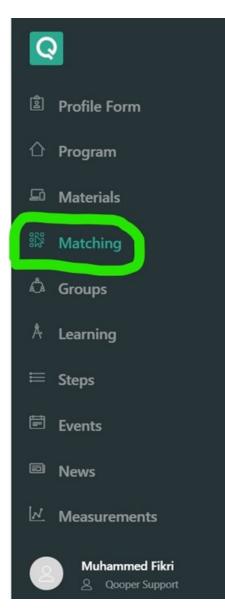
## How to Manually Search and Connect People

Last Modified on 02/10/2022 1:45 pm EST

Find the "Matching" on the admin dashboard which is located on the left-hand side under the "Materials" tab.



- On the Matching page, click on the "Search Participants" button to find the participant you looking for.
- Once you find your participant, click on their profile.

| Q  |                           |                     |   |                      |       |          |          | + Qooper Employee Portal ~ |  |
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| 庯  | ~ /)                      | Search Pa           | rticipants                              |                      |       | ×        |          |                            |  |
|    |                           | muhamme             | -                                       |                      |       | Q Search |          |                            |  |
| ß  | Q Search Participants     | Press + enter t     | o search                                |                      |       |          |          |                            |  |
| 85 | Matched (In Unmatched (In |                     | Muhammed Fikri<br>Customer Support Repr | resentative at Qoope | r     |          |          |                            |  |
| ۵  | Matched Participants      | muhammedi@gooper.io |   |                      |       |          |          |                            |  |
| A  |                           |                     |   |                      |       | Close    |          |                            |  |
| =  | Name                      | Koles               | Mentors                                 | Mentees              | Peers | Feedback | Progress | Registered                 |  |
|    |                           |                     |   | æ                    |       |          |          |                            |  |
|    | Cooper at CS              | Mentor              |   | 6                    |       | 0公       | -        |                            |  |
| M  | elona.lila87@gmail.com    |                     |   | 0                    |       |          |          |                            |  |
| 8  | Muhammed Fikri            |                     |   |                      |       |          |          | 6                          |  |
|    | Munammed Fikh             |                     |   |                      |       |          |          |                            |  |

• Now you can search for Mentors or Peers and connect your participant with them.

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| ¢        |   | Mentors Poors                                |  |                           |
| C<br>B   |   | Mentors 🧕 Search Mentors                     |  |                           |
| ##<br>   | Muhammed Fikri  | 3 MAUCHES                                    | 15   | 2                         |
| Å        | Customer Support Representative at Gooper<br>mubammed@gooper.ia     |  |  |                           |
| •        | 8 2 Å   |  | and the second s |                           |
| 89<br>22 | Achiever Mentoring Learner<br>0% Progress 43% Progress 20% Progress | Elona Li<br>CS at Qooper<br>elona6@spoper.io | Elo Lila<br>Qooper at CS<br>elona.ilia87@gmail.com   |                           |
|          | VIEW ACTIVITIES   | VIEW   | VIEW   |                           |
| ۰.       |   |  |  | •                         |

- Click on the "Search Mentors" or "Search Peers"
- Search for a member that you want to connect your participant with.
- Click on the "Add" button to connect your participant with the related profile.

| Q      |   |   |          | + Qoope  | r Employee Portal ~ |
|--------|---|---|----------|--|---------------------|
|        |   | Search Mentors to Match   | ×        |  |                     |
| ۱<br>۱ |   | omer usanmaz  | Q Search |  |                     |
| С<br>Д |   | Press + enter to search   |          |  |                     |
| 10     |   | RECOMMENDED (2) ^   |          |  |                     |
| ۵      | Muhammed Fikri<br>Customer Support Representative at Qooper | RESULTS (1) V   | -        |  | 2                   |
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| =      | 000   | 2 MARCHES 1 PEER  | 2        |  |                     |
| •      | A (22) (2)  |   |          |  |                     |
| 89     | Achiever Mentoring Learner                                  |   |          | Elo Lila<br>Qooper at CS<br>elona.lila87@gmail.com |                     |
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| ٥.     |   | VIEW  |          |  |                     |