Client Toolkit User Manual.

Using a Driving Instructor as reference.

Open Client Toolkit after installation, and sign up or login (fig 1) use the email you gave your instructor. Sign up, takes you to the settings, and here you can see your requests for links (fig 2) sent and received.

If you're instructor has sent a request to link, you will see their email address under the received section. Select the "tick "to link with the instructor.

Login & Setting:

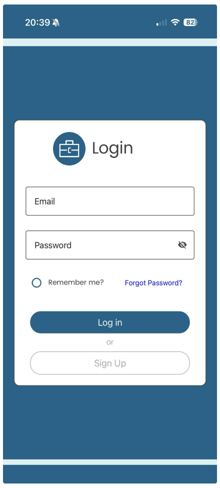


fig 1

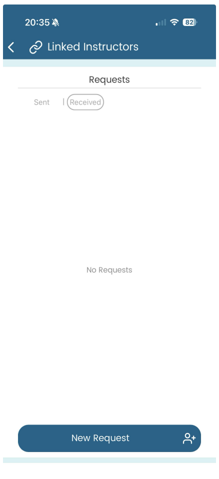


fig 2

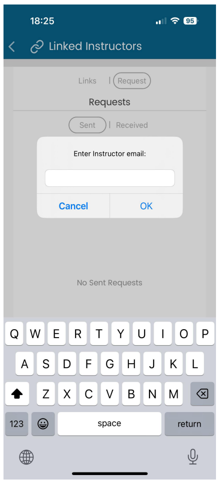


fig 3

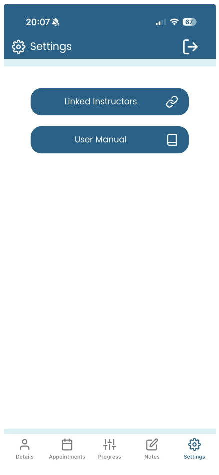


fig 4

Link Requests, via the New Request button (fig 2) enable you to enter your instructors email and send them a link request (fig 3) once linked, client toolkit will allow you to see your details held by your instructor. In the settings, you'll see the tab selection for Linked instructors (fig4) and this user a manual. (Look out for future updates to Client Toolkit, which will populate the settings area)

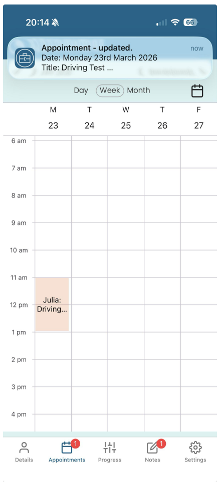
Details:

Here is where you will see your personal details you have shared with your instructor (fig 4a) lesson rate, balance in money, and hours, and fees along with requested appointments, booked and completed. You will also see any cancellations you have made, and these won't show in your total hours balance.

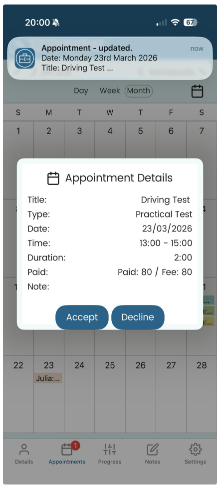
Appointments:

This is where you will see all of your appointments, and they will either be in a requested state (fig 1) lighter shaded appointment colour, or after accepting, revert to an accepted state (fig 3) full colour. When you decline, the appointment is deleted from your calendar.

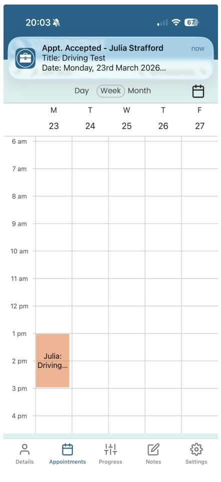
*Tip: Touch on an appointment, shows its details (fig 2).



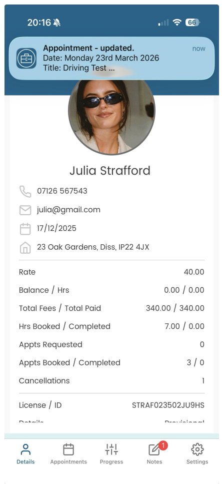
(fig 1)



(fig 2)



(fig 3)



(fig 4a)

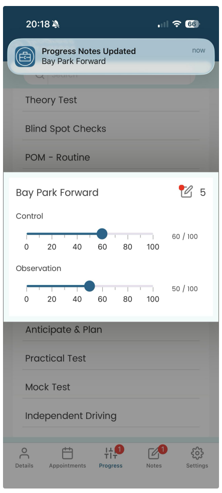
Progress:

Progress categories and their associated progress measures are presented in 3 formats, stars, a sliding scale, and checkboxes. Stars have a lowest increment of half a star, a total of 10 and can be marked as below.
The sliding scale ranges from 100 and the checkboxes are shown in fig 7.

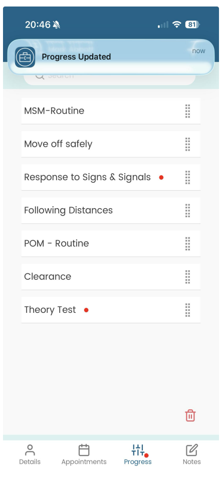
This guide provides a rating system:

1 Star - Introduction
2 Stars - With assistance
3 Stars - Prompting
4 Stars - Nearly there
5 Stars - Completed.

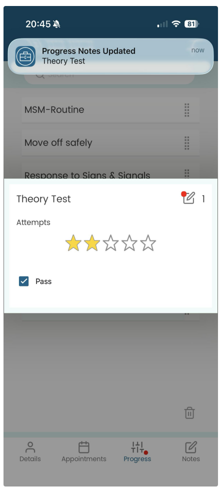
Your instructor will set your market criteria based on your goals and tuition and may title them differently, as with the sliders and checkboxes.



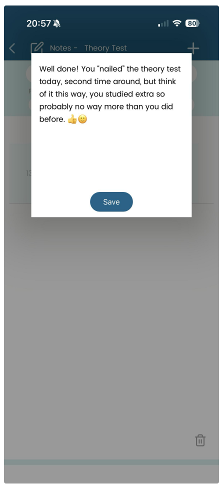
(fig 5)



(fig 6)



(fig 7)



(fig 8)

*Above, Progress notes updated notification (fig 5) and progress notes from instructor (fig 8)

Notes:

There are 3 types of notes for Client Toolkit:

General lesson notes:

Shown when you first select notes, and can be used for lesson plans, debrief notes, about your general tuition, and overall conclusions and Lesson goals.

Chat Notes:

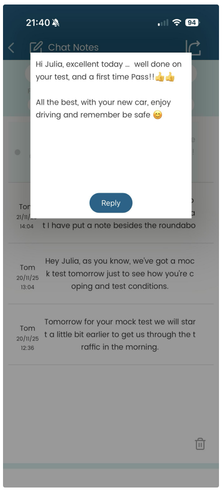
Chat messages system between you and your instructor. Each time you want to chat to your instructor, press the chat button, press the plus symbol (+) top right hand corner, touch inside the dialogue box and type your message, press send. Messages from your instructor will have a reply button (fig 1) when you receive a message from your instructor, you'll get a notification (fig 2) and your main icon, will have a "Red Count" number (fig 3)
When sending a message to your instructor, they will also receive a message notification.

Progress Notes:

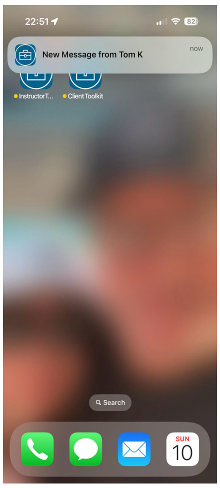
You can read these notes via the note pad icon, besides, each progress category. They will have a count number, If a comment has been made (fig 5 & 7) above.

Notifications:

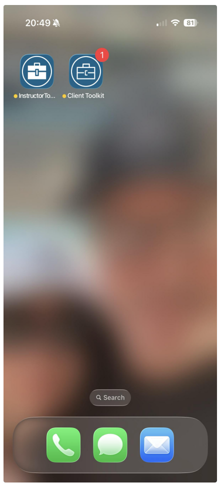
When appointments are accepted or declined, moved or updated, or progress has changed, you receive notifications on your device appropriate to the change, see (fig 4)



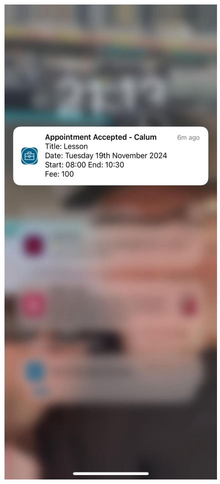
(fig 1



(fig 2)



(fig 3)



(fig 4)