



WeldCert
Pro Powered by
Codeware

QUICK-START GUIDE

FOR ATFs



Quick-Start Guide – For ATFs

| Logging In

- ♦ Go to cw.aws.org
- ♦ Enter your email (not linked to MyAWS.org)
- ♦ Click password reset and follow instructions to set password
- ♦ If you don't have credentials, contact accreditation@aws.org

| Navigation

- ♦ Home screen includes shortcut tiles for common tasks
- ♦ Use the three-line menu for full navigation
- ♦ Support tab provides videos and help articles
- ♦ Tabs open in new windows; use Home button to return to dashboard

| Role-Based Access Control (RBAC)

- ♦ Roles determine user permissions
- ♦ Common roles: ATF Qualifier (CWI/SCWI + WPQ1), ATF Admin, Welder
- ♦ Roles can be layered for flexibility
- ♦ Check assigned role in Profile > WeldCert Access

| Welder Profile Management

- ♦ Go to Manage Welders
- ♦ Search for existing welders or click Create New Welder
- ♦ Complete required fields (marked with red asterisk)
 - ♦ Each welder must have a unique email and photo (QC47 requirement)



Quick-Start Guide – For ATFs

| WPQ Entry

- ♦ Go to Forms > WPQ Entry
- ♦ Select code (AWS or ASME), WPQ number, welder, test date, code edition, test type
- ♦ For WPS, choose with
- ♦ Upload AWS standardized router
- ♦ Complete tabs: Test Description, Base Metals, Filler Metals, Position, Attachments, Signatures

| WPS Management

- ♦ Navigate to Forms > WPS
- ♦ Options: AWS Standard WPS, Authorized WPS, Alternate WPS (requires WPQ2)
- ♦ Previously purchased SWPSs are preloaded

| Deficiency Check

- ♦ Go to Deficiencies tab
- ♦ Click Refresh to update
- ♦ Resolve missing data until status turns green
- ♦ If error resides with qualification ranges, fix input data and recalculate ranges. Refresh and check deficiencies

| Sign & Publish

- ♦ Qualifier signs WPQ using saved signature
- ♦ Go to Payment tab: pay \$70 per WPQ via Credit Card or Purchase Order
- ♦ Click Publish to submit to AWS for certification

| WPQ Status

- ♦ Navigate to WPQ List
- ♦ Use Filters and Columns to customize view
- ♦ Status indicators: Draft, Published, Certified

| Templates

- ♦ Open a completed WPQ
- ♦ Save as Template for future use
- ♦ Apply template to new WPQs for faster entry



Quick-Start Guide – For ATFs

| Welder Credentials

- ♦ Welders receive a QR code credential
- ♦ They can view online, print, or share
- ♦ Credentials update automatically with continuity logs

| Support

- ♦ Support Tab in WeldCert Pro
- ♦ FAQs on aws.org
- ♦ Email: accreditation@aws.org
- ♦ AWS Forum (ATF Community) coming soon
- ♦ Customer Success Team for urgent issues