

Diverse-LinQ platform

# User Guide

Welcome to the Diverse-LinQ platform. This document provides step-by-step instructions on how to get started, whether you are an administrator, team manager, or participating as a Navigator in a session. The platform works through your browser — nothing needs to be installed.

## Questions or technical issues?

Feel free to contact us at [info@diverse-linq.com](mailto:info@diverse-linq.com).

## Role overview

### Administrator

As an Administrator, you will set up the platform for your organization. You are responsible for creating teams and assigning the appropriate roles to Team Managers and Navigators.

### Team manager

The team manager only sees their own team and can invite and report within that team. If your team has no manager, the administrator invites the Navigators directly via the Teams menu.

### Navigator

As a Navigator, you work through all the steps in your dashboard and play the Off the Map game. You can pause at any time and continue where you left off.

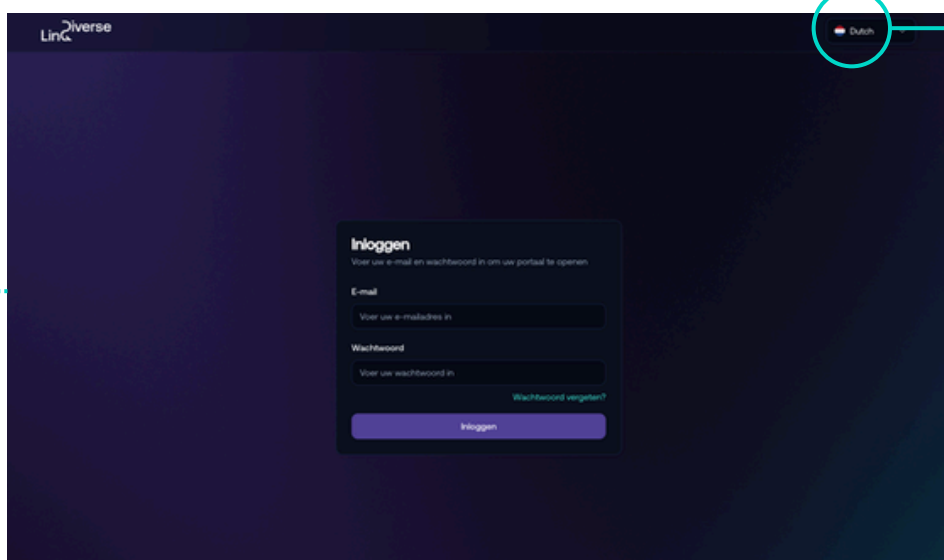
## Table of contents

1. Activating your account - Navigator / Administrator / Team Manager	2
2. Inviting Navigators (Administrator & Team Manager)	3
a. Bulk upload	4
b. Manual	4
c. Tag explanation	5
3. Creating teams (Administrator & Team Manager)	6
a. Teams dashboard	6
b. Creating teams manually	6
c. Creating teams in bulk	7
4. Working with a Team Manager	9
5. Generating a team report	10
6. Adjusting the play date (Administrator)	11

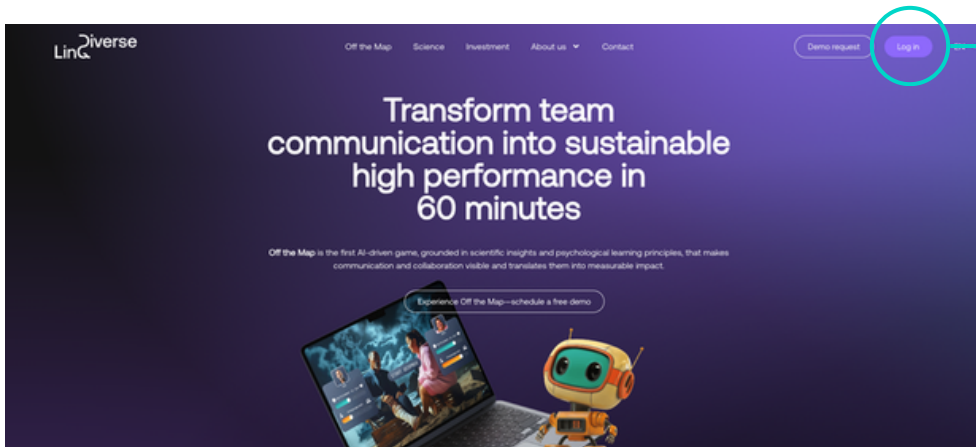
# 1. Activating your account

Before you get started as an Administrator, Team Manager, or Navigator, you must first activate your account.

- 1. Receive your invitation**  
You will receive an email with a personal invitation to create your account. Also check your spam folder.
- 2. Create your account and log in**  
Go to [diverse-linq.com](https://diverse-linq.com) and click the purple 'Log in' button in the top right, or go directly to: [platform.diverse-linq.com/login](https://platform.diverse-linq.com/login).
- 3. Important! Set your language**  
In the top right of the login page, you can select or change the language (NL/EN). **Set this before you log in.**
- 4. Welcome to the dashboard**  
After logging in, you are taken directly to your dashboard. The dashboard looks different for each role.



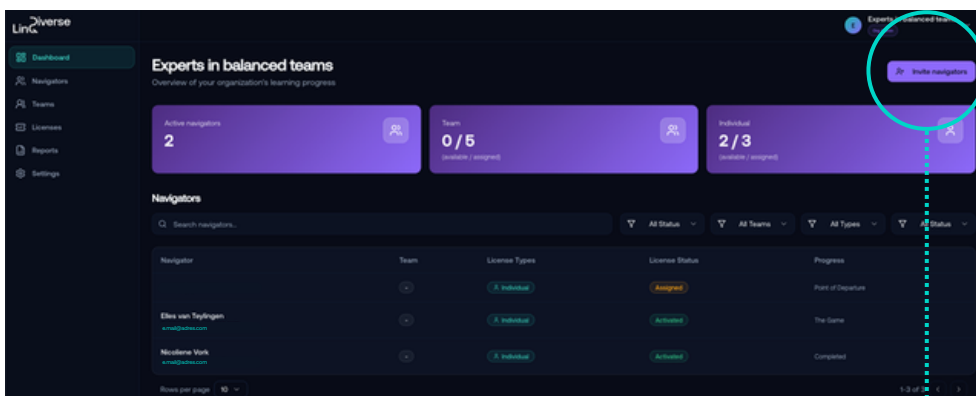
It's important that you set this to your preferred language.



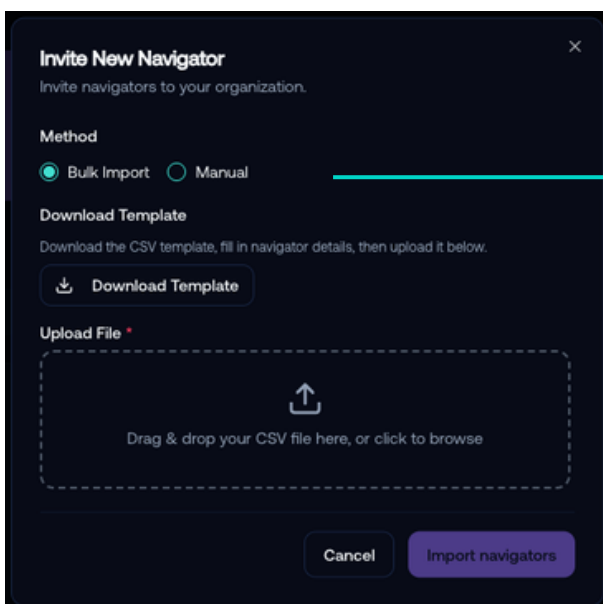
Once you've created an account, you'll see the option to log in on our website.

## 2. Inviting Navigators (Administrator & Team Manager)

In the top right of the dashboard, you will find the 'Invite Navigators' button. You can choose between two methods: bulk or manual.



Button 'Invite Navigators'



Option to add multiple participants at once (Bulk Import, see 2.1) or individually (Manual, see 2.2)

## 2.1 Bulk upload (multiple participants at once)

Download the CSV template, fill it in, and upload it again. Fill in the following fields per row:

Field	Description
Email address	The Navigator's email address
TEAM	The team name you have created in the system
TAG	ONB (new, max. 3 months in service) or INS (more than 3 months in service)
Start date	The date on which the Navigator starts the session
Language	NL or EN – all communications and the game will be displayed in this language

### Note on language settings

- All communications (emails, notifications) and the game will be displayed in the language you enter.
- Choose NL for Dutch, EN for English.

Example of a completed CSV template:

invitation\_import\_template

Email	Team	Tag(INS/ONB)	PlayStartDate	EmailLanguage(EN/NL)
learner1@example.com	Team Alpha	ONB	01-Apr-2026	EN
learner2@example.com	Team Beta	INS	02-Apr-2026	NL
learner3@example.com		INS		

## 2.2 Manual (inviting individually)

Want to invite someone individually? Select 'Manual' in the invitation window and fill in the following:

1.

### Navigator's email address

Enter the Navigator's email address carefully — the invitation will be sent here.

2.

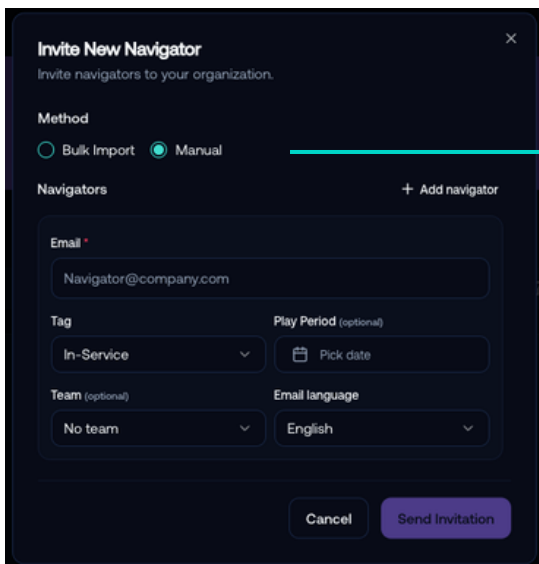
### Tag: ONB or INS

Indicate whether the person is a new employee (max. 3 months in service) (ONB) or someone who has already been employed for more than 3 months (INS). See Section 2.3.

3.

### Language preference

Choose NL or EN. All communications and the game will be displayed in the selected language.



This is what the manual invitation window looks like

## 2.3 Tag Explanation

When inviting a Navigator, you assign a tag. This determines which version of the programme the Navigator receives:

### ONB

Onboarding — for new employees who have been in service for a maximum of 3 months. Specifically tailored to people who are still getting up to speed.

### INS

For employees who have already been working for more than 3 months. Focused on further integration and development.

#### Not sure which tag applies?

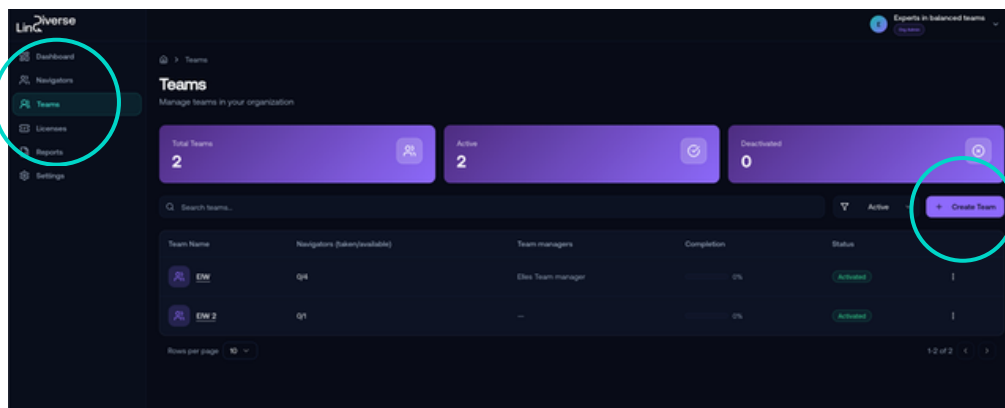
- Use ONB if the employee is still in the first 3 months of their employment.
- Use INS if the employee is fully onboarded and part of the team.

### 3. Creating Teams (Administrator & Team Manager)

Learn how to create teams in the Diverse-LinQ platform as an administrator — manually or via bulk import — and how to optionally link a team manager who invites and monitors their own team.

#### 3.1 Go to Teams in the dashboard

After logging in as an administrator, you will see the 'Teams' option in the left-hand menu. Click on it to open the teams overview. From here, you can create new teams and manage existing ones.



Go to Teams in the dashboard

Button 'Create team'

#### Create teams before inviting Navigators

- Always create your teams first, before inviting Navigators.
- This way you can link each Navigator directly to the correct team.

#### 3.2 Creating a Team (Manual)

Click the purple '+ Create team' button in the top right. You can choose between manual or bulk.

1.

##### Team name

Give the team a recognisable name. This name is also visible to the team manager and the Navigators.

2.

**Number of seats (licences)**

Enter the number of participants to be linked to this team.

3.

**Team Manager (Optional)**

Enter the team manager's email address. The manager will receive an invitation to invite and monitor their own team.

4.

**Email language**

Choose NL or EN. The invitation email to the team manager will be sent in this language.

### Create New Team

Set up a new team and allocate team license seats.

**Method**

Manual  Bulk Import

**Team Name \***

e.g. Sales Team Alpha

**Total Seats (Team Licenses) \***

5

The total number of team licenses allocated to this team.

**Team Managers (optional)**

manager@company.com +

Add one or more Team Managers. A manager can be assigned to multiple teams.

**Email Language**

English

Cancel Create Team

### 3.3 Creating a Team (Bulk Import)

Want to create multiple teams at once? Use the bulk import via a CSV file:

1.

#### Click 'Bulk Import'

Select the 'Bulk import' method in the window.

2.

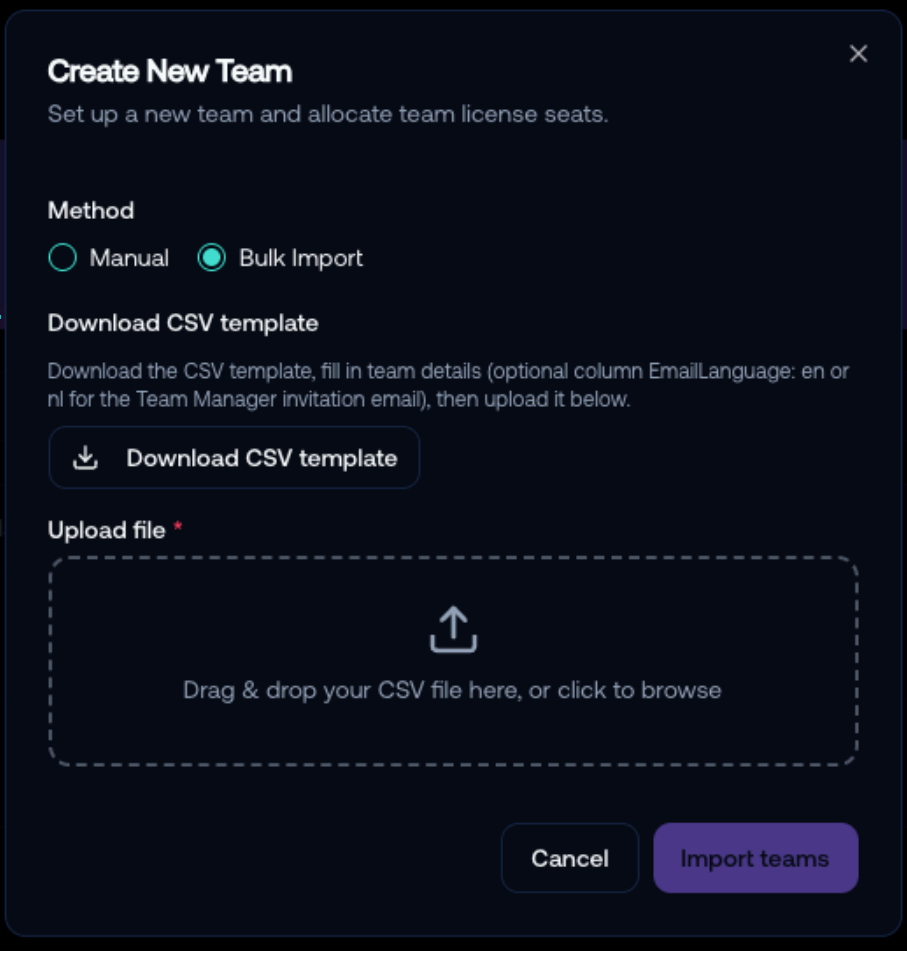
#### Download CSV-template

Click to download the CSV template and fill it in. The 'Manager' column is optional.

3.

#### Upload the file

Drag the completed CSV file into the upload field or click to browse, then click 'Import teams'.



**Create New Team** ✕


Set up a new team and allocate team license seats.

**Method**


Manual  Bulk Import

**Download CSV template**

Download the CSV template, fill in team details (optional column EmailLanguage: en or nl for the Team Manager invitation email), then upload it below.

 **Download CSV template**

**Upload file \***



Drag & drop your CSV file here, or click to browse

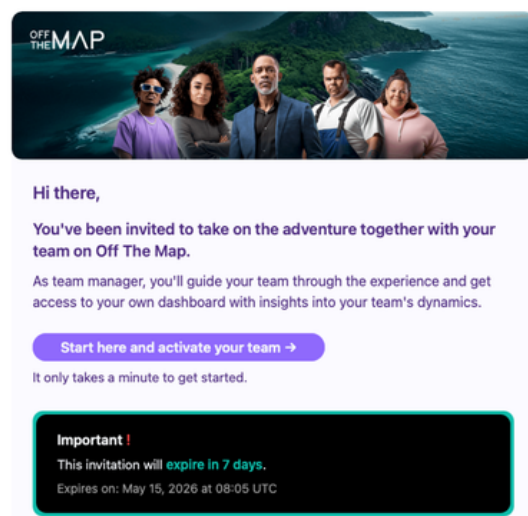
**Cancel** **Import teams**

## 4. Working with a Team Manager

If you assigned a team manager when creating a team, that person will automatically receive an invitation email. The manager can then invite their own team and monitor progress, independently of you as the administrator.

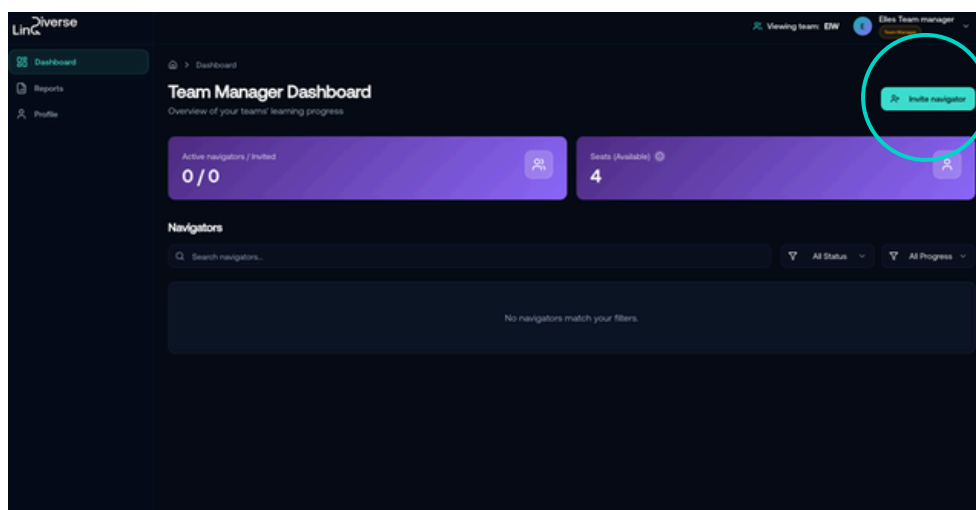
### The Team Manager Receives an Email Invitation

Once you have entered a team manager, the platform automatically sends an email with a personal activation link.



### Team Manager dashboard

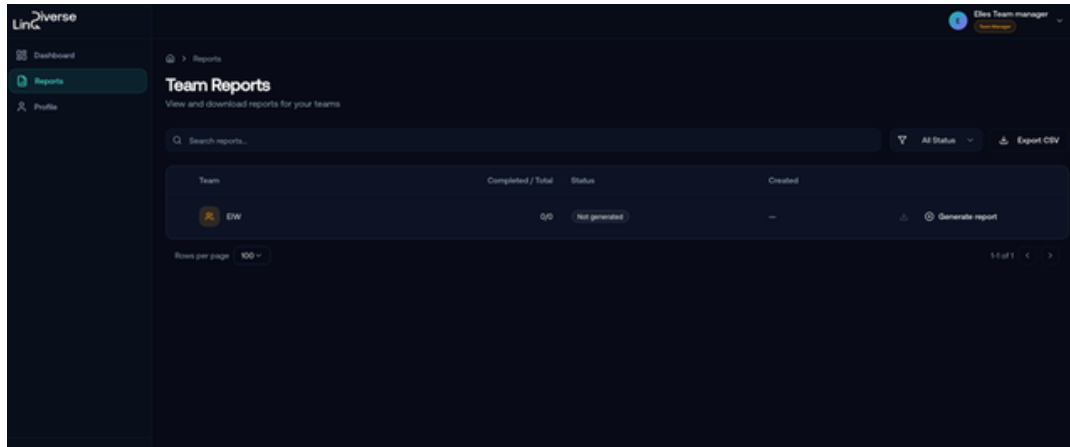
After activation, the team manager logs in to the platform and sees their own Team Manager Dashboard. Here the manager can see the number of available seats and can directly invite Navigators.



Button 'Invite Navigators'

## 5. Generating a Team Report (Administrator and Team Manager)

Once the entire team has completed all sessions, you can generate a team report. Go to 'Reports' in the left-hand menu and click 'Generate report' next to the relevant team.

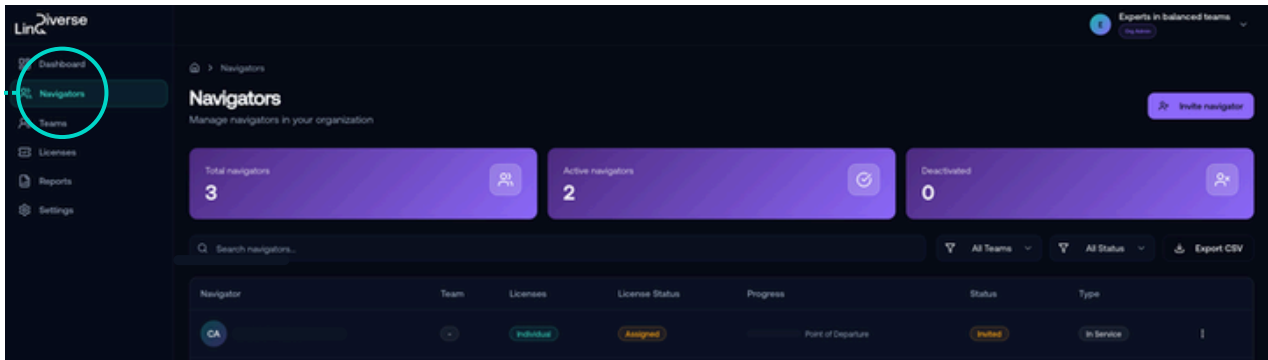


### Good to know

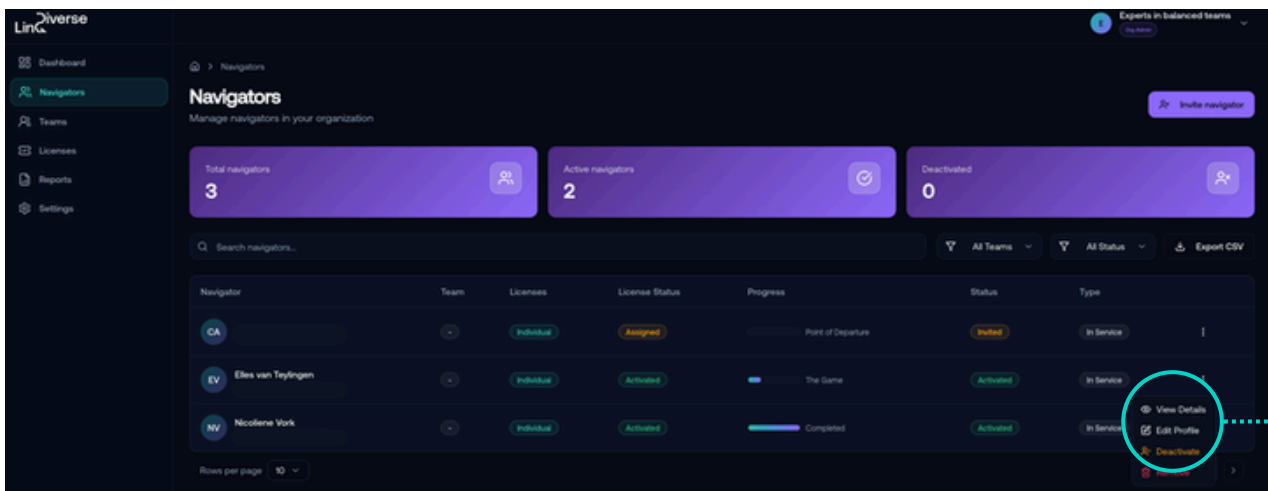
- The report is only available once all Navigators in the team have completed their session.
- Both the administrator and the team manager can generate and download the report.
- If you download the report before all Navigators have completed all steps, this will result in an incomplete representation of your team's performance.

## 6. Adjusting a Navigator's Play Date as Administrator

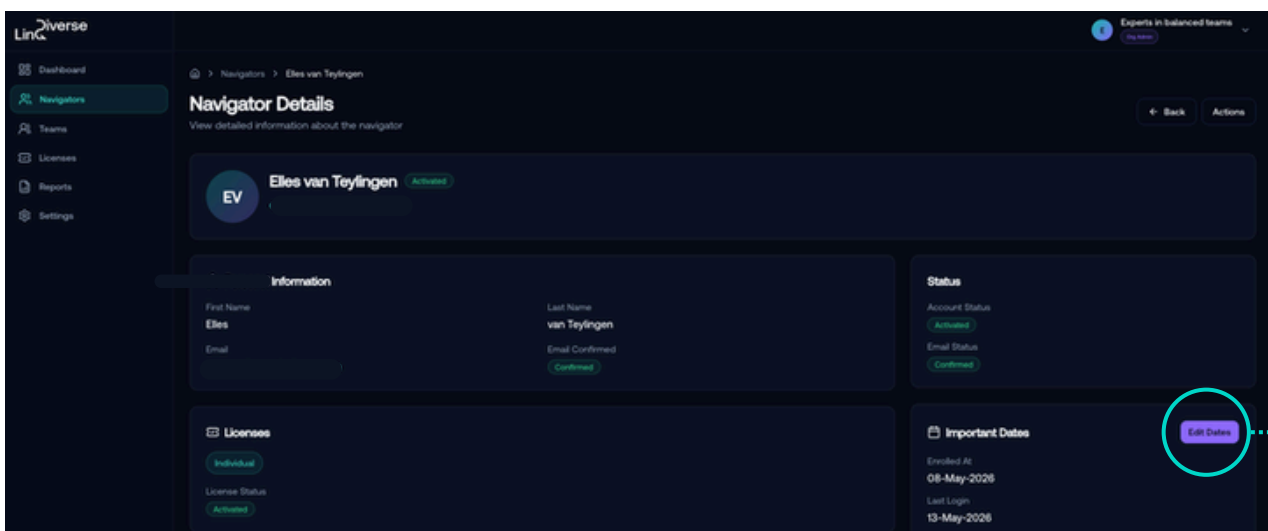
Did you enter an incorrect start/play date when inviting your Navigators? You can adjust it as follows:



Go to 'Navigators' in the side menu



Click the three dots on the left side next to the Navigator's name and click 'View Details'



This takes you to the Navigator's detail page. At the bottom left, you will find 'Important dates' - click the 'Edit dates' button.