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

Favorites > Message Center >	Project Training	+ Mass Assign Employees to Clients/Projects		
ISN Analytics				
	Select Hiring Client/LMS	✓ all Requirements	✓ All Projects ✓	
All items	177 Total Records	177 Total Records		
	Hiring Client	<u>Project</u>	Requirements	Project Details/Assign Employees
Q Search ISNetworld Tools	🕜 lms 🤛	LMS	- Online Training - TQ	View Details/Assign Employees
	Aspen Midstream, LLC	Aspen Midstream	- OQ	View Details/Assign Employees
Company Information V	Buckeye Partners, LP	All Locations	- OQ	View Details/Assign Employees
Employee Information & Training \land	Buckeye Partners, LP	ARGO	- OQ	View Details/Assign Employees
Employees 🗸	Buckeye Partners, LP	Aurora, OH	- OQ	View Details/Assign Employees

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

Clients/Projects			+ Mass Assign Employees to Clie
Enterprise Products	All Requirements All	II Projects V	
3 Total Records			
Hiring Client	Project	Requirements	Project De Sign Employee
Enterprise Products	All Areas	- OQ	View Details/Assign Employees
Enterprise Products	Enterprise Contractor Safety Orientation	- Online Training	View Details/Assign Employees
Enterprise Products	New York State Excavators	- TQ	View Details/Assign Employees
3 Total Records			

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.

∓ Favorites >	Step 1: Assign Employees to Project			
🖾 Message Center 💦 👌	Last Name First Name	Employee ID	ISNetworld ID Search	
ISN Analytics	Additional Search Options 🔻			
	Available Employees (108)	Se	elected Employees (138)	
lilitems * To-Do Items	Select: All None Invert	Select: All	None Invert	
Q Search ISNetworld Tools	Adams, Eason A(ISN-07944515) Alanis, Julio C(ISN-01364762) Alaniz, Andres (ISN-07934367) Alaniz, Armando (ISN-07606585) Amaya, Polo (ISN-07907836)	Î	Î	
npany Information 🛛 🗸 🗸 🗸 🗸 🗸 🗸 🗸	Barrera, Edgar (ISN-08062222) Barrera, Gabino (ISN-07933364)			
ployee Information & Training 🔿	Barron, Cesar I(ISN-08154537) Barron, Victor H(ISN-08154843)			
mployees 🗸	Beard, Cory M(ISN-08138571) Beverly, Trenton D(ISN-07049958)			
npower	Bolger, Robert (ISN-07606586)	Page 1 2 3	*	
raining Library	Move Available Employees (5		Move Selected Employees (0)	
raining Data Entry				
Project Training Assignments				Save

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