# Manodarpan

## B2C Users

### User Manual Version 1.1

Copyright Disclaimer

This document contains proprietary information of SNETAJ Ltd. No part of this document may be reproduced, stored, copied, or transmitted in any form or by means of electronic, mechanical, photocopying or otherwise, without the express consent of SNETAJ Ltd. This document is intended for internal circulation only and not meant for external distribution.

| | PREPARED BY | REVIEWED BY | APPROVED BY |
|---|---|---|---|
| Name | Manish Dixit | Shivangi Kapoor | Vipul Dalal |
| Date | 01-07-2024 | - | - |

# Table of Contents

1 Introduction ..... 4
1.1 Overview ..... 4
1.2 Purpose of Manual ..... 4
1.3 Target Audience ..... 4
2 Getting Started ..... 4
2.1 System Requirements ..... 4
3 User Registration Workflow ..... 4
3.1 Locating and Clicking on the "Register" Option ..... 4
3.1.1 Open the Web Application ..... 4
3.1.2 Navigate to the Registration Section ..... 4
3.1.3 Click on "Student" ..... 5
3.1.4 Make Payment & Registration ..... 6
4 Login Workflow ..... 8
4.1 Locating and Clicking on the "Login" Option ..... 8
4.1.1 Open the Web Application ..... 8
4.1.2 Navigate to the Login Section ..... 8
5 Home ..... 10
6 Profile ..... 11
6.1 Profile Pic Upload ..... 12
6.2 Change Password ..... 12
6.3 Profile Details ..... 13
6.4 Education ..... 14
6.5 Family Details ..... 14
6.6 Other ..... 15
7 Assessments ..... 15
7.1 Career Pathway ..... 15
7.1.2 Interest, Personality, Value and Belief, Multiple Intelligence ..... 16
7.1.2 Aptitude ..... 18
7.2 Wellbeing ..... 20
7.2.1 Wellbeing Category Assessments ..... 21
8 Assessment Reports ..... 23
8.1 Career Pathway ..... 23
8.2 Wellbeing ..... 26

8.2.1 Individual Category Report ..... 26
8.2.2 Consolidated Report ..... 27
9 All Career Pathway ..... 29
10 Purchase Plan ..... 30
11 Invoice ..... 30

# 1 Introduction

## 1.1 Overview

Manodarpan simplifies student support by combining career counselling with a strong focus on mental well-being.

## 1.2 Purpose of Manual

Provide a

## 1.3 Target Audience

# 2 Getting Started

## 2.1 System Requirements

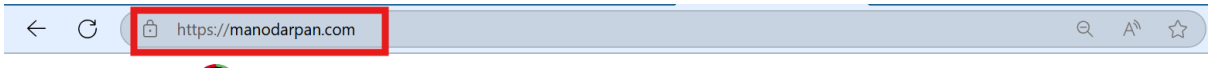
The user should have a laptop, desktop, or mobile device with a good internet connection and should be able to access the platform on browsers such as Microsoft Edge, Mozilla Firefox, and Google Chrome.

# 3 User Registration Workflow

## 3.1 Locating and Clicking on the "Register" Option

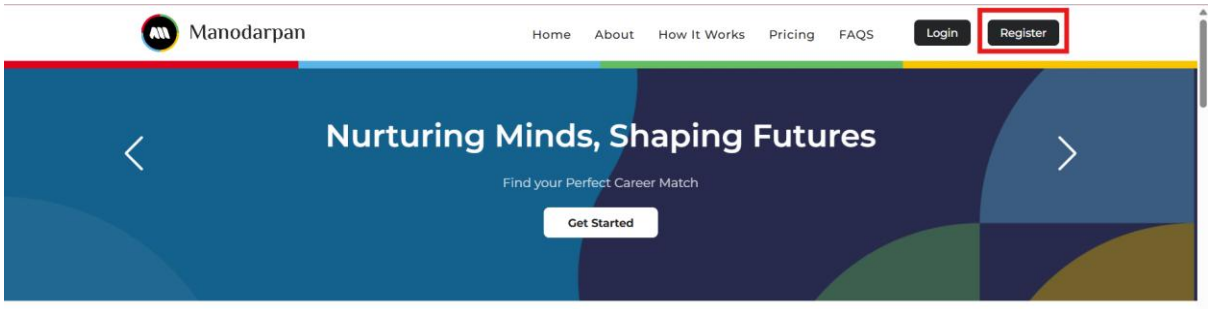
### 3.1.1 Open the Web Application

Open your favourite web browser and type the application's URL in the address bar (https://manodarpan.com).



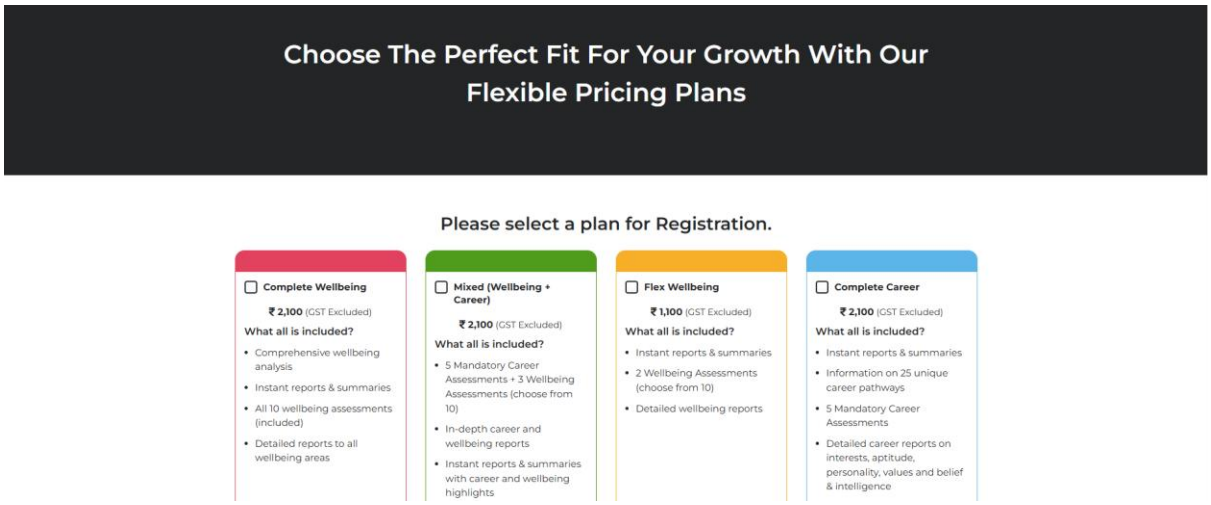

### 3.1.2 Navigate to the Registration Section

- On the homepage, look for the "Register" option.
- You can usually find it at the top-right corner of the screen or within the login section.



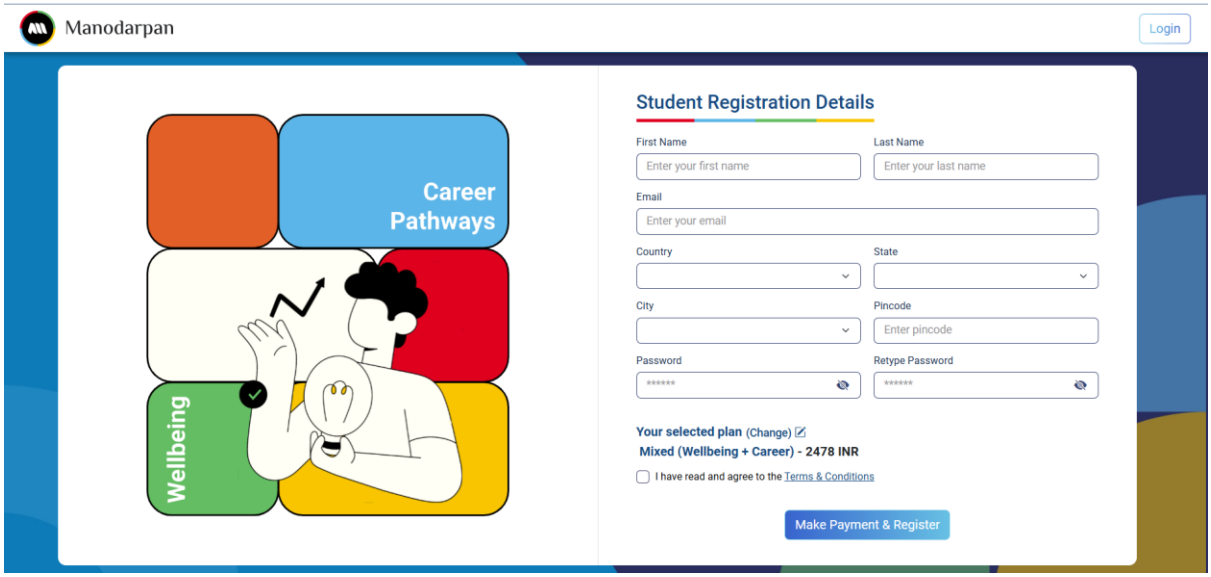
### 3.1.3 Click on "Student"

- Once located, click the "student" button you will be redirected to the pricing page on the website, where you can setup the plan selection and proceed for registration.



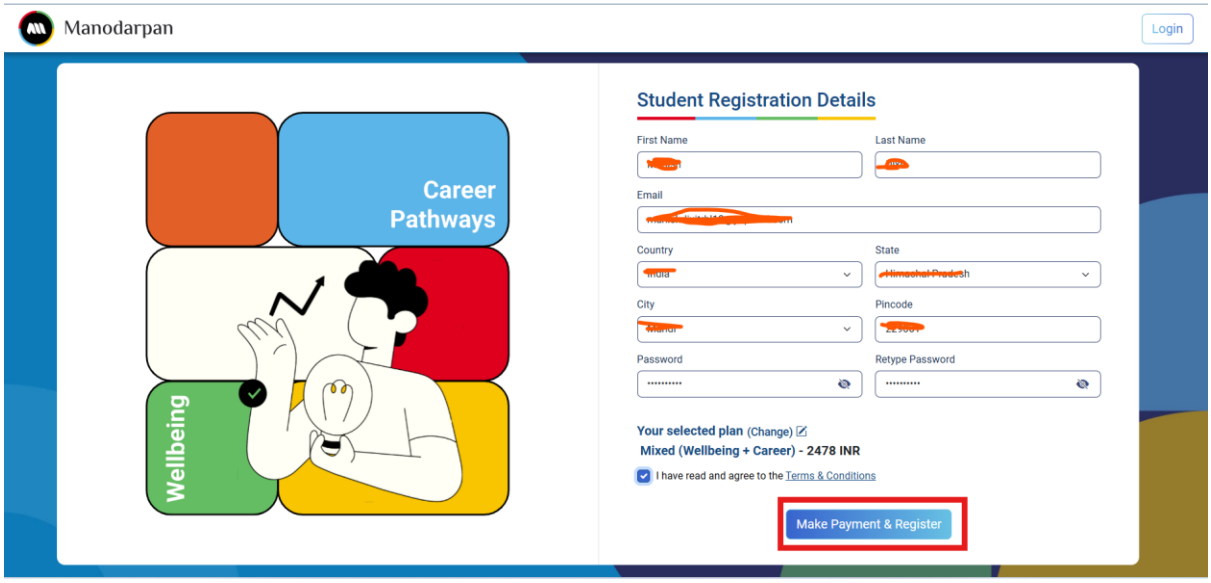

- After desired plan selection, you click on “Proceed to Register” button then you will be finally redirected to registration page (app.manodarpan.com), where you can fill the mandatory fields.

https://app.manodarpan.com

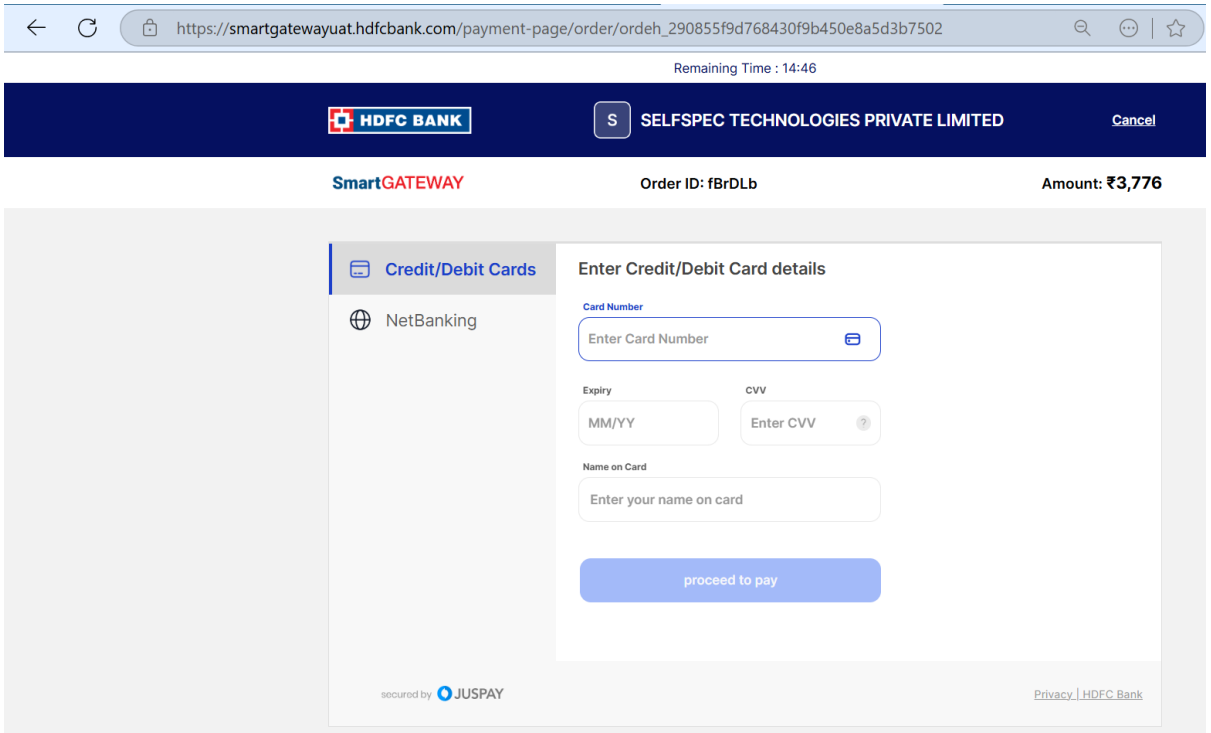


### 3.1.4 Make Payment & Registration

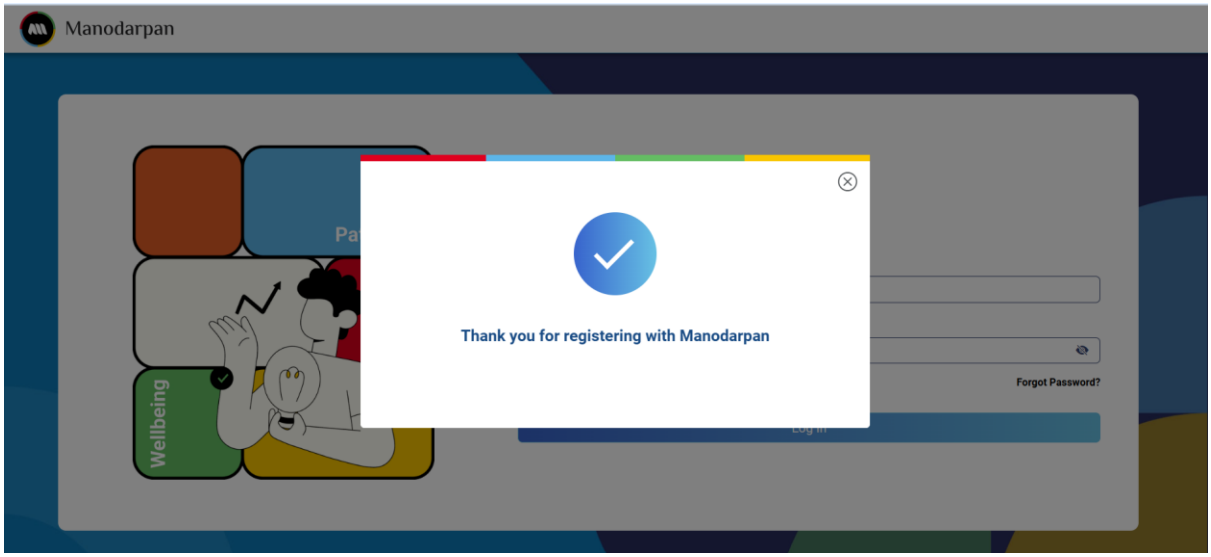
- After filling all the mandatory fields like (Name, Email, Password etc..) and check the terms and conditions.
- Click on “Make Payment & Register” button proceed for payment



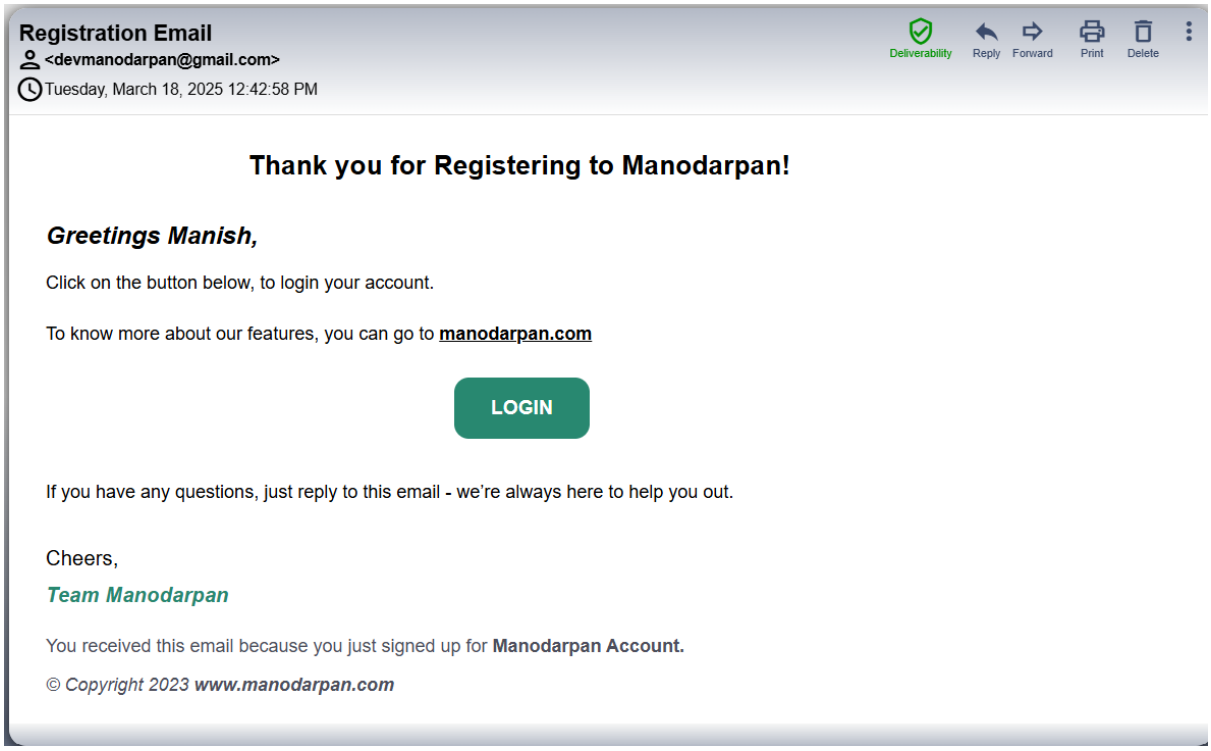

- Redirected to payment gateway interface

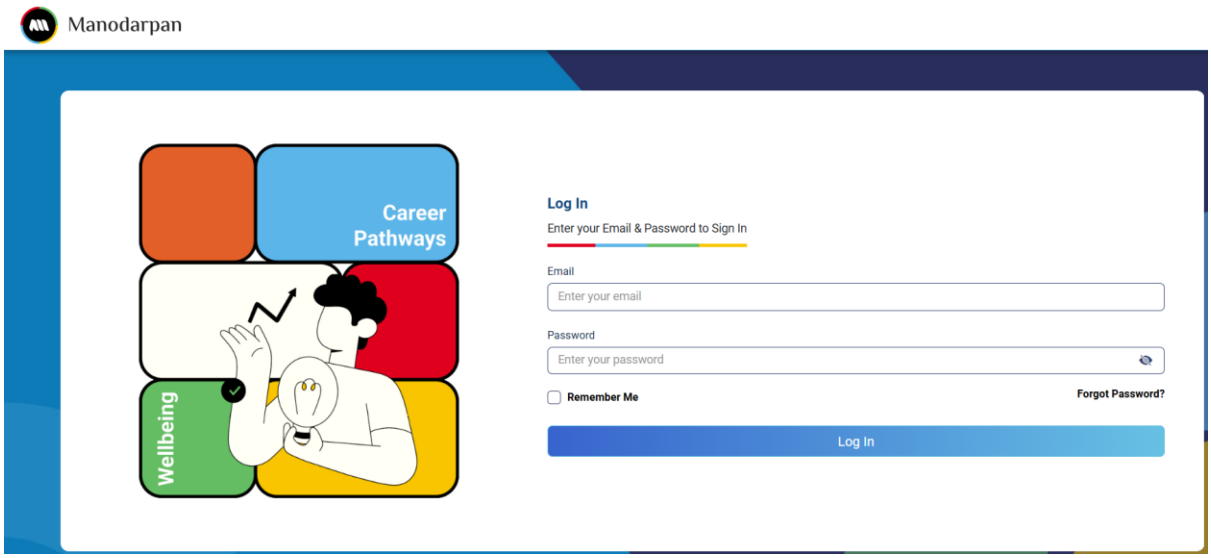


- After Successful Payment Completion , user redirected to Login Page with confirmation “Thank You for registering with Manodarpan”




- The user will receive a confirmation email at their registered email address and, upon clicking the Login button, will be redirected to the Login Page



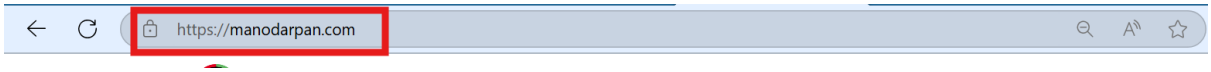



# 4 Login Workflow

## 4.1 Locating and Clicking on the "Login" Option

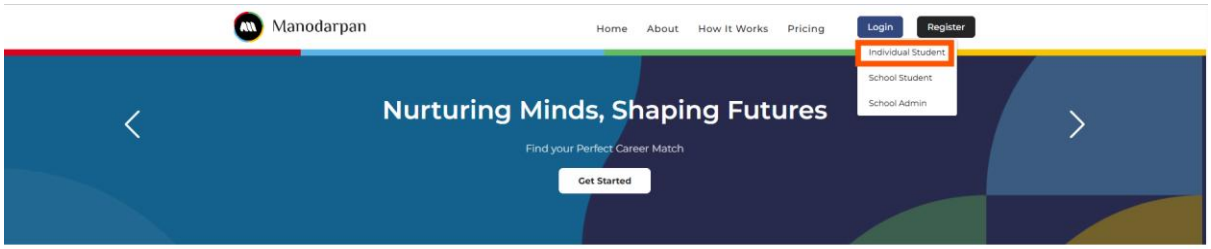
### 4.1.1 Open the Web Application

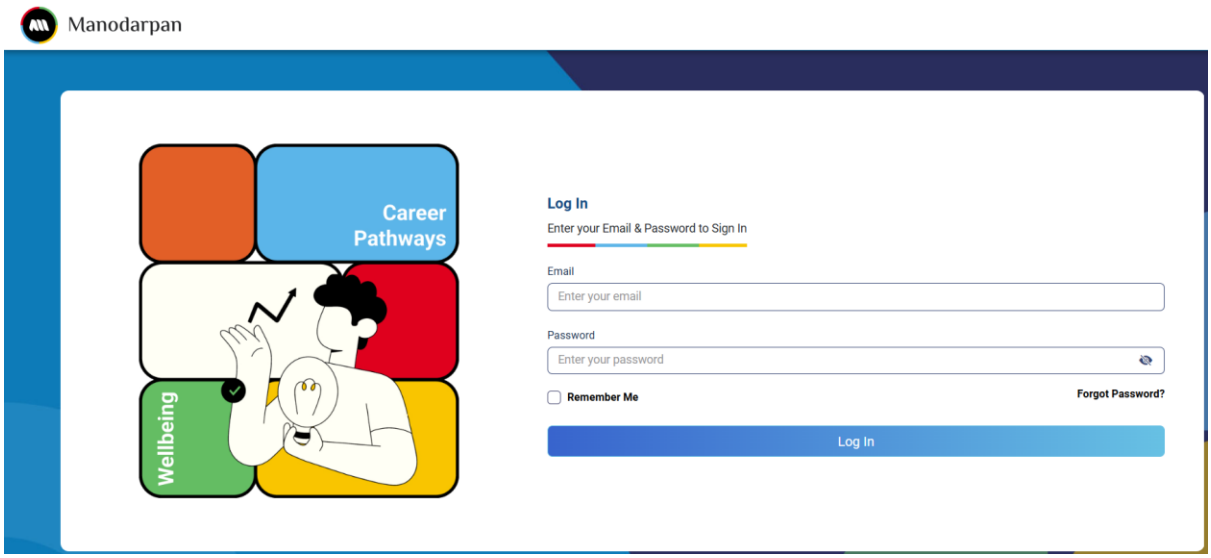
Open your favourite web browser and type the application's URL in the address bar (https://manodarpan.com).



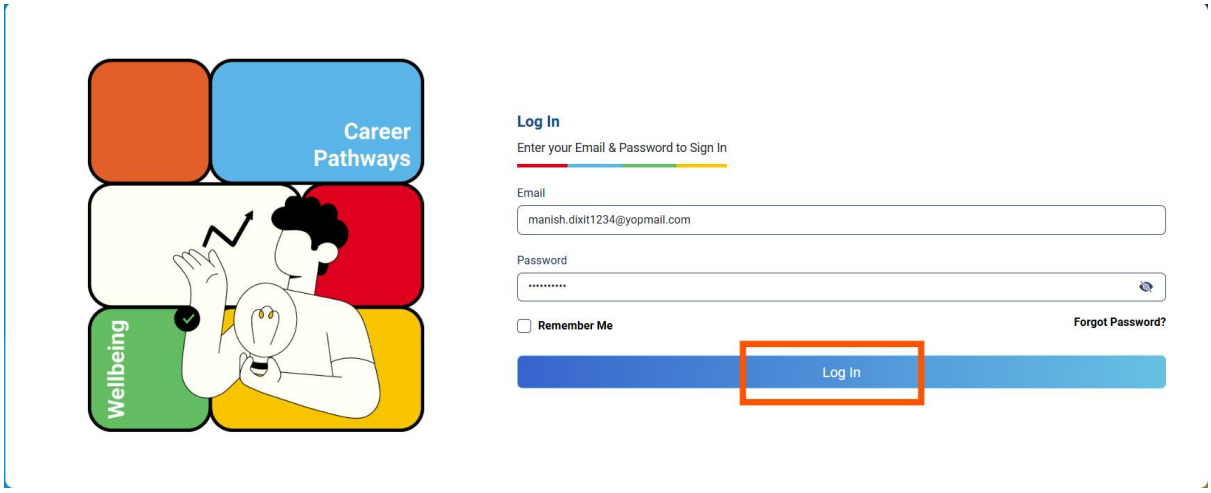

### 4.1.2 Navigate to the Login Section

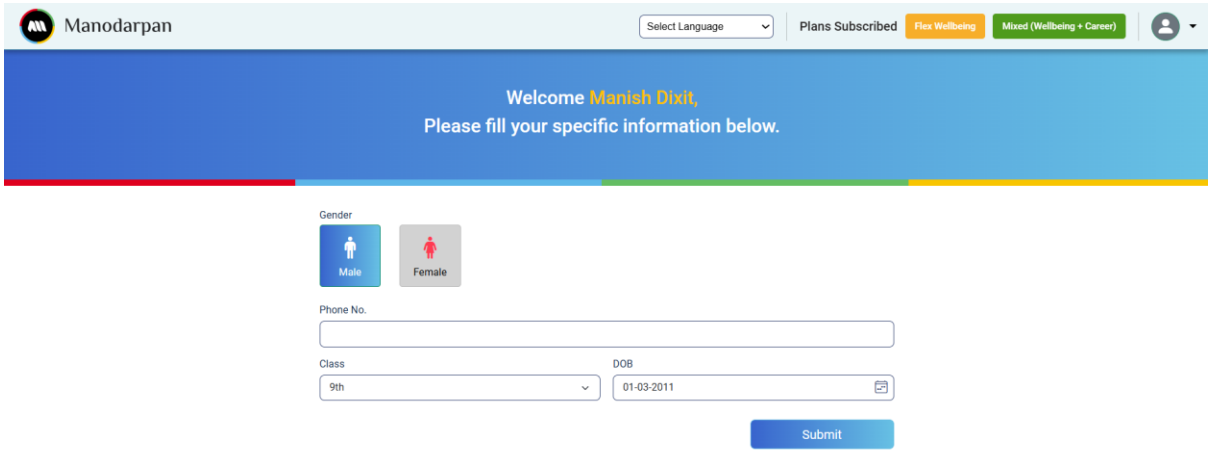
- On the homepage, look for the "Login" option.
- You can usually find it at the top-right corner of the screen or within the login section
- See multiple options in the dropdown, click on the 'Individual Student' option to be redirected to the Login Page



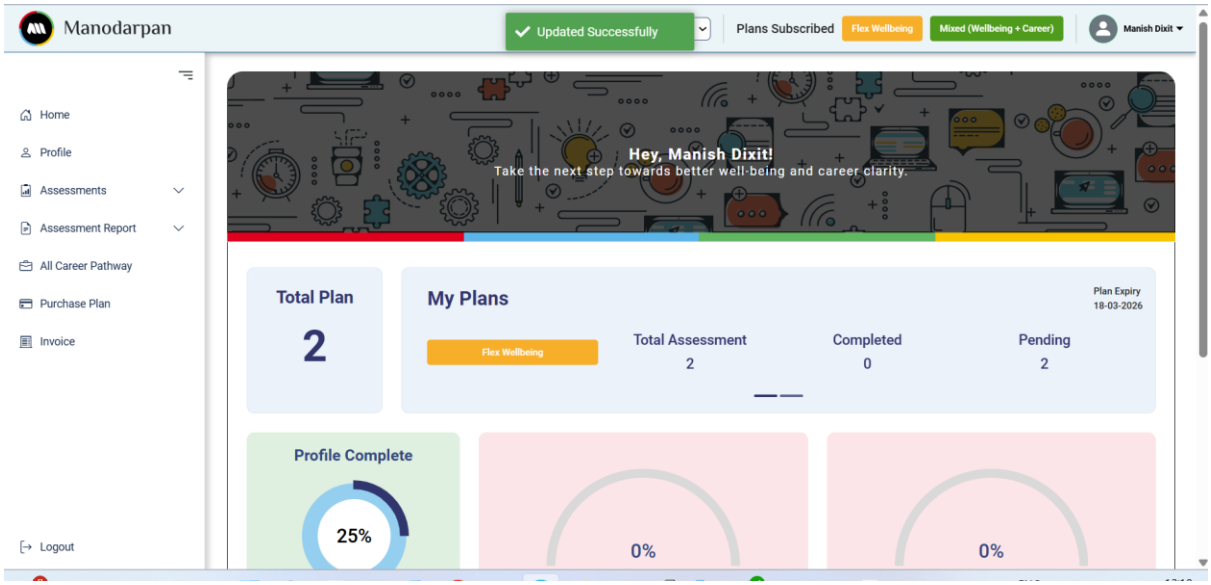



- On putting the valid credentials on the Email & Password fields and click on Login then user redirect to Welcome Screen (Only first-time login after registration welcome screen appears to take additional details)



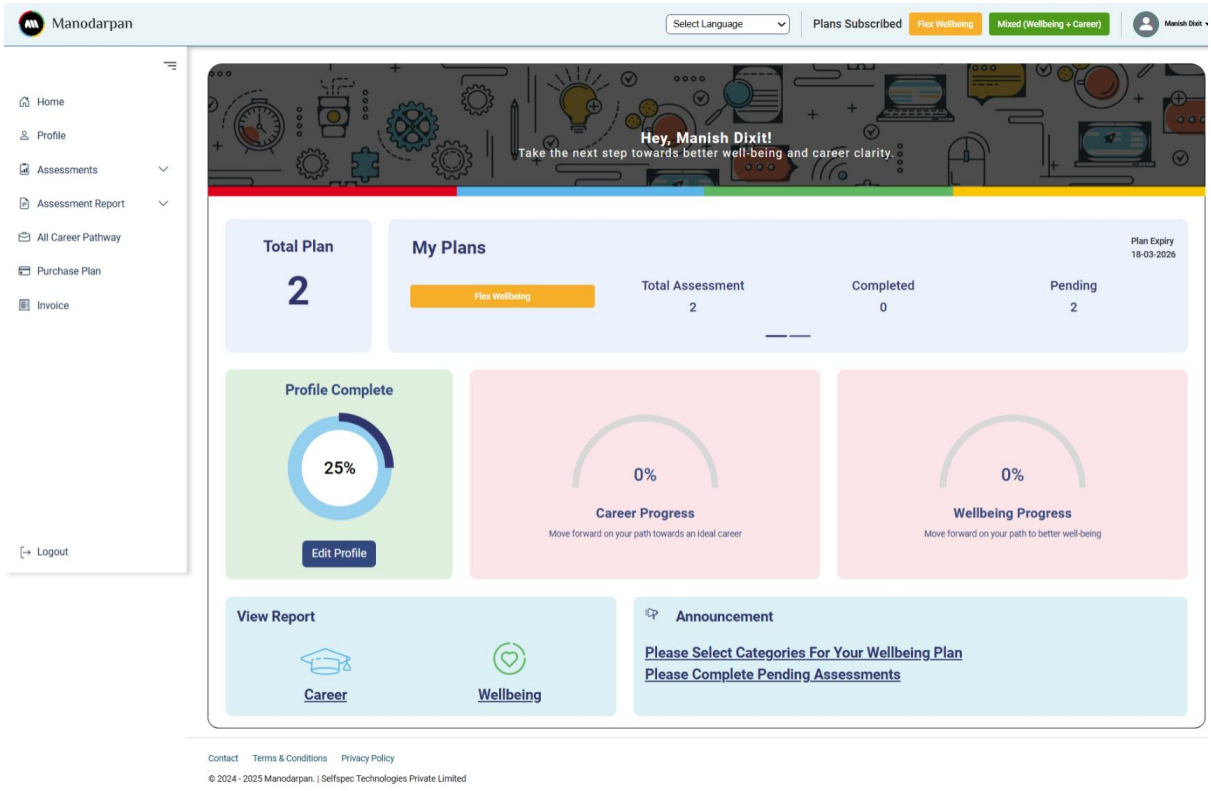



- Re-directed to Home screen




# 5 Home

After logging in with valid credentials, the user is directly navigated to the home screen and can view a summarized overview of their current profile as below.

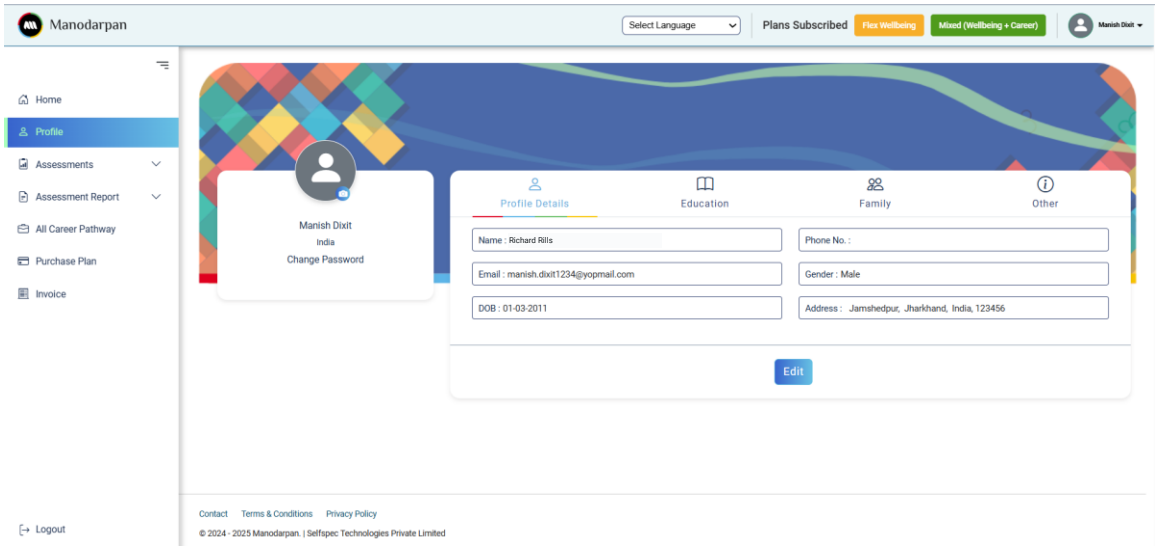


- **Total Plan** indicate the number of plans chosen at the time of registration
- **My Plan** provides details of each selected plan (if multiple plans are opted for), including the number of assessments available, completed, or pending based on their status.
- **Profile Completion** indicates the percentage of information you have updated.
- **Career Progress** indicates the percentage of career assessments you have completed. This applies if you have purchased a plan that includes career assessments; otherwise, a purchase is required to view progress.
- **Wellbeing Progress** indicates the percentage of wellbeing assessments you have completed. This applies if you have purchased a plan that includes wellbeing assessments; otherwise, a purchase is required to view progress.
- The **'View Report'** option displays two links for report redirection: clicking on 'Career' redirects to the Career report and clicking on 'Wellbeing' redirects to the Wellbeing report.
- **Announcements** indicate any new updates on the portal, which you can view by clicking the relevant links

# 6 Profile

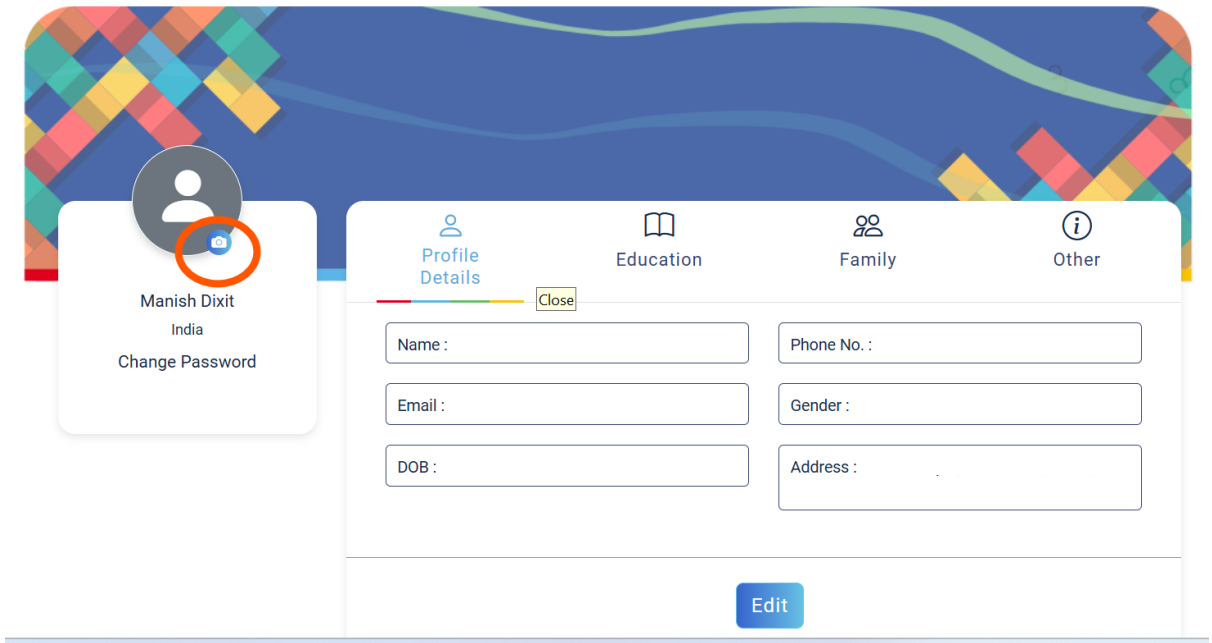
Clicking on the Profile section from the menu displays the default view of your profile and you can edit profiles based on different-2 tabs options.

- Profile Pic Upload
- Change Password Link to redirects to password change screen
- In Profile Tab , you get to know about personal information
- In Education Tab, You can update your education related information
- In family tab, you can update about your family details (optional)
- In Other tab , you update other details.



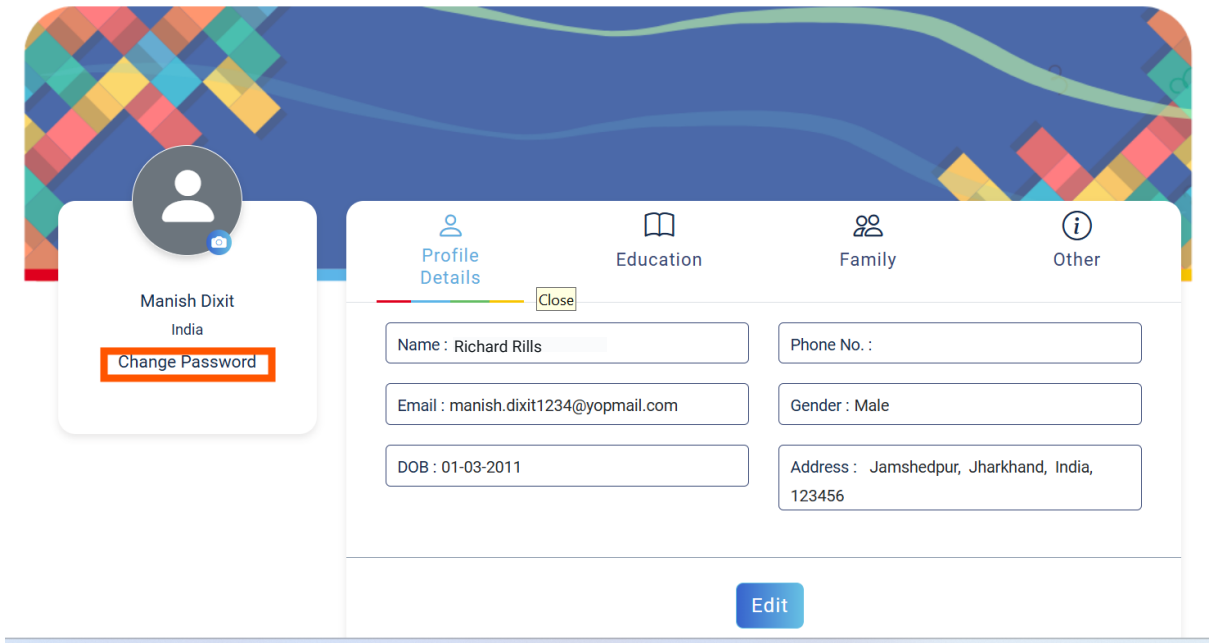
## 6.1 Profile Pic Upload

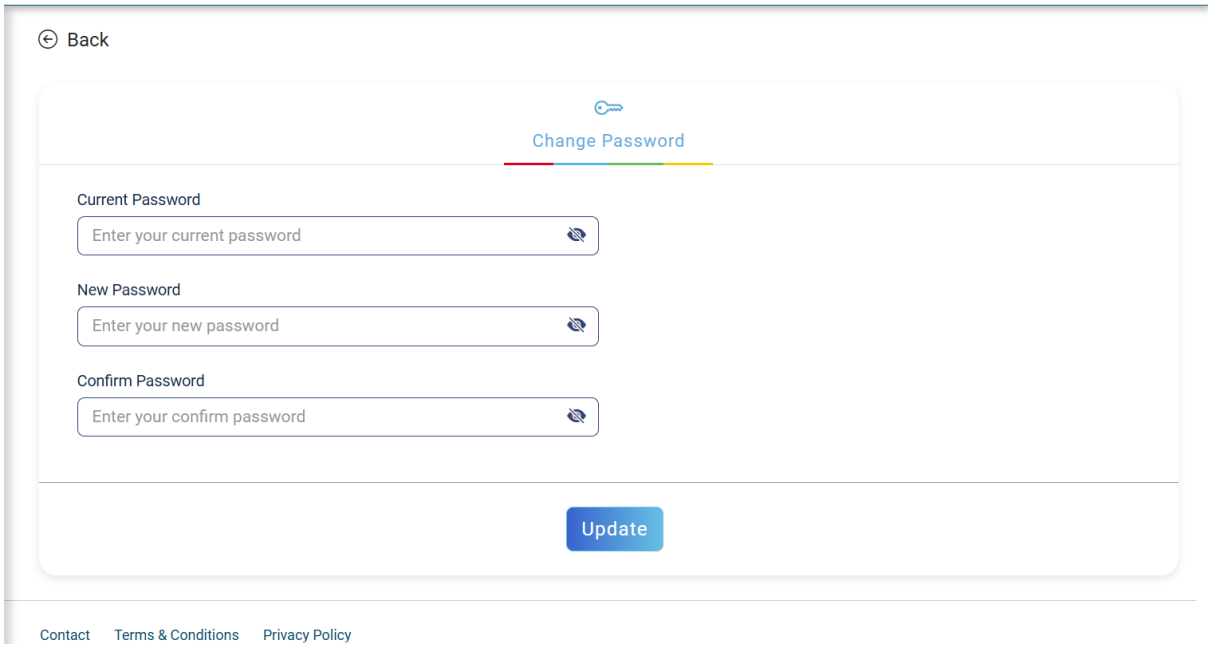
You can upload your new/update profile pic by clicking on camera icon




## 6.2 Change Password

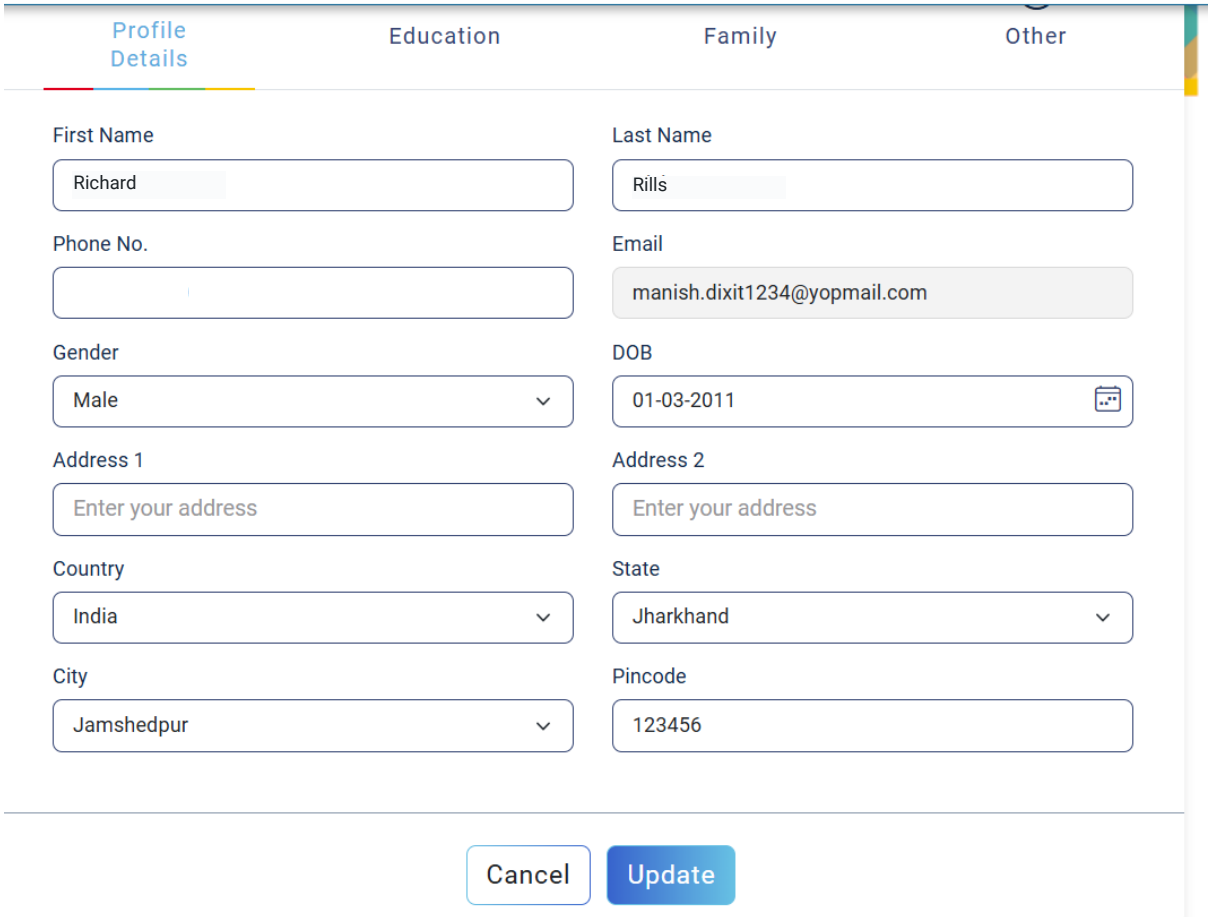
You can change your password by clicking the 'Change Password' link, which redirects you to the change password window.





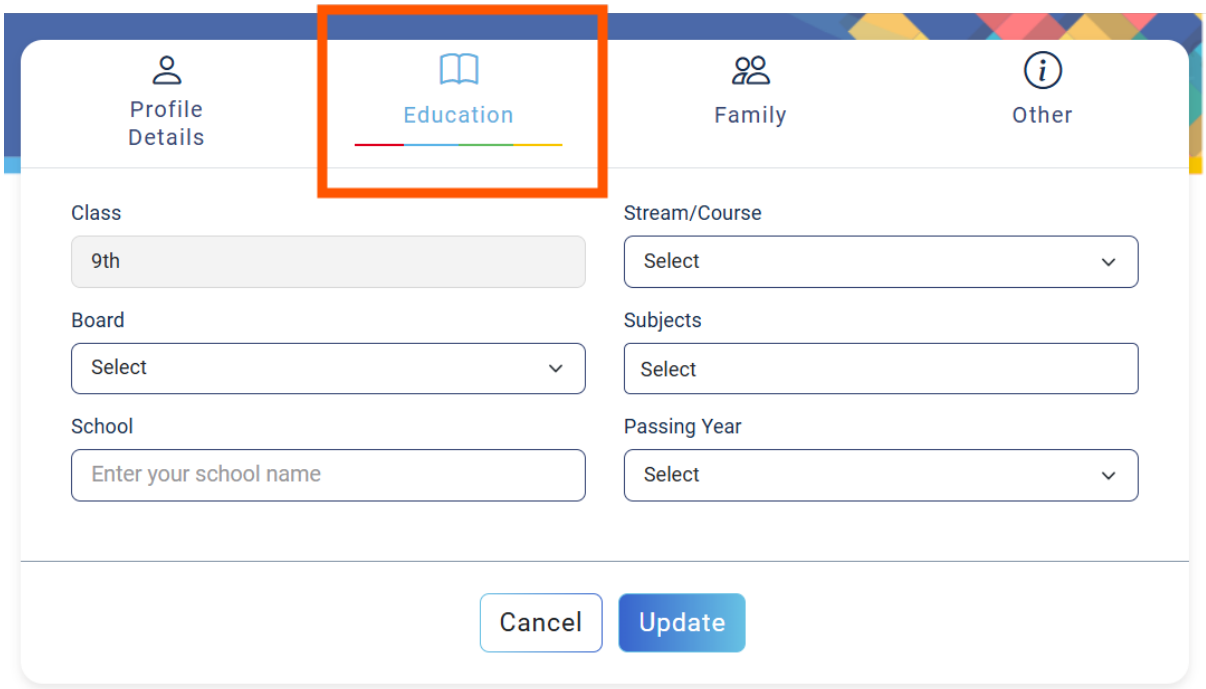

## 6.3 Profile Details

You can update your personal details (Name, Address, Phone Number etc..) except email information.



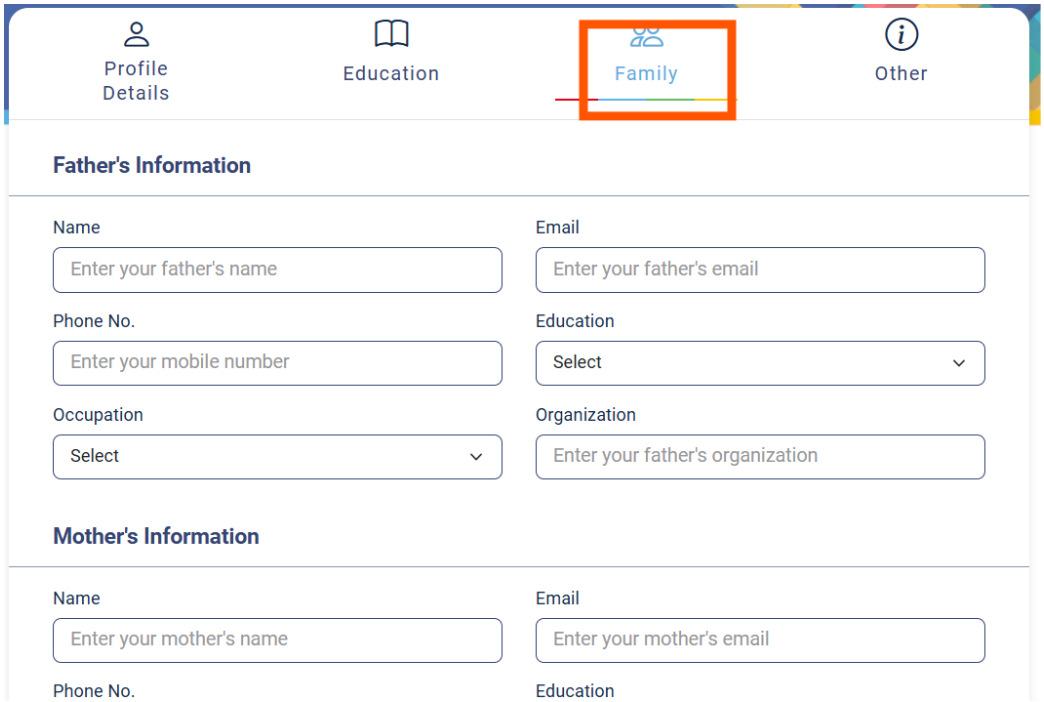
## 6.4 Education

You can update your educational details (stream/course, Board, Subjects, School Name, Year of Passing) except class.



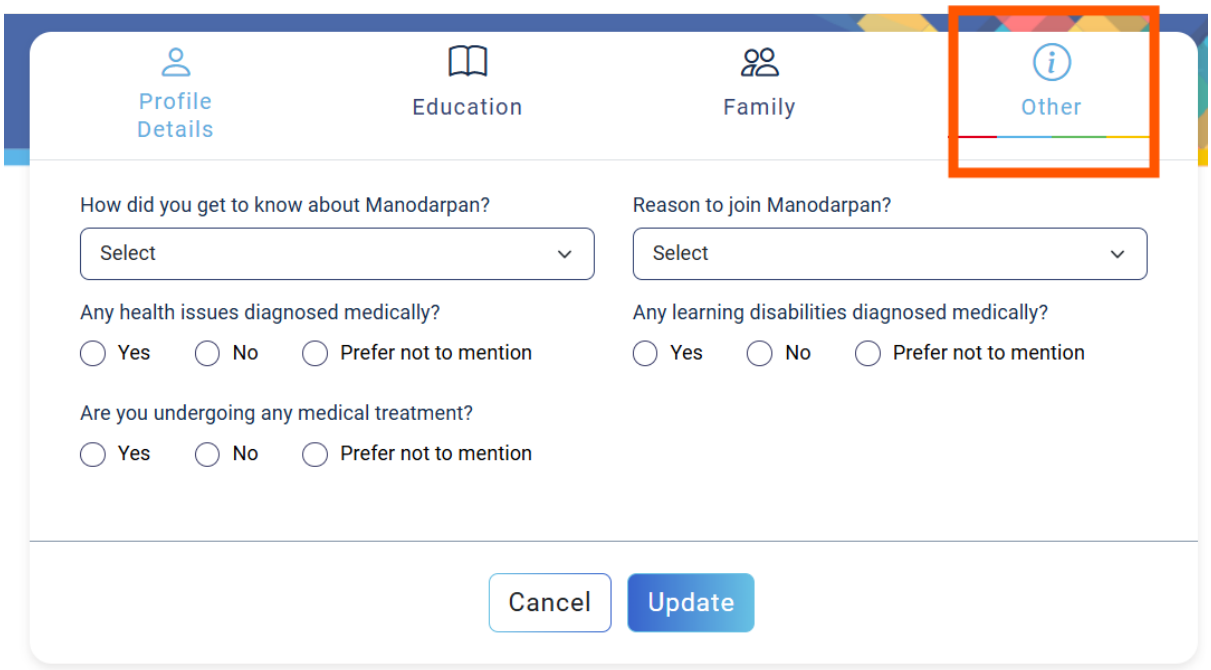

## 6.5 Family Details

You can update family details, including father's and mother's information.



## 6.6 Other

You can update other details; this is an optional tab



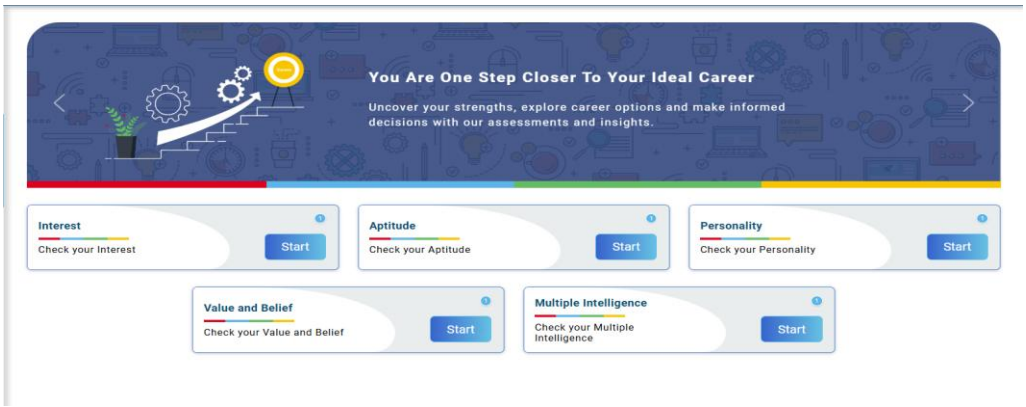

# 7 Assessments

The section has been divided into two subsections, which contain Career Pathway and Wellbeing.

## 7.1 Career Pathway

These subsections contain five assessments that help users understand their capabilities in terms of career.

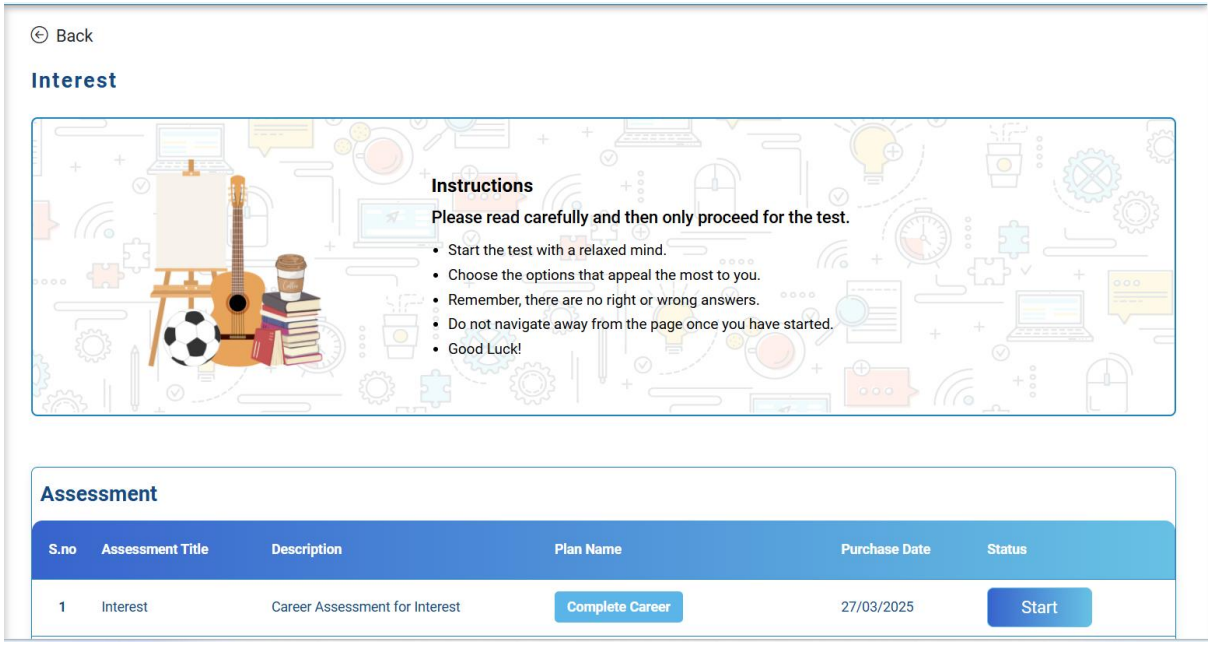
- Interest
- Aptitude
- Personality
- Value and Belief
- Multiple Intelligence



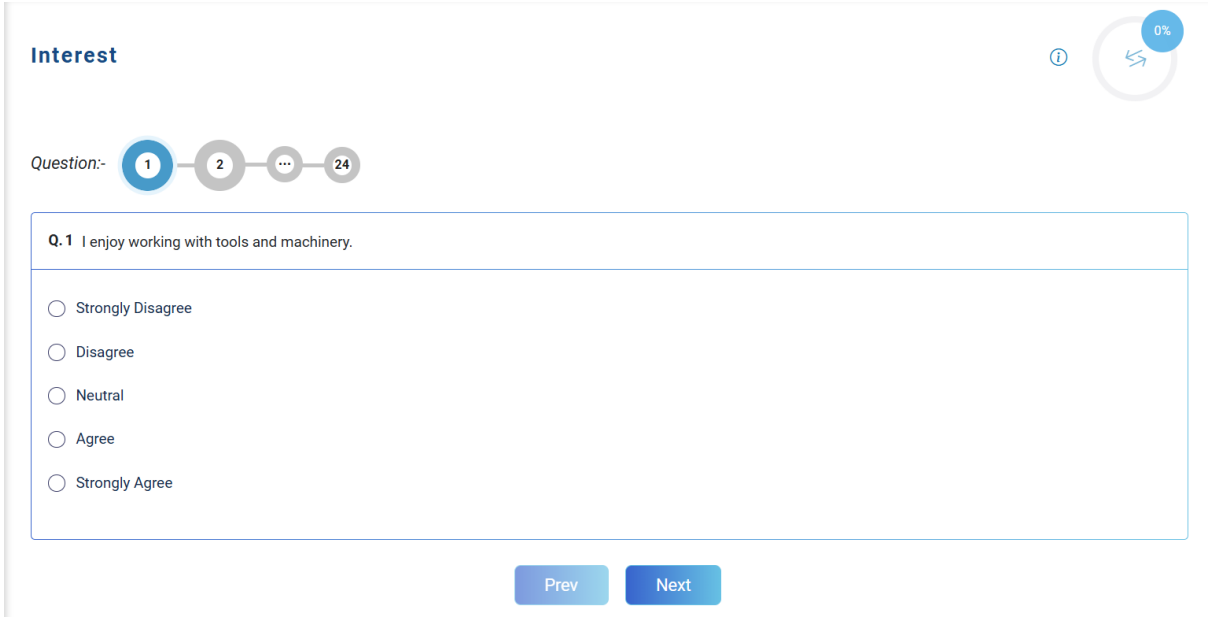
### 7.1.2 Interest, Personality, Value and Belief, Multiple Intelligence

When a user clicks the Start button for assessment category, they will be redirected to the next screen, where they can view the assessment title, description, plan name (in case of multiple plans, multiple rows will be shown for each assessment), purchase date, and assessment status.

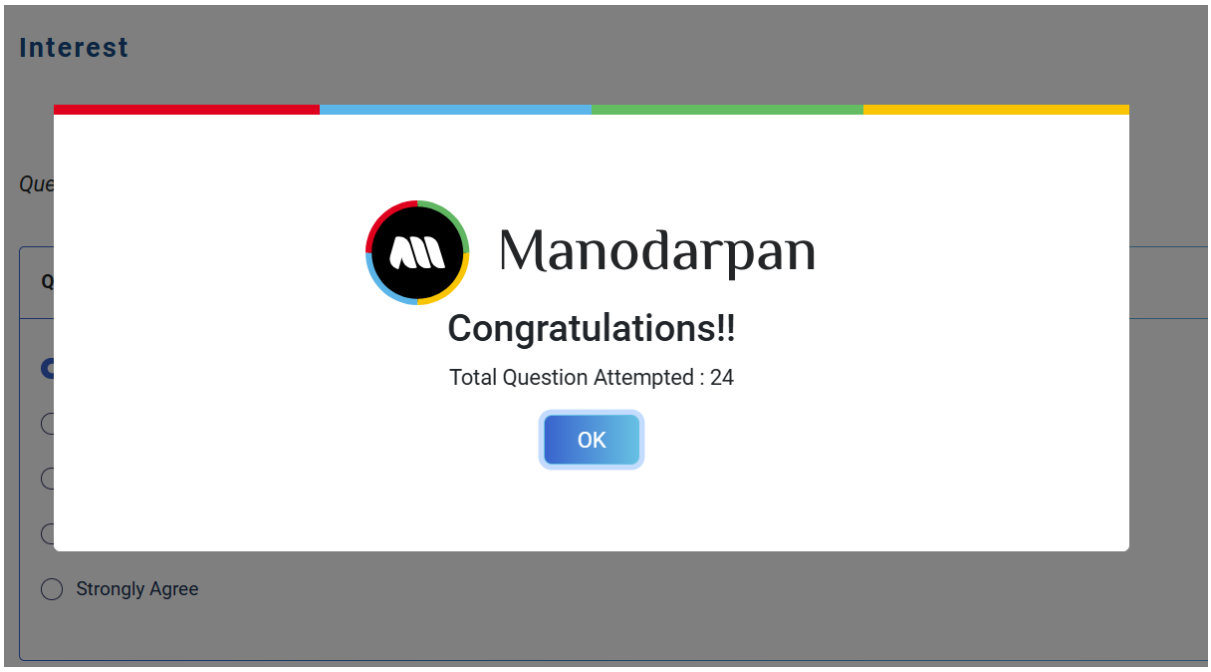
Note – Skipping questions is not allowed; all questions must be attempted. Additionally, the assessment is not time-based.




When the user clicks on Start, the assessment for the selected category will begin.

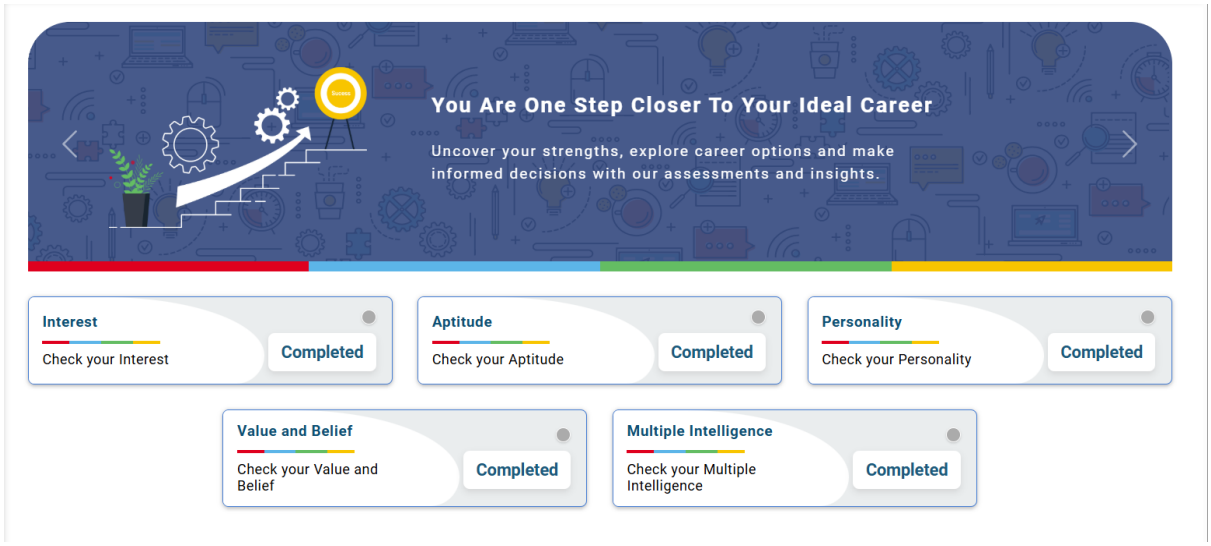


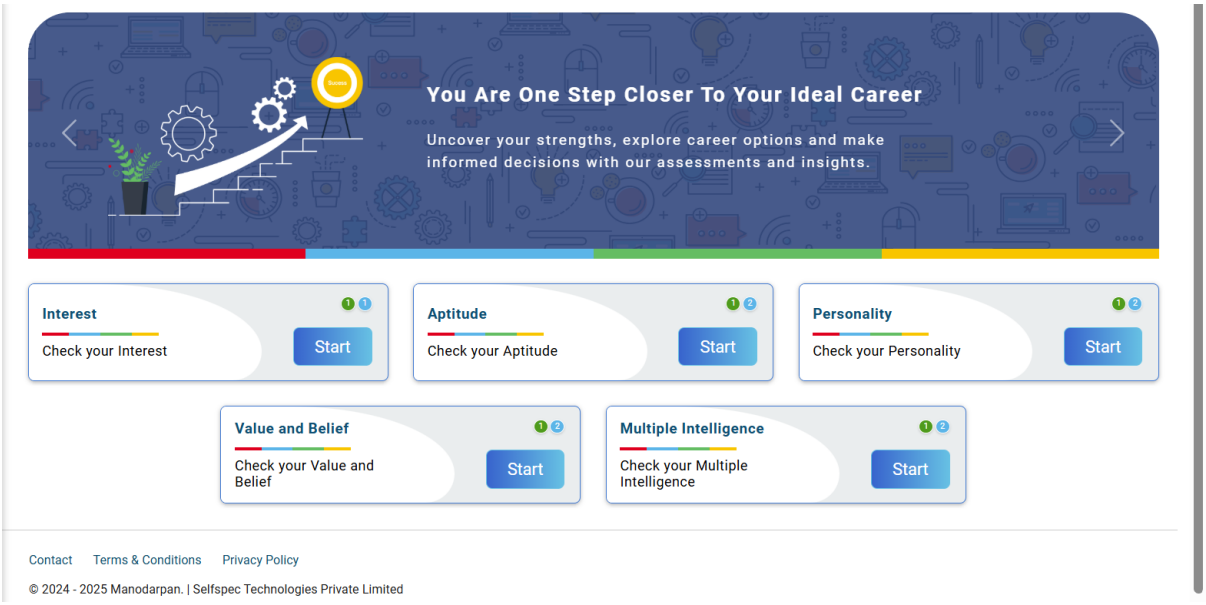

After Submission of assessment




After Submission of assessment and click on “OK” , you will redirect to main Section with the status “**completed**”, if assessment category aligned with multiple career plans then category status remain “**Start**”.

If Single Plan associated with single Assessment Category

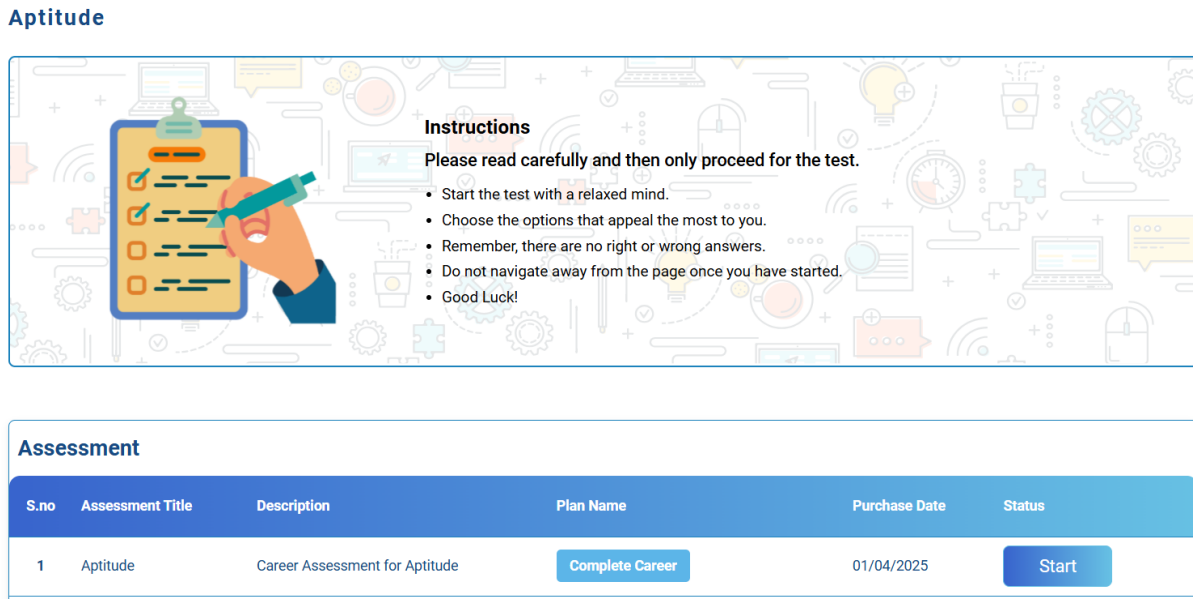




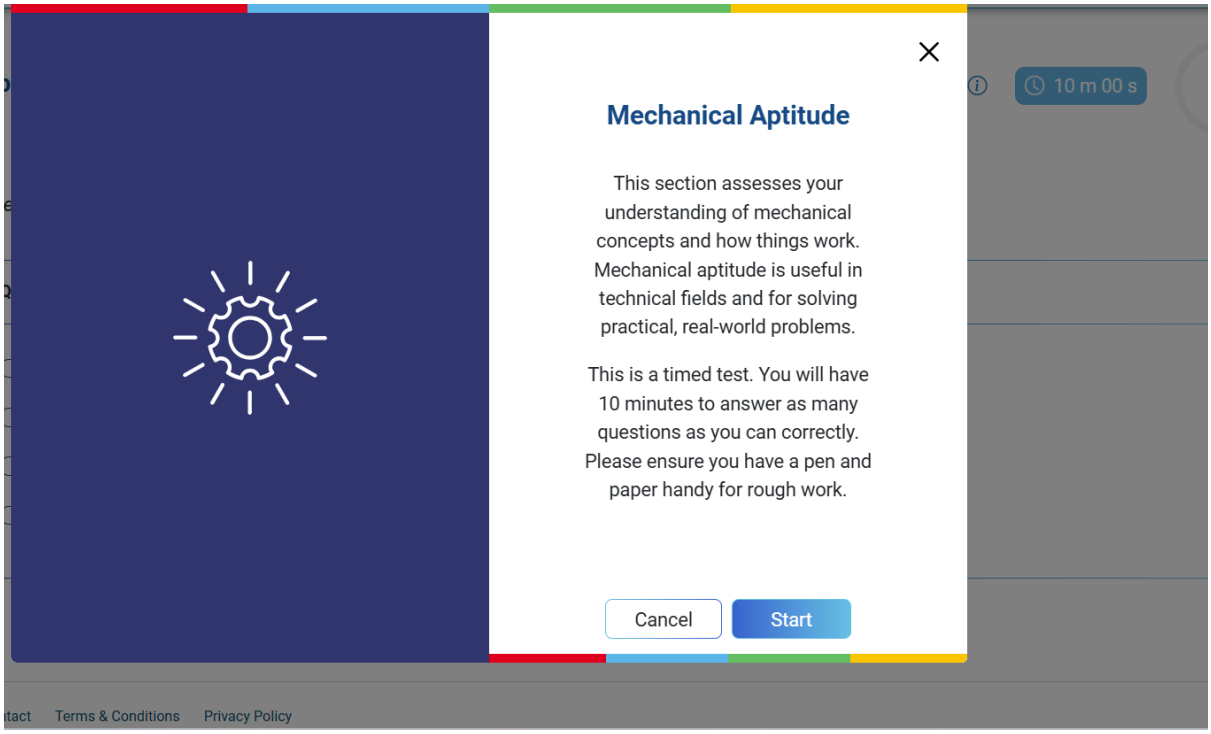

### 7.1.2 Aptitude

When a user clicks the Start button for assessment category, they will be redirected to the next screen, where they can view the assessment title, description, plan name (in case of multiple plans, multiple rows will be shown for each assessment), purchase date, and assessment status.

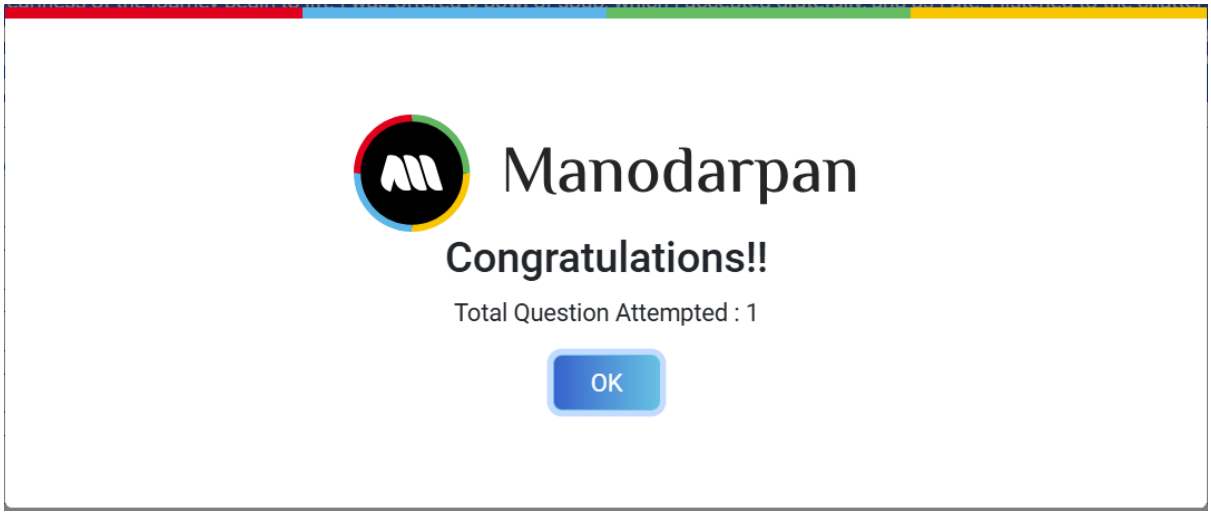
Note – Timer Based Questions for each Segments (Mechanical, Verbal, Numerical, Spatial, Reasoning,) and skipping of questions allowed.



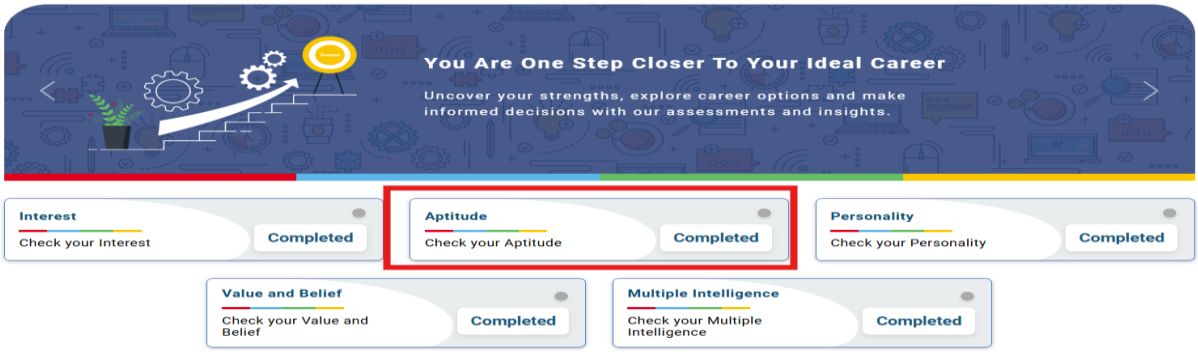

When the user clicks on Start, the assessment for the Aptitude category will begin with segments.



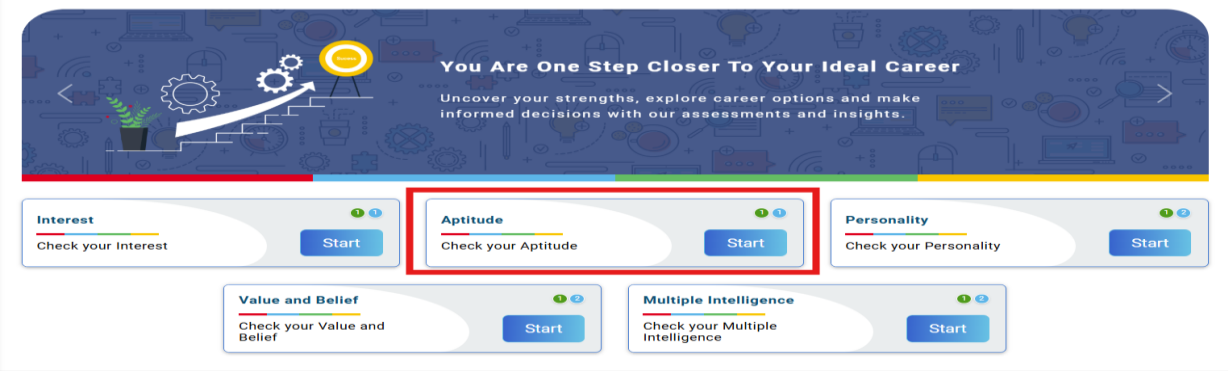

After Submission of assessment and click on "OK" , you will redirect to main Section with the status "**completed**", if assessment category aligned with multiple career plans then category status remain "**Start**".




If Single Plan associated with Aptitude Assessment Category



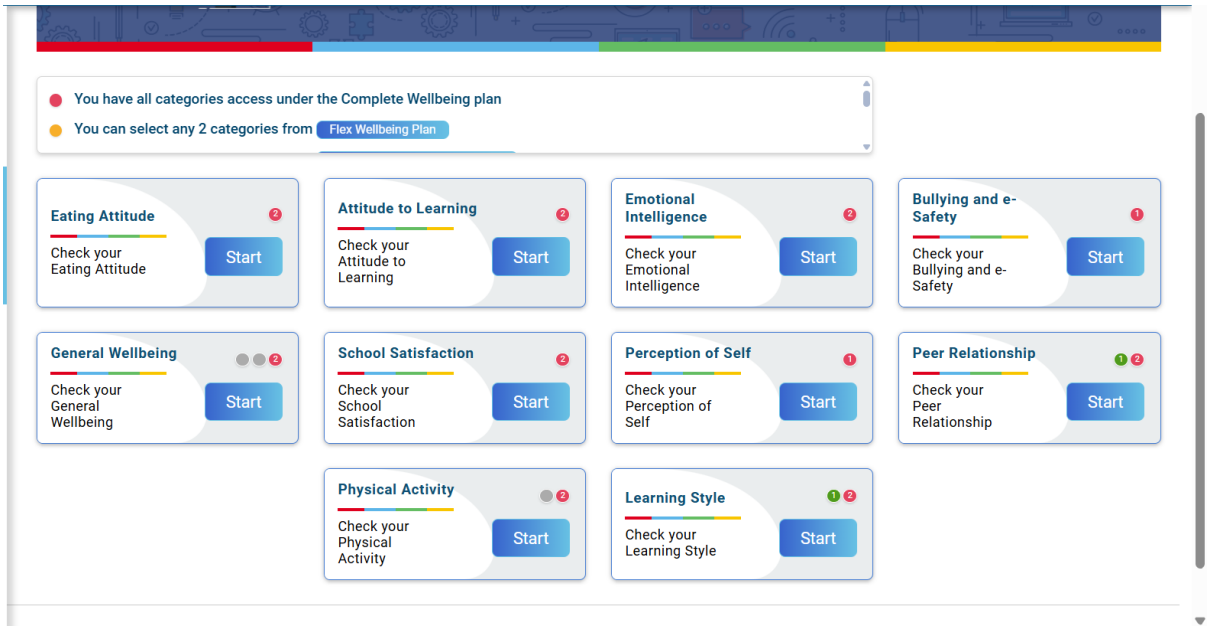
If Category aligned with Multiple Plans then




## 7.2 Wellbeing

These subsections contain ten assessments that help users to check the Mental Health based on scores get during the assessment.

- Eating Attitude
- Attitude to Learning
- Emotional Intelligence
- Bullying & E-safety
- General Wellbeing
- School Satisfaction
- Perception of Self
- Peer Relationship
- Physical Activity
- Learning Style

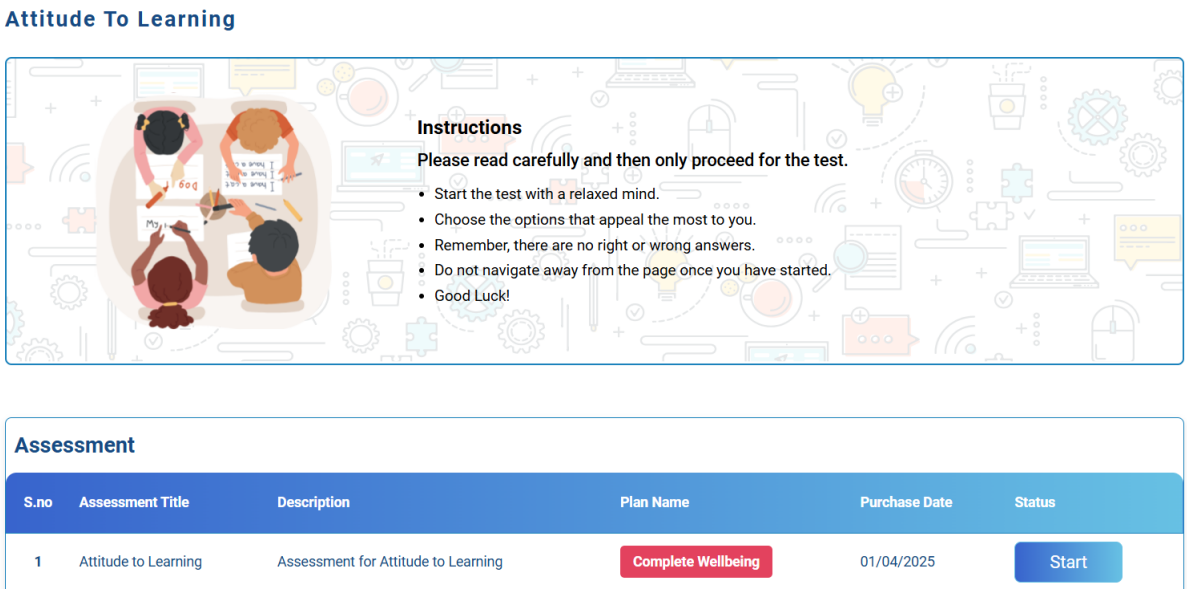


### 7.2.1 Wellbeing Category Assessments

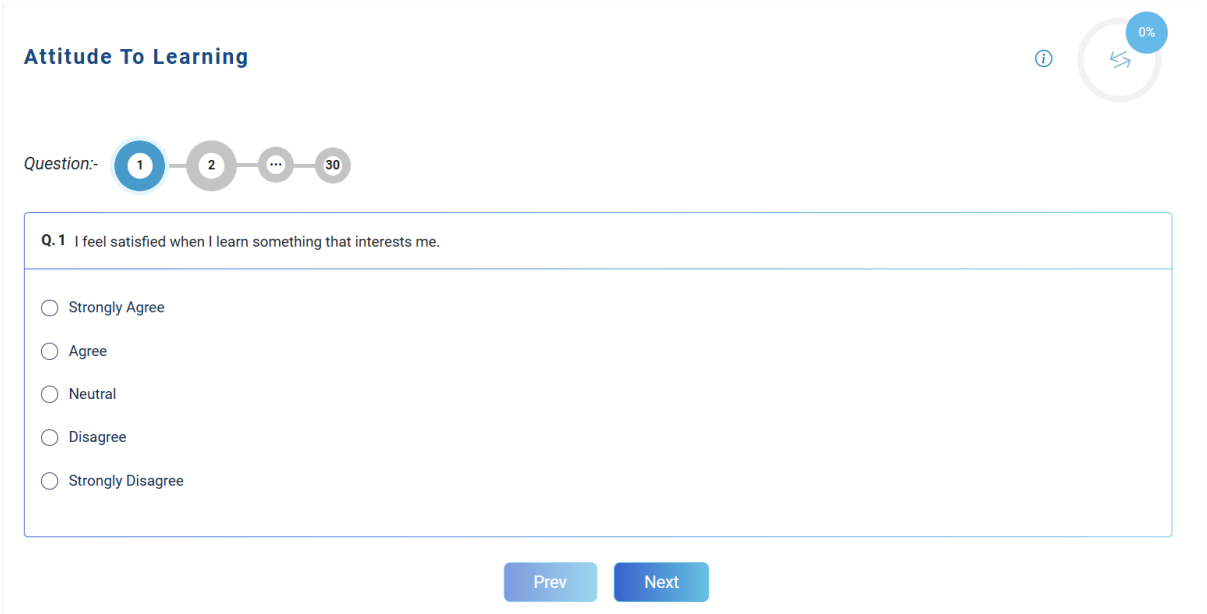
When a user clicks the Start button for assessment category, they will be redirected to the next screen, where they can view the assessment title, description, plan name (in case of multiple plans, multiple rows will be shown for each assessment), purchase date, and assessment status.

Note – Skipping questions is not allowed; all questions must be attempted. Additionally, the assessment is not time-based.

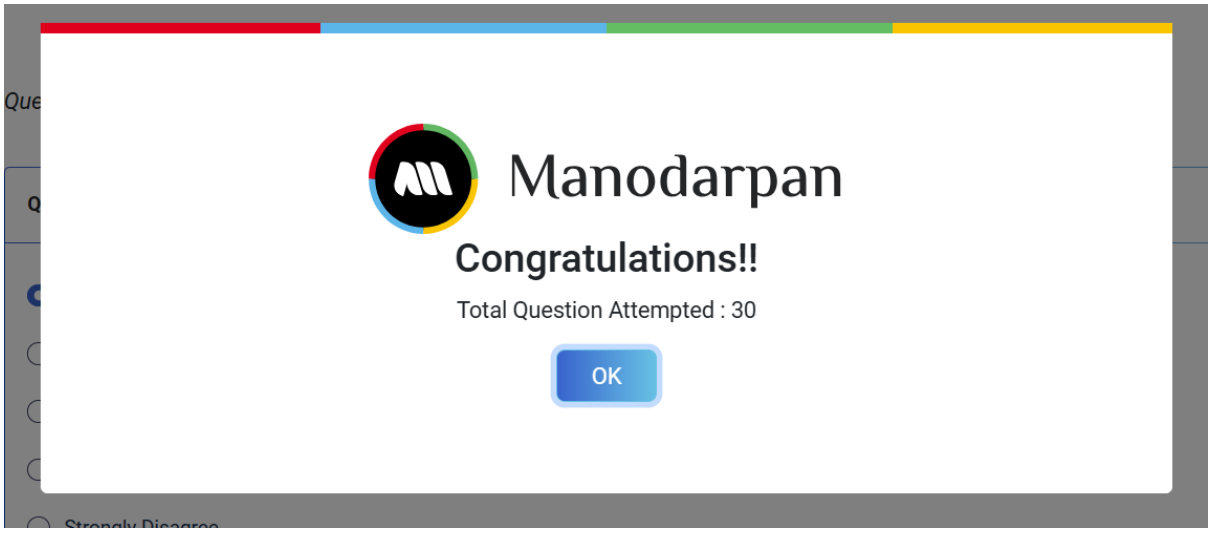
**Sample Category**



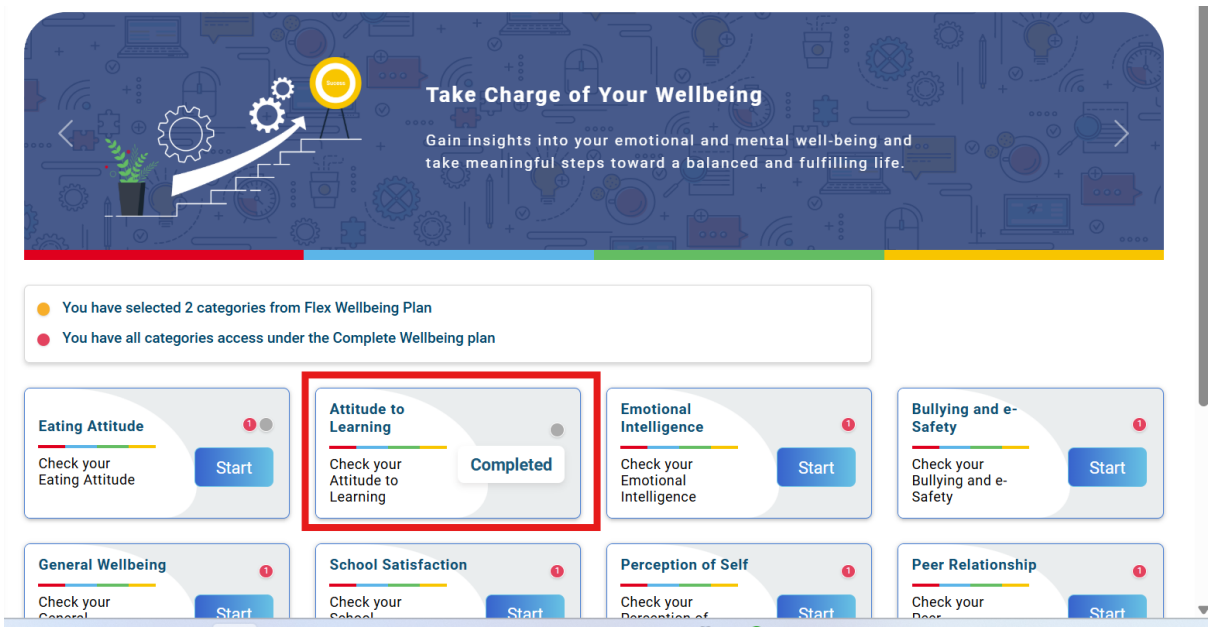

When the user clicks on Start, the assessment for the Wellbeing categories will begin with Questionnaires.



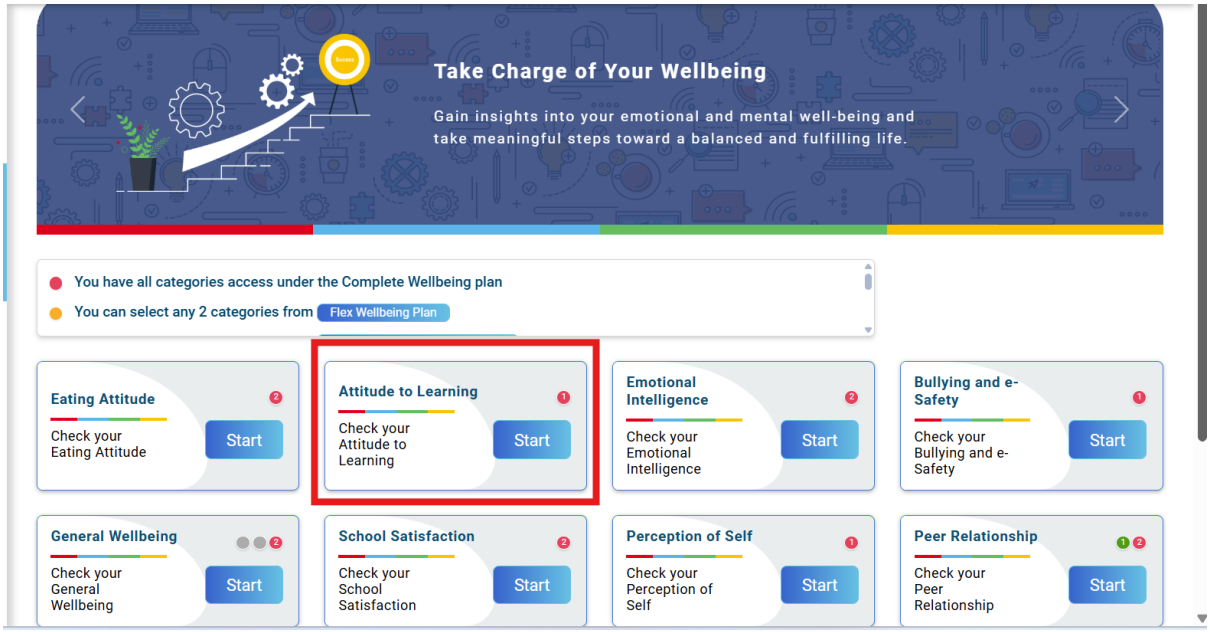
After Submission of assessment and click on “OK” , you will redirect to main Section with the status “**completed**”, if assessment category aligned with multiple wellbeing plans then category status remain “**Start**”.




If Single Plan associated with Aptitude Assessment Category



If Multiple Plan(s) associated with Aptitude Assessment Category

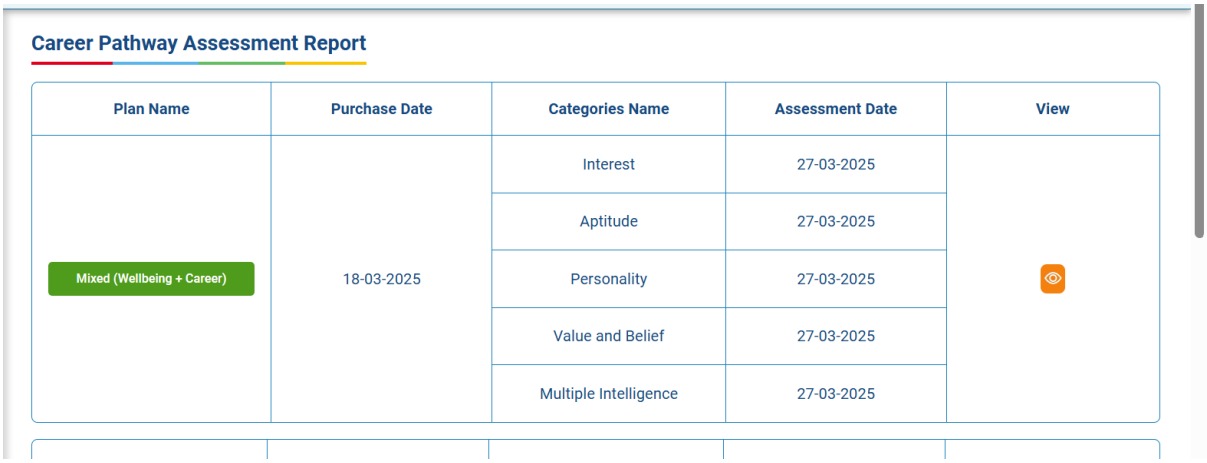



# 8 Assessment Reports

Based on the assessment taken, the user can view a report that highlights all aspects of wellbeing and career.

## 8.1 Career Pathway

In this Section User can see the report only when User completes their 5 Assessments of Career Pathway.




When User Click on View Option then Whole Report will generated of user As Below.

## Career Pathway Assessment Report

Download Report

| User Details | Name : Srijan Sharma | Stream/Course : General | Class : 8th |
|---|---|---|---|

### Top 3 Recommended Careers

Select Language | Plans Subscribed | Complete Career 3 | Flex Wellbeing 3 | Srijan Sharma

Administrative Support

Teaching & Training

Humanities & Social Sciences

Administrative Support

**Your career fit is 63.24% for Administrative Support**
Administrative support focuses on providing essential services that ensure smooth operations across various sectors. Skilled administrative professionals are crucial for managing office functions, coordinating schedules and maintaining communication, particularly as organizations embrace remote work and digital tools for efficiency and productivity.

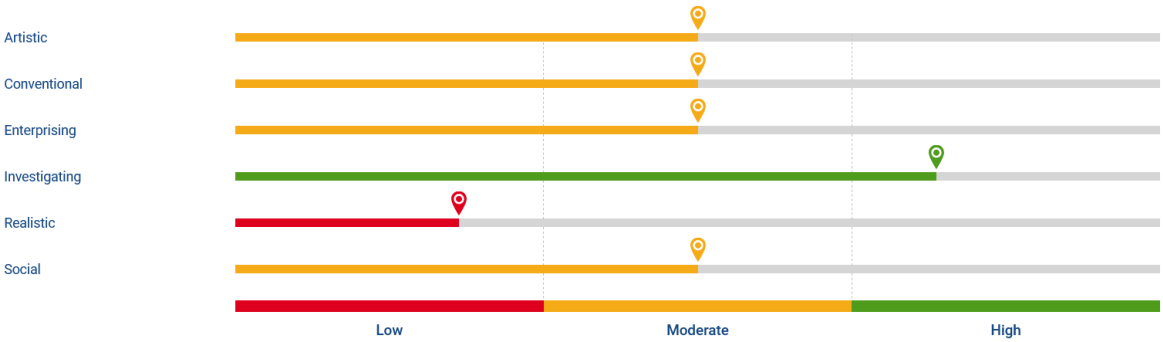
### A Quick Snapshot

**Interest** (Key and Secondary Areas of Interest)

1 Investigating

2 Artistic

The Interest inventory reveals preferences and passions that drive you, highlighting activities and fields that capture your attention and enthusiasm. By understanding these core interests, you gain insight into what naturally engages you, helping you align your career choices with aspects that you truly enjoy.



## **Personality** (Leading Traits)

1 High Agreeableness

2 Low Agreeableness

The Personality assessment highlights those unique characteristics and qualities that define an individual. They focus on those inherent and enduring aspects which help us predict one's pattern of thinking, feeling and behaving in a given situation. These personality traits allow us to predict career pathways that a person is naturally suited for.

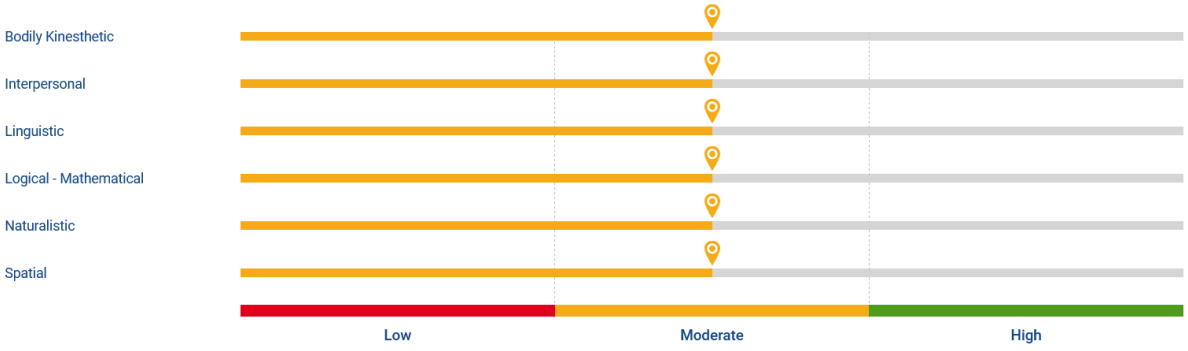
| | | |
|---|---|---|
| Agreeableness | 50% Assertive | 50% Accomodating |
| Conscientiousness | 50% Flexible | 50% Organized |
| Emotionality | 50% Resilient | 50% Compassionate |
| Extraversion | 50% Reserved | 50% Outgoing |
| Honesty-Humility | 50% Pragmatic | 50% Altruistic |
| Openness to New Experience | 50% Conventional | 50% Explorative |

## **Multiple Intelligence** (Your Strongest Intelligences and Preferred Learning Approaches)

1 Bodily Kinesthetic

2 Interpersonal

The Multiple Intelligence test uncovers the diverse ways in which you process information and solve problems. By understanding these perceived abilities, you gain insight into activities that suit your skill-set, helping you choose careers that you are inclined to be successful at.

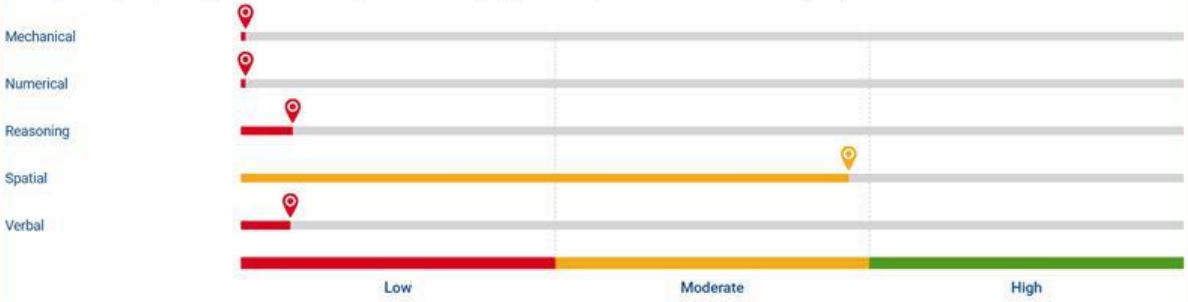



## **Aptitude** (Your Core Strength Areas)

1 Spatial

2 Reasoning

Aptitude assessments identify your natural talents and abilities across different skill areas, highlighting strengths that may come more easily to you. By understanding these aptitudes, you gain insight into areas where you can excel, helping you focus on paths that make the most of your potential.

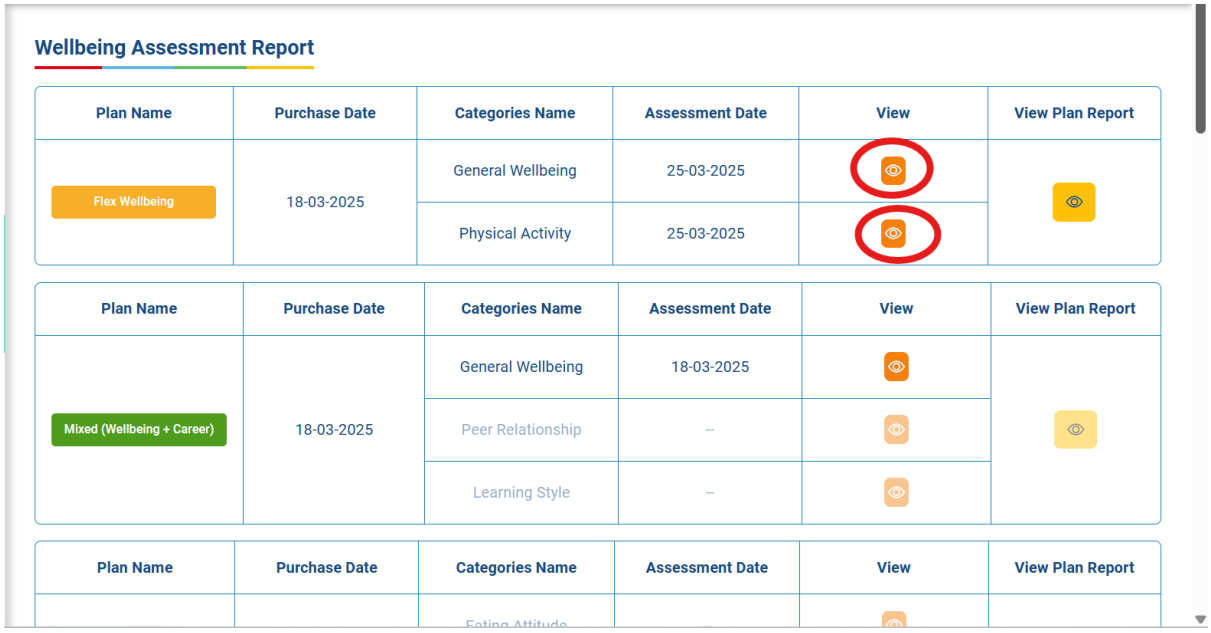


## 8.2 Wellbeing

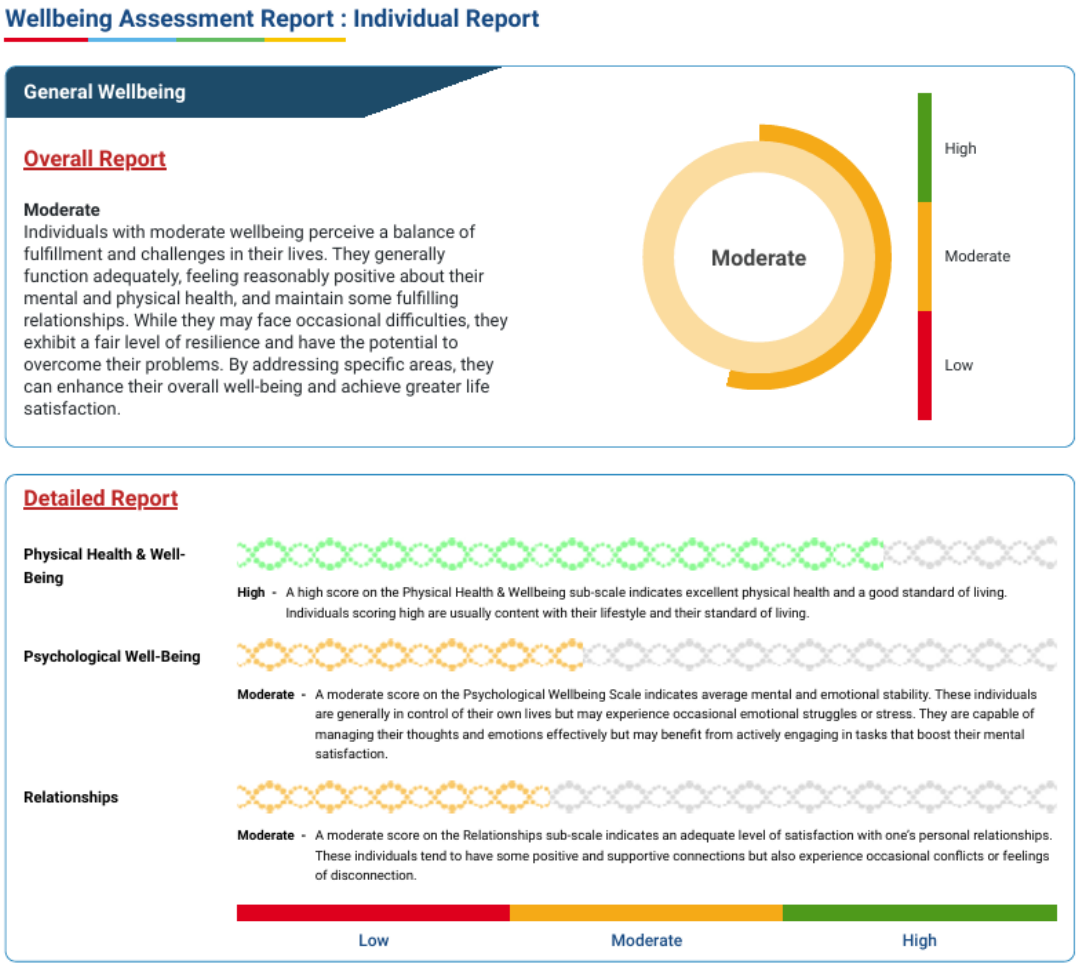
In this Section User can see the report only when user can see reports in two ways Either Individual Category Report or Consolidated Report of all aligned wellbeing categories based on plans.

### 8.2.1 Individual Category Report

In this way user can see the single report of each submitted category's assessment report. By Clicking on the view option of each category for a purchased plan.



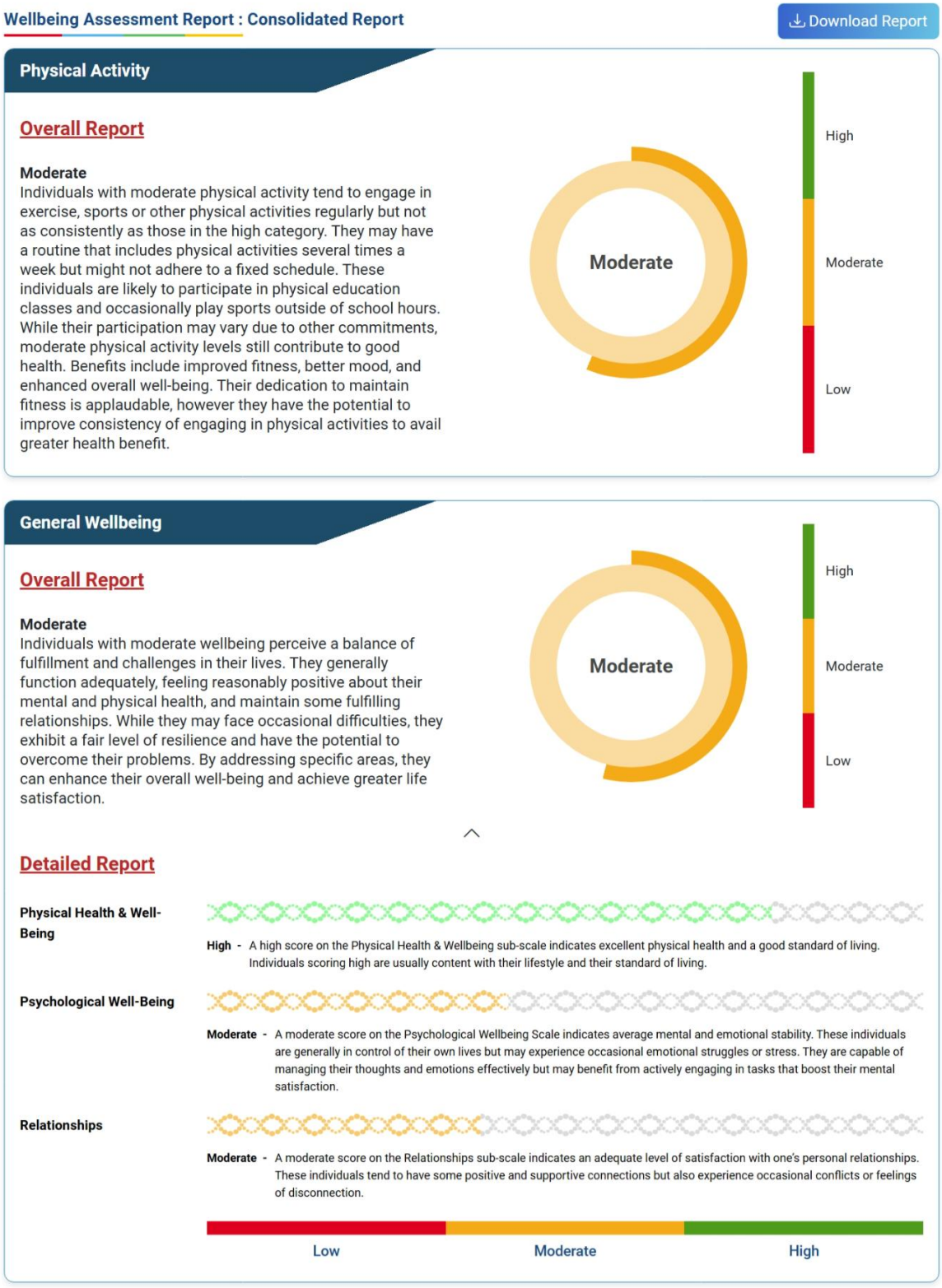
User will the complete report of individual category after clicking on “view” option




## 8.2.2 Consolidated Report

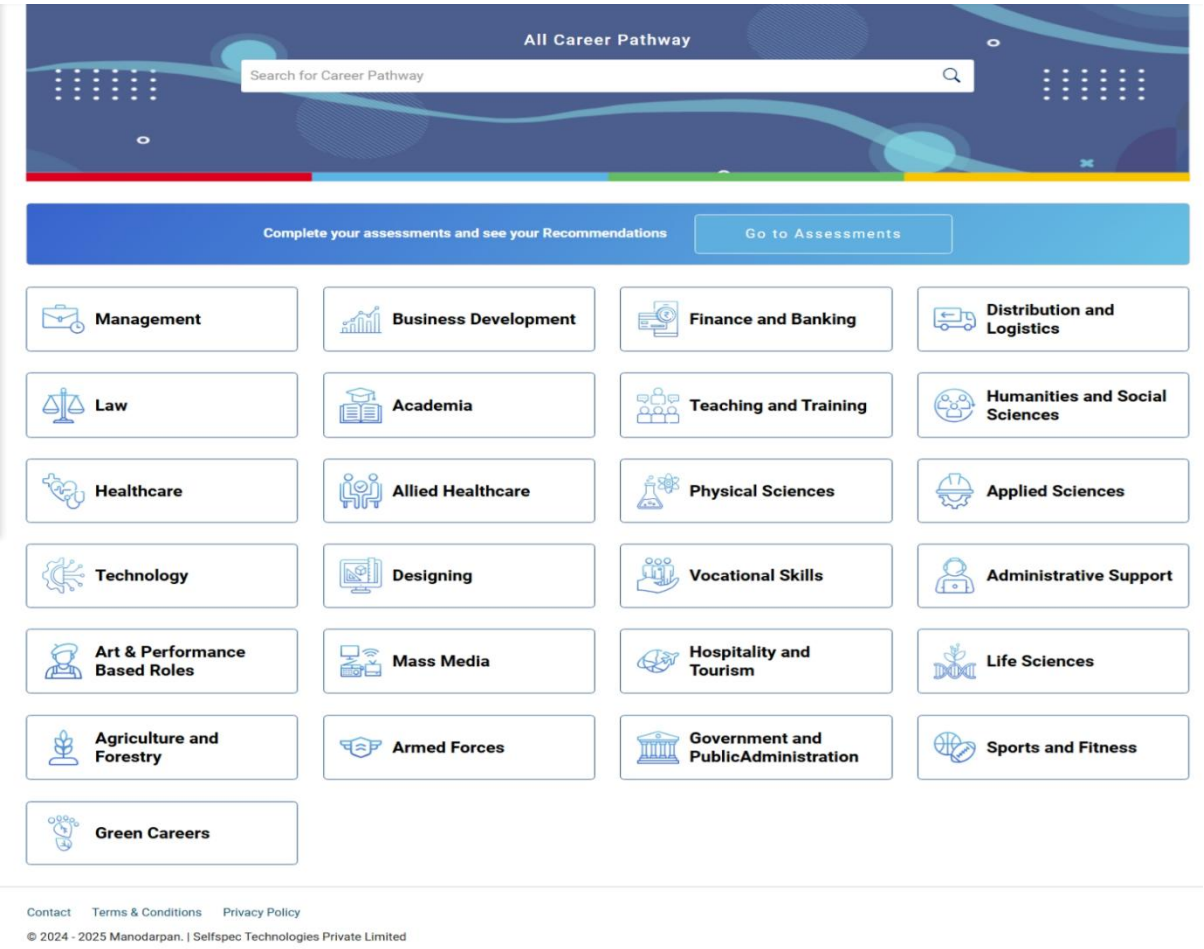
In this way user can see the Consolidated report of all assessment submitted categories aligned with purchased plans. By Clicking on the view option user will get all categories full reports which are aligned with purchased plans.

User will the complete report of All categories after clicking on “view” option

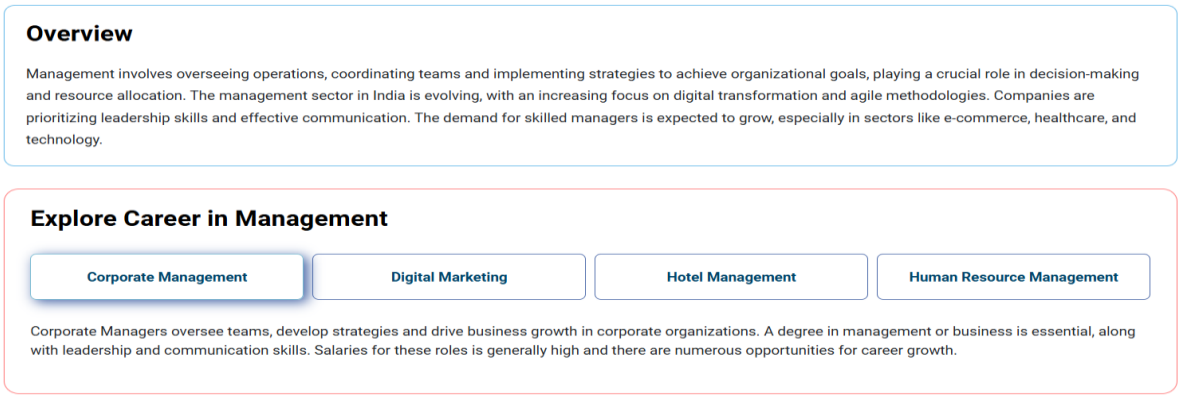


# 9 All Career Pathway

Another Section for Users to view all possible career pathways based on their Career Report best suited.




Each Pathways having sub path (Like if User Got the best fitted in Management then by Click on the Management Pathways , user can see the roles.

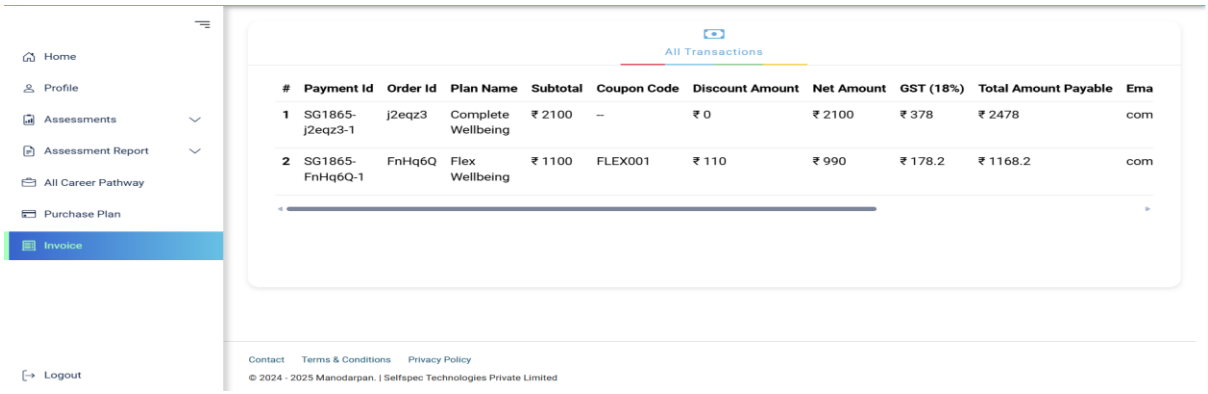


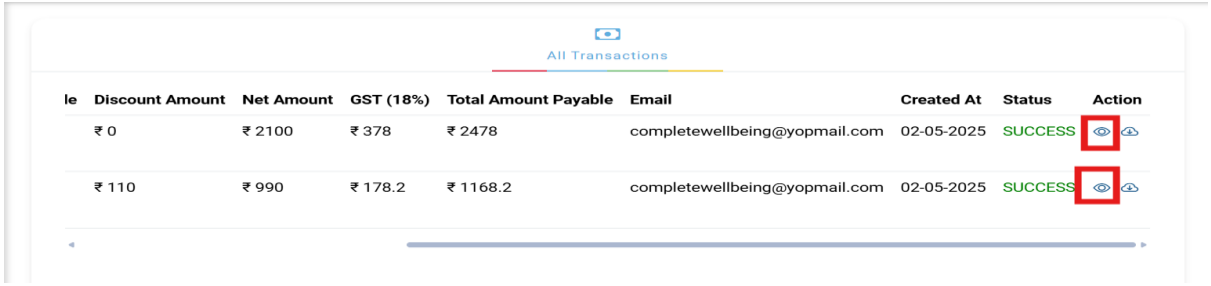
# 10 Purchase Plan

In this section, if the user wants to purchase additional plans, they can do so and continue analysing their path through more assessments. and see what plan(s) are currently active.

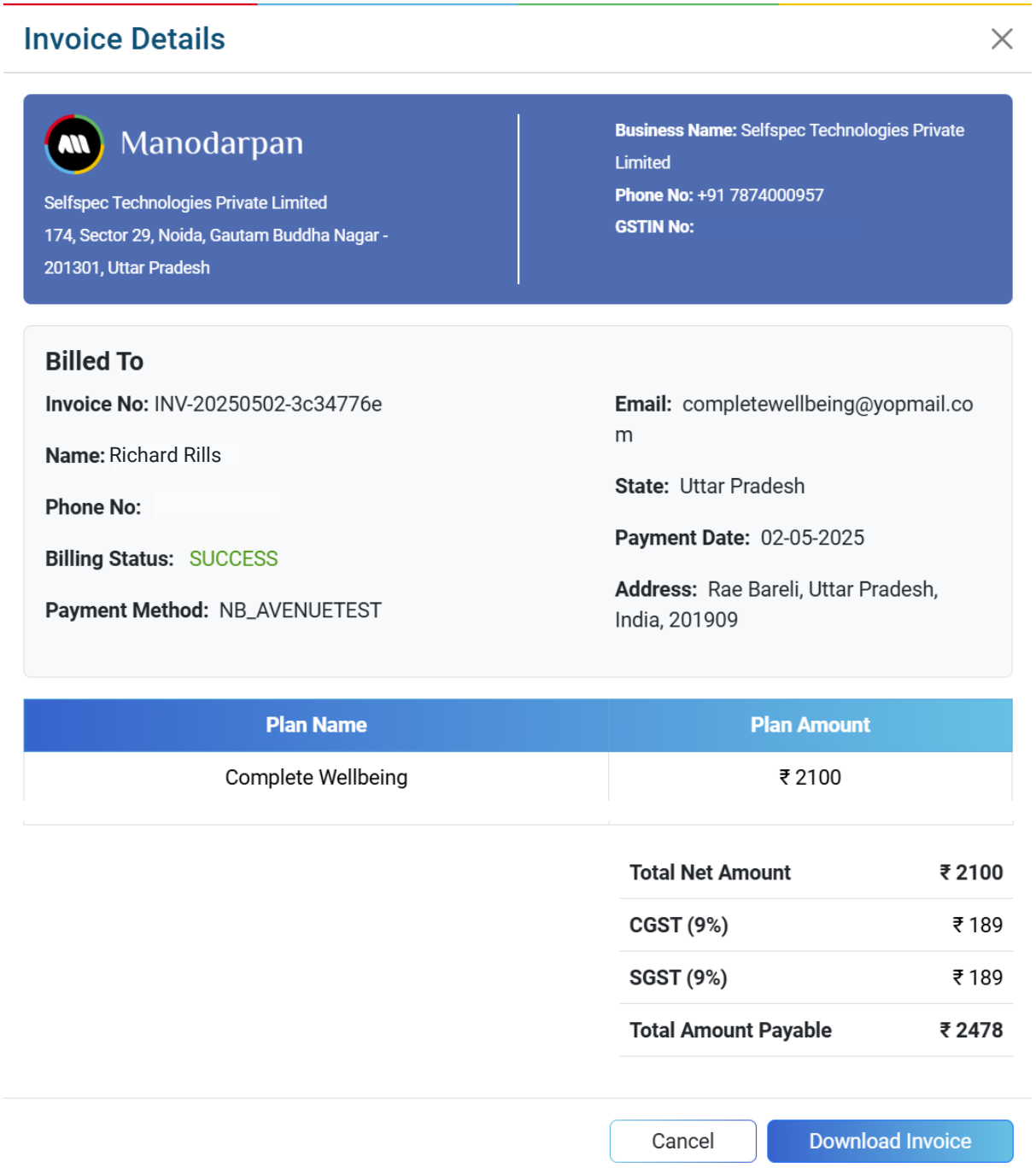
# 11 Invoice

In this Section user can see all billing information's and also download & view their invoice.



By clicking on view option, user will get detailed information about the plan purchased.




User can download the invoice by clicking on “Download invoice” button which is directly saved in the form of pdf.