

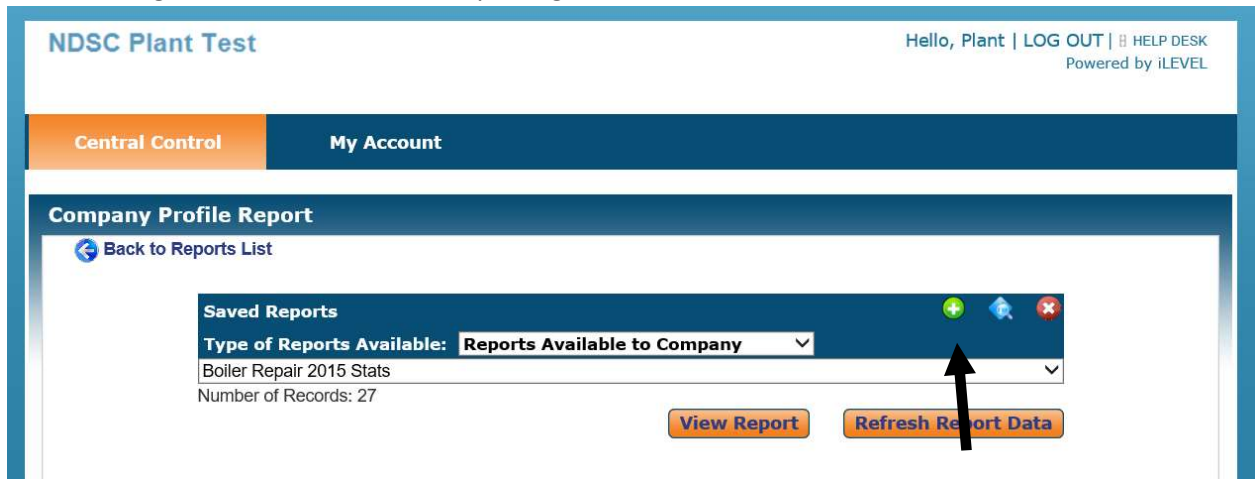


## Finding a Contractor

1. Go to <https://ndsc.ilevel.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.

NDSC Plant Test Hello, Plant | LOG OUT | [?] HELP DESK  
Powered by iLEVEL

**Central Control** **My Account**

**Company Profile Report**  
[← Back to Reports List](#)

**REPORT SCHEDULING**

**ADD REPORT**

Report Name:   
 Report Manager: NDSC Plant Test  
 Filters Using:    
 Do Not Group By A Field

Companies:  Show Company Contact Info in Report  
 Company Type:  Filter by Company Types  
 Type #1:    Include Sub-Types  
 Type #2:    Include Sub-Types  
 Type #3:    Include Sub-Types

Active/Inactive:  Show Active Column in Report  
 Filter Report Using:  All Companies  
 Only Active Companies  
 Only Inactive Companies

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.

**Central Control** **My Account**

**Company Profile Report**  
[← Back to Reports List](#)

**Saved Reports** + ? x

Type of Reports Available: **Reports Created by User Logged In**

2016 Statistics Machining
Boiler Repair 2015 Stats
ECCS Contractors-Fatals 2015
General Contractor
Machining - Valve Repair
Painting
Scaffolding Companies-EMR 2015
Test Report

5/07/2018 2:22 PM    Report Added    Test, Plant

## 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.