

## From the Desk of the Vice President

Dear Brothers and Sisters,

The entire administration has been working very hard on your behalf to bring forward a new option.

We now have the ability to file your Foreman's Reports electronically. It's a very simple process, anyone with a smart phone need only **Scan or take a photo** of the completed report and send the file to: [foremensreports@steamny.com](mailto:foremensreports@steamny.com)

It's that simple. This new option will make it far more convenient for our members and at the same time greatly assist us in the collection of our members benefits.

A very special thank you to everyone who assisted us in bringing forward this new option.

Fraternally Submitted

Clifford J. Ryder

Vice President

Enterprise Association

Steamfitters Local 638

## Instructions for Downloading Foreman Report in PDF Format

- 1). Go to [WWW.steamfitters.com](http://WWW.steamfitters.com)
- 2). Scroll down and **CLICK:** Construction Trades branch.
- 3). Scroll down on the left **CLICK:** Forms.
- 4). Scroll down to General Forms & Documents **CLICK:** Foreman Report
- 5). The Foreman report will open in a PDF format.
  - **RIGHT CLICK on it.**
  - Click the **Save as** this will then prompt you to save it to your computer.
  - Save it to your computer. Ex: **Desktop, favorite or personal files.**
- 6). Minimize all screens / go to the file were you saved the blank report.  
open up your saved Foreman Report. It will appear in a PDF format.
- 7). In the Tool Bar **CLICK:** add text, on right side of screen.  
**CLICK:** add text again, this will open an edit and add text tool bar.  
At this point you will be able to add info to the form.  
Example: the Date, names, book numbers, and all other pertinent data.
- 8). When done **CLICK:** FILE on the toolbar at the top of page scroll down and  
click on **SAVE AS:** A name data box will appear, enter a **new name** for the  
foreman report, and designate were you want to save it to example your  
personal folder or desktop etc.
- 9). From your E Mail you will now be able to attach the foreman report file that  
you created and send it to the Union at: [foremensreports@steamny.com](mailto:foremensreports@steamny.com)

**\*\*\*Remember!** *When you open up the foreman report from your desktop you can create and save a new report from it as long as you use the save as feature to save the new one you just created and then just close the original report without saving any new changes that way it stays unedited.*