Hours Report Instructions – Phone Application

Step 1) Login to TradeSchool. Make sure North Texas Electrical JATC is selected.
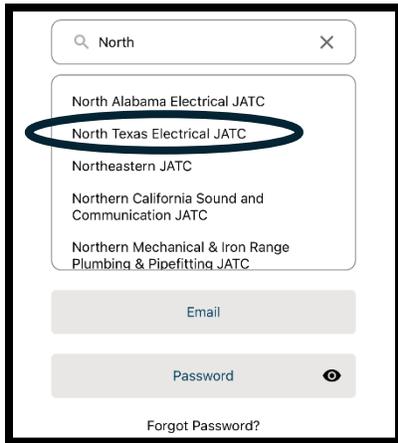
Step 2) Click on Work Reports (The month does not matter; you can change it.)
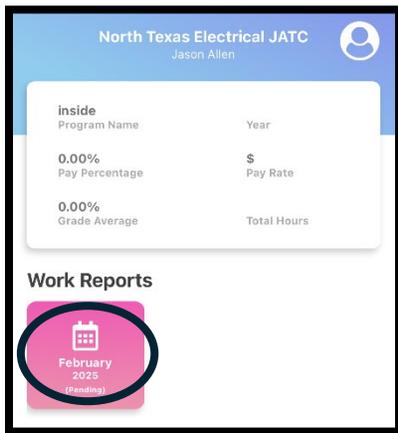
Step 3) Change the month (If required)

    a) Click on the month in the upper left corner.
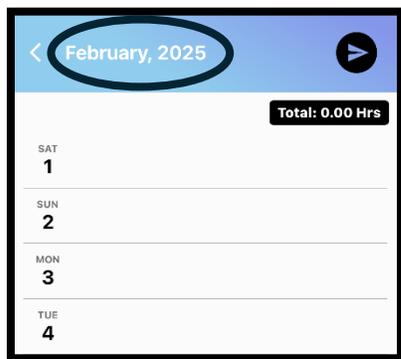
b) A dialog box will pop up. Click the pencil icon.

Selected Date
February, 2025

Cancel   Save

c) Change the month to the correct month.

Selected Date
February, 2025

Cancel   Save

FRI
7

SAT
8

Cancel   Done

October   2021
November   2022
December   2023
January   2024
February   2025
March   2026
April   2027
May   2028
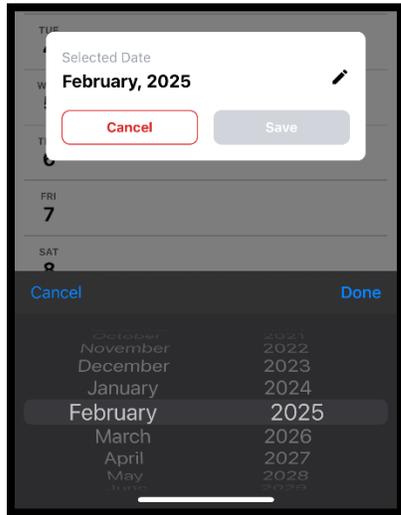
d) Click "Save." You will only be able to click save if you have changed the month.

Selected Date
February, 2025

Cancel   Save

e) Any existing hours will be moved to the correct month

SUN
5

MON
6   Moving your hour entries...
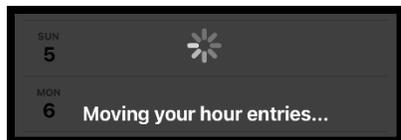
f) Now click on the Work Report with the correct month and proceed to step 4.

Work Reports

February
2025
(Pending)

Step 4) Add hours

    a) Click on the day that you would like to add hours too.
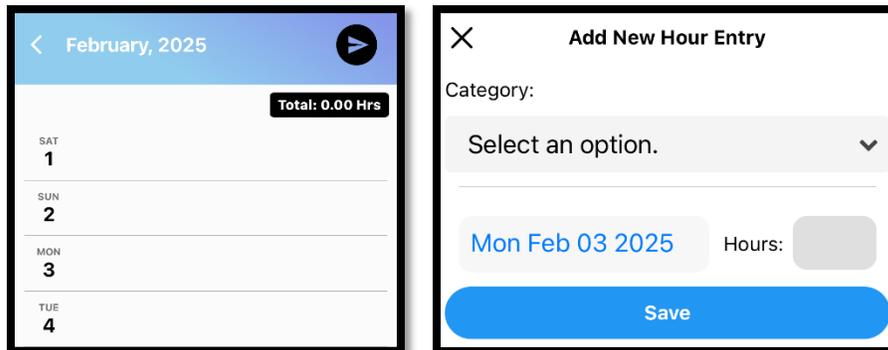
    b) Select an option. Most work is in commercial or industrial.
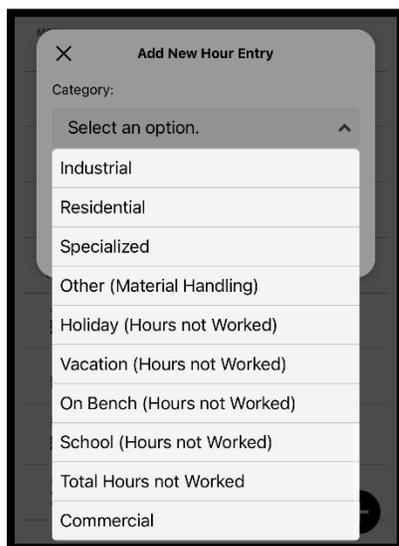
    c) Add hours and click "Save."
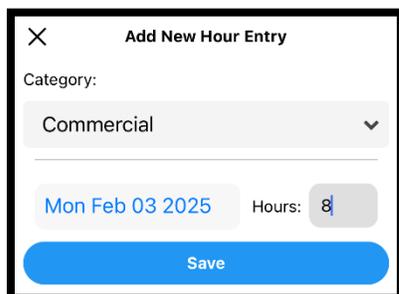
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Step 5) Submit hours report by the 15th of the month.

    a) Once all the hours have been updated click the submit button in the upper right.
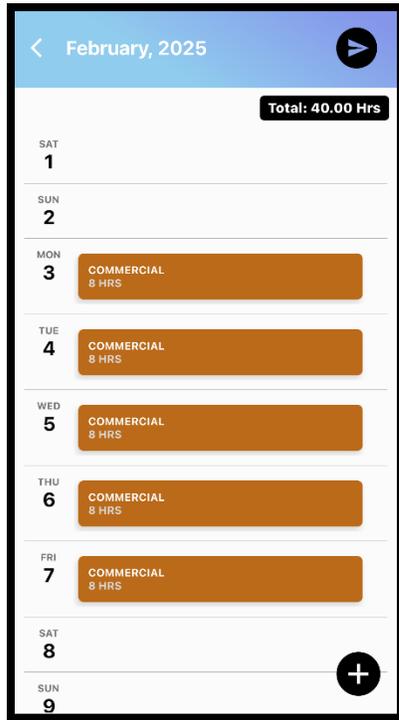
    b) Click submit
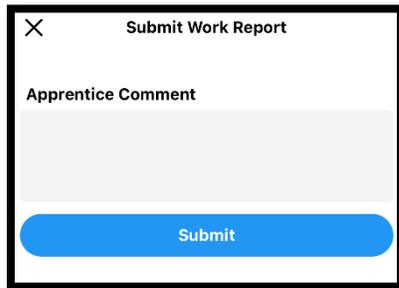
    c) Click submit one more time.