

Testing Instructions: Submitting an Adhoc Idea - Desktop

This set of instructions asks the user to test the various functionalities related to submitting an adhoc idea on the Innovation Station.

These instructions can also be found online [here](#).

Login

Navigate to the Innovation Station and login with a dummy account

1. On the web browser of your choosing, input the following URL: <https://ro-innovation-station.flutterflow.app/>
2. You will see a login prompt. Use the credentials provided by R&D.

You should be logged in! Feel free to explore the site before continuing.

Submit an Idea

Submit an adhoc idea to the platform

Navigate to the idea submission page. There are multiple ways to accomplish this task; feel free to use any method. You will know you are on the correct page if you see the "Better Way" core value icon and two text entry fields for a title and description.

Idea Submission Process

1. **Thumbnail:** Change the default thumbnail to an image of your choosing. You can use the [sample thumbnail](#) provided in this kit.
2. **Title:** Enter a title for your idea. You can use the template provided in [sample text](#) to help you; anything will do though.
3. **Description:** Enter a description for your idea. You can use the template provided in [sample text](#) to help you.
4. **Upload Files:** Upload *at least two files*. Sample files are provided in this kit and available [here](#).
5. **Upload Photos:** Upload *at least two photos*. Sample photos are provided in this kit and available [here](#).
6. Review and submit your idea! Please ensure the "Submit Privately?" box is left unchecked. Although feel free to toggle to checkbox.

✓ View and Verify your Idea

Review the idea you submitted and ensure all the information is correct

1. If you are still on the submission success screen, you should see a button to take you to the idea that you just submitted. If not, you will need to find your idea.
2. **Verify Thumbnail:** Ensure the thumbnail you provided is prominently displayed.
3. **Verify Title:** Ensure your title is correct.

4. **Verify Description:** Ensure the description of your idea is correct and displayed when you first navigated to the page.
5. **Verify Files:** Locate the tab for "Resources" on the page and verify that the number of files shown matches the number you submitted and that their file extensions are correct.
6. **Verify Photos:** Locate the tab for "Resources" on the page and verify that the number of photos shown matches the number you submitted.



Feedback

Thank you for following the steps above and submitting one of the first ideas to the Innovation Station!

Please use this [form](#) to answer questions about the process you just went through so that we might improve the Innovation Station. You will be asked to sign into your RO account and we will record your name and email with your submission.