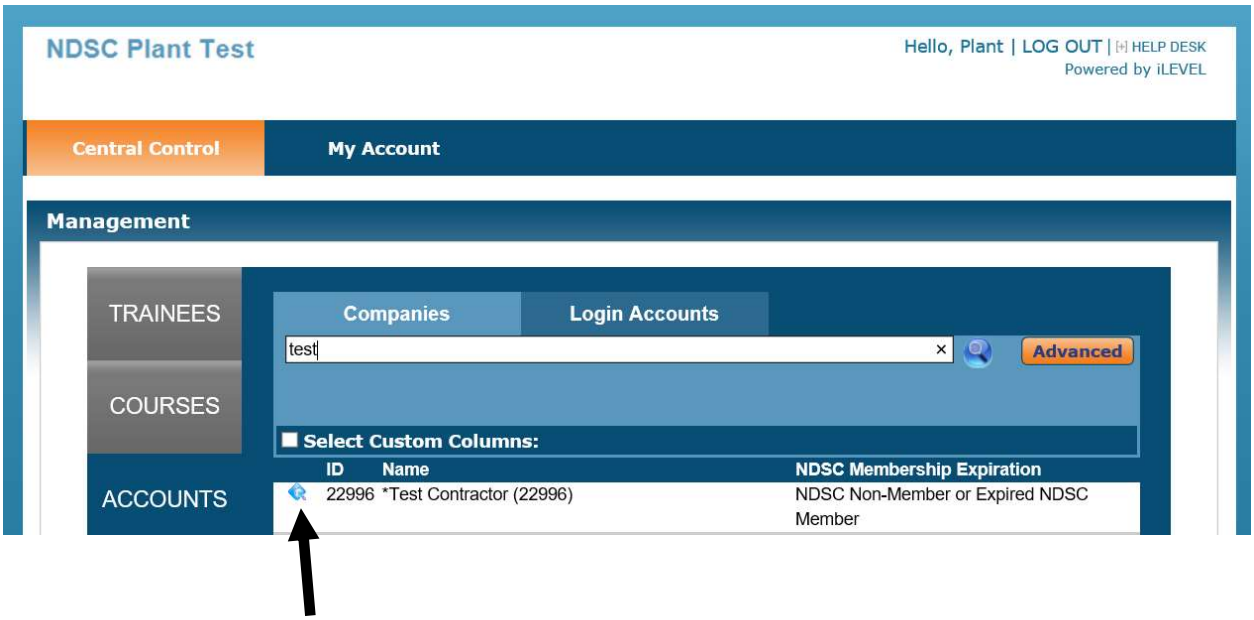
Quick Guide for ECCS Member Companies

Find a Contractor – Quick Search

1. Go to https://training.ndsc.org/
2. Log in
3. Click on Company Information

4. Type in the name and click the blue magnifying glass
5. Next, click on the diamond with the magnifying glass next to the company you want to know the information about.

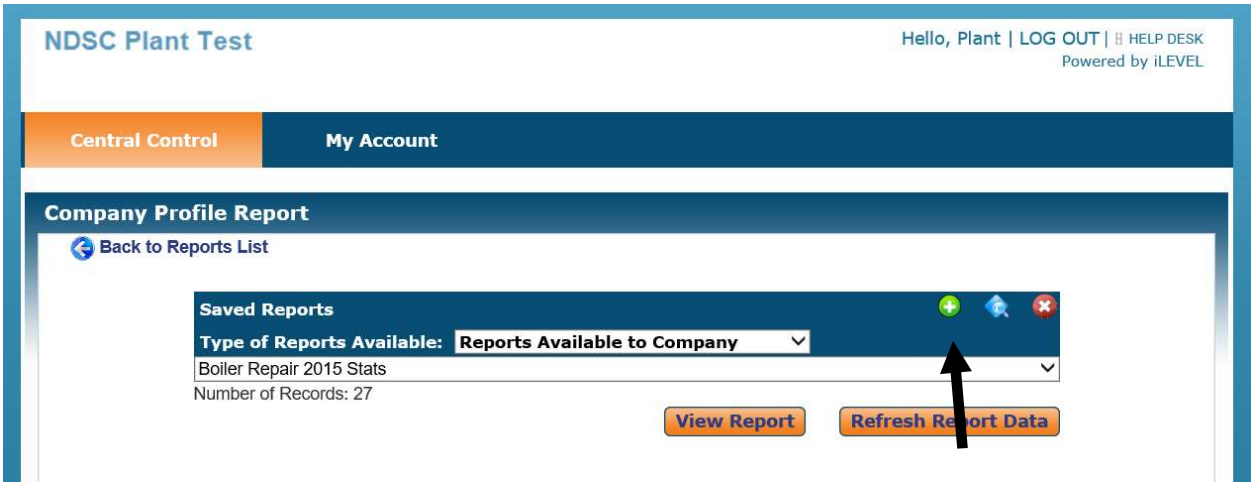


6. Then you can click on the ECCS tab to see their contact info and incident rates.
7. You can click on company types to see what work codes they have submitted.

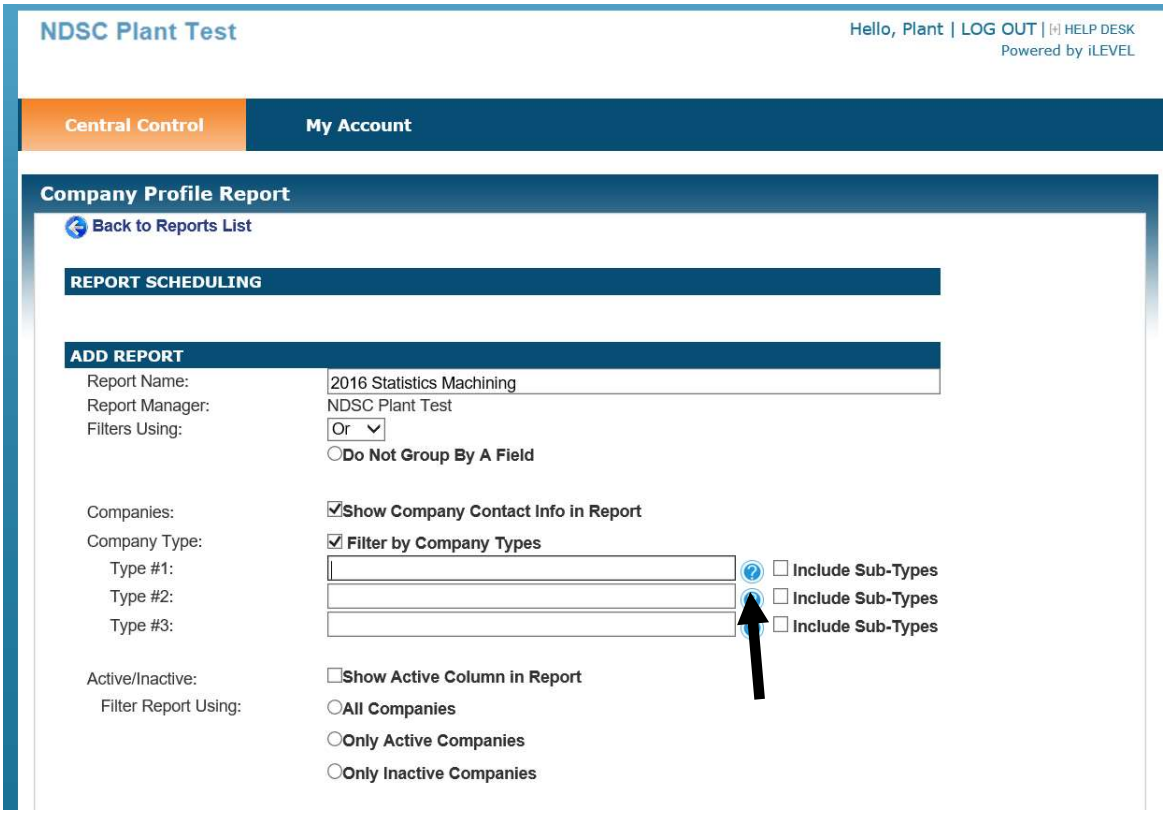
Finding a Contractor

1. Go to https://training.ndsc.org/
2. Log in
3. Click on Company Search

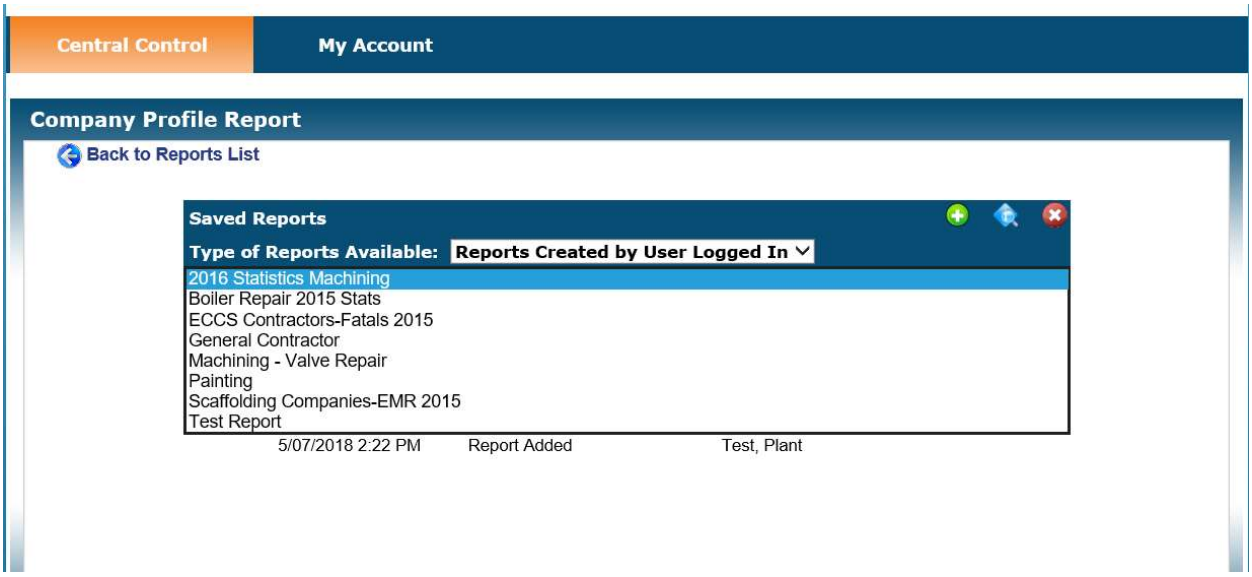
4. Click on the green circle with the white plus sign.



5. Click on create a Report
6. Add a report name
7. Click on Filter by Company type
8. Either begin typing or click the blue circle with the white question mark for a list. Select the work code you are looking for.

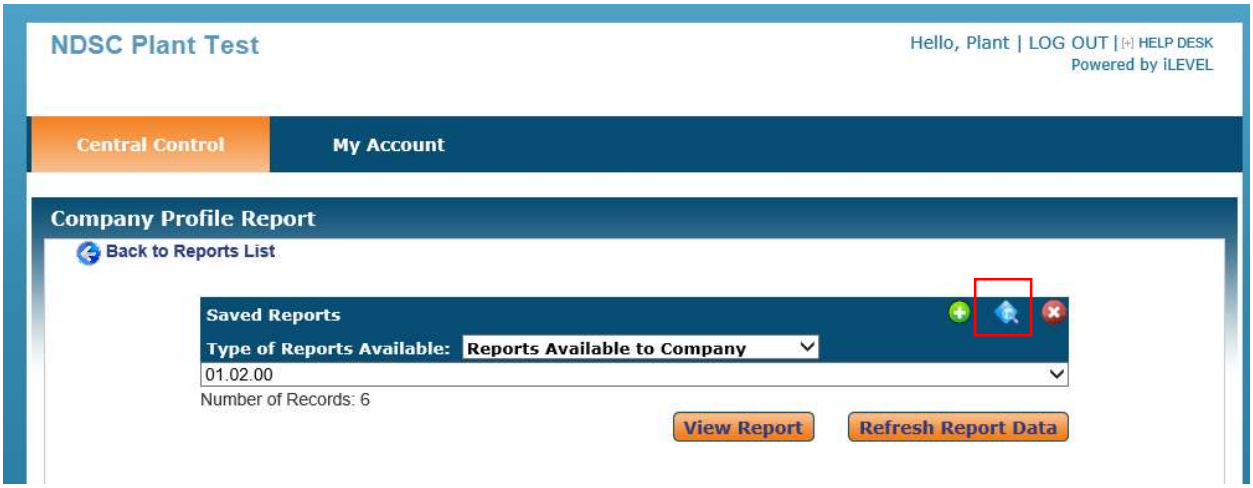


9. Click on all companies for all companies, or click on only active companies to see NDSC member companies.
10. Click all the fields you wish to have in the report by clicking Show in Report.
11. Click save the report
12. You can pull up saved reports by clicking the down arrow, selecting the report and clicking view report.



Scheduling a Report to be sent by email regularly

1. Follow the steps for “Finding a Contractor”.
2. Pull up a saved report by clicking the down arrow, selecting the report and the blue diamond to edit the report.



3. You will have options to choose
    a. For the event type, click email report.
    b. Select the type of attachment you want to send.
    c. In the Event info area, click on the green plus sign in the lower right corner.
        i. You can use custom email and add your email and address and name.
        ii. Edit the subject of the email.
        iii. For Send To Type, select custom email.
        iv. Add the email address in the send to Address and the person’s name in the send to name and click submit.
        v. Repeat these steps if you want the report to go to more than one email address.
    d. For the recurrence type, click how often you want this report sent.
        i. If you choose weekly, you will be able to select the day of the week and the time the report sends.
    e. For the range of the occurrence, select the start date and end date.
    f. You can add notes that will be sent with this report as well.
4. Click Submit.
5. Then Save Report.