

# User Manual for Mentor Digital App

Header contains a DIN-ECO project logo, menu options, Register and Login buttons (Figure 1). Existing menu options for Guests are as follows: Home, Programs (Programs, Sessions, Projects), Users (Program Managers, Mentors, Trainees, All Users), References (Institutions, Science Fields, Regions) and Contact.



Figure 1– Header

Same menu items are available in header and footer both. In footer links towards project social media pages are contained (Figure 2).



Figure 2– Footer

When user logs in, look of the header (menu options) is changes depending on the type of user who logged in. The header displays the name of the logged-in user in the upper right corner and the Logout button.

The appearance of the header when the Program Manager or Administrator is logged in is shown in the Figure 3. Existing menu options for Program Manager/Administrator are as follows: Home, Dashboard, Workflows (Manipulate Programs, Manipulate Sessions, Manipulate Projects, Manipulate Seminars), Entities (Programs, Sessions, Projects, Seminars, Communication Themes, Communication Messages, Actions, Activities, Badges), Surveys (Create Questions, Questions & Answers. Create Surveys, Assign Surveys), Users (Users, Program Managers, Mentors, Trainees, Teams), References (Institutions, Science Fields, Regions) and Contact.

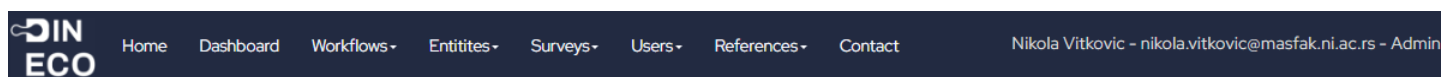
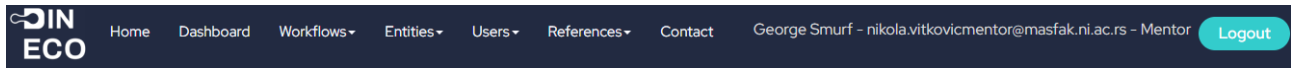


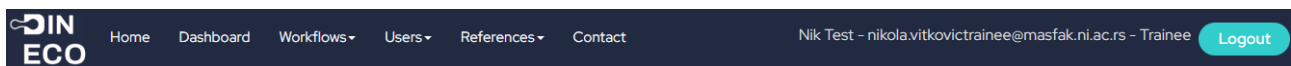
Figure 3 - Header when Program Manager or Administrator is logged in

The appearance of the header when the Mentor is logged in is shown in the Figure 4. Existing menu options for Mentors are as follows: Home, Dashboard, Workflows (Join Programs, Join Sessions, Join Projects, Join Seminar, Browse Teams, Browse Trainees, Take Surveys, Seminar's Quizzes), Entities (Programs, Sessions, Projects, Seminars, Communication Themes, Communication Messages, Actions, Activities, Badges), Users (Program Managers, Mentors, Trainees, All Users), References (Institutions, Science Fields, Regions) and Contact.



*Figure 4 - Header when Mentor is logged in*

The appearance of the header when the Trainee is logged in is shown in the Figure 5. Existing menu options for Trainees are as follows: Home, Dashboard, Workflows (Join Programs, Join Sessions, Join Projects, Join Seminar, Join Teams, Choose Mentors, Take Surveys, Seminar's Quizzes), Users (Program Managers, Mentors, Trainees, All Users), References (Institutions, Science Fields, Regions) and Contact.



*Figure 5 - Header when Trainee is logged in*

## Permission in Digital Mentor Platform

A Guest has permission to only View limited site contents: Home, Programs (Programs, Sessions, Projects), Users (Program Managers, Mentors, Trainees, All Users), References (Institutions, Science Fields, Regions) and Contact. To gain permission inside the app they must create a profile and Login.

Mentor user types have permission to view Users, View and Create content (Programs, Sessions, Projects, Seminars, Communication Themes, Communication Messages, Actions, Activities, Badges, Institutions, Science Fields, Regions) and Edit/Delete their own content.

Trainee user types have permission to view Users, Institutions, Science Fields, Regions, View and Join Programs, Sessions, Projects, Seminar, Teams, to Choose Mentors and Take Surveys.

Program Manager user type have permission to View all content, View and Create content (Programs, Sessions, Projects, Seminars, Communication Themes, Communication Messages, Actions, Activities, Badges, Institutions, Science Fields, Regions, Surveys, Questions & Answers), Manipulate Programs, Sessions, Projects, Seminars, Assign Surveys and Edit/Delete their own content.

Admin user type have permission to View and Create all content and Edit/Delete any content.

## Home

Home page is a welcome page with a description of the general objective of the project and a list of project partners (Figure 6).



Figure 6 - Home

## Regions

Regions page shows a list of Regions added by Admin/Program Managers and/or Mentors (Figure 7). To add Region, Admin/Program Manager or Mentor must click on button NEW REGION.

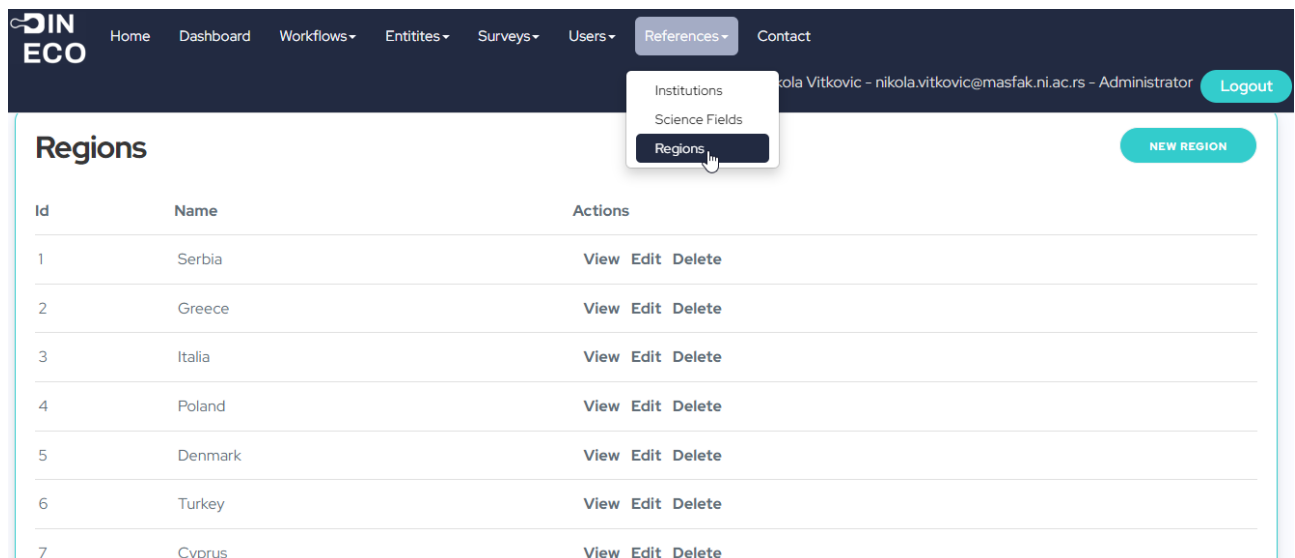
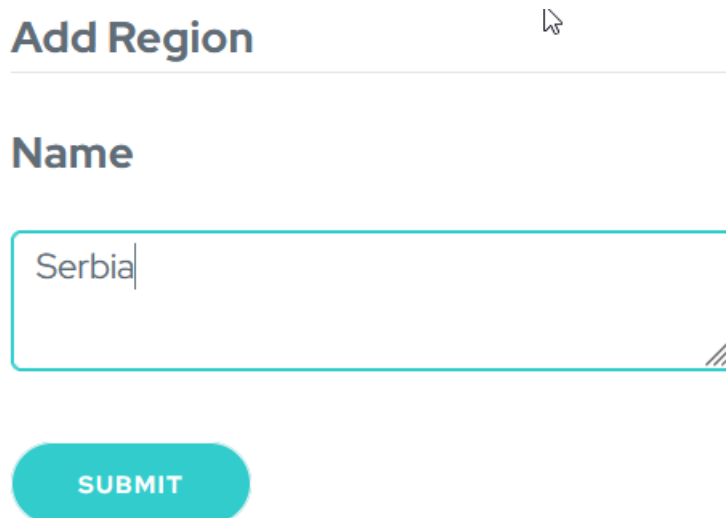


Figure 7 - Regions

To add Region one needs fill out a form. Example of adding a Region is shown in the Figure 8.



**Add Region**

Name

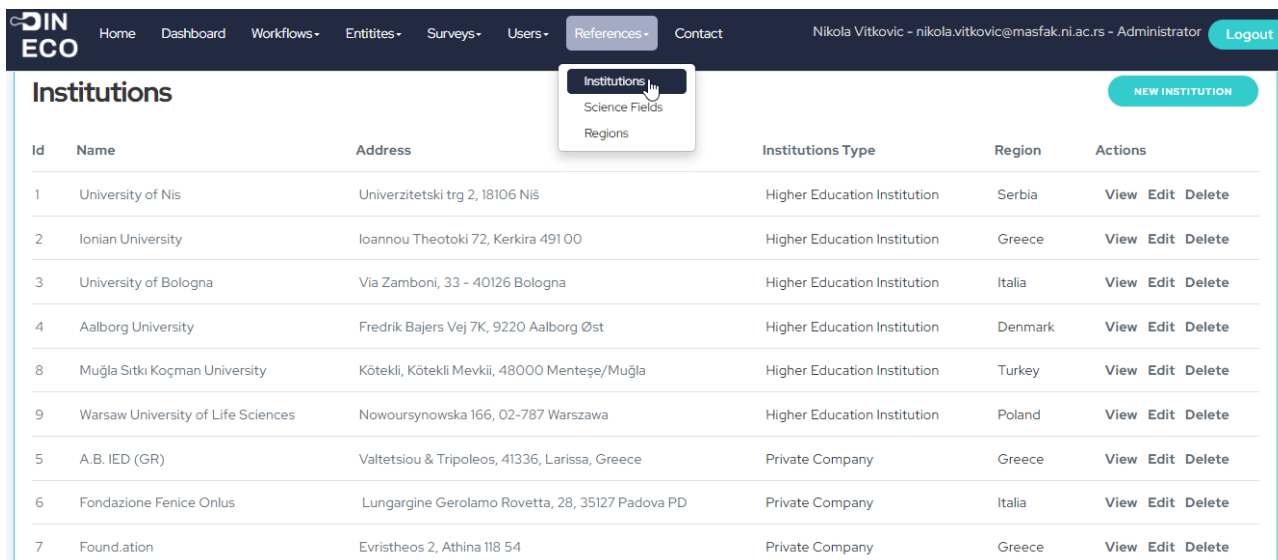
Serbia

SUBMIT

Figure 8 - Add Region

## Institutions

Institutions page shows a list of Institutions added there by Admin/Program Managers and/or Mentors (Figure 9). To add Institution, Admin/Program Manager or Mentor must click on button NEW INSTITUTION.



Id	Name	Address	Institutions Type	Region	Actions
1	University of Nis	Univerzitetski trg 2, 18106 Niš	Higher Education Institution	Serbia	View Edit Delete
2	Ionian University	Ioannou Theotoki 72, Kerkira 491 00	Higher Education Institution	Greece	View Edit Delete
3	University of Bologna	Via Zamboni, 33 - 40126 Bologna	Higher Education Institution	Italia	View Edit Delete
4	Aalborg University	Fredrik Bajers Vej 7K, 9220 Aalborg Øst	Higher Education Institution	Denmark	View Edit Delete
8	Muğla Sıtkı Koçman University	Kötekli, Kötekli Mevkii, 48000 Menteşe/Muğla	Higher Education Institution	Turkey	View Edit Delete
9	Warsaw University of Life Sciences	Nowoursynowska 166, 02-787 Warszawa	Higher Education Institution	Poland	View Edit Delete
5	A.B. IED (GR)	Valtetsiou & Tripoleos, 41336, Larissa, Greece	Private Company	Greece	View Edit Delete
6	Fondazione Fenice Onlus	Lungargine Gerolamo Rovetta, 28, 35127 Padova PD	Private Company	Italia	View Edit Delete
7	Found.ation	Evristheos 2, Athina 118 54	Private Company	Greece	View Edit Delete

Figure 9 - Institutions

To add Institution one needs fill out a form. Example of adding an Institution is shown in the Figure 10.

### Institution Type

Higher Education Institution

### Region

Serbia

### Name

University of Nis

### Address

Univerzitetski trg 2, 18106 Niš

### Phone

(+381)18 257970; 257956;

### Email

uni@ni.ac.rs

Figure 10 - Add Institution

## Science Fields

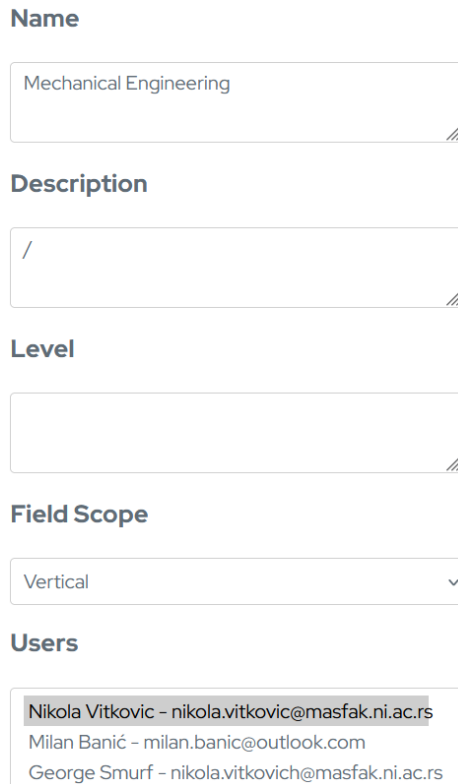
Science Fields page shows a list of Science Fields added by Admin/Program Managers and/or Mentors (Figure 11). To add Science Field, Admin/Program Managers or Mentors must click on button NEW FIELD.

The screenshot shows the MASFAK system interface. The top navigation bar includes the MASFAK ECO logo, a menu with 'Home', 'Dashboard', 'Workflows+', 'Entities+', 'Surveys+', 'Users+', 'References+', and 'Contact', and a user profile for Nikola Vitkovic. A dropdown menu is open over the 'References+' tab, showing 'Institutions', 'Science Fields' (highlighted), and 'Regions'. Below the navigation is a table titled 'Fields' with columns: Id, Name, Description, Field Scope, and Actions. The table contains 8 rows of science fields. In the top right corner of the table area, there are two buttons: 'CONNECTIONS' and 'NEW FIELD'.

Id	Name	Description	Field Scope	Actions
1	Mechanical Engineering	/	Vertical	View Edit Delete
2	Management	/	Vertical	View Edit Delete
4	Healthcare	/	Vertical	View Edit Delete
5	Computer Science	/	Vertical	View Edit Delete
6	Economics	/	Vertical	View Edit Delete
7	Robotics	/	Vertical	View Edit Delete
8	Electrical Engineering	/	Vertical	View Edit Delete

Figure 11 - Science Fields

To add a Science Field one needs fill out a form. Example of adding a Science Field is shown in the Figure 12.

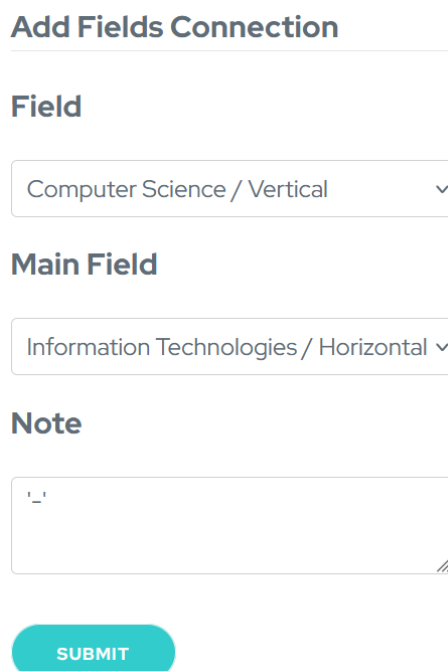


The form for adding a Science Field consists of several sections:

- Name:** A text input field containing "Mechanical Engineering".
- Description:** A text input field containing a forward slash "/".
- Level:** An empty text input field.
- Field Scope:** A dropdown menu with "Vertical" selected.
- Users:** A list of users with their names and email addresses:
  - Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs
  - Milan Banić - milan.banic@outlook.com
  - George Smurf - nikola.vitkovich@masfak.ni.ac.rs

*Figure 12 - Add Science Field*

To add Connection between Science Fields, Admin/Program Manager and/or Mentor must click on buttons CONNECTIONS-NEW FIELDS CONNECTION (Figure 11). To add a Field Connection one needs fill out a form. Example of adding a Field Connection is shown in the Figure 13.



The form for adding a Field Connection includes the following elements:

- Add Fields Connection:** A section header.
- Field:** A dropdown menu with "Computer Science / Vertical" selected.
- Main Field:** A dropdown menu with "Information Technologies / Horizontal" selected.
- Note:** A text input field containing a forward slash "/".
- SUBMIT:** A teal button.

*Figure 13 - Add Fields Connection*

# Users

Users page shows a list of defined Users (Figure 14).

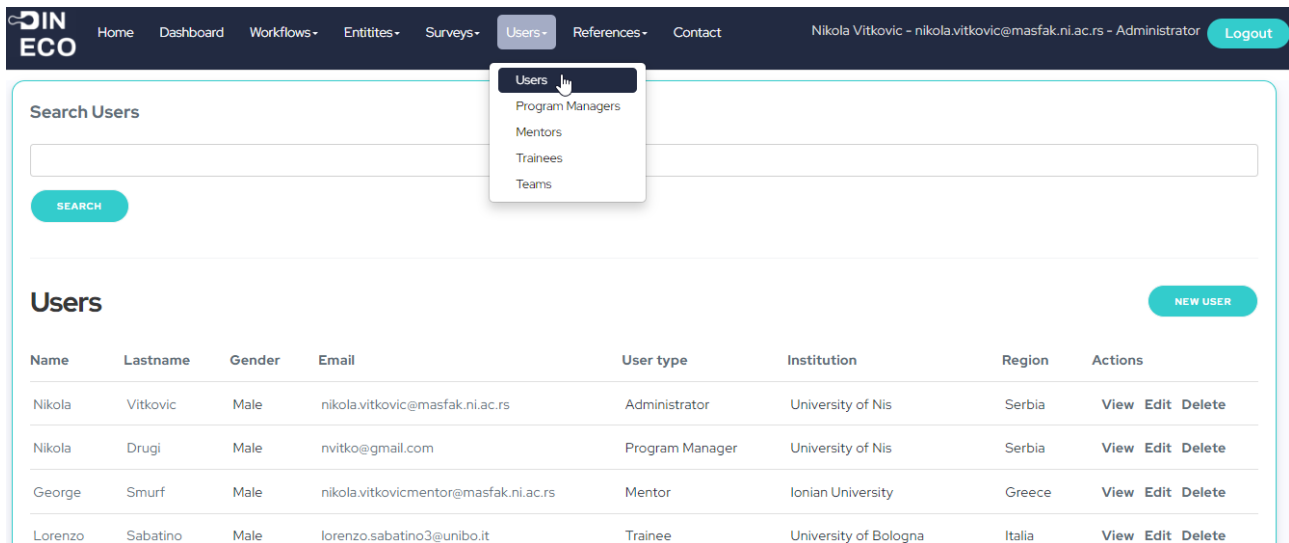


Figure 14 - Users

## Definition of users

User Creation - available in the header via button REGISTER, and on the All Users and Login pages via buttons NEW USER (Figure 14) and REGISTER (Figure 15) respectively.

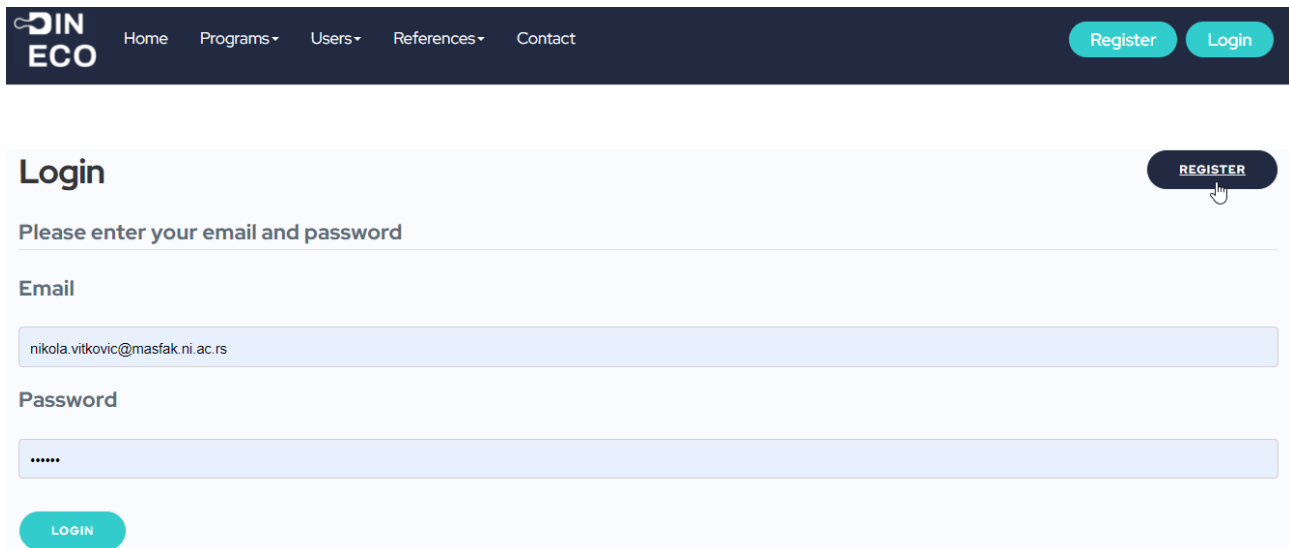


Figure 15 - Register

To create a User one needs fill out a form. Example of adding a New User is shown in the Figure 16.

User type user type can be Administrator, Program Manager, Mentor or Trainee. The available choices for Regions and Institutions can be seen in Figure 7 and Figure 9 respectively.

Choices available for Gender are Male, Female and Other.

Choices available for science Fields (multiple choice) are Vertical (Mechanical Engineering, Management, Healthcare, Computer Science, Economics, Robotics, Electrical Engineering, Human Sciences, Design Thinking and Lean Startup, Team Work Management, USP (value prop, personas, key selling points), IP Strategy, Business process strategy, Marketing & communication plan, Fundraising, Business Plan, Financials & key metrics, Pitch, Legal, Commercial Strategy, Company Valuation) and Horizontal (Digital Health, Manufacturing, Information Technologies, Business Model, Pricing, Market, Tech & product development, Startup strategy in the short and long term, Business Strategy, Digitalization and Digital Transformation, Internationalization).

Figure 16 - User Registration

## Program Managers, Mentors and Trainees

After Registration of user, when logging in for the first time, the user is forwarded to a page to complete profile information, depending on the user type. Examples of messages displayed when a user logs in for the first time, for example mentors and trainees (Figure 17).

Figure 17 - Messages example for first login (Mentor and Trainee)



Users (Mentors, Trainees and Program Managers) SHOULD fill additional data, i.e. complete their profile.

## Mentors

An example of filling in additional data in the mentor's profile is shown in the Figure 18.


The user has been saved.

The user has been saved as Mentor. You SHOULD fill additional mentor data

### Edit Mentor

**Image**

nikola\_vitkovic.png



**Upload**

Одабери фајл Није одабрано

**Affiliation**

Dr. Nikola Vitković is an Associate professor and Head of Information system at the Faculty of Mechanical Engineering, University of Nis, Serbia.

**Current Job**

Professor

**Linkedin Url**

/

**Short Bio**

/

**Mentoring Expirience**

0

**Motivation**

/

**Hours**

2

**K I C Sector**

Digital Manufacturing

**Sectors**

Hardware & industry solutions (not IoT)

**Mentor Profile**

His research includes eLearning, Programming(thirty years of experience), Information systems and technologies, Applied Artificial intelligence, Manufacturing, Reverse

**Description**

/

**Additional Data**

Email: nikola.vitkovic@masfak.ni.ac.rs  
LinkedIn: https://www.linkedin.com/in/nikola-vitkovic-45405a60/

**Affiliation Partner**

University of Niš (Serbia)

**SUBMIT**

Figure 18 - Fill additional mentor data

Explanations of some fields in the form of the mentor's profile:

- Short BIO (Tell something about your unique experiences, roles, domains, industries)
- Mentoring experience (years)
- Motivation (main motivation to be a mentor)
- Hours (How many hours per month you make yourself available for mentoring)
- Choices available for KIK Sectors are Digital Health, Digital Manufacturing and Digital Transformation.
- Choices available for Sectors: AI, FashionTech, Ecommerce/Retail, AdTech, FinTech/AssurTech, Entertainment/Gaming, Media, VR/AR, Mobility, B2C apps/Consumer internet startups, FoodTech, B2B SaaS Solution, Smart City/Smart Building, Luxury Tech, CleanTech/GreenTech, SportTech, BioTech/MedTech, IoT/Connected Services, Hardware&industry solutions (not IoT), Social Impact, EdTech, IT-Infrastructure, Blockchain, BeautyTech, Cybersecurity.
- Choices available for Affiliation Partner are shown in Figure 19.

#### Affiliation Partner



Figure 19 - Affiliation Partners

A Mentor Profile (Figure 20) is automatically created for user type "Mentor" (Figure 16).

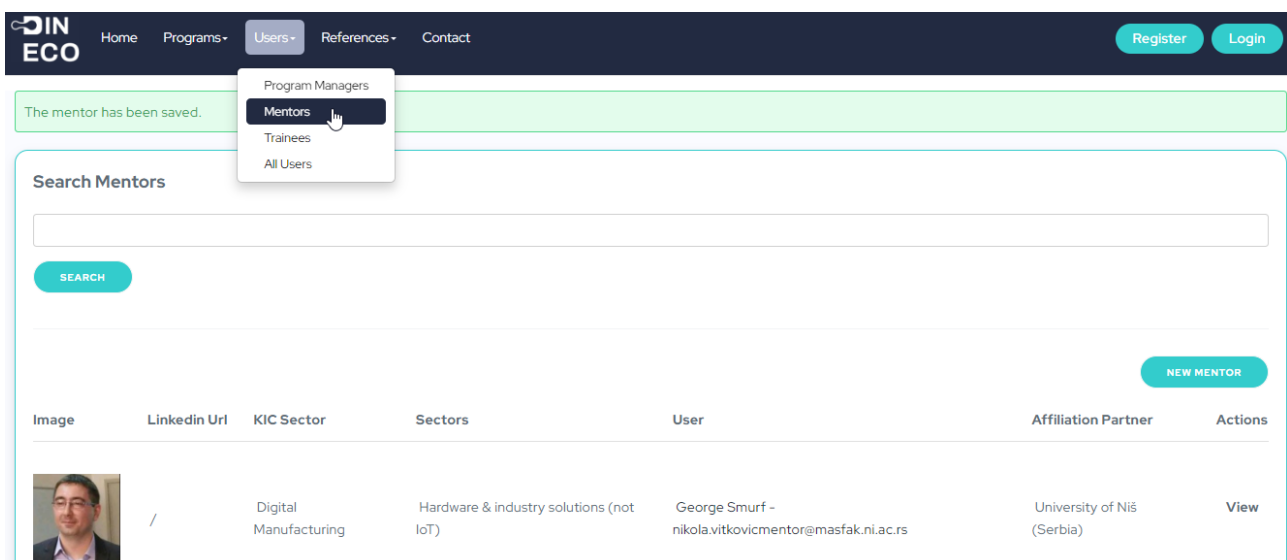


Figure 20 - Mentors

# Trainees

An example of filling in additional data in the trainee's profile is shown in the Figure 21.


The user has been saved.

The user has been saved as Trainee. You SHOULD Fill additional trainee data

### Edit Trainee

**Image**

1695111392542.jpg



**Upload**

Одабери фајл Није одабрано

### Affiliation

Dr. Nikola Vitković is an Associate professor and Head of Information system at the Faculty of Mechanical Engineering, University of Nis, Serbia.

### Trainee Profile

private and public companies in developing software applications. He held many programming trainings for the public and private sectors, including web, mobile and desktop software development, and CAD/CAM. He

### Description

/

### Additional Data

Email: nikola.vitkovic@masfak.ni.ac.rs  
LinkedIn: https://www.linkedin.com/in/nikola-vitkovic-45405a60/

**SUBMIT**

Figure 21 - Fill additional trainee data

A Trainee Profile (Figure 22) is automatically created for user type "Trainee" (Figure 16).

Home Programs Users References Contact Register Login

The trainee has been saved.

Program Managers  
Mentors  
**Trainees**  
All Users

### Search Trainees

SEARCH

### Trainees

NEW TRAINEE


Image	Affiliation	User	Actions
	Dr. Nikola Vitković is an Associate professor and Head of Information system at the Faculty of Mechanical Engineering, University of Nis, Serbia.	Nik Test - nikola.vitkovictrainee@masfak.ni.ac.rs	View

Figure 22 – Trainees

## Program Managers

An example of filling in additional data in the manager's profile is shown in the Figure 23.

The screenshot shows a form titled "Edit Manager" with the following sections:

- Image:** A text input field containing "nikola\_vitkovic.png" and a preview image of a man with glasses.
- Upload:** A button labeled "Одабери фајл" (Choose file) and the text "Није одабрано" (None selected).
- Affiliation:** A text input field containing "Smartic".
- User:** A dropdown menu showing "Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs".
- Institution:** A dropdown menu showing "University of Nis".
- Teams (Connected teams are grayed):** A list with "Example Team" (grayed), "Smart team" (selected), and "Test team for example project".
- Trainees (Connected trainees are grayed):** A list with "Nik Test - nikola.vitkovictrainee@masfak.ni.ac.rs", "Lorenzo Sabatino - lorenzo.sabatino3@unibo.it", "-", and "Ana Anić - micikau8@gmail.com".
- SUBMIT:** A teal button at the bottom right.

Figure 23 - Fill additional manager data

Choices available for Institution are shown in Figure 9.

A Program Manager Profile (Figure 24) is automatically created for user types "Program Manager" and "Administrator" (Figure 16).

The screenshot shows the "Program Managers" page in the DINO ECO system. The top navigation bar includes "Home", "Dashboard", "Workflows", "Entities", "Surveys", "Users", "References", and "Contact". The user is logged in as "Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs - Administrator".

The main content area has a "Search managers" section with a search input field and a "SEARCH" button. Below this is a "Managers" section with a "NEW MANAGER" button and a table listing managers.

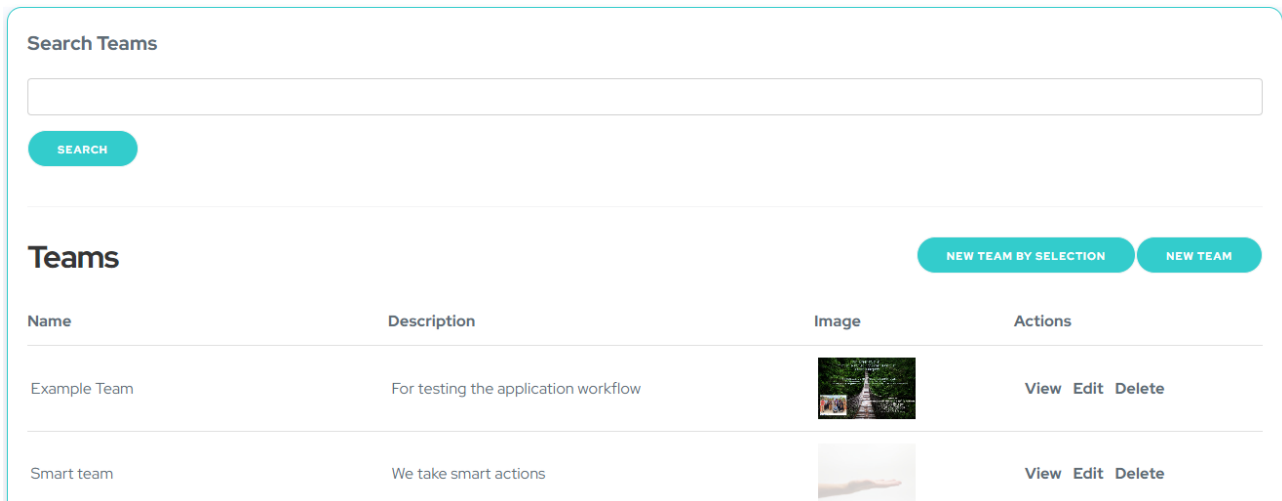
Image	User	Institution	Actions
	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	University of Nis	View Edit Delete

Figure 24 - Program Managers

## Teams

Teams are for mentoring. Teams menu item in User dropdown menu(Admin/Program Manager view) and Browse Teams manu item in Entities dropdown menu(Mentor view) shows a list of defined Teams (Figure 25).

Forming teams for using in project: Admin/Program Manager or Mentor must click on button NEW TEAM or NEW TEAM BY SELECTION (Figure 25).





Name	Description	Image	Actions
Example Team	For testing the application workflow		View Edit Delete
Smart team	We take smart actions		View Edit Delete

Figure 25– Teams

Team members are mentors and trainees. Example of defining a New Team is shown in the Figure 26.

### Name

Example Team

### Description

For testing the application workflow

### Image

forest\_h.jpg



### Upload

Преглед... forest\_h.jpg

### Connected Mentors are grayed

George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs  
-  
Petar Petrović - mickojk@gmail.com

### Connected Projects are grayed

Test Project  
Example project  
test

### Connected Trainees are grayed

Nik Test - nikola.vitkovictrainee@masfak.ni.ac.rs  
Lorenzo Sabatino - lorenzo.sabatino3@unibo.it  
-  
Ana Anić - micikau8@gmail.com

SUBMIT

Figure 26 - Add Team

Adding a New Team by Selection enables filtering of mentors according to horizontal and vertical scientific fields. Example of defining a New Team by Selection is shown in the Figure 27.

The screenshot shows a web form titled "Add Team" with a mouse cursor over the title. The form is organized into three vertical panels. The left panel contains fields for "Name" (filled with "Test team"), "Description" (filled with "For testing the platform"), "Image", and "Upload" (with a file selection button). The middle panel is titled "Horizontal Fields" and "Vertical Fields", each with a dropdown menu. The "Horizontal Fields" dropdown has "Digitalization and Digital Transformation / Horizontal" selected. Below it is a "Vertical Fields" dropdown with "Business Plan / Vertical" selected. A dark button labeled "MENTORS BY SELECTION" is positioned between the dropdowns. Below that, a section titled "Connected Mentors are grayed" contains a dropdown with "Petar Petrović - mickojk@gmail.com" selected. The right panel is titled "Connected Projects are grayed" and "Connected Trainees are grayed". The "Connected Projects are grayed" dropdown has "test" selected. The "Connected Trainees are grayed" dropdown has "Ana Anić - micikau8@gmail.com" selected. At the bottom right of the form is a blue "SUBMIT" button.

Figure 27 - Add Team by Selection

## Description of Mentoring Program

The mentoring program can be short and intensive (1-2 months) or long and comprehensive (3 to 8 months), depending on the needs. The Supporting Organization organizes the mentorship sessions, matching the startups' and mentors' availability. The sessions can be delivered online or in person. Each startup is associated with two types of mentors: One horizontal mentor has been selected based on the startup sector. This Mentor usually has experience as a startup advisor or founder in the same sector as the selected startup. This Mentor is more horizontal in discussing different elements with the startup, such as the business model, the product roadmap, and the go-to-market strategy. He/She covers several mentoring sessions. Domain experts represent other vertical mentors to discuss topics such as digital innovation, legal issues, IP strategy, and fundraising process. The mentoring sessions are monitored in parallel by the Supporting Organization coach, who can adjust the development plan and types of mentorships according to the startup's progress and possible changes in needs.

## The mentoring process (software application)

The mentoring process is a complex feature that includes several entities and focuses on sessions and projects. The session is a communication mechanism that includes different actors like mentors and trainees supervised by the organization coach. The session includes actions and activities defined for each project covered by the session. The themes and messages represent the communication between session actors. Main entities are Users (Mentor, Trainee, Admin, Program Manager), Project and Session. Relations: Program – Project (1 : N), Program – Session (1 : N).

## **Describing data model (Entities)**

The program is implemented by defining the name and description, selecting (choosing) mentors and other users, teams.

Within the program, it is necessary to detect the required projects, create them in the application and connect them with a program.

Sessions are held within each program. The process of conducting a session is as follows:

1. Define the session (set a title and provide a description)
2. Select vertical and horizontal mentors and other users, trainees, teams for session
3. Schedule the date and time of the session
4. Sessions are conducted by using online meeting tools.

Actions and activities should be defined for each project covered by the session.

Communication themes and messages represent communication between session actors and can be created for each project.

### **A few additional brief explanations of some other important menu-entity items:**

- Dashboard – displaying user data and links for related/connected programs, sessions, projects, seminars, actions, activities, teams;
- Teams (for mentoring) – Forming teams for using in project;
- Mentoring Programs - short and intensive (1-2 months) or long and comprehensive (3 to 8 months).
- Mentoring Sessions - communication mechanism (includes different actors like mentors and trainees);
- Projects – The main focus of the application and connection between entities (covered by the session);
- Communication Themes and Messages for direct communication between users, like a forum;
- Actions - set of Actions defined for Project;
- Activities – Activities conducted for Project Actions;
- Badges - cover Badges for Seminars/training.

## ENTITIES dropdown menu (Program Managers and Mentors View)

### Programs

The mentoring program should include all entities defined in the app. Programs page shows a list of defined Programs (Figure 28). To define a Program the Admin/Program Manager must click on the NEW PROGRAM button (Figure 28).

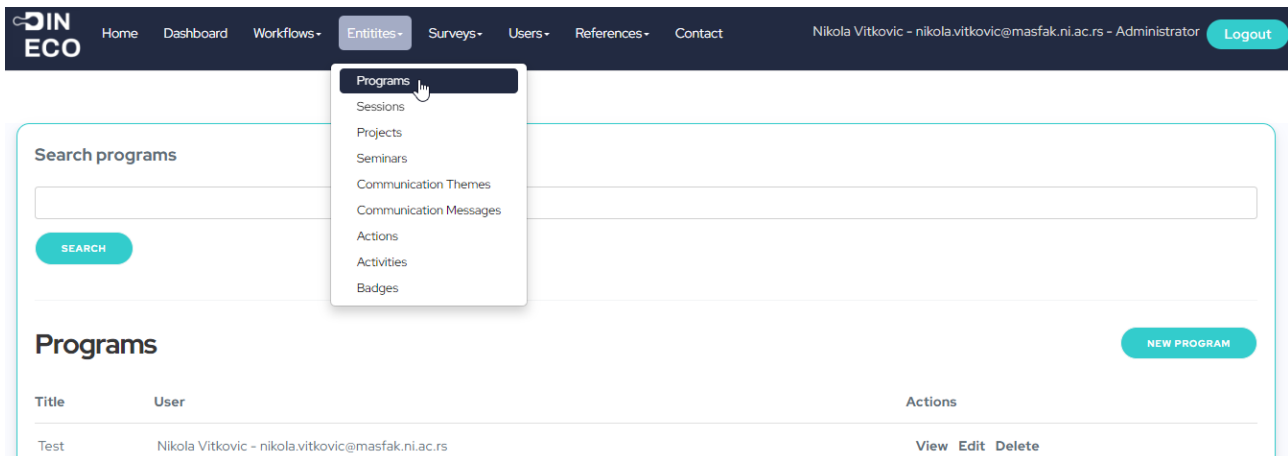


Figure 28 - Programs

Example of defining a New Program is shown in the Figure 29. When defining the program, connected/related users, sessions, mentors, projects and teams can be selected/chosen.

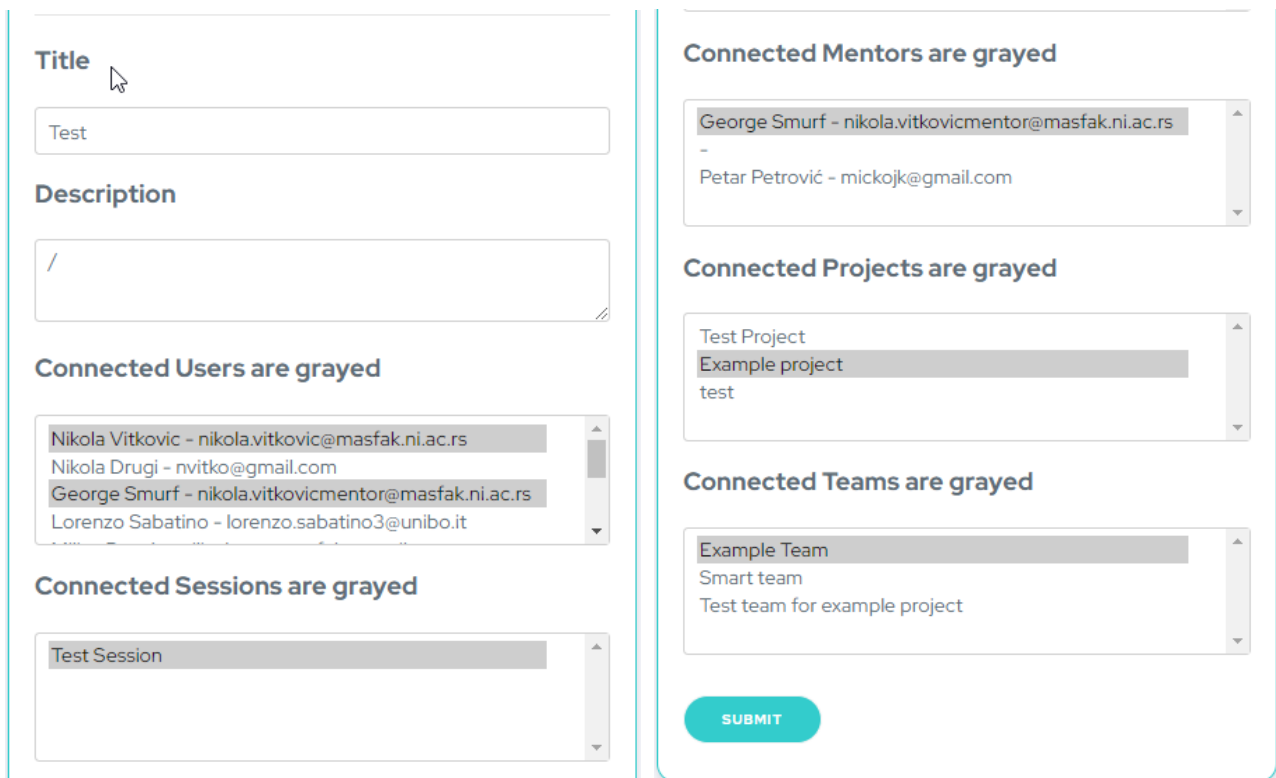


Figure 29 - Defining the Program



## Sessions

Sessions page shows a list of scheduled Sessions (Figure 30). To schedule a Session the Admin/Program Manager must click on the NEW SESSION button (Figure 30).

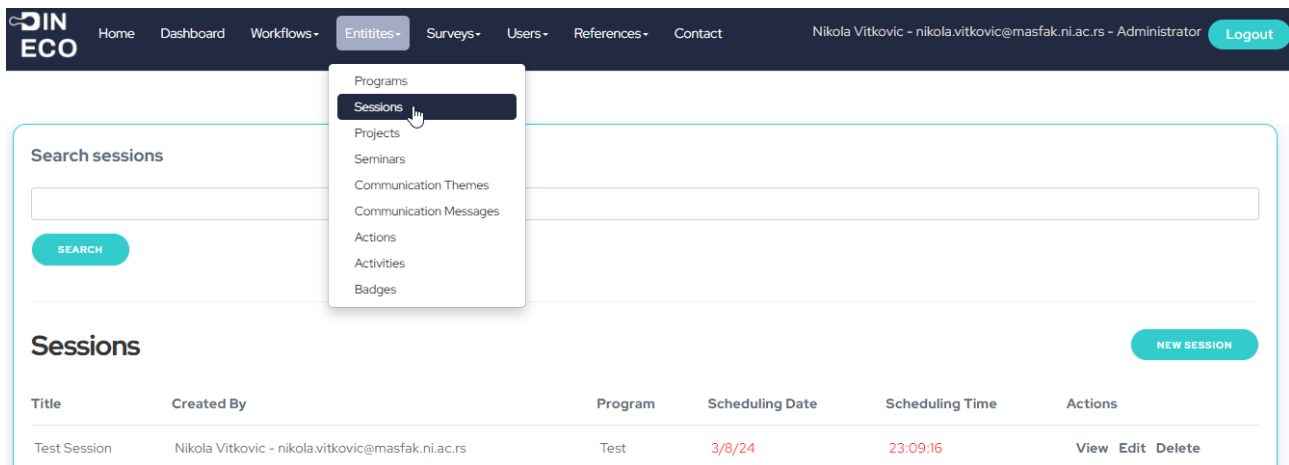


Figure 30 - Sessions

Example of scheduling a New Session is shown in the Figure 31.

To schedule a Session, set a title, provide a description, schedule the date and time of the session.

When scheduling the Session, connected/related program, users, mentors, teams and trainees can be selected/chosen. Sessions are conducted by using online meeting tools.

The screenshot shows the 'Scheduling a Session' form. The form is divided into two columns. The left column contains the following fields:

- Title:** Text input field with 'Test Session' entered.
- Description:** Text area with '/' entered.
- Program:** Dropdown menu with 'Test' selected.
- Scheduling Date:** Date picker with '08.03.2024.' selected.
- Scheduling Time:** Time picker with '23:09:16' selected.
- Connected Users are grayed:** Multi-select dropdown menu with 'Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs', 'Nikola Drugi - nvitko@gmail.com', 'George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs', and 'Lorenzo Sabatino - lorenzo.sabatino3@unibo.it' selected.

The right column contains the following sections:

- Connected Mentors are grayed:** Multi-select dropdown menu with 'George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs' and 'Petar Petrović - mickojk@gmail.com' selected.
- Connected Teams are grayed:** Multi-select dropdown menu with 'Example Team', 'Smart team', and 'Test team for example project' selected.
- Connected Trainees are grayed:** Multi-select dropdown menu with 'Nik Test - nikola.vitkovictrainee@masfak.ni.ac.rs', 'Lorenzo Sabatino - lorenzo.sabatino3@unibo.it', and 'Ana Anić - micikau8@gmail.com' selected.
- SUBMIT:** A teal button at the bottom of the form.

Figure 31 - Scheduling a Session

## Projects

Projects are the focus of the application and the connection between entities. Projects page shows a list of defined Projects (Figure 32).

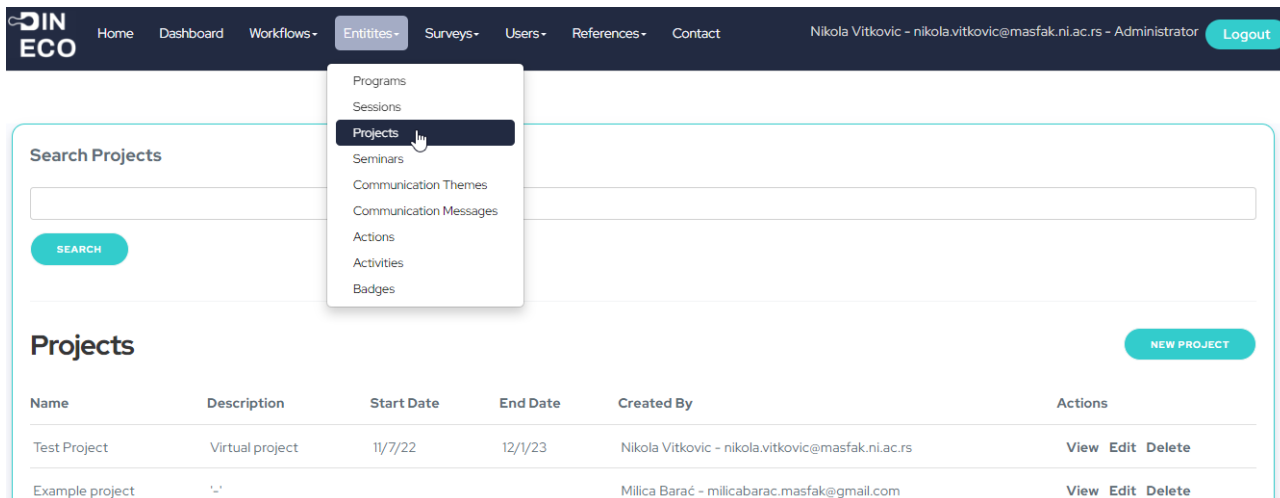


Figure 32– Project

To define a project the user must click on the NEW PROJECT button (Figure 32). Example of defining a New Project is shown in the Figure 33. When defining the Project, connected/related mentors, trainees, teams and users can be selected/chosen.

The screenshot shows the 'Add Project' form. On the left side, there are several input fields:

- Name:** Test Project
- Start Date:** 07.11.2022.
- End Date:** 01.12.2023.
- Description:** Virtual project
- Link:** http:www.masfak.ni.ac.rs
- Main Contact:** Nikola Vitkovic, nikola.vitkovic@masfak.ni.ac.rs

On the right side, there are four dropdown menus for selecting related entities:

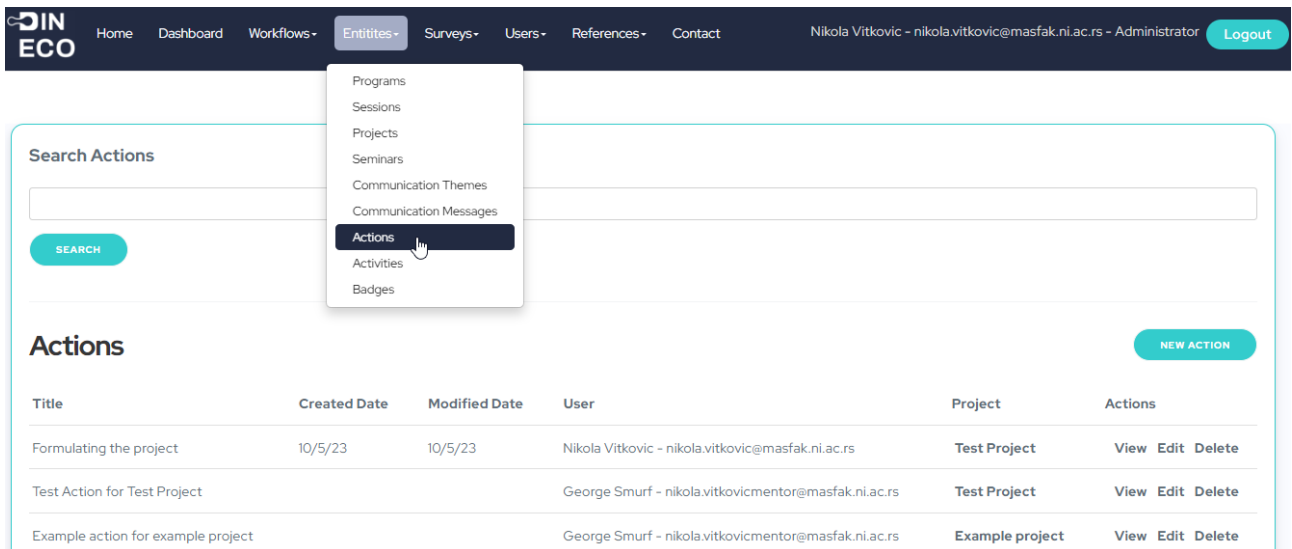
- Connected Mentors are grayed:** George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs, Petar Petrović - mickojk@gmail.com
- Connected Trainees are grayed:** Nik Test - nikola.vitkovictrainee@masfak.ni.ac.rs, Lorenzo Sabatino - lorenzo.sabatino3@unibo.it, Ana Anić - micikau8@gmail.com
- Connected Teams are grayed:** Example Team, Smart team, Test team for example project
- Connected Users are grayed:** Nikola Drugi - nvitko@gmail.com, George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs, Lorenzo Sabatino - lorenzo.sabatino3@unibo.it, Milica Barac - milicabarac.masfak@gmail.com

A 'SUBMIT' button is located at the bottom right of the form.

Figure 33 - Add Project

## Actions

Actions page shows a list of defined Actions (Figure 34). Each project consists of a set of actions. To define an action the user must click on button NEW ACTION (Figure 34).

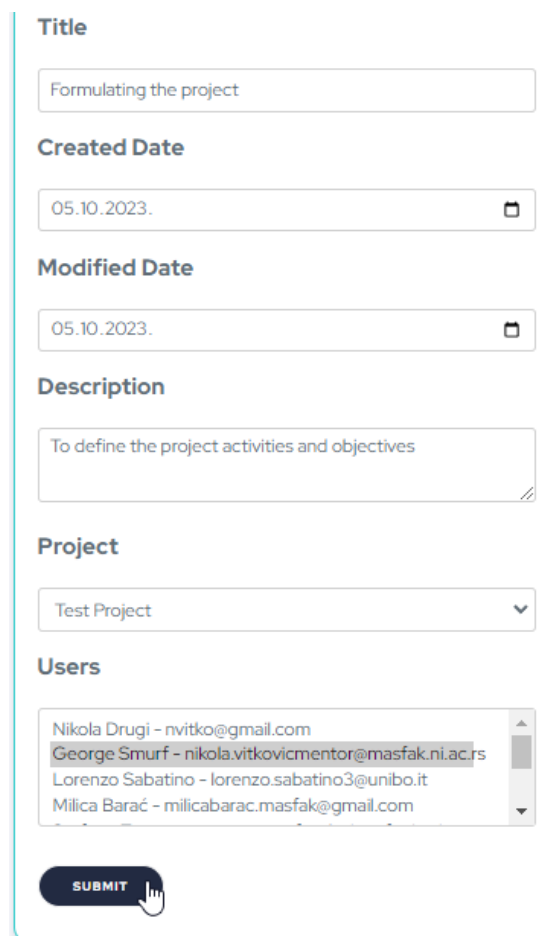


The screenshot displays the 'Actions' page in the DAIN ECO system. The top navigation bar includes 'Home', 'Dashboard', 'Workflows', 'Entittites', 'Surveys', 'Users', 'References', and 'Contact'. The user is logged in as 'Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs - Administrator'. A dropdown menu is open over the 'Entittites' menu item, showing options: Programs, Sessions, Projects, Seminars, Communication Themes, Communication Messages, **Actions** (highlighted), Activities, and Badges. Below the search bar, there is a 'NEW ACTION' button. The main content area shows a table of actions:

Title	Created Date	Modified Date	User	Project	Actions
Formulating the project	10/5/23	10/5/23	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	Test Project	View Edit Delete
Test Action for Test Project			George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs	Test Project	View Edit Delete
Example action for example project			George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs	Example project	View Edit Delete

Figure 34 - Actions

Example of defining a New Action is shown in the Figure 35. When defining the Action, connected/related project and users can be selected/chosen.



The screenshot shows the 'Add Action' form. The form includes the following fields:

- Title:** Formulating the project
- Created Date:** 05.10.2023.
- Modified Date:** 05.10.2023.
- Description:** To define the project activities and objectives
- Project:** Test Project
- Users:** Nikola Drugi - nvitko@gmail.com, George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs, Lorenzo Sabatino - lorenzo.sabatino3@unibo.it, Milica Barac - milicabarac.masfak@gmail.com

A 'SUBMIT' button is located at the bottom of the form.

Figure 35 - Add Action

## Activities

Activities conducted for Project Actions: Activities page shows a list of defined Activities (Figure 36).

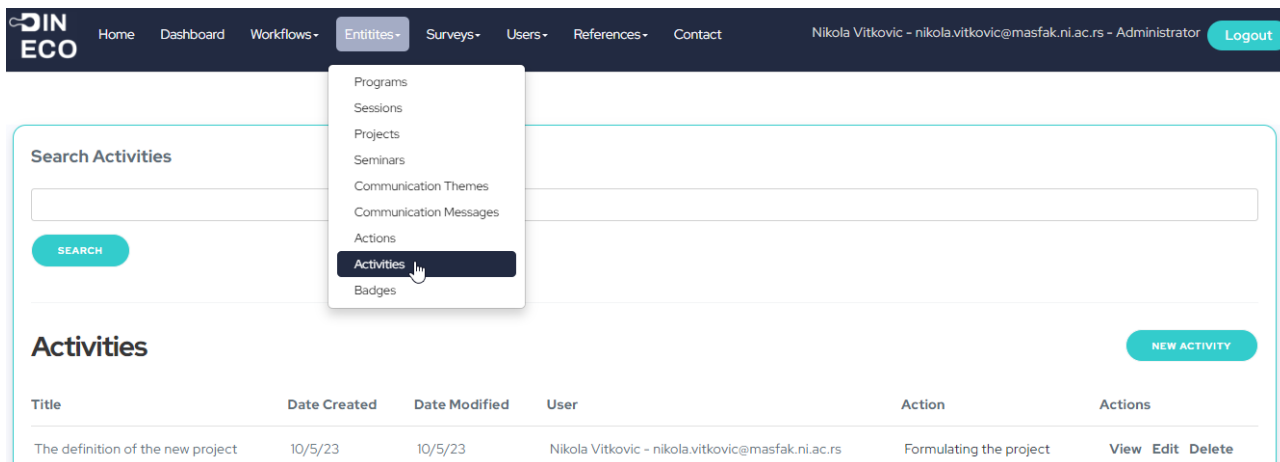


Figure 36 - Activities

To define an activity the user must click on the NEW ACTIVITY button (Figure 36). Example of defining a New Activity is shown in the Figure 37. When defining the Activity, connected/related action and users can be selected/chosen.

The screenshot shows the 'Add Activity' form. The form has the following fields:

- Title:** The definition of the new project
- Description:** The definition of the structure and goals of the project.
- Date Created:** 05.10.2023.
- Date Modified:** 05.10.2023.
- Action:** Formulating the project
- Users:** Nikola Drugi - nvitko@gmail.com, George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs, Lorenzo Sabatino - lorenzo.sabatino3@unibo.it, Milica Barac - milicabarac.masfak@gmail.com

A 'SUBMIT' button is at the bottom of the form.

Figure 37 - Add Activity

## Communication Themes

Communication Themes and Messages serve for direct communication between users, like a forum. Communication Themes page shows a list of defined Themes (Figure 38).

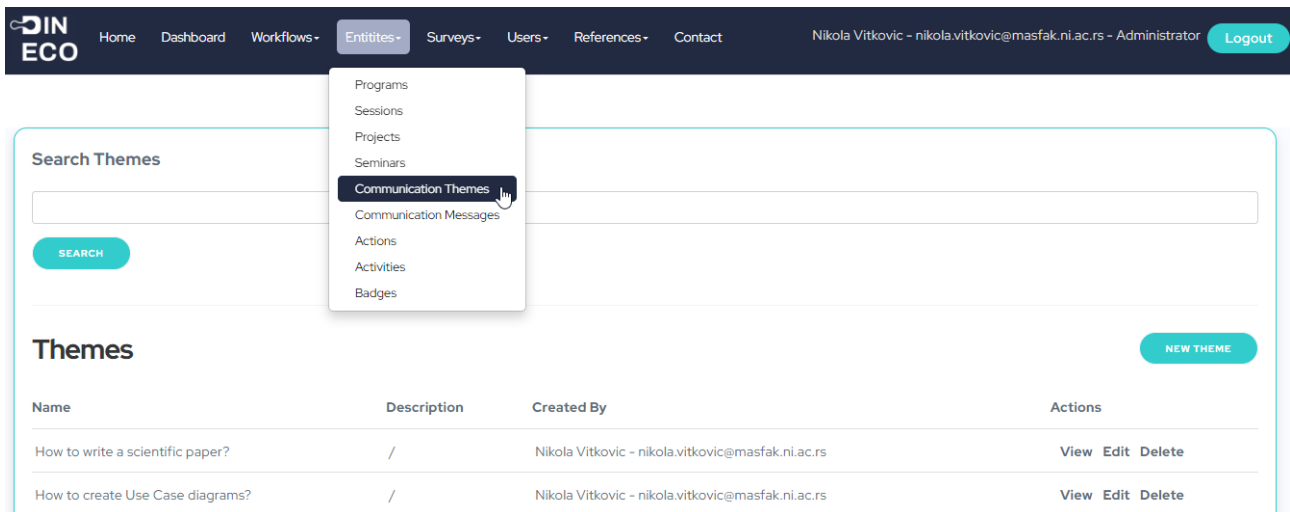


Figure 38 - Communication Themes

To make a Theme the user must click on the NEW THEME button (Figure 38). Example of making a New Theme is shown in the Figure 39. When making the Theme, connected/related users, projects and messages can be selected/chosen.

The screenshot shows the 'Add Theme' form in the MASFAK system. The form has the following sections:

- Name:** A text input field containing 'How to write a scientific paper?'.
- Description:** A text input field containing '/'.
- Users:** A dropdown menu showing a list of users: 'Nikola Drugi - nvitko@gmail.com', 'George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs', 'Lorenzo Sabatino - lorenzo.sabatino3@unibo.it', and 'Milica Barać - milicabarac.masfak@gmail.com'.
- Projects:** A dropdown menu showing a list of projects: 'Test Project', 'Example project', and 'test'.
- Messages:** A dropdown menu showing a list of messages: 'Hello!', 'Test message', 'Example message for example theme', and 'czcc'.

Figure 39 - Add Theme

## Communication Messages

Communication Themes and Messages serve for direct communication between users, such as forum. Communication Messages page shows a list of defined Messages (Figure 40).

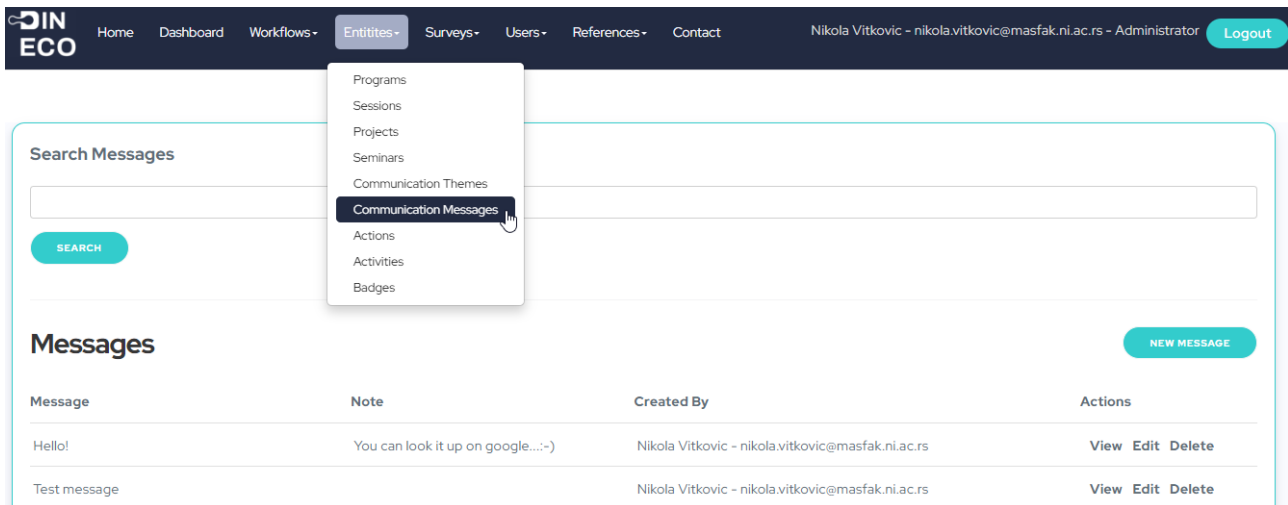


Figure 40 - Communication Messages

To share a Message the user must click on the NEW MESSAGE button (Figure 40). Example of sharing a New Message is shown in the Figure 41. When sharing a Message, users can be selected/chosen with whom you want to share it and within which theme.

The screenshot shows the 'Add Message' form in the MASFAK system. The form has four main sections: 'Message', 'Note', 'Users', and 'Themes'. Each section has a text input field. The 'Message' field contains 'Hello!'. The 'Note' field contains 'You can look it up on google...:-)'. The 'Users' field is a dropdown menu with four options: Nikola Drugi - nvitko@gmail.com, George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs, Lorenzo Sabatino - lorenzo.sabatino3@unibo.it, and Milica Barac - milicabarac.masfak@gmail.com. The 'Themes' field is a dropdown menu with four options: How to write a scientific paper?, How to create Use Case diagrams?, Example theme for example project, and zxczcc. At the bottom of the form is a 'SUBMIT' button.

Figure 41 - Add Message

# Seminars

Seminars page shows a list of defined Seminars (Figure 42). To define a Seminar the administrator must click on the NEW SEMINAR button (Figure 42).

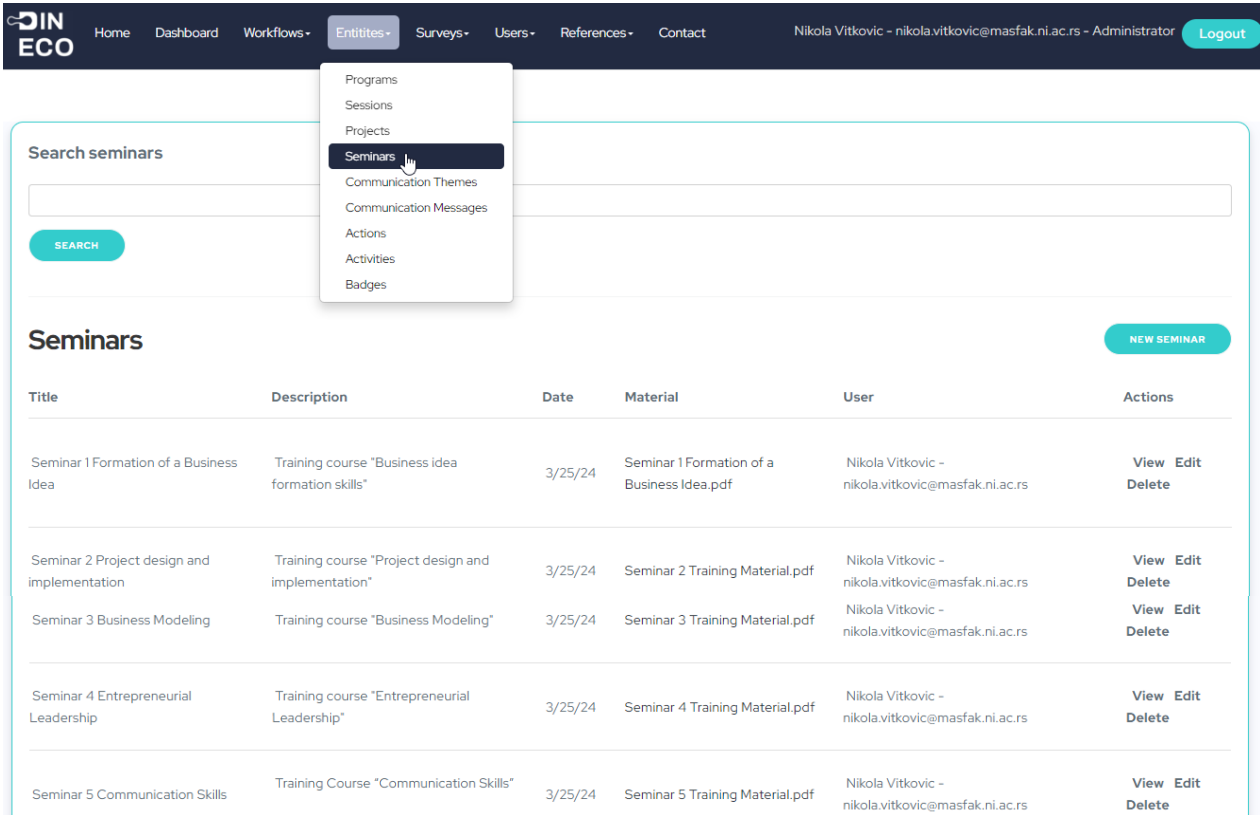


Figure 42 - Seminars

Example of defining a New Seminar is shown in the Figure 43. When defining a Seminar, connected/related users and surveys can be selected/chosen.

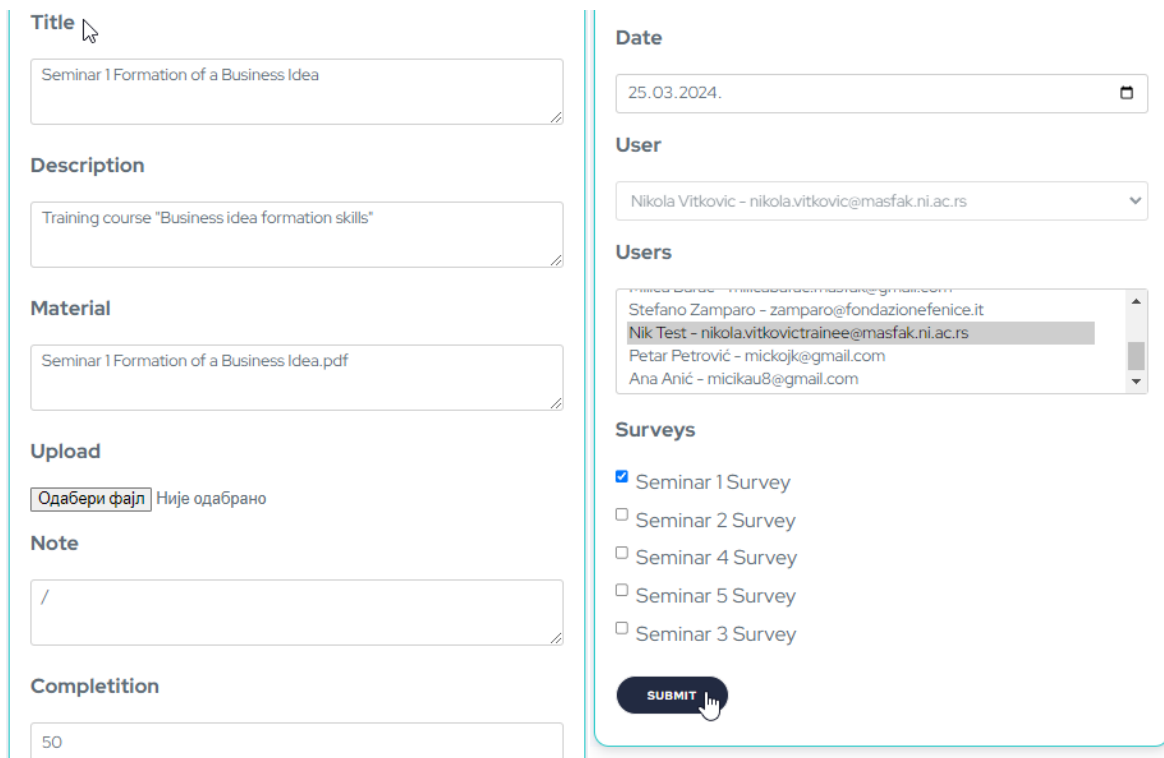


Figure 43 - Defining a Seminar

## Badges

Badges - cover Badges for Seminars/training: Badges page shows a list of defined Badges (Figure 44).

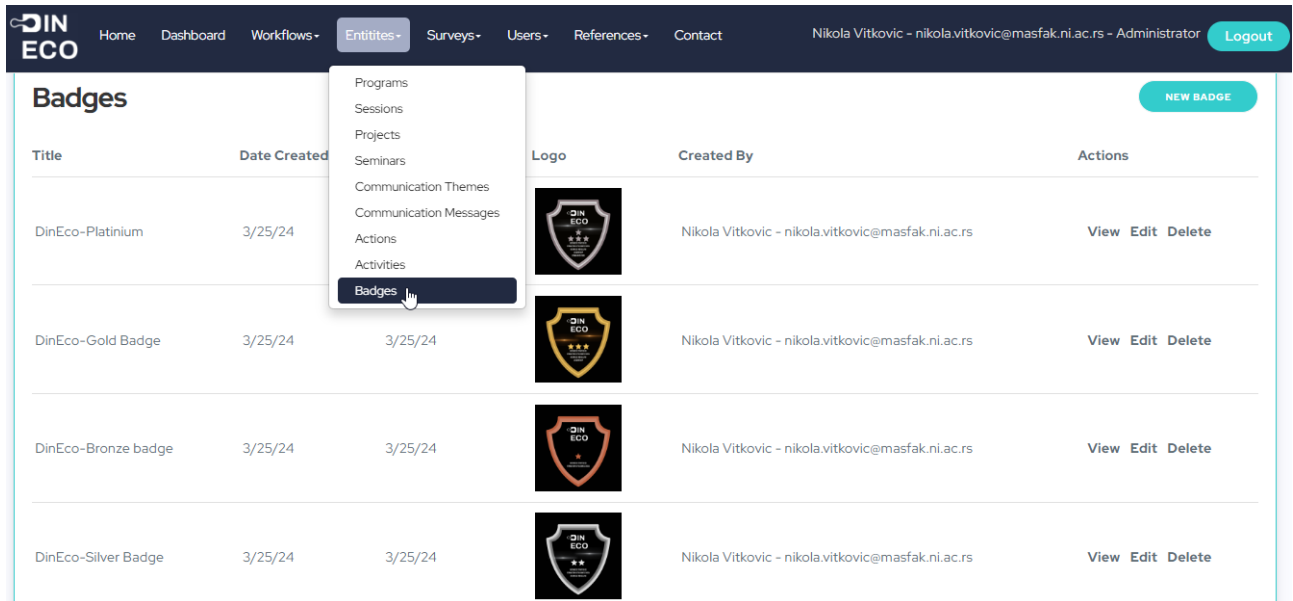


Figure 44 - Badges

To create a badge the user must click on button NEW BADGE (Figure 44). Example of creating a New Badge is shown in the Figure 45.

**Title**

**Description**

**Date Created**

**Date Modified**

**Logo**


Figure 45 - Add Badge

## Dashboard

Dashboard displays user data and links for related/connected programs, sessions, projects, seminars, actions, activities, teams. Example of the Dashboard layout is shown in Figure 46. Dashboard also contains a button for updating/Editing Profile. Important Entities can also be created from a Dashboard.



## Dashboard



Manager Profile

[EDIT PROFILE](#)

### Programs

[NEW PROGRAM](#)

Title	Description	Actions
Test	/	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

### Sessions

[NEW SESSION](#)

Title	Description	Actions
Test Session	/	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

### Projects

[NEW PROJECT](#)

Name	Description	Actions
test	-	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Project	Virtual project	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>


### Seminars

[NEW SEMINAR](#)

Name	Description	Actions
Seminar 1 Formation of a Business Idea	Training course "Business idea formation skills"	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Seminar 2 Project design and implementation	Training course "Project design and implementation"	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Seminar 3 Business Modeling	Training course "Business Modeling"	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Seminar 4 Entrepreneurial Leadership	Training course "Entrepreneurial Leadership"	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

### Teams

[NEW TEAM](#)

Name	Image	Actions
Smart team		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

### Actions

[NEW ACTION](#)

Title	Date Created	Date Modified	User	Actions
asd			Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Formulating the project	10/5/23	10/5/23	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

### Activities

[NEW ACTIVITY](#)

Title	Created Date	Modified Date	User	Actions
The definition of the new project	10/5/23	10/5/23	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

### Badges

[NEW BADGE](#)




Title	User	Logo
DinEco-Platinum	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	Formulating the project 
DinEco-Platinum	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	Test Action for Test Project 
DinEco-Bronze badge	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	Example action for example project 

Figure 46 - Dashboard

# WORKFLOWS for Program Manager/Admin, Mentor and Trainee

Workflow dropdown menu contains the most important items for each user type.

## PROGRAM MANAGER WORKFLOW

The Program Manager can easily Manipulate Programs, Sessions, Projects and Seminars using the Workflow. Options for Manipulating the Program (Modify options) are shown in the Figure 47.

The image displays a screenshot of the 'Edit Program' workflow in the COIN ECO system. The interface is divided into several sections:

- Top Navigation:** Home, Dashboard, Workflows, Entities, Surveys, Users, References, Contact. User: Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs - Administrator. Logout button.
- Workflow Menu:** A dropdown menu under 'Workflows' with options: Manipulate Programs, Manipulate Sessions, Manipulate Projects, Manipulate Seminars.
- Search Programs:** A search bar with a 'SEARCH' button.
- Programs Table:** A table with columns 'Title' and 'User'. One row is visible: 'Test' by 'Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs'. A 'NEW PROGRAM' button is on the right.
- Modify Options:** A row of colored circles labeled 'Projects', 'Sessions', 'Teams', 'Mentors', 'Users'.
- Edit Program Forms:** Four 'Edit Program' forms are shown, each with a 'SUBMIT' button. They are connected to the 'Modify' options by arrows:
  - Form 1 (Top Left):** 'Connected Projects are grayed'. Dropdown menu shows 'Test Project', 'Example project', 'test'. A purple arrow points from 'Manipulate Projects' to this form.
  - Form 2 (Top Middle):** 'Connected Teams are grayed'. Dropdown menu shows 'Example Team', 'Smart team', 'Test team for example project'. A red arrow points from 'Teams' to this form.
  - Form 3 (Top Right):** 'Connected Users are grayed'. Dropdown menu shows a list of users including 'Nikola Vitkovic', 'Nikola Drugi', 'George Smurf', etc. A yellow arrow points from 'Users' to this form.
  - Form 4 (Bottom Left):** 'Connected Sessions are grayed'. Dropdown menu shows 'Test Session'. A green arrow points from 'Sessions' to this form.
  - Form 5 (Bottom Right):** 'Connected Mentors are grayed'. Dropdown menu shows 'George Smurf', 'Petar Petrović'. A blue arrow points from 'Mentors' to this form.
  - Form 6 (Bottom Right):** 'Connected Science Fields are grayed - Only ones defined by included mentors'. Dropdown menu shows 'Mechanical Engineering', 'Information Technologies', etc. A blue arrow points from 'Users' to this form.

Figure 47 - Manipulate Program

### Edit Session

**Title**

**Description**

**Connected Teams are grayed**

- Example Team
- Smart team
- Test team for example project

**SUBMIT**

### Edit Session

**Title**

**Description**

**Connected Trainees are grayed**

- Nik Test - nikola.vitkovictrainee@masfak.ni.ac.rs
- Lorenzo Sabatino - lorenzo.sabatino3@unibo.it
- 
- Ana Anić - micikau8@gmail.com

**SUBMIT**

- Manipulate Programs
- Manipulate Sessions**
- Manipulate Projects
- Manipulate Seminars

**Search sessions**

**SEARCH**

**Sessions** **NEW SESSION**

Title	Program	Scheduling Date	Scheduling Time	Created By	Modify
Test Session	Test	3/8/24	23:09:16	Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs	<div style="display: flex; gap: 5px;"> <span>Teams</span> <span>Mentors</span> <span>Trainees</span> <span>Users</span> </div>

Manipulate Options

### Edit Session

**Title**

**Description**

**Connected Mentors are grayed**

- George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs
- 
- Petar Petrović - mickojk@gmail.com

**SUBMIT**

### Edit Session

**Title**

**Description**

**Connected Users are grayed**

- Nikola Vitkovic - nikola.vitkovic@masfak.ni.ac.rs
- Nikola Drugi - nvitko@gmail.com
- George Smurf - nikola.vitkovicmentor@masfak.ni.ac.rs
- Lorenzo Sabatino - lorenzo.sabatino3@unibo.it
- Milica Barać - milicabarac.masfak@gmail.com
- Stefano Zamparo - zamparo@fondazionefenice.it
- Nik Test - nikola.vitkovictrainee@masfak.ni.ac.rs
- Petar Petrović - mickojk@gmail.com
- Ana Anić - micikau8@gmail.com

Figure 48 - Manipulate Session

# MENTOR WORKFLOW

Mentor can easily Join or leave programs, sessions, projects and seminars using the workflow.

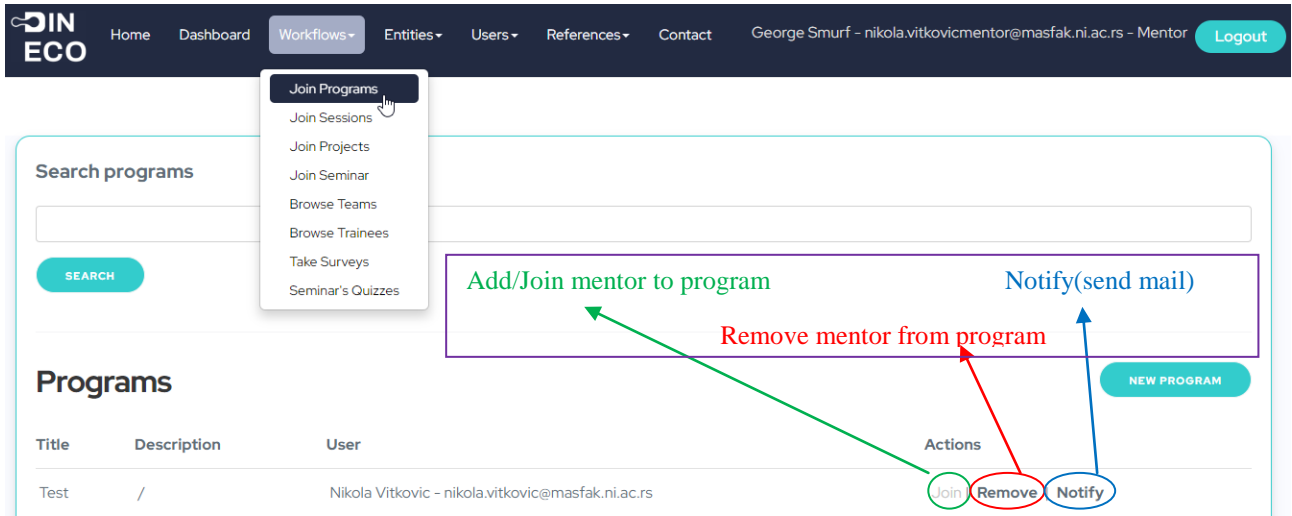


Figure 49 – Join Program

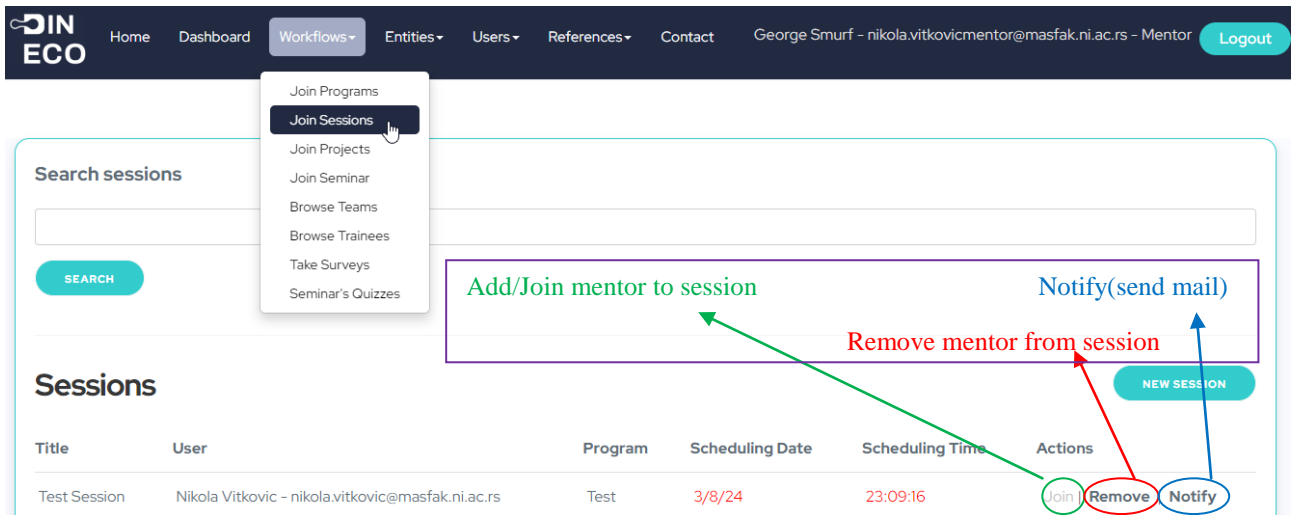


Figure 50 – Join Session

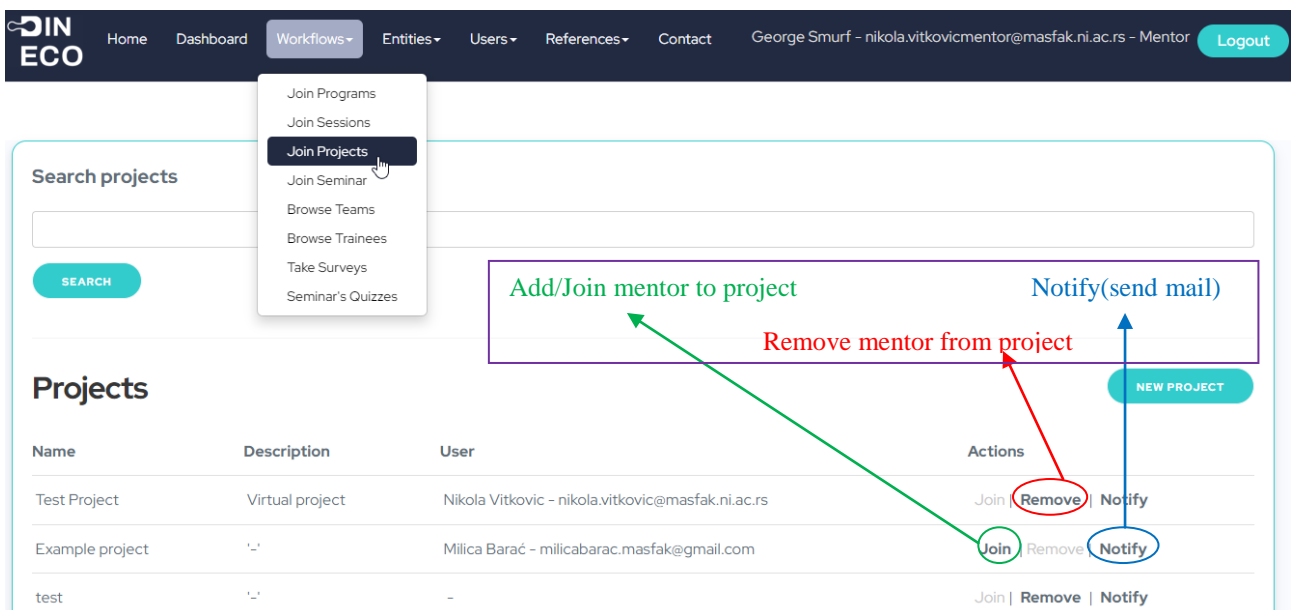


Figure 52 – Join Project

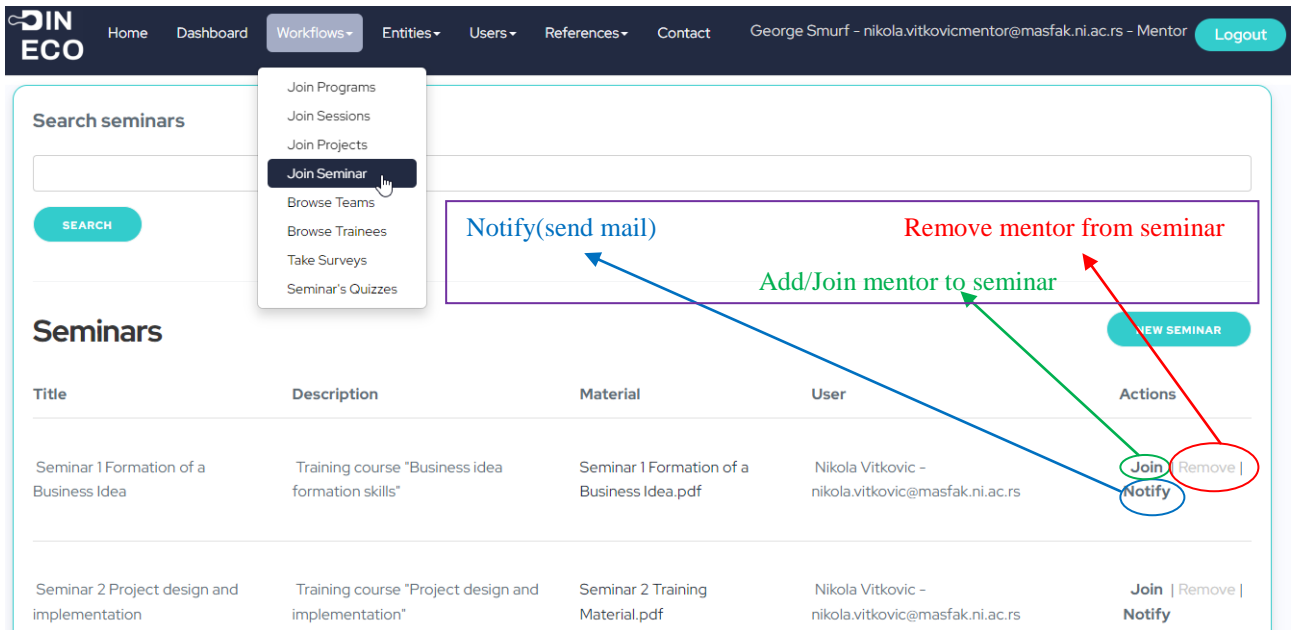


Figure 52 – Join Seminar

## TRAINEE WORKFLOW

Trainee, in the same way as a mentor, can Join or leave (Remove action) programs, sessions, projects using the workflow. The trainee can easily Join or leave (Remove) the seminar, as well as Take a quiz and Notify (Figure 53).

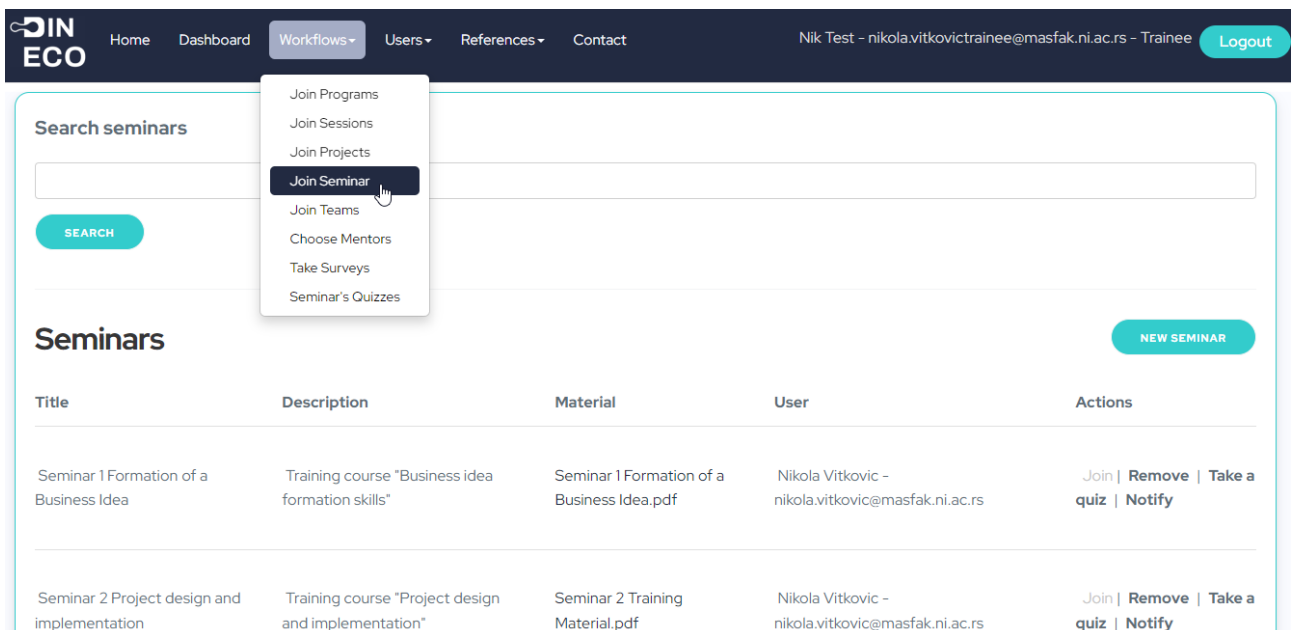


Figure 53 – Seminar (Trainee Action) Join, Remove, Take a quiz, notify

Trainee can Join or leave (Remove option) the Team and Notify Admin about it (Figure 54).

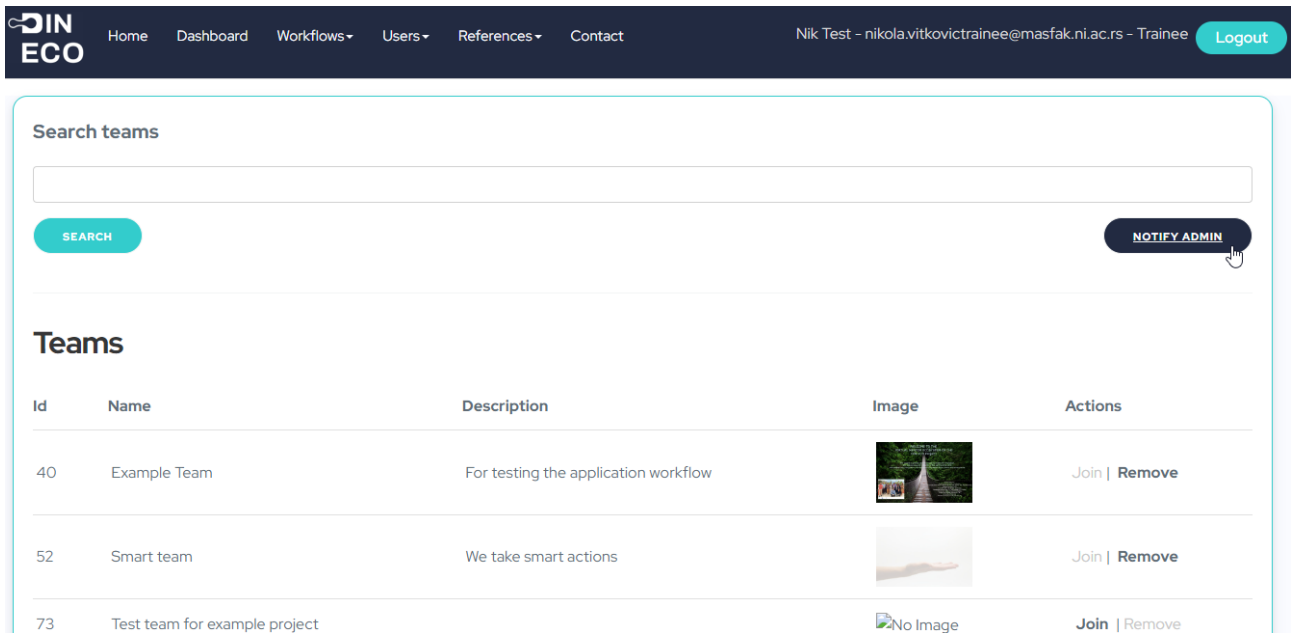


Figure 54 – Join Team

Trainee can easily Choose a Mentor and Notify him/her about it (Figure 55).

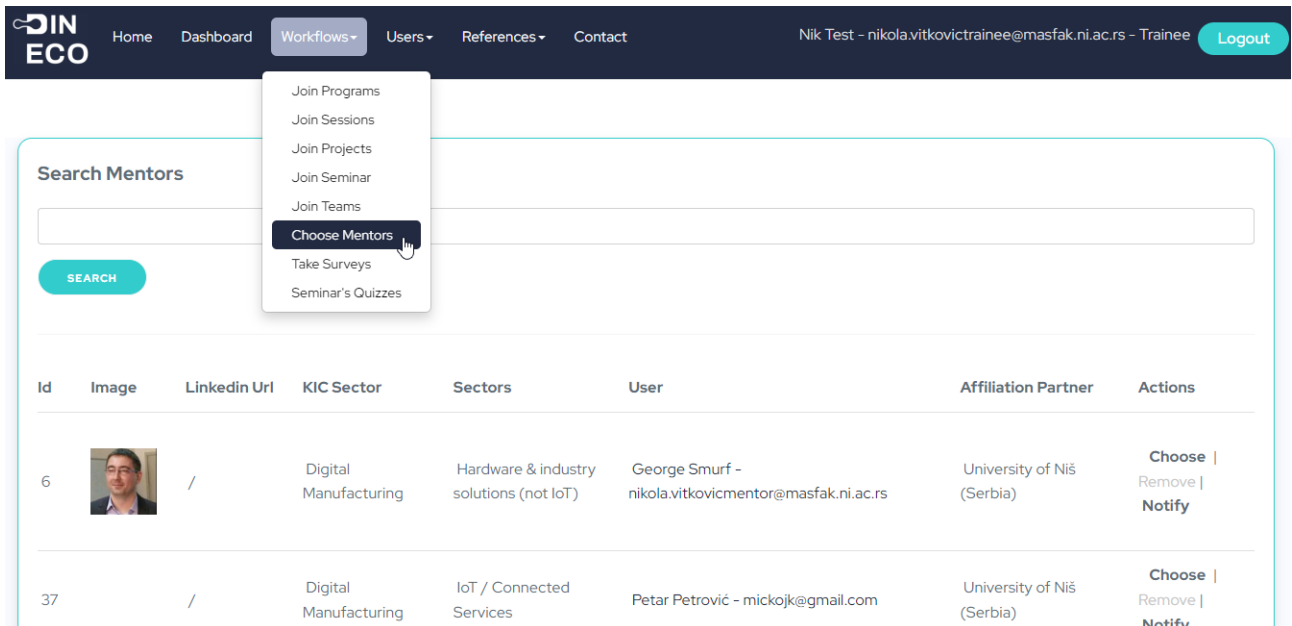


Figure 55 – Choose Mentor