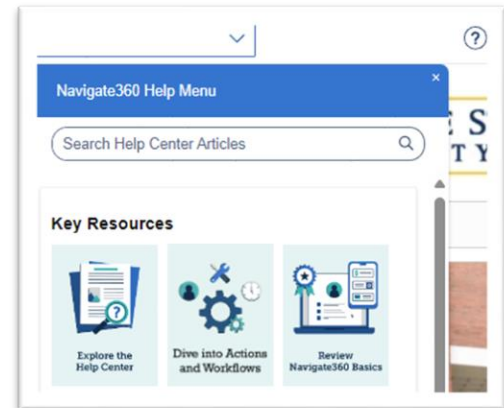


Navigate360: Idea Portal Usage

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

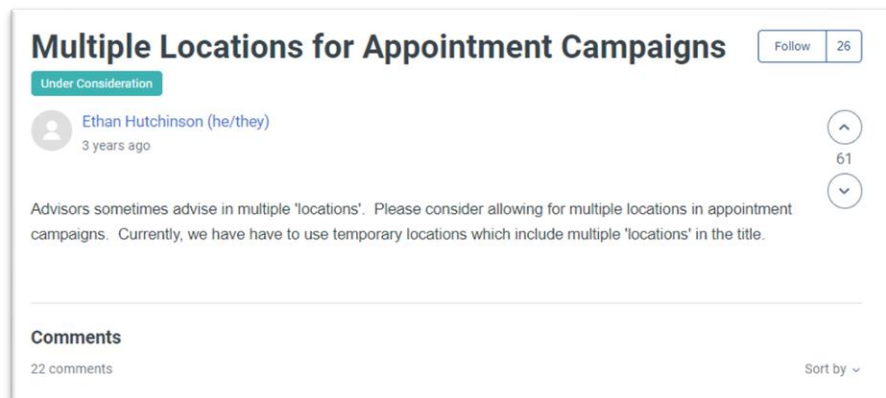
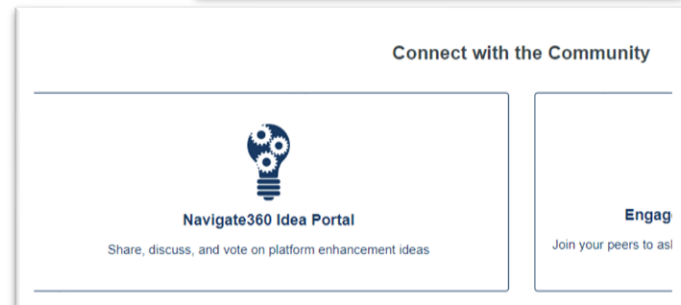
1. Open the Help Center

- Click on the [Help Center icon](#) in the top right corner
- Select [Explore the Help Center](#)
- Under [Connect with the Community](#), click on [Navigate360 Idea Portal](#)
- 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



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 copying 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.



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

