

VI. Operator Qualification Courses

- A. Create a new user
- B. Viewing Training Records
- C. Schedule Training Courses
- D. Processing Payment
- E. Printing Certificates

A. Create a new user.

- a. Pull up the Overnite Safety Link. <http://istc.exxtend.com>
- b. Select ISTC company, enter your log in ID and Password and click the login tab
- c. Select Personal at the top of the screen.
- d. Directly beneath Personal select User.
- e. If trainee has never taken an operator course, Select create new under the action menu.
- f. Add the trainees log in ID

Note: This will be the trainee's first name and the last initial of their last name. If the student is an ISTC employee use our employee time clock id number.

- g. Add the trainee's first and last name.
- h. Enter the password. Add the status
- i. Select a Company group by clicking on the binoculars. When the pop-up appears you will see a + symbol. Clicking this symbol will allow options to choose the group needed .See details below:
Customers-If the trainee is taking the courses through ISTC.
Overnite Software Admin-If the trainee is a current ISTC employee.
- j. Click the save under the action menu.

B. To view Training Records

- a. Log into the Overnite Safety Link.
- b. Enter your log in ID and Password and click the login tab.
- c. Locate and click reports underneath the action menu.
- d. Locate and select the "Training History for a User".
- e. Click the execute tab to see an extended list of trainee's.
- f. Search for trainees name and verify passing or fail score.

C. Scheduling A Training Course At ISTC

- a. Log into the Overnite Safety Link
- b. Enter your log in ID and Password and click the login tab
- c. Locate and select Personal Management at the top of the screen.
- d. Directly beneath Personal Management select curricula.
- e. Inside of the search box enter trainee's login id or name. If not available click on the name located in the drop down list available.
- f. **Located to the left of the screen in the action menu select 'View Curriculum'.**
- g. Located to the left of the screen in the action menu select add items.
- h. Check inside of the box located beside the course needed to choose the requested courses.

Note: If pipeline courses are the only courses needed select advanced search. Under category click the drop down box and select operator qualification and click the search at the top of the page.

- i. Click Save

Note: If a selection is made on a screen click save before you switch screens or your request will be erased.

- j. Log into ATLAS and schedule the trainee for the same course

Away from ISTC

a. Log into ATLAS and confirm if the customer has been to ISTC before as a client or trainee. If the trainee chooses to become a client fax them a new member's packet, (see New Client Registration). All nonmember clients are required to provide a credit card authorization form before you are allowed to schedule the trainee. Trainees are allowed to use the 52434 ISTC walk in account for scheduling. If company chooses to schedule a trainee they are required to schedule online at either location. Either way each are must provide an email address of where to send the link to for the training. The email shall contain the course desired and name of trainee.

b. Schedule the trainee in the Overnight Safety Software for requested courses. (see steps a-j from above)

c. Send the sample email below to the address preferred: copy and paste when sending an email.

Below you will find the link that you will need in order to take the training modules you have requested from ISTC. Your username is _____ and the password will be your social security number.

Once you have completed all training please send an email back to me with your correct mailing information. This will ensure that we mail your certificates to the correct address. Along with the certificates will be your receipt for training taken. If you have any questions please feel free to contact me or our customer service department at the number listed below. We thank you for choosing ISTC for all your safety needs. <http://istc.exxtend.com>

D. Processing Payment

d. In about two days check the reports and if trainee has completed the course log into primus.

e. Pull up the trainee's profile or create a new trainee in trainee search.

f. Go to scheduling and change the date of training to the date that the trainee's took the training.

g. In the P.O. field you will type OQ course.

Note if trainee took the training under the client id #52434 DO NOT ADD A P.O.

h. Check the trainee in. inside primus for the exact date the courses were taken

i. Go to check out for the exact same date and change the course grade to pass or fail and check them out.

j. Log into primus receipts

k. Select Miscellaneous

l. In the notation field type the following note:

Paying for OQ classes (enter class codes) taken on __/__/2010 and your initials.

Note: make sure to put the date the trainee took the training

m. Enter the trainee's social security number.

n. Process the payment.

o. Attach the receipt to a copy of the pre-registration form.

p. Add the receipt and a copy of the trainee profile screen to the daily deposit for Accounting.

E. Printing Certificates

Trainee's that take the training through the web, (**meaning from somewhere other than ISTC**) you will have to give them credit in primus first before you can access it. These trainees will only be issued a certificate and **not a badge**. We can only provide badges for trainees that are monitored while taking an exam.

How to print the OQ Certificate

a. Log into ATLAS and pull trainee's profile up in trainee search and verify if trainee has received credit for course.

b. Confirm date and course code

Note: Write this information down on a post it you will need it in the next step.

c. Open up Shortcut to Cards and Certificates icon on desk top.

d. Select the date that the trainee took the training.

e. Click on the calendar located to the left of the screen in shortcut to cards and certificates.

f. Click on Overnight Safety bar to the lower left column.

g. Enter the course code of the course taken twice and print the certificate.

Note: Signatures will be required for the certificates.

h. The certificate will be mailed to the address listed on the pre-registration form.