ideaBay

Business – User's Manual

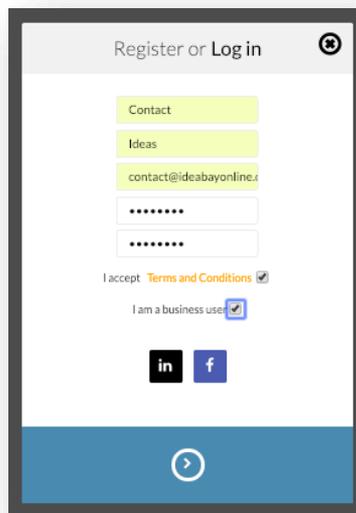## Table of Contents

1. Register / Login

Registering to Ideabay as a business user:

You can simply register by inserting your email address, first name and last name, set your password, accept the "Terms and Conditions", tick the box indicating you are a business user and press the confirmation arrow (>).

You can also use LinkedIn and Facebook to register (prior to this please tick the "I am a business user" tick box)

Once registration is complete the profile will have to be accepted by Ideabay administrators (maximum 7 days). Once registered you can use the web-portal as required.

2. Communicate Function

The communicate function has been introduced to initiate feedback requests from Ideabay users. Below are examples how to use the function:

Please press the communicate button to initiate feedback

Once initiated you will be asked to add a new communication

Once you have filled out all the required information you can either save the communication as draft (come back later to edit) or send it for publishing using the buttons presented below:
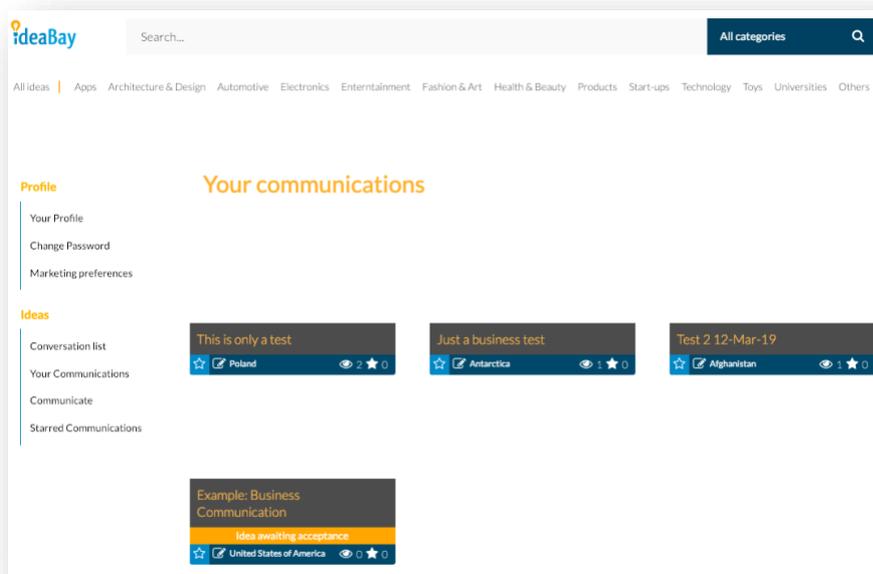
3. Save as Draft

To save as draft please press the button on the left "+ Save as draft"

Once saved as draft the communication will be saved to "Your Profile"


You can edit the communication by pressing the edit button:

Once you press the edit button you will have the add new communication questionnaire displayed where you can edit text, upload new pictures, files, etc. Once edited you can press the send button

Once pressed your communication will be marked as "Idea Awaiting Acceptance". It will stay in this status until the communication is verified by our administrators.
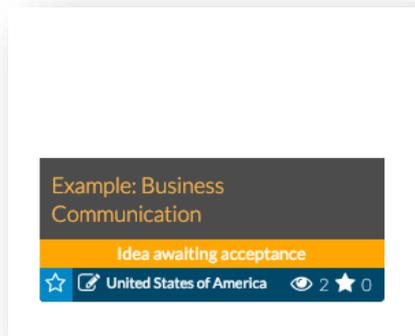
Once Accepted the idea will be presented on the main screen (for business) allowing users to access the information and provide their feedback


Once the Communication is accepted all users will receive an email stating that a new communication has been uploaded to the business section


New communicate has been added: https://ideabayonline.com/business-ideas/?details=test-2-12-mar-19

4. Get Feedback

Once clicked on the communicate block the users will be able to get familiar with the communication and provide their feedback (Submit Answer)
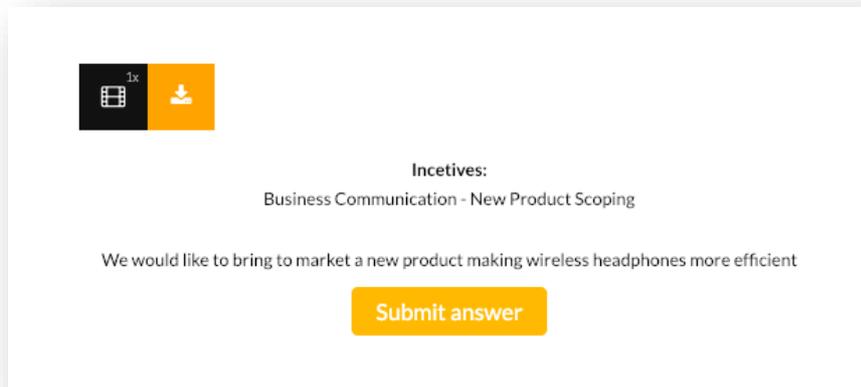
When the user presses the "Submit Answer" button the conversation dialog is prompted through which the user can submit their feedback (including possible attachments i.e. pdf's, ppt's, etc.)
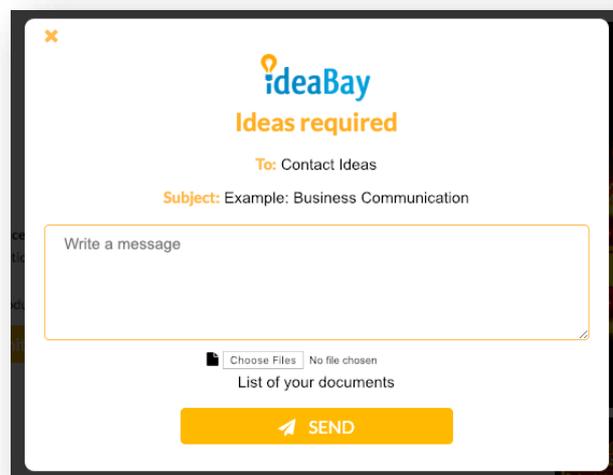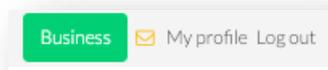

Once filled out the user presses the "Send" Button
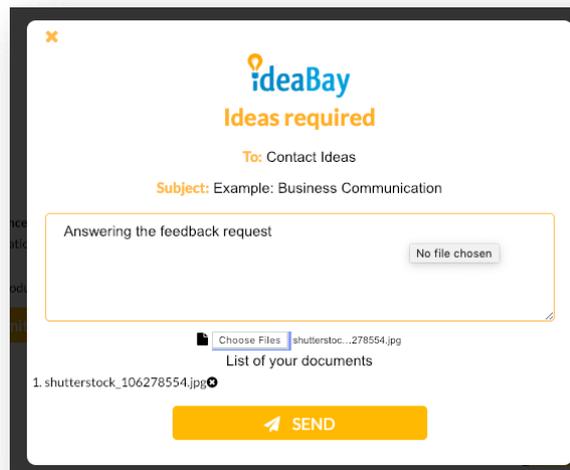
Once feedback have been given you will be sent an email informing that you have received feedback

You will also be informed about the communication when logged into the portal with an envelope icon in the top right-hand corner.

Once pressed you will be able to access the conversations under the "Conversation List" in the left-hand panel.
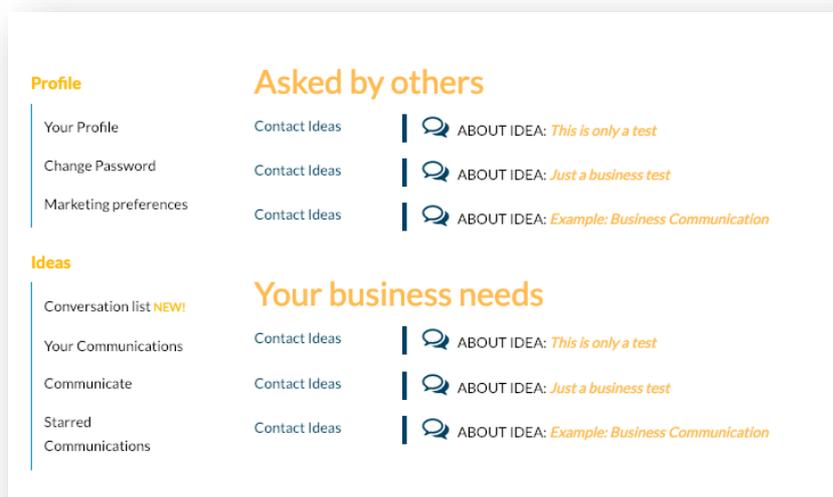
You can press the communication which is of your interest and get acquainted with it. Write back to the feedback provider and send the communication back using the send button.

Conversation about
Example: Business Communication

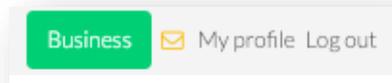| Contact Ideas | March 17, 2019, 11:25 a.m. |
| Answering the feedback request | |

idea_contact_request/shutterstock_106278554.jpg

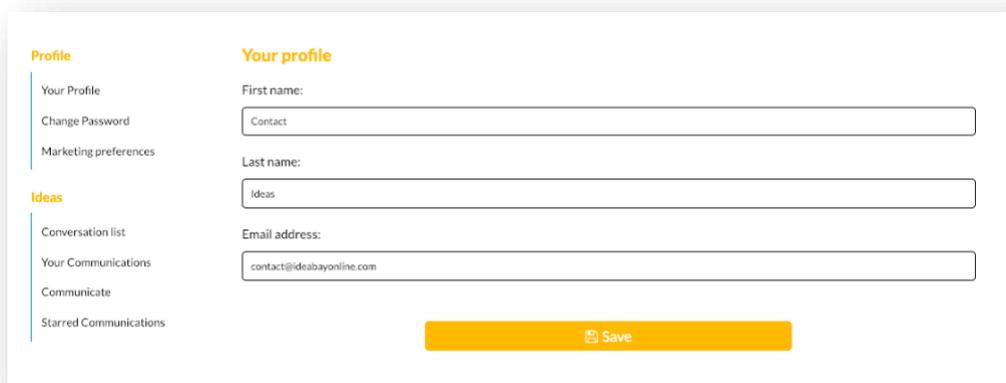This is a response to the communication request

◀ SEND

5. My Profile

You can modify your profile after accessing the "My Profile" section through the link in the top right-hand corner of the webpage


You can change your marketing preferences, access your communications, initiate communication and see your favourite communications (Starred Communications).
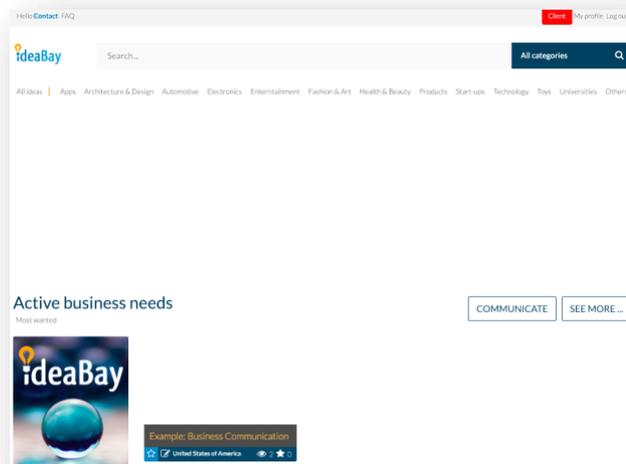
6. Changing Ideabay View (Business / Client)

You can change the view from business to client to see ideas already uploaded by Ideabay users. This can be done by pressing on the green "business" or red "client" icon.
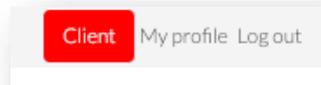
You will get two different views:

Business:

Client: