Idea Engine Commerce Bank
Member FDIC

User Guide

Team: FDIC#
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Document Version Control

Change History

Revision	Change Date	Description of changes	Author
Version 1.0	12/03/14	Initial release	Ryan Johnson
Version 2.0	12/10/14	Updates Screenshots	Ryan Johnson

Document Storage

This document and other project documents are stored on GitHub at:
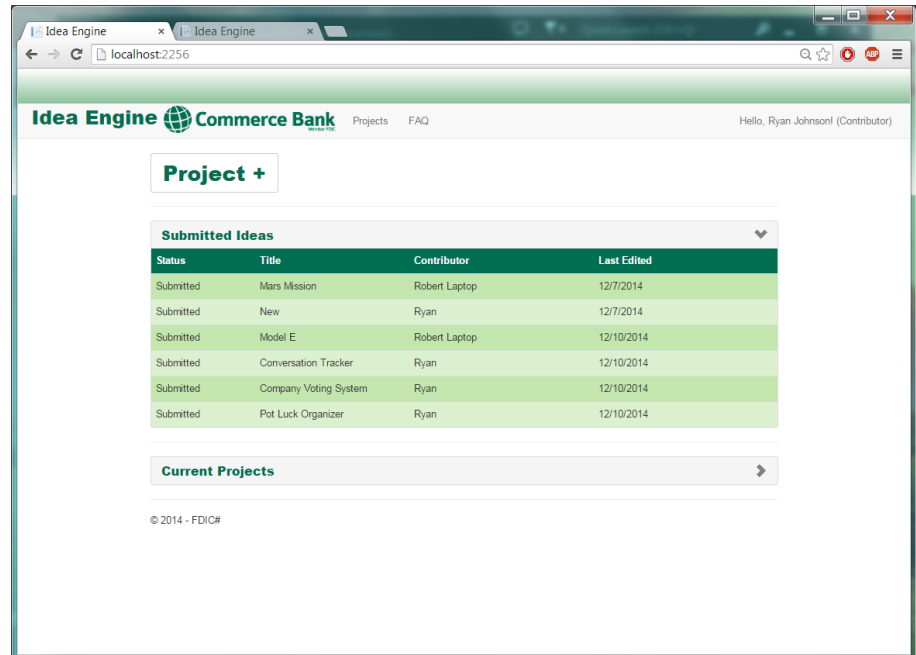FDIC# - Project Documents

Welcome to Idea Engine

Welcome to Idea Engine! This application allows you submit your own project idea for collaboration with Commerce Bank and partnered universities.

Submitting a New Project Idea
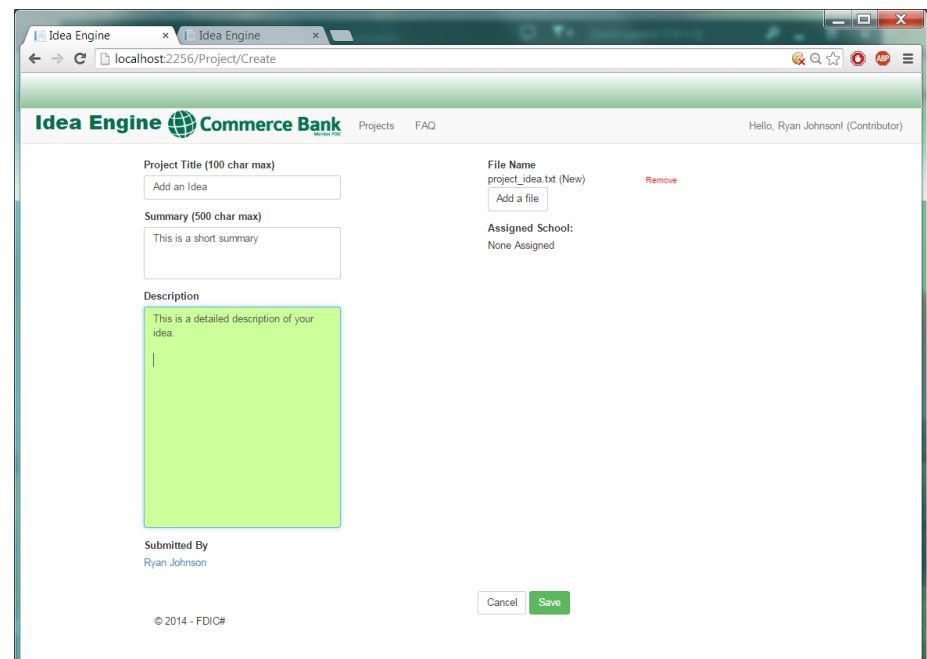
Click the Project + button to add a new Idea.

Tip: If the table is collapsed, try clicking the Title or the arrow > on the title bar to expand the table.

Enter Idea Info

1. Enter a Title of your idea.

2. Enter a short description of the idea.

3. Enter a more detailed description (i.e. details about the idea, economic factors, business justification, etc.)

4. If you have a specific example, you may optionally upload a file or many files. (.pdf, .jpeg, .doc, .txt, etc.)
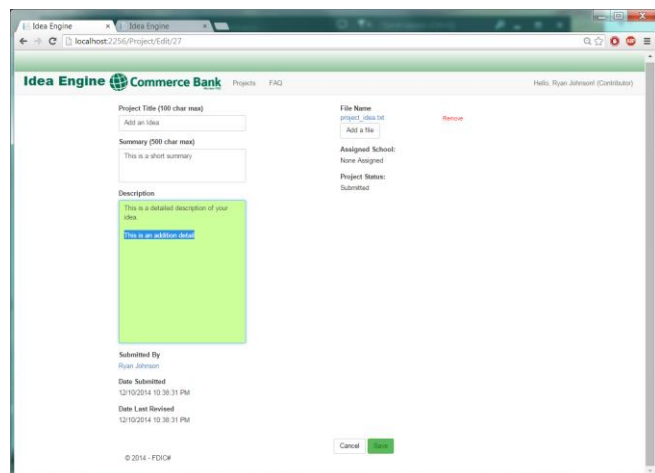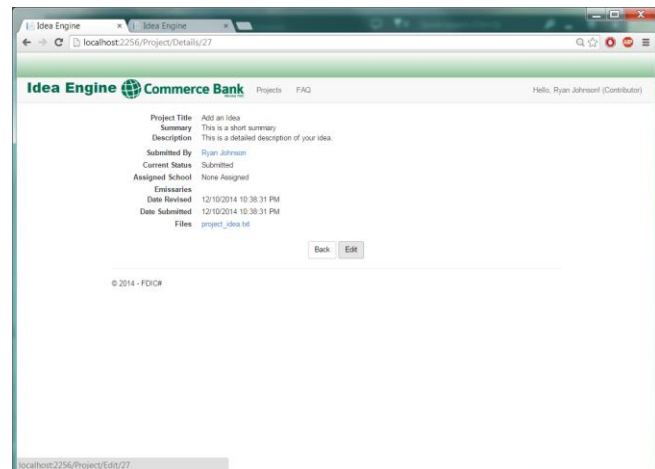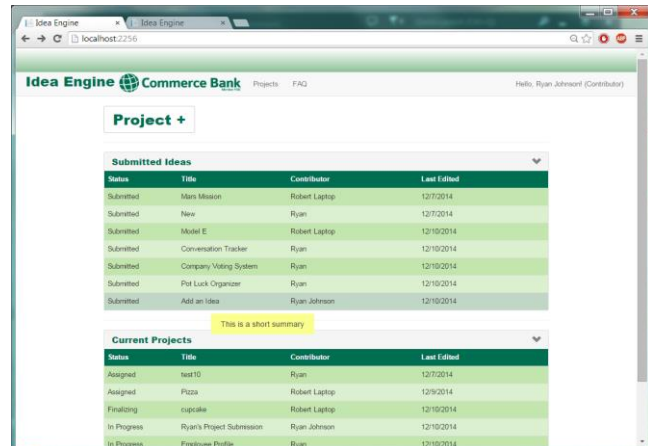
When you are finished, click Save.

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Editing/Adding Information to an Idea

From the home page you may view your new project idea! Click the title to see details about your idea.

You may have thought of something you wanted to add, or you received notification to add more details.

Edit Project Idea

1. Click the Title of a project you submitted.
2. Click Edit near the bottom right corner.
3. Enter any new information in the fields When you are finished, click Save.

Administrative Features

The administrator has many additional features.

Some common admin features include **Managing Project, Managing Emissaries**, **Managing Schools**, and viewing **Archived Projects.**

Managing Emissaries:

Navigate to the Emissary list using the link in the navigation bar at the top of the screen.

Here admins can:

- View each user's permissions.
- Easily view details or edit a user.
- Delete an emissary from the list.

Note: The highest role is admin, then ambassador.

Add/Edit Emissary

To give someone in your organization an ambassador or admin role, we can Add New Emissary, or edit a current Emissary.

1. Enter the Person's Name (or alias).

2. Enter the domain user name of the new emissary.

3. Use the check boxes to determine their permission level.

4. You may also assign a new Emissary to any currently submitted project or school.

When finished entering the information, choose save.
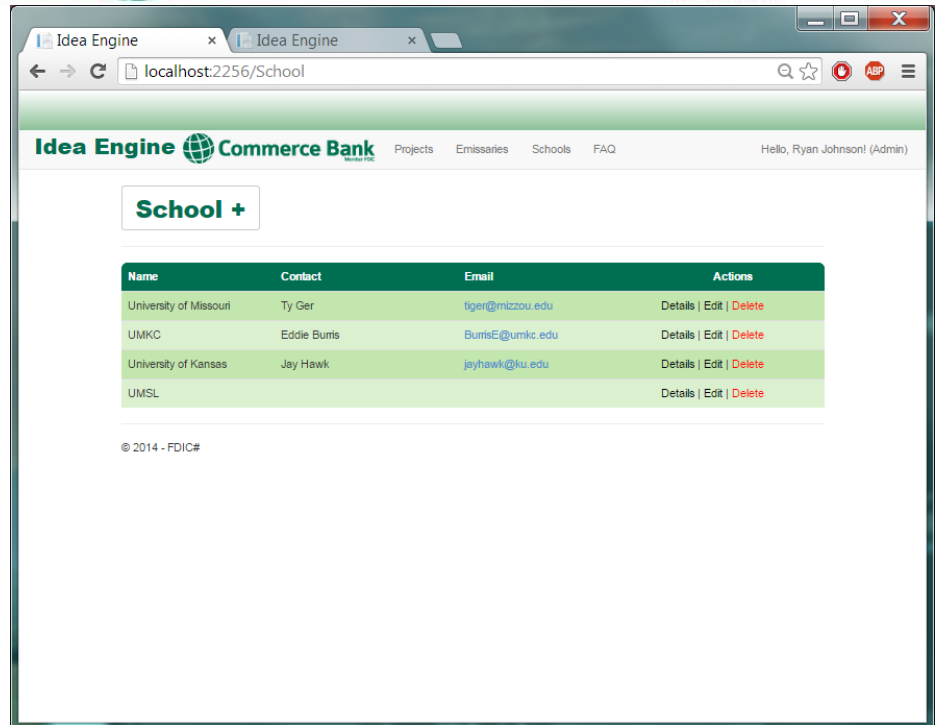
Managing Schools

Navigate to the School list using the link in the navigation bar at the top of the screen.

Here you can view details about Schools, and also edit details using the Action Links.

Enter information about the school

1. Enter the name of the school.

2. Enter the name of the main contact at the school.

3. Enter a valid email address of the contact person.

4. Enter the phone number of the contact person (digits only).

5. You can assign the school to an Emissary or to a particular project.

When finished, click Save.