

# ASSIGNING EMPLOYEES TO PROJECT FOR OQ

1. Login to ISNetworkworld
2. Click Employee Information & Training
3. Click Project Training Assignments
4. Click Drop Down Menu for Hiring Clients/LMS and select client

The screenshot shows the 'Project Training Assignments' page. The 'Clients/Projects' dropdown menu is open, showing 'Select Hiring Client/LMS' as the selected option. A red arrow points to this dropdown. Below the menu, there is a table with 177 total records. The table has columns for 'Hiring Client', 'Project', 'Requirements', and 'Project Details/Assign Employees'. The first row shows 'LMS' as the hiring client and 'LMS' as the project, with requirements for '- Online Training' and '- TQ'. A red arrow points to the 'View Details/Assign Employees' link for this row.

5. Once client is selected click the link [View Details/Assign Employees](#) next to ( - OQ)  
If the line item for OQ is not there you will have to contact your client rep. to get connected

The screenshot shows the 'Project Training Assignments' page with 3 total records. The table has columns for 'Hiring Client', 'Project', 'Requirements', and 'Project Details/Assign Employees'. The first row shows 'Enterprise Products' as the hiring client and 'All Areas' as the project, with requirements for '- OQ'. A red arrow points to the 'View Details/Assign Employees' link for this row.

6. Select name on the left hand and click move available employee. (Available Employees) Once the name appears on the right hand side make sure you click SAVE.

The screenshot shows the 'Step 1: Assign Employees to Project' dialog box. It has search fields for 'Last Name', 'First Name', 'Employee ID', and 'ISNetwork ID'. Below the search fields, there are two columns: 'Available Employees (108)' and 'Selected Employees (138)'. The 'Available Employees' column lists names and IDs, such as 'Adams, Eason A(IISN-07944515)'. A red arrow points to the 'Move Available Employees' button at the bottom left of the dialog box.

7. Your employee is now assigned to the project on the OQ side and OQ reports can be generated for this client.