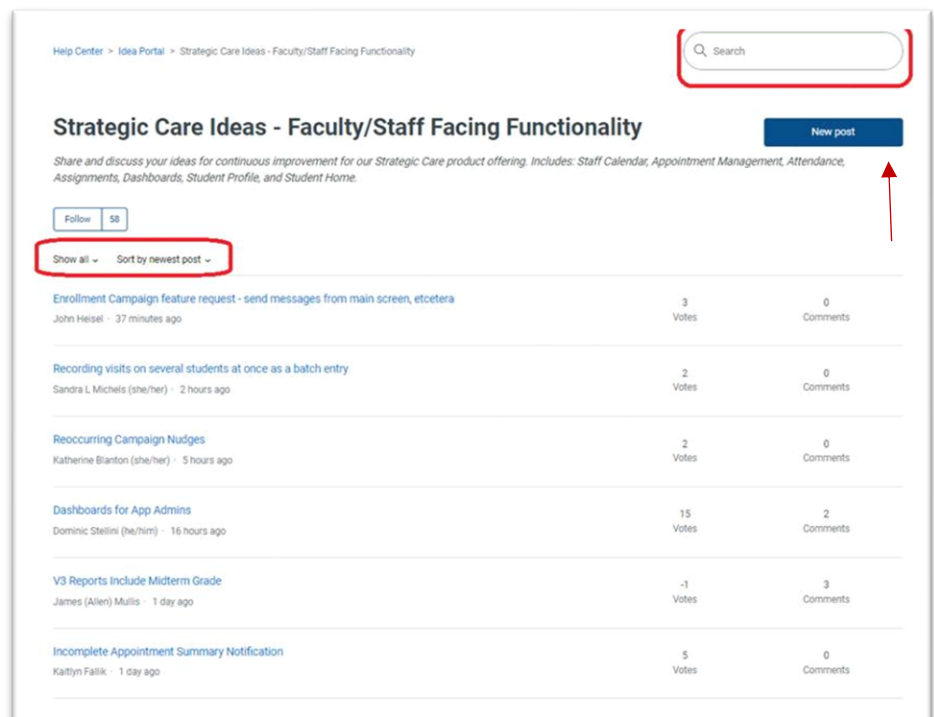
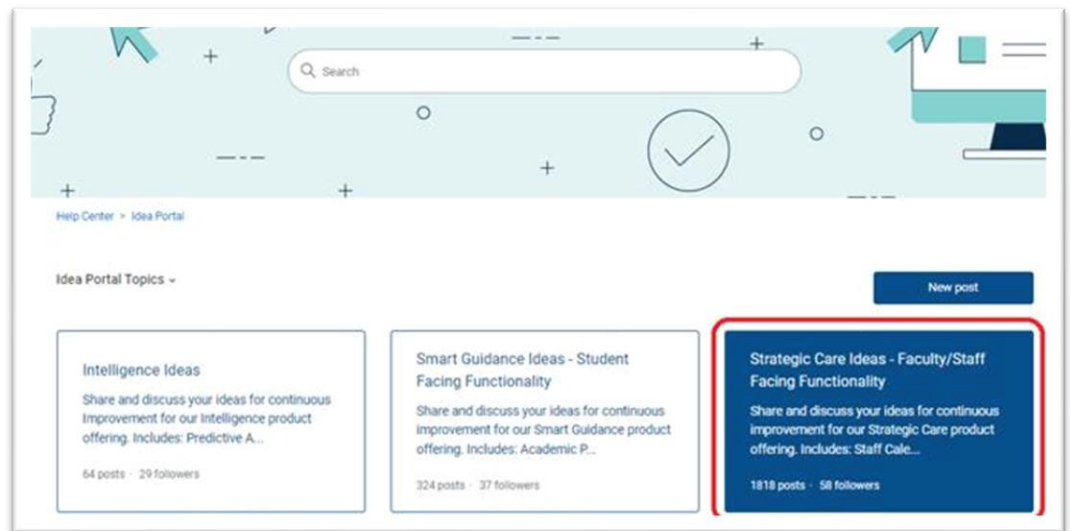
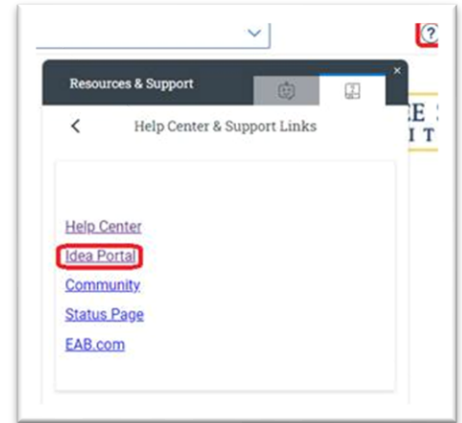


Navigate360: Idea Portal Usage

Share and discuss ideas for continuous improvement on EAB's features

1. Open the Help Center

- Click on the *Help Center icon* in the top right corner
- Select *Help Center & Support Links*
- Click on *Idea Portal*
- Under *Idea Portal Topics*, click on the *Strategic Care Ideas – Faculty/Staff Facing Functionality* tile
- Search or scroll posts using the *Search Bar* at the top right or filter by *Show all* or *Sort by newest post*
 - **NOTE:** Users can search for colleagues posts by searching their name in the search bar
- Add a new post by clicking the blue *New Post* button



CONTINUED ON NEXT PAGE...

Navigate360: Idea Portal Usage

Share and discuss ideas for continuous improvement on EAB's features

2. Post Engagement

- After making a post, or seeing a post of an idea you agree with, users can *follow*, *upvote*, and *comment* on posts. The more engagement posts receive, the better the chance EAB acknowledges and considers ideas.
 - Following posts allows users to stay up to date with the status of a post. Users will be alerted through email of new post engagement, such as new comments or upvotes.
 - To *upvote* a post, click the *up arrow* beside of the user's post. *Upvoting* is the equivalent of liking a post on social media.
 - Leave a comment on posts to support the author with thoughts/similar opinions, and tag fellow colleagues or similar posts by typing their name. Users can link similar posts in the comments section by coping and pasting the URL of a similar post.
 - **NOTE:** Copying and pasting a URL and sending it in an email to a colleague is another way to share a post with colleagues.

Multiple Locations for Appointment Campaigns Follow 26

Under Consideration

Ethan Hutchinson (he/they) 3 years ago 61

Advisors sometimes advise in multiple 'locations'. Please consider allowing for multiple locations in appointment campaigns. Currently, we have have to use temporary locations which include multiple 'locations' in the title.

Comments 22 comments Sort by ▾

3. Track Portal Contributions

- Under a user's profile in the top right-hand corner, click *My Activities* to track posts and post activity a user has made

Rachel Swatzell (she/her) ▾

- My Profile
- My Requests
- My Activities
- Sign out

Contributions Following

Contributions

Posts Idea Portal Comments Article comments