Mentor's Quickstart Guide

Getting started is easy:

1. Sign up
2. Confirm your email address
3. Sign in to CosMentor
4. Edit your Profile
5. Accept Mentoring Requests
6. Open a case from the tasks list.
7. Review the case and make suggestions

Step 1: Sign up to Create an Account

Go to **www.cosmentor.com**, click on the sign up button, fill in the details below and click the sign up button.

Step 2: Confirm your email address

Check your email; look for an invitation from CosMentor, click on the link to confirm that you want to join CosMentor.

Step 3: Sign in to Cosmentor.com

Click the link in the top right corner that says 'Sign In' and use your email address and password to sign in.

Step 4: Edit Your Profile

    a. Click on the Edit Profile link in the upper right of the Home Page to open the Profile editor.

    b. Edit your personal information as desired
    c. Tick the boxes to indicate which procedures you want to Provide Mentoring for and also enter the price you charge.
    d. Click 'Request Mentoring Status'

Step 5: Accept Mentoring requests

After the Faculty Panel has reviewed your profile, they will approve you as a Mentor.

You must then tick the box that shows everyone that you are ready to receive cases. You won't receive any requests until this box is ticked.

Step 6: Open a case from the tasks list

- Check your account regularly and you will receive requests for Mentoring.
- Click on a task to open the case view screen for this case

My Tasks   ☐ Show completed tasks

Task Type	Task Status	Task Date	Patient ID	Name	Sex	Age	Procedure	Surgery Date	Submitted by	Completed Date	
Approve surgery plan	Pending	12/9/2011 7:38 PM			Female	52 years	Male Chest Surgery	12/8/2011			
Approve surgery plan	Pending	12/12/2011 6:37 PM	12	Doe Jane	Female	40 years	Face Lift	11/7/2011			
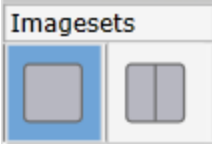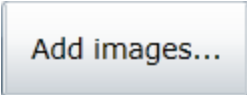
Step 7: Review the case and make suggestions

- Examine the images, and read the attached notes in the discussion tab
- Toggle to show/hide annotations to get a better view of images
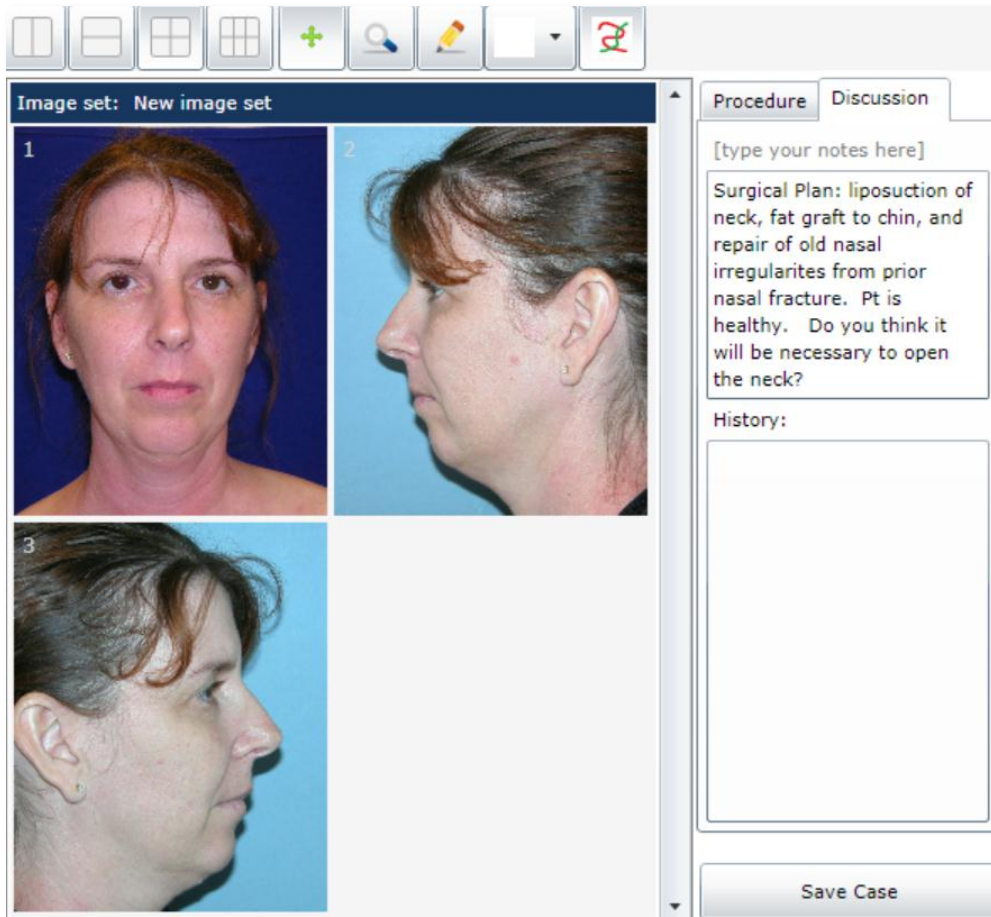
- Enter text information about the case in the Notes section of the Discussion tab
- Prior notes appear in notes history with most recent ones on top
- Annotate the Images
- Click on the pencil icon to annotate images
- Click the color square to select a different annotation color

Image Management Tools: Quick Guide

Imagesets	The Imageset buttons control how many imagesets you can view at one time. Either view one imageset at a time or two side-by-side
Image layout	The Image Layout buttons control how many images you view on the screen and the orientation of those images. The rightmost button allows you to view thumbnails of the images
(Pointer icon)	The Pointer tool allows you to move an annotation around on the image.
(Move/hand icon)	The Move tool allows you to move within a zoomed image
(Annotate/pencil icon)	The Annotate tool allows you to draw on the images to describe procedures or add surgical notes
(Annotation color icon)	The Annotation color tool allows you to change the color of your annotations
(Magnify icon)	The Magnify tool allows you to zoom in or out of an image using the mouse wheel
(Scroll icon)	The Scroll tool allows you to scroll though the images in an imageset using the mouse wheel. Useful for scrolling through imagesets with large numbers of images
(Show/Hide Annotations icon)	The Show/Hide Annotations tool allows you to "turn off" annotations without deleting them or return to the normal annotated view
Add images...	The Add Images button allows you to upload images into a new imageset

Handy Hints and Tips:

- To undo an annotation, simply right click on the image and select 'Undo Annotation'
- To expand a thumbnail to a full sized image, double click on the thumbnail. To return the image to thumbnail size, double click again
- Be sure to save your work frequently using the 'Save & Close button'.