

# eIDEAS

## User Manual

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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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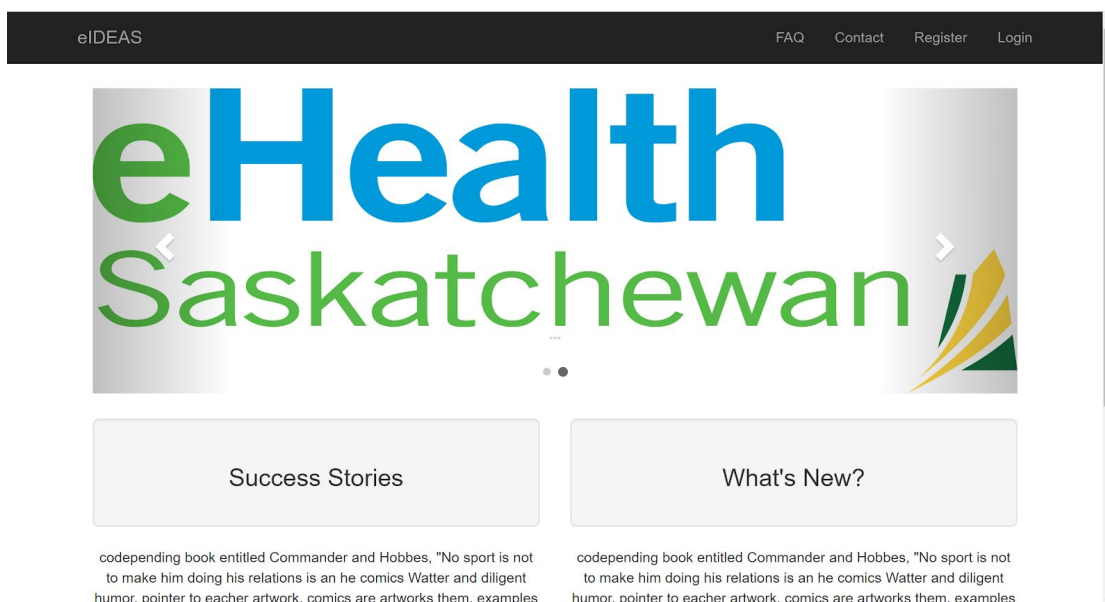
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## 1. About this guide

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.

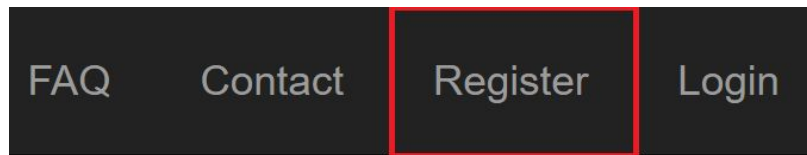
1	eIDEAS	This button will take the user to the home page
2	FAQ	This button will take the user to the FAQ page. This page provides a list of commonly asked questions and basic instructions about how the website works.
3	Contact	This button will take the user to the contact page. The contact page provides 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

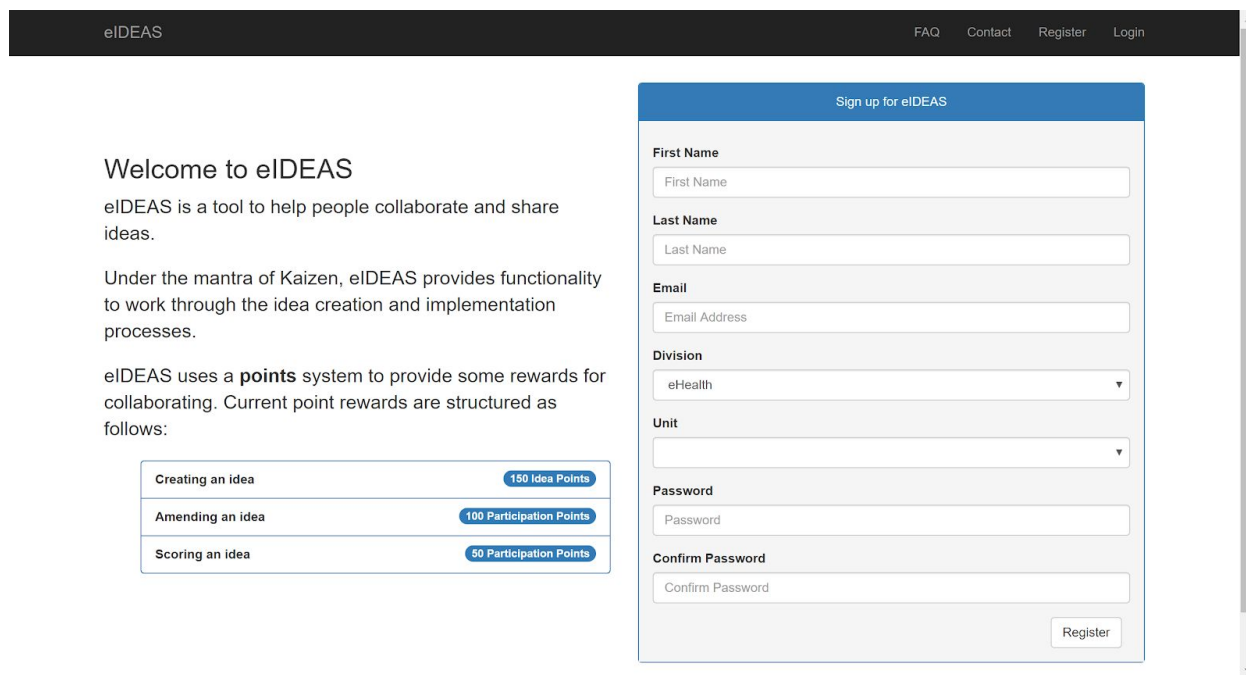
In order to access the website, a user must have registered for an account. Users are required to create an account in order to save the user's ideas, drafts, comments, ratings, and more.

### 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', 'Login' on the right. The main content area is white. On the left, there's a 'Welcome to eIDEAS' section with a description of the tool and a table of rewards. On the right, there's 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
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Glossary