Mentor Match User Manual

Setting up the web app

Our web-app runs on a mobile platform. Hence for testing purposes we are currently using Ionic View to run our apps. Ionic view can be downloaded in the apple store or Play Store, the Ionic View icon looks like the image above. Once downloaded, open the app and log in with the following credentials:

Email address: mentormatch@gmail.com

Password: hunter23

Once logged in, click on Preview App. Enter the APP ID **3ea1e71c** and click view app. Once the details are correct, the app should be running.
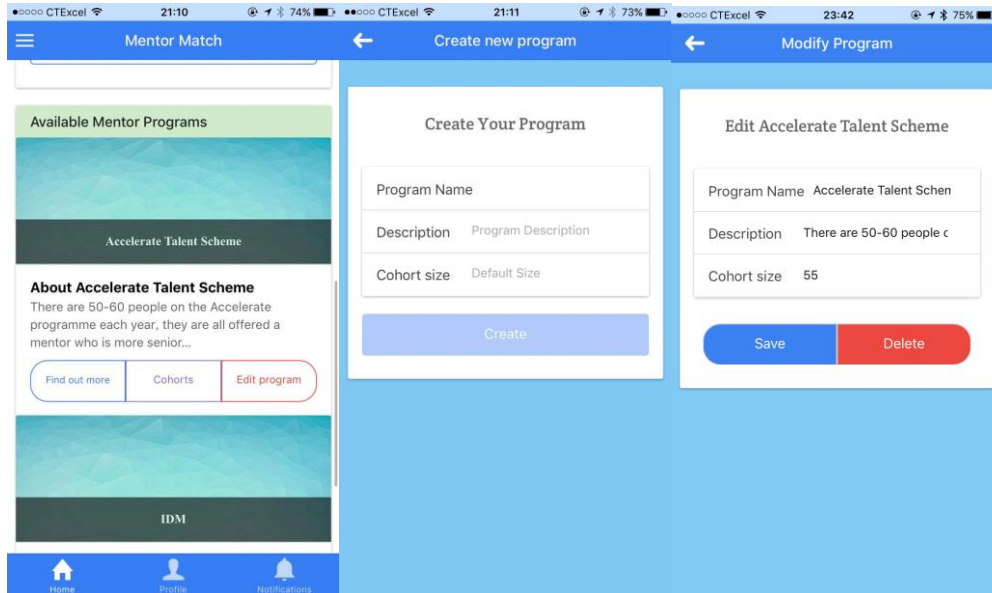
Features Implemented so far

The table below consists of the list of features that we have implemented so far and a short description of what each feature does.

Authentication System	Users can register or login using their email addresses. Admin accounts **CANNOT** be created by registration.
(Admin) Mentor Program Management	Admins have access to create, delete and edit mentor programs. Admins can change names, description and the default cohort size for the respective program. Programs can be created by accessing the side menu.
(Admin) Cohort Management	Admins can manage cohorts of respective programs. They can specify and restrict the sizes of each cohort and initiate cohorts by specifying a start date and terminate them with specifying an end date.
User profile	Users can set up a basic profile upon registration which states their position in ATOS, email address for contacting, First and Last Name, their mentors and mentees and other details.
Profile Edit	Users can edit their profiles upon registration. Details that can be edited include First name, last name, position in ATOS, biography and others.
Home page	The home page displays the mentor programs users are participating in and the list of programs available. Users can choose to find out more about each program. Users can only register for programs that have an active cohort.
Notification System	This notifies users about new mentor programs that are created and whether the respective programs have active cohorts. It also tells the user when matching is commencing for each respective program.
Registration for mentor program	The layout and user interface for which users register for a program has been set-up. Users can choose to sign up as a mentor or mentee and also select a list of interests that is used to matching. **Note that registration can only be done when there is an active cohort**

Administrators

Our app provides administrator accounts for clients, the administrators are allowed to do some guarded operations.

Create/Modify/Delete a new program

The left screenshot is the administrator's home page, It would show the existing programs that administrator could operate. The middle screenshot shows the information administrator need to fulfill when creating a new program, this include the name, description and the default size you want to set for the cohorts inside this program. The right screenshot is the modifying page, user could modify the settings for this program and save, or delete this program.

By clicking the Cohorts button below the program in the home page, administrators could get into the way to manage the program's cohorts. Screenshots above show how to manage the cohorts inside "Accelerate talent scheme" program. Administrators could set up the cohort size (is program's default cohort size if empty). Set up the cohort's open date, close date and match date. The save button in right-most screenshot is shadow because the match date is before the close date (It is required to be after the close date).
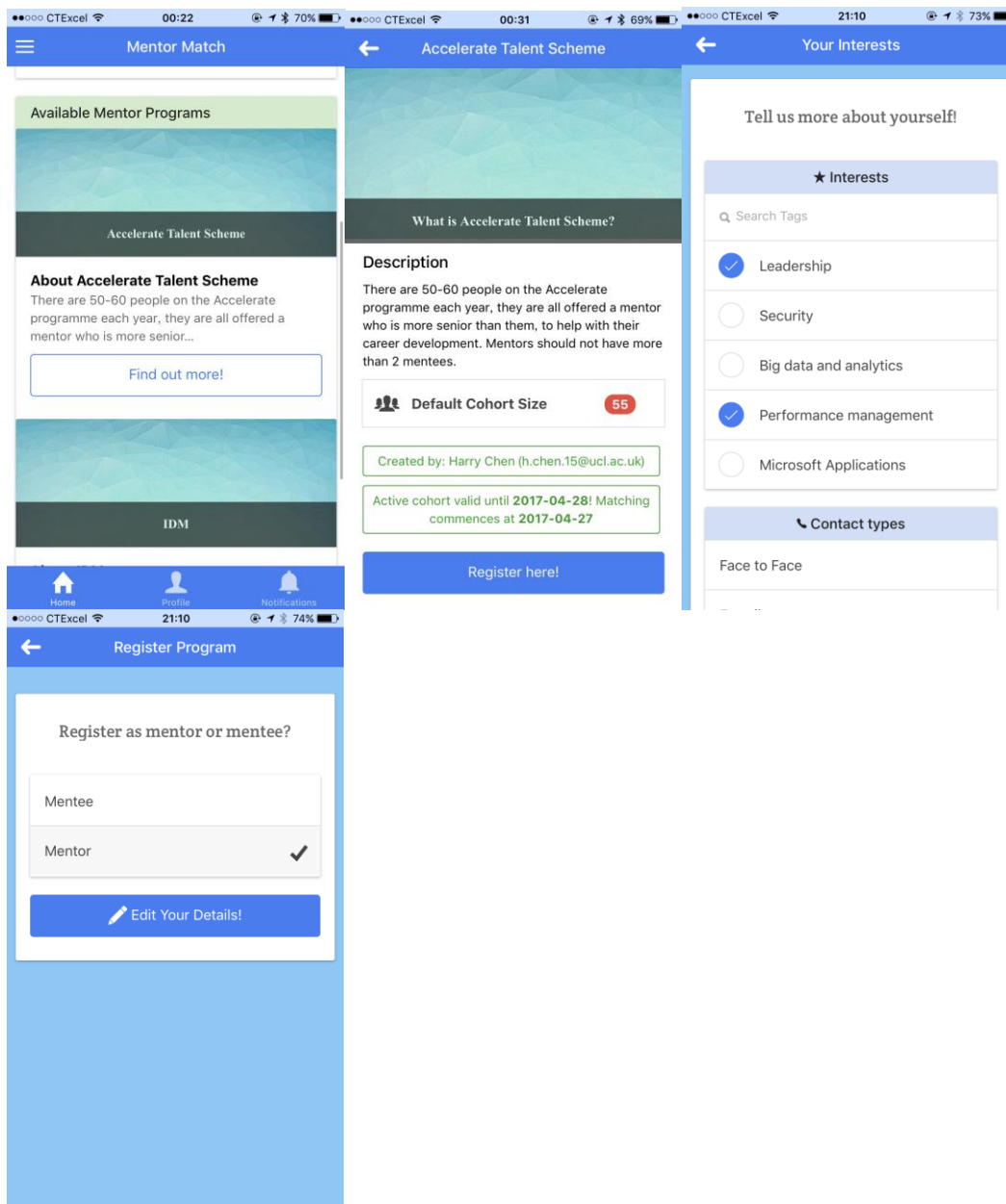
Normal users
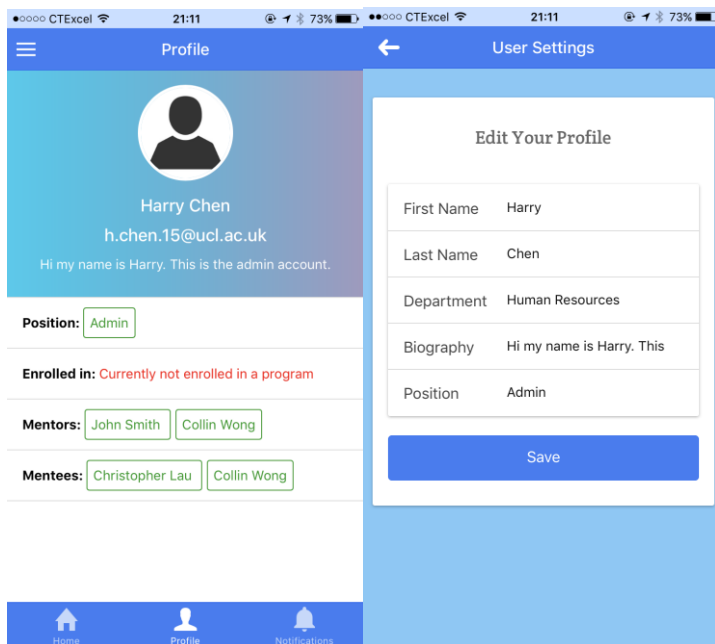
Account register and login

Users could simply register an account and login where the authentication system would recognize whether it is a normal account or administrator account.
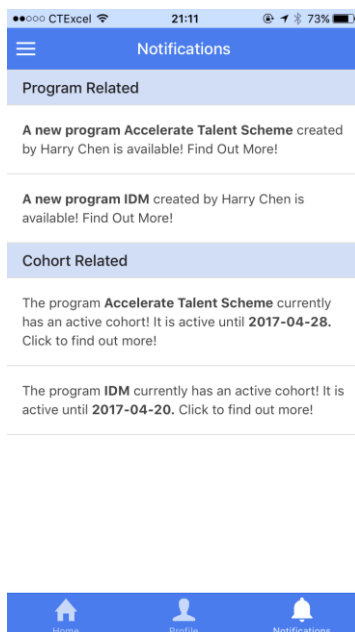
Register for a cohort

The top left screenshot shows the homepage for normal user (you could notice it is slightly different from administrator's). For users who want to register for a cohort, first scroll to the available mentor program's part, and click the 'Find out more!' button below the program you like. Next you will be in the middle page, it shows the description of this program. Be aware that the system would match an available cohort of this program for you (by date), if there are no available cohorts now the page would tell you and the register button would be disabled. The next page will ask you to register as a mentor or mentee. Finally, you could choose the interests you like from the list we provided, or search the one you like by using search box, the interests would be used for system to matching mentor and mentees so be carefully!
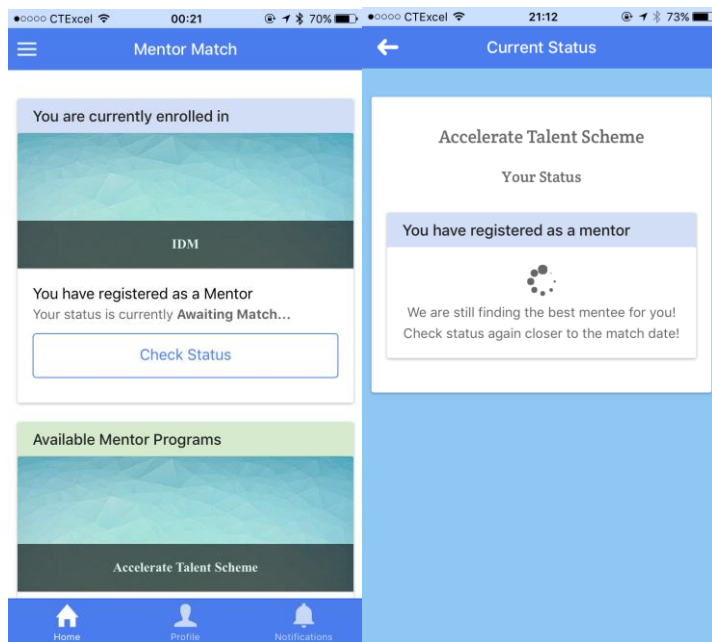
Editing User profile

We provide user profile page for user to view their details, and it is very easy for users to modify their details. Click the setting button in the side menu you will go to user setting page, edit the detail and save it.

Notification system

We provide notification system that allow users to view the program and cohort related information, thus users could quickly see the new published cohort or programs.

Check status after registering a program

After registering a program, users could see the program in the homepage, 'You are currently enrolled in' section. Click the "Check Status" button users could view the matching details (include mentor or mentees).