
System Guide - Admin

Reviewing an Idea

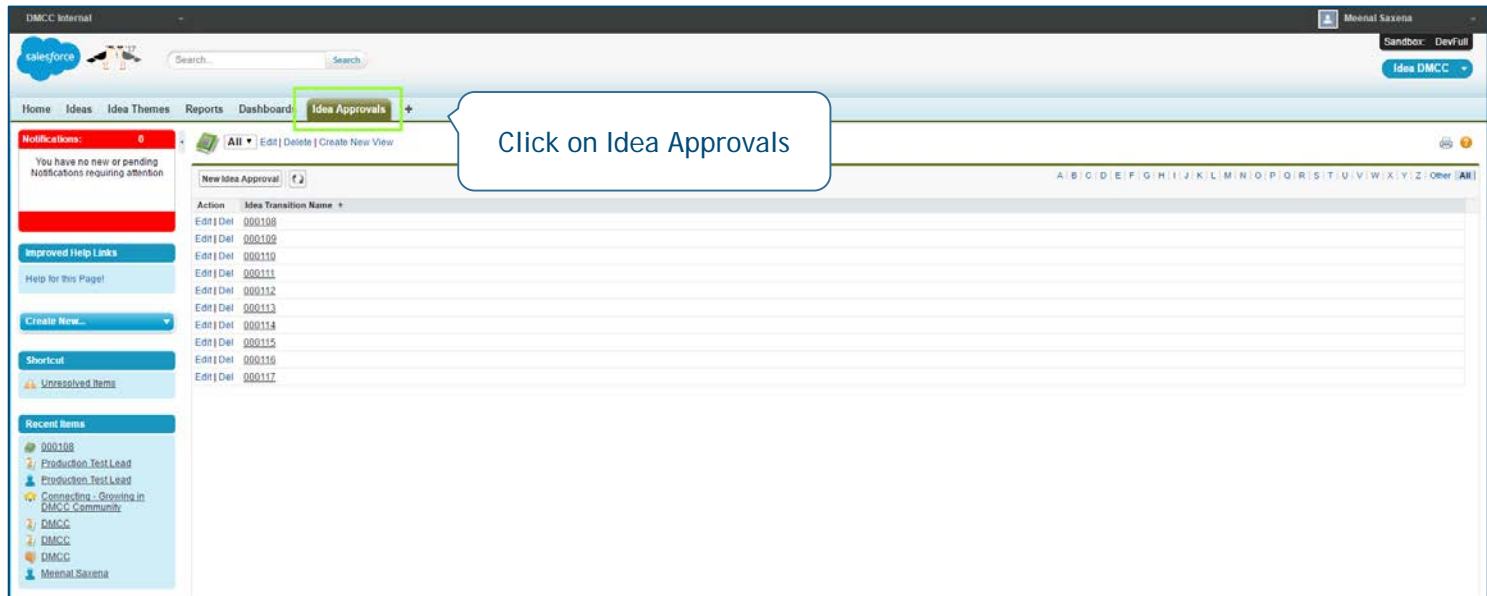
An idea which meets the below criteria can be approved to published on the member portal:

- The idea is related to idea theme.
 - The idea has no inappropriate content.
 - It should be an idea and not a specific scenario or a complaint.
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Important Notes

- The status of the idea can be changed. An idea once approved can be later on rejected or vice a versa.
- Idea Admin can also choose or change the existing category.

Navigate to Idea Approvals



The screenshot displays the Salesforce Idea Approvals interface. The navigation bar at the top includes tabs for Home, Ideas, Idea Themes, Reports, Dashboard, and Idea Approvals. The 'Idea Approvals' tab is highlighted with a green box, and a callout box with the text 'Click on Idea Approvals' points to it. Below the navigation bar, there is a search bar and a 'New Idea Approval' button. The main content area shows a table of idea transitions with columns for Action and Idea Transition Name. The table contains 8 rows of data, each with 'Edit | Del' actions and an idea transition name (e.g., 000108, 000109, 000110, 000111, 000112, 000113, 000114, 000115, 000116, 000117). The left sidebar contains various notification and help links, including 'Notifications', 'Improved Help Links', 'Create New...', 'Shortcuts', 'Unresolved Items', and 'Recent Items'.

Action	Idea Transition Name
Edit Del	000108
Edit Del	000109
Edit Del	000110
Edit Del	000111
Edit Del	000112
Edit Del	000113
Edit Del	000114
Edit Del	000115
Edit Del	000116
Edit Del	000117

Editing the Idea

Click on Edit

The screenshot shows the Salesforce interface for an Idea Approval. The top navigation bar includes 'Home', 'Ideas', 'Idea Themes', 'Reports', 'Dashboards', and 'Idea Approvals'. The main content area displays the details for Idea Approval 000108, titled 'New Customer Theme - Final Testing 579'. The 'Edit' button is highlighted with a green box, and a callout bubble points to it with the text 'Click on Edit'. Other buttons visible include 'Delete' and 'Clone'. The page also shows a sidebar with 'Notifications' (6), 'Improved Help Links', 'Create New...', 'Shortcut', 'Recent Items', 'Custom Links', and 'Messages and Alerts'. The 'Additional Information' section shows the idea is posted by a customer, created by Kasireddy, Mandadi on 11/06/2017 14:26, and last modified by Kasireddy, Mandadi on 11/06/2017 15:32. The 'Notes & Attachments', 'Open Activities', and 'Activity History' sections are currently empty.

Edit Status and Save

The screenshot shows the 'Idea Approval Edit' form. The 'Status' dropdown menu is highlighted with a green box and set to 'Rejected & Don't Published'. A callout box points to this status with the text: 'Edit the status of the idea and click on 'Save'.'

Information

Idea Transition Name: 000108
 Title: New Customer Theme - Final
 Idea Theme: Connecting - Growing in DMCC
 Description:
 Owner: Kasireddy Mandadi
 Currency: AED - UAE Dirham

Categories: Available (Improve customer experience, Improve efficiency, Improve employee experience) | Chosen

Status: **Rejected & Don't Published**

Posted By: Kasireddy Mandadi
 Idea ID:
 Has Attachment?:

Additional Information

Is Idea Posted:
 Customer: