# Instruction using Formaz training database

This database is an online application that allows you to track and manage your employees' training progress and certification.

## STEP 1: LOCATIE DATABASE

1. Surf to www.formaz.be
2. Click on "You are an employer and wish to log in."

## HOW CAN I HELP YOU?

- 🔗 You are a trainee and you are looking for your certificate
- 🔗 You are an employer and wish to log in

📞 +32 (0)2 253 85 11

## STEP 2: LOGIN

Log in with your username and password.
If you do not know these details, click 'forgot password' or contact Formaz (info@formaz.be).

### Welcome at Formaz training database Belgium

**Login**

Login with the username and password you received from Formaz.

**Your password may have been changed, please contact info@formaz.be if you're not able to login!**

Username: _____
Password: _____

[Login] ☐ Save password?

Forgot password?

# STEP 3: OVERVIEW OF PARTICIPANTS

Click on "overview." You will now get the screen below.
In the field "period from" you enter the date from which you want to receive the participants overview. You can also empty this field, then you will see all your participants.

Note: the system automatically puts the date of last month here and checks "hide inactive participants". Form: dd-mm-yyyy. Then press the "view" button.



The other filters speak for themselves. Always click on view for a refresh.

The requested participants will appear with the info below. You can only read here and not edit or enter anything.

Color code:

green = certificate is still valid

yellow = certificate expires within 6 months ➜ plan training

red = certificate is no longer valid ➜ plan training

- Week: year-week number
- Period: start and date of training
- Location: In-Company (abbreviated IC) or at a Formaz location.
- Training: the name of the training followed
- Shift: hours of training
- Client: this is the name of your company
- VCA: name of the VCA exam passed (optional)

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Click this icon and you will see the training report (optional)

Click this icon and you will see the certificate.
If this icon is not there (yet), then the certificates have not yet been released.
This happens after payment of the training invoice.
You will also receive an email about this.

To print the certificate, put it in pdf before printing.
You can also print multiple certificates simultaneously by checking them and then clicking "print certificates" at the bottom of the list. With many certificates, this may take some time.

When a participant leaves service and you no longer want to see them in the overview list, you can hide them. You do this by checking the "inactive" box behind the participants' data and at the top the "hide inactive participants" box. Then click on view.

## STEP 4: SIGN OUT

You can logout by clicking "Afmelden" (logout) in the left column.

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