



Link Training Manual

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- This section allows you to add or remove employees from your company profile, view their training history, and generate reports.

The screenshot shows the 'Roster' management interface. On the left is a navigation sidebar with options: Dashboard, Register, Roster (highlighted), History, Resources, Admin, Help, and Logout. The main content area is titled 'Roster' and includes a sub-header 'Manage your people, generate reports, and register them for training or clinic services.' and an 'Add People' button. Below this are several filter sections: 'Employee' (with a search box for SSN or name), 'Course/Service On File' (with a search box for e.g. Safety), 'Complies With' (a dropdown menu), 'Most Recent Service' (a dropdown menu), and 'Employee Status' (a dropdown menu set to 'Active'). There is also an 'Other Filters' section with checkboxes for 'Safety Essentials Compliant', 'Full-Time Employees Only', 'Part-Time Employees Only', and 'Only Employees I Registered'. An 'Update Search' button is at the bottom of the filters. To the right is the 'Employees List' section, which includes an 'Export' button and a table with columns for 'Last Name', 'First Name', and 'SSN / Council ID'. The table contains two entries: 'DEMO 1' (T - 1) with SSN '*****1111' and 'TEST' (TOM) with SSN '*****6789'. A pagination bar at the bottom of the table shows 'First Previous 1 Next Last'.

Roster Cont.

- To use the report feature, enter your search criteria and click “Update Search”.
- To export the report, click the “Export” button at the top right of the screen.

Roster
Manage your people, generate reports, and register them for training or clinic services.

Employee

Course/Service On File

Complies With

Select ▼

Most Recent Service

Select ▼

Employee Status

Active ▼

Other Filters

Safety Essentials Compliant

Full-Time Employees Only

Part-Time Employees Only

Only Employees I Registered

Update Search

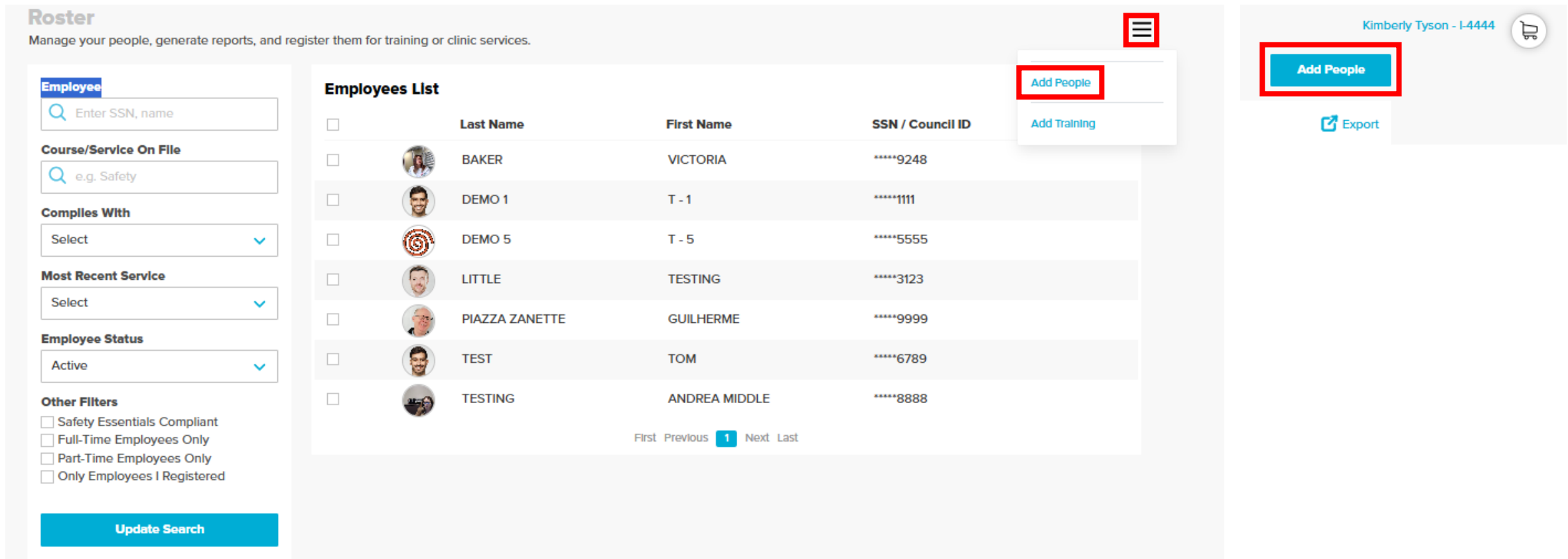
Employees List [Export](#)

<input type="checkbox"/>	Last Name	First Name	SSN / Council ID
<input type="checkbox"/>	DOE	JOHN	*****5105
<input type="checkbox"/>	DOE	JOHN	*****6106
<input type="checkbox"/>	LITTLE	TESTING	*****3123
<input type="checkbox"/>	PIAZZA ZANETTE	GUILHERME	*****9999
<input type="checkbox"/>	TEST	TEST	*****7147
<input type="checkbox"/>	TEST	TOM	*****6789
<input type="checkbox"/>	TESTING	ANDREA MIDDLE	*****8888

First Previous **1** Next Last

Adding Employees to Account

- To add individuals to your company roster, click the “Add People” button.
 - This option may be located under the settings section (3 lines)
 - Please note, by scheduling an individual, they are automatically added to your account.



Roster
Manage your people, generate reports, and register them for training or clinic services.

Employee
Enter SSN, name

Course/Service On File
e.g. Safety

Complies With
Select

Most Recent Service
Select

Employee Status
Active

Other Filters

- Safety Essentials Compliant
- Full-Time Employees Only
- Part-Time Employees Only
- Only Employees I Registered

Update Search

Employees List

	Last Name	First Name	SSN / Council ID
<input type="checkbox"/>	BAKER	VICTORIA	*****9248
<input type="checkbox"/>	DEMO 1	T - 1	*****1111
<input type="checkbox"/>	DEMO 5	T - 5	*****5555
<input type="checkbox"/>	LITTLE	TESTING	*****3123
<input type="checkbox"/>	PIAZZA ZANETTE	GUILHERME	*****9999
<input type="checkbox"/>	TEST	TOM	*****6789
<input type="checkbox"/>	TESTING	ANDREA MIDDLE	*****8888

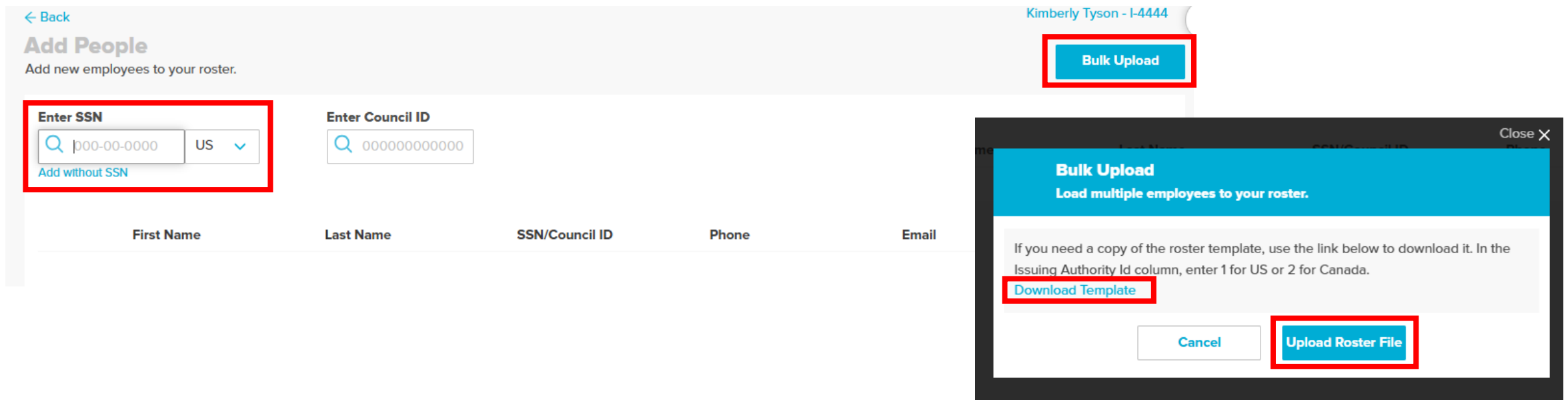
First Previous **1** Next Last

Add People
Add Training

Kimberly Tyson - I-4444
Add People
Export

Adding Employees to Account Cont.

- Type in the individual's social security number in the "Enter SSN" box
- Add their phone number and email address and click the "Add" button
- You can click "Bulk Upload" to add multiple employees at once
 - You can either upload an existing file or download a template to create



The screenshot shows the 'Add People' interface. At the top right, a user profile for 'Kimberly Tyson - I-4444' is visible with a 'Bulk Upload' button highlighted in red. Below this, the 'Add People' section has a sub-header 'Add new employees to your roster.' and two input fields: 'Enter SSN' (with a dropdown for 'US') and 'Enter Council ID'. Below these is a table with columns for 'First Name', 'Last Name', 'SSN/Council ID', 'Phone', and 'Email'. A 'Bulk Upload' modal is open on the right, containing the text 'Load multiple employees to your roster.' and instructions: 'If you need a copy of the roster template, use the link below to download it. In the Issuing Authority Id column, enter 1 for US or 2 for Canada.' The modal has a 'Download Template' link, a 'Cancel' button, and an 'Upload Roster File' button, all highlighted in red.

- To remove an employee from your company account, click “Roster” on the left side of the screen.
- Click the check box next to the individual(s)
- Select “Deactivate Employee”

Roster
Manage your people, generate reports, and register them for training or clinic services.

Employee
Enter SSN, name

Course/Service On File
e.g. Safety

Complies With
Select

Most Recent Service
Select

Employee Status
Active

Other Filters
 Safety Essentials Compliant
 Full-Time Employees Only
 Part-Time Employees Only
 Only Employees I Registered

Update Search

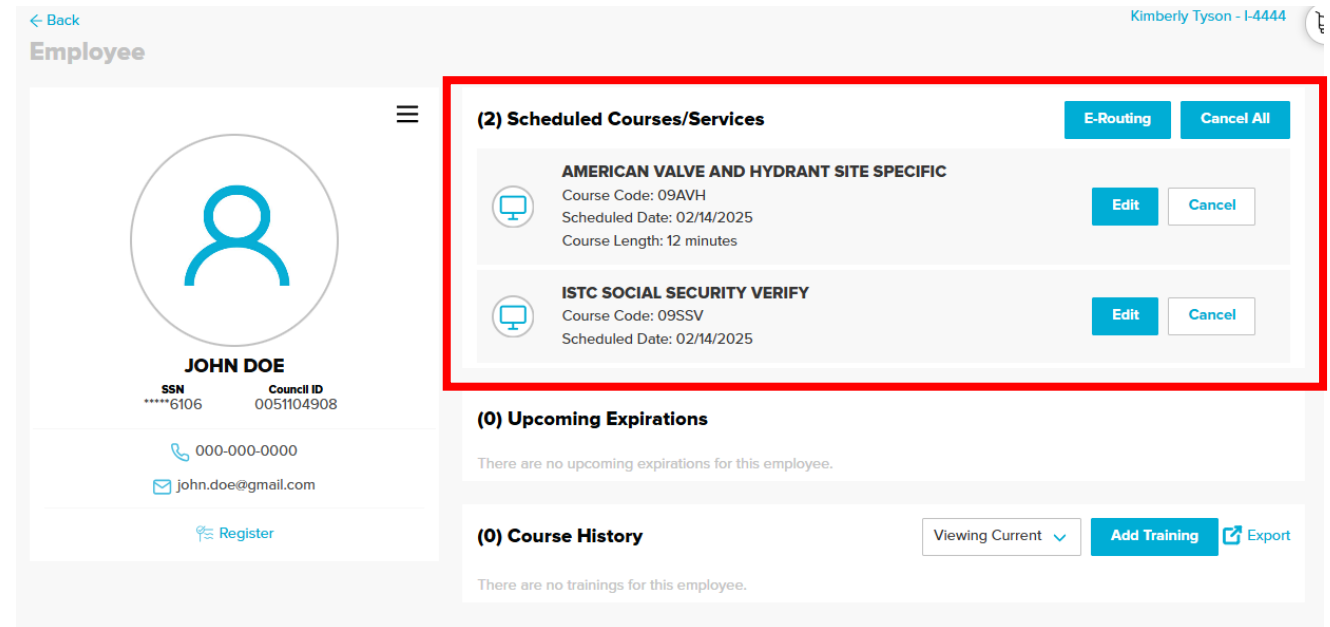
Employees List [Export](#)

	Last Name	First Name	SSN / Council ID
<input checked="" type="checkbox"/>	DOE	JOHN	*****5105
<input type="checkbox"/>	DOE	JOHN	*****6106
<input type="checkbox"/>	LITTLE	TESTING	*****3123
<input type="checkbox"/>	PIAZZA ZANETTE	GUILHERME	*****9999
<input type="checkbox"/>	TEST	TEST	*****7147
<input type="checkbox"/>	TEST	TOM	*****6789
<input type="checkbox"/>	TESTING	ANDREA MIDDLE	*****8888

1 Employee(s) selected
[Clear All](#)

[Deactivate Employees](#) [+ Non-Council Training](#) [Register](#)

- To view an individual's training history, click “Roster” and select the person from the Employee List.
- The “Scheduled Courses/Services” section will display courses that are currently scheduled for completion.
- To change the course location, click the "Edit" button, update the location, and click “Save”.
- To cancel a training, click “Cancel” next to the product.
- To reprint a confirmation page, click the “E-Routing” button.



Employee

Kimberly Tyson - I-4444

JOHN DOE
SSN ****6106 Council ID 0051104908
000-000-0000
john.doe@gmail.com
Register

(2) Scheduled Courses/Services E-Routing Cancel All

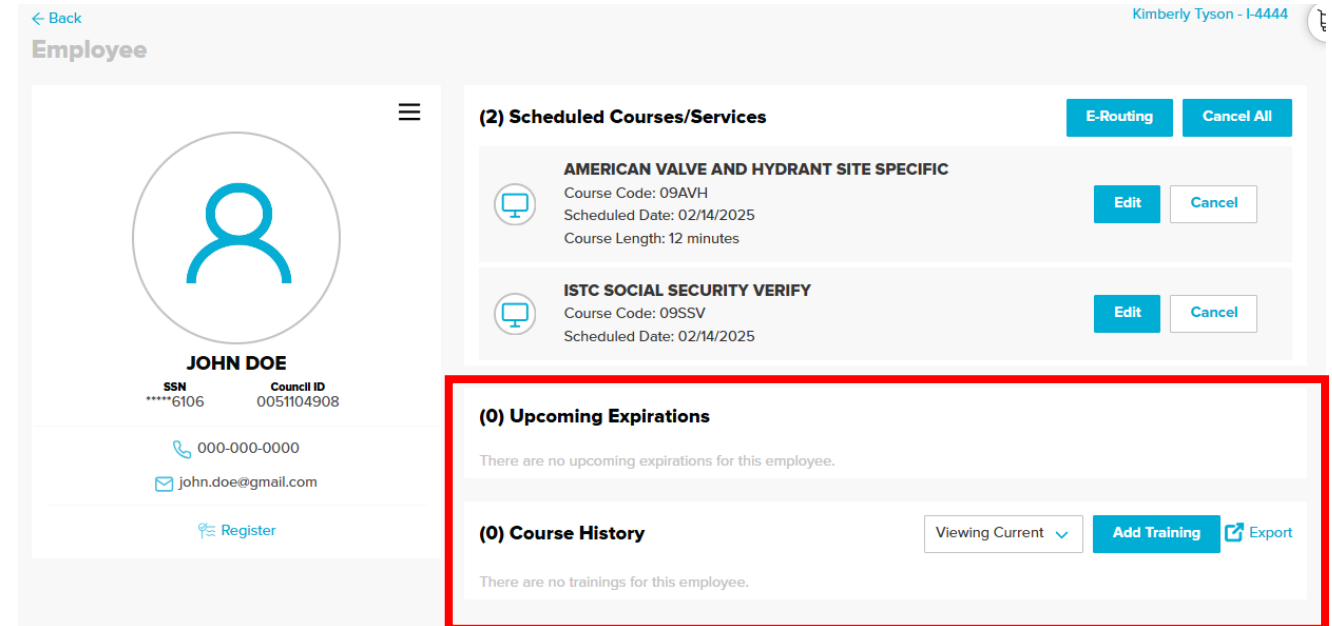
AMERICAN VALVE AND HYDRANT SITE SPECIFIC
Course Code: 09AVH
Scheduled Date: 02/14/2025
Course Length: 12 minutes
Edit Cancel

ISTC SOCIAL SECURITY VERIFY
Course Code: 09SSV
Scheduled Date: 02/14/2025
Edit Cancel

(0) Upcoming Expirations
There are no upcoming expirations for this employee.

(0) Course History Viewing Current Add Training Export
There are no trainings for this employee.

- The “Upcoming Expirations” section displays training that is about to expire and gives the option to register for it.
- The “Course History” section allows you to view the individual's full training history.
 - Use the filter option at the top right of this section to view current, expired, or all training.
 - You can also export the training history by clicking the “Export” button.



The screenshot shows the 'Employee' profile page for John Doe. The page is divided into several sections:

- Employee Profile:** Includes a placeholder for a profile picture, the name 'JOHN DOE', SSN (****6106), Council ID (0051104908), phone number (000-000-0000), and email (john.doe@gmail.com). A 'Register' button is located below the contact information.
- (2) Scheduled Courses/Services:** Contains two course entries:
 - AMERICAN VALVE AND HYDRANT SITE SPECIFIC:** Course Code: 09AVH, Scheduled Date: 02/14/2025, Course Length: 12 minutes. Includes 'Edit' and 'Cancel' buttons.
 - ISTC SOCIAL SECURITY VERIFY:** Course Code: 09SSV, Scheduled Date: 02/14/2025. Includes 'Edit' and 'Cancel' buttons.
- (0) Upcoming Expirations:** A section highlighted with a red border, containing the text 'There are no upcoming expirations for this employee.'
- (0) Course History:** A section highlighted with a red border, containing the text 'There are no trainings for this employee.' It includes a 'Viewing Current' dropdown menu, an 'Add Training' button, and an 'Export' button.

History

- The “History” section provides a report of all training records for employees who have completed training under your company account.
- Search functions are available on the left side of the screen to find specific records.
- The “Export” button can be used to download the generated report.

History
View your current, upcoming and past services.

Courses Receipts

Course
e.g. Welding

Employee
e.g. Watt

Date Range
Last 30 days

Expiration
Select

Status
Completed

PO Number
e.g. 123456

Other Filters
 Hide Non-council Courses

Update Search

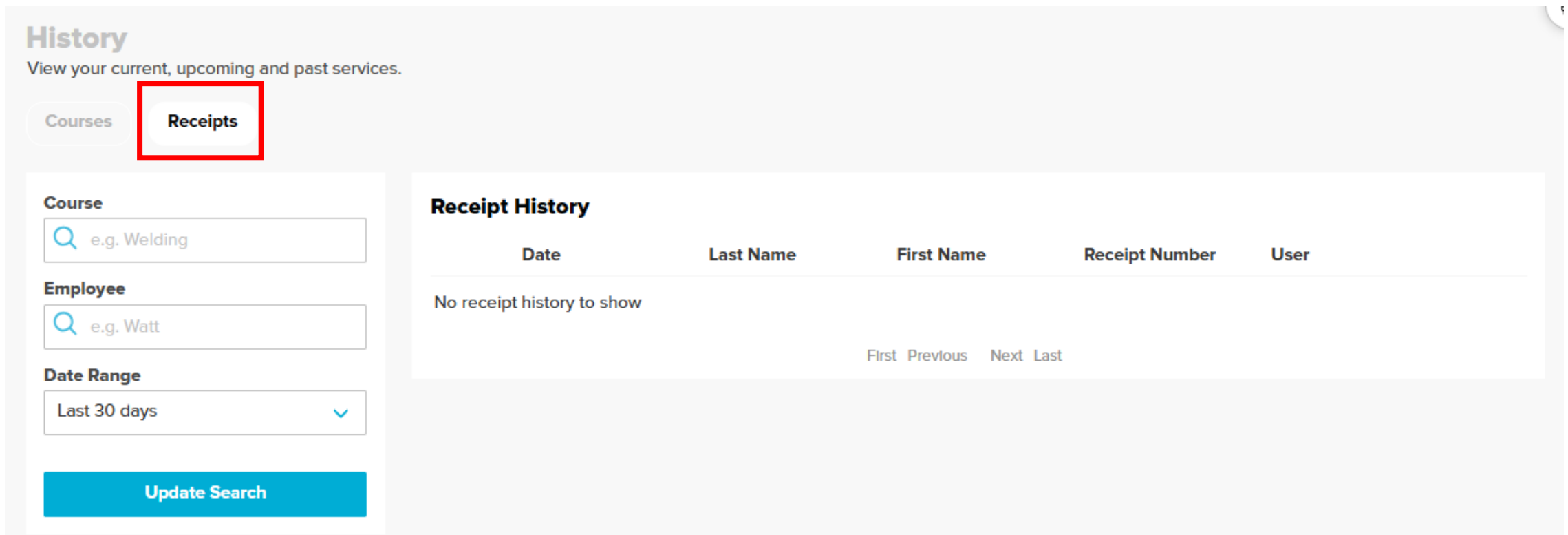
Course History [Export](#)

	Last Name	First Name	Course	Date	Exp	Status
	LITTLE	TESTING	09ARLANX	02/13/25	02/28/26	Pass
	TEST	TOM	09AVH	02/12/25	02/28/26	Fail
	TEST	TOM	09BARGE	02/12/25	02/28/26	Pass
	BAKER	VICTORIA		02/12/25	02/13/25	Pass
	DEMO 1	T - 1		02/04/25	02/04/26	Pass

First Previous **1** Next Last

History Cont.

- If you've previously paid for scheduled training directly in the Link system using a credit card, you can view your receipts by clicking "Receipts" in the "History" section.



History
View your current, upcoming and past services.

[Courses](#) **[Receipts](#)**

Course
e.g. Welding

Employee
e.g. Watt

Date Range
Last 30 days

Update Search

Receipt History

Date	Last Name	First Name	Receipt Number	User
No receipt history to show				

First Previous Next Last



Additional Information



- For more information, please visit our website at www.istc.net, where you'll find resources such as training videos.
- You can also reach our customer service department at customerservices@istc.net or by calling (409) 724-2565.