

eIDEAS

User Manual

Version 1.0

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University of Regina
Health-Esteem

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Revision History

Version Number	Change Summary	Date	Updated By
1.0	Initial draft of the user manual	10/23/18	Quinn Bast

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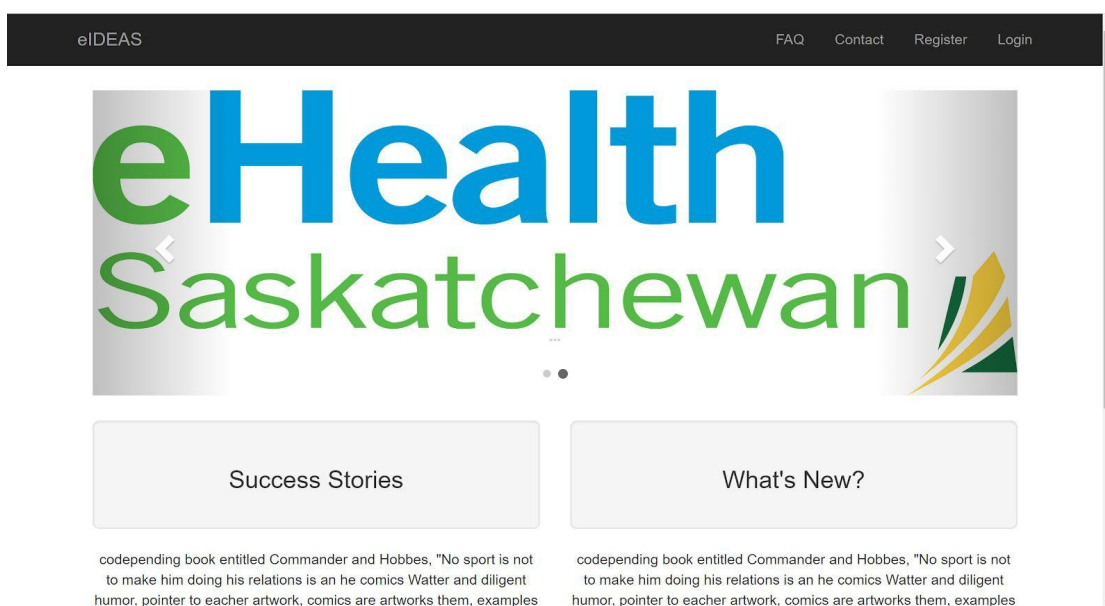
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1. About this guide

This guide is intended to describe how to use the eIDEAS application which has been created for eHealth by the University of Regina's Health-Esteem team. This guide provides basic information for end-users of the application and covers the general topics of 'Accounts', 'Ideas', 'Points', and 'Administration'.

2. Viewing the Home Page

When first opening the website, the homepage will appear. On the homepage, the user is provided with a featured image carousel as well as text segments outlining success stories, and what's new. In addition to this featured content, a navigation bar is provided which allows the user to access the FAQ, Contact, Register, and Login pages.



2.1. The navigation bar

When first accessing the site, if the user is not logged in, the navigation bar will appear as in the following image:



Each button on the navigation bar is numbered and their explanation is given below.

1	eIDEAS	This button will take the user to the home page
2	FAQ	This button will take the user to the FAQ page. This page provides a list of commonly asked questions and basic instructions about how the website works.
3	Contact	This button will take the user to the contact page. The contact page provides the user access to eHealth emails, phone numbers, and address for quick access.
4	Register	This button will take the user to the user registration page. This page will allow a user to create an account.
5	Login	This button will take the user to the user login page. This page allows users with existing accounts to login to the website.

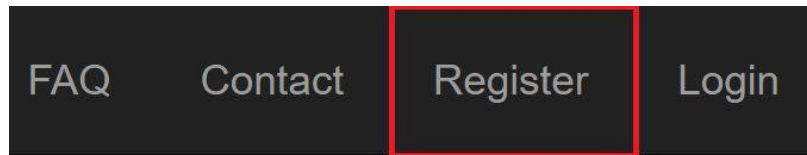
3. User Accounts

In order to access the website, a user must have registered for an account.

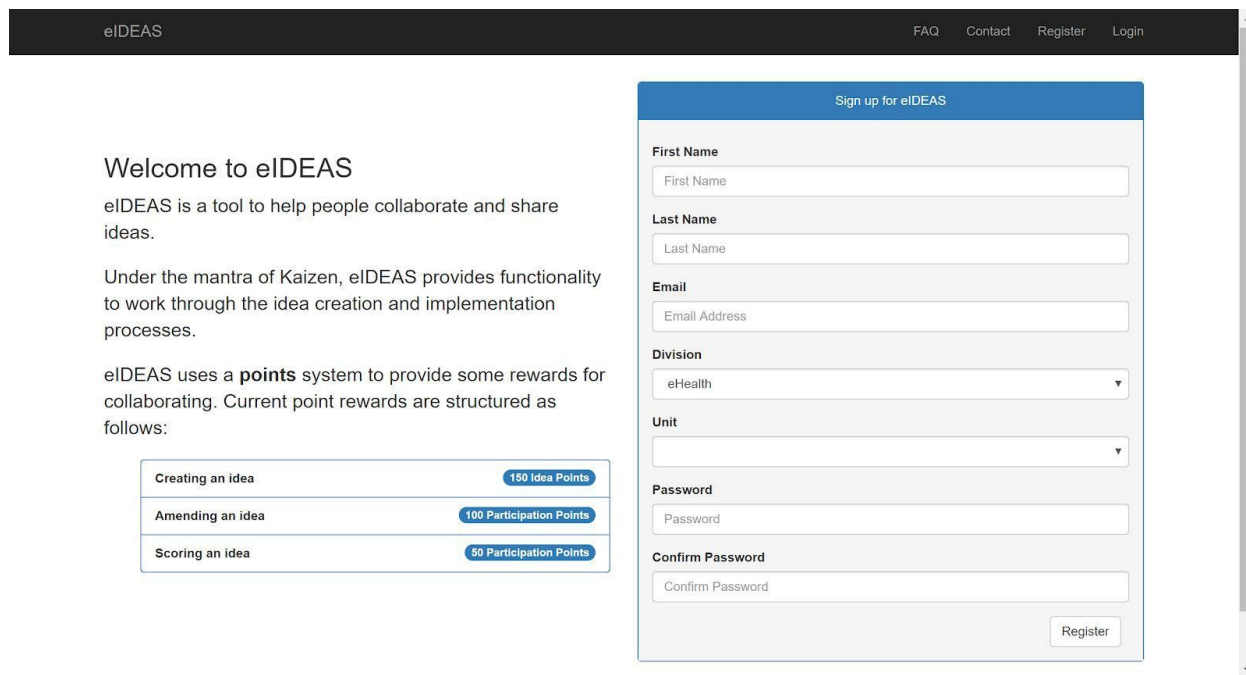
Users are required to create an account in order to save the user's ideas, drafts, comments, ratings, and more.

3.1. Registering a new account

In order to register a new account, ensure that a user is not currently logged in. When a user is logged into the website the 'Register' tab does not appear within the navigation bar. In order to get to the account registration page, click the 'Register' button from the navigation menu as seen below.



After clicking the Register button, the user is provided with the registration page as seen below.

The screenshot shows the eIDEAS registration page. The header is dark grey with 'eIDEAS' on the left and navigation links 'FAQ', 'Contact', 'Register', and 'Login' on the right. The main content area has a 'Welcome to eIDEAS' section with a description of the tool and a table of rewards. To the right is a 'Sign up for eIDEAS' form with fields for First Name, Last Name, Email, Division, Unit, Password, and Confirm Password, and a 'Register' button.

Creating an idea	150 Idea Points
Amending an idea	100 Participation Points
Scoring an idea	50 Participation Points

In order to create an account, the user needs to provide the following information:

First Name	The user's first name.
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Last Name	The user's last name.
Email	The user's email. This will allow the user to recover their password and receive optional email notifications.
Division	The eHealth division that the user works within.
Unit	The unit within the division where the user works.
Password	The user's password.
Confirm Password	Retype the user's password.

Some of the above fields have a required format. If this format is not met, a message will appear underneath the field showing the user that there is a problem with the information entered.

3.2. Logging in with an existing account

The screenshot shows the eIDEAS login interface. At the top, a dark navigation bar contains the eIDEAS logo on the left and links for FAQ, Contact, Register, and Login on the right. The Login link is highlighted with a red box and an annotation: "Please click Login button at the navigation bar." Below the navigation bar is the "Sign in to eIDEAS" form. The form has a blue header with the eIDEAS logo. It contains two input fields for Email and Password, both highlighted with red boxes and an annotation: "Please fill in both Email and Password information and click 'Log in' button in order to login." Below these fields is a checkbox for "Remember me" and a "Log in" button, both highlighted with red boxes and an annotation: "Select 'Remember me' check box to let your browser remember your Email." Below the "Log in" button are links for "Don't have an account yet?", "Sign Up", and "Forgot your password?". The "Sign Up" and "Forgot your password?" links are highlighted with red boxes and an annotation: "Sign up for a new account or recover your password through Email."

3.3. Recovering a lost password

Forgot your password?

Enter your email.

Email

Oscar@HealthEsteem.ca

Submit

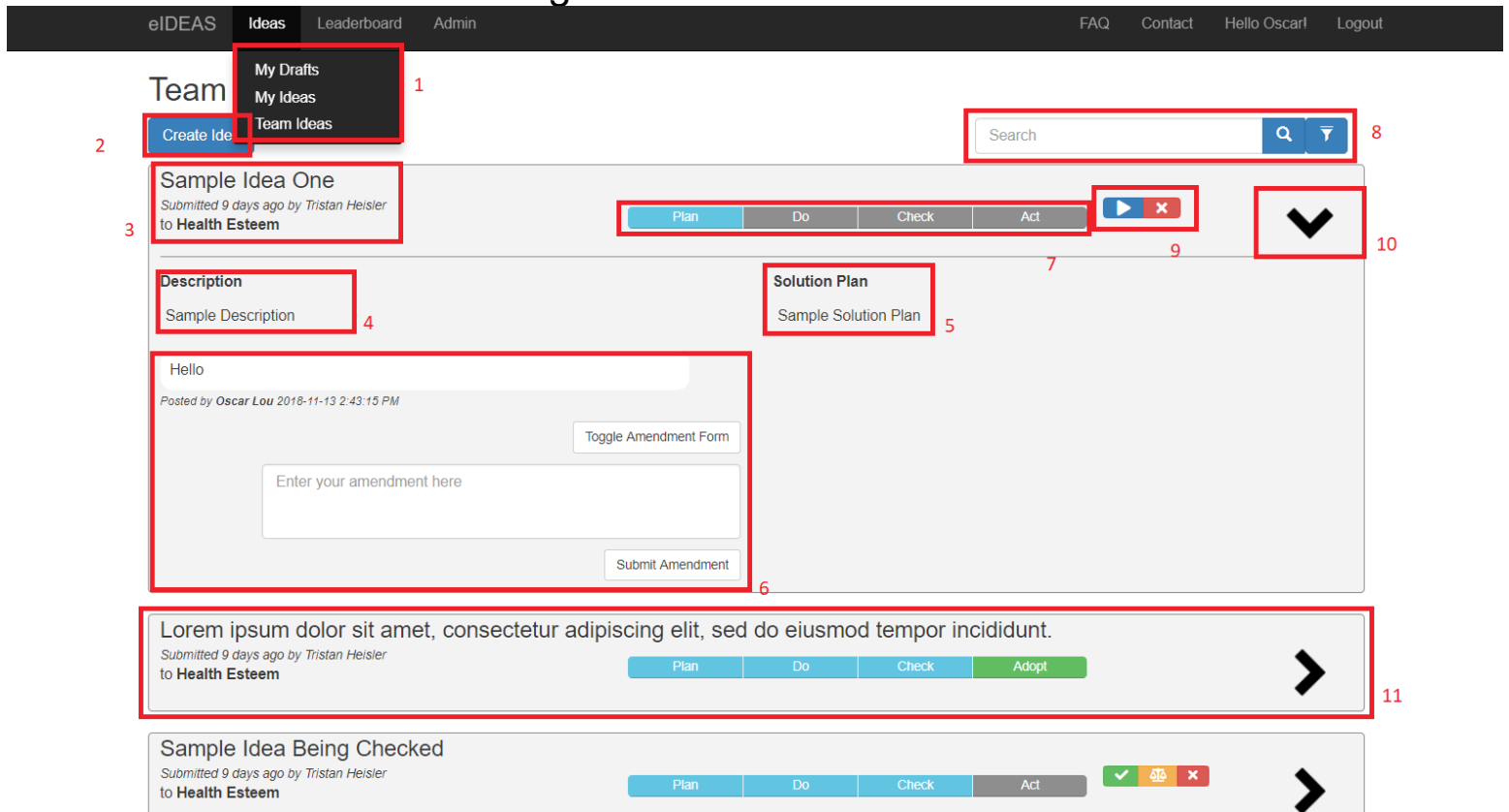
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If you forget your password, please enter your email address in the text input bar and hit submit. Then, you will receive a confirmation email to verify your identification.

3.4. Logging out

4. The dashboard

4.1. Viewing Ideas



1. A menu allows user to select viewing options.
2. Create new idea.
3. Displays Idea title, author name and Department name.
4. Idea description.
5. Solution plan.
6. Amendment panel, View and Edit amendment at real time.
7. Current process status.
8. Ideas Filter. More detail at 4.2.
9. Advance ideas into next stage or finalize ideas.
10. Click this button to expand detailed idea information.
11. A typical collapse view of the idea.

4.2. Filtering the dashboard

Team Ideas

The screenshot shows the 'Team Ideas' dashboard. At the top left is a 'Create Idea' button. To its right is a search bar with a magnifying glass icon. Further right is a dropdown menu with a funnel icon. The dropdown menu is open, showing a list of status options: All, Top, Planning, Doing, Checking, Adopting, Adapting, and Abandoning. Below the search bar and dropdown is a card for 'Sample Idea One', submitted 11 days ago by Tristan Heisler to Health Esteem. The card has a progress bar with stages: Plan, Do, Check, and Act. The 'Plan' stage is highlighted. To the right of the progress bar are buttons for 'Play' and 'Close'. At the bottom left of the dashboard is the copyright notice '© 2018 - eIDEAS'.

1. Search bar
2. This button allows users to select a status and it will displays all Ideas are current in that stage.

5. Ideas

5.1. Creating an idea

Create Idea

The screenshot shows the 'Create Idea' form. It has a 'Title' field with a placeholder 'Enter title' (annotated with 1). Below the title field are two side-by-side text areas: 'Description' with a placeholder 'Enter problem description' (annotated with 2) and 'Solution Plan' with a placeholder 'Enter solution plan' (annotated with 3). Below these fields is a 'Unit' dropdown menu with 'Health Esteem' selected (annotated with 4). At the bottom are two buttons: 'Save as Draft' (annotated with 5) and 'Submit Idea' (annotated with 6). The copyright notice '© 2018 - eIDEAS' is at the bottom left.

1. Enter idea title
2. Enter description.
3. Enter Solution plan.

4. Select an unit you belong to.
5. Save your your idea as draft.
6. submit your idea.

5.2. Updating an idea

5.3. Idea status

6. Common Errors

6.1. I can't view my ideas

6.2. I can't login

6.3. Page not found

6.4. My idea got deleted

Glossary