“iYOT APP - INSTRUCTIONS”
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IYOT APP – MAIN FEATURES

Definition:
The mobile application iYOT App offers a free and individualised access to counselling about educational, career and mobility possibilities at European level, making possible distance counselling and interaction in user’s own time.

iYOT App gives the possibility to:

- Receive a first automatic feedback / suggestions based on user’s profile, background and interests about user’s position and some actions users could take to foster their career in the labour / training field.
- Receive personalised counselling by getting in contact with counsellors available in 5 different EU countries by e-mail and arranging a videoconference by Skype.
- Interact with other users and counsellors in the forum by raising questions and / or giving opinions in a variety of areas related to the educational, career or mobility fields.

Access to the iYOT App:
Counselling seekers (iYOT Users) can access iYOT App by downloading it for free in the App Store or Google Play and clicking for registration in the Sign Up button.

Information and possibilities of iYOT App are described in both App Store and Google Play.

In the own iYOT App there is also an Information Button describing the project objectives and the main benefits that users can obtain from the counselling service provided via mobile.
**Sections / Possibilities:**
The iYOT App contains four main sections on which iYOT Users have the possibility to receive feedback (with an EU-based approach) and interact with both iYOT Counsellors and other iYOT Users:

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<tr>
<th><strong>Self-Assessment:</strong></th>
<th><strong>Professional Profile:</strong></th>
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<tr>
<td>iYOT Users can receive (after answering a series of questions related to their background and interests) an automatic feedback on their position regarding labour / training field and the possible actions to take that can foster their career in the labour / training field.</td>
<td>iYOT Users can upload their professional profiles. They can insert their data in some fixed areas so that their profile can be used by iYOT Counsellors when providing individualised feedback.</td>
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<th><strong>IYOT Counsellors:</strong></th>
<th><strong>Forum:</strong></th>
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<tbody>
<tr>
<td>iYOT Users can see and contact the available iYOT Counsellors and their different characteristics in terms of specialised counselling areas (specific or general) time availability, and languages they are fluent in. Users can interact with them by e-mail and also through videoconference (Skype) upon previous agreement by e-mail with the counsellor.</td>
<td>iYOT Users can interact with other peers (users), always under the moderation of iYOT Counsellors, and express their ideas and opinions on a variety of thematic areas addressed under iYOT project, having the possibility to insert posts (entries) and provide answers. (Written text and links to other articles, websites, etc)</td>
</tr>
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</table>
Languages

The contents of the iYOT App and its navigation buttons are available in both English and the partners’ respective national languages (Slovenian, German, Swedish, Portuguese and Spanish). iYOT Users must select their respective language when registering (Signing Up) in the application. IYOT Users can establish contact with counsellors of a foreign language by checking the counsellors’ languages availability.

Evaluation of the experience:
iYOT Users receiving counselling through the iYOT App can evaluate their experience with the mobile app and the feedback received by entering the iYOT Web Portal (www.iyot.eu) and accessing the section “EVALUATE”, answering some questions about the service / feedback provided and assessing the iYOT App.

Thus, the experience of iYOT Users will be monitored and the software and service provided can be assessed and improved.
INSTRUCTIONS ON HOW TO USE IYOT APP – iYOT USERS

Here is a step by step recommendation / instructions for iYOT Users (persons interested in receiving counselling on a variety of fields related to labour / training field) on how to proceed in order to get the most out of the iYOT Mobile Application.
1. Enter the iYOT Web Portal and get familiarised with the project and its objectives, outputs and tools:

   a. Enter the iYOT Web Portal.
   b. Have a look at the project definition, objectives, results and documents generated.
   c. Check the section “CONNECT” referred to the explanations on how to download the iYOT app in mobile devices and its instructions of use and possibilities.

2. Registration in the iYOT App

   a. Access (once downloaded) the iYOT App in your mobile device.
   b. Click on the Sign Up button, indicate your country and enter your data (username, name, e-mail and password).
c. Once registered, click the login button, which leads to the main menu of the iYOT App.
3. Complete your Professional Profile (Recommended for individualised counselling).

a. Click on the Professional Profile button.
b. Complete the different sections related to your background (education, working experience, areas of interest, etc).
c. Save the data entered (Save and go back).
4. Complete the Self-Assessment (first feedback)

a. Click on the Self-Assessment button.

b. Complete the questionnaire according to your background and interests to receive a first general feedback.

c. Receive the general feedback on your position regarding labour / training field and the possible actions to take that can foster your career in the three main areas (mobility, career counselling and educational counselling).
5. Contact with Counsellors (Specific/personalised feedback)

- Click on the iYOT Counsellors section.
- Check the iYOT Counsellors available by language and availability. Contact the Counsellor more suitable according to your interests.
- Arrange by e-mail a videoconference meeting with the Counsellor you choose, providing your Skype account.

6. Contact other peers in the Forum (exchange of opinions and ideas)

- Click on the Forums button.
- Choose the topic you are interested in.
- Have your say by inserting new posts (entries) and/or providing answers to the existing ones.
7. **Registration** in the iYOT Web Portal of the counselling service provided

- **Access iYOT Web Portal**
- **Click** on the section “EVALUATE” and rate the counselling service received and your assessment of the iYOT App.
INSTRUCTIONS ON HOW TO USE IYOT APP – IYOT COUNSELLORS

Here is a step by step recommendation / instructions for iYOT Counsellors (persons providing guidance on a variety of fields related to labour / training field) on how to proceed in order to provide a proper counselling service through the iYOT Mobile Application.

1. Enter the iYOT Web Portal and get familiarised with the project and its objectives, outputs and tools:

   a. Enter the iYOT Web Portal
   b. Have a look at the project definition, objectives, results and documents generated.
   c. Check the section “CONNECT” referred to the explanations on how to download the iYOT app in mobile devices and its instructions of use and possibilities.
   d. Visit the section referred to the explanations on how to access and use the e-learning platform in order to make the best use of it.
2. Access the **E-learning platform** and **Curricula completion**.

a. Click on the e-learning platform access in the iYOT Web Portal.
b. Register and login for access the e-learning platform.
c. Complete the E-learning course (iYOT Curricula) by completing all the modules of the Curricula and passing the tests.
d. Get the Certificate of Accomplishment as iYOT Counsellor.

3. Registration in **iYOT App** and **counselling service**.

a. Receipt of username and password by project partners (receive by e-mail) and log in.
b. Access “Profile” section and insert your data, informing about time availability, area of speciality in counselling, languages spoken, e-mail address and Skype account for contact. You can modify your access data in this section.

c. Receive notifications (via e-mail) when an user express his/her interest in receiving counselling.

b. Go to the “Find Users” section and search the e-mail address of the person interested in receiving counselling in order to access his/her data.
e. Check the data (professional profile and self-assessment results) of the user requesting counselling in order to have a better understanding of the situation of such individual, as well as the question(s) asked by him/her.

f. Give a response to the user’s request through e-mail and/or arrange a face to face meeting through videoconference (Skype).

4. **Registration** in the iYOT Web Portal of the counselling service provided

   a. Access iYOT Web Portal

   b. Click on the section “EVALUATE” and rate the counselling service provided to the user and your assessment of the iYOT App.
Module 1: iYOT Software Administration
Session 4
Guidelines on How to Use iYOT Software Tools

Different Project Beneficiaries

1. **iYOT Counsellor**
   - Enter the iYOT Web Portal and get familiarised with the project and its objectives, outputs, and tools (read iYOT App instructions + E-learning platform explanations).
   - Access the E-learning platform and complete the course to obtain iYOT Certificate (Registration – Completion – Certification).
   - Registration in iYOT App and counselling service (receive username and password once getting iYOT certificate – indicate details in Counsellors area).
   - Contact with iYOT Users: provide feedback to users after receiving notification (mainly via videoconference).
   - Registration in the iYOT Web Portal of the counselling service provided (Counsellors service).

2. **iYOT User**
   - Enter the iYOT Web Portal and get familiarised with the project and its objectives, outputs, and tools (read iYOT App instructions).
   - Registration in iYOT App (download – register as User).
   - Fill areas related to Professional Profile (Background and areas of interest) and Self-Assessment.
   - Contact with iYOT Counsellors (Counsellors section), checking Counsellors available, asking doubts by e-mail and with the possibility to arrange a videoconference (Skype / Google Hangouts).
   - Contact with peers (Forum).

3. **First General Feedback Received**
   - Specific Feedback Provided.

4. **Informal Feedback and Exchange of Experiences**
   - Specific Feedback Received.

5. **Evaluation of iYOT Feedback**
   - Registration in the iYOT Web Portal of the counselling service received.

6. **Registration of Counselling Provided**

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