ERA Suggestion Box User Guide

ASU's Enterprise Research Administration System (ERA) streamlines the research administration process. New features and enhancements for ERA are proposed by the community or identified by Research Operations leadership. The community can submit ideas and vote on those submitted by others in the ERA Suggestion Box portal. The ERA Governance committee will review and approve implementation of the ideas that receive the most votes. Follow the instructions below to submit ideas and vote on those submitted by others.

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To access the ERA Suggestion Box
In your browser, go to https://asu-rops-era-suggestion-box.ideas.aha.io
Log in using your ASURITE.

Once logged in, you will see the submitted ideas and will be able to submit your own idea or vote on existing ideas.

To submit a new idea
To submit a new idea, click the “+ Add A New Idea” button in the upper left corner.
Complete the form:

1. ‘Your idea’ field: Enter a one sentence summary of the idea.
   - When you start typing in the ‘Your idea’ field, if similar ideas have already been posted they will show in the form. Then you can go to that idea to vote for it or leave comments. Otherwise, if your idea is not already covered by a previously submitted suggestion, then proceed to step 2 below.

2. ‘Please add more details’ field: Explain the idea, the impact it would have, who would benefit from it, and how it should work.
   - Note: If submitting an idea on behalf of another community member, please include a note stating that the idea is being submitted on behalf of someone (either a named person, or an anonymous submitter, as the case may be).

3. ‘Choose a category for this idea’: select one of the following categories:
   - Flexible: Ideas that would allow individual teams or user groups to better leverage the system to their specific needs.
   - Innovative: Ideas for adding new features to the system that would benefit everyone in the research community.
   - Streamlined: Ideas for automating manual steps in research administration and compliance.
   - User-Friendly: Ideas that would make the system easier to use and more intuitive for everyone involved in research administration and compliance.
4. **Idea Tags:** if submitting an idea on behalf of another community member, select the ‘On behalf submission’ tag. It is also recommended that a note be included in the ‘Please add more details’ field, stating that the idea is being submitted on behalf of someone (either a named person, or an anonymous submitter, as the case may be).

5. **Click “Add idea” to let others vote and comment on your submission.**

Once you submit an idea, you will have automatically voted for the idea and you will automatically be signed up for email updates (when others vote up or comment on the idea you submitted).

**To search existing ideas**

Use the search bar to find existing ideas related to your search term.

- Search: Topical guide

Or you can filter by clicking the options on the left-hand side of the screen to filter your submitted ideas, ideas you have voted on, or filter out ideas by category.

- Search: Ice cream
To see the Category Descriptions, hover over the question mark by the Category Name on the ERA Suggestion Box homepage. As more ideas are submitted, categories may be updated to better reflect the range of submissions.

**FILTER BY CATEGORY**

- **Flexible**: 0
- **Innovative**: 0
- **Streamlined**: 0
- **User-Friendly**: 0

![Suggestion Box example]

**Up-Voting Ideas**

If you submit a new idea, your vote will automatically be logged. To up-vote other people’s submissions, click the VOTE button next to the idea.

**Good Idea (Test/Sample)**

Explanation of why this would be useful, who should benefit from it, and how should it work.

Jessica Robins 3 days ago in Process Improvements

VOTE