MINDshare™

First Time Launch Instructions

Turn the slope of forgetfulness
into the curve of success

MINDshare™

with q-MINDshare

Learning

Knowledge Retention

without q-MINDshare
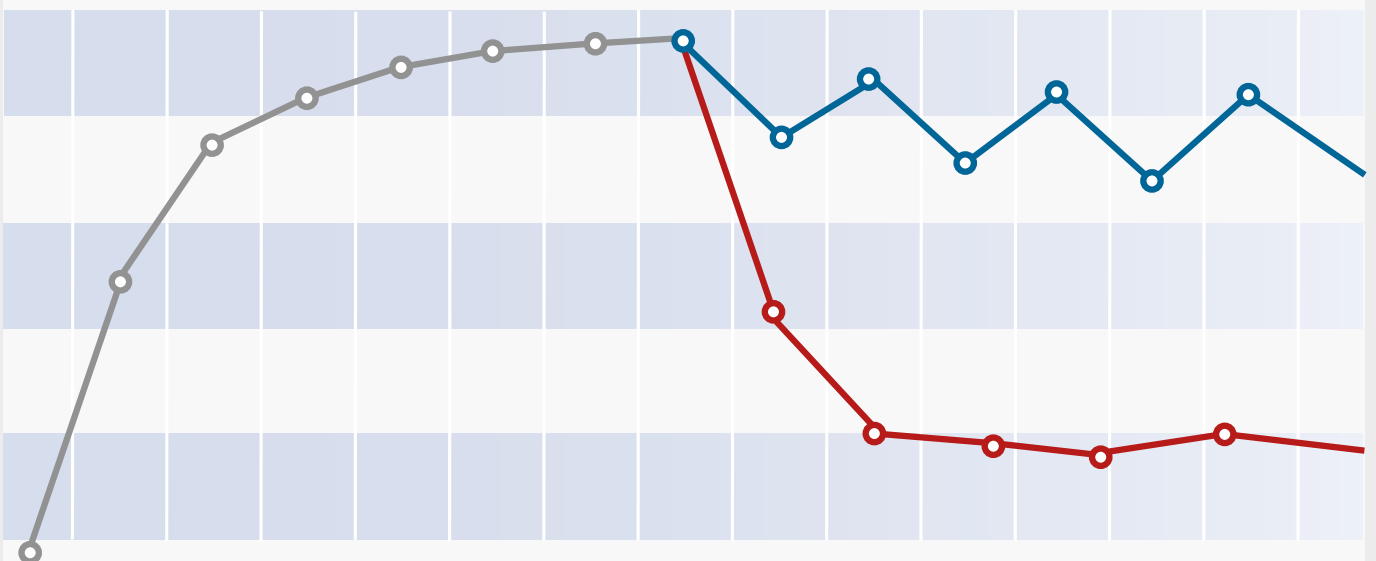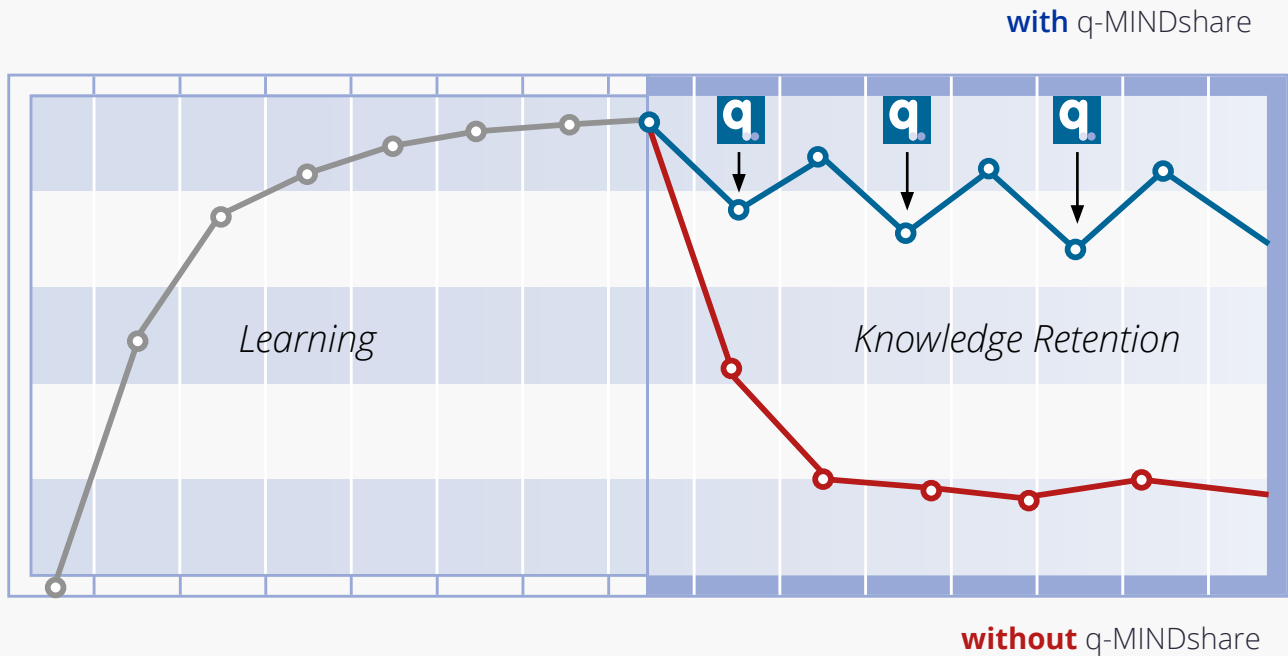
q-MINDshare™ – reinforcing knowledge

First Time Lauch

Introduction

We are pleased to introduce a new tool called q-MINDshare™. The app can be downloaded for Windows PCs, Android and Apple smartphones and tablets or Blackberry devices. You will be prompted to login once it is installed.

Our objective is to provide you with the tools, tactics and processes necessary to help you grow as a professional and to maximize your success on the job.

Expectations on q-MINDshare™

What is Q MINDshare™?

Contnious learning requires organisation and management hence this equates to cost and effort.

- Q is a new "noise-free" delivery channel for sales (and service) team communications and training reinforcement.

- The idea behind Q is to drip reinforcement to you on your PC (and tablet/smart phone) in a way that helps you remember more without pulling you away from the job.

q-MINDshare™ – Everytime and everywhere

What's in it for you?

- TIME IS MONEY: Q lets you consume small content nuggets in your spare time without pulling you out of the field. If Q helps you remember more, you will not be pulled away for formal training as much.

- PRACTICE MAKES PERFECT: Top performing athletes always make time to practice. Q provides you with the reinforcement required to help make important information "top of mind" so you remember to leverage it while customer facing.

Expectations:

- PARTICIPATE: Our expectation is that you will consume Q content as its being delivered. The Q app will push a reminder to you when you have content to review and a typical Q "event" won't take more than 5-10 minutes out of your day; this lets you participate in your spare time without being pulled out of the field. NOTE: Q tracks user participation and this is the primary expectation.

- LEARN: Often Q will use quiz-like questions as part of the reinforcement process. If you get a question wrong, pay attention to the feedback provided so you learn. Q will typically reschedule delivery of questions you missed, giving you a 2nd or 3rd chance to get the question right on a later date, so definitely pay attention to the feedback.

- You should worry less about getting questions wrong and you should worry more about learning. Q is all about helping you remember all of the important things to improve your success on the job. Keep in mind if you do get a question wrong, Q will redeliver it to you on a later date - so if you are just "going through the motions" you will create more work for yourself.

- Take a look at the attached login instructions:

  q-MINDshare Installation Manual

- In case of any question - do not hesitate to contact us.

![q.MINDshare™ logo]

q-MINDshare™ – How to get started

You can access q-MINDshare™ by your Windows PC, iPhone/iPad or any Android based Enddevice. These end-devices must be equipped with the q-MINDshareTM app that can be downloaded from the appstore. Please refer to the installation instructions.

After successful first time login you will be propted to change your password. Please proceed and select a personal and secure passoword. q-MINDshare will prompt you by Push notifications about an update or new learning session.

The q-MINDshare experience on a mobile device (IOS)

List of your active Q-Sessions

Login or Passwd Change

List of new Q-Sessions to do

List of Favourite Q-Questions & Information

List of your completed Q-Sessions

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The q-MINDshare based training will be sent to you in „Q-Sessions". Each Q-Session consist of a sequence of learning questions or information nuggets (Tips).
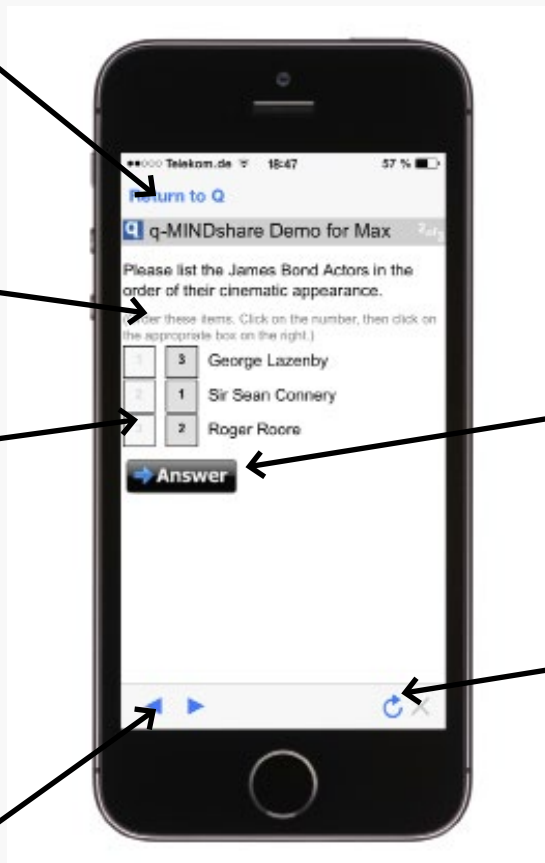
Return to the Main Menu

Learning Question

Submit your response

Your Response
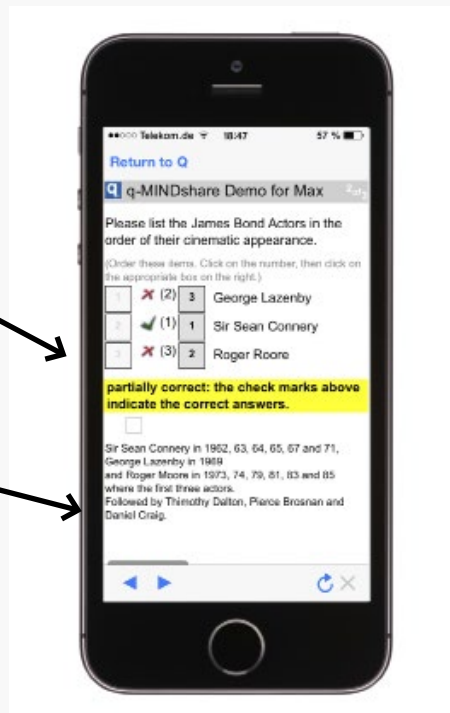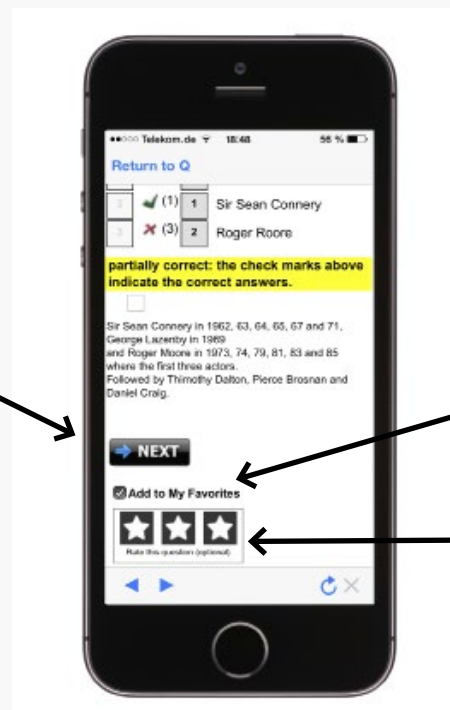
Refresh

Proceed back or forth

**Immediate learning feed-
back on:**
  A) Your Response
  B) Correct Result

**Help text explaining the cor-
rect response**

Go to next Q-learning item

**Optional:
Tag this question as impor-
tant and store in your Favo-
urite list**

**Optional:
Give a score & textual feed-
back to your trainer about
this Q-learning item**

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## Windows PC Client Graphical User Interface (GUI)

The q-MINDshate™ Windows Client provides even more functionality compared to the mobile platform version (IOS, Android and Blackberry). The Windows Client offers the same functionality to receive push notifications and interaction with q-MINDshare sessions, but offers also access to the personal q-MINDshare account of the user.

The portal can be accessed on two ways:

1. Via the Windows Client context menu
2. Via a web browser by using the login section of the **q-MINDshare Client Login**

Windows Client
q-MINDshare™ can be accessed via the „Q" icon in the taskbar (or you find it in the „hidden icons" section)
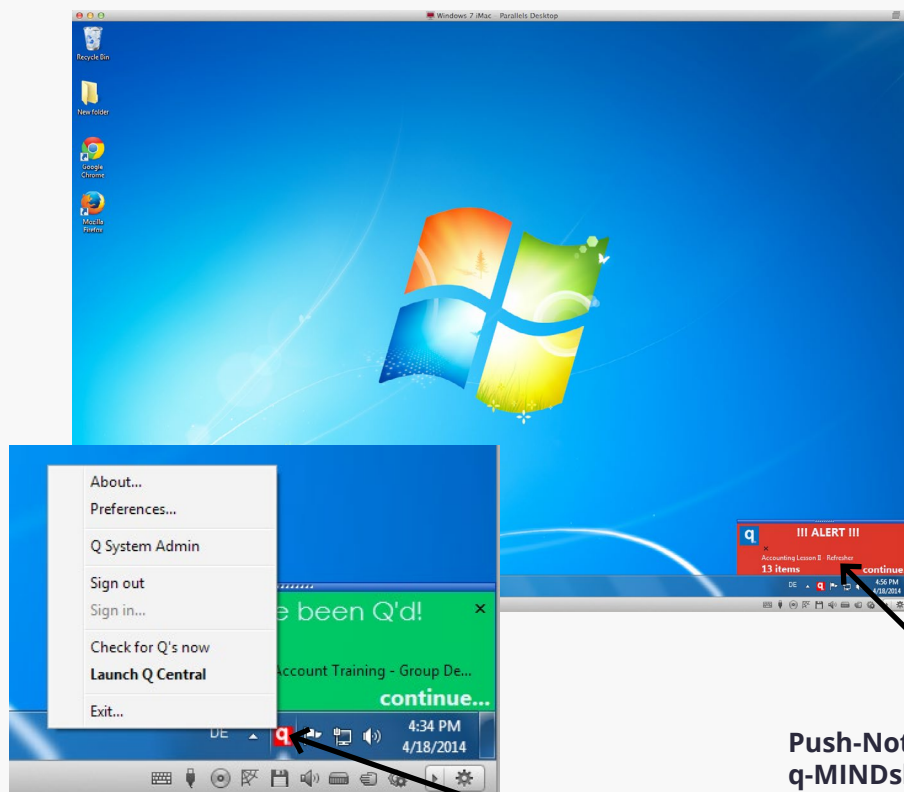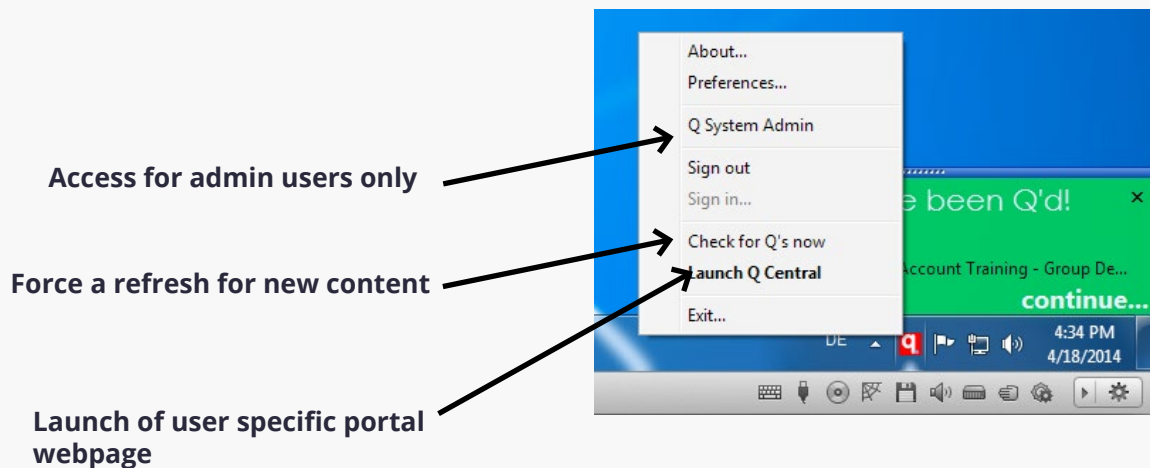

Push-Notification on a new q-MINDshare session

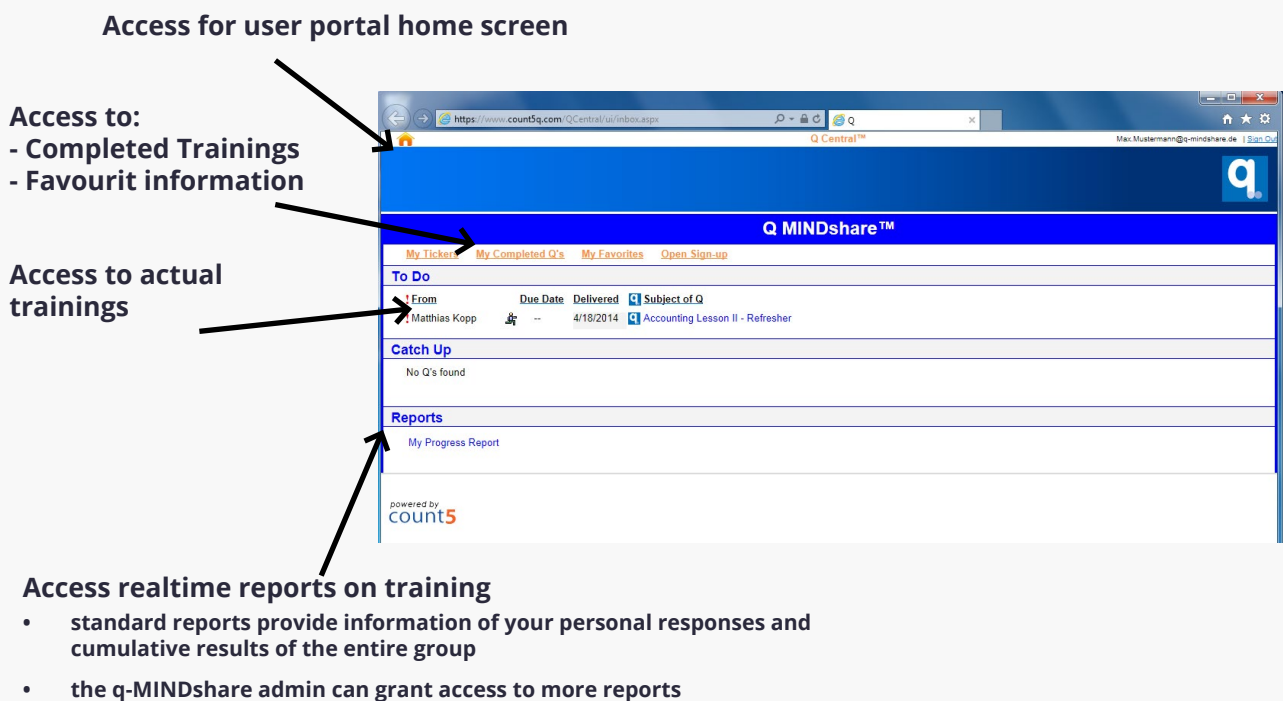**q-MINDshare - right-click on icon opens context menu**

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After the installation of the q-MINDshare client the system will ask the user for login credentials. These login credentials will be stored on the system until the user forces a manual sign out. There is no need to force a sign out.

Access for admin users only

Force a refresh for new content

Launch of user specific portal webpage

q-MINDshare user webportal

Each user has access to a personal web portal that holds all information of actual or past training sessions. The user can access this portal at any time as long as he is registered with the q-MINDshare system.

Access for user portal home screen

Access to:
- Completed Trainings
- Favourit information

Access to actual trainings

Access realtime reports on training

- **standard reports provide information of your personal responses and cumulative results of the entire group**

- **the q-MINDshare admin can grant access to more reports**

q. MINDshare™

q-MINDshare™ – Benefits

- Simple to introduce
- Setup in a matter of minutes
- Simple creation of learning topics
- Real-Time feedback on learning effectiveness
- Increased motivation by immediate feedback

For additional information: