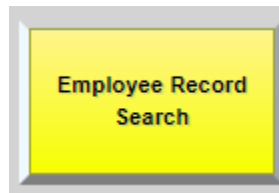




Quick Guide for Gate Admin

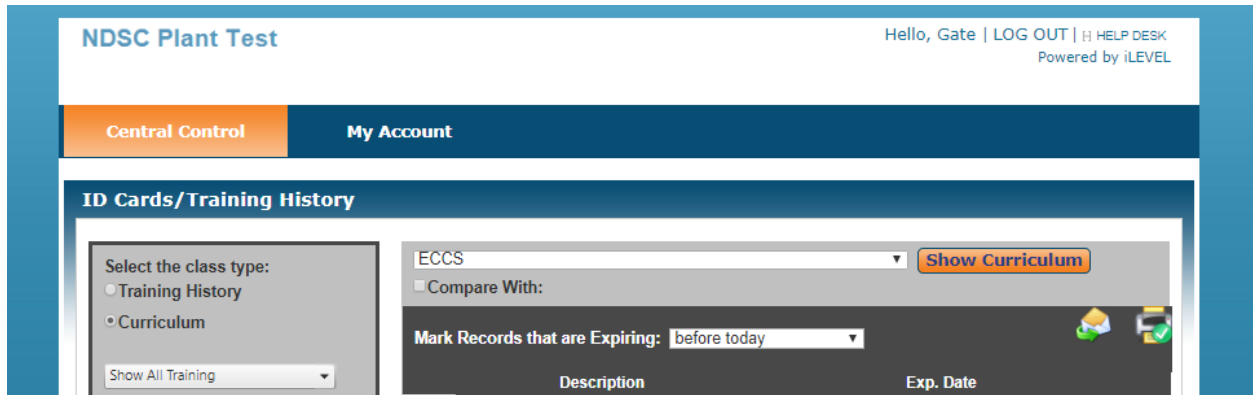
Find if an employee is ready to come on your site

1. Go to <https://training.ndsc.org/>
2. Log in
3. Click on employee record search



4. Type in the person's last name and click Search
 - a. Hint: Can't find the person using the last name? Try the last four digits of the employee's Social Security Number. Last name have 3 letters or less? Click on the Advanced link and choose last name.

5. Find the correct student and click on their name
6. You can change the curriculum based on which plant you are located. Click the down arrow next to the curriculum. After selecting the right one, click show curriculum.



Run a report to see which employees for a certain contractor are ready to come on site

1. Go to <https://training.ndsc.org/>
2. Log in
3. Click on report training curriculums













4. Settings
 - a. Report Type: Students attending my training course
 - b. Filter by the curriculum you want
 - c. Check Rollup by Employer
 - d. Uncheck Filter by date class was last attended
 - e. Select custom columns you want to include
5. Click Generate Report
6. Click on the picture of the man and computer next to the contractor coming on site

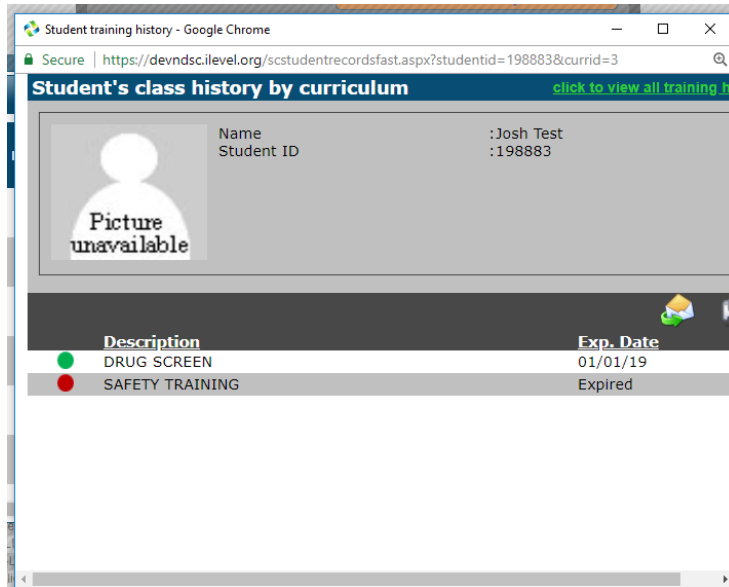
Curriculum	Employer	Last Date Student Attended
 ECCS	*Test Contractor (22996)	1/1/2018



7. Students with a green dot are ready to come onsite

 Test, Blake (198882)	198882	*Test Contractor (22996)		1,
 Test, Jerry (214613)	214613	*Test Contractor (22996)		1,
 Test, Josh (198883)	198883	*Test Contractor (22996)		1,
 Test, Kelly (198881)	198881	*Test Contractor (22996)		1,
 Test, Kirsten (214612)	214612	*Test Contractor (22996)		1,

- To see what the individual training is, you can click on the picture of the man and computer next to the employee's name.



- You can save this report by clicking on Save Report, giving it a name, and clicking on the disk icon.

Note: The reports database update is ran nightly. If a person is entered, they will be available in the student search immediately, but in the reports the following day.

Run a saved report

- Go to <https://training.ndsc.org/>
- Log in
- Click on report training curriculums



- Click on Saved Report
- Pick your Report Name from the Drop down
- Click View Saved Report

Email an individual training record

- Follow the steps from [Find if an employee is ready to come on your site](#)
- Click on the envelope button to email on the right hand side

ID Cards/Training History

Select the class type:

Training History

Curriculum

Show All Training

Student details:


Student Identifier:

Advanced

ECCS

Compare With:

Mark Records that are Expiring: before today

Description	Exp. Date
 Name : Test Test	
Employer of record : NDSC Contractor Test (20043)	
Student ID : 188491	
● DRUG SCREEN	Expired
● SAFETY TRAINING	06/05/19



Show Menu

3. Check the records you want to send and type the email address in the box.

ID Cards/Training History

Select the class type:
 Training History
 Curriculum

Show All Training

Student details:
Student Identifier:

Search
Advanced

ECCS **Show Curriculum**

Compare With:

Mark Records that are Expiring: before today

Email Address: **Email History**

Email Type: Adobe PDF

Include Notes in Email

	Description	Exp. Date
<input checked="" type="checkbox"/>	Name Employer of record Student ID Picture unavailable	: Test Test : NDSC Contractor Test : (20043) : 188491
<input checked="" type="checkbox"/>	DRUG SCREEN	Expired
<input checked="" type="checkbox"/>	SAFETY TRAINING	06/05/19

Show Menu

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4. Click Email History

Print an individual training record

1. Follow the steps from [Find if an employee is ready to come on your site](#)
2. Click on the printer button on the right hand side

The screenshot shows the 'ID Cards/Training History' page. On the left, there is a search form with 'Select the class type' (Training History or Curriculum), 'Show All Training', and 'Student details' (Student Identifier). A 'Search' button is at the bottom. On the right, there is a dropdown for 'ECCS', a 'Show Curriculum' button, and a 'Mark Records that are Expiring' dropdown set to 'before today'. Below this is a table of training records. A red box highlights the printer icon in the top right corner of the record list.

Description	Exp. Date
Name : Test Test Employer of record : NDSC Contractor Test (20043) Student ID : 188491	
● DRUG SCREEN	Expired
● SAFETY TRAINING	06/05/19

3. Check the records you want to send and type the email address in the box.

The screenshot shows the 'ID Cards/Training History' page. The search form is on the left. On the right, there is a dropdown for 'ECCS', a 'Show Curriculum' button, and a 'Mark Records that are Expiring' dropdown set to 'before today'. Below this is a table of training records. A red box highlights the 'Export History' button and the checkboxes for the training records.

Description	Exp. Date
<input checked="" type="checkbox"/> Name : Test Test Employer of record : NDSC Contractor Test (20043) Student ID : 188491	
<input checked="" type="checkbox"/> ● DRUG SCREEN	Expired
<input checked="" type="checkbox"/> ● SAFETY TRAINING	06/05/19

4. Click Export history