



# **eIDEAS**

## **Web Application**

### **User's Manual**

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# Introduction

This User Manual contains all essential information for the user to make full use of the eIDEAS system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

If you have any questions not covered in this user manual, please contact the tech support team members. Information you can find at the end of this user manual.

# Login

## Login

---

<b>Username</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>
	<input type="button" value="Login"/>
	<a href="#">Forgot my password</a>

---

All users must provide their predefined **username** and **password** in order to log in to the system.

Entering their **Username**.

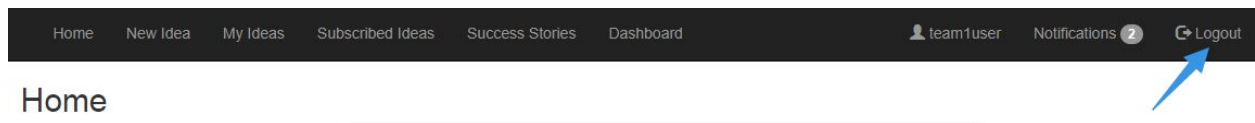
Entering their **Password**.

Selecting **Login** to advance to the next screen and begin using the application.

### Forgotten Passwords

If users forgot their own credential information, users shall be able to click on “**Forget my password**”

# Logout



All users should be able to log out from their eIDEAS portal any anytime from anywhere.











Click on the “**Logout**” button located on the top right-hand side of the nav bar.

# Search for Ideas

## Home

Show  entries

Search:

#	Title	Status	Comments	Likes	Submitter by	Team
IDEA #19 	Application Development	Pending	 3	 3	  team2user	2
IDEA #21 	Broken Printer	Pending	 1	 1	  team3user	3

Users should click on the **search** bar located in top right corner of the page.

Users should write their wanted query **inside** the search bar.

Users' search results should be **generated dynamically** as they type their query

## Sorting and Filtering Ideas

#	Title	Status	Comments	Likes	Submitted by	Team
IDEA #18	Usability testing	Approved	0	0	team1user	1
IDEA #19	Application Development	Pending	3	3	team2user	2

Status

Approved

Actions

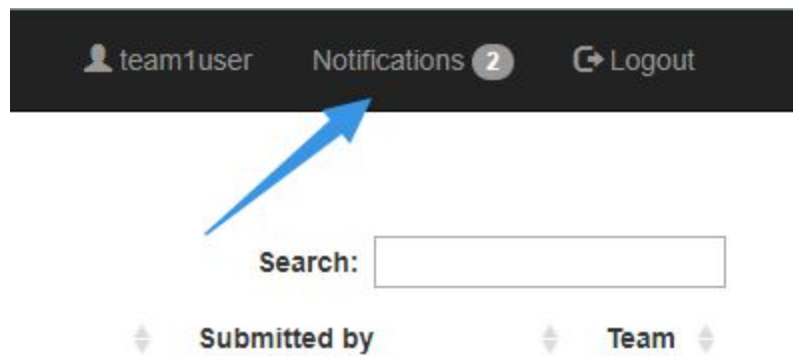
Approved

Approved

Approved

Users should **click** on **column heading** of the column they wish to sort by. Each column can be sorted in **ascending** or **descending** order.

## View Notification Center



### Notifications (2)

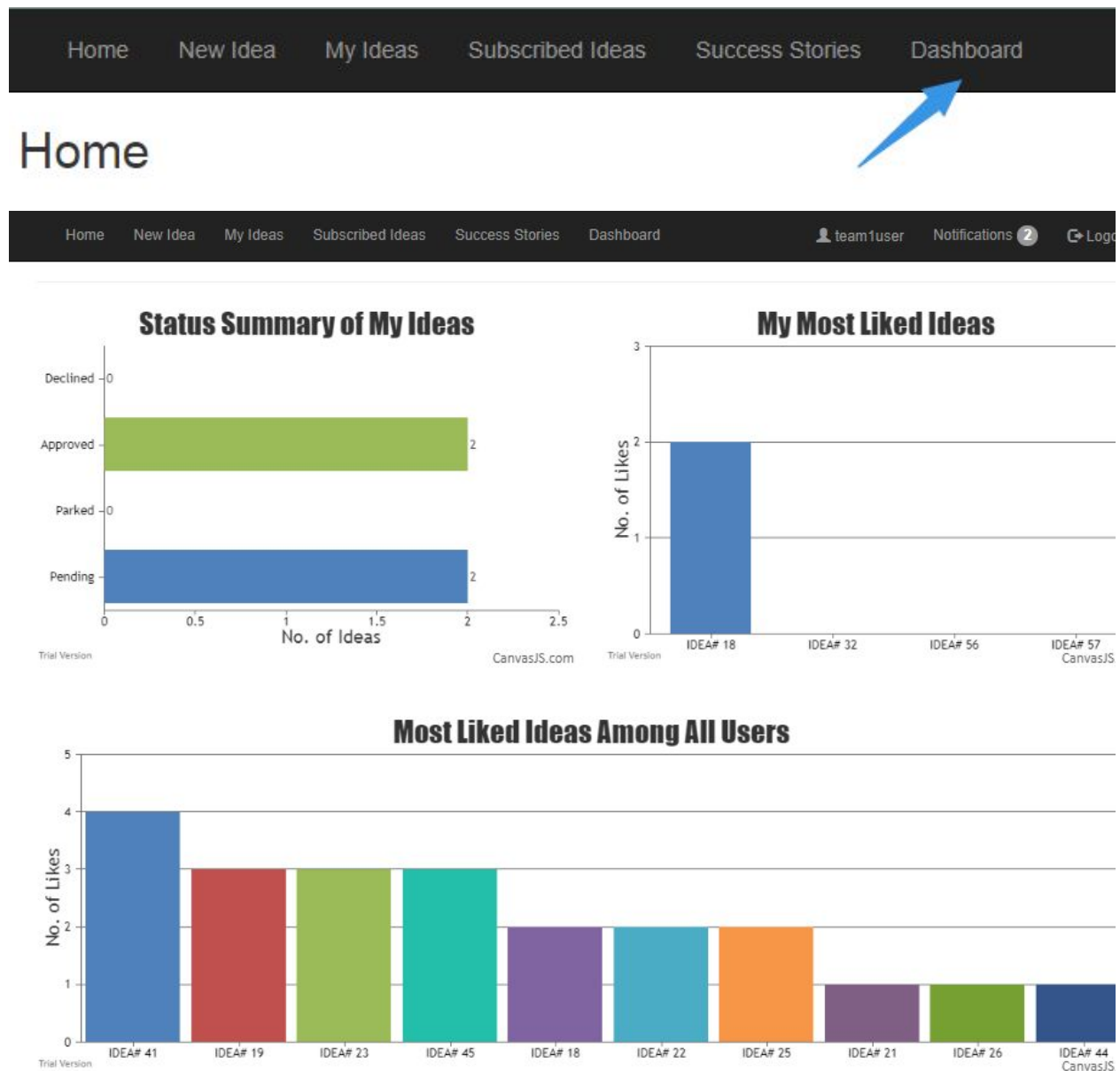


Users should **click** on the **notification icon** which located on the **top right** window.

Users can get rid of old notifications by clicking the “**Dismiss**” link



## View Dashboard



Users should **click** on the “**Dashboard**” tab.

- If the users are **managers**, they should get useful statistical information including but not limited to key performance indicators, budget breakdown, approved ideas by departments (pie chart), and ideas statuses (bar chart).
- If the users are **team members**, they should get useful statistical information including but not limited to idea of the month, and other useful statistical information.

## View Success Stories

Home New Idea My Ideas Subscribed Ideas Success Stories Dashboard

Home

Show 10 entries

Home New Idea My Ideas Pending Ideas Subscribed Ideas Success Stories Dashboard Superapprover

### SuccessStories

Idea#	Title	Status	Comments	Likes	Submitted by	Team
IDEA #18	Usability testing	Approved	0	2	team1user	1
IDEA #20	Server group A	Approved	0	0	team2user	2
IDEA #22	Replace Screen in Room 5A	Approved	0	2	team3user	3

Users should click on the “**Success stories**” tab.

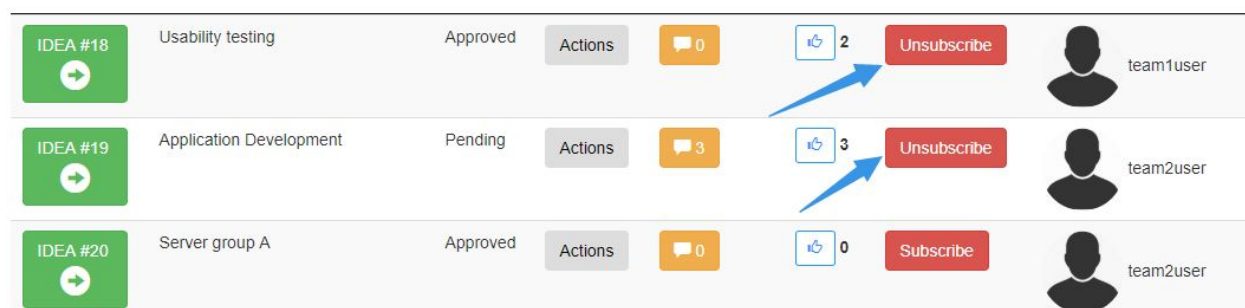
From this page, users can view each idea’s information such as the **owner name**, **idea’s title** and **description**, **comments** and **likes**, and the **rank** that’s been given to the idea submitter.

## Subscribe and View Subscribed Ideas

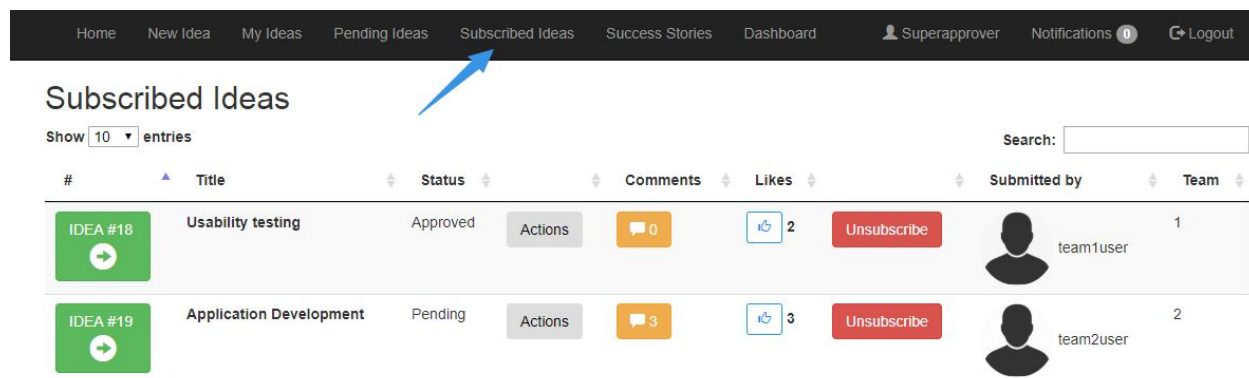
Users should **click** on the **subscribe** button that appears on the **right** of each idea, except their own ideas.



Users also can **click** on the “**Unsubscribe**” button that appears on the right of each subscribed idea to remove it from the subscription list.

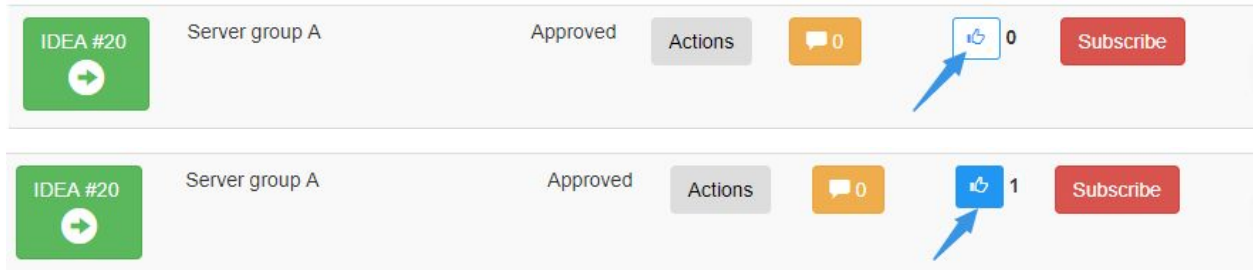


Users should click on “**Subscribed Ideas**” tab. eIDEAS system will show all the ideas that this user has subscribed to.

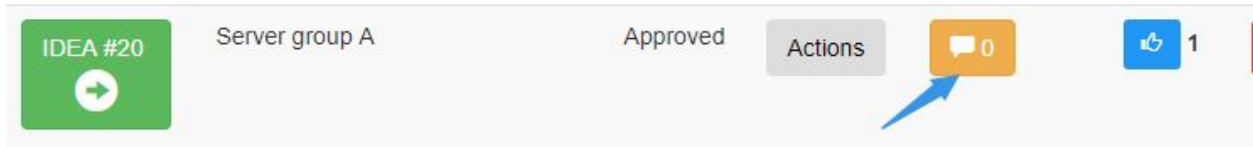


## Give feedback

From each idea box, users can click on the **like icon** to like the idea.



From each idea box, users can click on the **comment icon**.



Users can write down their comment in the **text box** then click on the “**Post Comment**”.

### IDEA #20

Title

Server group A

Description

test

Status

Approved

1 Person likes this idea

Unlike

0 Comments

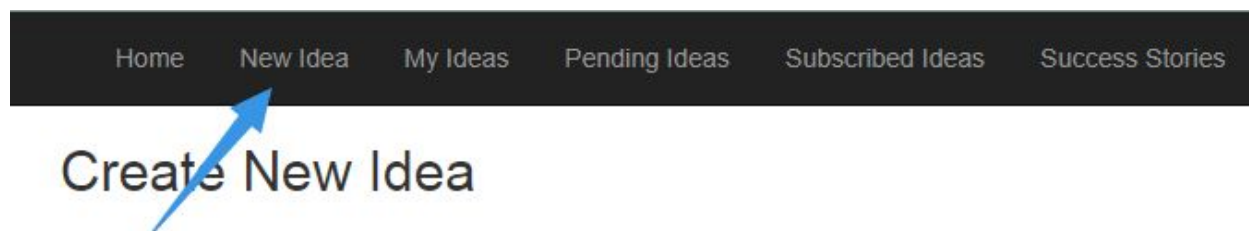
I like this idea

Post Comment

[Back to List](#)

## Add New Idea and View My Ideas

Team members should **click** on the “**New Idea**” tab.



Team members should **click** on the **Create** button once they finish filling up the required information.

### Create New Idea

 A form titled 'Create New Idea'. It has two input fields: 'Title' with the text 'user guide test' and 'Description' with the text 'this is just for the user guide test'. A blue arrow points to the 'Title' field, another points to the 'Description' field, and a third points to the 'Create' button at the bottom.

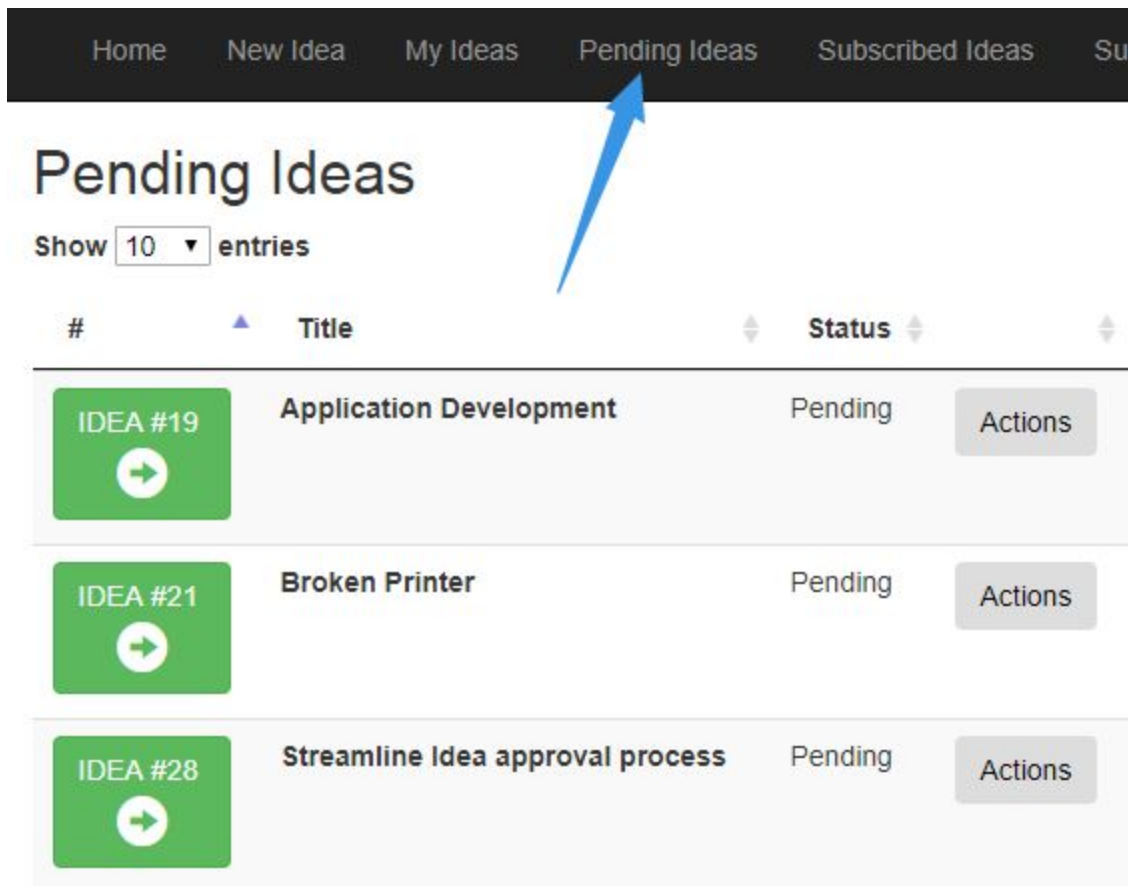
Team members can click on “**My Ideas**” tab in order to view, interact, and give actions on their own ideas.

 The 'My Ideas' page interface. At the top, a dark navigation bar has a blue arrow pointing to the 'My Ideas' tab. Below the bar, the page title 'My Ideas' is shown. There's a 'Show 10 entries' dropdown and a search bar. A table lists ideas with columns: #, Title, Status, Comments, Likes, and Submitted by. The first row shows 'IDEA #63', 'user guide test', 'Pending', 'Actions', '0' comments, '0' likes, and 'Superapprover'. At the bottom, it says 'Showing 1 to 1 of 1 entries'.
 




#	Title	Status	Comments	Likes	Submitted by
IDEA #63	user guide test	Pending	0	0	Superapprover

## View pending ideas

Approvers can click on the **Pending ideas** tab to view all the pending ideas.

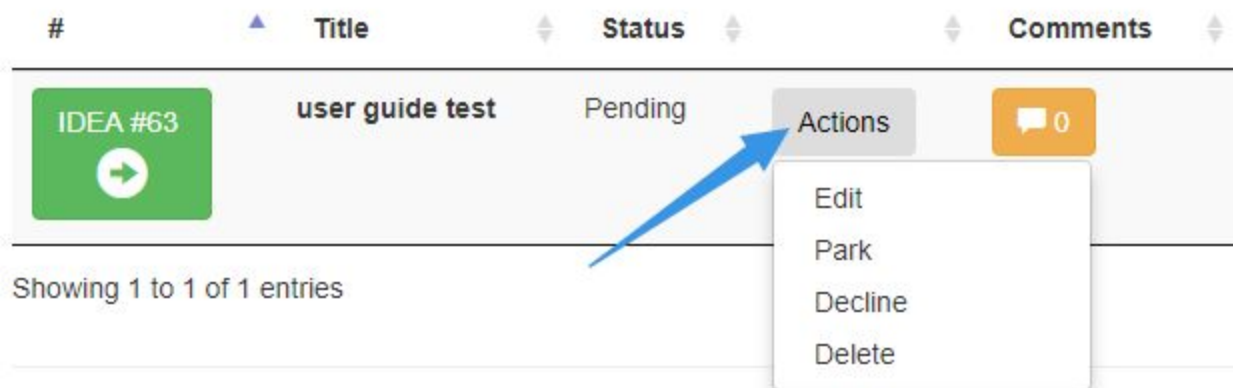


The screenshot displays the 'Pending Ideas' section of a web application. At the top, a dark navigation bar contains several tabs: 'Home', 'New Idea', 'My Ideas', 'Pending Ideas', 'Subscribed Ideas', and 'Su'. A blue arrow points to the 'Pending Ideas' tab. Below the navigation bar, the page title 'Pending Ideas' is displayed. Underneath the title, there is a 'Show 10 entries' dropdown menu. The main content area features a table with the following columns: '#', 'Title', 'Status', and 'Actions'. The table lists three pending ideas:

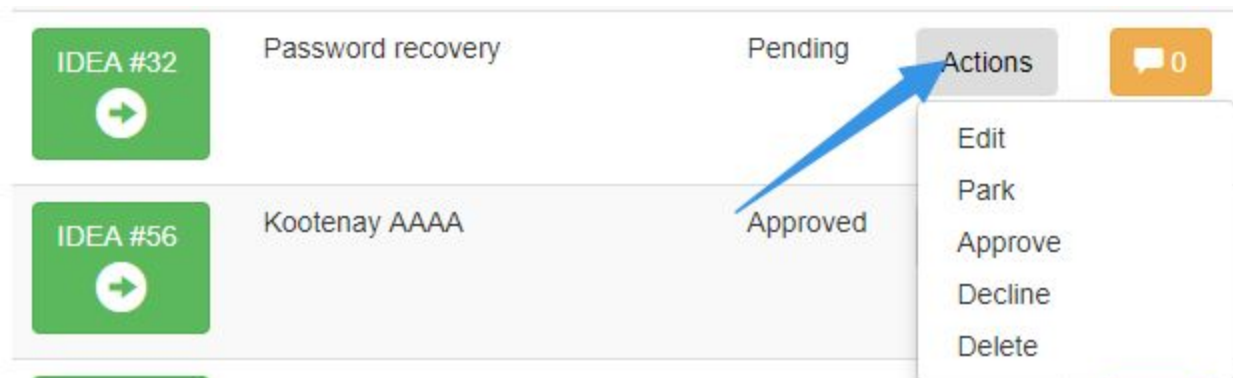
#	Title	Status	Actions
IDEA #19 	Application Development	Pending	Actions
IDEA #21 	Broken Printer	Pending	Actions
IDEA #28 	Streamline Idea approval process	Pending	Actions

## Give Actions

Users can click on the action **Actions** button which located on the right side of each idea box.  
**For the team members**, users can edit, park, decline, delete the idea.



**For the managers/team leaders.** The actions that could be taken are: edit, approve, decline, park, delete the idea



## Technical support team members

**Zain Chowdhary**, Undergraduate Student in Software Systems Engineering,  
zain-chowdhary@hotmail.com

**Connor Meredith**, Undergraduate Student in Software Systems Engineering,  
connor.meredith1@gmail.com

**Demitri Kourles**, Undergraduate Student in Software Systems Engineering,  
demitrikourles@gmail.com

**Xiaojie Chen**, Undergraduate Student in Software Systems Engineering,  
Natechenfly@gmail.com

**Jinpeng Chen**, Undergraduate Student in Software Systems Engineering,  
peng0442@gmail.com

**Shuaihao Zhao**, Undergraduate Student in Software Systems Engineering,  
zsh9519@gmail.com