



Welcome to Teams Ideas and thank you for purchasing our extended features!

We hope that this guide will help you navigate your way through to get the best experience from our tool.

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# BOARD VIEW

Board view is an easy way to create your own customized stages and easily drag and drop ideas from one stage to the other, allowing for easy tracking of where they are in development.

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Only Campaign Creators can access the Board View.

To access, while in an active campaign, click on the button to the left of Manage Campaign that says "Board".

The screenshot shows the Teams Ideas Innovation interface. At the top, there is a navigation bar with the Teams Ideas logo, the text "Teams Ideas Innovation", a search bar, and a user profile for Kim Bowman. Below the navigation bar, the campaign title "HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME" is displayed. To the right of the title, there are buttons for "BOARD" (highlighted with a red box and a red arrow), "MANAGE CAMPAIGN", and "BACK". Below the title, there is a large image of a woman working on a laptop with a child sitting next to her. To the right of the image, there is a summary of the campaign: "12 ideas remaining", "Type: Human Resources - Internal", "Program: Productivity", "Sponsor: Kim Bowman", "Period: 6/6/2022 3:56 PM - 7/31/2022 3:56 PM", and "Status: Active". Below the summary, there is a section for "Awards" which includes "1 PTO Day", "\$40 Amazon gift card", and "\$20 Amazon gift card". Below the awards, there is a section for "Attachments". At the bottom of the page, there is a section for "IDEAS" with a dropdown menu set to "Most Recent", a search bar for "Filter Idea by Title...", and a "CREATE IDEA" button.

Here you will see all of the ideas from this campaign entered into a single column labeled "Backlog".

If you click on the three white dots, you will see a screen that gives you the options to add a New Stage or to Edit a Stage.

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the logo, the text "Teams Ideas Innovation", a search bar, and a user profile for Kim Bowman. Below this is a header for the campaign "HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME".

The main content area shows a "Backlog" column on the left, containing a list of ideas. A red circle highlights the top right corner of this column, which shows the number "12" and three white dots. A dashed red line connects this circle to a larger, detailed view of the "Backlog" stage on the right. In this detailed view, a red box highlights a menu that appears when the three dots are clicked. The menu contains three options: "+ New stage", "Edit stage", and "Delete stage". A red mouse cursor is pointing at the "+ New stage" option.

It is recommended to add every stage that you want to have on your board and name them accordingly.

After you do that and see the big picture view of how the ideas will flow, it is recommended to edit each stage to the desired requirements.

The screenshot displays the Teams Ideas Innovation web application. At the top, there is a navigation bar with the logo, the text "Teams Ideas Innovation", a search bar, and user information for Kim Bowman. Below the navigation bar, the main heading reads "HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME". The interface features a Kanban board with two columns. The left column, titled "Backlog" with a count of 12, contains five idea cards: "Designate Times for Specific Tasks" (by Kim Bowman, 4 likes, 1 comment), "Get Dressed for Work" (by Usuário teste 03, 3 likes, 0 comments), "Log Out of Social Media" (by Patti Anthony, 3 likes, 0 comments), "User a Planner/Make A To-Do List" (by Diego Garcia, 3 likes, 1 comment), and "Designate a proper office space" (by Kim Bowman, 1 like, 0 comments). The right column, titled "Add Stage 2 Name Here" with a count of 0, is highlighted with a red border and a red arrow pointing to it. This column currently contains the text "No ideas found." A "BACK" button is visible in the top right corner of the board area.



# EDITING BOARD STAGES

Customize your board environment and experience with different fields and forms where you can define how the ideas move, how they are categorized, and when they move through each stage of your process.

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To edit any stage within the Board, click on the white dots and then select "Edit Stage".

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the logo, the text "Teams Ideas Innovation", a search bar, and user information for Kim Bowman. Below this is a title "HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME" with a "BACK" button. The main area shows a Kanban board with four columns: "Backlog", "Evaluation - Step 1", "Evaluation - Step 2", and "Consideration for Imple...". The "Backlog" column contains several items, including "Designate a proper office space" by Kim Bowman and "User a Planner/Make A To-Do List" by Diego Garcia. A red circle highlights the three white dots in the top right corner of the "Backlog" column header. A red dashed arrow points from this circle to a context menu that is open over the "Backlog" column. The context menu has a dark header with "Backlog" and a count of "4". It contains three options: "+ New stage", "Edit stage" (which is highlighted with a red box and a red mouse cursor), and "Delete stage".



This section shows your campaign's stages. You can reorder stages, edit a stage's settings by clicking on it, or create a new stage.

Once an idea arrives at a stage, the stage action will be triggered and participants will be prompted to act on it.

The screenshot displays the 'teams ideas IDEATION' interface. At the top, there is a navigation bar with a search bar containing 'Search campaigns or ideas...', a user profile for 'Kim Bowman', and various utility icons. The main header shows the campaign title 'HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME' and a 'BACK' button. Below this, the 'STAGE SETTINGS' section is visible, with a 'BOARD VIEW' button. A sidebar on the left, titled 'STAGES', is highlighted with a red border and contains a list of stages: '1 Backlog', '2 Evaluation - Step 1', '3 Evaluation - Step 2', and '4 Consideration for I...', along with a '+ New stage' button. The main content area shows the '1 Backlog' stage settings, including a toggle for 'Set a stage action' and a section for 'Action participants\*' with three options: 'Idea Owner', 'Collaborators', and 'Campaign Manager'. Each option includes a brief description of the role.

Now you must choose your participants. These are the people who will be prompted to perform the action once it is triggered.

They can be the idea owner, the campaign admin or a selected group of third-party people.

The screenshot displays the 'STAGE SETTINGS' interface for a campaign. The top navigation bar includes the 'teams ideas' logo, the campaign name 'Teams Ideas Innovation', a search bar, and user information for Kim Bowman. The main heading is 'HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME'. On the left, a 'STAGES' list shows four stages: '1 Backlog', '2 Evaluation - Step 1', '3 Evaluation - Step 2', and '4 Consideration for I...', with a 'New stage' button at the bottom. The '1 Backlog' stage is selected and highlighted with a red border. The 'Backlog' settings include a toggle for 'Set a stage action' (which is turned on), a description 'Configure an additional action to be taken in order for an idea to move past this stage', and a section for 'Action participants\*'. Under this section, three options are available: 'Idea Owner' (highlighted in red), 'Collaborators', and 'Campaign Manager'. Each option has a brief description of the action it triggers. Below the participants section is the 'Action Form\*' section, which states 'Action participants will be asked to fill this once an idea reaches this stage'.

teams ideas IDIATION

Teams Ideas Innovation

Search campaigns or ideas...

Kim Bowman  
Teams Ideas Innovation

HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME

← BACK

STAGE SETTINGS

← BOARD VIEW

STAGES

- 1 Backlog
- 2 Evaluation - Step 1
- 3 Evaluation - Step 2
- 4 Consideration for I...

+ New stage

1 Backlog

Set a stage action  
Configure an additional action to be taken in order for an idea to move past this stage

Action participants\*  
Who are the people involved in this action?

- Idea Owner  
Idea owner will provide an update on their idea
- Collaborators  
Third-party people will weigh in on ideas
- Campaign Manager  
Campaign manager will provide an assessment

Action Form\*  
Action participants will be asked to fill this once an idea reaches this stage

The participants will be asked to fill out a form. Once filled, this form will enrich an idea by becoming a part of it.

The form will start out as a template containing one text field. You can edit the characteristics of this field and add new ones from scratch (like making your form a checklist they submit instead of a text field).

Fields can be one of several different types, so make sure to try them all!

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the logo, the text 'Teams Ideas Innovation', a search bar, and user information for Kim Bowman. The main content area is titled 'HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME' and features a sidebar with stages: '2 Evaluation - Step 1', '3 Evaluation - Step 2', '4 Consideration for I...', and a '+ New stage' button. The central area shows an 'Action Form\*' configuration for the selected stage. The form title is 'Give this idea a qualitative assessment' with the instruction 'Let us know what you think of this idea'. A large grey text input field is visible. Below the field, there is a 'Required' toggle switch which is currently turned on. At the bottom, an 'Add field' panel is open, showing various field types: Small Text, Large Text, Dropdown, Checkbox, Attachment (marked 'coming soon'), Date, Number (marked 'coming soon'), and Currency (marked '\$'). A red 'X' icon is in the top right corner of the 'Add field' panel. A note at the bottom states: 'Ideas will move to the selected stage as soon as the action form has been submitted'.

You can add automation to this stage by toggling it on. You can then select a destination stage ideas will be moved to once the action has been completed.

This allows ideas to flow through stages with contributions from selected participants, not needing to be gated by the campaign manager every time.

The screenshot shows the 'Teams Ideas Innovation' interface. At the top, there is a navigation bar with the logo, a search bar, and user information for Kim Bowman. The main content area is titled 'HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME'. On the left, a sidebar lists stages: '2 Evaluation - Step 1', '3 Evaluation - Step 2', and '4 Consideration for I...', along with a '+ New stage' button. The main area shows the configuration for 'Evaluation - Step 1'. A red circle highlights the 'Automate flow' toggle switch, which is currently turned on. Below it, a red box highlights the 'Destination Stage' dropdown menu, which is set to 'Evaluation - Step 2'. Underneath, there is an 'Event visibility\*' section with three radio button options: 'Campaign manager only', 'Idea creator and campaign manager', and 'All campaign participants'. At the bottom right, there is a 'Delete stage' button and a green 'SAVE' button.

As mentioned, action forms will become a part of their corresponding ideas, however, you may want them to be hidden from some of the users in your campaign.

Choose a more restrictive visibility to create a more intimate process of feedback and development, or a less restrictive one to allow for a more open approach to innovation.

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the Teams Ideas logo, the title 'Teams Ideas Innovation', a search bar, and user information for Kim Bowman. The main content area is titled 'HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME' and includes a 'BACK' button. On the left, a sidebar shows a list of stages: '2 Evaluation - Step 1', '3 Evaluation - Step 2', and '4 Consideration for I...', along with a '+ New stage' button. The main configuration area features a toggle for 'Automate flow' (checked), a 'Destination Stage' dropdown menu set to 'Evaluation - Step 2', and a red-bordered box containing the 'Event visibility\*' section. This section includes the instruction 'Choose who will be able to view forms submitted at this stage' and three radio button options: 'Campaign manager only', 'Idea creator and campaign manager', and 'All campaign participants'. At the bottom, there is a 'Delete stage' section with a warning 'Once deleted, a stage cannot be restored.' and a 'Delete stage' button, and a green 'SAVE' button.

teams ideas IDEATION

Teams Ideas Innovation

Search campaigns or ideas...

Kim Bowman  
Teams Ideas Innovation

← BACK

2 Evaluation - Step 1

3 Evaluation - Step 2

4 Consideration for I...

+ New stage

Automate flow  
Ideas will move to the selected stage as soon as the action form has been submitted

Destination Stage → Evaluation - Step 2

**Event visibility\***  
Choose who will be able to view forms submitted at this stage

Campaign manager only

Idea creator and campaign manager

All campaign participants

Delete stage  
Once deleted, a stage cannot be restored.

Delete stage

SAVE

Once you've edited all your stages with the appropriate actions you require and users complete the evaluation steps, your board will eventually begin to look similar to this.

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the logo, a search bar, and user information for Kim Bowman. The main content area is a Kanban board titled "HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME". The board is divided into four columns representing different stages of the process:

- Backlog (3 items):**
  - Log Out of Social Media (by Patti Anthony, 3 likes, 0 comments)
  - Designate a proper office space (by Kim Bowman, 1 like, 0 comments)
  - Prepare Meals in Advance (2 likes, 0 comments)
- Evaluation - Step 1 (4 items):**
  - Designate Times for Specific Tasks (by Kim Bowman, 4 likes, 1 comment)
  - Get Dressed for Work (by Susan Johnson, 3 likes, 0 comments)
  - Acknowledge Work-Life Balance (by Kim Bowman, 4 likes, 0 comments)
  - Use time management techniques (by Diego Garcia, 4 likes, 0 comments)
- Evaluation - Step 2 (2 items):**
  - Keep distractions at bay (by Allen Deyoung, 4 likes, 1 comment)
  - Keep your mind fresh with meaningful breaks (by Julian Tyson, 6 likes, 2 comments)
- Consideration for Imple... (3 items):**
  - Create Proper Office Space at Home (by Patti Anthony, 6 likes, 3 comments)
  - Work During Your Most Productive Hours (by Susan Johnson, 3 likes, 0 comments)
  - User a Planner/Make A To-Do List (by Diego Garcia, 3 likes, 1 comment)



# USER PROFILES

Users can create their own personalized profiles for a more unique and custom experience which allows other colleagues to see the contributions and increase participation. The features provides a skill-building aspect and includes users advancing to different levels, highlighting their top skills with skill analytics, and the opportunity to earn badges.

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To access your user profile, click your photo by your name in the top right corner of the screen, which will then open your Profile Settings screen.

Here you can select your Country, preferred Language, Timezone, etc. You can also access your profile by clicking "Go to profile page".

The screenshot displays the Teams Ideas Innovation interface. At the top, the navigation bar includes the Teams Ideas logo, the text "Teams Ideas Innovation", and a search bar. The user's profile picture and name "Kim Bowman" are circled in red. Below the navigation bar, a white header contains the title "HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME" and a "BACK" button. The main content area shows a "Backlog" of ideas. A "PROFILE SETTINGS" modal window is open, featuring two tabs: "PROFILE" and "NOTIFICATIONS". The "PROFILE" tab is active, showing a profile picture and a "Go to profile page" button highlighted with a red box and a red arrow. The settings form includes fields for Username (Kim Bowman), E-mail (rae.ceceili@prosperiglobal.com), Company (Prosperi), Country (United States), Language (English), and Timezone (UTC-05:00 Eastern Time (US & Canada)). A green "SAVE" button is located at the bottom right of the modal.



To personalize your profile more, you can change your profile picture and your cover photo by selecting each section to give a more unique feel.

The screenshot displays the profile page for Kim Bowman on the Teams Ideas Innovation platform. The page includes a navigation bar with the logo, search bar, and user information. The profile section shows a profile picture (circled in red), a cover photo, and the name "Kim Bowman". Below this, there is a level indicator for "LEVEL 6" and an "Influencer" badge. An "ACTION CENTER" button is highlighted with a red box. The "MY SKILLS" section lists four skill levels: INNOVATOR (LEVEL 1), ADVOCATOR (LEVEL 3), MOTIVATOR (LEVEL 3), and INFLUENCER (LEVEL 4). The "SKILL LEVEL ANALYTICS" section features a diamond-shaped chart comparing "Your skill map" (red) and "Average skill map" (blue). The "RANKING" section shows a horizontal bar with four profile pictures and their corresponding levels: 2, 3, 4, and 6 (circled in red).

As users collaborate and contribute to the portal, their profile will build points which will show which skill area they are strongest in and how they align compared to others in their portal.

The screenshot displays the user profile for Kim Bowman on the Teams Ideas Innovation platform. The profile includes a search bar, a search icon, and a user profile section with a search icon, a profile picture, the name "Kim Bowman", a "CHANGE COVER" button, and a "LEVEL 6" badge with an "Influencer" title and a "change badge" option. An "ACTION CENTER" button is also visible.

Below the profile, there are two main sections: "MY SKILLS" and "SKILL LEVEL ANALYTICS".

**MY SKILLS**

Skill Area	Level
INNOVATOR (Create ideas)	1
ADVOCATOR (Create campaigns)	3
MOTIVATOR (Like and comment)	3
INFLUENCER (Receive likes and comments)	4

**SKILL LEVEL ANALYTICS**

This section features a diamond-shaped skill map comparing "Your skill map" (red) and "Average skill map" (blue). A table below the map shows the following data:

Skill Area	Level	Max	Min
Innovator	1	1	0
Advocator	3	1	0
Motivator	3	1	1
Influencer	4	1	1

**RANKING**

The ranking section shows a horizontal line with four profile pictures representing users at different levels: 2, 3, 4, and 6. Kim Bowman's profile is highlighted at level 6.

These points will then show what level each user is by providing a ranking. Users will only be able to see the 3 users closest to them, below and above their own ranking.

Users can also change their badge to show the skill they want to highlight most.

The screenshot displays the user profile for Kim Bowman on the Teams Ideas Innovation platform. The profile includes a search bar, a search icon, and a user profile section with a search icon, a notification bell, a user icon, a settings gear, and a share icon. The user's name is Kim Bowman, and there is a 'CHANGE COVER' button. The user's level is 6, and they have an 'Influencer' badge. There is a 'change badge' button and an 'ACTION CENTER' button.

**MY SKILLS**

Skill	Level
INNOVATOR Create ideas	1
ADVOCATOR Create campaigns	3
MOTIVATOR Like and comment	3
INFLUENCER Receive likes and comments	4

**SKILL LEVEL ANALYTICS**

Legend: Your skill map (red), Average skill map (blue)

Skill	Min	Max	Avg
Innovator	1	1	1
Advocator	1	3	2
Motivator	1	3	2
Influencer	1	4	2

**RANKING**

Ranking: 2, 3, 4, 6

From the profile is where users can access their own Action Center which is a an easy-to-see, centralized location for all pending actions for that user.

teams ideas IDIATION | Teams Ideas Innovation

Search campaigns or ideas...

Kim Bowman  
Teams Ideas Innovation

CHANGE COVER

Kim Bowman

LEVEL 6

change badge

Influencer

ACTION CENTER

### MY SKILLS

- INNOVATOR** LEVEL 2  
Innovate by creating ideas
- ADVOCATOR** LEVEL 3  
Create campaigns to support innovation
- MOTIVATOR** LEVEL 3  
Engage with other user's ideas
- INFLUENCER** LEVEL 4  
See how impactful your ideas are

### SKILL LEVEL ANALYTICS

Your skill map

Average skill map

	You	X	Avg
Innovator	2	X	1
Advocator	3	X	0
Motivator	3	X	1
Influencer	4	X	1

### RANKING

2 3 4 LEVEL 6



# ACTION CENTER

The action center will list all pending actions by campaign, what the user's role is related to that action, and what action needs to be taken so that the idea can continue in its flow of development. Users can easily access and complete each request from this board.

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Remember, each user's Action Center is accessible through their profile page.

It is where you will find all your pending stage actions each one being an opportunity to help ideas being further developed, whether they be your own or others.

The screenshot shows the 'ACTION CENTER' interface for 'Teams Ideas Innovation'. At the top, there is a navigation bar with the 'teams ideas IDEATION' logo, the text 'Teams Ideas Innovation', a search bar for campaigns or ideas, and a user profile for Kim Bowman. Below the header, the 'ACTION CENTER' title is displayed in red. A table lists pending actions, with columns for Role, Campaign, Idea, Date, and Quick Action. A search bar for actions is located in the top right of the table area. A red information icon is visible in the top left of the table area, and a red notification icon with a '4' is in the bottom right corner of the page.

Role	Campaign	Idea	Date	Quick Action
	🔍	🔍	🔍	📅
💡 Idea Owner	How to Reduce Long Lines for Customers	Add More Staff During Peak Hours	06/08/2022 11:47	📌
💬 Collaborator	How Can We Digitally Transform our Pro...	Integrate customers needs into an app	06/08/2022 11:49	📌
📁 Campaign Manager	Discovery of New Service Offering	Create a Loyalty Program	06/08/2022 11:50	📌
💡 Idea Owner	Discovery of New Service Offering	Create Digital Engagement Campaign	06/08/2022 11:55	📌
💡 Idea Owner	How to Maintain Productivity Working fr...	Designate Times for Specific Tasks	07/20/2022 16:36	📌

Information regarding each action is organized by columns.

The role column, for instance, helps identifying whether the idea being developed is your own or you are giving feedback on someone else's idea.

**ACTION CENTER**

Drag a column header here to group by that column

Search actions

Role	Campaign	Idea	Date	Quick Action
Idea Owner	How to Reduce Long Lines for Customers	Add More Staff During Peak Hours	06/08/2022 11:47	
Collaborator	How Can We Digitally Transform our Pro...	Integrate customers needs into an app	06/08/2022 11:49	
Campaign Manager	Discovery of New Service Offering	Create a Loyalty Program	06/08/2022 11:50	
Idea Owner	Discovery of New Service Offering	Create Digital Engagement Campaign	06/08/2022 11:55	
Idea Owner	How to Maintain Productivity Working fr...	Designate Times for Specific Tasks	07/20/2022 16:36	

The Quick Action column contains a link to the action itself.

By clicking on it, you will be taken to the form page, where you'll be able to review the idea and fill out an action form in order to complete your action.

**ACTION CENTER**

Drag a column header here to group by that column

Search actions

Role	Campaign	Idea	Date	Quick Action
Idea Owner	How to Reduce Long Lines for Customers	Add More Staff During Peak Hours	06/08/2022 11:47	
Collaborator	How Can We Digitally Transform our Pro...	Integrate customers needs into an app	06/08/2022 11:49	
Campaign Manager	Discovery of New Service Offering	Create a Loyalty Program	06/08/2022 11:50	
Idea Owner	Discovery of New Service Offering	Create Digital Engagement Campaign	06/08/2022 11:55	
Idea Owner	How to Maintain Productivity Working fr...	Designate Times for Specific Tasks	07/20/2022 16:36	



Once opened, you will see the idea and also show the form that needs to be filled out for that stage.

After that, click submit and the pending action will now be completed and the idea will move to the next step (if the flow was automated).

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the Teams Ideas logo, the text "Teams Ideas Innovation", a search bar, and user information for Kim Bowman. Below the navigation bar, an idea card is shown for "Designate Times for Specific Tasks" by Kim Bowman, posted 1 month ago. The card includes a description, a "show more" link, and engagement metrics (4 likes, 1 comment, 3 shares, 0 photos, 0 links). Below the idea card, there are tabs for "Comments" and "Evaluation - Step 1". The "Evaluation - Step 1" tab is active and shows a form with the following content:

- Fill this form to allow the idea to move to the next stage.
- Is this Idea..\*
- Is this idea...
- Boosting Productivity?
- Cost Effective?
- Realistic?

At the bottom of the form, there are three buttons: "RETURN", "SAVE DRAFT", and "SUBMIT". A red notification bubble with the number "4" is visible in the bottom right corner of the interface.

For example, this idea was automated so once it was completed, it automatically moved from Evaluation – Step 1 to Evaluation – Step 2.

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the Teams Ideas logo, the text "Teams Ideas Innovation", a search bar, and a user profile for Kim Bowman. Below the navigation bar, the main heading is "HOW TO MAINTAIN PRODUCTIVITY WORKING FROM HOME".

The interface is divided into four columns representing different stages of the idea process:

- Backlog (11 ideas):** Contains a list of ideas such as "Keep distractions at bay" by Allen Deyoung, "Get Dressed for Work" by Susan Johnson, "Acknowledge Work-Life Balance" by Kim Bowman, "Log Out of Social Media" by Patti Anthony, and "Prepare Meals in Advance".
- Evaluation - Step 1 (0 ideas):** Shows "No ideas found." A red arrow points from this column to the next.
- Evaluation - Step 2 (1 idea):** Shows one idea, "Designate Times for Specific Tasks" by Kim Bowman, which is highlighted with a red border. This indicates that an idea from the Backlog has moved to this stage.
- Consideration for Imple... (0 ideas):** Shows "No ideas found."



# MISC. FEATURES

There are some features that have been added within the tool but won't get their own section-shout out just because there is not enough to share. Here we will highlight adding ideas anonymous, new campaign creator configuration options, and more!



# ANONYMOUS IDEAS

Ideas can now be submitted anonymously, however, the campaign creator and manager will have to allow it and will still be able to see the idea owner's identity.

To submit anonymously, select the box and submit the idea.

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the Teams Ideas logo, the campaign name "Teams Ideas Innovation", a search bar, and a user profile for Kim Bowman. A green banner below the navigation bar states "This campaign is active, take the opportunity to create your idea!".

The main content area features a video player showing hands using a laptop. Below the video is a quote: "Today's most powerful companies have fused digital technology into products to create a new management practice. For example, nobody asks Amazon whether it's a retailer or a tech company anymore. It wins by being both. Tesla is a tech company in the automobile industry; Apple is a tech company that now in the health industry. Digital technology and product innovation are becoming indivisible in all industries." How can we embrace technology and transform our business?

Below the video, there is a list of ideas:

- Front Row Parking for 1 Month
- 1/2 PTO Day

An "Attachments" section is visible below the list.

The "IDEAS" section includes a filter dropdown set to "Most Recent", a search bar "Filter Idea by Title...", and a "CREATE IDEA" button.

The submission form shows a user profile for Kim Bowman and a text input field containing "Anonymous Ideas". Below the input field is a message: "You can add anonymous ideas to the campaign (as long as the campaign manager allows for it) and no one else will see your name except the Campaign Manager." A checkbox labeled "Anonymous (only portal administrators will be able to see who created an anonymous idea)" is checked and highlighted with a red box.


Below the form, there is a preview of a submitted idea titled "Staff training for digital transformation".


A tooltip on the right side of the form shows a preview of an idea post:





- Profile: Anonymous Ideas
- By: Anonymous | 0 minutes ago
- Text: When you post, it will look like this.
- Engagement icons: 1 like, 1 comment, 0 awards, 0 images, 0 attachments.


## EDITING OF IDEAS

There are new options under Campaign Configurations including the option to allow for anonymous ideas, but also the option to allow users to edit their ideas after they have already been interacted with (someone has commented, liked, etc.).


 Teams Ideas Innovation


Search campaigns or ideas... 

Kim Bowman  
Teams Ideas Innovation    

This campaign is active, take the opportunity to create your idea! 

The fields with \* are required.



Campaign Name \* 



How to Maintain Productivity Working from Home

Description or Objectives \*



**B** *I* U “ ” 🔥 ☰ ☷ ☶ 🔗

Because our workforce has transitioned to working from home, we want to stay supportive of the transition since it's preferred by most. Because of this, we are looking for ways that colleagues can stay productive while working from home. Please share any ideas that you have or tips that have personally helped you keep your focus.

Start of the Idea Capture Period \* 06/06/2022 3:56 PM End of the Idea Capture Period \* 07/31/2022 3:56 PM

Campaign Type \*  Human Resources - Internal 

Sponsor \* Kim Bowman

Program \* Productivity  Status Published 


Campaign Participants \*

All users will be able to participate

Select participants ...

Configuration

- Show campaign on the home screen (Featured)
- Enable likes on ideas
- Enable comments on ideas
- Allow editing of ideas which have already been interacted with
- Allow anonymous ideas
- Enable ideas ratings (5 stars)
- Display partial result of idea evaluations

 teams ideas

# SEEING INDIVIDUAL RATINGS

By clicking on the ribbon icon below any idea, a screen will appear with individual user ratings.

The screenshot displays the Teams Ideas Innovation interface. At the top, there is a navigation bar with the Teams Ideas logo, the text "Teams Ideas Innovation", a search bar, and a user profile for Kim Bowman. A green banner below the navigation bar states "This campaign is active, take the opportunity to create your idea!".

The main content area shows a list of ideas. A modal window titled "RATINGS" is open, displaying the following information:

- Average: 4.33
- Total Ratings: 3
- Individual ratings:
  - Patti Anthony: 4 stars
  - Allen Deyoung: 5 stars
  - Susan Johnson: 4 stars

The background shows several idea cards. The card for "Designate Times for Specific Tasks" by Kim Bowman has a ribbon icon circled in red, indicating it is the source of the ratings modal. The card for "Create Proper Office Space at Home" by Patti Anthony shows a 4.5 average rating and 4 ratings. The card for "Keep your mind fresh with meaningful breaks" by Julian Tyson shows a 4.56 average rating and 4 ratings. The card for "Increased Productivity" shows a 4.56 average rating and 5 ratings.

We truly hope you enjoy the use of and  
reap many benefits from these new  
features.

If you have any additional questions, feel  
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