IdeaFox

Create solutions together -

User Guide

Quick user guide on IdeaFox - Topics

Aim of this document is to provide an overview of all features for participants of IdeaFox innovation communities

Log in

After entering IdeaFox you will be asked to log in

The first time you enter the platform:
- Please select your language on the top right
- Please click on "Create account" on the bottom of the page

Access to this page is restricted.

Please provide login or create account to view page content.

Log In

LinkedIn

OR

Email

Email address

Password

Password

Forgot password?

☑ keep me logged in (30 days)

Log in

Don't have an account? Create account

English
English
Deutsch
Español

Create your account

To create an account, please fill out the short form.

Please ensure that your password fulfills the criteria.

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Create account

LinkedIn

OR

Email

Email address

Password

••••••••••••••

Password confirmation

Password confirmation

First Name

First Name

Last Name

Last Name

Create account

Already have an account? Log in

Create your account

You have the opportunity to change your language again.

Define your newsletter preferences: Immediately, hourly, daily, weekly or never, for:
- All new changes at IdeaFox
- Changes on the entries that you have actively contributed to

INNOVATION COMMUNITY 👥 1 💡 6 ❤ 3 💬 1

IDEAFOX

ⓘ Info   🗒 News   💡 Ideas   👥 Participants   🏠 Personal

Account setup

Language

Interface language

English ▾

Summary newsletter ⓘ

Select email frequency

Daily ▾

Personal newsletter ⓘ

Select email frequency

Immediate ▾

Next

Create your account

Add a profile picture

Introduce yourself with some nice words

INNOVATION COMMUNITY 👥 1 💡 6 ❤ 3 💬 1

IDEAFOX

ⓘ **Info**   📰 News   💡 Ideas   👥 Participants   🏠 Personal

Account setup

Profile picture

Foto Frau.png (20KB)

Delete   Reset profile picture

| Attach file | < max. 2 MB | Drop files here |

Introduction (55 of 500 characters)

Innovation manager with a true passion for digitization

B I U ≣ ≣ H₁ H₂ ≣ ≣ ≣ ≣

Create your account

Add further information that colleagues should be able to search for. Submit all entries with a comma, for:
- Your profession
- Your skills
- Your interests

It is important that colleagues know about your strength and interests and can find you based on them, so please fill all the fields

Profession

Manager ✕   Innovation Manager ✕   Consultant ✕

[ ]   Add

Separate multiple values with comma " , "

Skills

Ideation ✕   Business Planning ✕   Prototyping ✕

[ ]   Add

Separate multiple values with comma " , "

Interests

Graphic Design, Software, Innovative Services   Add

Separate multiple values with comma " , "

Previous   Finish

Project info

As a next step you reach the info tab of the project that you have been invited to

Here you can find all relevant information from the owner of the ideation project

News

In the newsfeed you can see all recent changes in the community:
- New participants
- New idea entries
- Stage changes
- Evaluations and comments

Entries

In the entry overview you can work on existing entries:

- See all existing entries along the process
- Search for entries
- Filter entries by category
- See entries as list or grid
- Sort entries by time of submission, number of likes or number of comments

In addition, you can submit new entries
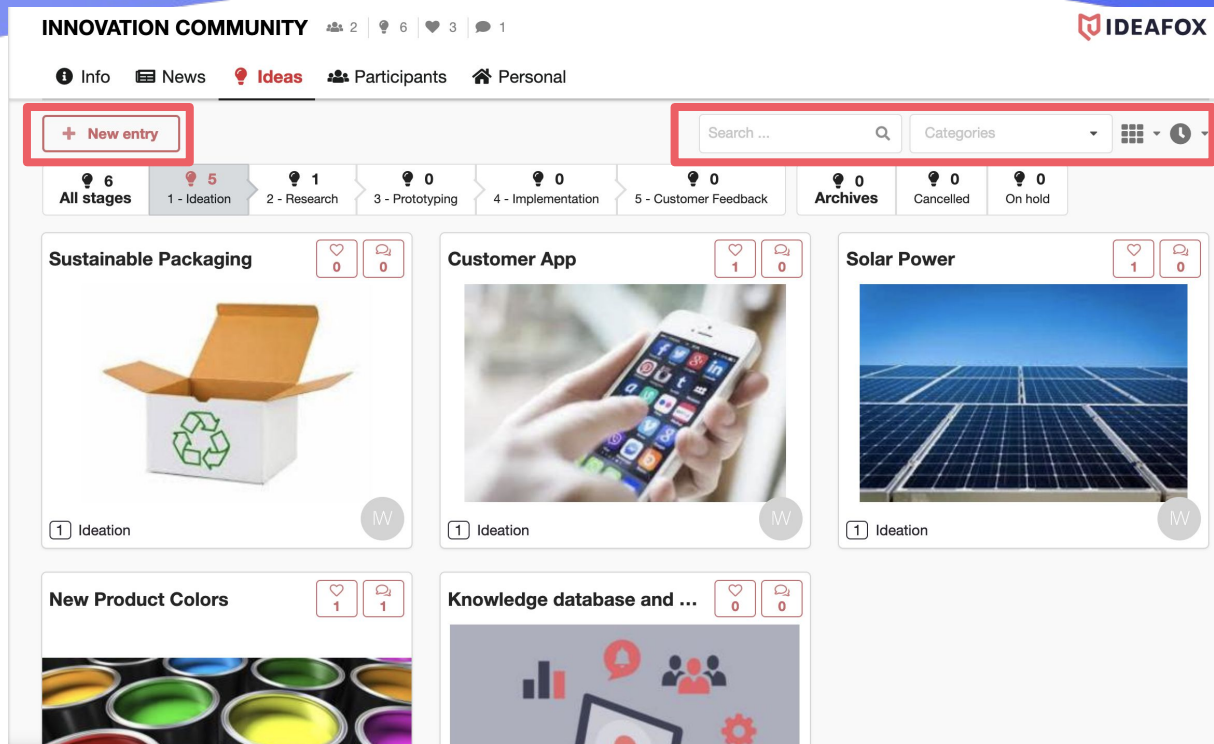
Entries - Existing entries

After clicking on an existing entry, a description appears

In the top right corner you can share, like and comment the entry. In addition you can export the entry to pdf

Clicking on "Back to Overview" brings you to the entry overview

Entries - Existing entries

In the discussion tab you can see all comments on the entry and add your comment

Entries - Existing entries

In the team tab you can see everyone who is actively working on the entry already
- The owner has submitted the entry
- Team member have been assigned to work on it
- Followers stay informed on all changes
- Voters "liked" the entry with the heard button

Entries - Existing entries

Entries can be linked with similar entries, e.g. in case they are similar

Entries - Existing entries

If you are an evaluator, please evaluate the entry in the evaluation tab

If you are not an evaluator, you can see evaluation results after the evaluation has been closed by the administrator

Entries - Create a new entry

To create a new entry, press on "+ New entry"
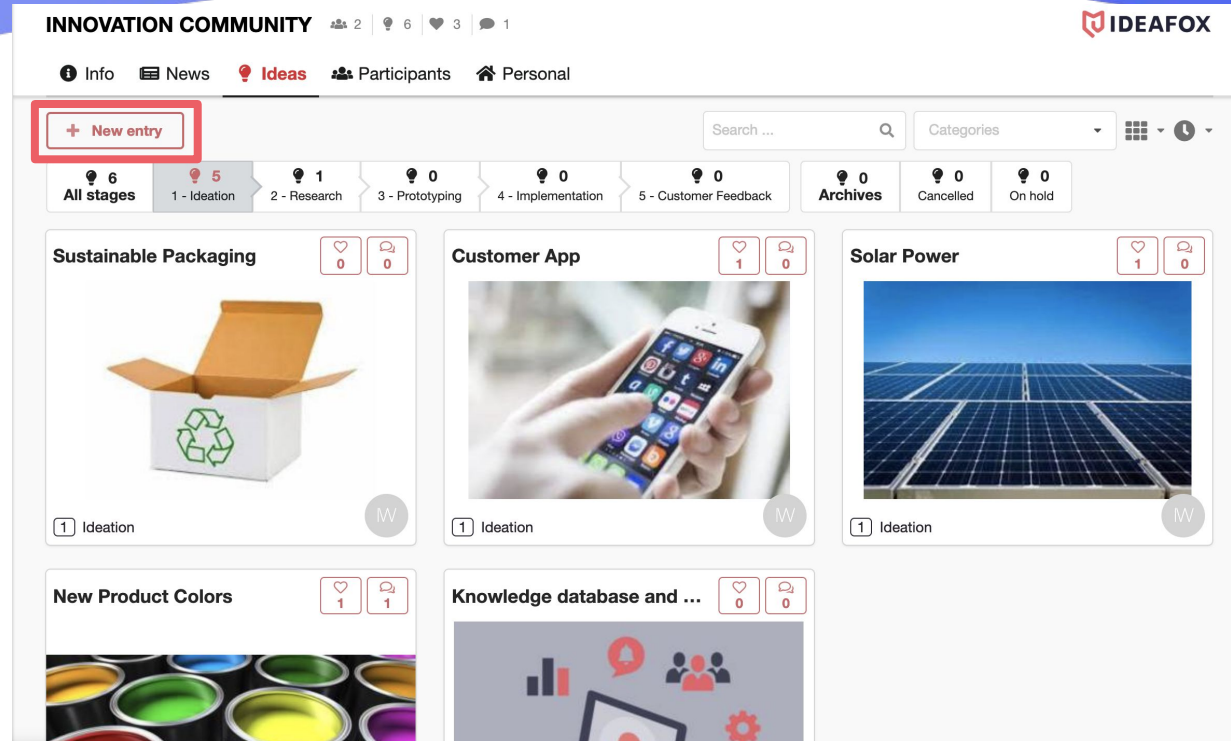
Entries - Create a new entry

Please fill out all required input elements

All items with a * are mandatory

If you have to select categories, they will ease the search and filtering for other participants

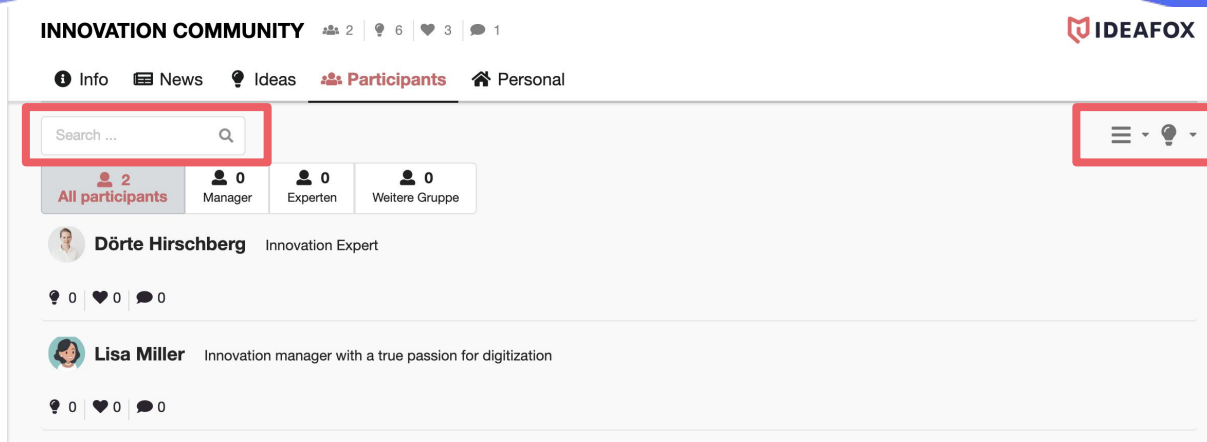Please submit a picture, so that your idea is easy to recognize

Participants

In the participants tab you get an overview of all active users of your project

You can search for your colleagues' names, skills and interests

You can show participants as list or grid

You can sort them by number of submitted entries, votes or comments

Personal

The personal tab gives an overview of all the entries that you have submitted, liked, commented or followed

In case you are assigned as an evaluator, all entries that already have been or still need to be evaluated are listed here as well

On the right, you can find the "project notifications" settings which allows you to customize your email newsletter specifically for this project

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