

Finding and Interacting with Ideas

There are lots of ways to find and engage with your colleagues' ideas on SoapBox.

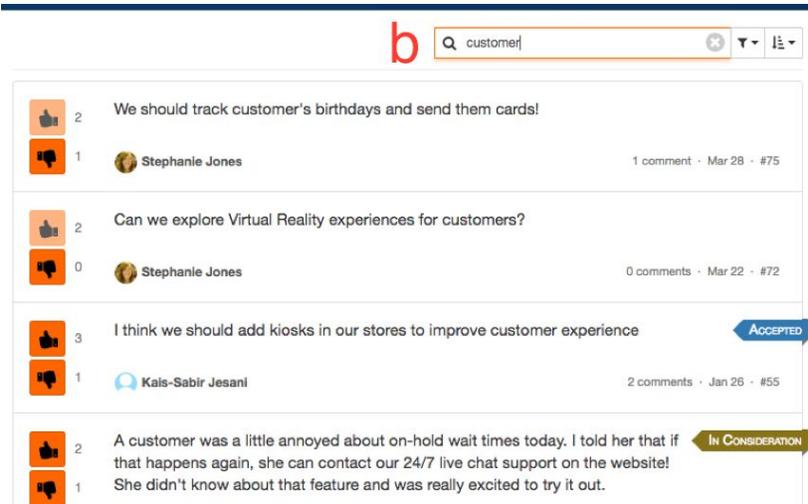
Finding Ideas

The screenshot displays the SoapBox Ideas page. At the top, there's a navigation bar with 'Ideas' and 'Challenges' tabs. Below this is a 'Recommended Idea' banner (a) featuring a large icon and the text 'Your input matters. How can we achieve our 2017 strategic goals? Share your voice and have an impact!'. The banner shows an idea by SoapBox Simon: 'can we have our ATMs do facial recognition?'. Below the banner is a search bar (b) and a list of ideas. The list includes ideas like 'I think we should fix this thing...', 'I think ATMs should have facial recognition for our high priority clients.', and 'We should track customer's birthdays and send them cards!'. A sidebar on the left contains 'Objectives' and 'Ideas that are relevant to...' filters. A 'Top Ideators' section shows Jessica Weisz. A blue 'ACCEPTED' badge is visible on the bottom right of the list.

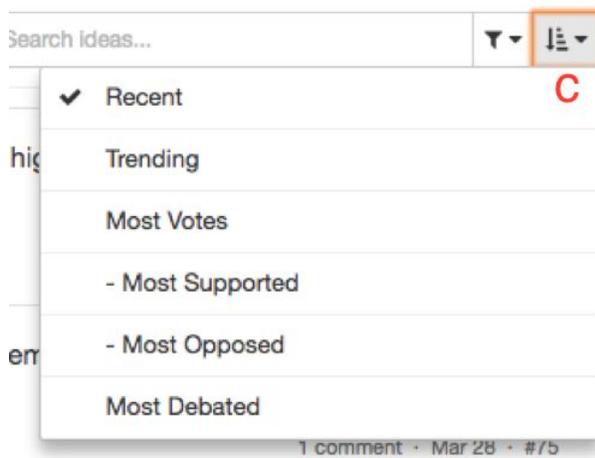
[Ideas page only] The banner(a) at the top of the Ideas page serves up ideas that you have not yet voted or commented on.

[Ideas page and in Challenges]

Use the **search bar(b)** to find ideas by idea number or keyword. If you are searching by idea number, make sure you include the '#' sign before the number. The search will only pick up words in the idea itself, not in comments.



Click the **Sorting icon**(c) to sort by:



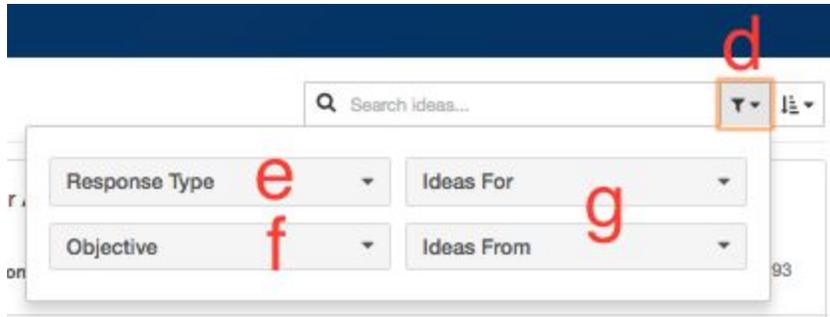
Recent - sort ideas from most to least recent

Trending - sort ideas by activity level; those with the highest votes, views and comments show up near the top.

Most votes - sort ideas by most up-votes, or most down-votes

Most debated - sort ideas by most contested - i.e. those with nearly equal 'up' and 'down' votes are displayed first. The higher the total vote count (up and down) the higher it will appear on the list.

Click on the **Filter icon**(d) at the top of the Idea feed to find ideas categorized by:



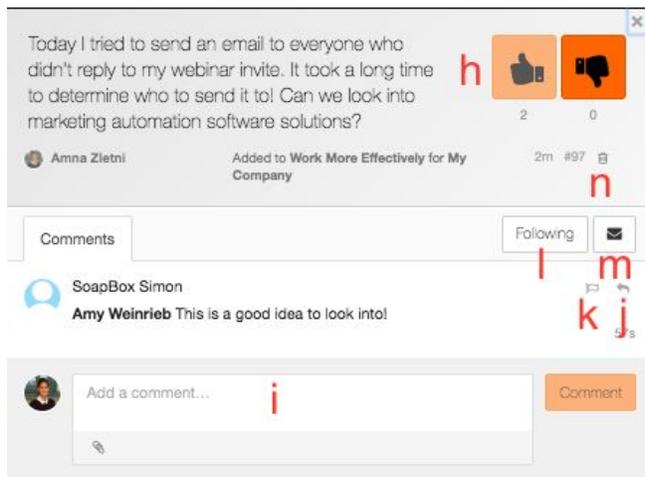
e) Response type - find ideas in various stages of progress

f) Objective - view all ideas categorized under a SoapBox objectives

g) Organizational Group - if your SoapBox has groups enabled, you'll be able to see a list of all "Ideas For" a group [i.e. someone chose the group from the drop down when they were submitting their idea] and "Ideas From" a group [i.e. someone from that group submitted the idea]

Interacting With Ideas

Click on any idea to view and interact with it:



h) Vote: You can vote for or against an idea. Voting is anonymous, and once you cast your vote, you can't take it back.

i) Comment: if you've got some expertise or insight to share, add a comment to get a conversation going on an idea. You can attach files to your comment by clicking the paperclip icon at the bottom left.

j) Reply to a comment: if there are already comments on the idea, you can hit the reply icon to keep the conversation going. The person who left the original comment will get a notification letting them know you've replied.

k) Flag Comment: You will see this option when you hover over the comment. If the comment is inappropriate, you can flag it and a SoapBox admin (i.e Program Manager) will receive a notification to review it. You can also flag an Idea (not shown here).

l) Follow: Following an idea subscribes you to notifications about that idea.

m) Share: Clicking the envelope icon allows you to share a direct link to the idea via email.

n) Delete: you can delete your own ideas and comments. There is no way to undo this once they've been deleted.