

IEEE IAS Technical Books Coordinating Committee (IAS/TBCC)

Webinar on the Mentor Collaboration Tool

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Overview

- Mentor
 - Roster
 - WG roles and Mentor involvement levels
 - Mail
 - Document repository

How to Access Mentor

- Login at <http://development.standards.ieee.org/>

eTools

PLEASE SIGN IN
Now you can access myProject, Attendance Tool, and Mentor with a single sign in. Simply enter your IEEE Account username/email and password below to begin!

USERNAME/EMAIL: l.perry@ieee.org

PASSWORD:

SIGN IN TO: myProject
Attendance Tool
mentor
myProject
Standards Dictionary

Mentor – Collaboration tool

■ Roster

<https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-TBCC-mentor-roster-list.pdf>

- If you need access to the Mentor workspace, check the roster at the URL above.
- If your name is not listed, send request to be added to the workspace to l.perry@ieee.org (cc: WG Chair and Vice Chair).

■ WG roles and Mentor Involvement Levels

WG role	Mentor involvement levels	Documents	Mail
WG Chair Vice Chair*	Admin	-View public/private -Post -Delete	-View -Send -Delete
WG Member Vice Chair*	Members	-View public/private -Post	-View -Send
—	Guests	-View public/private	-View
—	Interested	-View public	-No access

*Vice Chairs may be assigned as Admin or Member, depending on the needs of the WG.

Mentor – Collaboration tool (*cont.*)

- Mail – Two ways to send

- Send through Web interface (must login to the workspace)

[Home](#) | [Documents](#) | [Wiki](#) | [Applicants](#) | [Document Audit Log](#) | [Document Groups](#) | [more](#) ▼



IEEE 3000 Standards Collection New Topic

To:

Cc:

Do not send message to IC Group Members

Topic:

Text:

Attach: No file chosen

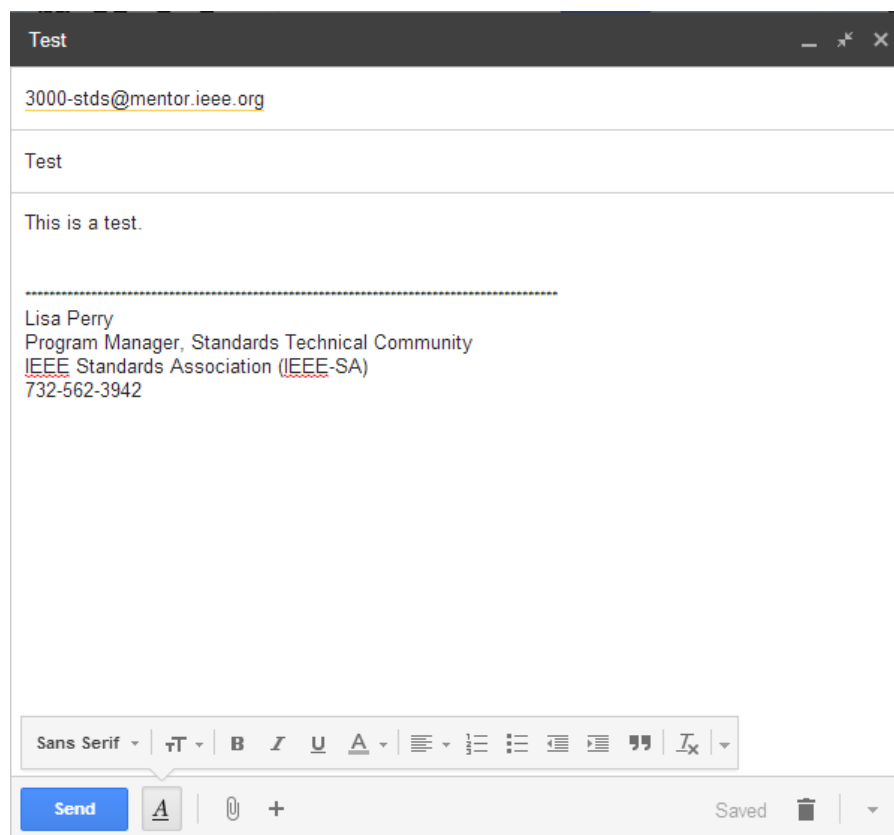
Attach: No file chosen

Attach: No file chosen

[Mail](#)

Mentor – Collaboration tool (*cont.*)

- Mail – Two ways to send
 - Send via email (must send from the email associated with your account)



Mentor – Collaboration tool (*cont.*)

- **Document Repository**

- For each document that is uploaded, the system provides a unique ID and file name

[Home](#) | [Documents](#) | [Wiki](#) | [Applicants](#) | [Document Audit Log](#) | [Document Groups](#) | [more](#) ▼

[3000-stds](#) ▼ | [Hel](#)



IEEE 3000 Standards Collection Documents

[New document](#) | [Download spread](#)

Everything ▼	All Years ▼	All Groups ▼			DCN, Title, Author or Affiliation			
Created (ET) ▼	Year	DCN	Rev	Group	Title	Author (Affiliation)	Uploaded (ET)	Public
17-Jun-2014	2014	41	2	TBCC main	Mentor "roster" list	Lisa Perry (IEEE staff)	17-Jun-2014 11:06:18	Yes

Mentor – Collaboration tool (cont.)

File name is `stds-14-0041-02-TBCC-mentor-roster-list.pdf`

The screenshot shows the IEEE 3000 Standards Collection Documents interface. Red boxes and arrows map the file name `stds-14-0041-02-TBCC-mentor-roster-list.pdf` to specific UI elements:

- `stds` points to the navigation menu.
- `14` points to the **Year** column in the document table.
- `0041` points to the **DCN** column.
- `02` points to the **Rev** column.
- `TBCC` points to the **Group** column.
- `mentor-roster-list` points to the **Title** column.
- `pdf` points to the **3000-stds** dropdown menu.

The document table contains the following data:

Created (ET) ▼	Year	DCN	Rev	Group	Title	Author (Affiliation)	Uploaded (ET)	Public
17-Jun-2014	2014	41	2	TBCC main	Mentor "roster" list	Lisa Perry (IEEE staff)	17-Jun-2014 11:06:18	Yes

Below the table, a search filter for **TBCC** is shown with **TBCC main** selected.

Mentor – Collaboration tool (*cont.*)

■ Documents

- Use URLs to create links to documents
 - Send links in Mentor mail, e.g., when looking for reviewers
 - Applies to public and private documents
 - Copy URL from the address bar in your browser and paste into email

NOTE: Links will access the document, not necessarily the latest version

- To create link to latest version automatically, delete the revision number
- E.g., linking to the roster link from previous slide, you'd delete "00"
 - Before:
<https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-00-TBCC-mentor-roster-list.pdf>
 - After:
<https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-TBCC-mentor-roster-list.pdf>