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# TRAINING MANUAL of the Smartnet.global\_EN FOR USER





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## 1. BRIEF ABOUT SMARTNET PROJECT AND SOFTWARE

Under Component I of the **A Smart Network for Technology Transfer and Commercialisation with Funnel Model (SMARTNET)** project, one of the primary activities is Activity 1. Establishment of TTI Network and Development of Institutional Infrastructure which aims to establish and operationalize SMARTNET by delivering training, mentoring/consulting and fundraising services to the target groups for supporting them to commercialize their technology-oriented business ideas.

**Activity A.1.1. Development of TTI Network Software Platform focuses on the design, development, and operationalisation of the SMARTNET Artificial Intelligence Based TTI Network Software Platform (SMARTNET Platform).**



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## 2. THE SMARTNET MIS PLATFORM

**The Smartnet MIS Platform** is designed as a web-based Management Information System (MIS) to serve as a comprehensive commercialization automation software and AI supported management decision support system. It aims to facilitate the coordination of technology transfer and commercialization activities while enabling efficient information flow among various stakeholders within the network. The platform consists of a set of modules tailored to address specific needs and provides a robust framework for managing and streamlining key aspects of the commercialization process.



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## 2. THE SMARTNET MIS PLATFORM

**The Smartnet MIS Platform** offers a range of functionalities to support the ecosystem of Technology Transfer Intermediaries (TTIs) and stakeholders involved in entrepreneurship, mentoring, investment, and intellectual property management. By leveraging integration web services, artificial intelligence, and decision support capabilities, the platform enables seamless collaboration, data exchange, and informed decision-making.

This Manual is drafted to provide potential Entrepreneur and Mentor users of the platform with comprehensive information on how to effectively navigate and utilize the features and functionalities of the Smartnet MIS Platform pertaining to these two user roles, namely Entrepreneur Management Module and Mentor Management Module.



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## 2.1 Introduction

Welcome to the **Training for the Smartnet Platform**, specifically designed for Entrepreneurs and Mentors who are or wish to be a part of the SMARTNET community. Whether you are an aspiring entrepreneur looking to transform your ideas into successful ventures or an experienced mentor ready to share your expertise, this guide will provide you with the essential information and tools to navigate and make the most of the Smartnet Platform.

The Smartnet Project aims to create a dynamic and collaborative ecosystem where entrepreneurs and mentors can connect, exchange knowledge, and accelerate the process of commercializing innovative ideas. By leveraging the power of technology and a network of experienced professionals, Smartnet offers a range of features and functionalities tailored to support your entrepreneurial journey.



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## 2.1 Introduction

As you embark on this exciting **entrepreneurial adventure** or share **your expertise as a mentor**, we hope that the Smartnet platform will empower you to connect, collaborate, and achieve your goals. Remember, innovation thrives in a supportive and collaborative environment, and Smartnet is here to provide you with the tools and resources to succeed.

Once again, welcome to the Smartnet Project and thank you for being a part of our community.

**Let's begin this transformative journey together!**



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## 2.2 Accessing the Smartnet Platform

Smartnet Platform can be accessed  
by any modern web browser or  
mobile device by navigating with  
your favourite browser to

**<https://smartnet.global>**  
address.







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## 2.2 Accessing the Smartnet Platform

You will be greeted by the Smartnet Project web-site, you can browse the site should you wish to acquire further information about the project or it's partners, stakeholders and activities. If you have previously registered to Smartnet MIS Portal, you can click on the “**Login**” menu item on the top menu to sign on to the platform. If you have not already done so, you can register to the platform using the “**Register**” menu item on the same menu.





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## 2.3 Registering to the Smartnet Platform

Registration to the Smartnet Platform can be quickly initiated by clicking the **“Register”** menu item on the top menu of the Smartnet Web Portal.

Here, if you are applying as an Entrepreneur, please click on the **“Entrepreneur Application”**, if you are applying as a Mentor please click on the **“Mentor Application”** menu item from the dropdown menu.

If you are a Mentor but also have a venture that you would like to register to the Smartnet Platform, kindly start by the Entrepreneur application and then after the activation of the account and initial data entry, contact us to be assigned a Mentor role also.





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## 2.4 Registering as an Entrepreneur

Once you click on the “**Entrepreneur Application**” menu item in the portal you will be directed to the **Entrepreneur** Registration page.

Please provide your name, surname, mobile phone number, email address and your desired password in the registration screen. You will also have to read and agree with data protection and data use policies as outlined in the links available. Please note that an activation mail will be sent to the e-mail address you have provided. Please click on the “Activate” button on the mail that you have received to activate your account. If you have not received the activation mail within 5 minutes, please check your junk mail folders and ensure that the mails from the Smartnet Platform are marked as safe.



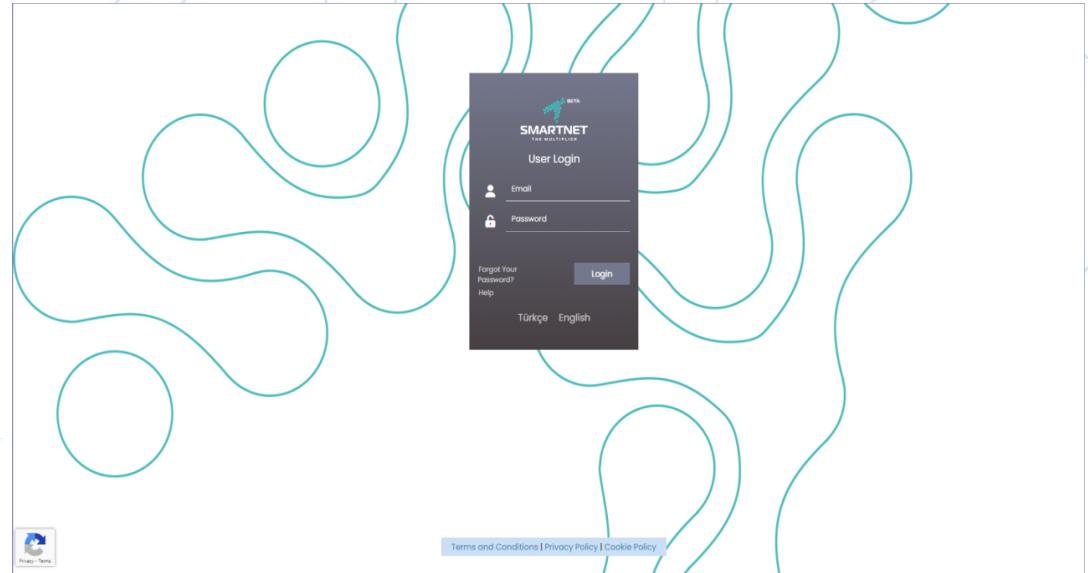


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## 2.5 Logging in to the Smartnet Platform

Once you click on the “**Login**” main menu item in the portal you will be directed to the Login page.

Here you will be asked to enter your e-mail address and the password you have selected to login to the platform. Should you not remember your password, you can always start the password recovery process by clicking on the “Forgot your password?” link on this page.





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## 2.6 Password Reset

If at any time you do not remember your password, you can always start the password reset process by clicking the **“Forgot your password?”** link from the Login page.

In this screen you will be asked to enter your e-mail address with which you have registered to the Smartnet Platform. Following your entry, a mail with a link to the password reset page will sent to the e-mail address you have provided. Please follow the instructions in the e-mail you have received to reset your password for your account. If you have not received the password reset mail within 5 minutes, please check your junk mail folders and ensure that the mails from the Smartnet Platform are marked as safe.

The screenshot shows a dark-themed web form for resetting a password. At the top, it says 'SMARTNET' with a logo. Below that, it says 'Reset Password'. There is an input field for 'Email' with an '@' icon. Below the input field, there is a 'Login Page' link and a 'Send' button. At the bottom, there are language options: 'Türkçe' and 'English'. In the bottom right corner, there are links for 'Terms and Conditions', 'Privacy Policy', and 'Cookie Policy'. In the bottom left corner, there is a small 'Reset' button.



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## 2.7 Main Screen

After a successful login, you will be greeted in the **Main Screen of Smartnet Platform**.

The main screen has the menu on the left and the content panel on the right which contains announcements and personalised notifications.

The screenshot shows the main screen of the Smartnet platform. On the left is a dark sidebar menu with the following items: "My User Information", "Announcements", "Matchmaking Mngmt", "Me-Learning", and "Entrepreneur Profile". The main content area is titled "Dashboard" and features a large banner for the "SMARTNET BUSINESS ACCELERATION PROGRAM" with a call to action: "click here to apply for your venture". Below the banner is a "All Notifications" section with two items: "Ufuk BATUM isimli mentöre ilettiğiniz davetinizin sonucu: Uygun. Açılıma: Size yarım telefon edeceğiz." (dated 15.4.2020 10:34) and "Ufuk BATUM isimli mentöre ilettiğiniz davetinizin sonucu: Uygun Değil. Gerekçe: Programım bu ay müsait değil." (dated 15.3.2020 10:20). The top right corner of the dashboard shows a language selector set to "English" and the user name "Emre SMEKAL".



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## 2.7 Main Screen

From the menu screen you can view your user information from the **“My User Information”** menu item, announcements and notifications from **“Announcements”** menu item, matchmaking functionalities with Mentors and Investors from the **“Matchmaking Management”** menu item, access the e-learning portal from the **“Me-Learning”** menu item and finally edit your ventures information from the **“Entrepreneur Profile”** menu item. Whenever you are ready, you are kindly recommended to click on the **“Entrepreneur Profile”** menu item to start filling detailed information regarding your venture so that you can take your place along the many entrepreneurs within the system.

The screenshot shows the SMARTNET dashboard interface. On the left is a dark navigation menu with the SMARTNET logo and the following items: My User Information, Announcements, Matchmaking Mgmt, Me-Learning, and Entrepreneur Profile. The main content area is titled 'Dashboard' and features a large, colorful banner for the 'SMARTNET BUSINESS ACCELERATION PROGRAM' with a 'click here to apply for your venture' link. Below the banner is a section for 'All Notifications' with two notification items, each with a 'KARARLAŞTIR' button.



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## 2.8 Completing your Entrepreneur Profile

When you click on the “**Entrepreneur Profile**” from the main menu, you will be greeted by the Smartnet Venture Information Form.

This screen is divided into 10 sections, mimicking the structure of a “Pitch Deck” as follows: Venture Information, Problem & Solution, Growth Rates, Financials, Market Information, Founders (Partners), Team Information, Value Proposition Features, Competitor Information and Competitor Analysis.

SMARTNET THE MATCHMAKER

- My User Information
- Announcements
- Matchmaking Mngmt
- Me-Learning
- Entrepreneur Profile

SMARTNET Venture Information Form

In order to access the Value Proposition Properties tab, you need to fill in the fields in the Attribute Information and Competitor Information tab. All three tabs must be filled in order to access the Competitor Analysis tab.

Venture Information Problem & Solution Growth Rates Financials Market Information Founders (Partners) Team Information Value Proposition Features

Competitor Information Competitor Analysis

### Venture Information

Please fill in the information requested about your venture.

Name/Title of your Venture\*

Your venture's website (if applicable)

It is mandatory to fill in at least one of the five social media accounts of your venture requested below.

in LinkedIn account of your venture:

YouTube account of your venture:





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## 2.8 Completing your Entrepreneur Profile

You do not have to fill in the information at one sitting, you can always save your progress using the **“Save”** button at the bottom of the page.

Please carefully fill in all the relevant information, particularly the Competitor Analysis table, since the information provided in this form would constitute your “virtual pitch deck” that would be visible to the mentors and investors registered in the platform should you wish to contact them.

The screenshot shows the SMARTNET Venture Information Form interface. On the left is a dark sidebar with the SMARTNET logo and a menu with items: My User Information, Announcements, Matchmaking Mngmt, Me-Learning, and Entrepreneur Profile. The main content area is titled 'SMARTNET Venture Information Form' and includes a blue notification bar with a warning icon and text: 'In order to access the Value Proposition Properties tab, you need to fill in the fields in the Attribute Information and Competitor Information tab. All three tabs must be filled in order to access the Competitor Analysis tab.' Below this is a horizontal navigation bar with tabs: Venture Information, Problem & Solution, Growth Rates, Financials, Market Information, Founders (Partners), Team Information, Value Proposition Features, Competitor Information, and Competitor Analysis. The 'Venture Information' tab is active, showing a form with the following fields: 'Name/Title of your Venture\*' (with an empty input box), 'Your venture's website (if applicable)' (with an empty input box), a mandatory notice: 'It is mandatory to fill in at least one of the five social media accounts of your venture requested below.', 'LinkedIn account of your venture:' (with an empty input box), and 'Youtube account of your venture:' (with an empty input box). The SMARTNET logo is also visible in the top right corner of the interface.



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## 2.8 Completing your Entrepreneur Profile

**Important note:** In order to access the “**Value Proposition Features**” tab, you need to fill in the fields in the “**Venture Information**” (specify the name of your venture) and “**Competitor Information**” tabs (provide the number of direct competitors), all three tabs, including the number of features to be placed in the “**Competitor Analysis**” table in the “**Value Proposition Features**” tab must be completed in order to access the “**Competitor Analysis**” tab. In other cases, that tab will not be accessible when clicked.

The screenshot shows the SMARTNET Venture Information Form. The left sidebar contains navigation options: My User Information, Announcements, Matchmaking Mngmt, Me-Learning, and Entrepreneur Profile. The main content area is titled 'SMARTNET Venture Information Form' and includes a navigation bar with tabs: Venture Information, Problem & Solution, Growth Rates, Financials, Market Information, Founders (Partners), Team Information, Value Proposition Features, Competitor Information, and Competitor Analysis. A blue notification box states: 'In order to access the Value Proposition Properties tab, you need to fill in the fields in the Attribute Information and Competitor Information tab. All three tabs must be filled in order to access the Competitor Analysis tab.' The 'Venture Information' section is active, with the instruction: 'Please fill in the information requested about your venture.' The form includes the following fields:

- Name/Title of your Venture\* (text input)
- Your venture's website (if applicable) (text input)
- A mandatory note: 'It is mandatory to fill in at least one of the five social media accounts of your venture requested below.'
- LinkedIn account of your venture: (text input)
- Youtube account of your venture: (text input)



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## 2.8 Completing your Entrepreneur Profile

When you are comfortable with the information that you have provided, please click the **“Show Profile”** button available on the bottom of the screen to preview your completed pitch deck in a single page fashion.

Growth Rates	
<b>Financials</b>	
Financial literacy, if any, income statement or future income/expense statement and cash flow.	Uploaded File
Is the venture ready to go on an investment tour?	• Yes, metrics and files are ready as needed during investment
What is the valuation of the venture? (\$)	5000000
What is the required investment amount? (\$)	1000000
What is the "ticket size" of investment? (\$)	50000000
What are the expectations from the investor?	• Business network • Advanced technical infrastructure
Where will the requested investment be burned?	• Marketing • Advertising
If an investment has been made before, what is the investment amount? (\$)	• 100K - 500K
What is the investor's share if an investment has been made before? (%)	5
<b>Value Proposition Features</b>	
Value Proposition Features	• 2
1. Feature	ÖZELLİK 1
2. Feature	ÖZELLİK 2
<b>Market Information</b>	
Information on Market Size has been accessed.	• Yes
Give information about the size of the Total Addressable Market (TAM) size.	• 50M - 2B \$
Provide information about the Serviceable Addressable Market (SAM) size.	• 2B\$ - 5B\$
Provide information about the Serviceable Obtainable Market (SOM) size.	• 250M\$ - 1B\$
<b>Team Information</b>	
Which of the skills do the people on the team meet for your venture?	• Design • Equipment



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## 2.9 Contacting a Mentor

When you click on the **“Matchmaking Management”** from the main menu, the menu will expand to present you with sub-items for you to choose. Clicking on the **“Mentor List”** menu sub-item you can access the list of approved mentors in the platform along with their experience, industries, technology levels and mentorship focus.

The screenshot displays the SMARTNET platform's Mentor List interface. On the left, a dark sidebar menu shows the navigation structure: My User Information, Announcement, Matchmaking Mngmt (expanded), Mentor List, My Mentor Requests, Investor List, My Investor Requests, Me-Learning, and Entrepreneur Profile. The main content area is titled 'Mentor List' and includes a 'Filter' section with three panels: 'Work Experience', 'Industry', and 'Technology Level'. Each panel contains a search bar and a list of checkboxes for selection. Below the filters are 'Search', 'Export Excel', and 'Export Pdf' buttons. The total number of items is shown as 'Total: 1'.



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## 2.9 Contacting a Mentor

You will also be able to filter the list by clicking the **“Filter”** button on the top and selecting specific properties that you would like to have in your mentor and then clicking the **“Search”** button.

**SMARTNET**  
THE MULTISCALE

My User Information  
Announcement  
Matchmaking Mngmt  
Mentor List  
My Mentor Requests  
Investor List  
My investor Requests  
Me-Learning  
Entrepreneur Profile

### Mentor List

Filter

Search Export Excel Export Pdf

Total: 10

Mentor Name	E-mail	Work Experience	Industry	Technology Level	Focus	Actions
Ufuk BATUM	ufuk.batum@gmail.com		Tarım, Yapay Zeka, Biyoteknoloji, Savunma ve Havacılık		İş modelleme, Pazarlama, Ekip Oluşturma, Liderlik...	Actions + Send Request

Version 1.0.0



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## 2.10 Viewing the Results of Your Mentor Requests

To view the results of your mentor requests, click on the **“Matchmaking Management”** from the main menu, the menu will expand to present you with sub-items for you to choose. Clicking on the **“My Mentor Requests”** will take you to the mentor requests list where you would be able to list and filter all requests you have made in the platform.

The screenshot shows the SMARTNET platform interface. The main content area is titled "My Mentor Requests" and displays a table with the following data:

Mentor Name	Email	Status	Request Date	Actions
Ufuk BATUM	ufuk.batum@gmail.com	Awaiting Mentor Approval	05.05.2023	Actions +

The left sidebar menu includes the following items:

- My User Information
- Announcement
- Matchmaking Mngmt
  - Mentor List
  - My Mentor Requests
  - Investor List
  - My Investor Requests
- Me-Learning
- Entrepreneur Profile



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## 2.10 Viewing the Results of Your Mentor Requests

Each request made to a mentor will have a status column showing the state of your request, namely “**Pending Approval**”, “**Approved**” or “**Not Suitable**” along with the date that you have made your request. On any change of status you will also be notified by the internal notification system as well as an e-mail.

Once you have completed your experience with your mentor, you can also review your experience you had with the mentor thru the same screen by selecting “**Actions**” and “**Evaluate Mentor**” from the list.

SMARTNET THE MULTIPLEX

My Mentor Request

Total: 1

Mentor Name	Email	Status	Request Date	Actions
Ufuk BATUM	ufuk.batum@gmail.com	Approved	21.05.2023	Actions

10

Show Request

Evaluate the Mentor

Version 1.0.0



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## 2.10 Viewing the Results of Your Mentor Requests

This screen will present the brief “**Mentor Evaluation**” form where you will be able to rate your experience with your mentor on a scale of 1 to 5, 1 being the worst and 5 being the best experience.

The screenshot displays the SMARTNET web application interface. On the left is a dark sidebar with navigation options: My User Information, Announcement, Matchmaking Mngmt, Mentor List, My Mentor Requests, and Investor List. The main content area is titled 'My Mentor Requests' and shows a table with columns for Mentor Name, Email, Status, Request Date, and Actions. One request is visible for 'Ufuk BATUM' with email 'ufuk.batum@gmail.com' and status 'Awaiting Mentor Approval', dated '05.05.2023'. Below the table, a 'Mentor Evaluation' form is shown, asking the user to rate their experience on a scale of 1 to 5. The form includes radio buttons for each rating and a 'Save' button. The bottom right corner of the application shows 'Version 1.0.0'.





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## 2.11 Registering as an Mentor

Once you click on the  
**“Mentor  
Application”** menu  
item in the portal you  
will be directed to the  
Mentor Registration  
page.

The screenshot shows the 'Mentor Registration' page of the SMARTNET portal. The form includes the following fields and options:

- Name**: Text input field.
- Surname**: Text input field.
- Phone**: Text input field with a dropdown menu showing the Turkish flag and the number '501 234 56 78'.
- Email**: Text input field.
- Password**: Text input field with a lock icon.
- Password(Again)**: Text input field with a lock icon.
- Agreement**: Two checkboxes with text: 'I agree with these Terms and Conditions to use this website. I have read the Clarification Text' and 'I consent to my data being used as described here'.
- Navigation**: A 'Login Page' link and a 'Save' button.
- Language**: 'Türkçe' and 'English' options.
- Footer**: 'Terms and Conditions | Privacy Policy | Cookie Policy'.



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## 2.11 Registering as an Mentor

Please provide your name, surname, mobile phone number, email address and your desired password in the registration screen. You will also have to read and agree with data protection and data use policies as outlined in the links available. Please note that an activation mail will be sent to the e-mail address you have provided. Please click on the “**Activate**” button on the mail that you have received to activate your account. If you have not received the activation mail within 5 minutes, please check your junk mail folders and ensure that the mails from the Smartnet Platform are marked as safe.

The screenshot shows a registration form titled "SMARTNET MENTOR REGISTRATION". The form contains the following fields and elements:

- Name
- Surname
- Mobile Phone Number (with a dropdown menu showing "+90 234 56 78")
- Email
- Password
- Password (Again)
- Two checkboxes for terms and conditions: "I agree with these Terms and Conditions to use this website. I have read the Clarification text" and "I consent to my data being used as described below."
- Buttons for "Login Page" and "Save"
- Language selection: "Türkçe" and "English"
- Footer links: "Terms and Conditions | Privacy Policy | Cookie Policy"

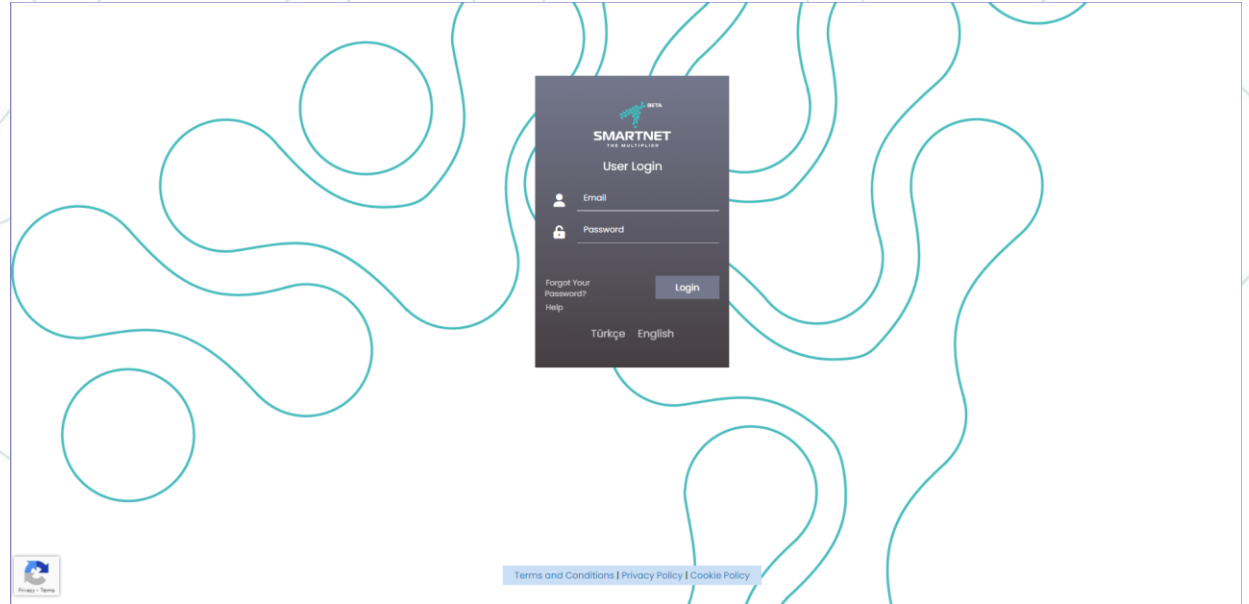


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## 2.12 Logging in to the Smartnet Platform

Once you click on the **“Login”** main menu item in the portal you will be directed to the Login page.

Here you will be asked to enter your e-mail address and the password you have selected to login to the platform. Should you not remember your password, you can always start the password recovery process by clicking on the **“Forgot your password?”** link on this page.





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## 2.13 Password Reset

If at any time you do not remember your password, you can always start the password reset process by clicking the **“Forgot your password?”** link from the Login page.

The screenshot shows a dark-themed web form titled "SMARTNET THE INNOVATION" with the subtitle "Reset Password". It features an email input field with an "@" icon, a "Send" button, and a "Login Page" link. At the bottom, there are language options for "Türkçe" and "English". A footer contains links for "Terms and Conditions", "Privacy Policy", and "Cookie Policy".



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## 2.13 Password Reset

If at any time you do not remember your password, you can always start the password reset process by clicking the **“Forgot your password?”** link from the Login page.

In this screen you will be asked to enter your e-mail address with which you have registered to the Smartnet Platform. Following your entry, a mail with a link to the password reset page will be sent to the e-mail address you have provided. Please follow the instructions in the e-mail you have received to reset your password for your account. If you have not received the password reset mail within 5 minutes, please check your junk mail folders and ensure that the mails from the Smartnet Platform are marked as safe.



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## 2.14 Main Screen

After a successful login, you will be greeted in the **Main Screen** of Smartnet Platform. The main screen has the menu on the left and the content panel on the right which contains announcements and notifications from system administrators and entrepreneurs that are trying to get in touch with you.

The screenshot shows the user interface of the Smartnet Business Acceleration Program. On the left is a dark sidebar menu with the following items: 'My User Information', 'Announcement', 'Matchmaking Mngmt', 'Me-Learning', and 'Mentor Profile'. The main content area is titled 'Dashboard' and features a large banner with a colorful background of overlapping circles. The banner text reads 'SMARTNET BUSINESS ACCELERATION PROGRAM' and includes a call-to-action: 'click here to apply for your venture'. Below the banner, there are two notification sections, each titled 'All Notifications'. The first notification states: 'An entrepreneur in the system named Emre SMİKAL wanted to contact you as a mentor. Entrepreneur message to you: Dear Mr Batum, we would love to have you on board providing coaching to our new ventures. Please find my details in the pitch-deck we have prepared in the system. You can approve or reject the entrepreneur request to contact by clicking the Matching Management - My Entrepreneurs tabs on the portal.' A yellow button with the text 'OK, I'VE READ IT' is visible next to the notification.



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## 2.14 Main Screen

From the menu screen you can view your user information from the **“My User Information”** menu item, announcements and notifications from **“Announcements”** menu item, matchmaking functionalities with Entrepreneurs from the **“Matchmaking Management”** menu item, access the e-learning portal from the **“Me-Learning”** menu item and finally create your mentorship profile with your experience from the **“Mentor Profile”** menu item.

The screenshot shows the SMARTNET dashboard. On the left is a dark sidebar menu with the SMARTNET logo and the following items: My User Information, Announcement, Matchmaking Mngmt, Me-Learning, and Mentor Profile. The main content area is titled 'Dashboard' and features a large banner with a colorful background of overlapping circles. The banner text reads 'SMARTNET BUSINESS ACCELERATION PROGRAM' and includes a button that says 'click here to apply for your venture'. Below the banner, there is a section for 'All Notifications' with a notification card that says: 'An entrepreneur in the system named Emre SMKAL wanted to contact you as a mentor. Entrepreneur message to you: Dear Mr Batum, we would love to have you on board providing coaching to our new venture. Please find my details in the pitch-deck we have prepared in the system. You can approve or reject the entrepreneur request to contact by clicking the Matching Management - My Entrepreneurs tabs on the portal.' The notification card has a yellow 'OK' button.



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## 2.14 Main Screen

Whenever you are ready, you are kindly recommended to click on the **“Mentor Profile”** menu item to start filling detailed information regarding your experiences on consultancy and mentorship so that you can take your place along the many mentors within the system.

The screenshot shows the SMARTNET dashboard. On the left is a dark sidebar with the SMARTNET logo and a menu with items: My User Information, Announcement, Matchmaking Mngmt, Me-Learning, and Mentor Profile. The main content area is titled 'Dashboard' and features a large banner for the 'SMARTNET BUSINESS ACCELERATION PROGRAM' with a 'click here to apply for your venture' link. Below the banner is a notification section titled 'All Notifications' with a bell icon and a message: 'An entrepreneur in the system named Emre SMİKAL wanted to contact you as a mentor. Entrepreneur message to you: Dear Mr Batum, we would love to have you on board providing coaching to our new ventures. Please find my details in the pitch-deck we have prepared in the system. You can approve or reject the entrepreneur request to contact by clicking the Matching Management - My Entrepreneurs tabs on the portal.' A yellow button with the text 'OK, I READ IT' is visible on the right side of the notification.





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## 2.15 Completing your Mentor Profile

When you click on the **“Mentor Profile”** from the main menu, you will be greeted by the Smartnet Mentor Information Form. This screen is divided into 7 sections, most of them quite brief in order to not take too much of your valuable time, as follows: About, Work Experience, Previous Mentorship/Consultancy Experience, Mentoring Focus, Regional Involvement, International Dimension and Academic Dimension.

SMARTNET Mentor Information Form

You must complete all mandatory questions to complete your profile. When you fill all the questions in the tabs, the tab titles will change from pink to green.

About Work Experience Previous Mentorship/Consultancy Experience Mentoring Focus Regional Involvement International Dimension Academic Dimension

**Previous Mentorship/Consultancy Experience**  
Please provide some brief replies on your previous experiences as a mentor or a consultant.

Which SMEs have you worked with before?\*

Jinnatstep  
Ebruzen  
RSSO  
Barina  
Gelher  
Bode Natural

Remaining number of characters 2438

Which startups have you provided mentorship or consultancy before?\*

Forbigs  
Ben Ourme  
Kartislem  
Saykal  
B&B Tarim  
Itema

Remaining number of characters 2442

Which entrepreneurs?\*



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## 2.15 Completing your Mentor Profile

You do not have to fill in the information at one sitting, you can always save your progress using the “**Save**” button at the bottom of the page. Please carefully fill in all the relevant information, particularly your work experience and sectors the “**Work Experience**” tab as well as your previous consultancy/mentorship experience which would be visible to the entrepreneurs registered in the platform and be used for filtering suitable mentor matches.

The screenshot shows the SMARTNET Mentor Information Form interface. The left sidebar contains navigation options: My User Information, Announcement, Matchmaking Mngmt, Me-Learning, and Mentor Profile. The main content area is titled 'SMARTNET Mentor Information Form' and features a progress bar with tabs: About, Work Experience, Previous Mentorship/Consultancy Experience (active), Mentoring Focus, Regional Involvement, International Dimension, and Academic Dimension. A blue notification bar states: 'You must complete all mandatory questions to complete your profile. When you fill all the questions in the tabs, the tab titles will change from pink to green.' The 'Previous Mentorship/Consultancy Experience' section is expanded, showing the question 'Which SMEs have you worked with before?\*' and a text input field containing a list of SME names: İnançtipe, Ebruzen, İSİD, Barina, Gelher, and Bade Natural. Below the input field, it indicates 'Remaining number of characters 2438'. The next question is 'Which startups have you provided mentorship or consultancy before?\*' with a text input field containing a list of startup names: Forbigs, Ben Ourme, Kartilem, Saykal, B&B Tarım, and İtema. Below this input field, it indicates 'Remaining number of characters 2442'. The final question is 'Which entrepreneurs?\*'.



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## 2.15 Completing your Mentor Profile

When you are comfortable with the information that you have provided, please click the **“Show Profile”** button available on the bottom of the screen to preview your completed profile in a single page fashion.

### Mentor Profile

Question	Answer
<b>About</b> Enter a link where we can find detailed information about you (LinkedIn, your website, etc.)	<a href="https://www.linkedin.com/in/zico-ufuk-batum">https://www.linkedin.com/in/zico-ufuk-batum</a>
<b>Work Experience</b> How many years of work experience do you have?	• 20+
In which industries do you have work experience?	<ul style="list-style-type: none"> <li>• Packaging</li> <li>• Ferrous and Non-Ferrous Metals</li> <li>• Food Industry</li> <li>• Apparel and Apparel</li> <li>• Cosmetics and Cleaning Products</li> <li>• Media and Communication</li> <li>• Automotive</li> <li>• Defense industry</li> <li>• Aviation</li> <li>• Textile</li> <li>• Telecommunication</li> <li>• Software</li> <li>• Automotive Design and Engineering</li> </ul>
Which companies and positions did you work with	Timken Turkicell ODTU Celebi Köksan
Which cities/countries?	USA France Italy Turkey Several other
<b>Previous Mentor/Consultants</b> Which SMEs?	Tinaztepe Ebruzen ISSD Bama Gelner Bade Natural Scotty Peddon
Which startups?	ForBigz Ben Gurme Kartalom Soykal B&B Tarım İlimya Myth AI
Which entrepreneurs?	Hundreds of entrepreneurs
	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Artificial Intelligence</li> <li>• Biotech</li> <li>• Defence &amp; Aviation</li> <li>• e-Commerce</li> </ul>



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## 2.16 Viewing the Requests from Entrepreneurs

To view the results of your mentor requests, click on the **“Matchmaking Management”** from the main menu, the menu will expand to present you with sub-items for you to choose. Clicking on the **“Entrepreneur Requests”** will take you to the entrepreneur requests list where you would be able to list and filter all mentorship requests that were made to you in the platform.

The screenshot shows the 'Entrepreneur Requests' page in the SMARTNET platform. The page features a table with the following data:

Name Surname	Email	Phone	Status	Request Date	Actions
Emre SMEKAL	emre.smekal@swanleuco.com	+44 12345 678912	Pending Your Review	21.05.2023	<a href="#">Entrepreneur Profile</a> <a href="#">Show Request</a> <a href="#">Delete</a>

The interface also includes a sidebar menu with options like 'My User Information', 'Announcement', 'Matchmaking Mngmt', 'Entrepreneur Requests', 'Me-Learning', and 'Mentor Profile'. The top navigation bar shows 'English' and 'Ufuk BATUM'. The footer indicates 'Version 1.0.0'.



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## 2.16 Viewing the Requests from Entrepreneurs

Each request made by an entrepreneur will have a status column showing the state of your request, namely **“Pending Your Review”**, **“Approved”** or **“Not Suitable”** along with the date that the request was made. Please note that on any change of status the entrepreneur will also be notified by the internal notification system as well as an e-mail.

The screenshot shows the 'Entrepreneur Requests' page in the SMARTNET application. The page features a sidebar menu on the left with options like 'My User Information', 'Announcement', 'Matchmaking Mngmt', 'Entrepreneur Requests', 'Me-Learning', and 'Mentor Profile'. The main content area displays a table of requests. The table has columns for 'Name Surname', 'Email', 'Phone', 'Status', and 'Request Date'. The first row shows a request from 'Emre SMEKAL' with the email 'emre.smekal@swanleuco.com', phone '+44 12345 678912', and status 'Pending Your Review'. The request date is '21.05.2023'. The 'Actions' column for this request includes 'Entrepreneur Profile', 'Show Request', and 'Delete'. The page also shows a 'Total: 1' indicator and a 'Version 1.0.0' footer.

Name Surname	Email	Phone	Status	Request Date	Actions
Emre SMEKAL	emre.smekal@swanleuco.com	+44 12345 678912	Pending Your Review	21.05.2023	<a href="#">Entrepreneur Profile</a> <a href="#">Show Request</a> <a href="#">Delete</a>



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## 2.16 Viewing the Requests from Entrepreneurs

You can view the **“virtual pitch-deck”** of the entrepreneur by clicking the **“Entrepreneur Profile”** on the **“Actions”** menu button and when ready provide a reply to the entrepreneur by again selecting **“Actions”** and **“Show Request”** from the actions list.

The screenshot shows the SMARTNET web application interface. On the left is a dark sidebar with navigation options: My User Information, Announcement, Matchmaking Mngmt, Entrepreneur Requests, Me-Learning, and Mentor Profile. The main content area is titled 'Entrepreneur Requests' and shows a table with the following data:

Name Surname	Email	Phone	Status	Request Date	Actions
Emre SMEKAL	emre.smekal@swanleuco.com	+44 12345 678912	Pending Your Review	21.05.2023	<a href="#">Entrepreneur Profile</a> <a href="#">Show Request</a> <a href="#">Delete</a>

At the bottom right of the page, it says 'Version 1.0.0'.



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## 2.16 Viewing the Requests from Entrepreneurs

This will present the “**Reply to the Mentor Request**” screen where you will be able to choose if you would like to further pursue a mentorship or consultancy relationship with the requester, or in case you are not suitable for this request, provide a brief reason for your rejection. You can always change your decision for a mentorship request should you decide to do so.

The screenshot shows a web application interface for replying to a mentor request. The page title is "Reply to the Mentor Request". It features a "Message from the Entrepreneur" section with placeholder text. Below this is a "Your Reply or Reason for Rejection" section with a text input field and a character count of 3478. A "Status" dropdown menu is set to "Approved". An "Update" button is located at the bottom left of the form area. The top navigation bar includes the SMARTNET logo and language options (English, Ufuk BATUM). The bottom right corner indicates the version is 1.0.0.



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## 2.16 Viewing the Requests from Entrepreneurs

Once your dealing with the entrepreneur is finished, we kindly request you to provide a brief evaluation of your experience with the mentor from the same screen by selecting **“Actions”** and **“Evaluate Entrepreneur”** from the actions list.

The screenshot shows the 'Entrepreneur Requests' interface. On the left is a dark sidebar with navigation options: My User Information, Announcement, Matchmaking Mngmt (selected), Entrepreneur Requests, Me-Learning, and Mentor Profile. The main content area shows a table with the following data:

Name Surname	Email	Phone	Status	Request Date	Actions
Emre SMEKAL	emre.smekal@swanleuca.com	+44 12345 678912	Approved	21.05.2023	Actions -
Name Surname	Email	Phone	Status	Request Date	

The 'Actions' dropdown menu for the first row contains the following items:

- Entrepreneur Profile
- Show Request
- Evaluate Entrepreneur
- Delete

At the bottom right of the page, it says 'Version 1.0.0'.





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## 2.16 Viewing the Requests from Entrepreneurs

This screen will present the brief  
**“Evaluate Your  
Experience”** form where you  
will be able to rate your experience  
with the entrepreneur and fill in a  
score card on the potential of the  
entrepreneur and his/her venture.

The screenshot shows a web form titled "Evaluate Your Experience". The form is divided into several sections, each with a question and a set of radio button options:

- When was the interview?**: A text input field with a calendar icon.
- How long did the interview take?**: Radio buttons for 0-30 m, 30-60 m, and 60+ m.
- How did your interview take place?**: Radio buttons for Face to face, With phone call, With interview on the online platform, and With messaging.
- Technical Competence level of the entrepreneur and the team**: Radio buttons for 1, 2, 3, 4, and 5.
- Sales Marketing Finance and General Management level of the entrepreneur and team**: Radio buttons for 1, 2, 3, 4, and 5.
- Original and innovation of the product/service**: Radio buttons for 1, 2, 3, 4, and 5.
- Commercialization potential**: Radio buttons for 1, 2, 3, 4, and 5.
- Internationalization Potential**: Radio buttons for 1, 2, 3, 4, and 5.
- As a result, the potential to reach the high market value of the initiative**: Radio buttons for 1, 2, 3, 4, and 5.

At the bottom of the form, there are two buttons: "Save" and "View Report".



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## 2.16 Viewing the Requests from Entrepreneurs

Once saved, you can view the report on your evaluation by selecting **“Actions”** and **“Evaluation Report”** from the actions list in the **“Entrepreneur Requests”** page which will create a pdf report for your records.

The screenshot shows the 'Entrepreneur Requests' page in the SMARTNET THE MULTIPLES application. The page has a dark sidebar on the left with navigation options: My User Information, Announcement, Matchmaking Mngint, Entrepreneur Requests (selected), Me-Learning, and Mentor Profile. The main content area shows a table of requests. The table has columns for Name Surname, Email, Phone, Status, and Request Date. The first row shows 'Emre SMEKAL' with email 'emre.smekal@swanleuco.com', phone '+44 12345 678912', and status 'Approved'. The request date is '21.05.2023'. An 'Actions' dropdown menu is open for this row, showing options: Entrepreneur Profile, Show Request, Evaluate Entrepreneur, Evaluation Report, and Delete. The page also shows a 'Total: 1' indicator and a search bar with the number '10' entered. The version number 'Version 1.0.0' is visible at the bottom right.



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## 2.17 Conclusion

We hope that this manual has provided you with valuable insights into the interactions between entrepreneurs and mentors within the platform, as well as the matchmaking process that connects entrepreneurs with the right mentors to support their entrepreneurial journey.

Throughout this manual, we have explored the various features and functionalities available to entrepreneurs, including registering and logging in to the Smartnet Platform, setting up and managing their entrepreneur profile, connecting with mentors, and leveraging the matchmaking process to find the ideal mentor for their specific needs.

As a mentor, we hope that this guide has shown you that by utilizing the Smartnet Platform, you have gained access to a vibrant community of entrepreneurs that are readily available to you to share your expertise and guidance in achieving their entrepreneurial goals. The matchmaking process is designed to connect you with entrepreneurs who desire knowledge and experience relevant to your focus industry or area of interest. We believe, mentorship is a valuable resource that can greatly enhance a ventures chances of success.



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## 2.17 Conclusion

The Smartnet Platform is here to support and empower you as you navigate the challenges and opportunities of entrepreneurship and hope that this user guide has equipped you with the necessary knowledge and tools to effectively utilize the Smartnet Platform and engage in fruitful mentorship-mentee relationships.

If you have any further questions, feedback, or require additional assistance, please do not hesitate to reach out to our dedicated project team.

We are here to ensure that your experience with the Smartnet Platform is seamless, enriching, and rewarding.



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# TRAINING MANUAL of the Smartnet.global\_EN FOR USER

