

MITR/TECH

NEW Section 2 Document Selector

Tracker Preview Guide

Tracker NEW Section 2 Document Selector

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Background and Introduction

Mitratech's **Tracker I-9** solution supports a Document Selection workflow where the Authorized Representative completing Section 2 indicates which identify and work authorization document(s) the employee presents.

This guide describes a **NEW** optional Document Selector, how it appears in the Tracker I-9 User Interface (UI), and why we implemented it.

NEW Document Selector Summary of Changes

The NEW Document Selector support the same workflow as the classic version with the following enhancements:

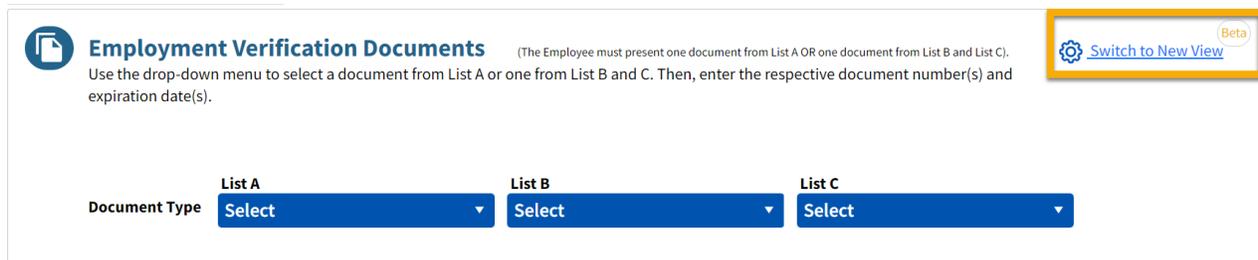
- **Guided Instructions** - We added an in-app guide to walk users through the new workflow
- **Fewer Clicks** – Select documents faster for complex foreign national hires (e.g. H-1B portability)
- **Web Accessibility** – Supports screen readers and full keyboard-accessible navigation
- **Mobile First Design**– Our new mobile responsive UI leverages the new document selector because of the classic document selector design limitations

Continue reading to learn more about the full change set, including screenshots that illustrate how these changes appear in the Tracker I-9 UI.

When Does the NEW Document Selector Appear in the UI?

The **Classic Document Selector** always displays as the default view in Section 2. Users can continue to use the Classic Document Selector or try out the **New Document Selector** at their discretion.

When a user navigates to Section 2 for a new I-9, users will see a new **Switch to New View** option in the upper right corner of the Document Section panel. Click this button to participate in the beta program.



How Do I View the Guided Instructions?

Hovering over the **Switch to New View** button displays an alert with more details about the feature. Click the **Show me how it works!** button to initiate the guided walkthrough.

✨ New Feature!

Announcing Cool New Feature (Beta)

We are pleased to announce the initial launch of our new **Document Selector**. The new Document Selector reduces the hassles of opening popup windows and streamlined the workflow for efficiency and usability.

This feature is currently in **beta** so give it a try and we look to receiving your feedback.

Show me how it works!

You must present one document from List A OR one document from List B and List C).
 List B and C. Then, enter the respective document number(s) and

⚙️
[Switch to New View New](#)

How Does the NEW Document Selector Look and Work?

When switched to the **New Document Selector**, the user must first indicate if the employee presented a List A Document or List B and C Document in step one. By default, List A will be selected. Click the List B (Identity) and List C (Employment Authorization) tab to view these documents.

📄 Employment Verification Documents

⚙️ Switch to Classic View

1 Select Employee Document Type

2 Select the **List A document** provided by the Employee and provide the document details:

List A (Both Identity & Employment ...

List B (Identity) and C (Employment...

<input type="radio"/> U.S. Passport	i	
<input type="radio"/> U.S. Passport Card	i	

Based upon the document category selected, the system displays the list of corresponding documents. Just like the **Classic Document Selector**, documents that do not logically relate to the person based upon their employment status or age are not selectable.

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The screenshot below illustrates how the **New Document Selector** appears when the employee is a US Citizen and List A is the selected document category.

Simply select the appropriate radio button to select the document and click the Continue with Selected Document(s) to switch to the document data entry page.

List A Additional Document Workflow

When the employee is temporarily work authorized (Section 1 employment status equals “Alien Authorized to Work”), the **New Document Selector** presents the Additional Document workflow options immediately to the right of the **Employment Authorization Document (I-766)** and **Foreign Passport with I-94 or I-94A**. This new design reduces the number of click needed to select an Additional Document workflow by 66%.

Employment Verification Documents
 [Switch to Classic View](#)

List A (Both Identity & Employment ...
List B (Identity) and C (Employment...

- 1 Select Employee Document Type
- 2 Select the **List A document** provided by the Employee and provide the document details:

<input checked="" type="radio"/> Employment Authorization Document (I-766) Learn more	<p>Along with the selected document type, some foreign national employees may present additional documents to establish employment authorization. Select the additional document from the list below.</p> <p>List A - Additional document(Documents Both Identity & Employment Eligibility)</p> <p><input type="radio"/> None</p> <p><input type="radio"/> EAD Auto-Extension </p> <p><input type="radio"/> Temporary Protected Status or Deferred Enforced Departure auto-extended EAD </p> <p><input type="radio"/> EAD Cap Gap </p>
<input type="radio"/> Foreign Passport with I-94 or I-94A 	
<input type="radio"/> Marshall Island Passport with Form I-94 or I-94A 	
<input type="radio"/> Micronesia Passport with I-94 or I-94A 	
<input type="radio"/> Receipt: Form I-94/I-94A with refugee stamp (or RE class of admission) 	
<input type="radio"/> U.S. Passport Not Applicable	
<input type="radio"/> U.S. Passport Card Not Applicable	

Select the appropriate Additional Document option and click the **Continue with Selected Document(s)** to advance to the document data entry screen.

Document Content

Information, including sample images of documents, is available by clicking the “i” icon to the right of any document type.

Employment Verification Documents
 [Switch to Classic View](#)

List A (Both Identity & Employment ...
List B (Identity) and C (Employment...

- 1 Select Employee Document Type
- 2 Select the **List A document** provided by the Employee and provide the document details:

<input checked="" type="radio"/> Employment Authorization Document (I-766) Learn more	
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Upload List A Document

Employment Authorization Document (I-766)



[Important Instructions](#)
[Samples and Doc. # Locator](#)
[E-Verify Info](#)

The Employment Authorization Document (I-766), or EAD Card, is issued to Foreign Nationals who are granted permission to be employed in the U.S. for a specific period of time. Enter the document number exactly as it appears on the document. . The I-766 document number typically begins with 3 letters followed by 10 digits (e.g. WAC0000000002, see the sample image). Must be unexpired.

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Important Notes and Takeaways

- The New Document Selector is in **Beta** and we welcome your feedback to help make it better
- The last step in the **Guided Instructions** provides an opportunity for you to add your comments
- The New Document Selector **is optional**
- The Tracker I-9 system will always display the Classic Document Selector **by default**
- The New Document Selector is only available in **Section 2**. We will consider adding to Section 3 at a later date
- The New Document Selector is not available for **Historical or Resolve I-9** records.
- Based upon pre-beta feedback, we will strongly consider making the following improvements
 - Display the List B and List C Document in parallel (currently the list stack vertically) significantly reducing the amount of required scrolling
 - Hide the full set of Under 18 List B documents by default and add a feature that – when clicked by the user – displays the document set.
 - Enable the tool-tips for documents that don't logically relate to the employee's citizenship or age so user can click in and view information about those documents.