



NORTHERN CALIFORNIA
ALLIED TRADES

Online Harassment Training Instructions

- Attachments:
- 1) NCAT User Upload Template (for you to complete and email to Mary)
 - 2) NCAT Legend (copy and paste the cells in the NCAT User Upload Template)

IMPORTANT: PLEASE DO NOT DELETE ANY COLUMN(S)

NCAT User Upload Template Instructions:

Column A:	First Name:	Type Employees' First Name (no nicknames)
Column B:	Last Name:	Type Employees' Last Name
Column C:	Email*:	Type Employees' e-mail address (NOTE: ONLY ONE unique email address to one employee)
Column D:	Employee ID	Optional (you can skip this)
Column E:	First Day of Work	Optional (you can skip this)
Column F:	Position	Optional (you can skip this)

Column G: (Y/N) Supervisor	Type Y if employee is a Supervisor OR Type N if employee is NOT a Supervisor
Column H: (Y/N) Non-supervisor	Type Y if employee is a Non-supervisor OR Type N if employee is NOT a Non-supervisor
Column I: Northern California Allied Trades	Type NCPFC (if you work for a painting contractor) Type NCGMA (if you work for a glazing contractor)
Column J: NCGMA	Type your contractor name (open NCAT Legend. Find your contractor name and right click to copy. Open the NCAT User Upload document and right click to paste.) (NOTE: Contractor name MUST BE EXACTLY as typed in attachment)
Column K: NCPFC	Type your contractor name (open NCAT Legend. Find your contractor name and right click to copy. Open the NCAT User Upload document and right click to paste.) (NOTE: Contractor name MUST BE EXACTLY as typed in attachment)
Column L: Job Title	Type employee's job title (open NCAT Legend. Find your contractor name and right click to copy. Open the NCAT User Upload document and right click to paste.)

(NOTE: Job Title MUST BE EXACTLY as typed in attachment)

Column M: NorCal Regions

Type your dispatch region/main office (open NCAT Legend. Find your contractorbname and right click to copy. Open the NCAT User Upload document and right click to paste.)

(NOTE: Dispatch region/main office MUST BE EXACTLY as typed in attachment)

***It is important to type exact values or the system will reject it.

Once you have completed the NCAT User Upload Template (excel spreadsheet):

1. Save the document with your contractor name (exactly the same as listed in the NCAT values attachment). **Please DO NOT change the file type.**
2. E-mail your completed and saved NCAT User Upload Template (excel spreadsheet) to Mary Loumeau at training@alliedtrades.org
3. Mary will confirm receipt of your submittal via e-mail.
4. Your employee(s) will receive their assignments via their e-mail in-box a week or less after Mary confirms receipt.

Thank you!

Mary Loumeau

Director of Marketing & Business Development