

WHĪTIKI TAUĀ

 VIRTUAL MENTORING

GETTING STARTED

KIA ORA! This guide will show you how to access core functionality on the Whītiki Tauā app.

Everytime you open up the app, you'll be directed to the home page.

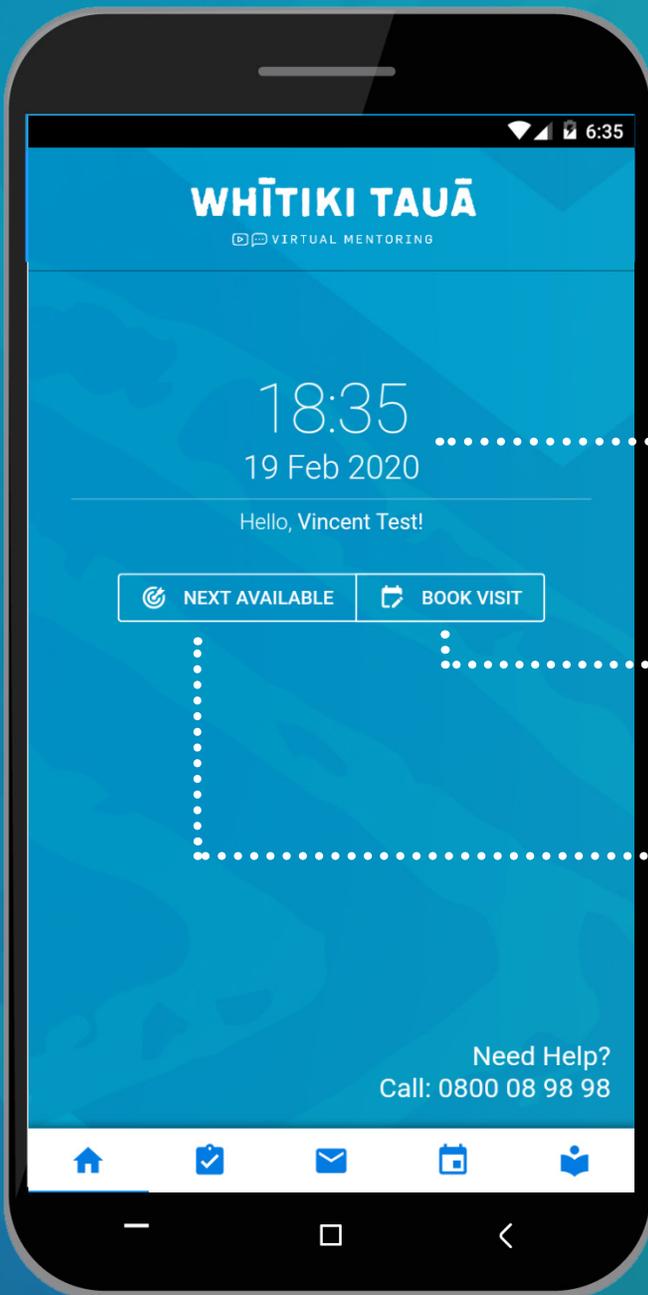
The app won't log you out either, so you don't have to worry about having to log back in again or forgetting your mentee number.

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HOME SCREEN

This is the home screen. You'll be taken to this page whenever you come back to the Whīteki Tauā app.



TIME - This is your current local time.

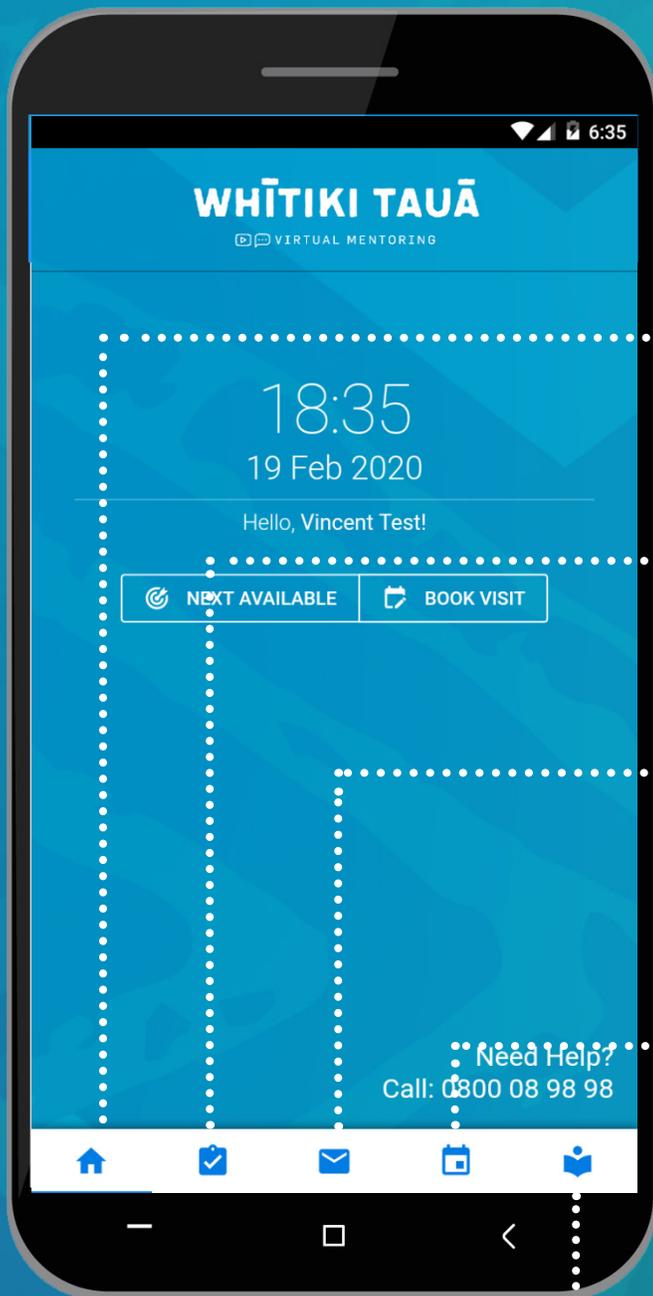
Book Visit -This allows you to request a mentor session at a time of your choosing.

Next Available -This will auto-suggest upcoming availabilities for a mentoring session.

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HOME SCREEN



Home - This will take you back to the main screen.

Qnaires - There are some first-time access questionnaires we'd like you to fill out here. This allows your mentor to know more about you.

Messages - Any follow-up messages and documents from your mentor can be found here.

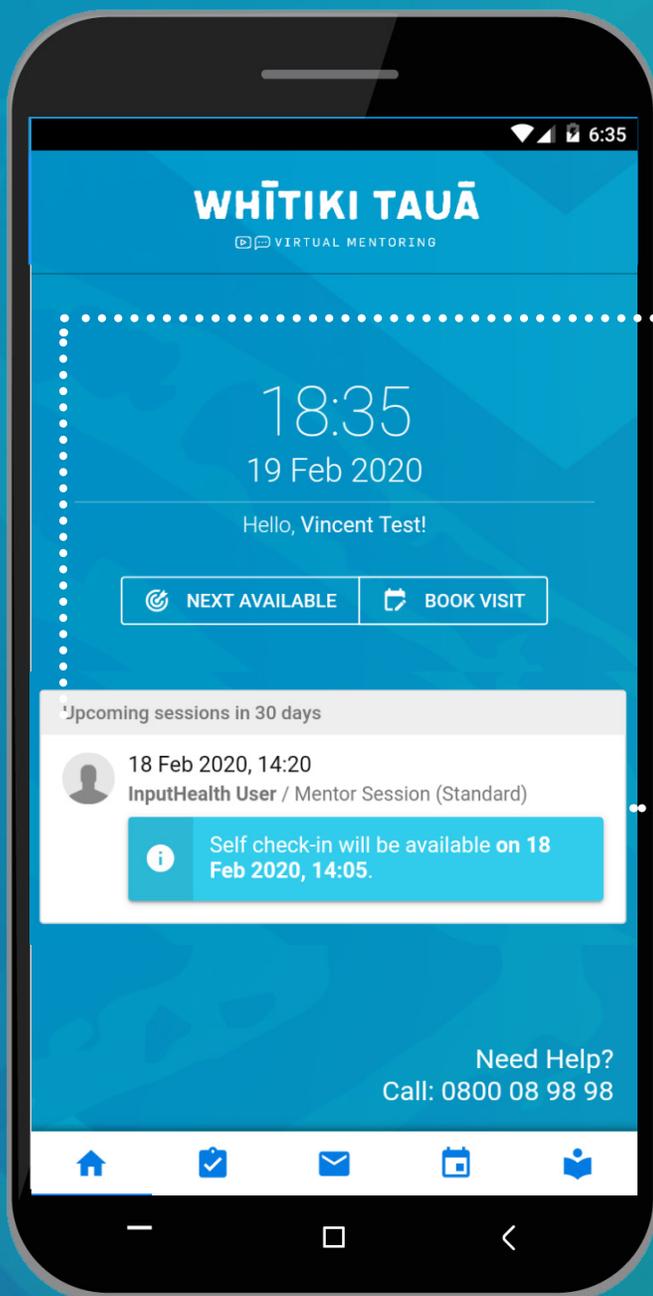
Appointment Log - A record of your past and upcoming appointments can be found here.

More Info - Find out more about Whītiki Tauā, FAQs, Privacy Policy, and our User Guide.

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HOME SCREEN



Upcoming Visits -This will auto display on your main screen whenever you have an upcoming visit within the next 30 days.

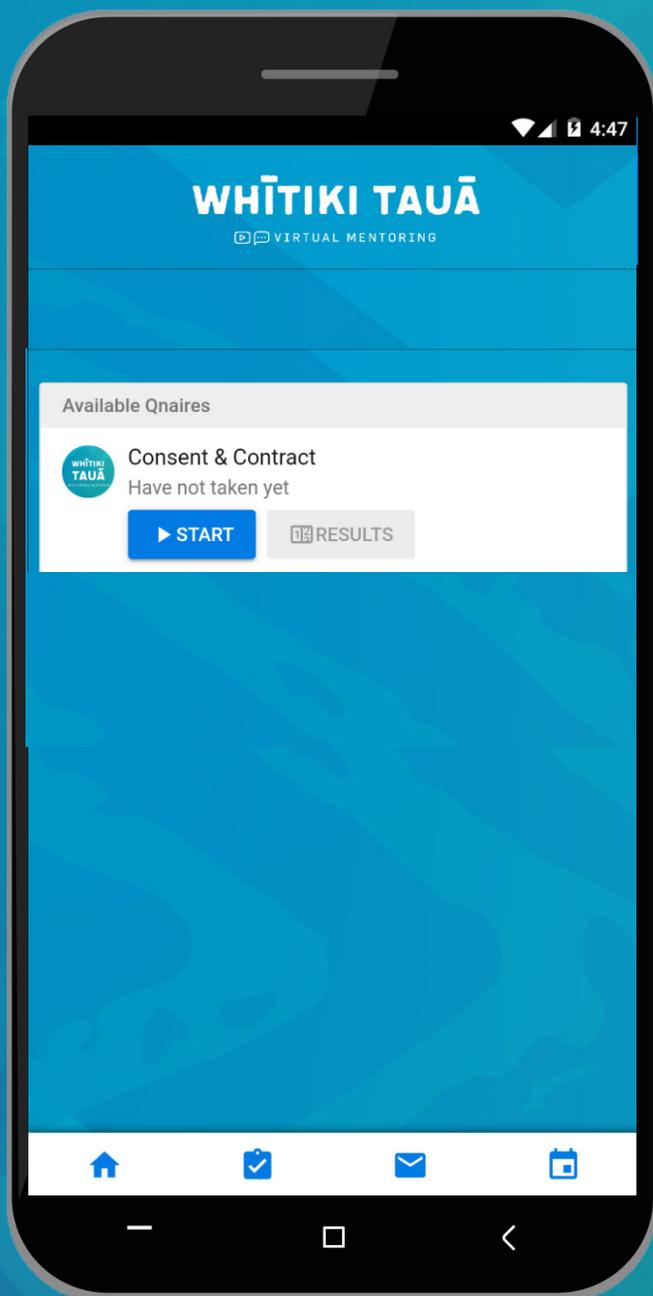
IMPORTANT

At the time of your mentor session, this box will present itself with options enabling you to jump into your session.

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QNAIRES



Available Qnaires

Make sure you fill these out prior to your first mentor session. These will enable your mentor to know more about your needs and tailor your Whītiki Tauā journey.

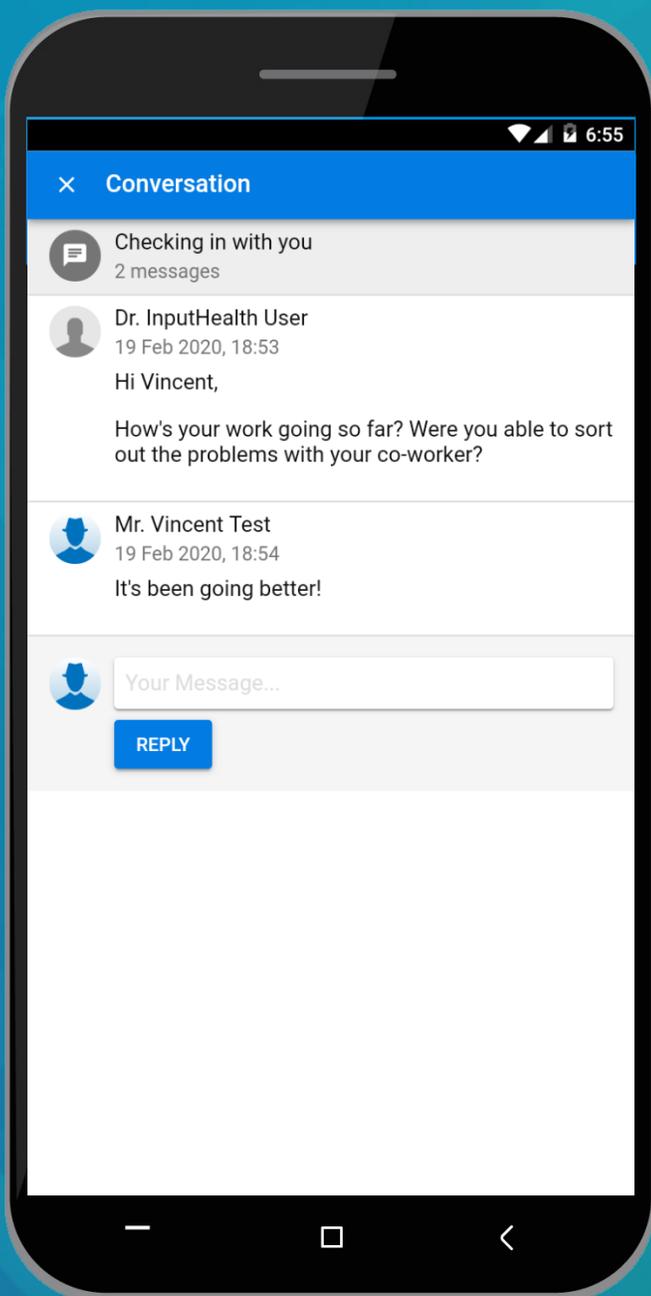
Consent & Contract

These are the terms and services of Whītiki Tauā. It is mandatory that you agree to these terms as part of your journey with us.

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MESSAGES



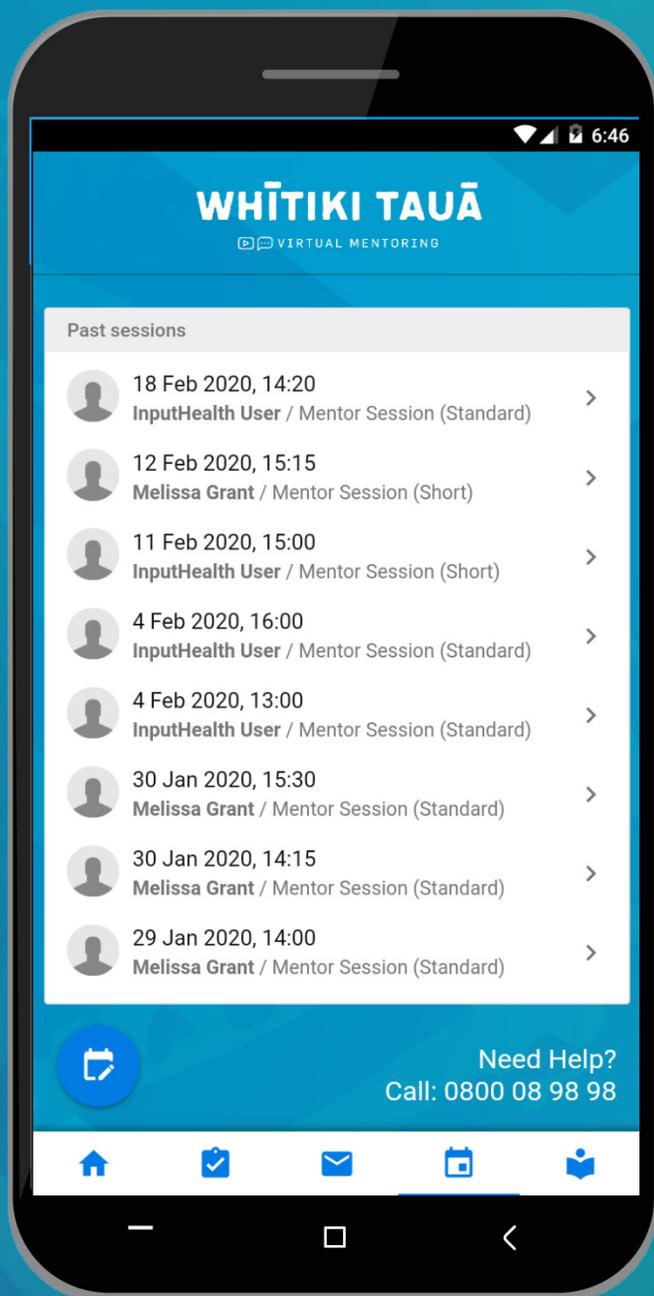
You can see all messages received from your mentor, including documents or resources they want you to have a look at.

If you want to contact your mentor directly, you can reply to their message or book a session.

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APPOINTMENT LOG

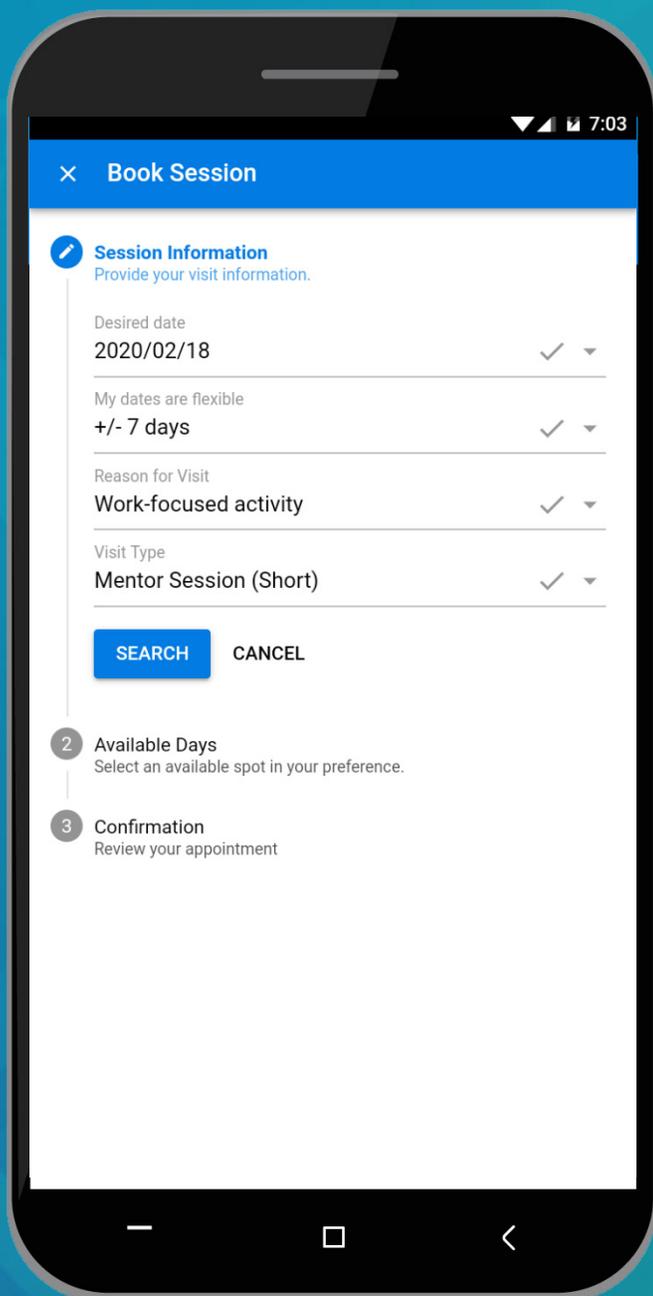


You can see details of all upcoming and past mentor sessions here.

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BOOKING YOUR SESSION



The screenshot shows a mobile application interface for booking a session. At the top, there is a blue header with a close button (X) and the text 'Book Session'. Below the header, there is a section titled 'Session Information' with a pencil icon and the instruction 'Provide your visit information.' This section contains four rows of information, each with a checkmark and a dropdown arrow on the right: 'Desired date' with the value '2020/02/18', 'My dates are flexible' with the value '+/- 7 days', 'Reason for Visit' with the value 'Work-focused activity', and 'Visit Type' with the value 'Mentor Session (Short)'. Below this section are two buttons: 'SEARCH' and 'CANCEL'. At the bottom of the screen, there are three numbered steps: '2 Available Days' with the instruction 'Select an available spot in your preference.', and '3 Confirmation' with the instruction 'Review your appointment'. The smartphone's status bar at the top shows signal strength, Wi-Fi, and the time '7:03'. The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps icons.

1. Select either Book Visit or Next Available.

2. Select a time and reason for the session.

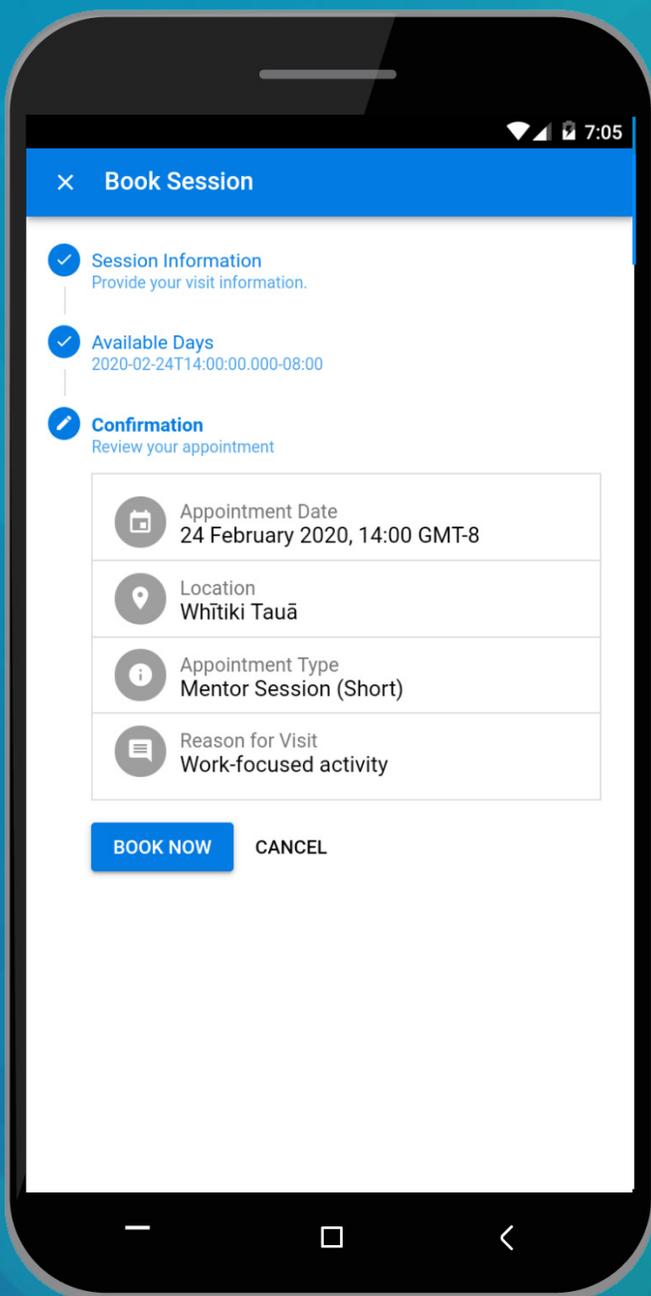
3. Indicate whether you want a short (15 min) session or a standard session (30 min).

4. Search for an available time based on your preferences.

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BOOKING YOUR SESSION



5. Select from one of your mentor's available time slots.

6. Confirm your booking request details.

7. Tap the Book Now button. You will receive a confirmation of your appointment as SMS and/or email. On the day of the appointment you will receive a reminder, along with a short survey to complete.