User Guide: Linde Employee Suggestion System

1. Introduction

Welcome to the User Guide for the Linde Employee Suggestion System. This guide will provide you with an overview of the system's features and guide you through the process of using the system effectively.

2. Accessing the System

To access the Linde Employee Suggestion System, follow these steps:
- Open your web browser and navigate to the system's URL.
- Enter your login credentials provided by the system administrator.
- Click on the "Login" button to access your account.

3. Home Page

Upon logging in, you will be directed to the system's home page. The home page provides an overview of the latest approved questions and responses. You can navigate through the questions by scrolling down the page.

4. Submitting a Question

To submit a question anonymously, follow these steps:
- Click on the "Submit Question" button located on the home page or in the navigation menu.
- Enter your question in the provided text field.
- Click on the "Submit" button to send your question for review.

5. Reviewing and Moderating Questions (Administrator)

As an administrator responsible for reviewing and moderating questions, follow these steps:
- Log in to the system using your administrator credentials.
- Access the list of pending questions by clicking on the "Review Questions" link in the navigation menu.
- Review each question and decide whether to approve or reject it.
- If necessary, add comments to the question to provide further guidance to the assigned employee.
- Click on the appropriate action button (Approve or Reject) for each question.

6. Assigning Questions to Employees (Administrator)

To assign a question to an employee for response, follow these steps:
- After approving a question, click on the "Assign Question" button.
- Select the employee whom you believe can provide a suitable answer or suggestion from the provided list.
- Click on the "Assign" button to assign the question to the selected employee.

7. Responding to Assigned Questions (Employee)

If you have been assigned a question, follow these steps to provide your response:
- Log in to the system using your employee credentials.
- Access the list of assigned questions by clicking on the "Assigned Questions" link in the navigation menu.
- Click on the question you wish to respond to.
- Enter your response in the provided text field.
- Click on the "Submit" button to submit your response.

8. Reviewing and Approving Employee Responses (Administrator)

As an administrator responsible for reviewing and approving employee responses, follow these steps:
- Log in to the system using your administrator credentials.
- Access the list of pending responses by clicking on the "Review Responses" link in the navigation menu.
- Review each response and decide whether to approve or reject it.
- If necessary, add comments to the response for further clarification.
- Click on the appropriate action button (Approve or Reject) for each response.

9. Publishing Approved Responses (Administrator)

Once an employee response has been approved, follow these steps to publish it on the home page:
- Click on the "Publish Responses" link in the navigation menu.
- Select the approved responses you wish to publish.
- Click on the "Publish" button to make the responses visible on the home page.

10. Logging Out

To log out of the Linde Employee Suggestion System, follow these steps:
- Click on the "Logout" link in the navigation menu.

- You will be redirected to the login page, and your session will be terminated.

11. Conclusion

Congratulations! You have successfully navigated the Linde Employee Suggestion System. By following the instructions provided in this user guide, you can effectively utilize the system to ask questions, provide responses, and contribute to a collaborative and knowledge-sharing environment within Linde. If you encounter any issues or have further questions, please contact your system administrator for assistance.