



# Link Training Manual

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# Roster

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

The screenshot displays the Roster management interface. On the left is a navigation sidebar with the following items: 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 is a search and filter section with the following fields:

- Employee:** Search box with placeholder "Enter SSN, name"
- Course/Service On File:** Search box with placeholder "e.g. Safety"
- Complies With:** Dropdown menu with "Select" and a downward arrow
- Most Recent Service:** Dropdown menu with "Select" and a downward arrow
- Employee Status:** Dropdown menu with "Active" and a downward arrow
- Other Filters:** Four checkboxes: "Safety Essentials Compliant", "Full-Time Employees Only", "Part-Time Employees Only", and "Only Employees I Registered"

At the bottom of the filter section is an "Update Search" button. To the right is the "Employees List" section, which includes an "Export" button and a table with the following data:

	Last Name	First Name	SSN / Council ID
<input type="checkbox"/>	DEMO 1	T - 1	*****1111
<input type="checkbox"/>	TEST	TOM	*****6789

Below the table is a pagination control: "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**  
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"/>	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

**Export**

# 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.

The screenshot displays the 'Roster' management interface. On the left, there 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), 'Employee Status' (a dropdown menu set to 'Active'), and 'Other Filters' (checkboxes for Safety Essentials Compliant, Full-Time Employees Only, Part-Time Employees Only, and Only Employees I Registered). Below these filters is an 'Update Search' button. The main area is titled 'Employees List' and contains a table with columns for checkboxes, Last Name, First Name, and SSN / Council ID. The table lists six employees: BAKER VICTORIA (SSN \*\*\*\*\*9248), DEMO 1 T - 1 (SSN \*\*\*\*\*1111), DEMO 5 T - 5 (SSN \*\*\*\*\*5555), LITTLE TESTING (SSN \*\*\*\*\*3123), PIAZZA ZANETTE GUILHERME (SSN \*\*\*\*\*9999), and TESTING ANDREA MIDDLE (SSN \*\*\*\*\*8888). At the bottom of the table are navigation links: 'First', 'Previous', '1', 'Next', and 'Last'. On the right side of the interface, there is a user profile for 'Kimberly Tyson - I-4444' with a profile picture icon. Below the profile is a blue 'Add People' button and a blue 'Export' button with a document icon. A red box highlights the 'Add People' button in the top right corner, and another red box highlights the 'Add People' button in the dropdown menu that appears when the menu icon is clicked.

**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

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 displays the 'Add People' interface. At the top left, there is a '< Back' link. The main heading is 'Add People' with the subtitle 'Add new employees to your roster.' On the right side, the user's name 'Kimberly Tyson - I-4444' is shown, and a 'Bulk Upload' button is highlighted with a red box. Below the heading, there are two input fields: 'Enter SSN' and 'Enter Council ID'. The 'Enter SSN' field contains '000-00-0000' and a dropdown menu set to 'US', with a red box around it. Below the SSN field is a link 'Add without SSN'. The 'Enter Council ID' field contains '0000000000000'. Below these fields is a table with columns: 'First Name', 'Last Name', 'SSN/Council ID', 'Phone', and 'Email'. On the right side, a 'Bulk Upload' modal dialog is open, titled 'Bulk Upload' with the subtitle 'Load multiple employees to your roster.' It contains the text: '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.' Below this text is a 'Download Template' link highlighted with a red box. At the bottom of the modal are two buttons: 'Cancel' and 'Upload Roster File', with the latter highlighted by a red box.

# Deactivating an Employee

- 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”

The screenshot displays the iLink Roster management interface. On the left is a navigation sidebar with the iLink logo and ISTC Training Council branding. The sidebar menu includes Dashboard, Register, Roster (highlighted with a red box), History, Resources, Admin, Help, and Logout. The main content area is titled "Roster" and includes a search bar for employees and filters for course/service, compliance, and status. An "Employees List" table shows several employees, with the first row (DOE JOHN) selected, indicated by a red box around its checkbox. At the bottom of the interface, a status bar shows "1 Employee(s) selected" and a "Deactivate Employees" button (highlighted with a red box), along with "Non-Council Training" and "Register" buttons.

	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

# Training History

- 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.

# Training History Cont.

- 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.

Employee Profile for **JOHN DOE**

SSN: \*\*\*\*6106 Council ID: 0051104908

Phone: 000-000-0000 Email: 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.

# 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.

The screenshot displays the ILink History page. On the left is a navigation sidebar with options: Dashboard, Register, Roster, History (selected), Resources, Admin, Help, and Logout. The main content area is titled 'History' and includes a sub-header 'View your current, upcoming and past services.' Below this are two tabs: 'Courses' (active) and 'Receipts'. A search filter panel on the left, outlined in red, contains the following fields: Course (with placeholder 'e.g. Welding'), Employee (with placeholder 'e.g. Watt'), Date Range (set to 'Last 30 days'), Expiration (set to 'Select'), Status (set to 'Completed'), PO Number (with placeholder 'e.g. 123456'), and Other Filters (with a checkbox for 'Hide Non-council Courses'). An 'Update Search' button is at the bottom of this panel. The main area shows a 'Course History' table with an 'Export' button. The table has columns for Last Name, First Name, Course, Date, Exp, and Status. It lists five records: 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), and DEMO 1 T-1 (02/04/25, 02/04/26, Pass). Navigation links 'First', 'Previous', '1', 'Next', and 'Last' are at the bottom of the table.

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

# 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](http://www.istc.net), where you'll find resources such as training videos.
- You can also reach our customer service department at [customerservices@istc.net](mailto:customerservices@istc.net) or by calling (409) 724-2565.