online application, you can send an email to [APPRENTICE@LNI.WA.GOV](mailto:APPRENTICE@LNI.WA.GOV) . During business hours someone will help with your question.

If you have questions about reporting rules or specific reporting issues, your Apprenticeship Coordinator will help with your question.