Commerce IdeaBank

User Guide

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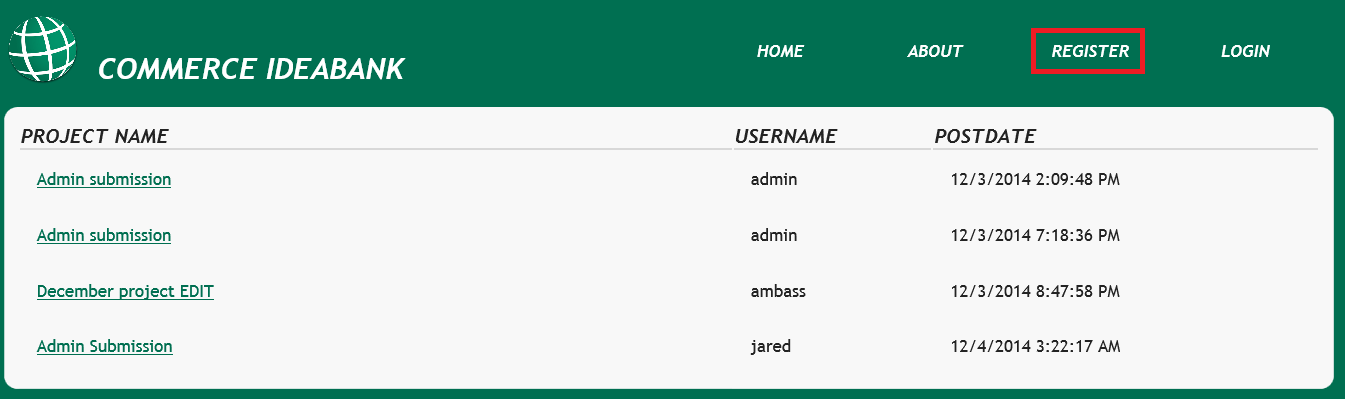
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Ambassador

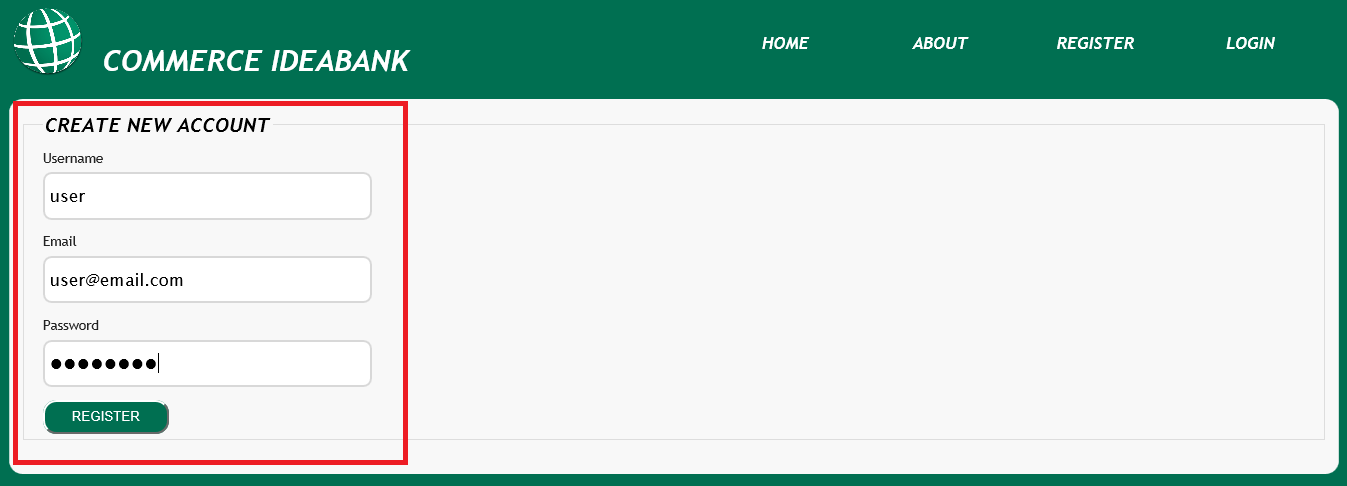
Change Project Status

Create a User:

To create a user, from the homepage, click the “Register” button



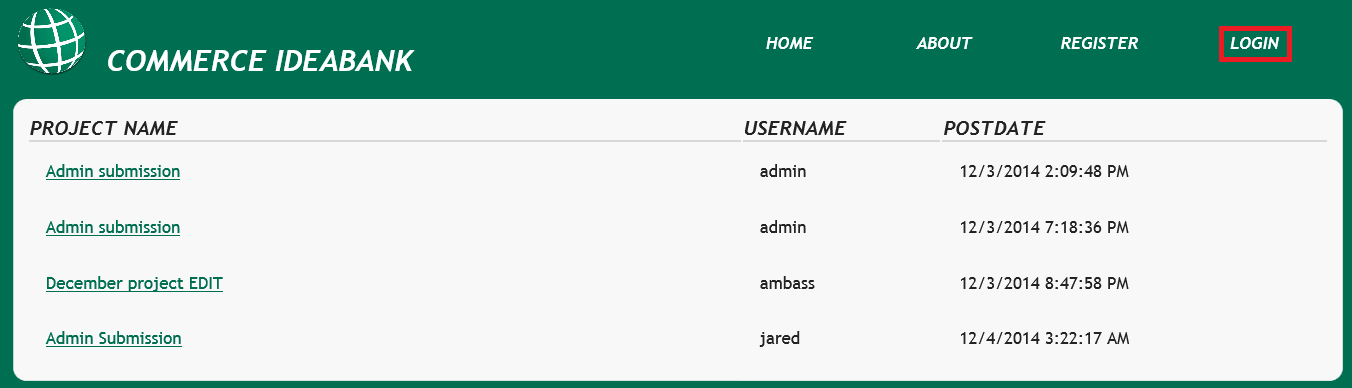
Enter your desired credentials, and click the “Register” button



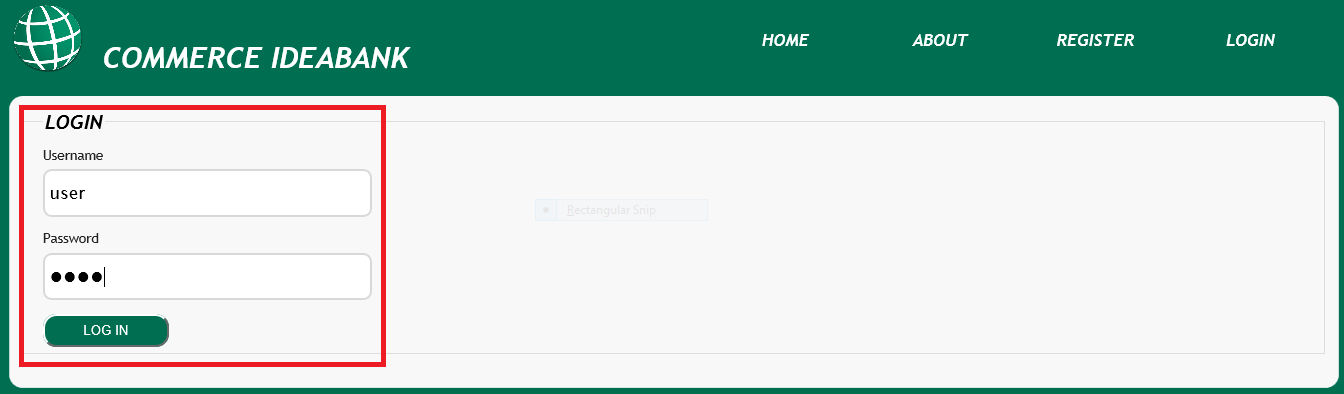
You have now successfully created a user with Contributor permissions, if you need higher permissions, contact your administrator.

Login

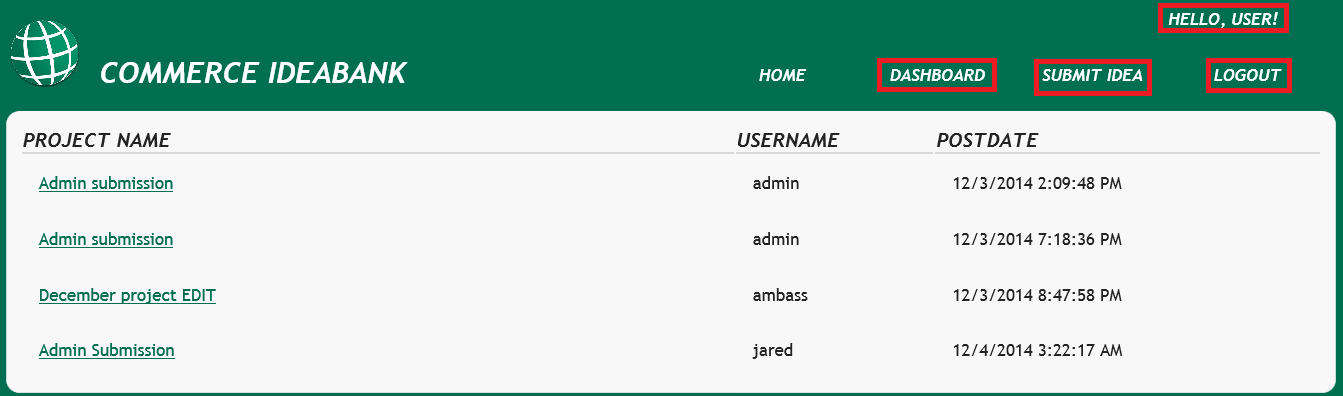
To Login, click the “Login” button



Enter your credentials and press the “Login” button

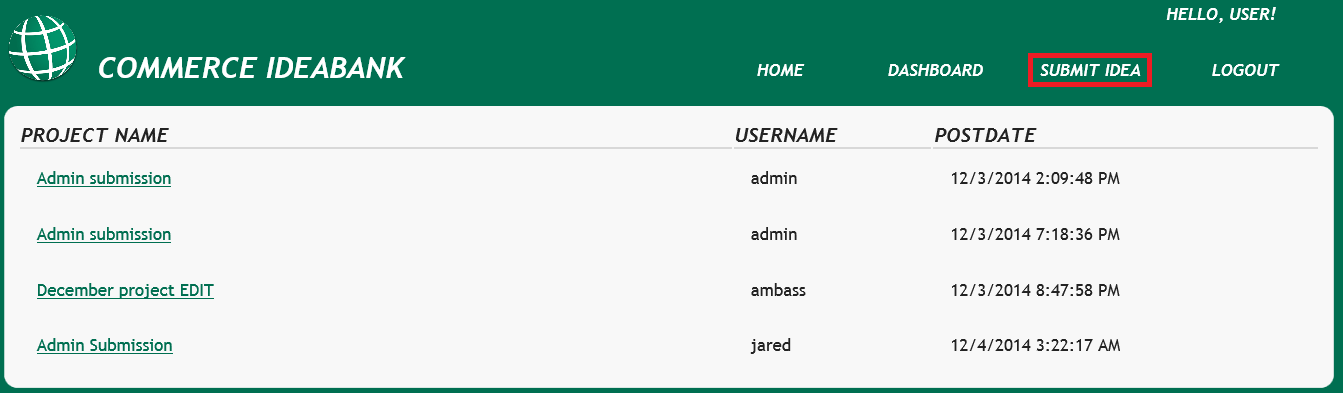


You are now logged in, to confirm this, you will notice a few changes on your homepage. A greeting that includes your username, and some new options in the navigation bar.

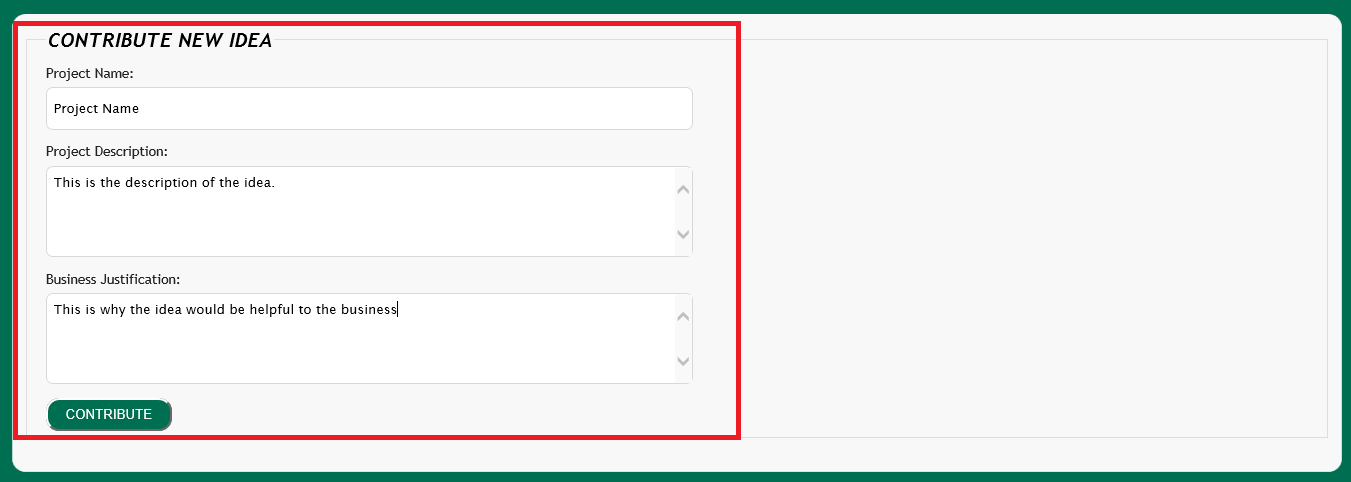


Submitting an Idea

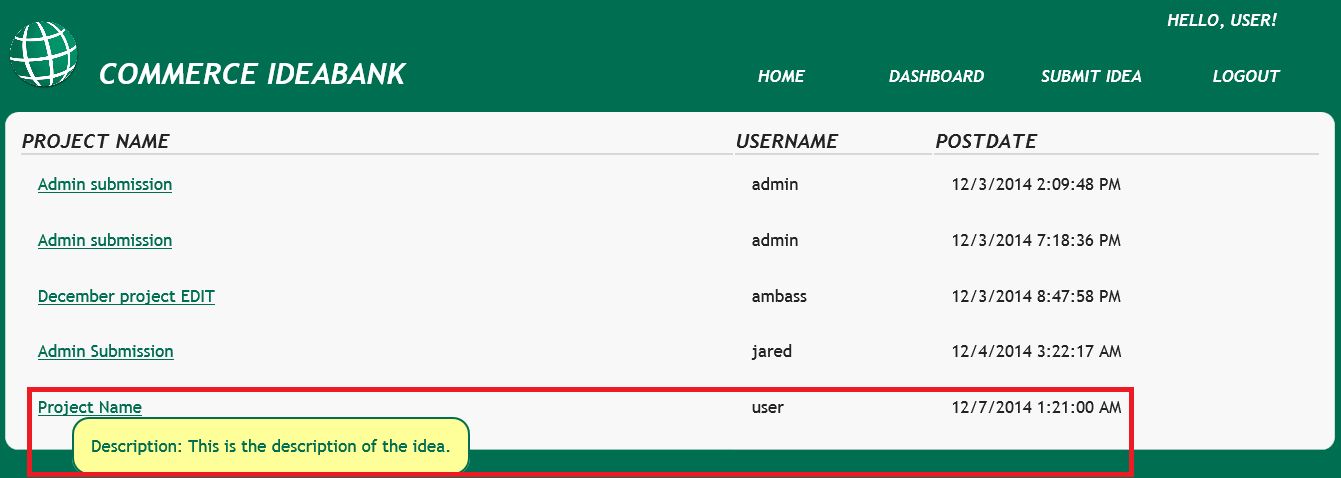
Click the “Submit Idea” Button



Enter the details of your idea and click the “Contribute” button

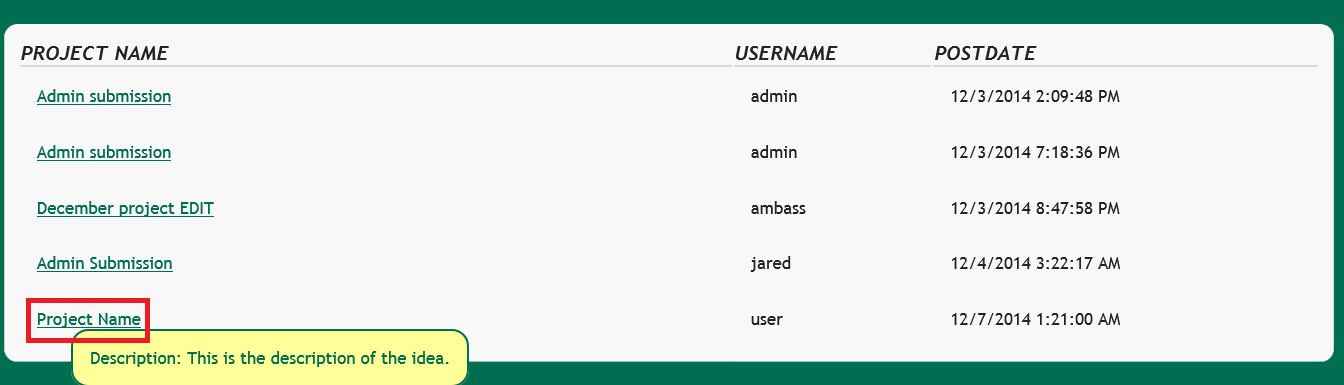


If your submission is successful, it will show up on the homepage, the description will be displayed when the idea is hovered over.

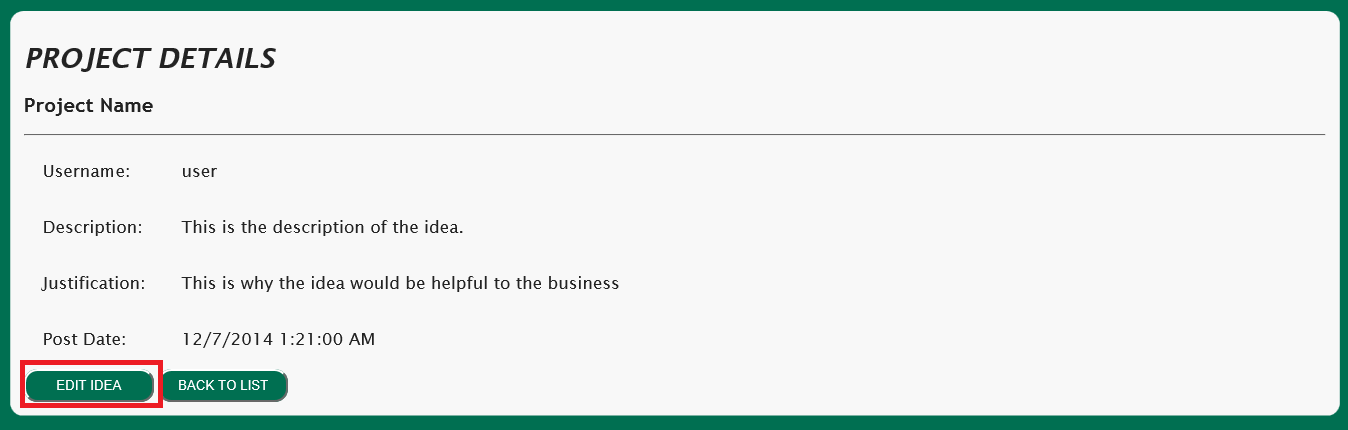


Edit an Idea

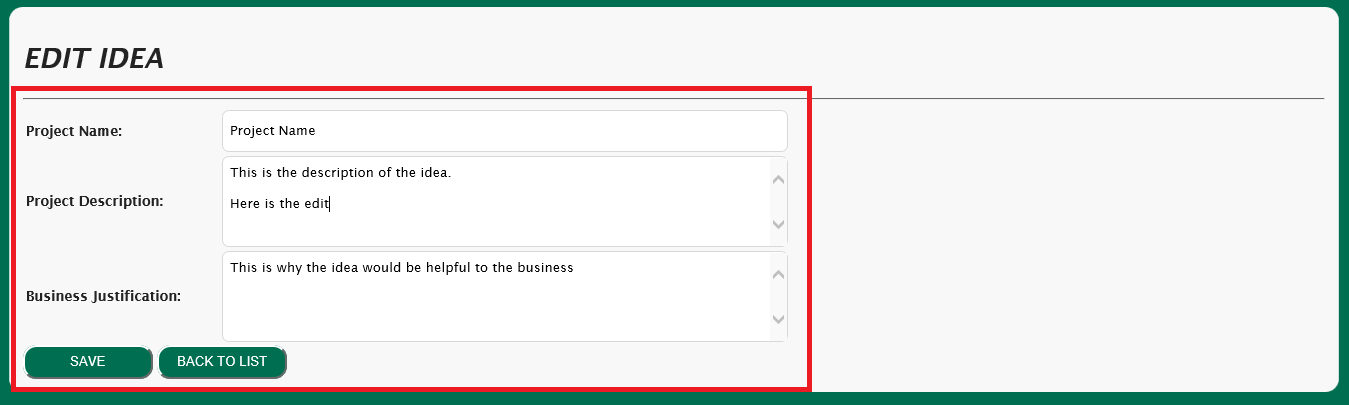
Select your idea from the homepage



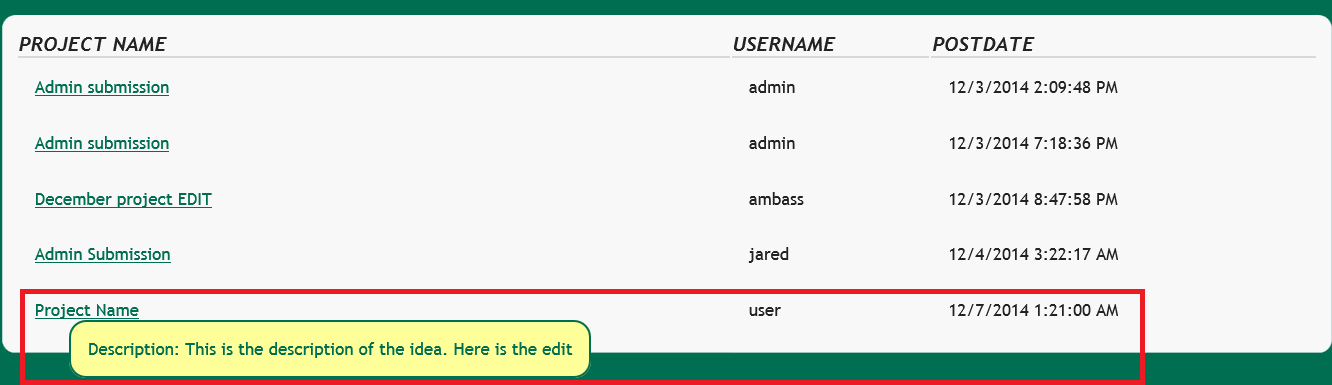
Click the “Edit” button



Make desired edits and click the “Save” button



Your edit should now be visible

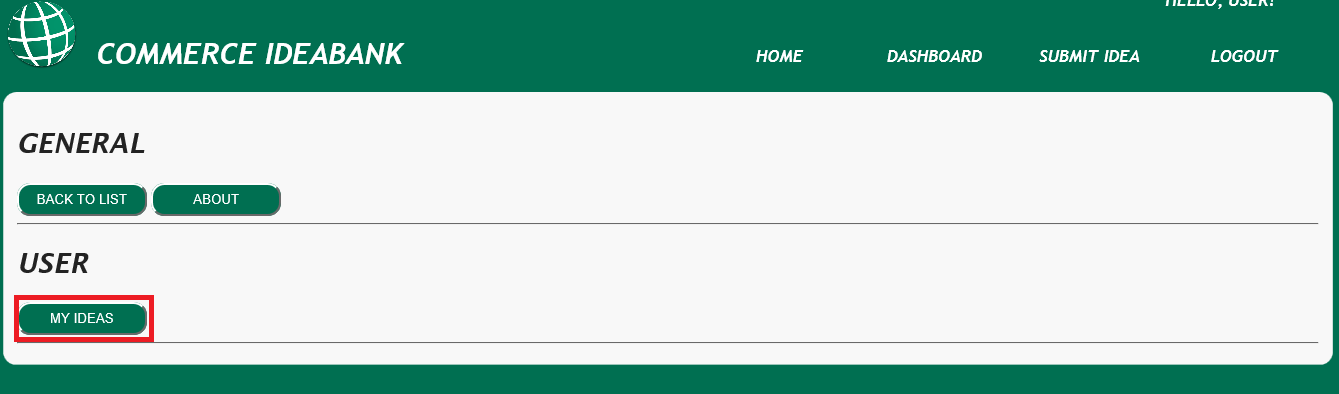


View Your Ideas

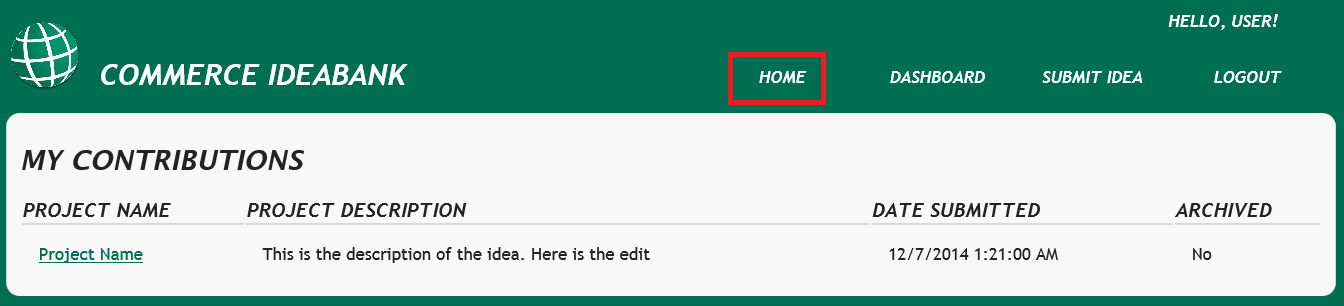
Click the “Dashboard” button from the home page



Click the “My Ideas” button



Now only your projects should be displayed, to get back to the full list, click the home button

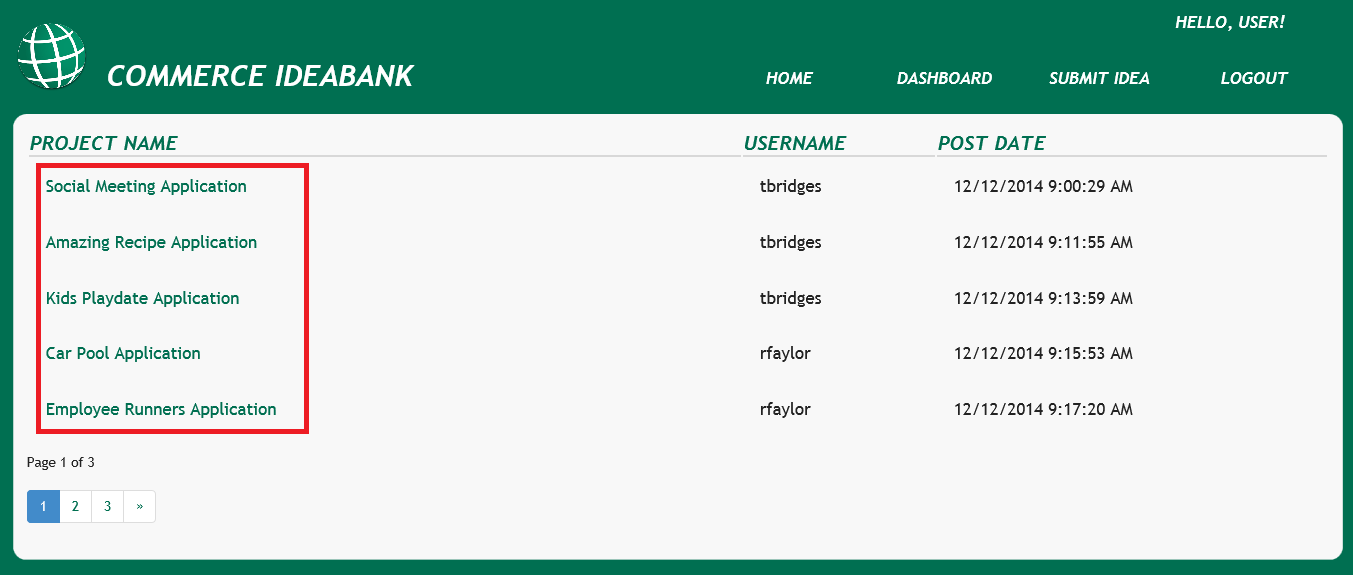


View an Idea

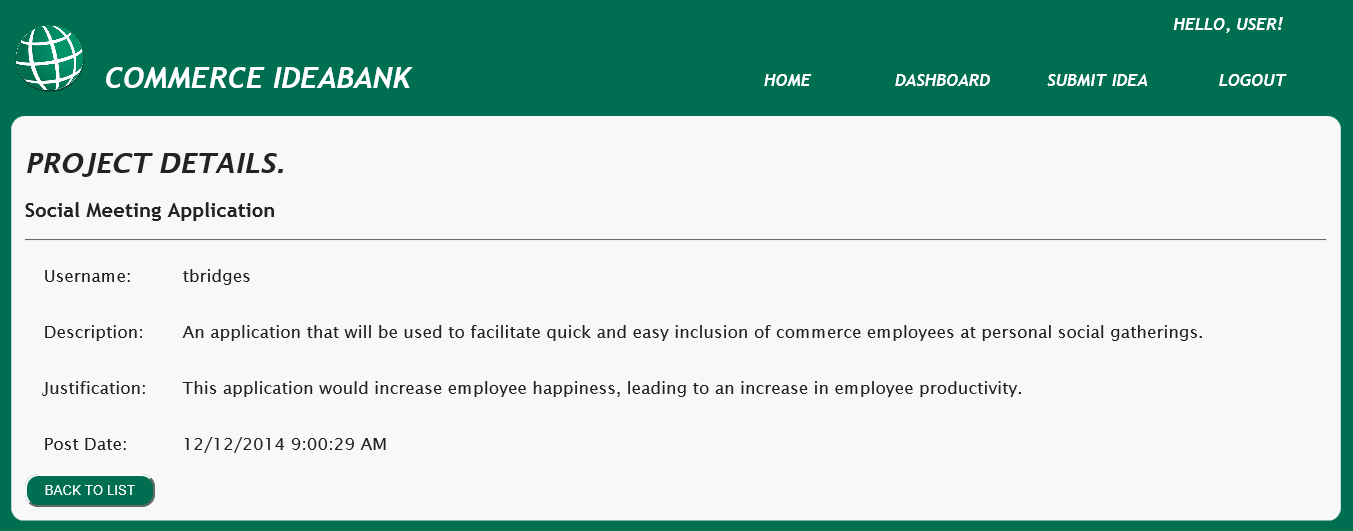
To view an Idea, if you aren’t on the homepage, just click the Home button.



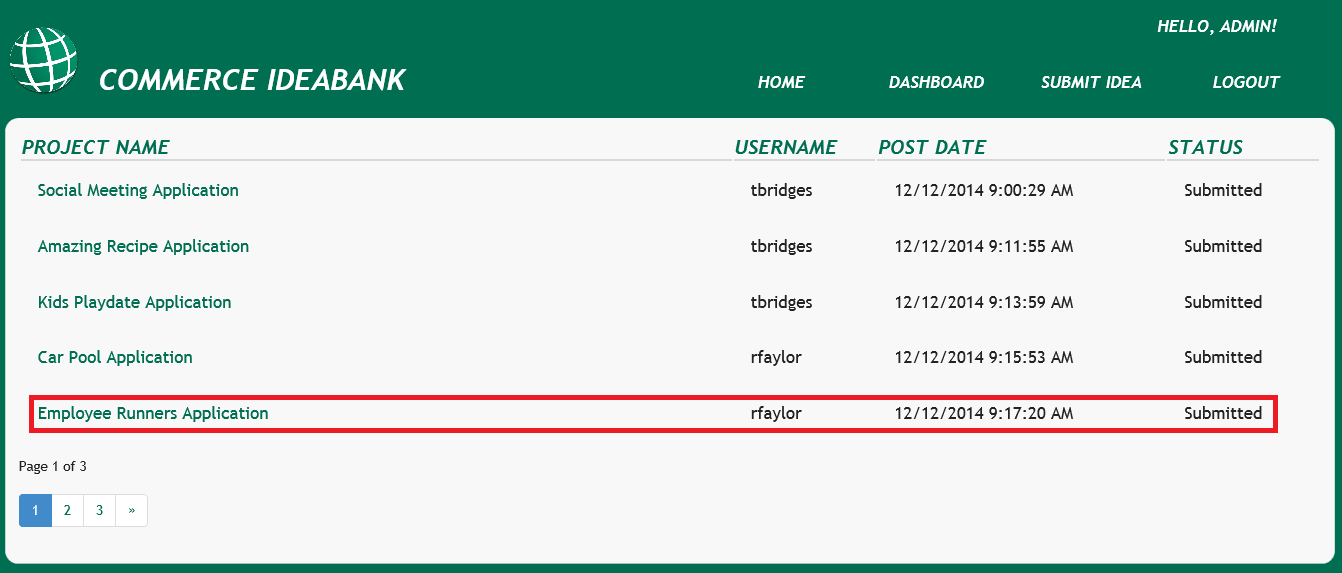
You can then click on the name of any idea to view it.



You should now be viewing an idea



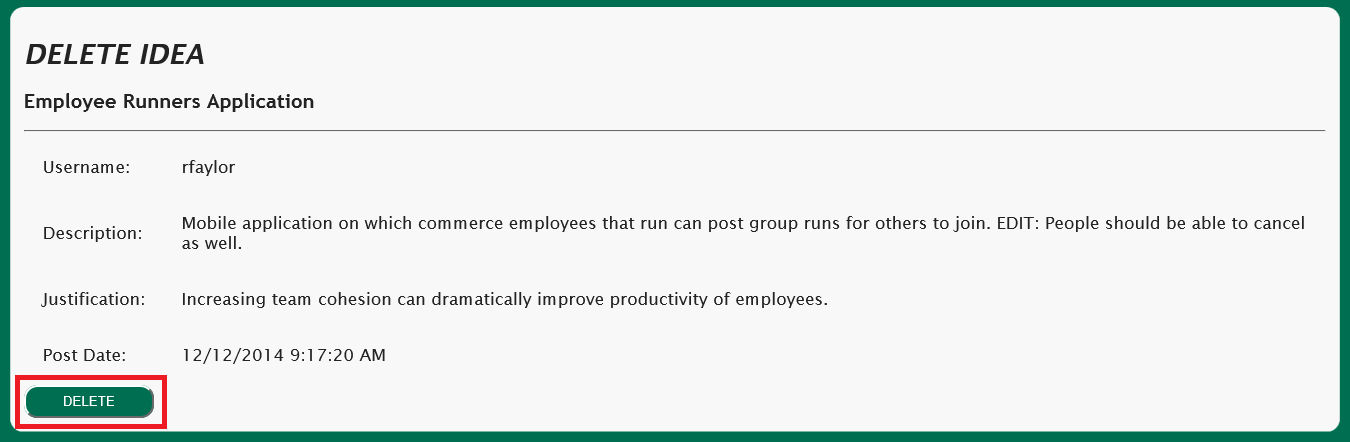
Delete a Project

From the home page, click the title of a project

Then click the Delete button



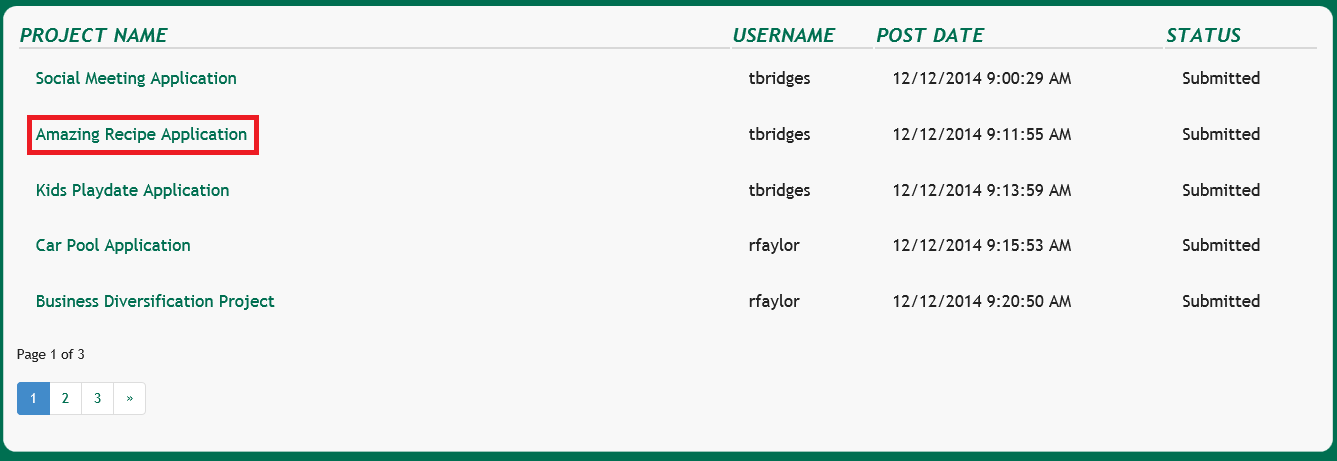
Click delete once more to confirm the delete action



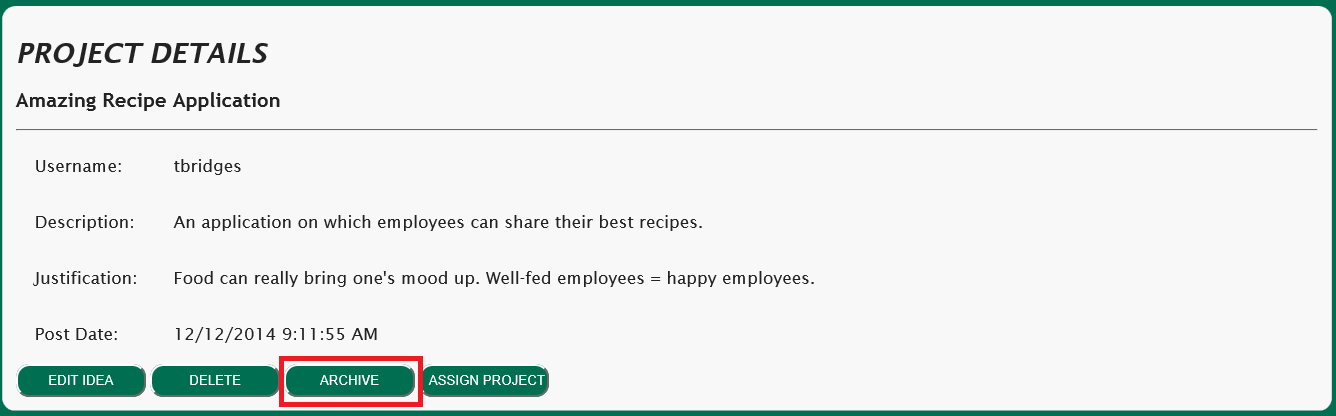
The Project is now deleted.

Archive a Project

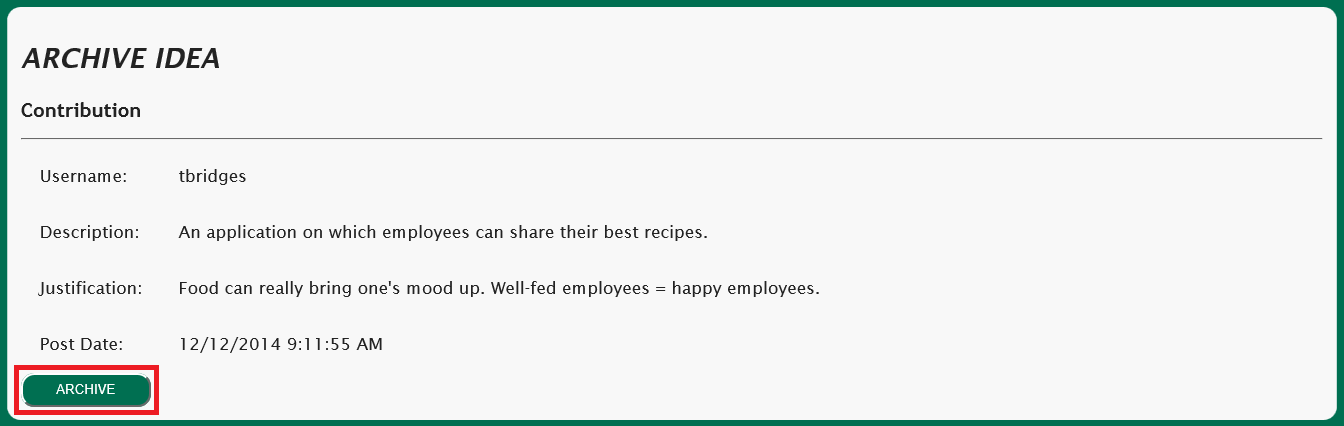
From the home screen, click the name of the project you wish to archive



Click the Archive button



To confirm, press the archive button one more time



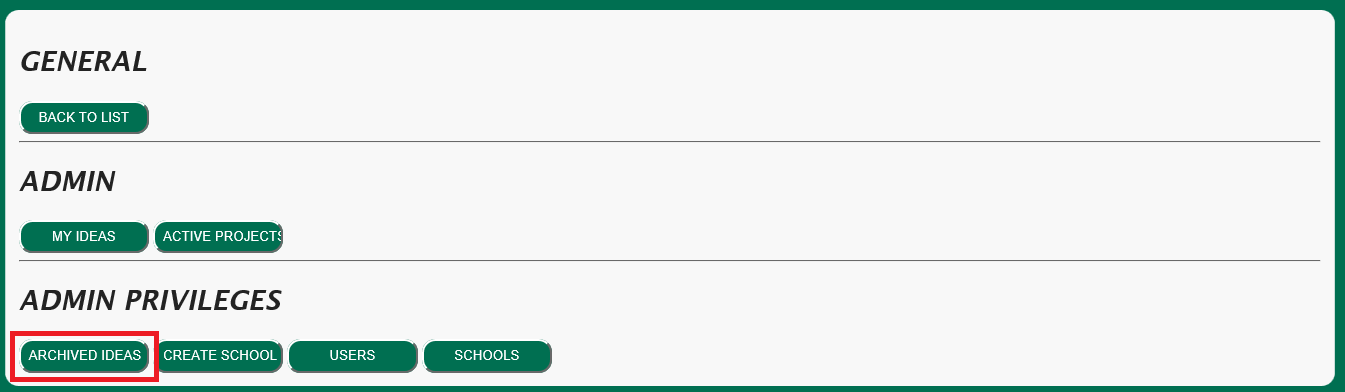
The project is now archived.

View Archived Projects

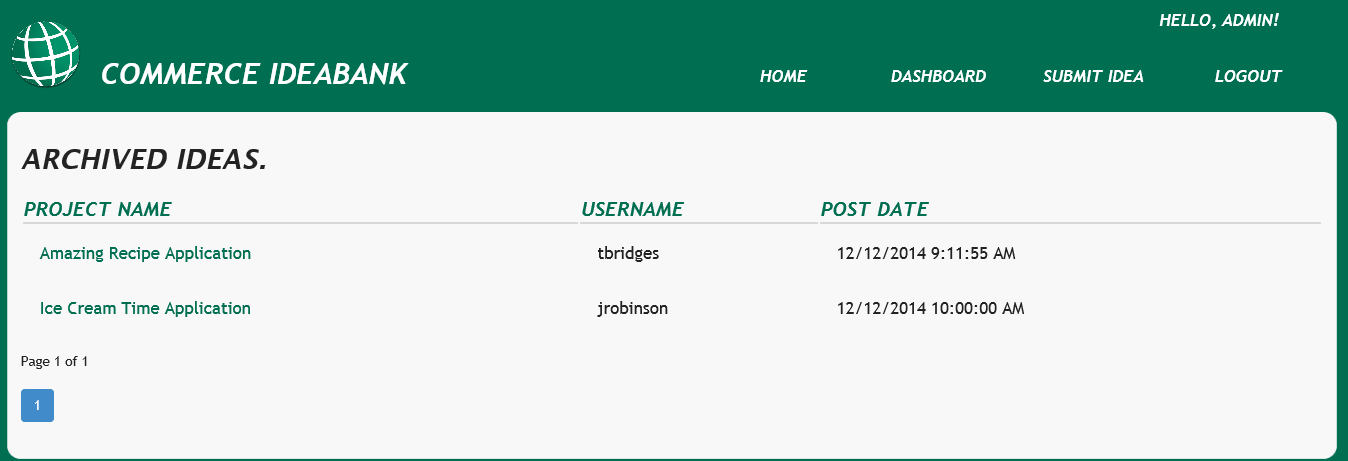
From anywhere on the site, click the Dashboard button



Click “Archived Ideas”



You are now viewing Archived Projects

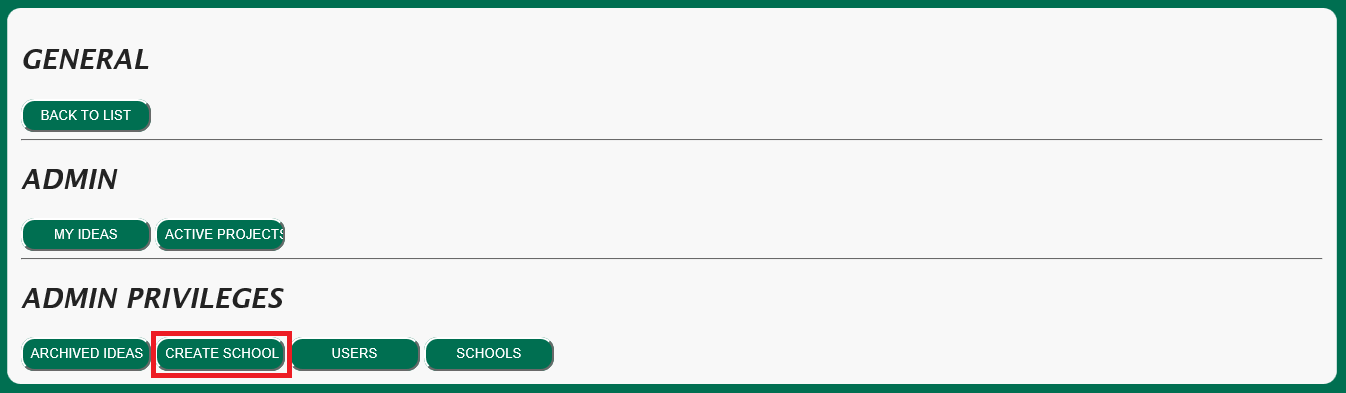


Create a School

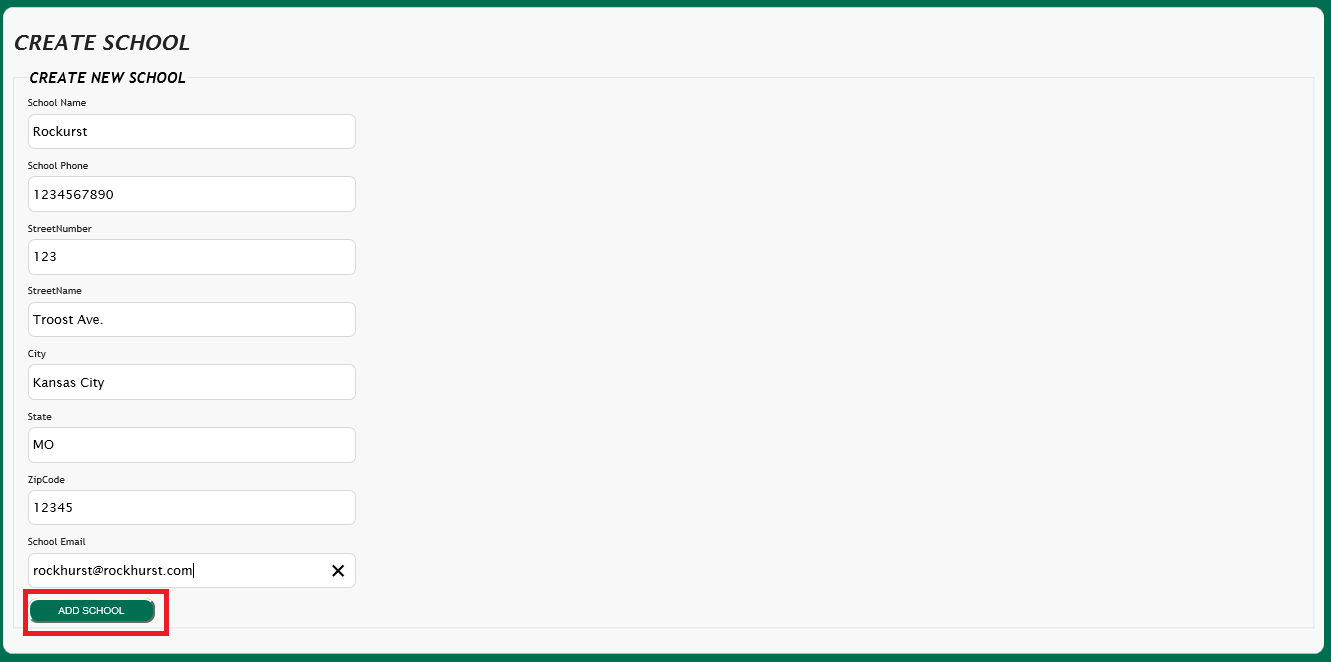
From anywhere, Click the dashboard button



Click the Create School button



Enter the information in to the corresponding schools and click the Add School button



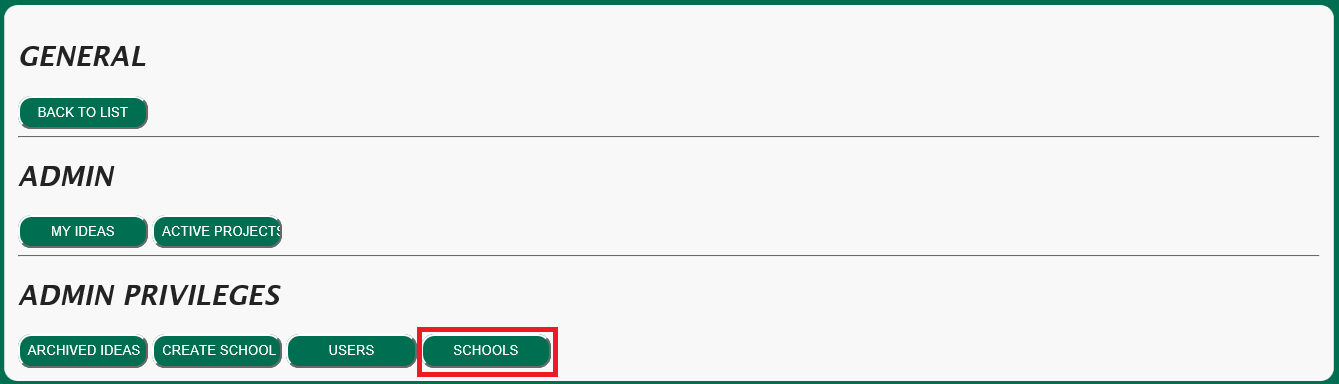
You have now added a new school.

Edit School

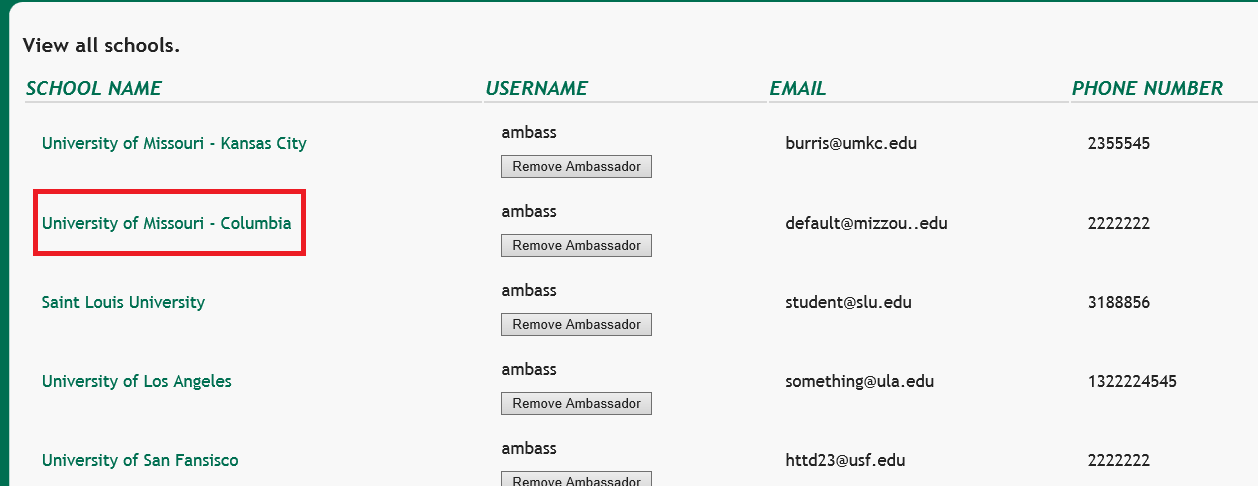
From anywhere, click the Dashboard button



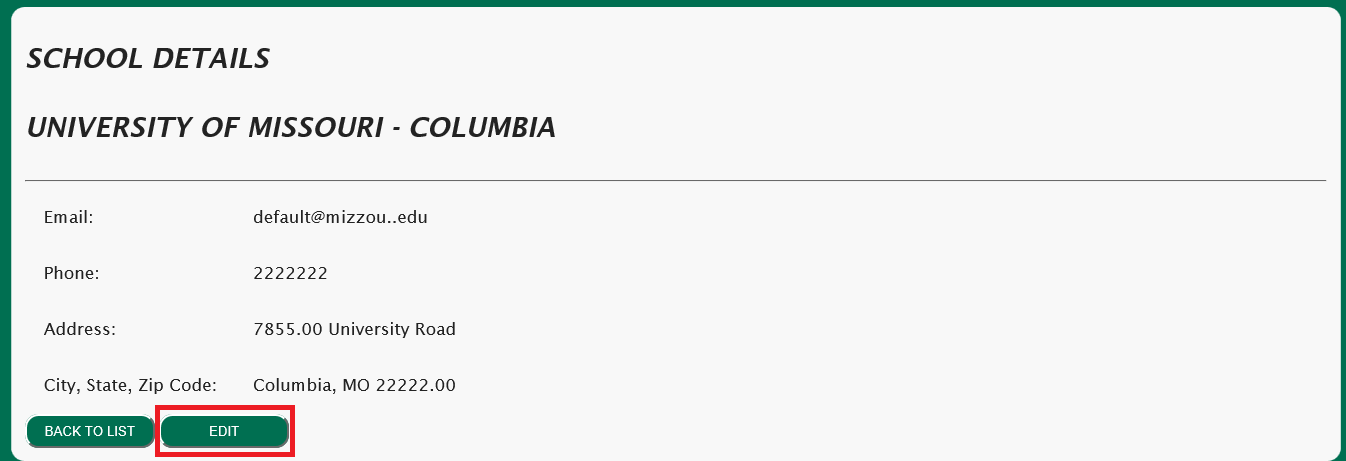
Click the Schools Button



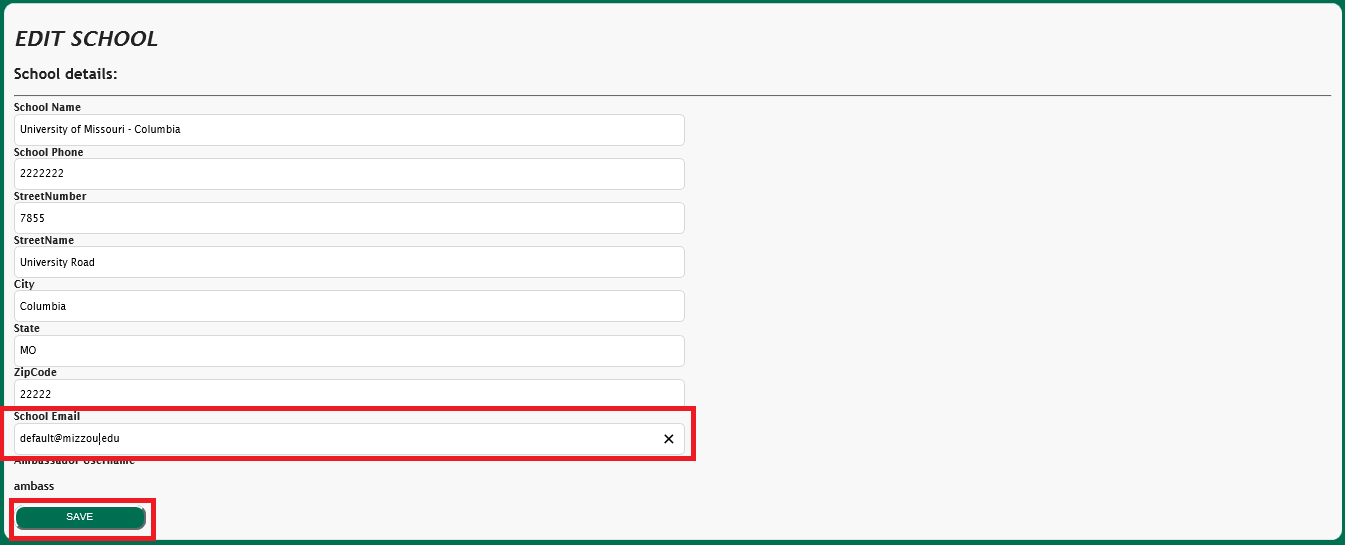
Click the school you wish to edit



Click the Edit button



Make your edit and click the save button



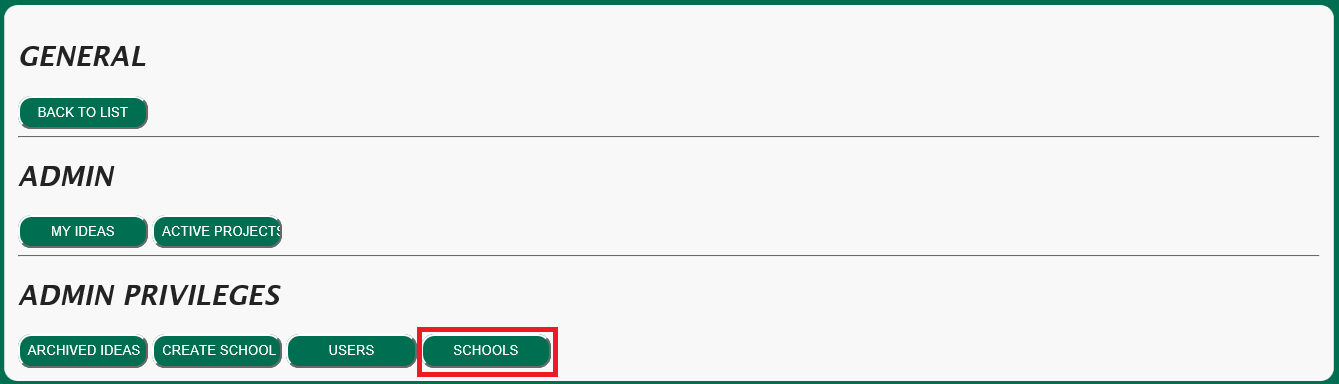
The school has been edited

Assign Ambassador

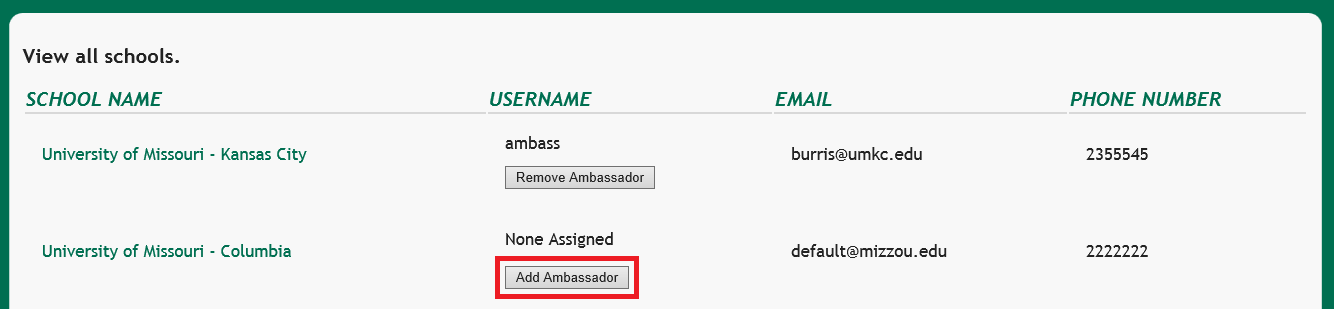
Click the Dashboard button



Click the Schools button



Click the Add Ambassador button



Select the ambassador to add from the dropdown menu and click the assign button.



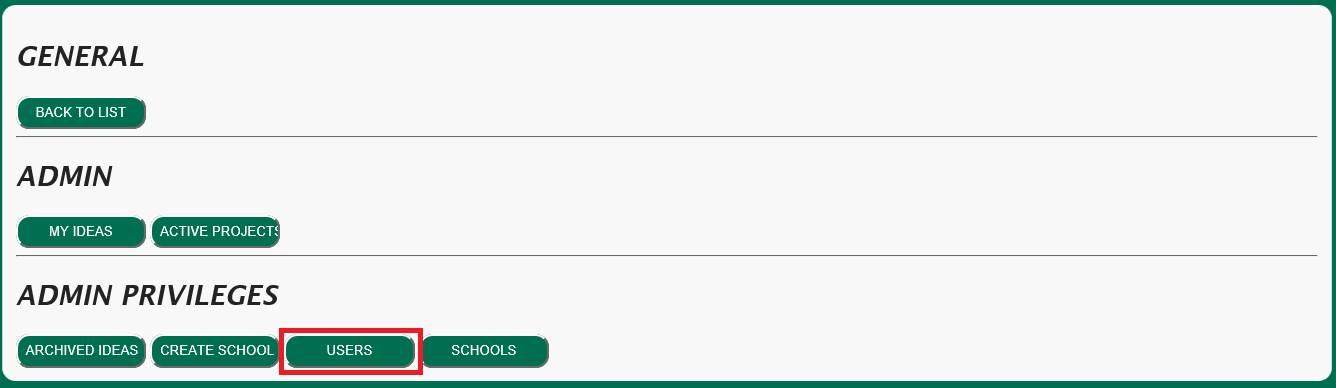
The ambassador is now assigned to that school

Change User Permission

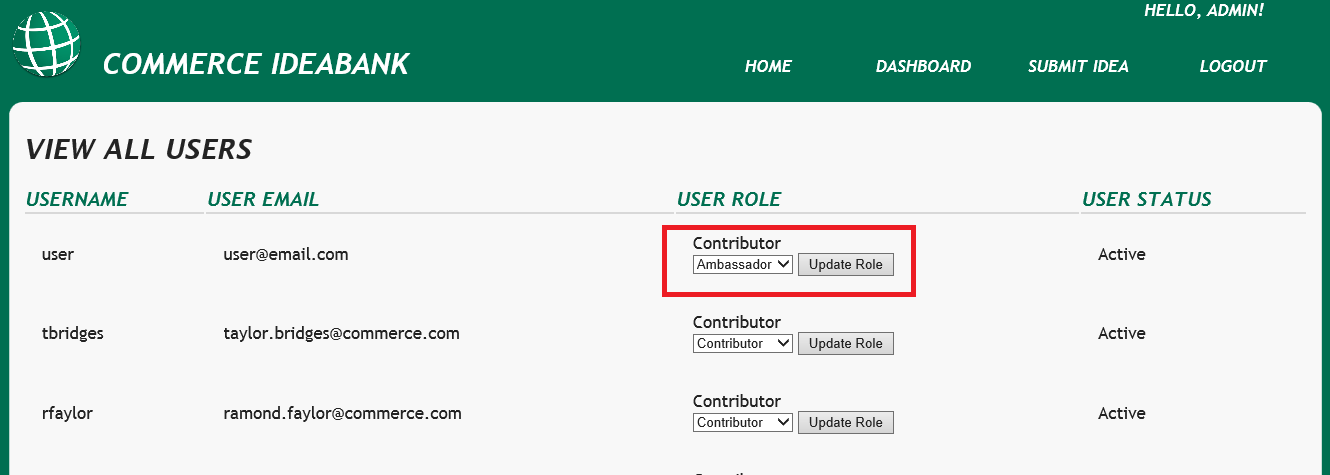
Click the Dashboard button



Click the Users button



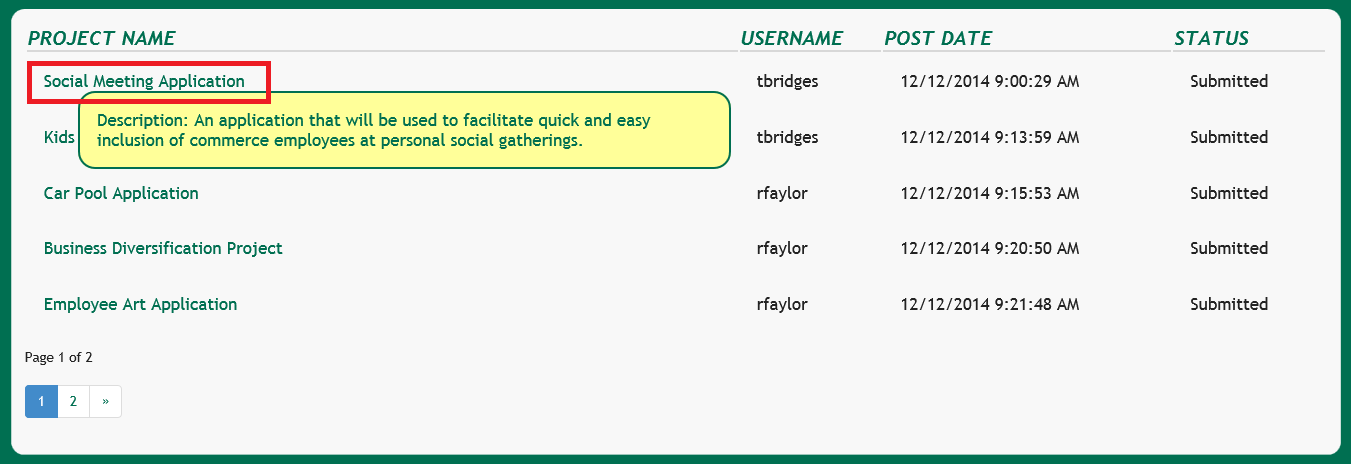
Change the permissions for the user and click the Update Role button



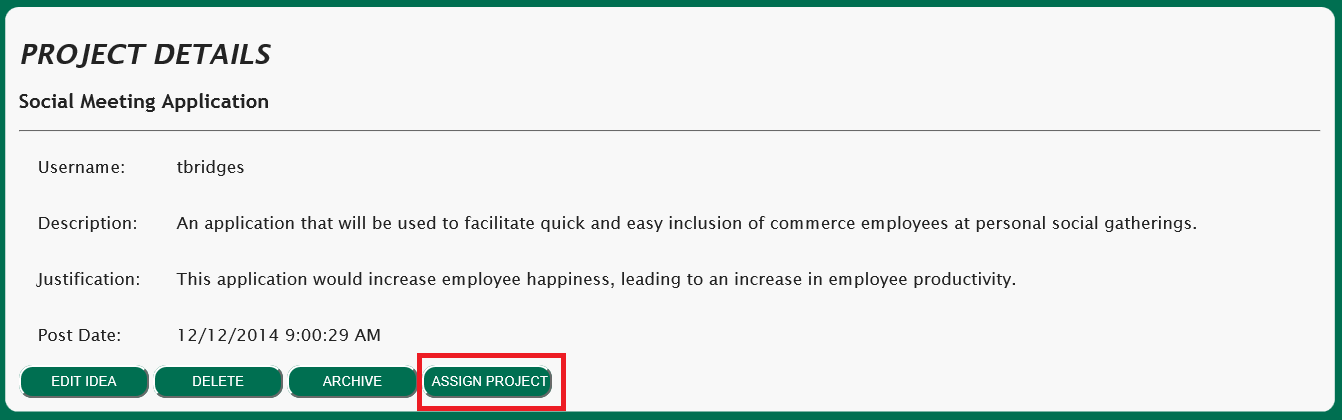
The user role is now updated

Assign Project

Click the name of a project from the homepage



Click the Assign Project button



Select the school you wish to assign the project to and click the Assign button

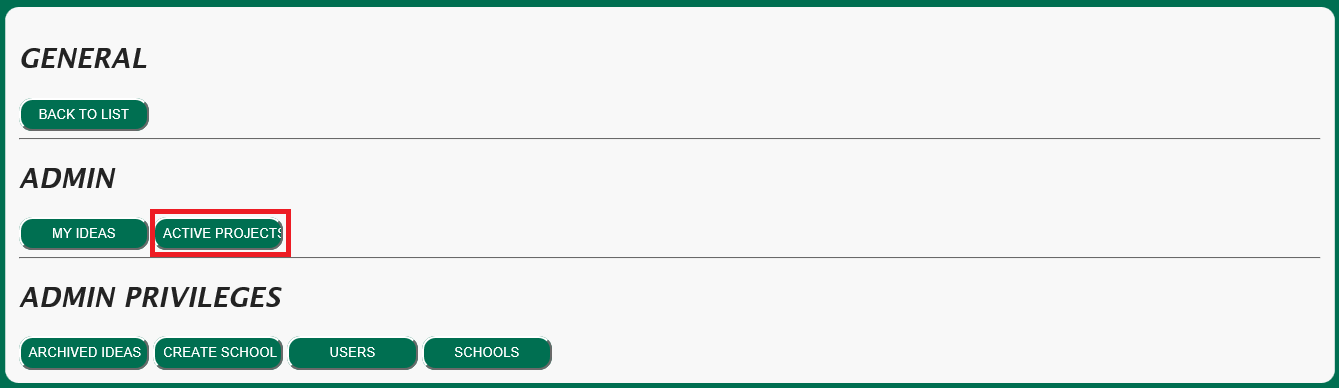


The project is now assigned

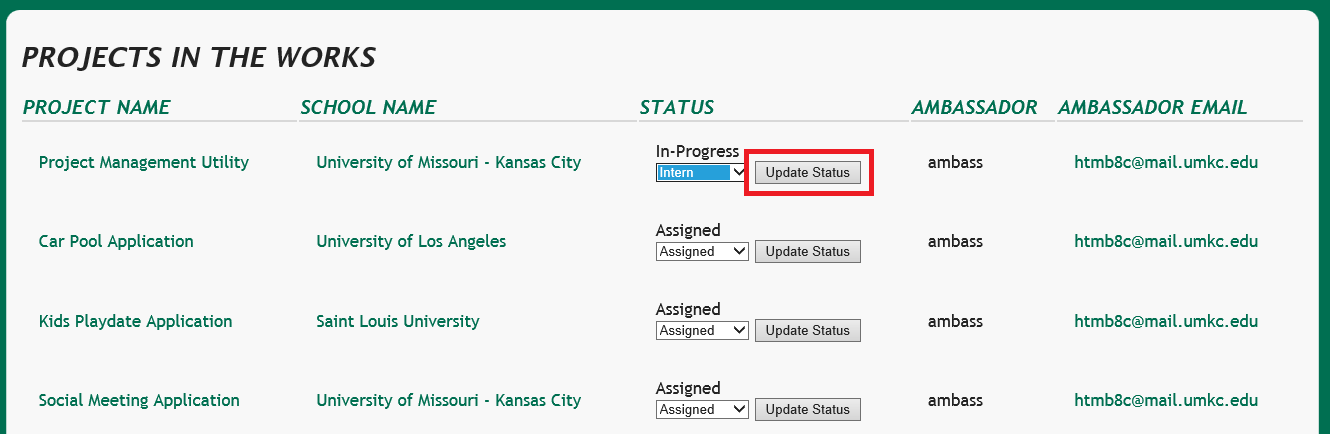
Change Project Status

Click the Dashboard Button

Click the Active Projects button



Change the status of the project and click the Update button



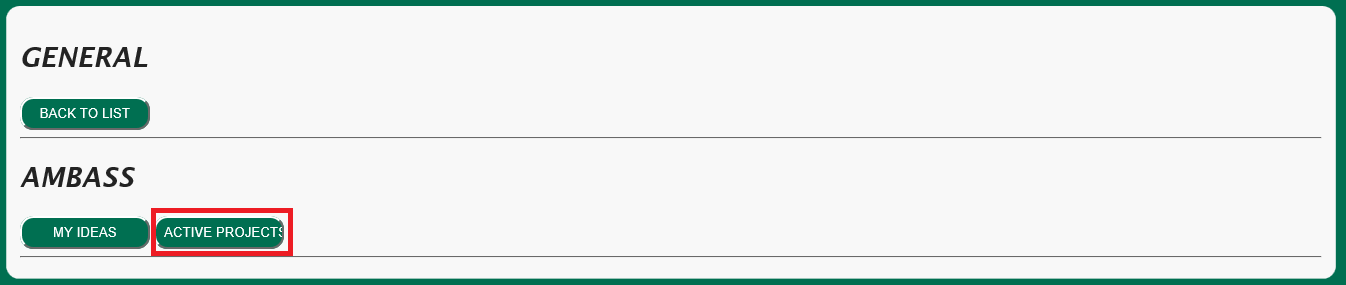
The project status is now updated

Ambassador – Change Project Status

Click the Dashboard button



Click the Active Projects button



Update the status of the project and click the Update Status button

