# Noosa Chamber of Commerce and Industry

# Mentor Application User Guide

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## Introduction

This document is intended as a quick guide to a) using the Mentor application and b) understanding how the data contained within the system can be seen and and modified by other users.

In an attempt to simplify the text used within this document, the organisational terms of "superior" and "subordinate" may occasionally used in the following context:

| Your Role | Superior(s) | Peers | Subordinate(s) |
|---|---|---|---|
| **Coordinator** | Administrator | All other coordinators | All mentors |
| **Mentor** | All coordinators | All other mentors | Your mentee |
| **Mentee** | Your mentor and coordinator | None | None |

Different users can carry out different activities within the application, depending on whether they are a coordinator, mentor or mentee.

The tasks common to all users are described next.

## 1. Common tasks

These tasks may be carried out by all users of the system, regardless of their role.

### 1.1 Logging in

http://mentor.germanqualitybookkeeping.com.au/

Enter your e-mail address that you are using for mentoring and your password.

Note the "Terms of Use"

### 1.2 Your "Home" screen

This is the screen that is first shown after you log in.

To get back to this screen any time, click on either:

- The "Dashboard" button on the left or
- Your name at the top right of the screen

### 1.3 Manage dates that you are away

In your "Home screen", click on the "Manage dates I'm away" button on the left.

Here you will be shown any dates that you have already entered. You can add new dates and edit or delete existing ones if your plans change.

These dates can be seen by your subordinate(s) and superiors (but not by your peers).

## 1.4 Changing your password

In your “Home screen”, click on the “Change my password” button on the left.

Your password can also be changed (but not seen!) by your superior(s).

## 1.5 Changing your details

In your “Home screen”, click on the “Edit my details” button on the left. Move your mouse across the tab titles to show the relevant sections such as “Personal details” or “Profile”

### *1.5.1 Your e-mail address*

Your e-mail address can be seen by your subordinate(s), peers and superiors.

IMPORTANT: The e-mail address here is the one that you must use to log in to the application with. So if you change it here, remember to use the new e-mail address to log in with next time!

### *1.5.2 Your phone number*

Like your e-mail address, this can also be seen by your subordinate(s), peers and superiors.

### *1.5.3 Other personal details (address etc)*

These can be seen or modified by yourself and your superior(s). They cannot be seen by your peers or subordinates.

### *1.5.4 Your “public profile”*

Your public profile can be seen by your subordinate(s), your peers and your superiors.

## 1.6 Logging out

Click on “Log out” on the top right of screen.

But: It's no problem whatsoever if you close the browser window or shut down your PC without logging out of the application first.

# 2. Mentee activities

The activities that a mentee can carry out within the application are described below.

## 2.1 Change your details

### *2.1.1 Company name*

Here you can update your company name

### *2.1.2 Company web site*

Here you can put in the address of your web site (without the “http://” bit in front), e.g. if your website is http://google.com then all you need to put in here is google.com

## 2.2 View information about your mentor

On your home page, click on your mentor's name to view:

- Your mentor's contact details
- Your mentor's “public profile”
- Dates when your mentor is away

## 2.3 View information about your coordinator

On your home page, click on your mentor's name. Then click on your coordinator's name to view:

- Your coordinator's contact details
- Your coordinator's “public profile”
- Dates when your coordinator is away

# 3. Mentor activities

The additional activities that a mentor can carry out within the application are described below.

## 3.1 Change your details

### *3.1.1 Maximum number of mentees*

In addition to the common information described above, a mentor (and their superior(s)) can change the maximum number of mentees that they would prefer. Note that this number is used as a guide for the coordinator, but it is not enforced by the system!

## 3.2 View profiles

Here you can see the profiles of your mentee(s) as well as of your fellow mentors and coordinators.

## 3.3 View your mentees

Your mentees are listed at the bottom of your “Home” screen. Click on the name of the mentee to view their details.

## 3.4 Expense claims

Here you can put in details of an expense claim you wish to make.

Until the expense claim has been reimbursed, you can modify the expense claim. After it has been set to reimbursed (by the coordinator) it is no longer possible to modify it.

Your expense claims can only be seen by the coordinators.

# 4. Coordinator activities

The additional activities that a coordinator can carry out within the application are described below.

A particular role the coordinator has, is the ability to set users as “active” or “inactive”. When creating a new mentor or mentee, they are by default “inactive”. This means that you can enter their details, but they are not visible by the mentors or mentees. They are also not able to log in to the system.

You can change a user's active/inactive status by clicking on the “active” checkbox at the top of the screen when you are editing a user's details.

## 4.1 View profiles

Here you can see the profiles of all mentee(s), mentors as well as those of your fellow coordinators.

## 4.2 View / edit / add mentees

In your “Home” screen. Click on the “Mentees” button to list the “active” mentees.

Click on the “Inactive mentees” to see the inactive mentees.

Use the “view” and “edit” buttons on the right hand side of the screen as appropriate.

Click on “Add mentee” to add details of a new mentee.

## 4.3 View / edit / add mentors

In your “Home” screen. Click on the “Mentors” button to list the “active” mentors.

Click on the “Inactive mentors” to see the inactive mentors.

Use the “view” and “edit” buttons on the right hand side of the screen as appropriate.

Click on “Add mentor” to add details of a new mentor.

## 4.4 Expense claims

Here you can put in details of an expense claim you wish to make.

You can also set an expense claim to reimbursed. After it has been set to reimbursed it is no longer possible for the claimant to modify the claim.