ASSIGNING EMPLOYEES TO PROJECT FOR OQ

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

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

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.

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