



Kinder Morgan CO2 Training Requirements (JS-43338) TQ Quick Reference Guide

Overview: The Training Qualifications (TQ) Tool within ISNetworld is used to track/manage individual level training qualifications. The below instructions are specific to Kinder Morgan's TQ requirements for the **CO2 Training Requirements (JS-43338)** project.

Step 1: Adding Employees in ISNetworld: Before employees can be assigned and qualified, they must first be added to the Employees section of ISNetworld.

Note: If your employees have already been added to ISNetworld, please progress to Step 2.

Steps to add an employee:

1. Select **Employee Information & Training** from the left navigation menu
2. Select **Employees**.
3. Select **Employee Information**.
4. To add Click **+Add Employee(s)**.
5. To add multiple employees choose **multiple (template)** from the drop down.
 - a. Choose the link to download the **Employee Data Upload Template** and follow instructions within the template to populate the fields.
 - b. **Select Date Format** that is used within the template.
 - c. **Name your file** this is required.
 - d. Click **Choose File** to browse your computer for the template you completed.
 - e. Click **Upload** and proceed to steps below to request an ISN ID card
6. To add a single employee choose **single** from the drop down
7. Enter the employee's first and last name and click **Save**.
8. Upload the employee's picture by selecting **Upload Photo** under the photo box. Please Note: Pictures need to be in JPEG or PNG format.
9. Name the file and click **Browse** to find and upload the file on your computer and choose **save**.

Step 2: Assigning Employees to the TQ Project: After the applicable contractor employees have been added in the Employees section of ISNetworld, each individual employee will need to be assigned to the **CO2 Training Requirements (JS-43338)**. *Any employee performing work on a Kinder Morgan site must be assigned to the project to come on site. Employees must be assigned to **CO2 Training Requirements (JS-43338)** for Kinder Morgan to have access to the individual training records.*

Steps to assign employees to the CO2 Training Requirements (JS-43338):

1. Click **Employee Information & Training**.
2. Click **Project Training Assignments**.
3. Select **Kinder Morgan** from the dropdown.
4. Click **View Details/Assign Employees** by **CO2 Training Requirements (JS-43338)**.
5. Use the filters to locate a specific employee (optional).
6. Select the employee(s) you want to add to the **CO2 Training Requirements (JS-43338)** from the Available box on the left and move them to the Selected box on the right by clicking **Move Selected**.
7. Click **Save**.
8. On the next screen choose **Assign Activities** next to each individual.
 - a. You are able to mass assign activities by choosing the **Mass Assign Activities** button on the right.
9. Choose the activities the individual will be performing on site for **CO2 Training Requirements (JS-43338)** on the left and click **Move Available Activities**.
10. The activities assigned to the individual will be on display on the right side then click **save**.

Please note the below when assigning contractor employees to the **CO2 Training Requirements (JS-43338)**:

1. The employee must be entered in the Employee Information section in ISNetworld by the contractor to appear in the "Available" box in the Project Assignment section.



2. A maximum of 100 employees can be assigned to the Project at once
 - a. If over 100 employees are assigned, user will receive a pop-up

Step 3: Add Training Qualification Data for Employees: *Your company can submit training qualifications using the TQ Template or by entering manually. The TQ Template option is recommended for submitting training qualifications for multiple employees.*

Manually Adding Non-Verified Qualifications

1. Select **Employee Information & Training**
2. Select **Training Qualifications (TQ)**
3. Select **Manage Qualifications**
4. Select **Non-Verified Qualifications**
5. Select **Add New Qualification** button
6. Select **Manually Enter Qualifications** in the drop down
1. Select a **Kinder Morgan** under Select Hiring Client
7. Select the Activity need for **CO2 Training Requirements (JS-43338)** in the drop down (Use Additional Search Options)
8. Click Search
9. Select the applicable qualification(s) and click **Move Available Qualifications** in orange
10. Search for the employee by typing in the name or clicking **Search** to view all available employees
11. Select the applicable employee and click **Move Available Employees** in orange
12. Enter **Qualification Date**
13. Click **Add Qualifications**

*All existing qualifications can be viewed from this page.

TQ Template Upload for Adding Non-Verified Qualifications (Published hourly)

1. Select **Employee Information & Training**
2. Select **Training Qualifications (TQ)**
3. Select **Manage Qualifications**
4. Select **Non-Verified Qualifications**
5. Select **Add New Qualification** button
6. Select **TQ Template Upload** in the drop down
7. Click **Data Upload Template** to download the current template
8. **Columns E-K** are required for a successful upload

**Please ensure you download a new template each time you are uploading qualifications. You will be asked to validate your file prior to uploading.*

Step 4: Generate TQ Reports: *After the first TQ report has been submitted to Kinder Morgan, TQ reports will generate automatically based on the triggers listed under "Automatic TQ Report Triggers".*

Generating TQ Reports:

1. Select **Employee Information & Training**
2. Select **Training Qualifications (TQ)**
3. Select **Generate & View Reports**
4. Select **Generate TQ Report**
5. Select **Kinder Morgan** down under Select Hiring Client
6. Select **CO2 Training Requirements (JS-43338)** in the left side box and choose **Move Available Projects** to the right
7. Select **Activities** (Recommend selecting all activities)
8. Select **Employees**
9. Select **Generate & Submit TQ Report**

**You can view the results of the TQ Report submission by clicking on details.*

**You can use the Preview TQ Report if you are not yet ready to submit to Kinder Morgan*

Automatic TQ Report Triggers: ***Reports will generate overnight*

1. Inactive employee is made active



2. Inactive project is made active
3. New qualification is entered
4. Qualification expires
5. Hiring Client Activity List changes
6. Project requirements change
7. Employee is assigned to a project
8. Employee is suspended/reinstated from activity
9. Employee photo is added/updated

Generating Activity Compliance Report:

2. Select **Employee Information & Training**
3. Select **Training Qualifications (TQ)**
4. Select **Generate & View Reports**
5. Select **Activity Compliance Report**
6. Select **Kinder Morgan** in the Hiring Client drop down
7. Select **CO2 Training Requirements (JS-43338)** in the Select Project drop down
8. Filter by Employee (Ability to filter by activity)
9. Select the applicable employees click **Move Available Employees** in orange
10. Click **Run Report**
11. Results will show ISN ID Number, Name, Job Title, Number of Requirements and Number of Qualified Requirements.
12. Click **ISN ID** to view Details
13. Select Required Activities Only radio button
 - a. Not Qualified (**Red text**) –At least one of their qualifications is missing or expired.
 - b. Qualified (**Blue text**) – Employee is qualified to perform the assigned activity.

**Please note several sections below are permission based. Contact your account administrator if you do not have access to a particular section.*

Step 5: Order ISN-ID Cards: *The below guide is meant to outline the step-by-step process for ordering ISN-ID Cards in ISNetworld. Please follow the steps below to order your cards.*

****Prior to requesting ISN-ID Cards, please ensure a photo has been uploaded for each of your employees.**

1. Select **Employee Information & Training**
2. Select **Employees**
3. Select **Employee ISN-ID Cards**
4. Select **Search**
5. Check the box(es) under Request ID Card (via mail) and click **Submit Request**
 - a. You are also able to immediately print an ID card by choosing the boxes under **Print ID Card (Immediate)**

Please note, ISN-ID Cards are included in your ISNetworld subscription at no additional cost. If you already have an ISN-ID Card, you do not need to request a new one as these cards are not Client-specific.

Turnaround Times:

1. Hard copies of the ISN-ID Cards will be sent at the address provided in the request within 2-4 weeks after they are requested
2. ****Temporary ISN-ID Cards (immediate print)** are compatible with all kiosks and scanners