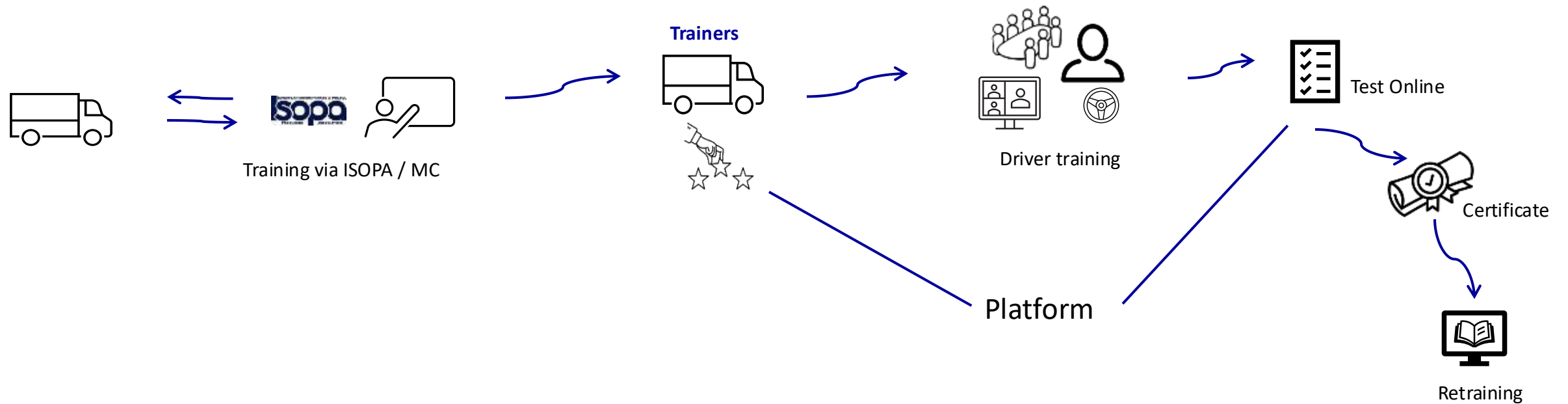


Driver Training Program

***Trainer Guide
Version 3.0***



Process flow



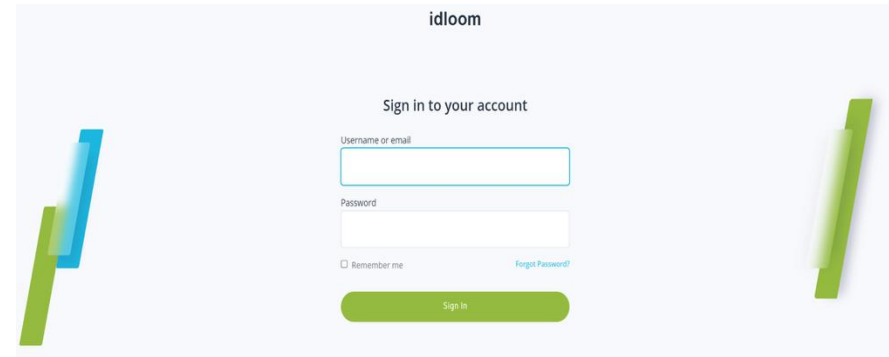
Step 1 – Set-up Training session

Invite your trainees to a:

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

Step 2 - Registration to a test

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



As trainer:

When first time , go into your personal account <https://passport.events/me>
Click on 'My details' (top right) followed by 'User & credentials'.
Update your password and confirm

Now you can enter <https://passport.events/manager> with your new password or use forget password option

Step 2 - Registration to a test

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

and an email address can **NOT be changed** ones in the system !!!!

- Trainees having an email address : import the trainees with company or personal email address
- Trainees **without email address** :

we encourage to use a '+trick' email address

i.e. combining the trainer email address with driver's name

Format : trainer Joe Doe -> joe.doe@transport.com

driver Peter May -> Joe.doe+pmay@transport.com or joe.doe+petermay@transport.com

Step 2 - Registration to a test

Menu overview

The screenshot shows the 'List of contacts' page in the ISOPA Passport Events Manager. The interface includes a sidebar menu, a search bar, and a table of contacts. Annotations with arrows point to specific features:

- Listing your records**: Points to the 'Contacts' menu item in the sidebar.
- Here you can remove double records**: Points to the 'Deduplication' menu item in the sidebar.
- To import new people (1 or more)**: Points to the 'Import' menu item in the sidebar.
- Filter - to find a record**: Points to the search bar at the top of the contact list.
- To make your selection to invite trainees for a test**: Points to the 'Select' button (a green button with a red 'X' over it) at the top right of the contact list.

The contact list table has the following columns: Last name, First name, Email, Company, and Updated. The first row shows a contact with the last name 'HOLZSCHNIGER'.

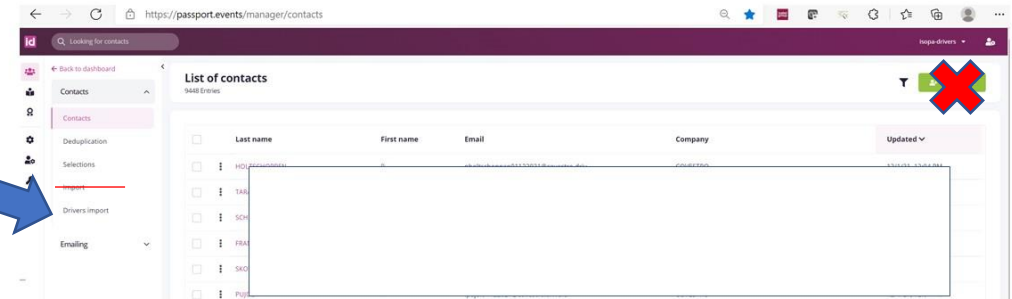
Step 2 - Registration NEW trainees

Firstly, you need to import new trainees via the 'drivers import' field before linking them to a test

--- Only new records need to be imported

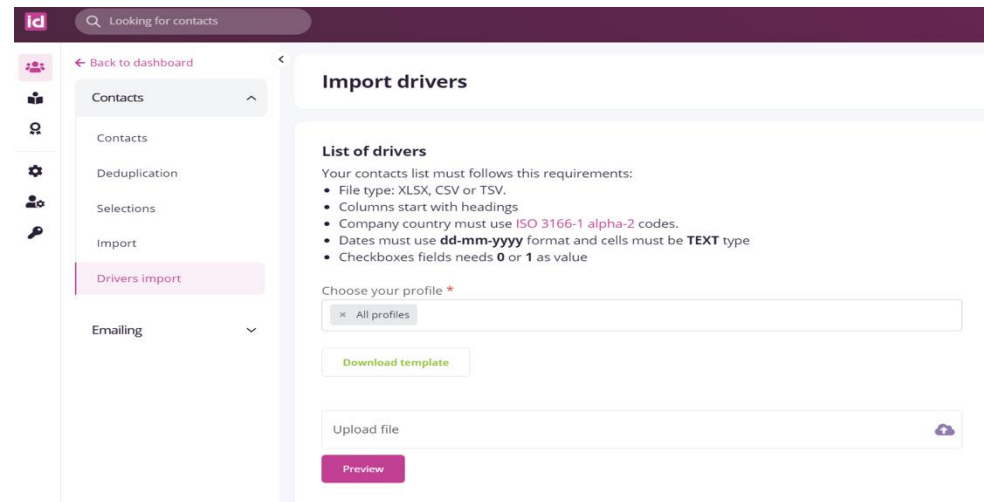
If already existing records skip this step----

If you have to import new people



1

Download the template



Step 2 - Registration NEW trainees

The use of template ----- IMPORTANT

- Don't change the titles nor the columns
- Leave 'driver licence N°' and 'old card number' fields open if the data is unknown
- Before entering the date of birth, make sure the field is set as 'text' field (right click – format cells)
- Using capital letter is the preferred option

Select the column
Right click
Format cells
Text

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		XX	04-06-1966				TEST COMPANY	MR X	TEST COMP

Format Cells

Category: General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, **Text**, Special, Custom

Sample: 04-06-1966

Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

Step 2 - Registration NEW trainees

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 this 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 needs 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 3 imports 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: Kristine Dewaele (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 NEW trainees

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

4

The screenshot displays the 'List of contacts' interface with 9448 entries. The table lists contacts with columns for selection status, last name, first name, email, and company. The first four entries are highlighted in pink: HC, TA, SC, and FR. The FR entry is selected with a checkmark. On the right, an action menu is open, showing options: Add contact, Save selection, Add to selection, Register to a training, Send welcome mails, and Delete. The 'Register to a training' option is highlighted.

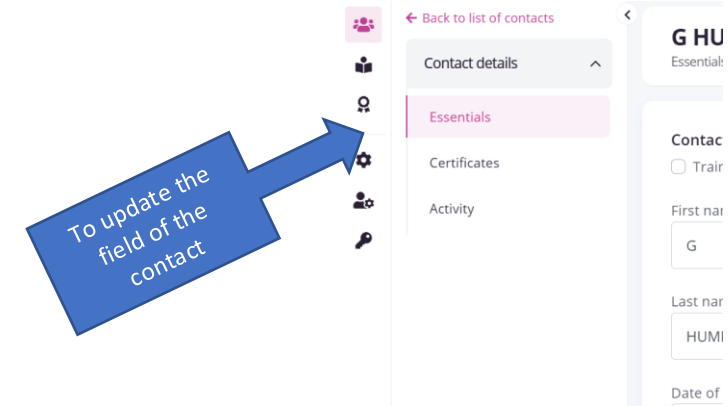
Select your trainee(s)

And register the selection to a specific test listed

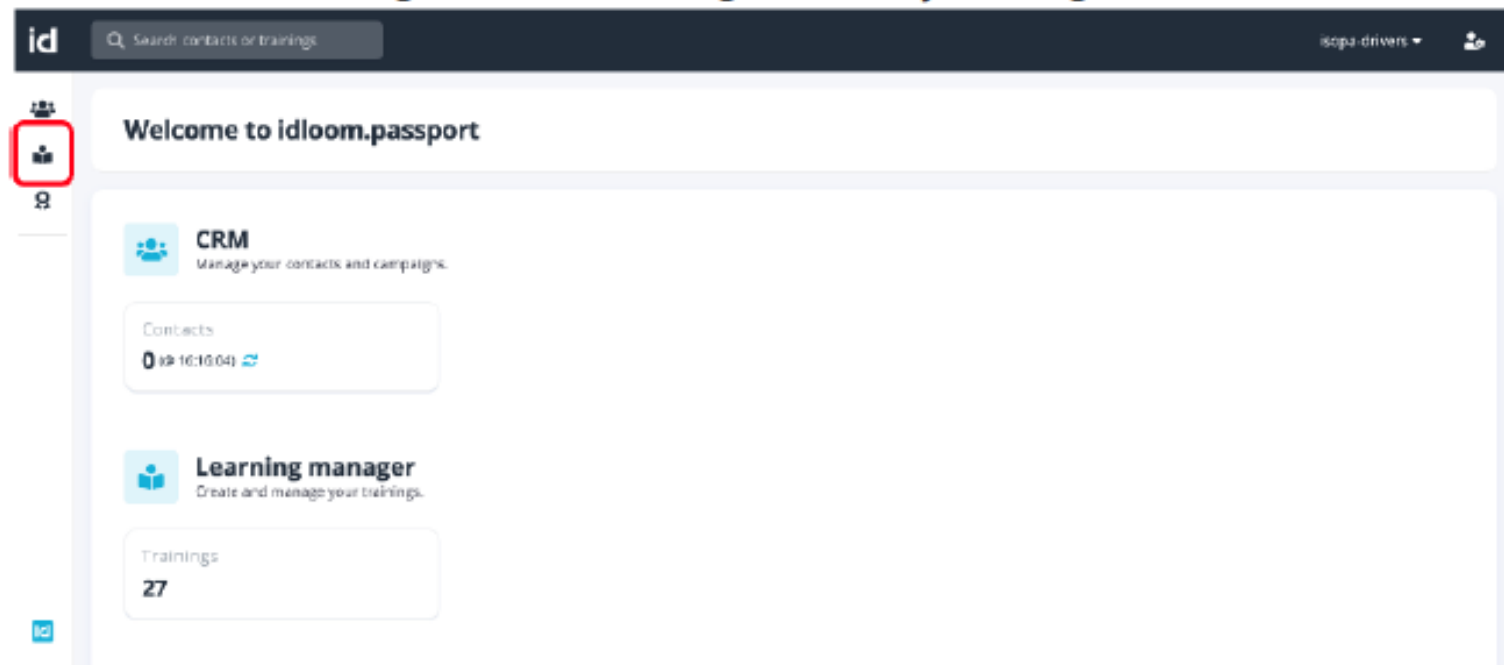
Step 2 – RENEWAL / RESTART PROCESS for TRAINEES

Firstly, check data of existing records

- 1 Open each contact you want to select for the test and check the following fields
 - Trainer company
 - Trainer name
 - IMPORTANT otherwise you will find errors on the certificate -----



2



Step 2 – RENEWAL / RESTART PROCESS for TRAINEES

3

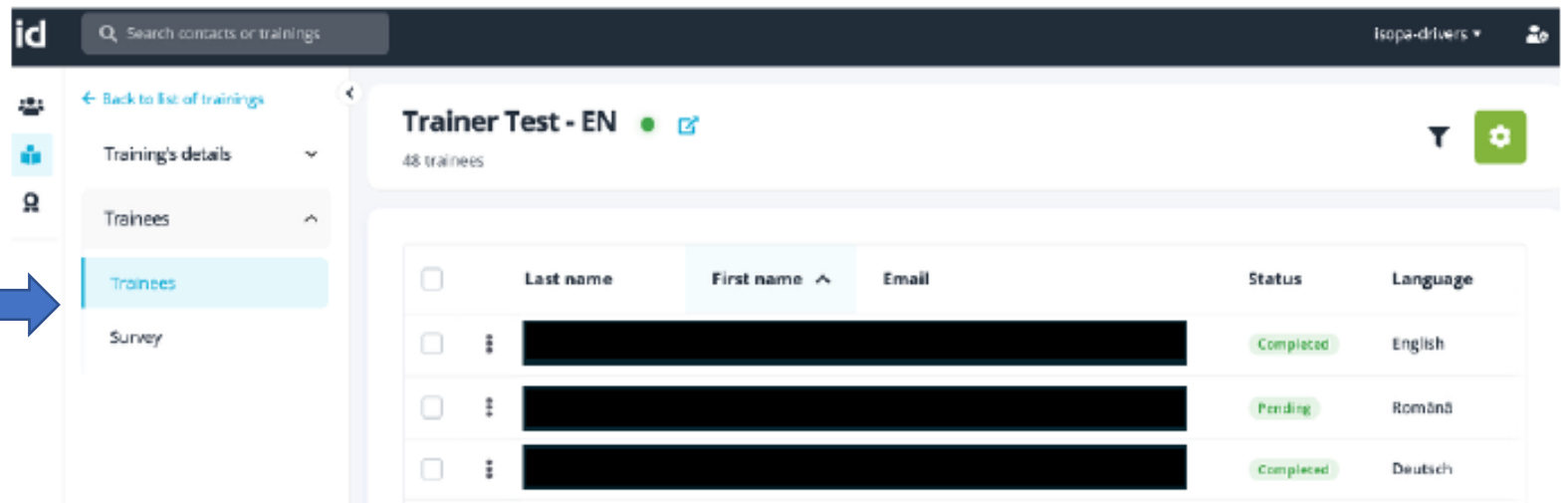
Select the training which the trainees should restart



<input type="checkbox"/>	Title	Success	Average score	Status	Theme	Language
<input type="checkbox"/>	Drivers Training Test - TUR	99%	N/A	Published	Chemistry	English
<input type="checkbox"/>	Drivers Training Test - HU	99%	N/A	Published	Chemistry	English

4

Within the training, navigate to the 'trainees' menu



<input type="checkbox"/>	Last name	First name	Email	Status	Language
<input type="checkbox"/>				Completed	English
<input type="checkbox"/>				Pending	Română
<input type="checkbox"/>				Completed	Deutsch

Step 2 – RENEWAL / RESTART PROCESS for TRAINEES

5

The screenshot shows the ISOPA training management interface. The header includes the 'id' logo, a search bar, and the user 'isopa-drivers'. The left sidebar has a 'Back to list of trainings' link and a menu with 'Training's details', 'Trainees', and 'Survey'. The main content area is titled 'Trainer Test - EN' with a green status indicator and a link icon, and it shows '48 trainees'. Below this is a table with columns for selection, last name, first name, email, and status. The table contains four rows of trainee data. A dropdown menu is open from a gear icon in the top right, showing options: 'Save selection', 'Add to selection', 'Register to a training', 'Restart the training' (highlighted), and 'Revoke access'.

	Last name	First name	Email	Status
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Completed
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Pending
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Completed
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Completed English

Select all relevant trainees who must restart the training and click on the gear icon and click 'restart training'

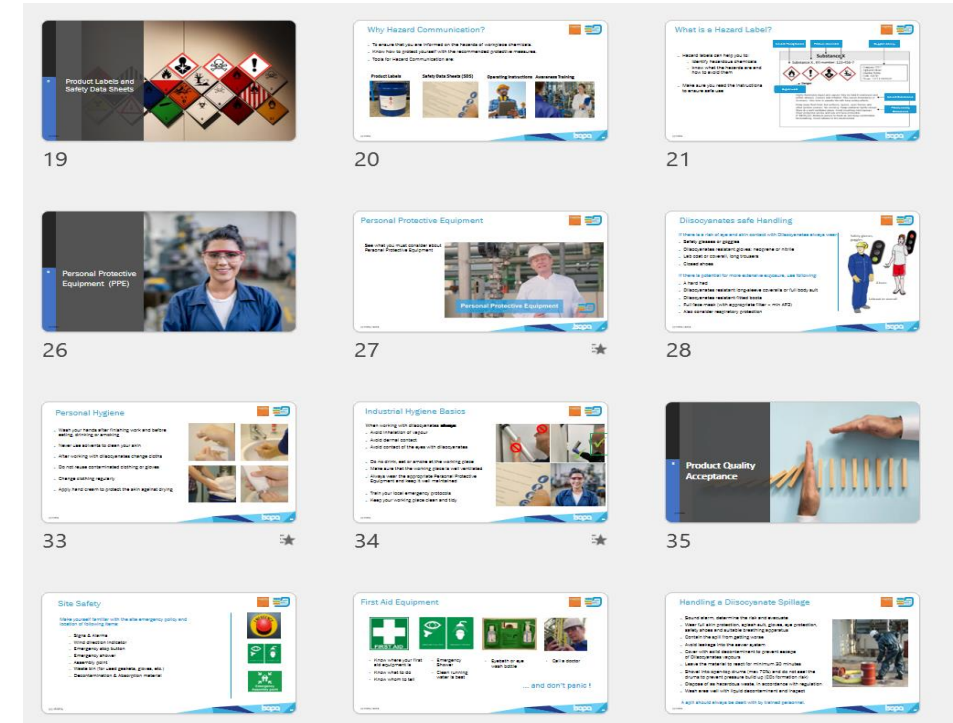
Step 3 - Training

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 of the training or at any time later

The trainer need to inform all trainees:

- their login (= email address used during registration process)
- suggest to use 'forgot password' option to reset the password

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

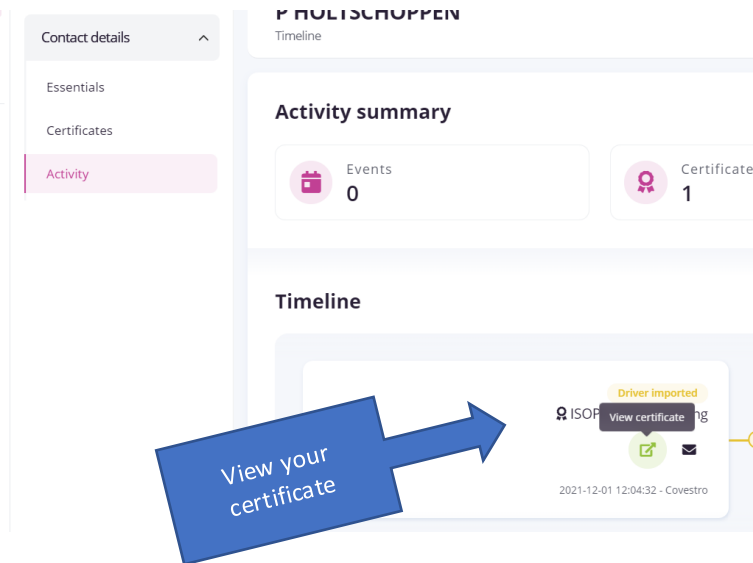
Printable version

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 an activity time line

If an update in data needs to be done
!!! Email address can not be changed !!!

The screenshot displays the 'Activity' section of the 'Drivers Training Test - RU' record. The left sidebar contains a menu with 'Back to list of contacts', 'Contact details', 'Essentials', 'Certificates', and 'Activity' (highlighted). The main area shows a 'Timeline' with three entries:

- Drivers Training Test - RU**
Training completed
ISOPA Driver Training
2021-12-10 13:16:28
Includes a 'Certificate preview' button and a link icon.
- Drivers Training Test - RU**
Training completed
ISOPA Driver Training (Test)
2021-12-10 10:23:52
Includes a link icon.
- Drivers Training Test - RU**
Manually registered
2021-12-07 18:25:46 - Qbex
- Driver imported**
2021-12-07 18:22:34 - Qbex

The 'id' logo is visible in the bottom left corner of the interface.

Tips & Tricks

Print / save certificate(s) for drivers

1

Select

2

Rank in
alphabetical
order

Select

3

id Looking for contacts isopa-drivers

← Back to list of certificates

ISOPA Driver Training
Certified contacts
15 Entries

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

- Save selection
- Add to selection
- Register to a training
- Download certificate
- Send certificate

Tips & Tricks

How to identify expired certificates and reorganise a training

1

2

3

Select

Filter & look up expired certificates

The screenshot shows the 'ISOPA Driver Training' interface. On the left, a sidebar contains a 'Certified contacts' section with a 'Select' button. A blue arrow points from this button to the 'Certified contacts' list. The main area displays a table of certified contacts with columns: Last name, First name, Attribution date, Expiration date, and Email. A blue arrow points from the 'Filter & look up expired certificates' text to the 'Expiration date' column header. A context menu is open on the right, showing options: Save selection, Add to selection, Register to a training, Download certificate, and Send certificate.

	Last name	First name	Attribution date	Expiration date ^	Email
<input checked="" type="checkbox"/>	Andree		2021-11-29	2024-11-29	cradoc@27112021@h...@isopa-drivers.com
<input checked="" type="checkbox"/>	Zee		30	2024-11-30	ki...
<input type="checkbox"/>	Oz		30	2024-11-30	yi...
<input type="checkbox"/>	JAl		01	2024-12-01	tj...
<input type="checkbox"/>	SC		01	2024-12-01	d...

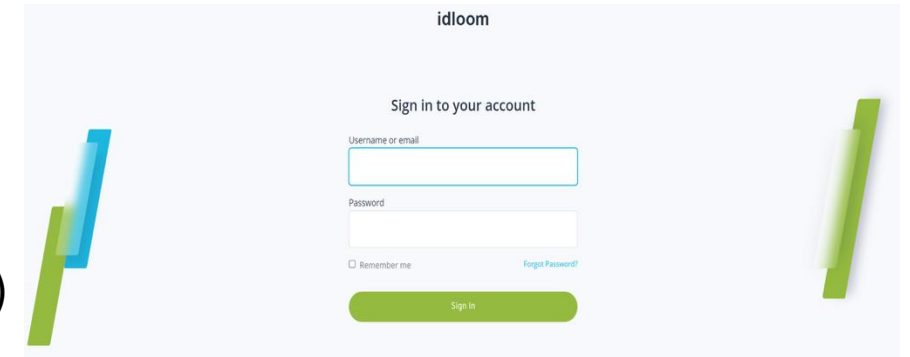
- Save selection
- Add to selection
- Register to a training
- Download certificate
- Send certificate

Tips & Tricks

Access for the trainees

<http://passport.events/me>

Login : email addressed used in the system (see contact list)
Password: Isopa+ddmmyyyy (birthdate) Example : Isopa+16121996



!!!! 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 !!!

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

The screenshot shows a web application interface for managing contacts. The URL is <https://passport.events/manager/contacts>. The page title is "List of contacts" with "9448 Entries". The interface includes a sidebar with navigation options: "Back to dashboard", "Contacts", "Deduplication", "Selections", "Import", "Drivers import", and "Emailing". The main content area displays a table with columns: "Last name", "First name", "Email", and "Company". A dropdown menu is open on the right side, showing options: "Add contact", "Save selection", "Add to selection", "Register to a training", "Send welcome mails", and "Delete". The date and time "12/10/21, 1:24 PM" are displayed at the bottom of the dropdown menu.

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**

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