

# 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](http://www.cosmentor.com), click on the sign up button, fill in the details below and click the sign up button.

### Create Account

Name:	<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>
Email address:	<input type="text" value="Enter email address"/>	<input type="text" value="Re-enter email address"/>
Password:	<input type="text" value="Enter password"/>	<input type="text" value="Re-enter password"/>
<input type="checkbox"/> I agree to the <a href="#">Terms</a>		
<input type="button" value="Sign Up"/>		

## 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.

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home messaging admin about sign out

First name: Robert  
Last name: Peterson  
Email: [Empty field]  
Choose photo...

Education:  
Harvard Medical School (M.D.)  
Williams College, Cal Tech  
Institute National Polytechnique (France)  
Rice University (M.S. Electrical Engineering)

Surgery Training:  
University of Hawaii (General Surgery)  
Baylor University (Plastic Surgery)  
Shanghai Ninth People's Hospital (China)  
Microsurgery  
Showa University (Japan) Pediatric  
Plastic Surgery

Board Certification:  
Plastic & Reconstructive Surgery

Medical Language Used:

Language
<input checked="" type="checkbox"/> English
<input type="checkbox"/> German
<input checked="" type="checkbox"/> Spanish
<input checked="" type="checkbox"/> French
<input type="checkbox"/> Chinese
<input type="checkbox"/> Russian
<input type="checkbox"/> Korean
<input checked="" type="checkbox"/> Japanese

Mentoring Procedures:

Procedure	Price
<input type="checkbox"/> Abdominal Wall Reconstruction	0
<input checked="" type="checkbox"/> Abdominoplasty	88
<input checked="" type="checkbox"/> Body Contouring	0
<input checked="" type="checkbox"/> Botulinum Toxin	0
<input checked="" type="checkbox"/> Breast Augmentation	0
<input checked="" type="checkbox"/> Breast Lift	0
<input checked="" type="checkbox"/> Breast Reconstruction	0
<input checked="" type="checkbox"/> Breast Reduction	0
<input checked="" type="checkbox"/> Brow Lift	0
<input checked="" type="checkbox"/> Chin Surgery	0
<input checked="" type="checkbox"/> Dermal Fillers	0
<input checked="" type="checkbox"/> Ear Surgery	0
<input type="checkbox"/> Eyelid Surgery	0
<input type="checkbox"/> Facelift Surgery	0
<input type="checkbox"/> Facial Implants	0
<input type="checkbox"/> Fat Grafting	0
<input type="checkbox"/> Hair Replacement	0
<input type="checkbox"/> Lip Enhancement	0
<input type="checkbox"/> Hair Removal	0
<input type="checkbox"/> Liposuction	0
<input type="checkbox"/> Male Chest Surgery	0
<input type="checkbox"/> Neck Lift	0
<input type="checkbox"/> Rhinoplasty	0
<input type="checkbox"/> Thighplasty	0

Change password... Save Close

**Peterson Robert**  
Edit profile...  
Invite colleague...

Available as mentor

Average rating: ★★★★★

**System Usage**

Open cases: 42  
Cases submitted (total): 47  
Cases reviewed (total): 1  
Cases submitted (last 180 days): 45  
Cases reviewed (last 180 days): 1

**Messages**

Compose message

- The CosMentor Team 20/4/2012 (1)  
Surgery review completed
- The CosMentor Team 20/4/2012 (1)  
Surgery plan approved
- The CosMentor Team 20/4/2012 (1)  
Mentoring accepted
- The CosMentor Team 18/4/2012 (1)  
Mentoring accepted
- The CosMentor Team 18/4/2012 (1)  
Surgery review completed
- The CosMentor Team 18/4/2012 (1)  
Surgery review completed
- The CosMentor Team 18/4/2012 (1)  
Mentoring accepted
- The CosMentor Team 16/4/2012 (1)  
Mentoring accepted
- The CosMentor Team 16/4/2012 (1)  
Mentoring accepted
- The CosMentor Team 16/4/2012 (1)  
Mentoring accepted


- 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.

**Peterson Robert**  
[Edit profile...](#)  
[Invite colleague...](#)



Available as mentor

Average rating: ★★★★★

### Step 6: Open a case from the tasks list

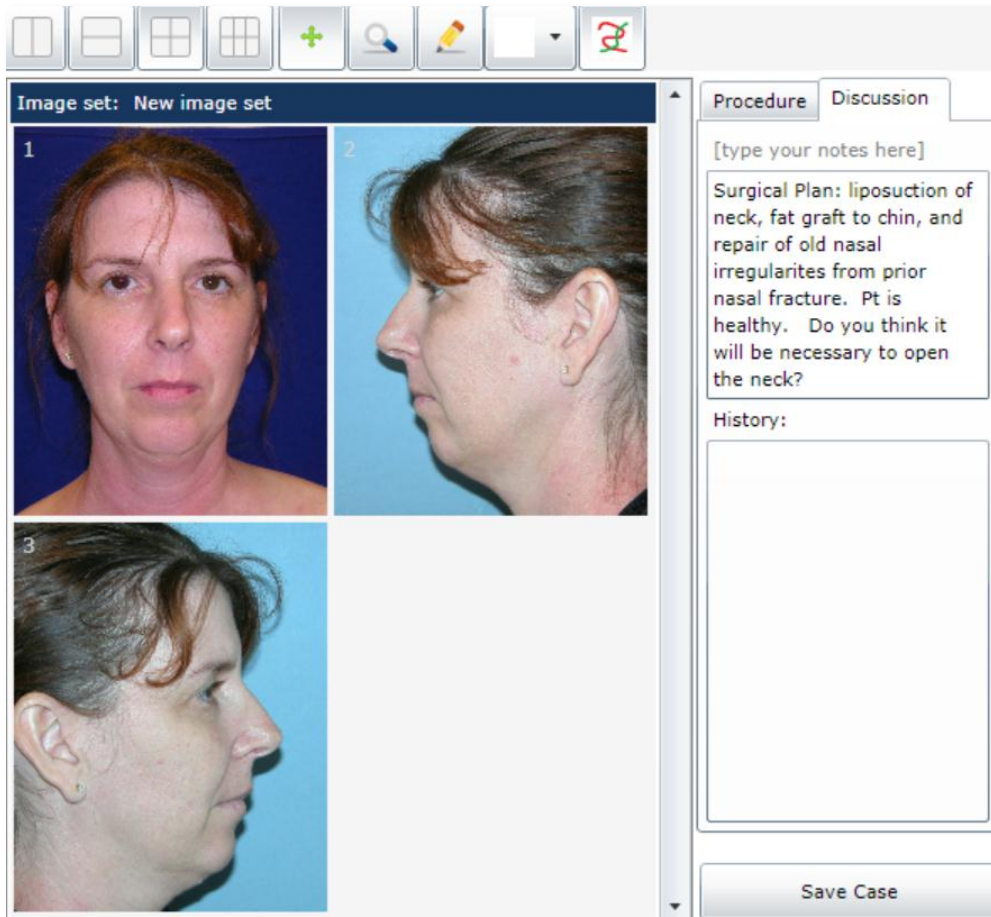
- Check your account regularly and you will receive requests for Mentoring.
- Click on a task to open the case view screen for this case

**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		

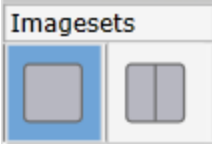








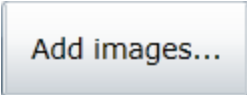
### Step 7: Review the case and make suggestions

- 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

	<p>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</p>
	<p>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</p>
	<p>The Pointer tool allows you to move an annotation around on the image.</p>
	<p>The Move tool allows you to move within a zoomed image</p>
	<p>The Annotate tool allows you to draw on the images to describe procedures or add surgical notes</p>
	<p>The Annotation color tool allows you to change the color of your annotations</p>
	<p>The Magnify tool allows you to zoom in or out of an image using the mouse wheel</p>
	<p>The Scroll tool allows you to scroll through the images in an imageset using the mouse wheel. Useful for scrolling through imagesets with large numbers of images</p>
	<p>The Show/Hide Annotations tool allows you to “turn off” annotations without deleting them or return to the normal annotated view</p>
	<p>The Add Images button allows you to upload images into a new imageset</p>

### 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’.