



IdeaFox

Create solutions together -
User Guide



Quick user guide on IdeaFox - Topics



Log In

Create your account

Project Info

News

Entries - Existing entries

Entries - Create a new entry

Participants

Personal



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.

Create solutions together!

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

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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 H3 H4 H5 H6

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

The form is titled 'Create your account' and is used for adding search-friendly information. It contains three main sections: Profession, Skills, and Interests. Each section has a list of tags, a text input field, and an 'Add' button. Below each input field is a hint: 'Separate multiple values with comma ', ''

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 ", "

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

/// INNOVATION COMMUNITY ///

2 | 6 | 7 | 3

IDEAFOX

[Info](#) [News](#) [Ideas](#) [Participants](#) [Personal](#) [Dashboard](#) [Settings](#)

Launched: 15.03.2019 Ending: open

Project description

Dear Innovation Community,

the innovation target for our company is to digitize our customer journey and also our internal processes.

We would need the help from all of you to come up with innovation ideas to make us better.

At our innovation platform IdeaFox you can:

- Submit all improvement and innovation ideas that you have
- Detail your expertise and interests so that other users can find you
- Like, share, follow and comment ideas of other users
- Get updated on the news feed on all new ideas and progress made

Please use it regularly and reach out to us for all questions that might occur.

Your Innovation Team

Create solutions together



In the newsfeed you can see all recent changes in the community:

- New participants
- New idea entries
- Stage changes
- Evaluations and comments

INNOVATION COMMUNITY

Info **News** Ideas Participants Personal

New participant

Today at 12:00

Lisa Miller
Innovation manager with a true passion for digitization

New participant

Today at 11:48

Dörte Hirschberg
Innovation Expert

Stage transfer

User not found 15.03.2019 at 09:06

Data security
1 Ideation → 2 Research

New entry

15.03.2019 at 08:56

Sustainable Packaging
Move to more paper based packaging
1 Ideation

0 0

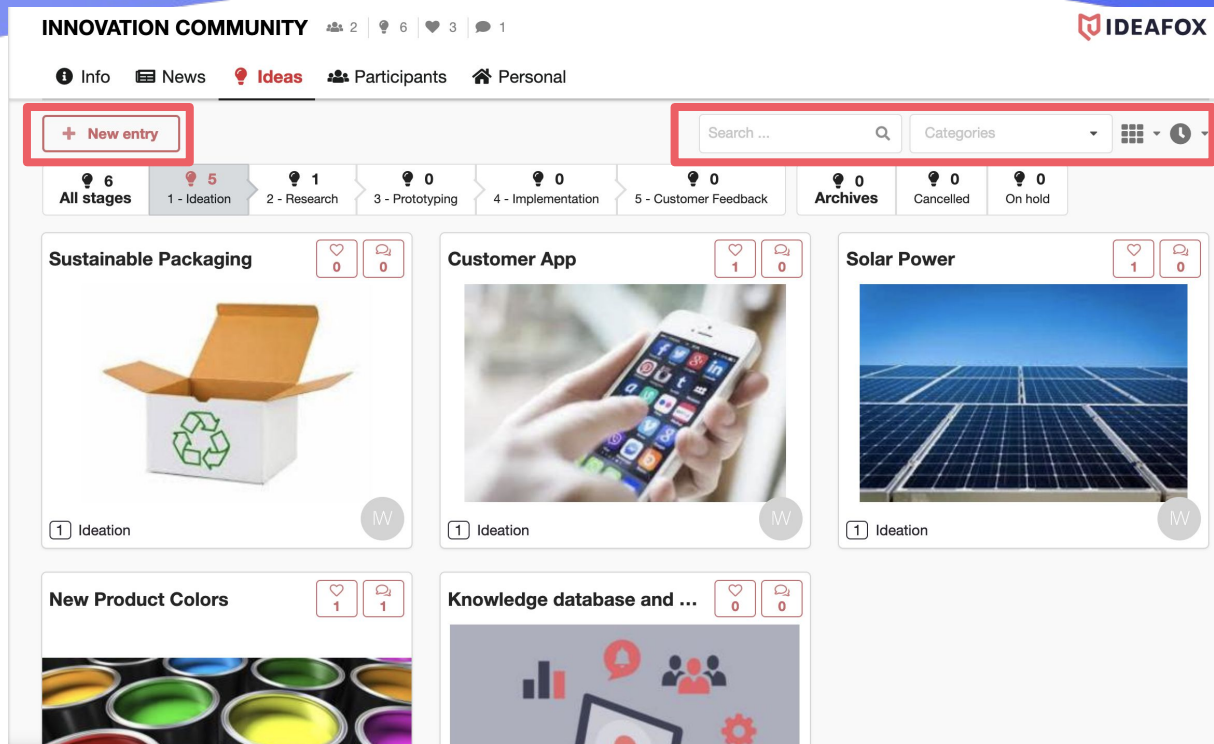
Entries



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

INNOVATION COMMUNITY 2 6 3 1

IDEAFOX

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← Back to overview

Customer App 1 Ideation

Description Discussion Team Links Evaluation Activity

ID:8 Submitted by Ideafox Welcome Created: 15.03.2019

1 - Ideation

Problem Description *

Our online service center is used very frequently. For some customers it might be easier to access all required information on their mobile

Solution *

Create a mobile app

Kategorien

New Service

Attachments

App.jpeg (7.5KB)

Entries - Existing entries



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

INNOVATION COMMUNITY 2 6 4 3

Info News Ideas Participants Personal

[← Back to overview](#) [↑](#) [2](#) [1](#) [...](#)

Customer App [edit](#) [1](#) Ideation

Description **Discussion** Team Links Evaluation Activity

Your comment (0 of 5000 characters)

Put your comment here

B I U H1 H2

Add comment Draft saved: Today at 12:27

Lisa Miller - Today at 12:27 [✕ Delete](#)
This is a great idea, I would love to help

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

The screenshot shows the 'Customer App' entry page on the IdeaFox platform. The 'Team' tab is highlighted with a red box. The page displays the entry's progress through five stages: 1 - Ideation (1 person), 2 - Research (0 people), 3 - Prototyping (0 people), 4 - Implementation (0 people), and 5 - Customer Feedback (0 people). The 'Team' tab shows the entry's owner, Lisa Miller, and the team members assigned to the entry. The 'Followers' and 'Voters' sections show the people who are following the entry and have liked it, respectively.

INNOVATION COMMUNITY 2 | 6 | 4 | 3

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Customer App edit 1 Ideation

Description Discussion **Team** Links Evaluation Activity

Owner
IW Ideafox Welcome

Team members

Lisa Miller

Followers
Lisa Miller

Voters
Lisa Miller

Evaluators

1 - Ideation 2 - Research 3 - Prototyping 4 - Implementation 5 - Customer Feedback

Lisa Miller

Entries - Existing entries



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

INNOVATION COMMUNITY 2 | 6 | 4 | 3

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Customer App [edit](#) 1 Ideation

Description Discussion Team **Links** Evaluation Activity

Linking similar entries
Select entry from search results to create a link.

Solar Power ID:7

1 Ideation

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

INNOVATION COMMUNITY

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IDEAFOX

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Customer App

edit | 1 Ideation

Description | Discussion | Team | Links | **Evaluation** | Activity

0 All stages | **1 - Ideation** | 0 2 - Research | 0 3 - Prototyping | 0 4 - Implementation | 0 5 - Customer Feedback

Evaluate now*

Market Potential
Can we increase our revenue with the solution?

x2 ★★★★★ 4 / 5

Relevance
Does the solution solve an urgent issue?

x3 ★★★★★ 5 / 5

Technical Feasibility
Do we have the knowhow and the resources for the solution?

★★★★★ 2 / 5

Evaluation comment

We should consider to hire an external agency to realize the app.

B I U | H1 H2 | ...

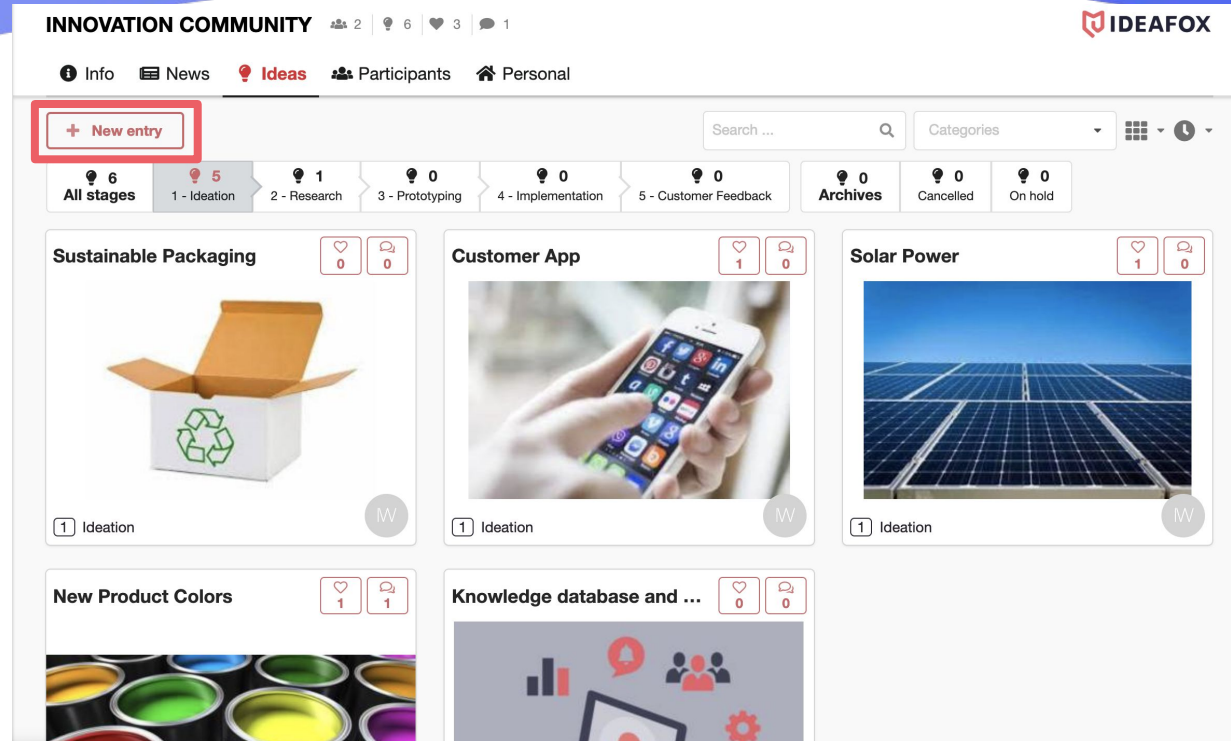
Submit my evaluation | Reset changes | Delete

Draft saved: Today at 12:32

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

INNOVATION COMMUNITY 2 6 3 1

Info News Ideas Participants Personal

← New entry

Title * (0 of 100 characters)

Problem Description * (0 of 500 characters)

B I U H1 H2

Solution * (0 of 1000 characters)

B I U H1 H2

Attachments

Attach file

max. 10 MB

Drop files here

Submit

Cancel

Participants

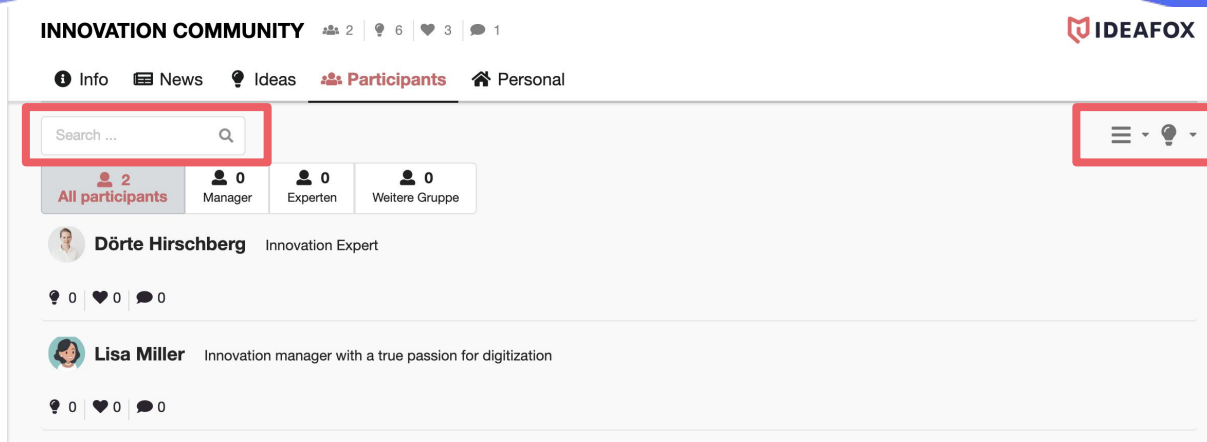


In the participants tab you get an overview of all active users of your project

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



IDEAFOX

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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contact@ideafox.io