# A User Guide for Startups



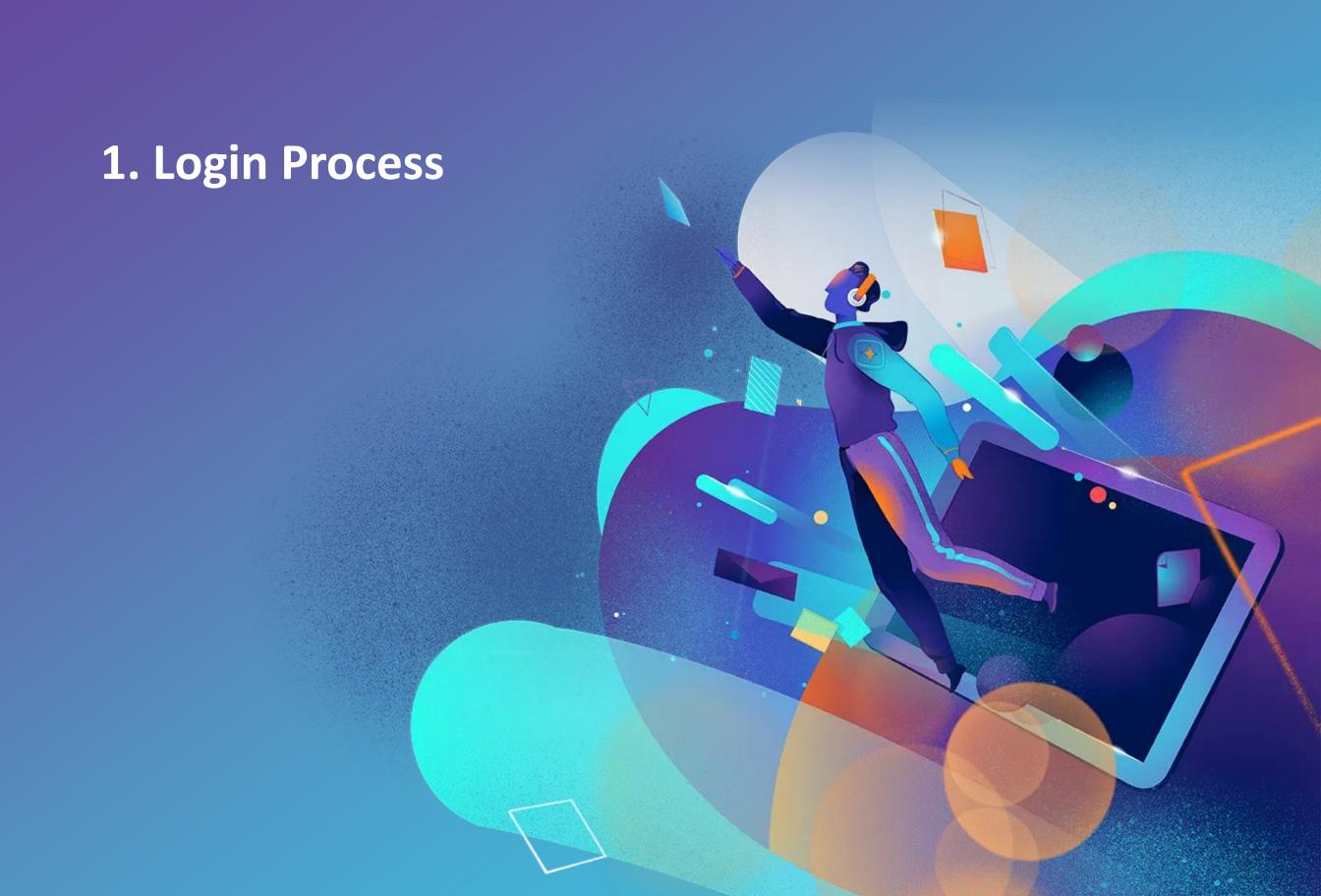


## **User Guide Contents**

- Login ProcessDashboard View

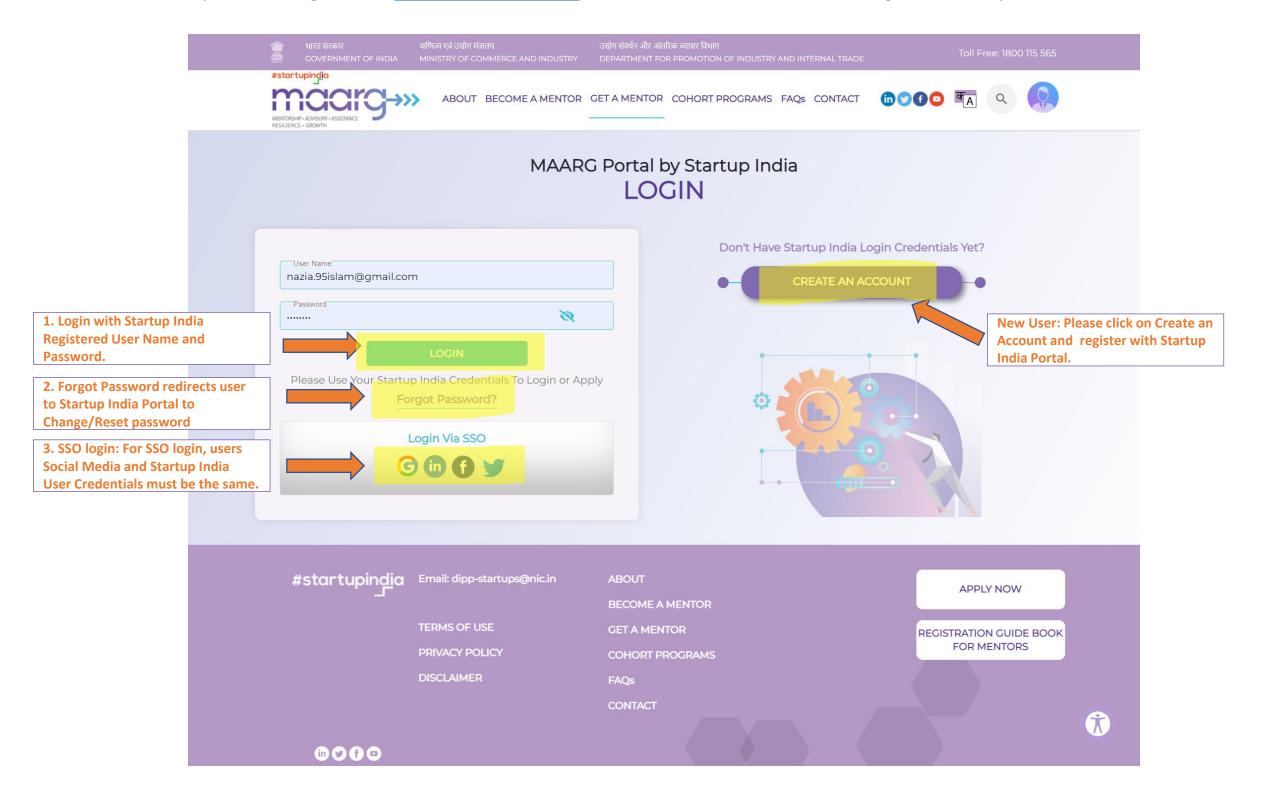
- Mentorships
  Creating Sessions
  Mentorship Ratings
  Mentorship Summary





#### 1. How to login?

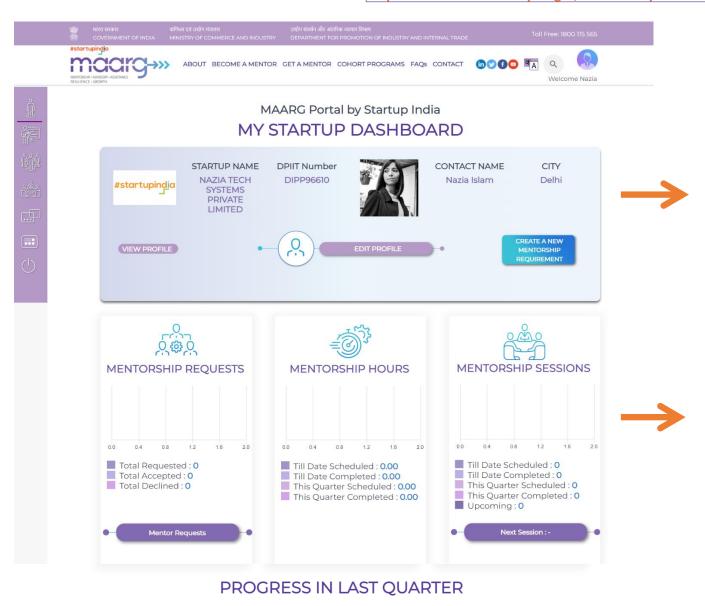
\*Users are required to be registered at <a href="www.startupindia.gov.in">www.startupindia.gov.in</a> first. Same credentials can be used to login on MAARG portal.



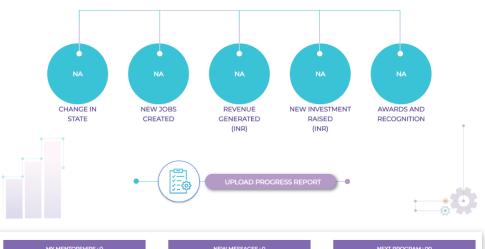


#### 2. The Dashboard View

Upon successful Startup Login, the Startup Dashboard is displayed by default



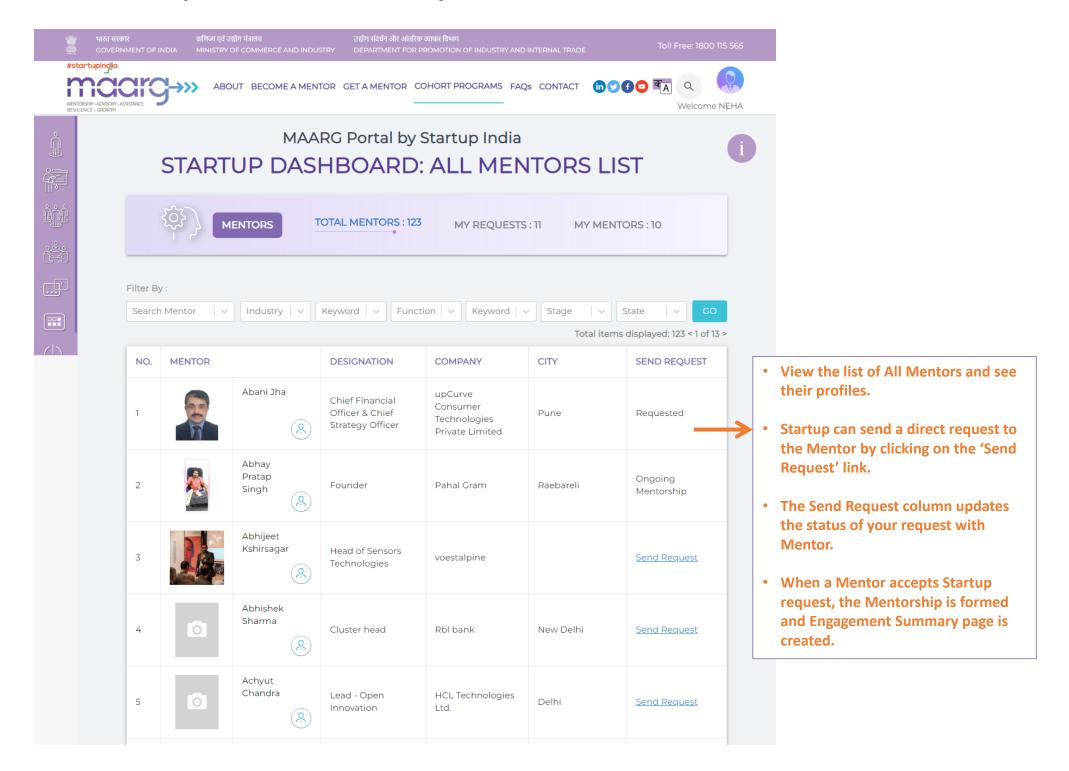
- Startup Info: It displays your Startup Logo, Name, Startup DPIIT Id, Contact Person Photo, Name and City.
- View Profile: Click to view your Startup Info
- Edit Profile: Click to edit/update your Startup Info
- New Mentorship Requirement: Click on button to create a new requirement.
- Data Summary: Mentorship Requests shows Total number of requests sent by Startup to a Mentor, total number of requests accepted and declined by mentors.
- Mentorship Sessions & Hours: Total Number of Sessions (online or offline) scheduled completed between a startup-mentor are shown. The total duration of Hours of these sessions scheduled and completed are displayed.



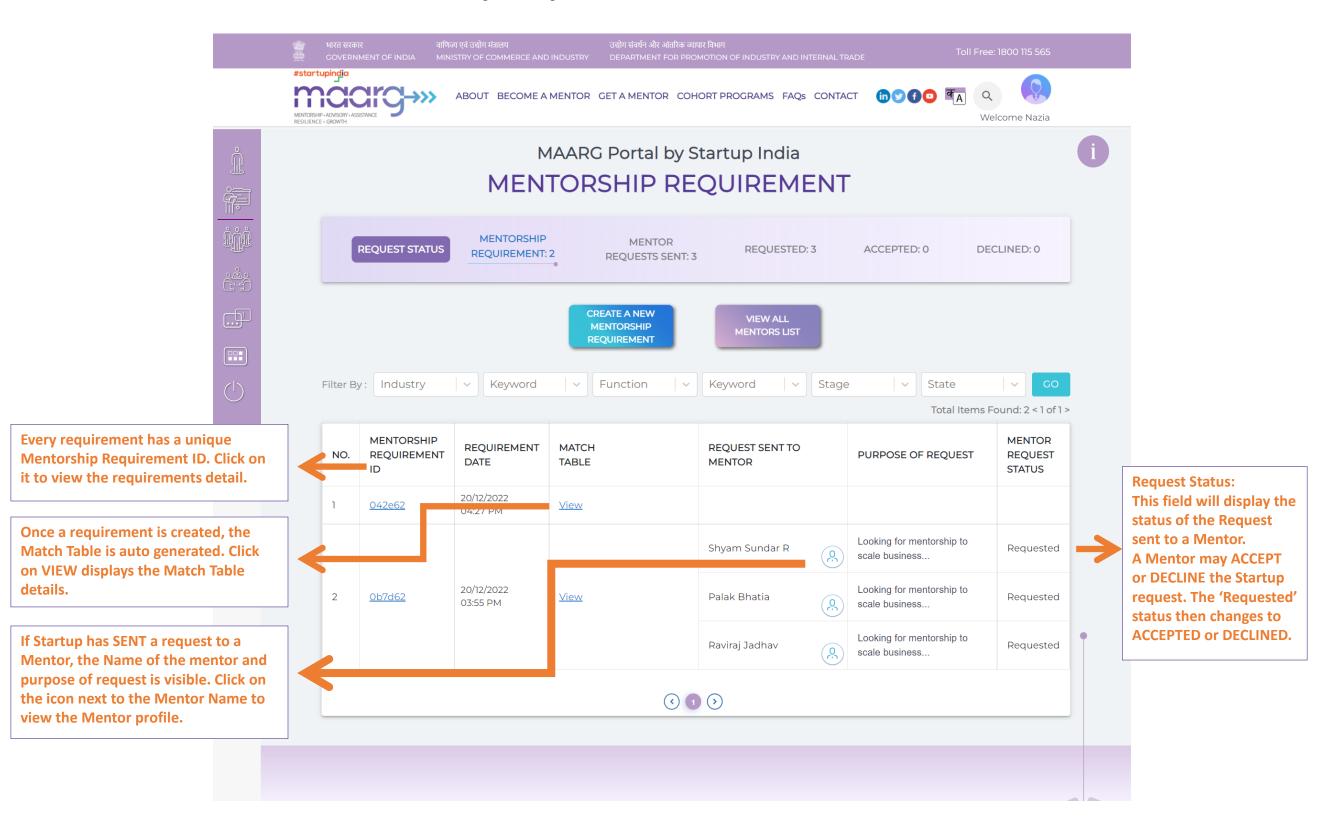
 Startup Progress: A Startup can upload the Progress data by clicking on the 'Upload Progress Report' button. Once this data is uploaded, the Progress in Last Quarter Data set gets updated.



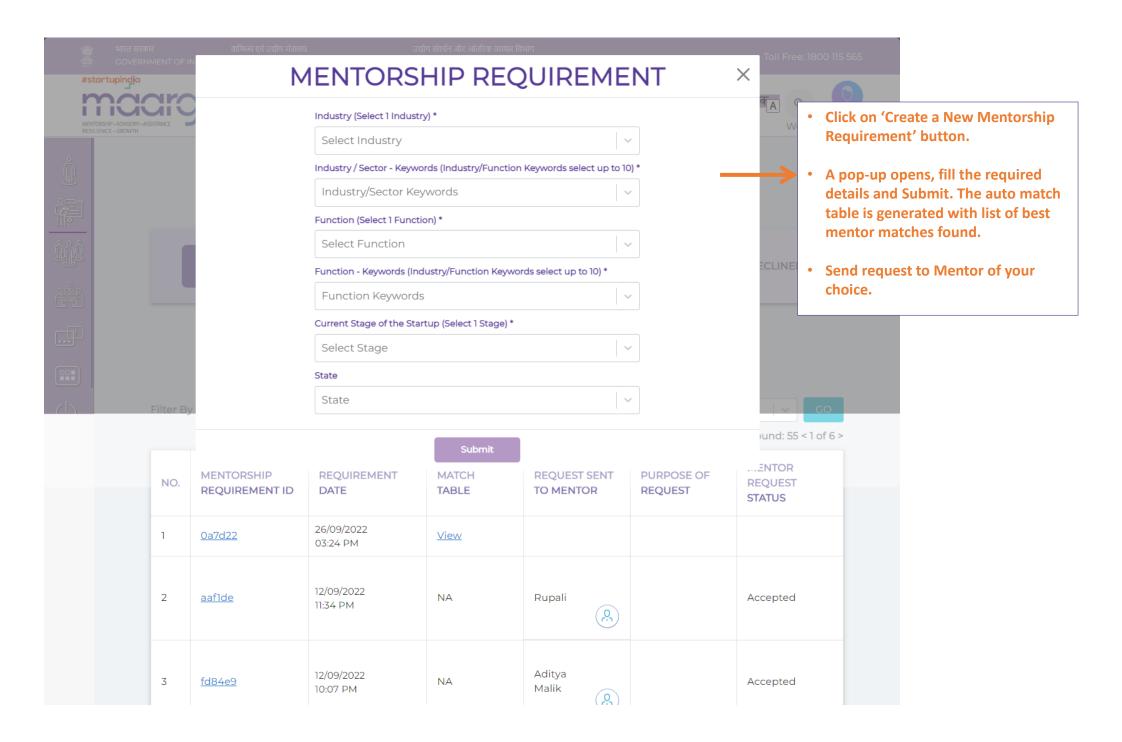
#### 3. How to Send Direct Request for Mentorship?



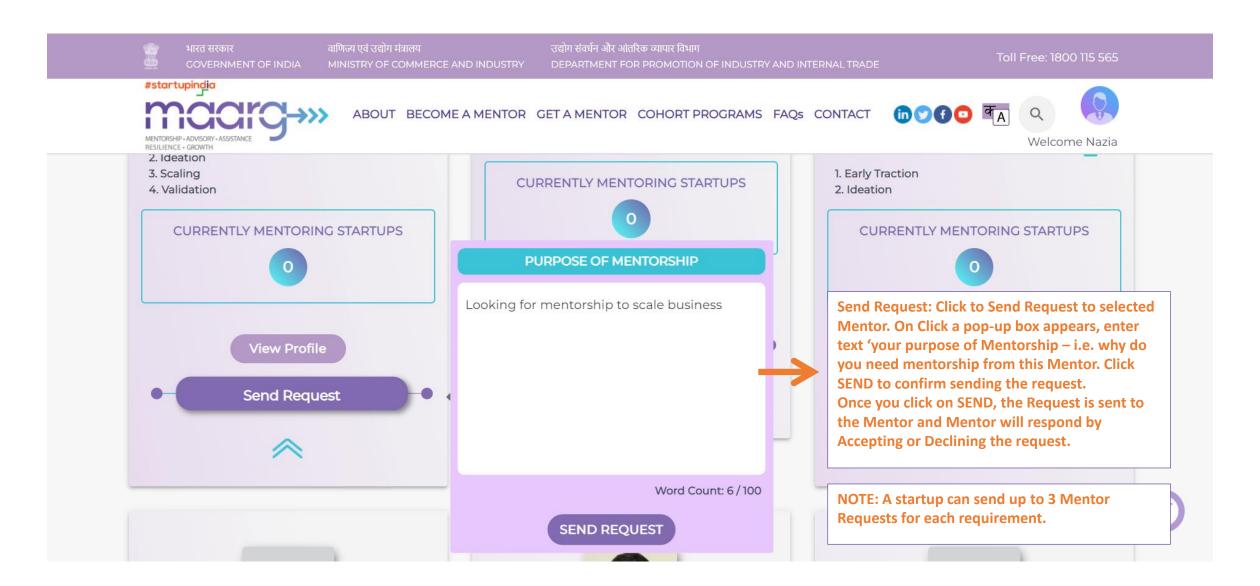
#### 3.1 How to create Mentorship Requirement?



## 3.2 Create A New Mentorship Requirement

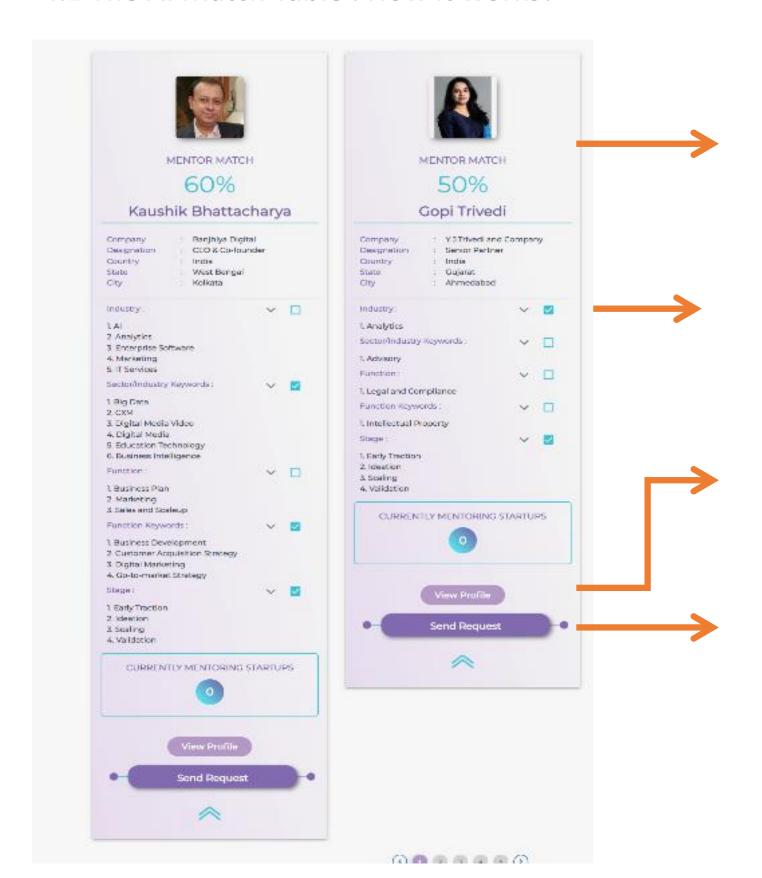


#### 3.3 How to Send Request to Mentor?





#### 4.1 The AI Match Table: How it works?



% of Mentor Match to Startup requirement

Mentor name and details are displayed.

A BLUE Tick box is shown where the Mentor matches the Startup requirement.

**Currently Mentoring shows the number of Startups this mentor is currently a mentor with.** 

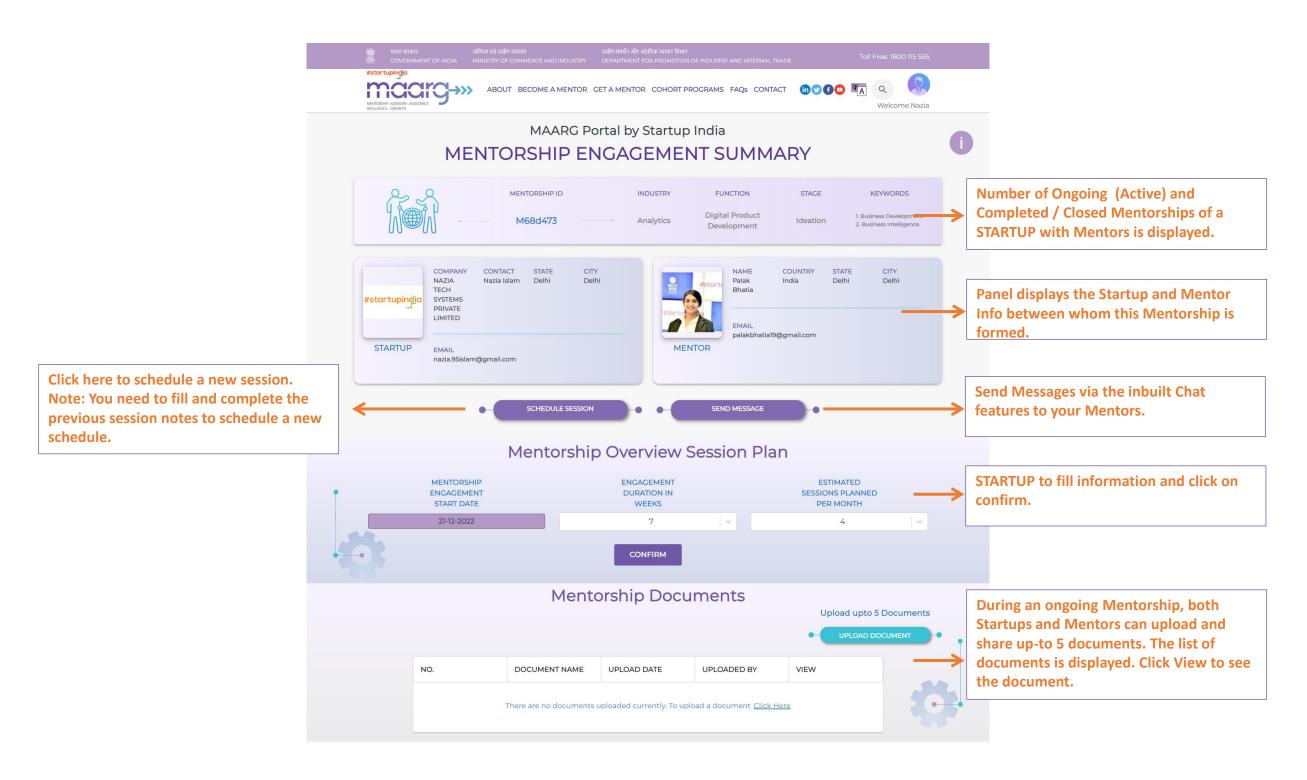
View Profile: Click to view the Mentor information

Send Request: Click to Send Request to selected Mentor. On Click a pop-up box appears, enter text 'your purpose of Mentorship – i.e. why do you need mentorship from this Mentor. Click SEND to confirm sending the request.

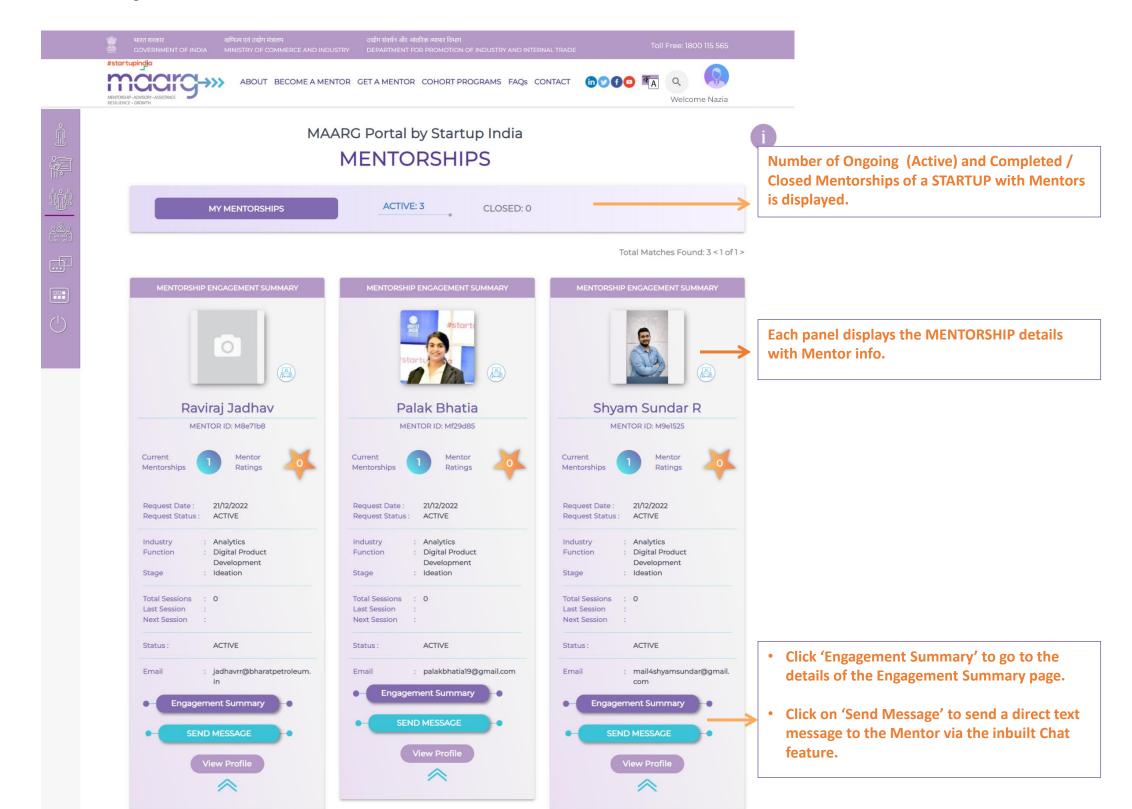
Once you click on SEND, the Request is sent to the Mentor and Mentor will respond by Accepting or Declining the request.

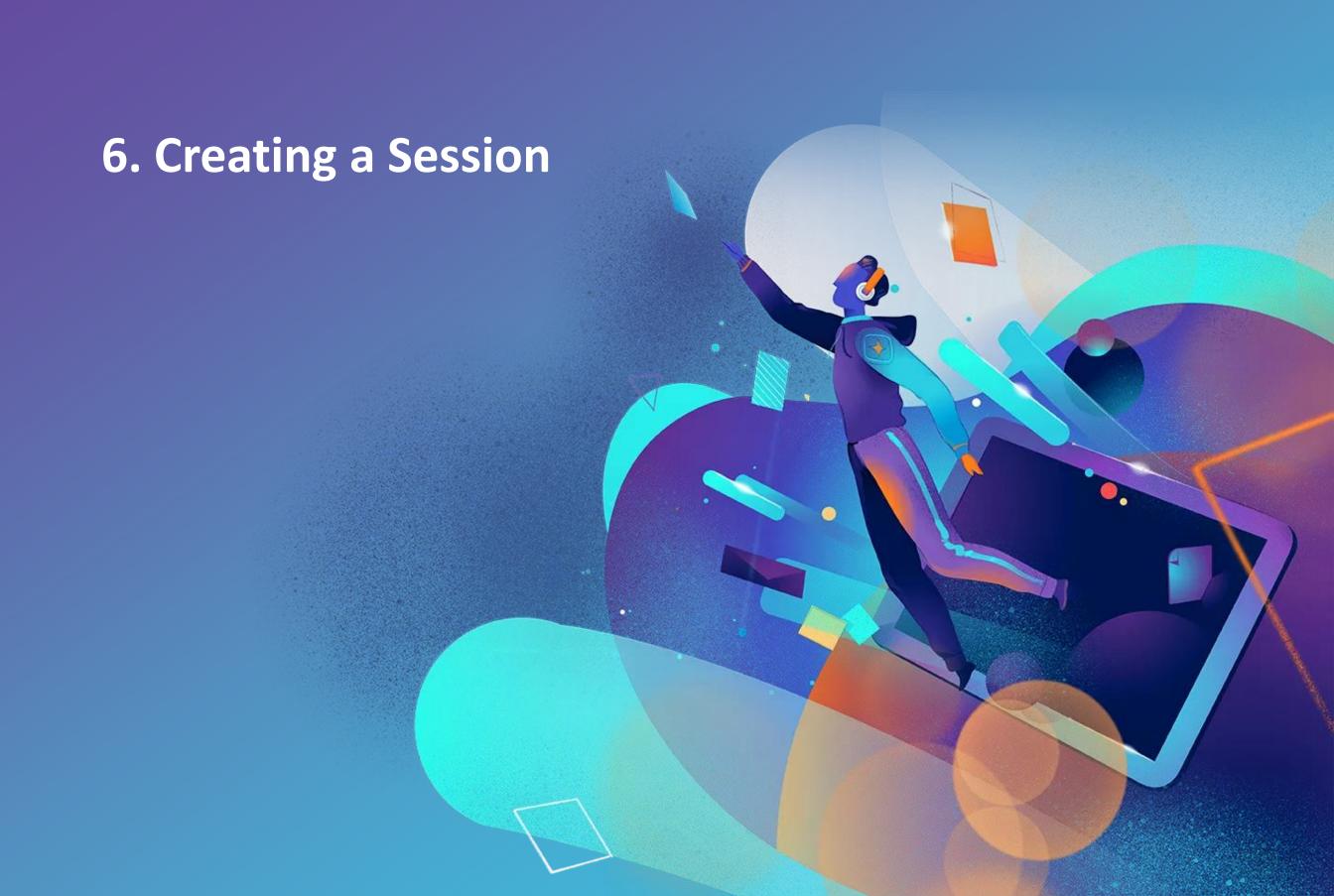


#### **5.1 Mentorship Engagement Summary & Process**

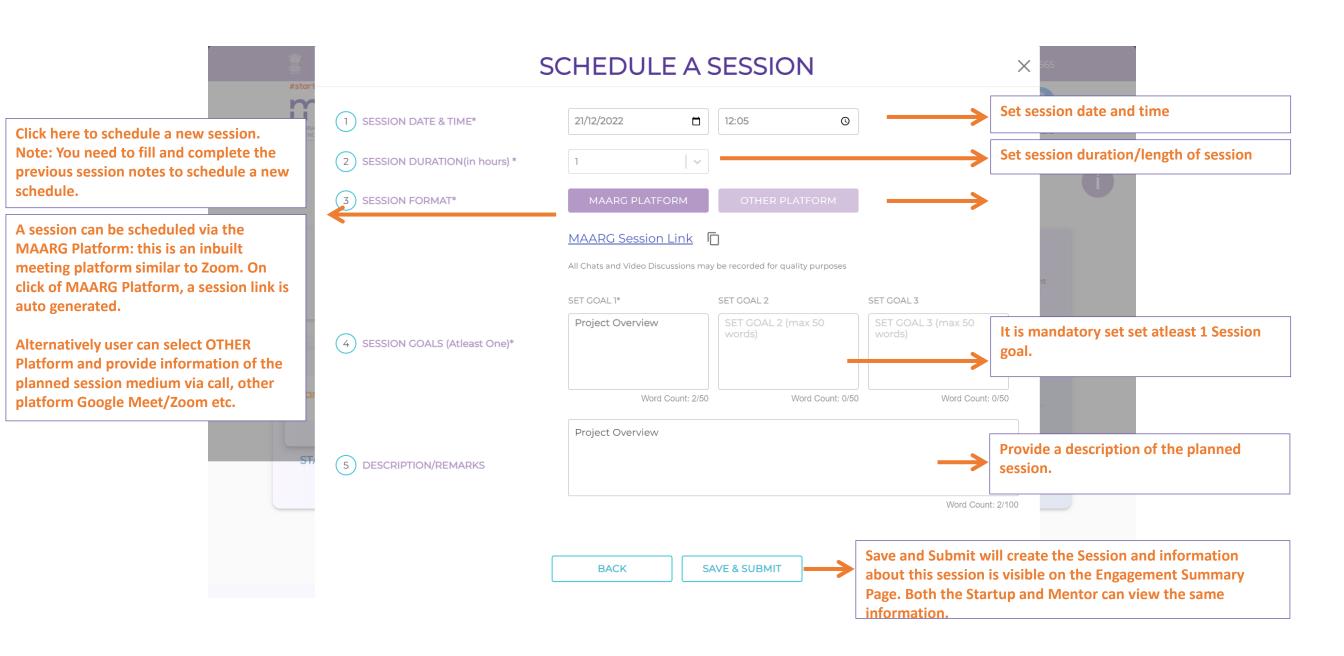


#### 5.2 My Mentorships Dashboard View

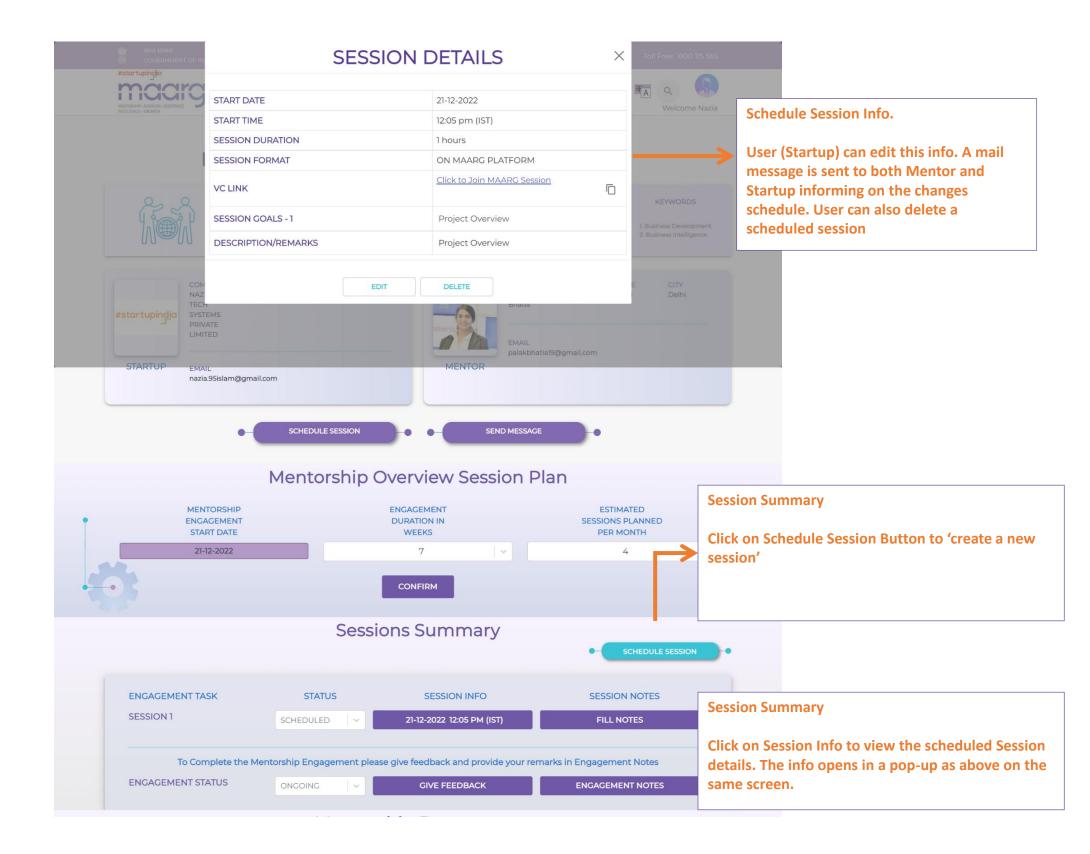




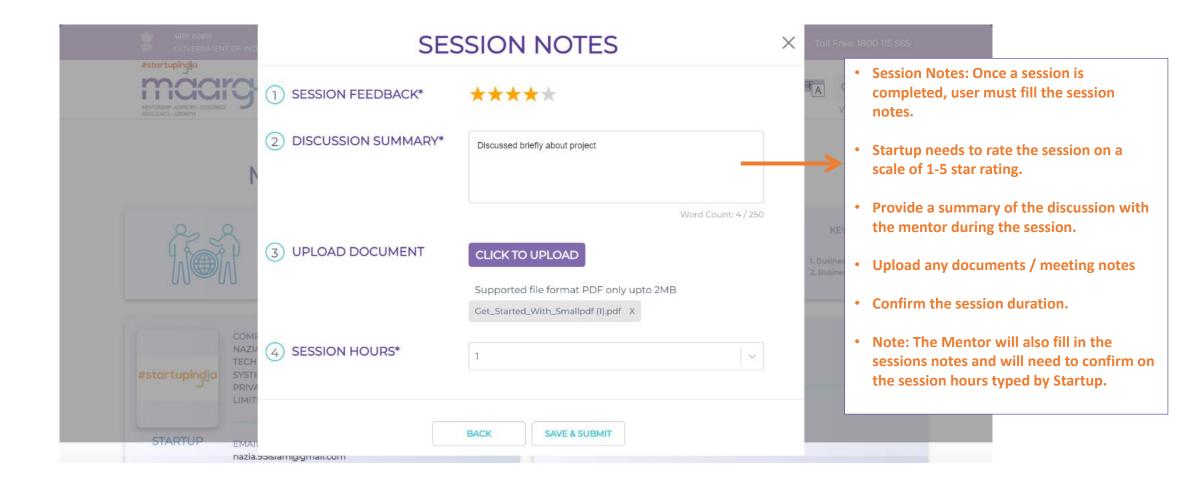
#### 6. How to Create A Session?



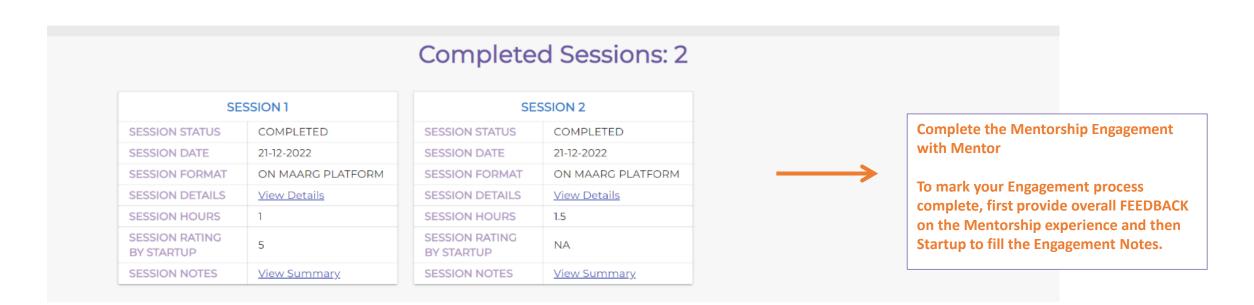
#### **6.1 View Session Details**

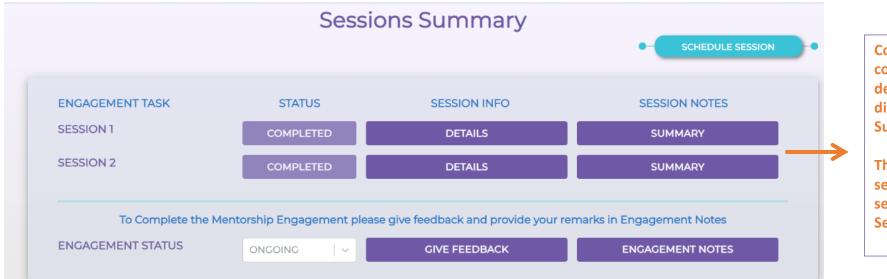


#### **6.2 Fill Session Notes & Give Session Feedback**



#### **6.3 Completed Session Summary & Notes View**



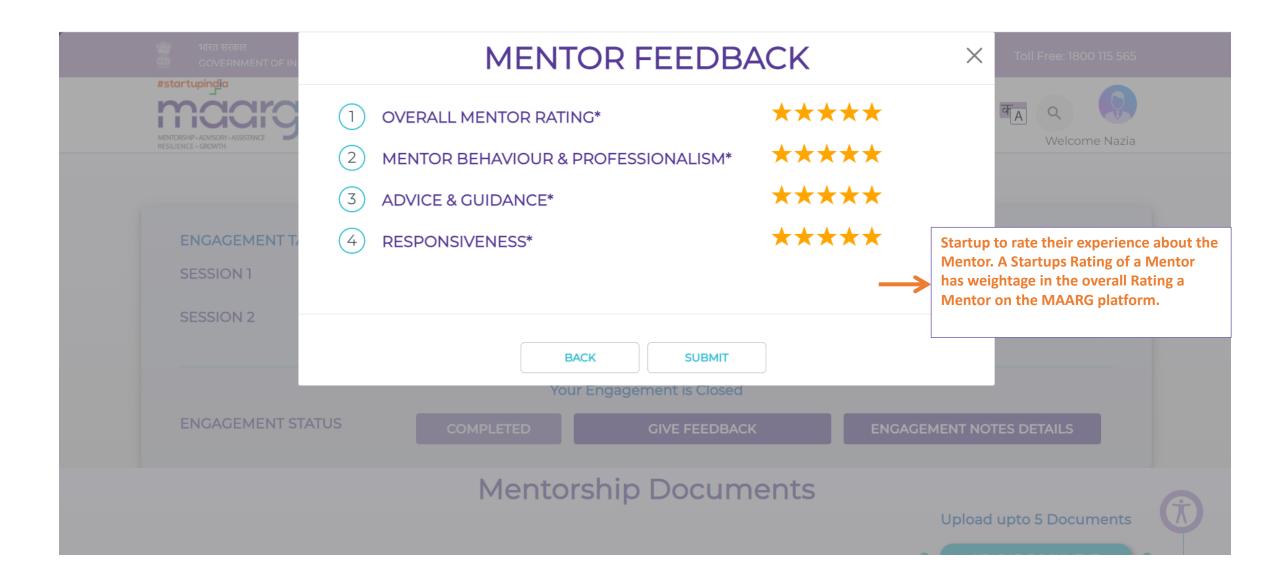


Completed Sessions: Once a session is completed and session notes are filled – details of the completed session are displayed at bottom of the Engagement Summary Screen.

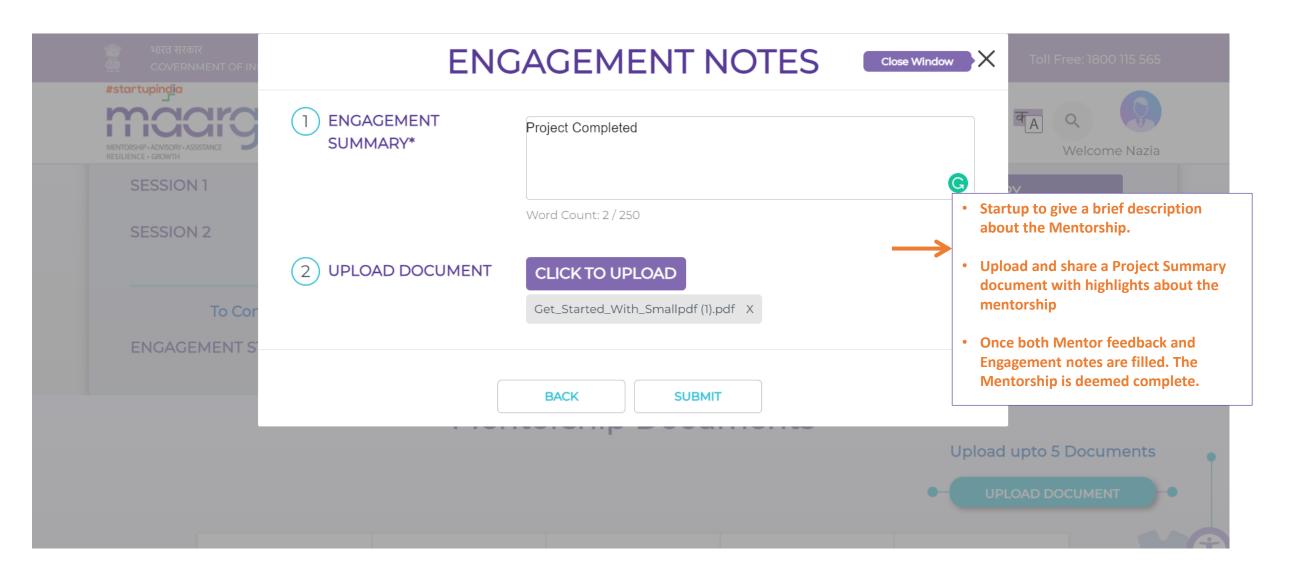
This panel displays the number of sessions completed and the details of the session as filled by the Startup in the Session Notes.



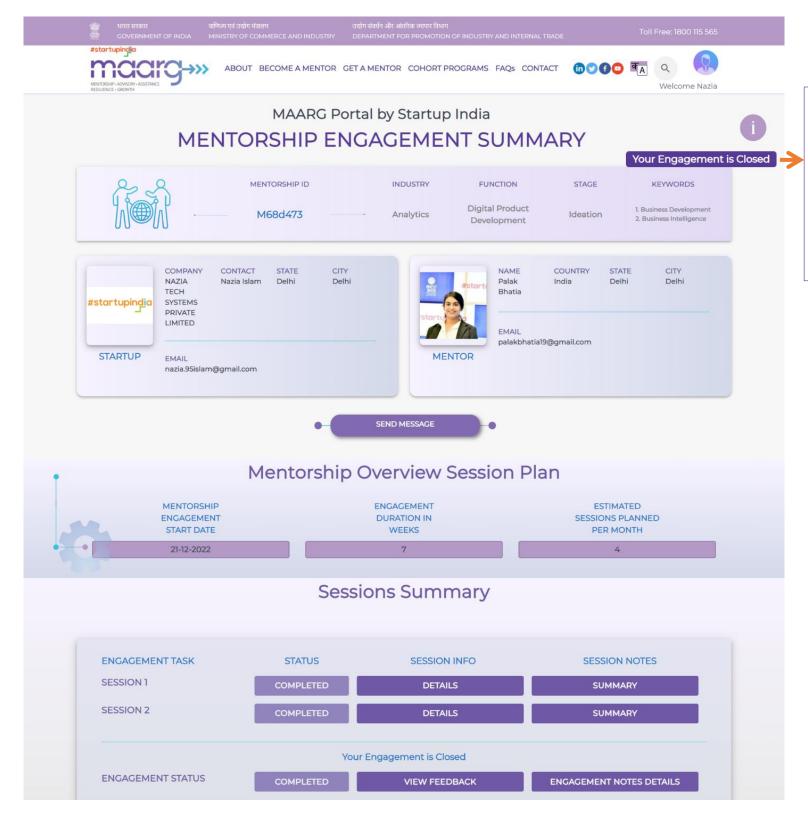
## 7. Mentorship Rating



## 7.1 Mentorship Engagement Notes



#### 7.3 Mentorship Summary



- Once both Mentor feedback and Engagement notes are filled.
   The Mentorship is marked as complete and closed.
- All Mentorship session notes and documents are available for reference on the Mentorship Engagement Summary page.

## Please contact us for any queries

