

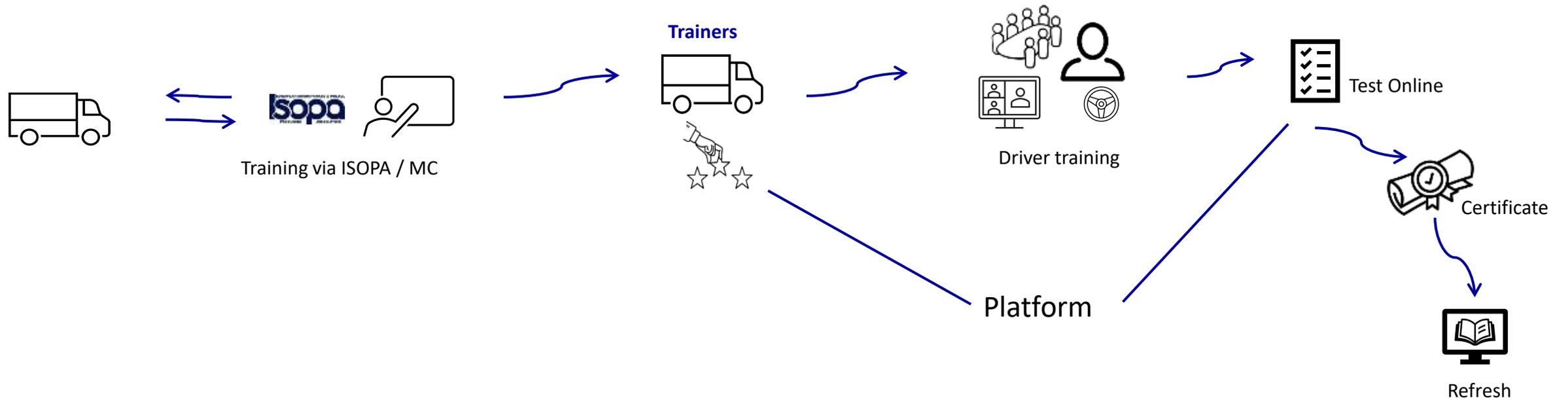
# Driver Training Program

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*Trainer Guide  
Version 1.0*



# Process flow



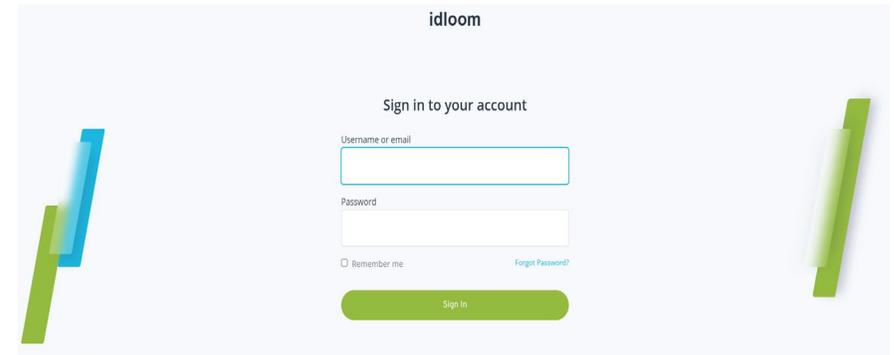
# Step 1 – Set-up Training session

Invite your trainees to a:

- Face to Face  
or
- Virtual training session (zoom, webex, teams, etc....)

# Step 2 - Registration & Administration

**Before the training date, go to** <https://passport.events/manager>



As trainer:

1st time Login: your E-mail address + click on 'forget password' to finalize the process  
if this is not working , please contact [kde@isopa.org](mailto:kde@isopa.org)

**!!!! ALL RECORDS ARE LINKED TO AN E-MAIL ADDRESS & PASSWORD**

which can **NOT be changed** ones in the system **!!!!**

# Step 2 - Registration & Administration

## Quick overview

The screenshot shows a web application interface for managing contacts. The browser address bar displays `https://passport.events/manager/contacts`. The page title is "List of contacts" with 9448 entries. A search bar at the top left contains the text "Looking for contacts". On the right side, there is a filter icon and a green "act" button with a red "X" over it. The main content area is a table with columns: "Last name", "First name", "Email", "Company", and "Updated". The table contains several rows of data, with the first row partially visible: "HOLZSCHNITZ", "H.", "h.schnitz@...", "CHEF...", and "13.01.2021".

Annotations with blue arrows point to various parts of the interface:

- "List with all your records" points to the search bar.
- "Here you can remove double records" points to the "Deduplication" option in the left sidebar.
- "To import new people (1 or more)" points to the "Import" option in the left sidebar.
- "Filter - to find a record" points to the filter icon in the top right.
- "To make your selection of people to invite for a test" points to the checkboxes in the table.

# Step 2 - Registration & Administration

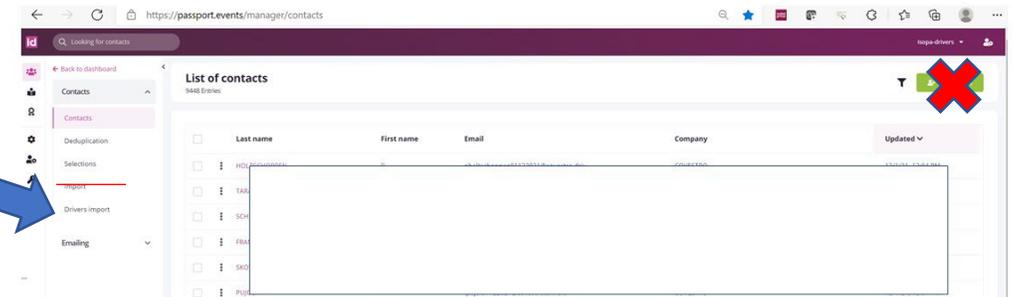
Firstly, you need to import new records via the 'drivers import' field

before selecting your trainees to a session

--- Only new records need to be imported

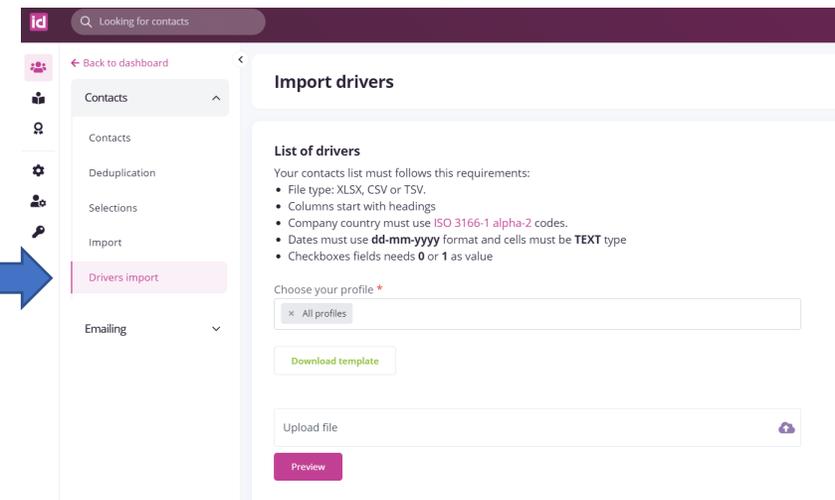
If already existing records skip this step---

If you have to import new people



1

Download the template



# Step 2 - Registration & Administration

## The use of template ----- IMPORTANT

- Don't change the titles nor the columns
- Before entering the date of birth , make sure the Column D is set as 'Text' field and enter date as mentioned on the example
- Leave the Email and old card number fields open if the data is unknown
- If no email available no worries....the system will automatically create a 'dummy' email address for this record
- Using capital letter is the preferred option

The screenshot shows an Excel spreadsheet with columns A through J. Column A is 'Trainer ? (Yes=1 No=0)', B is 'First name', C is 'Last name', D is 'Date of birth', E is 'E-mail', F is 'Driving licence number', G is 'Old cardnumber if existing', H is 'Company name', I is 'Name of the Trainer', and J is 'Company trainer name'. The 'E-mail' column (E) is circled in red. A blue callout box with an arrow points to the 'Format Cells' dialog box, which is open for column E. The 'Text' format is selected in the 'Number' tab. The dialog box shows a sample of '04-06-1966' and a note: 'Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.'

A	B	C	D	E	F	G	H	I	J
Trainer ? (Yes=1 No=0)	First name	Last name	Date of birth	E-mail	Driving licence number	Old cardnumber if existing	Company name	Name of the Trainer	Company trainer name
0 X	X	X	04-06-1966				TEST COMPANY	MR X	TEST COMP

# Step 2 - Registration & Administration

2

Looking for contacts

Back to dashboard

Contacts

Contacts

Deduplication

Selections

Import

Drivers import

Emailing

### Import drivers

**List of drivers**

Your contacts list must follow these requirements:

- File type: XLSX, CSV or TSV.
- Columns start with headings
- Company country must use ISO 3166-1 alpha-2 codes.
- Dates must use dd-mm-yyyy format and must be TEXT type
- Checkboxes fields need 0 or 1 as value

Choose your profile \*

All profiles

Download template

Upload file

Preview

Upload the template you completed

3

Preview if the data is correct imported and if the number of records is correct (only the first lines are visible)

You will receive an email when import is done and it will notify if something went wrong

Contacts import complete

passport.events <passport@idloom.events>  
To: Kristina Dewalle (ISOPA)

If there are problems with how this message is displayed, click here to view it in a web browser.

passport.events

**Hello!**

Your import is completed.

0 contact(s) was successfully imported.

0 row(s) failed.

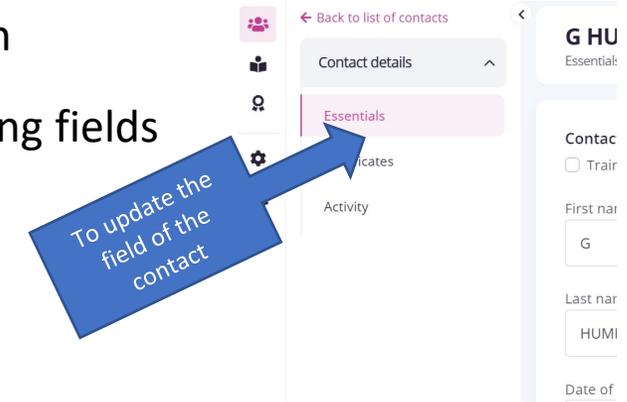
Regards,  
passport.events

# Step 2 - Registration & Administration

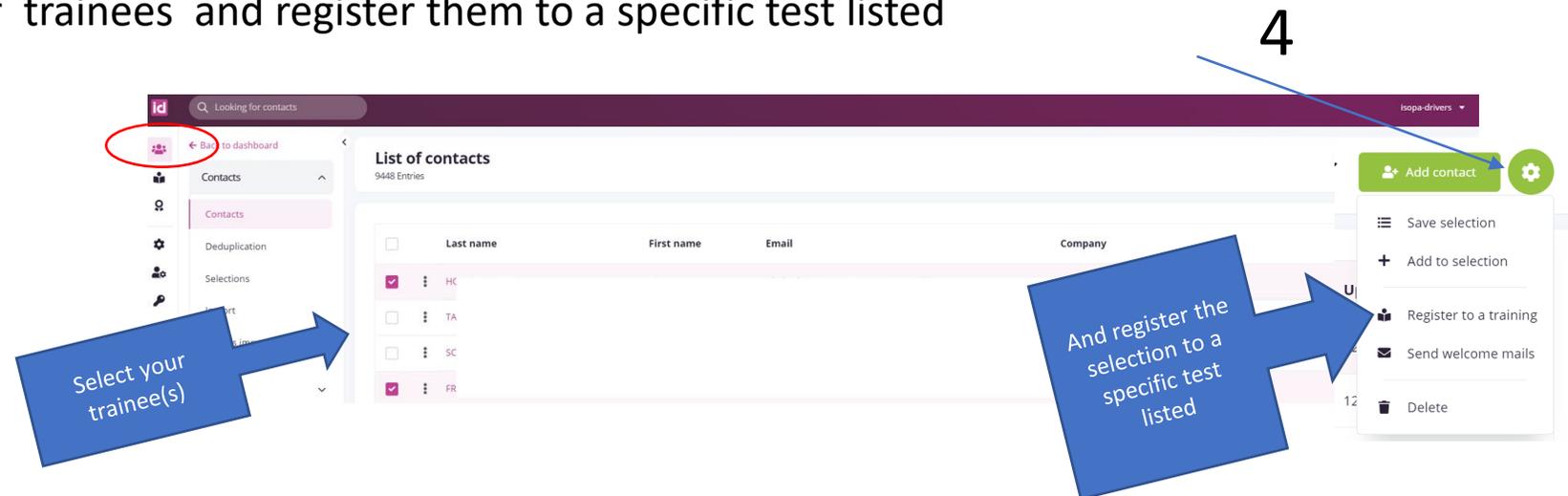
**Secondly**, update your existing records before selecting your trainees to a session

Open each contact you want to select for the training and complete the following fields

- Trainer company
- Trainer name
- IMPORTANT otherwise you will find errors on the certificate -----



**Thirdly**, select your trainees and register them to a specific test listed



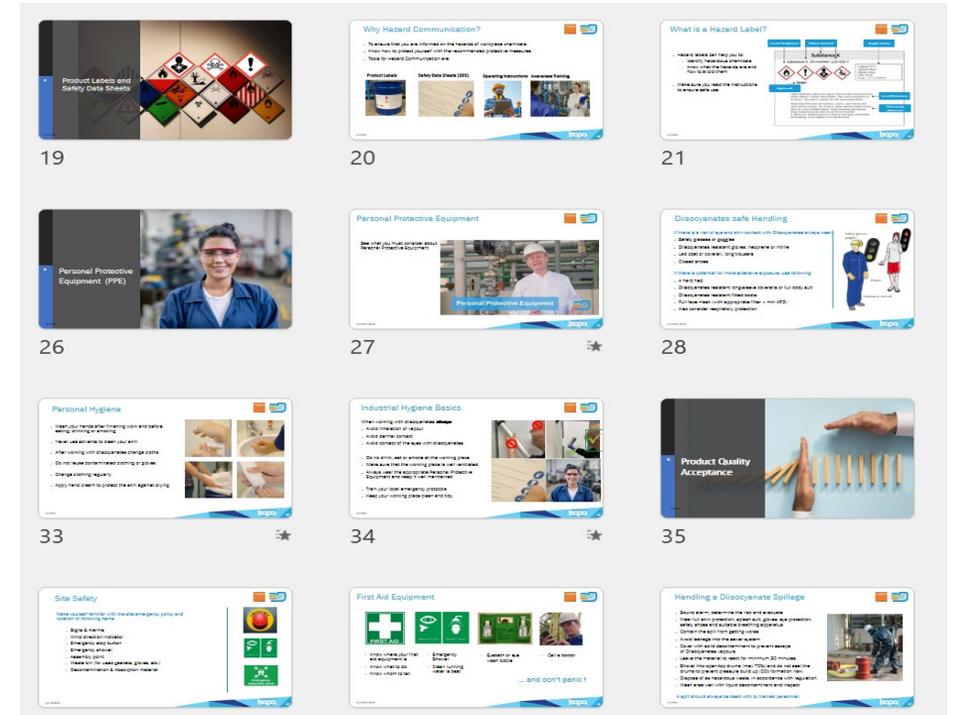
# Step 3 - Training

The presentation can be find on the ISOPA website

<https://www.isopa.org/documentation/#Ank-DriverTraining>

## Driver Training

- Slideshow for Trainers *2021 versions* [EN master version] [DE] [ES] [FI] [FR] [HU] [IT] [NL] [PL] [PT] [RU] [TUR]
- Trainer Guide [EN] Tutorial video for trainers available upon request



# Step 4 - Test

The last slide of the presentation shows the link to fulfil the **online** test

<https://passport.events/me>

Test can be done via smartphone / PC the day itself or at any time later

**The trainer need to inform** all trainees:

- their login (see selection or contact list in admin profile) Example : [k\\_dewaele\\_16121996@isopa.drivers](mailto:k_dewaele_16121996@isopa.drivers)
- password: Isopa+ddmmyyyy (your birthdate) Example: Isopa+16121996

Questions and Success Requirements

For trainers → All questions – 80 %

For drivers → 20 Random Questions – 70 %

Presentation to help with the test

Slide Deck - Distribution / Bulk Liquid Transport Loading / unloading Trucks

CLICK TO EXPAND DOCUMENT

Quiz

The appearance of reacted MDI is:

Clear to brown

Brown crusty

White foamy

The appearance of reacted TDI is:

White foamy

Clear to brown

Brown crusty

According to ADR the minimum filling degree for a tankcontainer with TDI without baffles is:

# Step 5 - Certification

Once the test is completed, a certificate is automatically generated

Valid for 3 years as of training date.

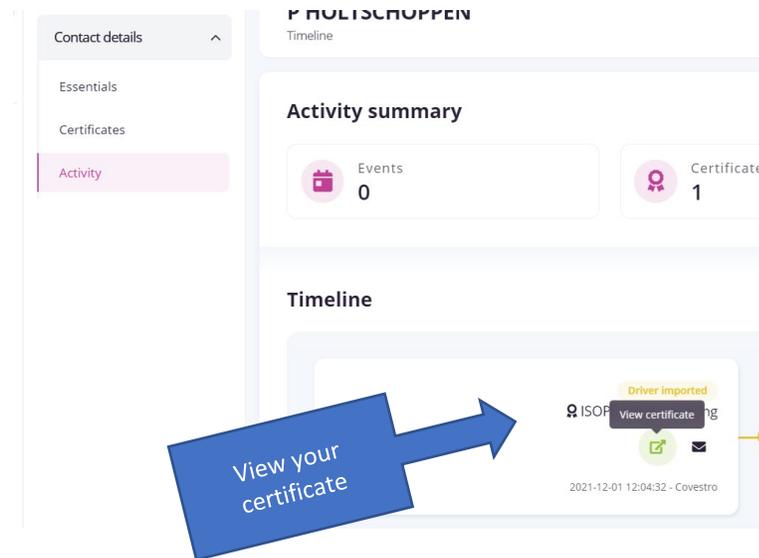
Downloadable version.

Certificate in EN version only

Important:

Existing certificates valid until the expiry date

New certificate generated for existing Drivers/Trainers



# Good to know

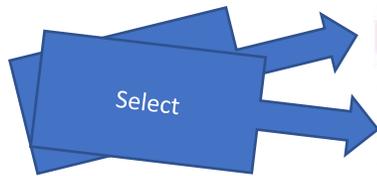
Each record has a activity time line

The screenshot displays a user interface for managing contacts. On the left, a sidebar menu includes options: 'Back to list of contacts', 'Contact details', 'Essentials', 'Certificates', and 'Activity' (which is highlighted). A blue callout box points to the 'Activity' menu item with the text: 'If an update in data needs to be done !!! Email address can not be changed !!!'. The main area shows a 'Timeline' of activities for a contact. The activities listed are: 1. 'Drivers Training Test - RU' (Training completed) by 'ISOPA Driver Training' on 2021-12-10 13:16:28, with a 'Certificate preview' callout pointing to a share icon. 2. 'Drivers Training Test - RU' (Training completed) by 'ISOPA Driver Training (Test)' on 2021-12-10 10:23:52. 3. 'Drivers Training Test - RU' (Manually registered) on 2021-12-07 18:25:46 - Qbex. 4. 'Driver imported' on 2021-12-07 18:22:34 - Qbex. A large blue callout box points to the top of the timeline with the text: 'Certificate will be sent via email !!! Not to be used if a 'dummy' address is used'. The 'id' logo is visible in the bottom left corner of the interface.

# Tips & Tricks

Print / save certificate(s) for drivers

1



2



3



The screenshot shows the 'ISOPA Driver Training' interface. The top navigation bar includes a search bar with 'Looking for contacts' and a user profile icon. The main content area displays a table of 'Certified contacts' with 15 entries. The table has columns for 'Last name', 'First name', 'Attribution date', 'Expiration date', and 'Email'. A context menu is open over the table, showing options: 'Save selection', 'Add to selection', 'Register to a training', 'Download certificate', and 'Send certificate'. The interface also includes a sidebar with navigation options like 'Certificate details', 'Essentials', 'Content', and 'Certified contacts'.

	Last name	First name	Attribution date	Expiration date ^	Email
<input type="checkbox"/>			2024-11-29	2024-11-29	
<input checked="" type="checkbox"/>			30	2024-11-30	
<input type="checkbox"/>			30	2024-11-30	y
<input type="checkbox"/>	JAK		01	2024-12-01	tj
<input type="checkbox"/>	SC		01	2024-12-01	d

# Tips & Tricks

How to identify expired certificates and reorganise a training

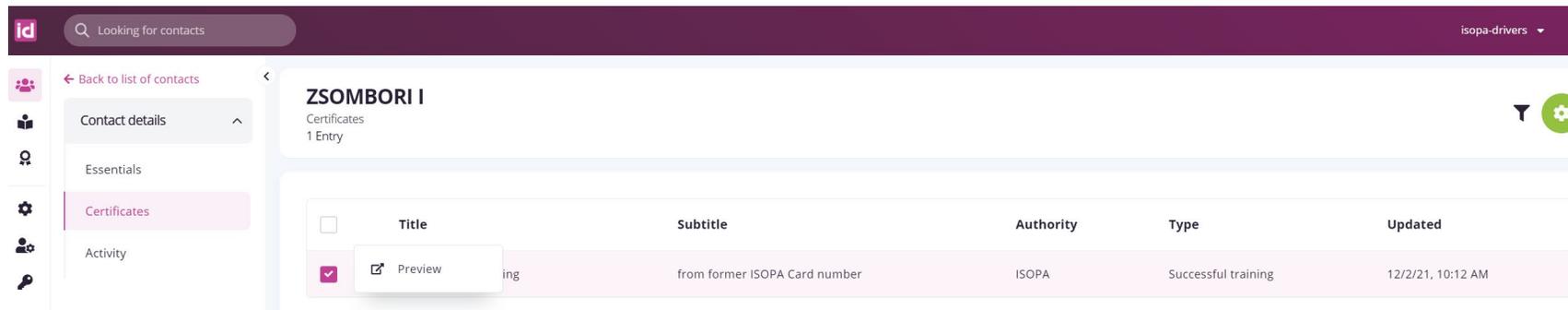
The screenshot shows the 'ISOPA Driver Training' interface. A sidebar on the left contains navigation options: 'Certificate details', 'Essentials', 'Content', and 'Certified contacts'. The main area displays a table of certified contacts with 15 entries. The table has columns for 'Last name', 'First name', 'Attribution date', 'Expiration date', and 'Email'. The 'Expiration date' column is highlighted in pink, indicating a filter. A blue callout box labeled '3' with the text 'Filter & look up expired certificates' points to this column. A blue callout box labeled '1' with the text 'Select' points to the 'Certified contacts' option in the sidebar. A blue callout box labeled '2' with the text 'Select' points to the checkboxes in the table. A blue callout box labeled '4' with the text 'Select' points to the 'Register to a training' option in the context menu. The context menu also includes 'Save selection', 'Add to selection', 'Download certificate', and 'Send certificate'.

	Last name	First name	Attribution date	Expiration date	Email
<input checked="" type="checkbox"/>	An...		2021-11-29	2024-11-29	
<input checked="" type="checkbox"/>	Ze...		30	2024-11-30	
<input type="checkbox"/>	Oz...		30	2024-11-30	
<input type="checkbox"/>	JA...		01	2024-12-01	tj
<input type="checkbox"/>	SC...		01	2024-12-01	d

# Tips & Tricks

Process for those who did training via the old process, have still a valid card type version but want to use this new certificate

- Select your contact
- Go to certificates
- Preview
- Save on your pc or print



The screenshot shows a web application interface for managing contacts and certificates. The top navigation bar is dark purple with a search bar containing 'Looking for contacts' and a user profile dropdown for 'isopa-drivers'. The left sidebar contains navigation options: 'Back to list of contacts', 'Contact details', 'Essentials', 'Certificates' (highlighted), and 'Activity'. The main content area displays the contact 'ZSOMBORI I' with '1 Entry' under 'Certificates'. Below this is a table with columns: Title, Subtitle, Authority, Type, and Updated. A 'Preview' button is overlaid on the first row of the table.

	Title	Subtitle	Authority	Type	Updated
<input checked="" type="checkbox"/>	ing	from former ISOPA Card number	ISOPA	Successful training	12/2/21, 10:12 AM

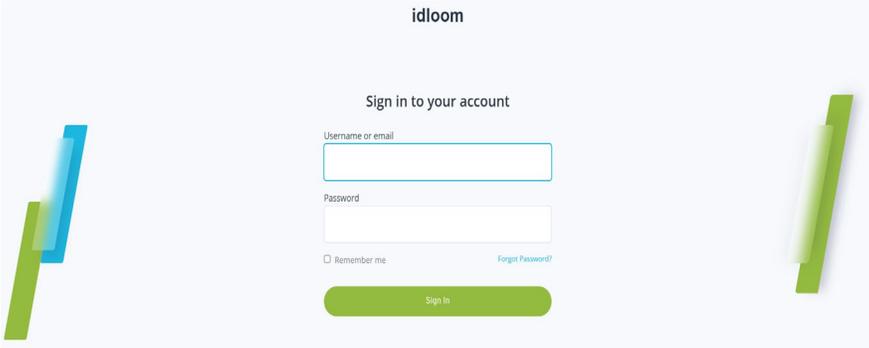
# Tips & Tricks

Access for the trainees

<http://passport.events/me>

Login : email address used in the system (see contact list )

Password: Isopa+ddmmyyyy (birthdate) Example : Isopa+16121996

A screenshot of the 'idloom' login page. The page has a light blue background with a white login form in the center. The form is titled 'idloom' and 'Sign in to your account'. It contains two input fields: 'Username or email' and 'Password'. Below the password field, there is a checkbox for 'Remember me' and a link for 'Forgot Password?'. A green 'Sign In' button is at the bottom of the form. The page is decorated with blue and green abstract shapes on the left and right sides.

!!!! ALL RECORDS ARE LINKED TO AN **E-MAIL ADDRESS & PASSWORD**

which can **NOT be changed** ones in the system !!!!

# Tips & Tricks

To create lists

!!!! Don't forget to click the save button for all operations !!!!

The screenshot shows a web interface for managing contacts. The main area is titled 'List of contacts' and contains a table with columns for 'Last name', 'First name', 'Email', and 'Company'. A left sidebar contains navigation options: 'Back to dashboard', 'Contacts', 'Deduplication', 'Selections', 'Import', 'Drivers import', and 'Emailing'. A right sidebar contains a dropdown menu with options: 'Add contact', 'Save selection', 'Add to selection', 'Register to a training', 'Send welcome mails', and 'Delete'. A date '12/10/21, 1:24 PM' is visible at the bottom of the right sidebar.

**1** To see the different lists created and link all these records in once to a training

Select your records you want to add to a list

**2** If new list add give your list a name

If you want to add a record to an existing list

# Last but not least....

Don't forget to click the save button for all operations

Don't go too quick....the system needs time to complete the requested action

**For questions or  
assistance**

**K Dewaele**  
**[kde@isopa.org](mailto:kde@isopa.org)**  
**+32 478 98 23 20**

