



UNIVERSITY OF
REGINA



eIDEAS

**User Guide to:
Ideas**

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1. Create Idea

- 1) To create an idea, navigate to the Ideas page, and press the “Create New” button shown in Figure 1-1.

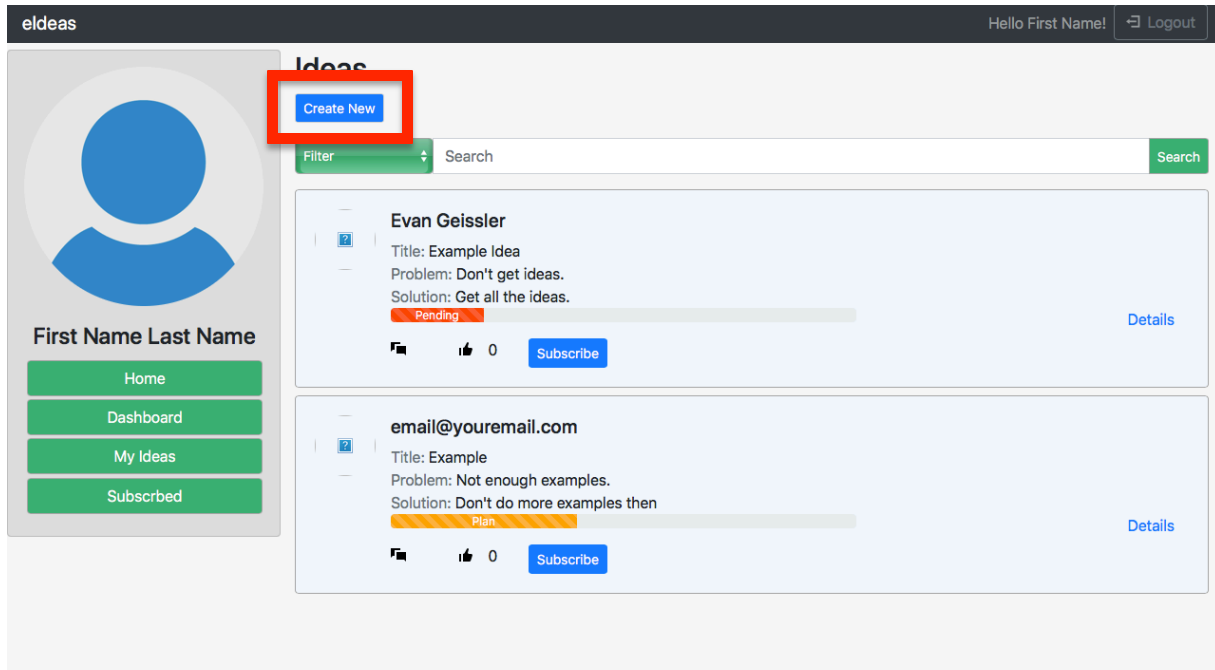


Figure 1-1. Idea Page: Create New Button

- 2) On the Create New Idea page fill in idea form. You will need a Title, which should be something to recognize the idea easily; the problem; and the solution. Once you have filled this out, press “Create”. This is shown in Figure 1-2.
- 3) Once created, it should now show up on the Ideas page. The example above is shown in Figure 1-3.

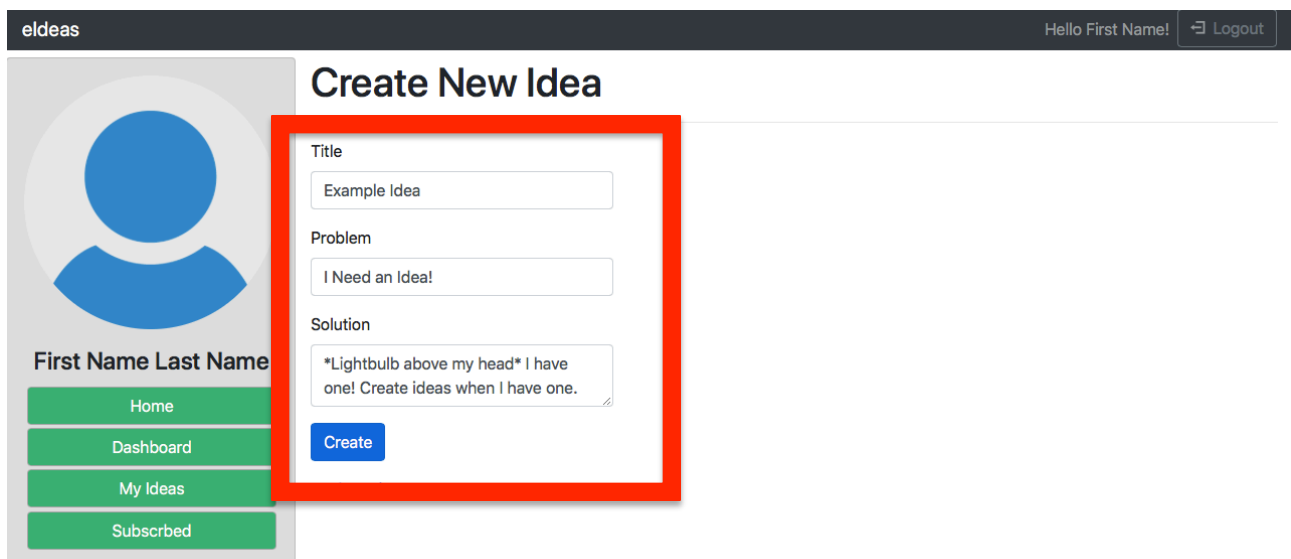


Figure 1-2. Creating a New Idea

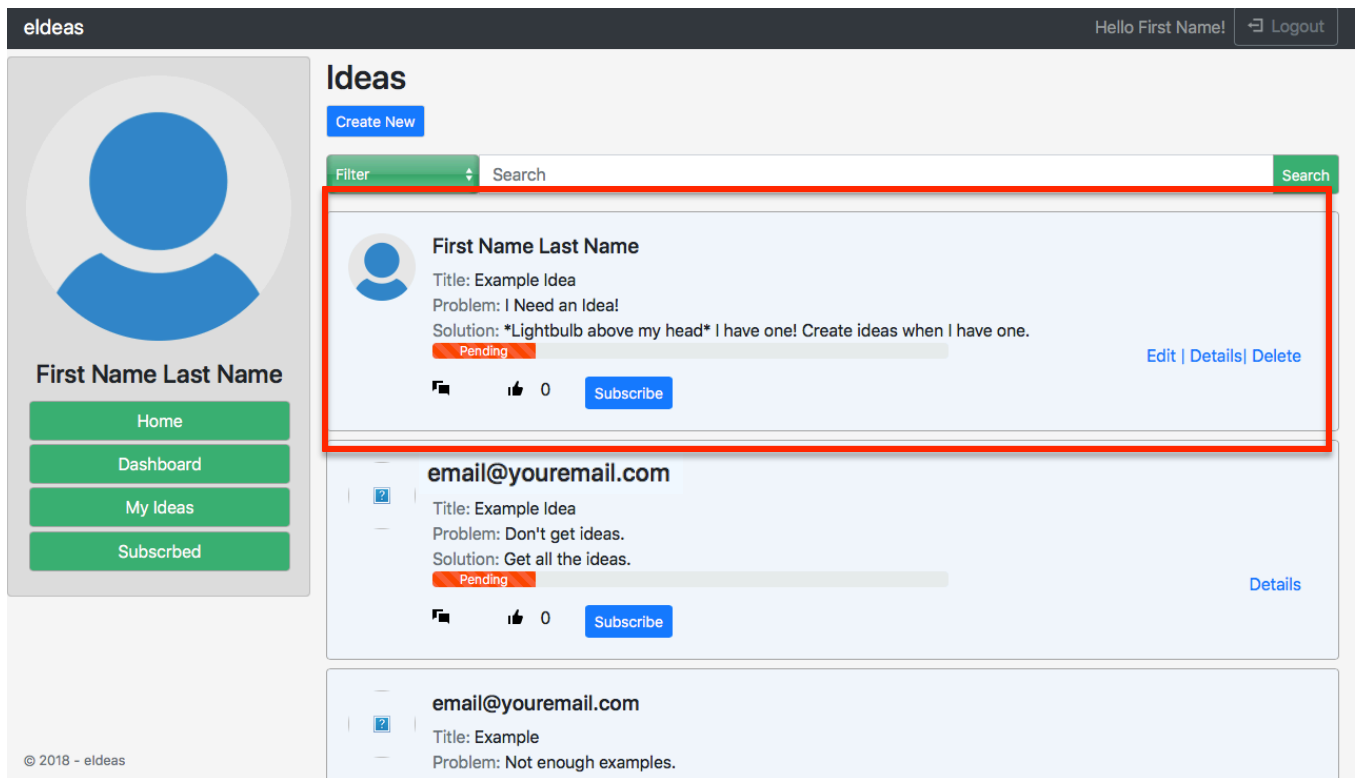


Figure 1-3. Creating a New Idea

2. Editing & Deleting Ideas

- 1) Any idea that you create can be edited and also deleted. You will be unable to delete or edit another person's idea. To edit or delete an idea, go to the ideas page.
- 2) To edit an Idea press "Edit" and to delete an Idea press "Delete". Both are shown in Figure 2-1.

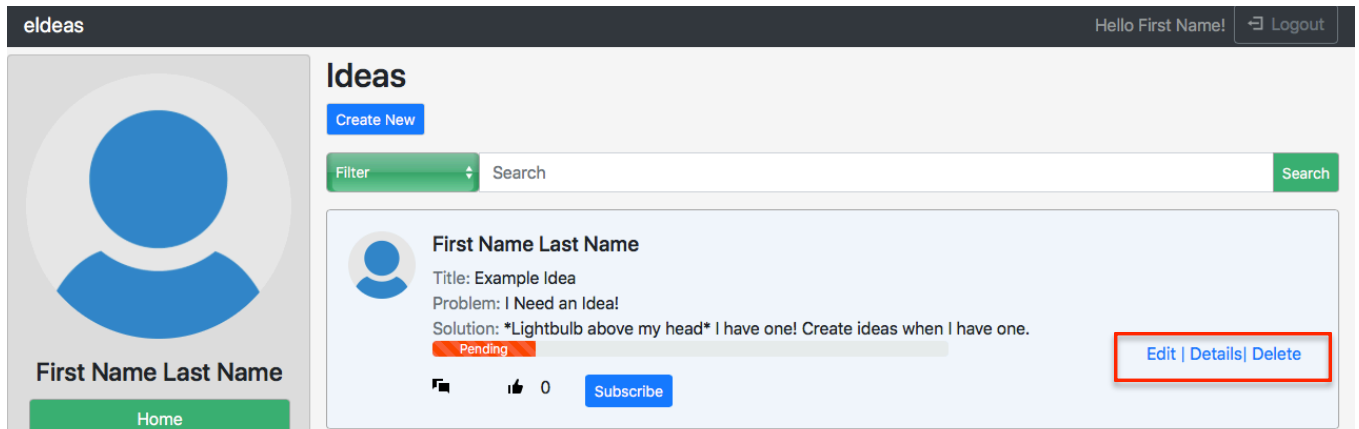


Figure 2-1. Ideas Page: Edit & Delete Buttons

- 3) Editing an Idea is similar to creating one. You can edit the Title, Problem, and the Solution. Once you make your changes, press the "Save" button or if "Back to List" if you do not wish to save changes. This is shown in Figure 2-2.

NOTE: Managers can change the Status of an idea by clicking on the status drop down and selecting one. Normal employees do not have access to this. Status is shown in Figure 2-2.

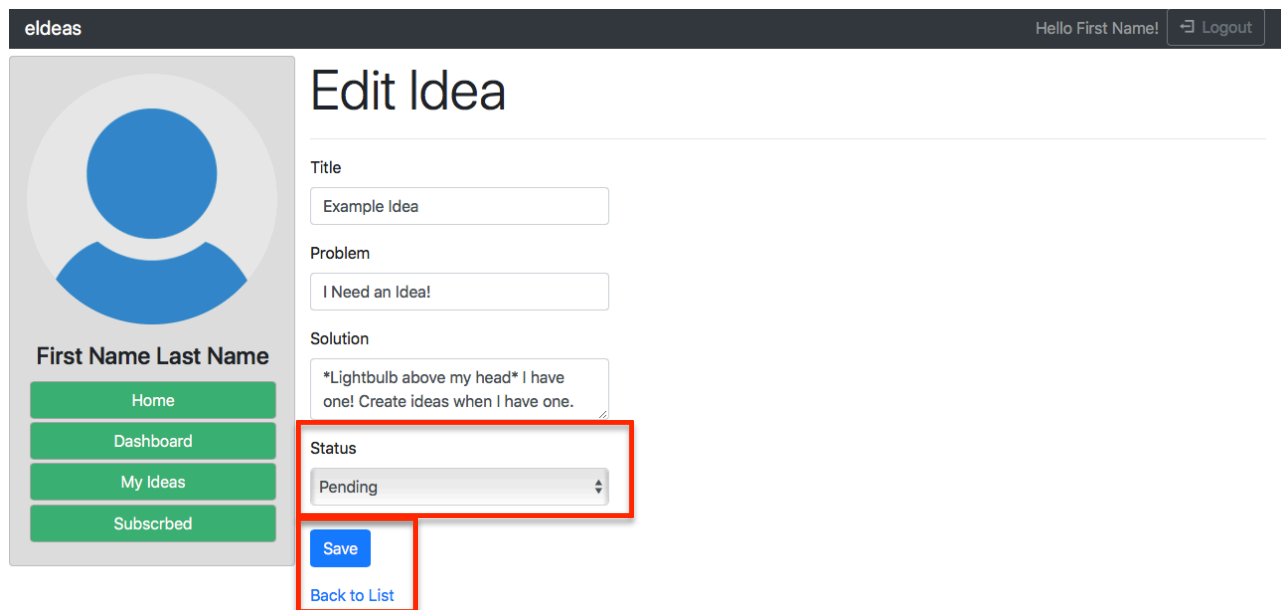


Figure 2-2. Editing an Idea

- 4) To delete an idea after pressing, “Delete”, you will be presented with the idea’s information. By clicking the “Delete” button on this page, will delete the idea and no longer show on the ideas page. If you decide not to delete your idea, press “Back to List”. This is shown in Figure 2-3.

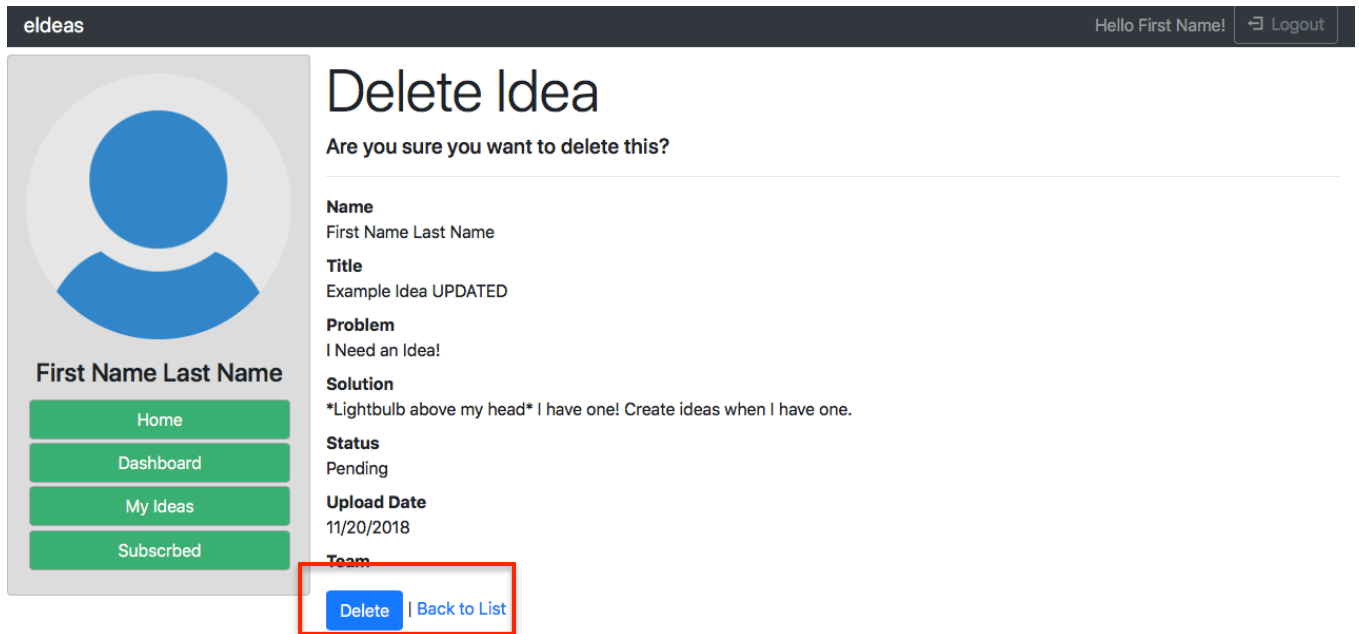


Figure 2-3. Deleting an Idea

3. Idea Status & Details

- 1) All ideas have a status and have details you can see. First go to the ideas page.
- 2) To see an idea's details press "Details" shown in Figure 3-1.
- 3) On the Details page is the idea information and also the status. The status is highlighted in Figure 3-2. If you created that idea, you can also press, "Edit" near the bottom to change it.
- 4) You can also see an idea's details and status directly on the idea page.
- 5) An idea can have the following statuses:
 - a. Pending
 - b. Plan
 - c. Do
 - d. Check
 - e. Act
 - f. Park
 - g. Abandon

NOTE: Only managers can change the Status of an idea by clicking on the status drop down and selecting one. Normal employees do not have access to this. Status editing is shown in Figure 2-2.

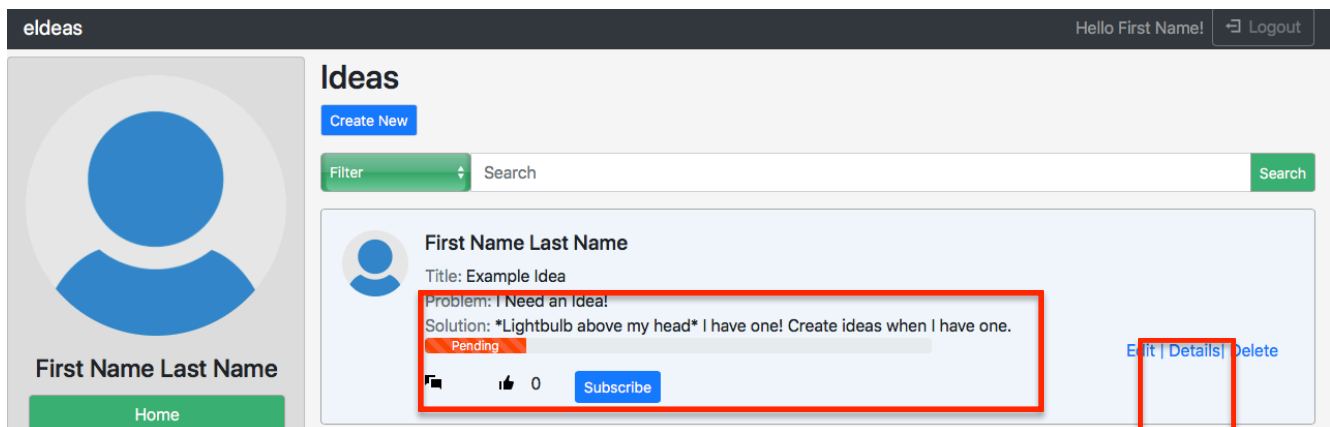



Figure 3-1. Idea Page: Status & Details

elideas

Hello First Name! [Logout](#)



First Name Last Name

Home

Dashboard

My Ideas

Subscribed

Details

Name
First Name Last Name

Title
Example Idea

Problem
I need an Idea!

Solution
Bingo! I have an idea formed and can now right a solution for it.

Status
Pending

Upload Date
11/20/2018

Team
Testing

[Edit](#) | [Back to List](#)

Figure 3-1. Idea Page: Status & Details

4. Filter & Search Ideas

- 1) To search for a specific idea type in key words at the top of the list of ideas and press “Search”. The search bar is shown in Figure 4-1.

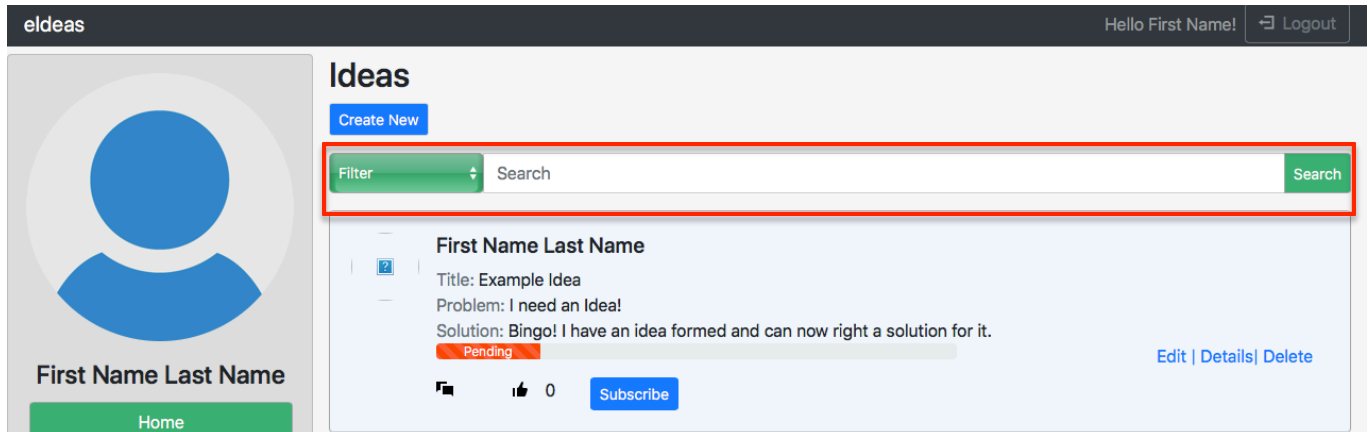


Figure 4-1. Idea Page: Filter & Search Bar

- 2) To filter through ideas, click on the “Filter” list, select a filter option, and then press “Search”.
- 3) For example, if we filter for “Planning Ideas” (Filter list shown in Figure 4-2) and hit “Search” we will only see the ideas that have planed as their status. The filtered list is shown in Figure 4-3.

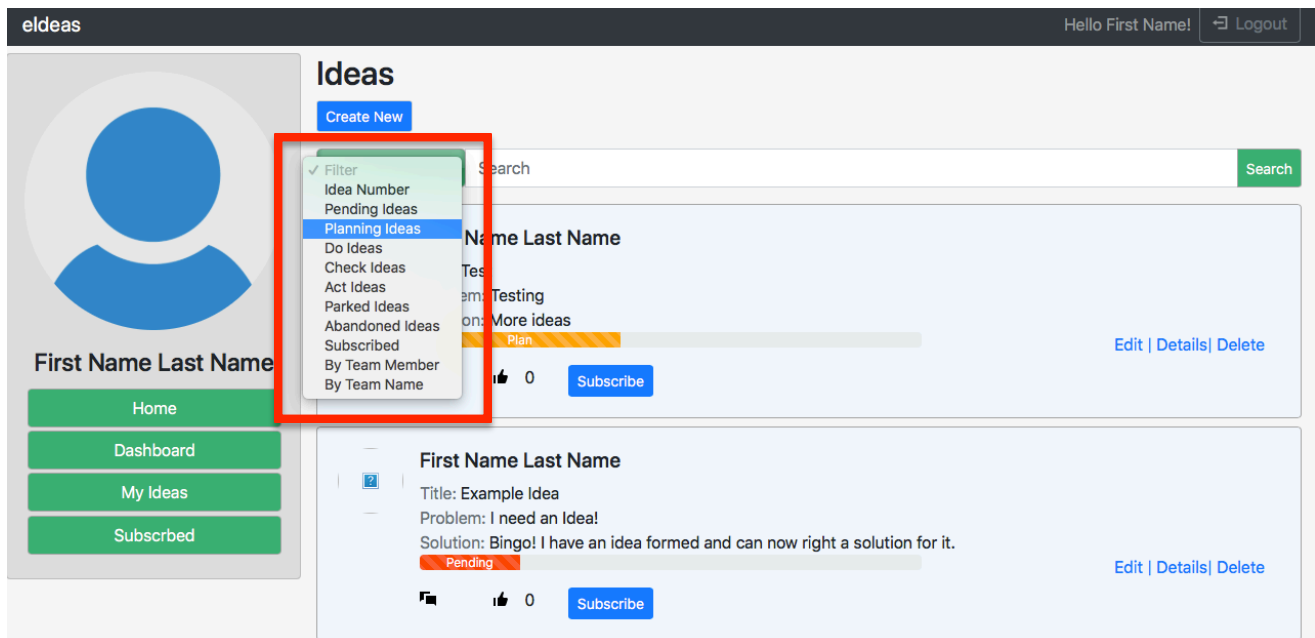


Figure 4-2. Idea Page: Filter List

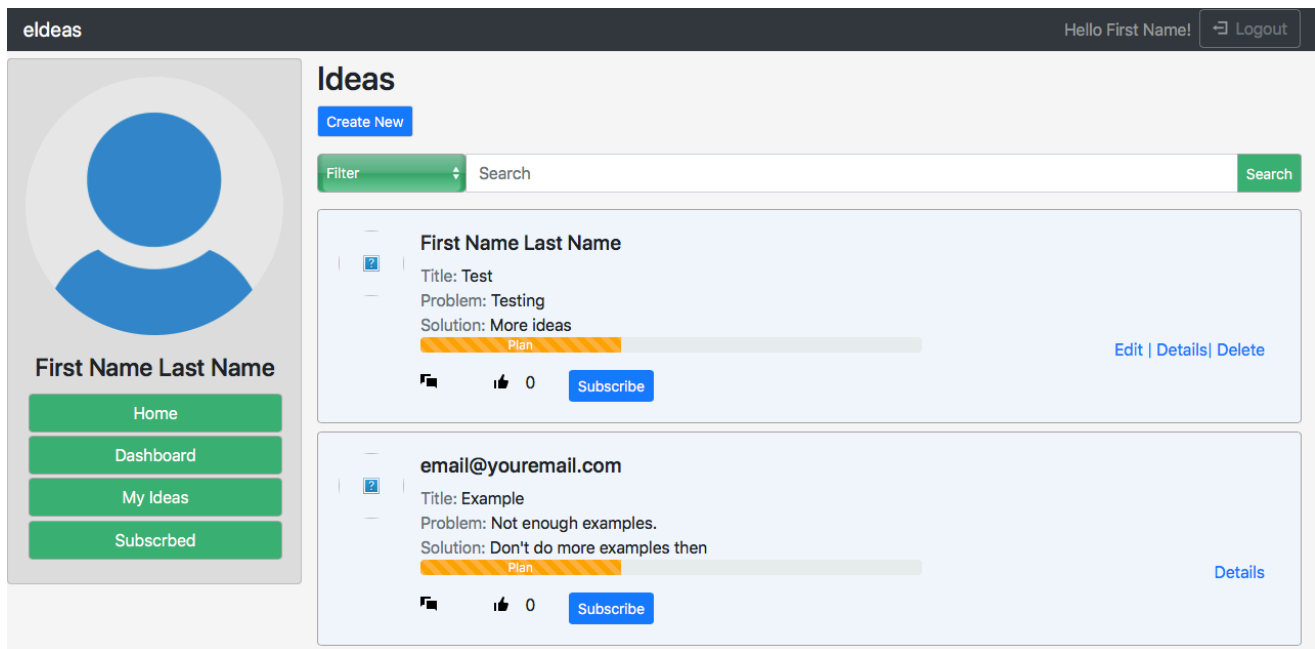


Figure 4-3. Idea Page: Filtered Ideas

5. Subscribing

- 1) To subscribe to an idea for quick access to the idea, click “Subscribe” on an idea. This is shown in Figure 5-1.
- 2) Once you are subscribed, you can which ideas you are subscribed to by clicking on “Subscribed” on the left hand side shown in Figure 5-1.
- 3) An idea will show “Unsubscribed” once you have subscribed. If you wish to unsubscribe, press this button. This is shown in Figure 5-2.

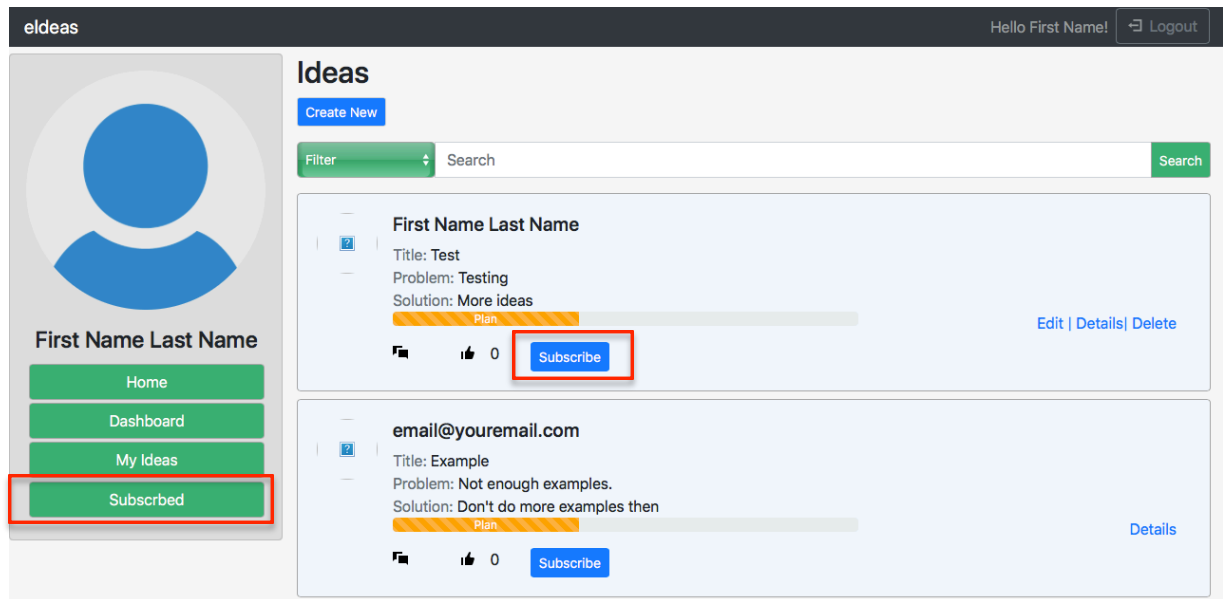


Figure 5-1. Idea Page: Subscribe Buttons

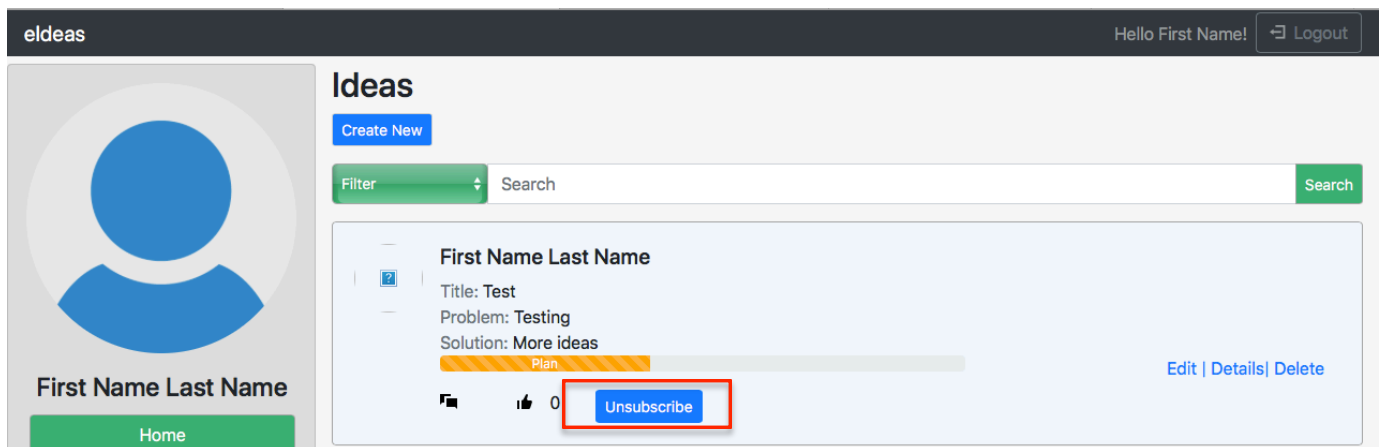


Figure 5-2. Idea Page: Unsubscribe Button

6. Commenting & Liking

- 1) To like an idea, press the thumbs up button. This will increment the like count by 1. To unlike the idea, press the thumbs up icon again. The thumbs up button is shown in Figure 6-1 and incremented in Figure 6-3.
- 2) To comment on an idea, press the comment button. This is shown in Figure 6-1. A text box will appear and you can enter in a comment. You must press “Comment” to complete it. This is shown in Figure 6-2.
- 3) Figure 6-3 shows an idea with a comment and 1 like.

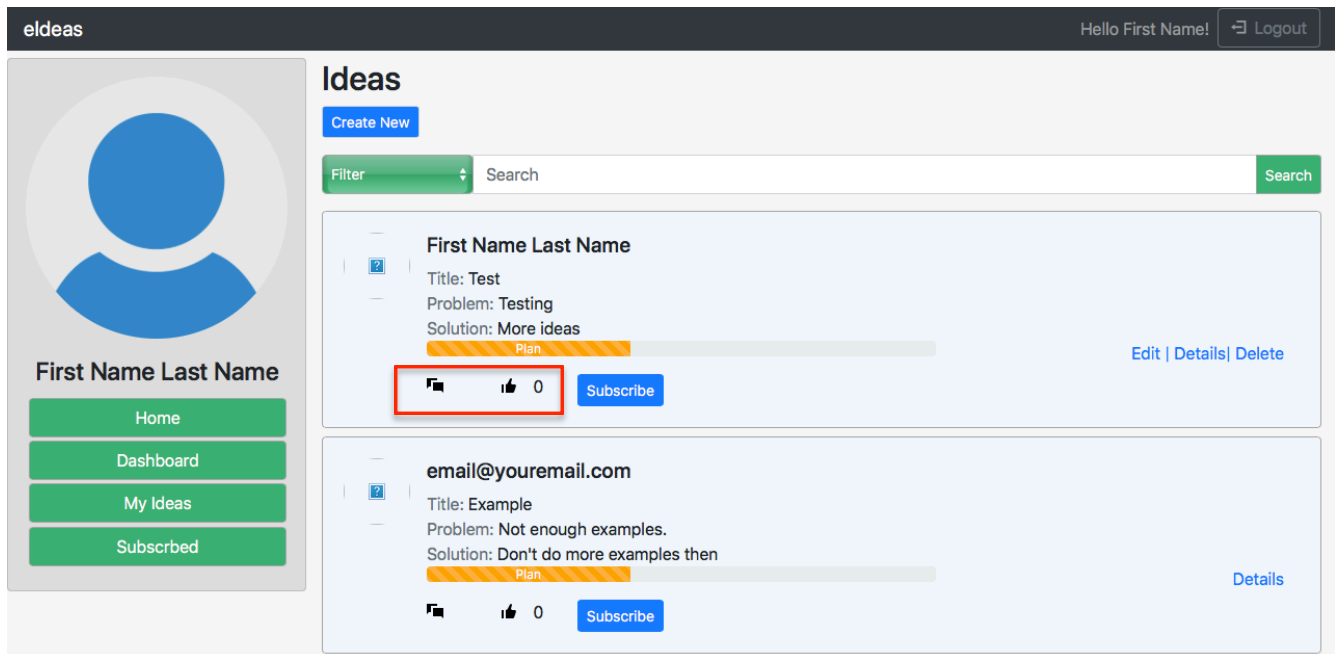


Figure 6-1. Idea Page: Like & Comment Buttons

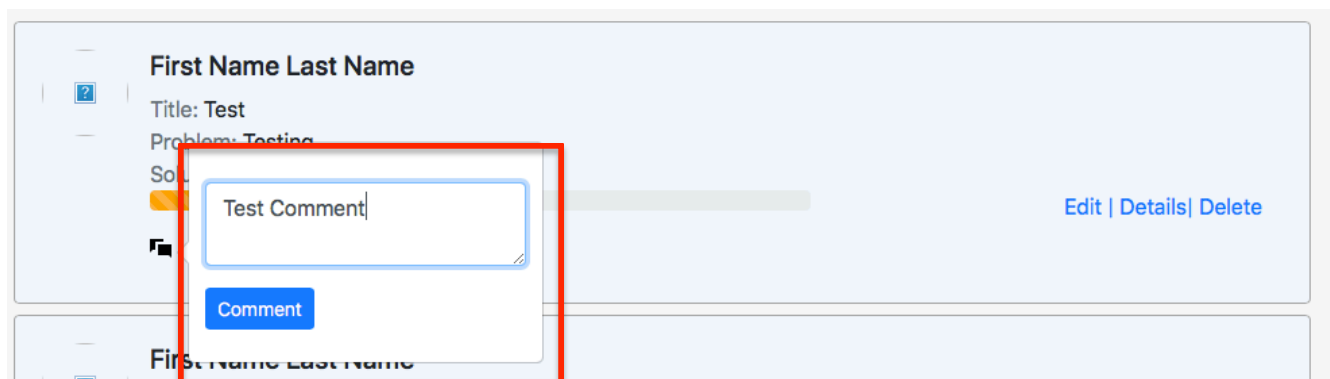


Figure 6-2. Idea Page: Commenting Button

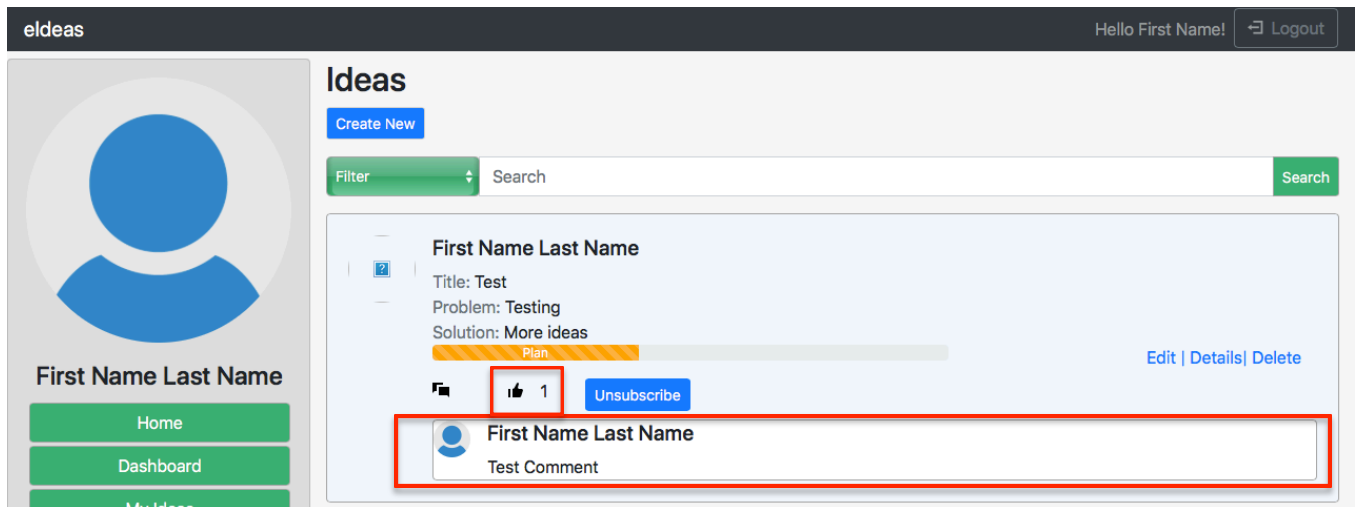


Figure 6-3. Idea Page: Idea With Comment and Like