# Quick Guide Administrative Account



Sign up and manage your company staff with an administrative account

'safe



safe USB at Go to the Website safeusediisocyanates.eu

Welcome to the Safe Use and Handling of Diisocyanates

Trainings



Hint:

language selection

Create an Administrative Account to register multiple persons

#### Register Multiple Persons for Self E-Learning

You can register a group of people for the self-eLearning by using an administrative account.

Please read carefully the guide and follow each steps described.

Please note that each trainee should have a valid email address and that registering multipl persons with the same email address will create errors.

#### Upload a group of trainers

Guide for Administrative Account

Tutorial: Creating an admin account (under revision) Go back to your Admin Account

Our Self Online Trainings Book our self leanning course that you can take at any time online. You can also req under the group modelity, buy succhers for your employees or customers; and four

Learn more about our Online Trainings, and Trainers







# Step 1 Create your account



Reach Restriction Training



Before proceeding, please check your email for a verification link.







# Step 2 Import your staff



Reach Restriction Training

Complete the template

Your contact list must follow these requirements :

- File type must be XLSX
- Column must start with a heading
- Company country must use <u>ISO 3166-1 alpha-2</u> codes
- Language must use <u>ISO 639-1 alpha-2</u> codes. EN is applied by default
- Date must use dd-mm-yyyy format and cell must be TEXT type
- Checkbox field must have 0 or 1 as valua

А	В	С	D	E
First name	Last name	E-mail	Training date	Language
Т	Checker 1	kde1611+checker1@gmail.com	04-07-2022	EN
F	checker 2	kde1611+Fchecker2@gmail.com	18-12-2022	FR
С	Checker 3	kde1611+Cchecker3@gmail.com	03-05-2023	NL

Hint: If your staff has NO email address -> use gmail+ trick

You can append a plus ("+") sign after your gmail email address and after that, you can insert any combination of words or numbers to create any number of personalized email IDs.

All the confirmation mails will arrive in your primary gmail inbox.

Example :

Primary ID: Kde1611@gmail.com Staff without email : Simon Grande -> Kde1611+Sgrande@gmail.com Paul Petit -> Kde1611+Ppetit@gmail.com No spaces before the @sign





# Step 3 Make a selection of your contacts to link to a training



### Reach Restriction Training

In 'contacts' select the contacts you would like to link to a specific training

Q Search contacts or train	ings						Administrative A	ccount 758 🗸
← Back to dashboard	•	List of	contacts					•• •••
Contacts	^	57 entries						- Add contact
Contacts								
Segments			Last name	First name	Email	Company	Updated 🗸	More details
Selections			Stock15	Nico15	nicolas.stockreiter+15@gmail.com	idloom	11/25/22. 12:14 PM	
Deduplication			Stock14	Nico14	nicolas.stockreiter+14@gmail.com	idloom	11/25/22. 12:14 PM	
Import			Stock13	Nico13	nicolas.stockreiter+13@gmail.com	idloom	11/25/22, 12:14 PM	
Exports			Stock12	Nico12	nicolas.stockreiter+12@gmail.com	idloom	11/25/22. 12:14 PM	
			Stock11	Nico11	nicolas.stockreiter+11@gmail.com	idloom	11/25/22, 12:14 PM	
			Stock10	Nico10	nicolas.stockreiter+10@gmail.com	idloom	11/25/22, 12:14 PM	

#### DO NOT FORGET THIS STEP



12

Once selected click on



(top right) and save or add to a selection

Example of selection name : Training 045

Contacts ^	List of 57 entrie	of c	ontacts				Select profile * Administrative Profile 135
Contacts							Name *
Segments			Last name	First name	Email	Company	Groupe1 (Nico 10-11-12)
Selections		:			nicolas.stockreiter+15@gmail.com	idloom	
Deduplication		:			nicolas.stockreiter+14@gmail.com	idloom	
Import		:			nicolas.stockreiter+13@gmail.com	idioom	
Exports		:			nicolas.stockreiter+12@gmail.com	idloom	
		:			nicolas.stockreiter+11@gmail.com	idioom	
		:			nicolas.stockreiter+10@gmail.com	idloom	
		:	Slusarski	Alisha	alisha@slusarski.com	WUZ Power 107 P	
		:			nicolas.stockreiter+NicoTrainee001@gmail.com	Unknown LTD	

# Step 3 Make a segment of your contacts to link to a training



### Reach Restriction Training

	DO NOT FORGET THIS STEP	Add segment
4	Create a segment from the selection	Select profile * Administrative Profile 135
		Name * Segment Groupe1
	Add a segment + Add segment (top right)	Conditions
5	Tip : this segment will be requested when registering to a training (see step 20)	Math ALL  of the following rules + Add Contacts Are in selection Groupe1 (Nico 10-11-12)





17

# Step 4 Link your segment to a training



Reach Restriction Training

Go to the training list of the Safe Use Diisocyanates website to select your training <a href="https://isopa-aisbl.idloom.events">https://isopa-aisbl.idloom.events</a>

18 Select a training and click on register to a training

19	Click on	Fill form with idloom.passport	icloom passport
		No account yet? Please register to this event and your account will be created automatically.	Select your <b>identity</b>
20	Select your iden	tity and retrieve your segment	Nicolas Stockreiter - ISOPA (Nintels) Segments Segment Groupe1 (3)
	Follow the next s Receive your cor	steps towards the payment process and nfirmation email	Select Logout





### Step 5 Receive confirmation with link to the training



### Reach Restriction Training



Fill in the field "Email which will receive confirmations" and click Next

Verify and click on check out



Verify in your Admin mailbox for the recap confirmation

Verify in your trainee mailbox for the registration confirmation

Registr waste

European

🕉 Engli



Verify the mailbox configured in field "Email which will receive confirmations" for the recap and email confirmations

Verify in the header of the confirmation email

Diisocyanates an	d Polyols Pro	ducers Association (ISOPA-AISBL@idloom.events>	12:35 PM (2 minutes ago) 📩	← 1
sh 🔹 🗲 Frenc	from:	European Dilsocyanates and Polyols Producers Association (ISOPA) <isopa- AISBL@idloom.events&gt;</isopa- 	Turn off for: Er	glish <sub>×</sub>
	reply-to:	"European Disocyanates and Polyols Producers Association (ISOPA)"		
	to:	nicolas.stockreiter+12@gmail.com, nst@cefic.be	f	
	date:	Nov 25, 2022, 12:35 PM		
	subject:	Registration to 033 Spraying outside a ventilated booth, Open handling of hot and warm formulations (45°C), Cleaning and waste		
	mailed-by:	idloom.events		
	signed-by:	idloom.events	•	
	security:	email.com did not encrypt this message Learn more		
		033 Spraying outside a ventilated boo Open handling of hot and warm formulations (45°C), Cleaning and wa Thank you for registering	th, ste	
		Your booking has been confirmed!		
		Thank you for your registration.		
		Should you have any questions, do not besitate to contact the organizer		
		choire you have any questions, do not restrate to contact the organizat.		









25

### Step 6 Follow the training



#### Reach Restriction Training

#### Hint: In the confirmation email click on this link If you can not find your confirmation email with the link : Go to <u>https://passport.events/me</u> and use the 'forget password' feature to reset your password and get to your training Registration to 033 Spraying outside a ventilated booth, Open handling of hot and warm formulations (45°C), Cleaning and waste energy D interest of the second 8 C European Diisocyanates and Polyols Producers Association (ISOPA) <SOPA-AISILBIC ago) 🙀 ALIPA ISODO Web Based Training Self Learning 033 Spraying outside a ventilated booth, Open handling of hot and warm formulations (45°C), Cleaning and waste Thank you for registering Your booking has been confirmed Thank you for your registration. Should you have any questions, do not besitate to contact the organize loom.passpor page where you can log in to your own envir you will have access to your events, training Go to idloom.passport Registration summary 3 x Price per person €15.00 3 x Coupon - Free 4 Nico (-100% on selected item -€15.00 €0.00 Total price (excl. Tax/VAT) Total Tax/VAT (21%) Total price (incl. Tax/VAT) €0.00 €0.00

# Important to know

From your personal account you can switch to your Administrative account and vice/versa

C passport.events/me	Q ≥ ☆ □ K
id	Frank van Elten
My next events     See all	kde@isopa.org
Virtual Classroom     Image: Classroom       Virtual Classroom     Image: Classroom	Admin  Cooput

## Important to know

Click on the arrow will allow you to see some details of this registrant

The administrator is listed but not counted as a registrant.

An invoice will be generated automatically and sent to the person

The price is set to 0 €

managing the registrations



1, WY INFORMATION	2, 10213	3. PRIMENT & CHECKOUT	
0	045 GENERAL TRAINING	Citik un the cart to togge between * regitations and make edits	

#### REGISTRATION SUMMARY

ITEMS	PRICES TAKWAT ENCL.
A johnson3	<b>65.00</b>
> A johnsonő	\$5.00
> 6 johnson2	45.00
> B johnson4	(5.00
<ul> <li>✓ Krister-Stewaete</li> </ul>	
regulation to this event	40.00
AJOHNSON1	
Registration to this event	65.00
Total price (exct. Tax/VAT)	<b>€25.00</b>
Total Tax/VAT (21%)	65.25
Total price (incl. Tax/VAT)	€30.25

#### ADD A COMMENT.

Entar

a comment here	
	1

ADD ANOTHER PARTICIPANT

CHOOSE A PAYMENT METHOD AND CHECK OUT

Pay online

#### SELECT PERSON MANAGING REGISTRATIONS

this person will receive a summary of all registrations and can manage payments and modifications

\*

Kristine Demaele

PREVIOUS

CONFIRM AND CHECK OUT Select a payment method to unlock bogoing