

# MINT FormBuilder Basic

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## Course Description

### General

In MINT TRMS Forms are used to insert grade sheet data, give trainee feedback or simply enter data into the system using customizable layout and content.

### Duration

1 day

### Target Group

Staff and management who need to prepare Forms will benefit from this training.

### Prerequisites

A basic knowledge of MINT TRMS is required.

### Content

- Overview of MINT Forms
- Form Set Up & Data Flow
- Form Master Record Item
- Basic Form Components
- Basic design
- Prepare Assignments
- Filling Form in WebPortal
- Hands-on examples

### Benefits

After completing this training, you will have basic knowledge of how to create Forms in MINT TRMS.

### Language

The training will be conducted in English.

### Method

The training will include classroom lectures with exercises and room for discussion.

### Examination

Participants will receive a certificate of attendance.