

e-Time Card Instructions

To Fill out an electronic Time Card and email to the JATC:

- 1.) If you do not have Adobe Reader installed, please download it at <http://get.adobe.com/reader/> or the time card application will not work. You will need any version 9.4.1 or higher.
- 2.) If you are using Google Chrome please do the following:
In the address bar of Google Chrome type in **about:plugins**
Then make sure the Adobe Reader plug-in is **Enabled**.
Also make sure that the Google Chrome PDF Viewer is **Disabled**
Be sure to do this or the application will not work when using Google Chrome.
- 3.) If you are experiencing an issue with Mozilla Firefox, please make sure the Adobe Reader plug-in is **Enabled**.
- 4.) If you are using Apple Safari for Windows, you can only use version 4.04. Do not upgrade to version 5.1, it will not work.
- 5.) Next, go to the Statewide Limited Energy JATC web site at www.statewidelea.org and choose Forms on the left-hand menu.
- 6.) In the list of Student & IBEW Member Forms, click on: Limited_Energy_Time_Card.pdf.
- 7.) **IMPORTANT:** Do not save the PDF to your computer, it must be opened in the web browser in order for it to work properly.
- 8.) **Cannot Save Form Information:** When you start to enter data, you will get a warning reminder which states that data cannot be saved to this form. If you would like a completed copy for your records, you must print it prior to exiting the program.
- 9.) If you have a PDF printer driver on your computer, you will be able to print the completed form as a PDF. If you are interested in this option, PDF printer drivers can be downloaded free on the internet. This type of driver allows any type of document to be saved as a PDF on your computer.
- 10.) Next, fill in the data fields.
- 11.) The form will calculate the columns and rows automatically.
- 12.) If you are currently employed, be sure to fill out the name of the Journey Installer supervisor.
- 13.) Your email address will be required so that we have a return address to contact you.
- 14.) When completed, click on Email Time Card.

To Partially Fill Out and Email Later:

1. Fill out time card as above.

2. Click on Save Data File.
3. You will be prompted to save the file, Limited_Energy_Time _Card_data.fdf
4. Click on Save, and save the file to your desktop.
5. The file can now be edited at any time by double clicking on it. You will need to be connected to the internet to edit this file.
6. After you edit the file, click on Email Time Card, or Save Data File, and re-save it to your desktop.