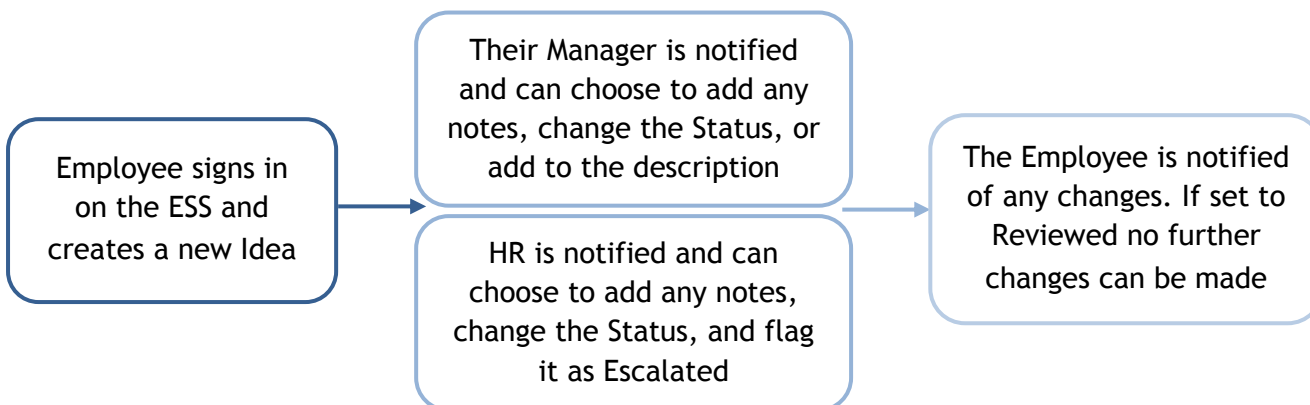




# Ideas screen for the ESS

In order to record suggestions or ideas from your employees, a new screen can be added to the system and published on the ESS which not only records these but also notifies Employees and Managers accordingly.

The basic process;



## The Ideas screen

The aim of the Ideas screen is to hold information for Ideas/Suggestions that Employees may have for their Managers attention and consideration. Managers are notified of any new Ideas from their Employees, and Employees will also be notified if any changes have been made. There are note fields within each record so that Managers (and HR) can add some additional comments.

### Ideas screen detail view

The screenshot shows the 'Ideas : []' window with the following fields and controls:

- Data**: Action List : 0, Documents : 0
- Navigation**: Reports, Letters, Email
- Employee**: Vicky Anderson, Date: 01/04/2015
- Description**: Employee Idea here.
- Status**: New, Escalated
- Idea Status**: New
- Manager Notes**: Manager Notes here.
- HR Notes**: HR Notes here.
- Footer**: Ideas, 1 : 2 : 2, Default, and a smiley face icon.



## Customisation

A Reward system can also be put into place for ideas that are put into practice. A tick box can be added to the screen (which can be restricted to employees or managers only) to show whether the idea has been used.

Rewards can be recorded as an addition to the idea in a sub screen, or assigned via a pick list on the main record itself (which can also be restricted).

## Implementation

If you would like to know more, arrange a demonstration, or simply add this to your system please contact P&A Software on 01908 265111 (or via e-mail on [enquiries@pasoftware.co.uk](mailto:enquiries@pasoftware.co.uk)).