

# Web Based Application Tool (WBAT) User Guide



Below is the new version user guide for WBAT

If you continue to have trouble with this newer version of WBAT please contact the Safety Hotline at 1.800.955.5927 or the Safety Programs Manager at 410.572.5148

## LOGGING IN - WWW.PDTSAFETY.COM

### ASAP WBAT - PDTSAFETY

Username:

Password:

Log In

Cancel

Forgot Password

Start by selecting you employee group

#### Login:

• Username: PDT Employee Payroll Number  
Note: No “en” and no leading zeros

• Default password: “Usa” + last 4 digits of SSN  
**it is Case Sensitive**

Note: if SSN first digits are zeros, do not include them

**Forgot Password?** Confirm Password Reset – this will generate a link to be emailed to you to reset your password.

To submit a report to the safety department click the Login button.

## EDIT CONTACT INFORMATION / EMAILS



In order to submit a report, your profile’s contact information (e.g., job title, permanent address) must be included in the report for proper processing.

When you first log into WBAT, you should update your contact information so you do not have to specify this information when you submit your report.

Click the drop box next to your greeting → **click profile** → and edit your contact information. When you’re done click “**ok**”.

At the top of the page next to your greeting message (Hello, Name) you’ll see the envelope display icon which will allow you to send a new message, along with search sent, new and read messages.



Send a Message

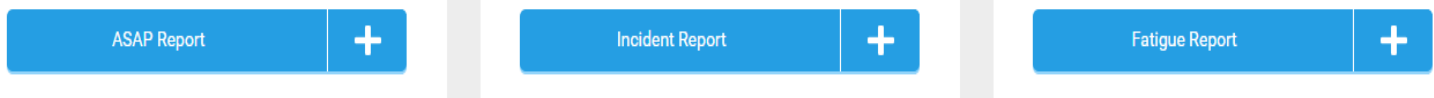
Search Received Messages

Search Sent Messages

View Unread Messages (11)

View Read Messages (26)

## FILING AN ASAP, INCIDENT, OR FATIGUE REPORT

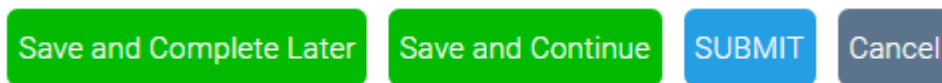


Please utilize the “**expand all**” ability located at the top right corner of every page which can help familiarize the website to you.

To submit any of the above reports simply click the + next to the report you would like to file to the safety department.

The forms are the same questionnaire as the previous version – the layout has changed. Please remember all mandatory fields are indicated in **red**.

## SAVING, SUBMITTING, CANCELLING AND VERIFYING YOUR REPORT



### Saving and Continuing Your Report

To save (and continue displaying) your report, select **Save and Continue** and then scroll back to where you left off to resume filling in your report or adding another attachment.

### Submitting Your Report

When the report is complete, select **SUBMIT** and then **Yes** at the Confirmation screen prompt. WBAT changes the report status to Open, incrementing by one the number of your open reports you can view from the My Reports screen.

### Cancelling Your Report

When you want to leave your report without saving, select **Cancel** and then **Yes** at the Confirmation screen prompt. (If you want to return to the report, select **No** at the prompt.) WBAT closes the report screen, and the My Reports screen appears.

### Verifying Your Contact Information

In the Overview section of the New Report screen is the Employee Information subsection, listing your contact information. Required information that has not been specified is indicated, which can vary depending upon the report type and your employee group. You need to verify your contact information, either is correct or to correct it.