

# Assigning Kinder Morgan Core to Workers in ISN

# From the “Home” Screen, Select “Employee Information & Training” > “Project Training Assignments”

The screenshot displays the Contractor Safety software interface. At the top right, the user is identified as CARA SCHIRO, associated with Kinder Morgan Treating, L.P. (400-). A yellow warning banner at the top states: "ISN personnel will never ask you for your login credentials. Be cautious of emails or calls request Providing such information could compromise your organization's data and breach its privacy ob".

The left sidebar contains a navigation menu with the following items: Home, My Clients, Favorites, Message Center, All Items (selected), To-Do Items, Search ISNetworld Tools, Company Information, **Employee Information & Training** (circled in red), Employees, **Project Training Assignments** (circled in red), Online Training, Operator Qualifications (OQ), Training Qualifications (TQ), and Training Manager.

The main content area features a "Welcome CARA" section with three summary cards: 12 Connected Clients, 38 Active Employee Profiles, and 44 Unread Messages. Below this is a "My To-Do List" section with three items: "Company Information" (marked with a green checkmark), "Employee Information & Training" (marked with a red exclamation mark), and "Document Center" (marked with a red exclamation mark). A "Status Details" link is visible next to the "My To-Do List" header.

At the bottom of the page, the copyright notice reads: © 2019 ISN SOFTWARE CORPORATION | IMPORTANT USER NOTICES & DISCLAIMERS | Last Logi

Select “Kinder Morgan” from the dropdown > Once the Screen Refreshes, Scroll Down to “Kinder Morgan Core” and Click on “View Details/Assign Employees”

### Project Training Assignments

Clients/Projects

+ Mass Assign Employees to Clients/Projects

**1**

19 Total Records

Page 1

Hiring Client	Project	Requirements	Project Details/Assign Employees
Kinder Morgan	Altamont Gas Plant	- TQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	Beaumont Bulk (Port of Beaumont)	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CAN MSTQ	- TQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CCAP - General Jobsite	- TQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CESM General Safety Requirements	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CO2 - Chief and/or Assistant Chief Inspector	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CORP - KM Building Contractor Orientation	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	Deepwater	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	General	- OQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	Goldsmith-Landreth SAU (GLSAU)	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	<b>Kinder Morgan Core</b>	- Online Training	<a href="#">View Details/Assign Employees</a> <b>2</b>
<b>!</b> Kinder Morgan	Kinder Morgan Core - Test	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	NGP - Construction Manager and/or Engineer	- Online Training	<a href="#">View Details/Assign Employees</a>

# Highlight Only Workers to be Assigned to KM Core > Click the Orange Bar to Move Names to Box on the Right > Click Save

## Project Training Assignments

Clients/Projects **Project Details/Assign Employees** Apply Credit

Kinder Morgan

<b>Project Name:</b>	Kinder Morgan Core	<b>Requirements:</b>	Online Training
<b>Project Number:</b>	45763	<b>Documents:</b>	-
<b>Location:</b>		<b># Employees Assigned to Project:</b>	2

### Step 1: Assign Employees to Project

Last Name First Name Employee ID ISNetworld ID **Search**

Additional Search Options ▼

Available Employees (40)	Selected Employees (0)
Select: All None Invert	Select: All None Invert
Schiro, Cara M(ISN-04084012) <b>1</b>	
Page 1	Page
<b>Move Available Employees (1)</b> <b>2</b>	Move Selected Employees (0)

Do not email the employees selected for this training **Save** **3**

# Workers Will Receive an Email with a Link to the Orientation in ISN

Dear CARA SCHIRO,

CARA SCHIRO (Kinder Morgan Treating, L.P.) of Kinder Morgan Treating, L.P. has added you to (JS 45763) - **Kinder Morgan Core** with an Online Training requirement. Online Training is a Client requirement to watch a video and/or view a PowerPoint. A quiz may be required to ensure comprehension.

Please select the following link to complete the Online Training.

[Online Training Requirement](#)

ISN Team

[Contact ISN](#)

\*\*\* If Workers do not have an Email Address within ISN, They will NOT Receive a Notification

# Clicking the Link Launches this Screen > Click “Begin Training” to Launch Video

All Hiring Clients ▼    Sort By ▼    Search Training Name     Grid List

---

**Kinder Morgan** ▲

**Kinder Morgan Core** ▲  
Project Name: Kinder Morgan Core

Status	Training Details
STATUS <b>Not Taken</b>	Estimated Duration (minutes) 55
SCORE	Months to Renewal or Expiration Date 36
EXPIRATION	Days Available for Renewal Prior to Expiration 30
# OF ATTEMPTS 0/3	# of Re-Takes 2
<a href="#">Begin Training</a>	Hours Between Re-Takes N/A
	Passing Score Needed 100
	Allows 'Apply Credit' Yes
	Trigger OQ/TQ Equivalencies No

# If Workers View KM Core in Group Setting, Apply Credit by Following These Steps

## Project Training Assignments

Clients/Projects

+ Mass Assign Employees to Clients/Projects

! Kinder Morgan

1

All

All Projects

19 Total Records

Page 1

Hiring Client	Project	Requirements	Project Details/Assign Employees
Kinder Morgan	Altamont Gas Plant	- TQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	Beaumont Bulk (Port of Beaumont)	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CAN MSTQ	- TQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CCAP - General Jobsite	- TQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CESM General Safety Requirements	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CO2 - Chief and/or Assistant Chief Inspector	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	CORP - KM Building Contractor Orientation	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	Deepwater	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	General	- OQ	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	Goldsmith-Landreth SAU (GLSAU)	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	Kinder Morgan Core	- Online Training	<a href="#">View Details/Assign Employees</a>
! Kinder Morgan	Kinder Morgan Core - Test	- Online Training	<a href="#">View Details/Assign Employees</a>
Kinder Morgan	NGP - Construction Manager and/or Engineer	- Online Training	<a href="#">View Details/Assign Employees</a>

2




# Click on the “Apply Credit” Tab

## Project Training Assignments

Clients/Projects

Project Details/Assign Employees

Apply Credit 

Kinder Morgan

<b>Project Name:</b>	Kinder Morgan Core	<b>Requirements:</b>	<a href="#">Online Training</a>
<b>Project Number:</b>	45763	<b>Documents:</b>	-
<b>Location:</b>		<b># Employees Assigned to Project:</b>	3

### Step 1: Assign Employees to Project

Additional Search Options ▼



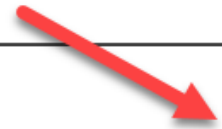
# Click on the Small White Arrow to Open Section (Assigned Workers are Listed at the Bottom)

## Project Details / Apply Credit

Clients/Projects

Project Details/Assign Employees

Apply Credit



### Kinder Morgan Project Information

Apply Credit



Employees Assigned to Project



3 Total Records

Page 1

Employee

Online Training Credit Applied

Expiration Date

Schiro, Cara (ISN-04084012)

Assigned Workers are Listed Here

3 Total Records

Page 1

# Apply Credit by Following Steps Below:

- 1.) Enter Date
- 2.) Ensure “All Employees Without Credit Applied” is Selected
- 3.) Click “Search”
- 4.) Highlight Worker Names
- 5.) Click Orange Bar to Move Name(s) to Box on the Right
- 6.) Click “Save”

## Project Details / Apply Credit

Clients/Projects | Project Details/Assign Employees | **Apply Credit**

**Kinder Morgan Project Information**

**Apply Credit**

**Step 1: Select Training**  
 Kinder Morgan Core 1

**Step 2: Select Date**

**Step 3: Select Employees**  
 All employees without credit applied 2

Available Employees (3)	Selected Employees (0)
Select: All None Invert Cunning, Kimberly (ISN-05949352) Schiro, Cara (ISN-04084012) <span>4</span> SCHIRO, CARA (ISN-04529191)	Select: All None Invert

Page 1 5 | Page

Move Available Employees (1) 3 | Move Selected Employees (0)

3 Search

6 Save

# If Entered Correctly, Applied Credit is Displayed

## Project Details / Apply Credit

Clients/Projects   Project Details/Assign Employees   **Apply Credit**

### Kinder Morgan Project Information

Apply Credit ▼

Employees Assigned to Project ▶

3 Total Records

Page 1 ◀▶

Employee	Online Training Credit Applied	Expiration Date
SCHIRO, CARA (ISN-04529191)	05/11/2020 - Kinder Morgan Core	05/11/2023