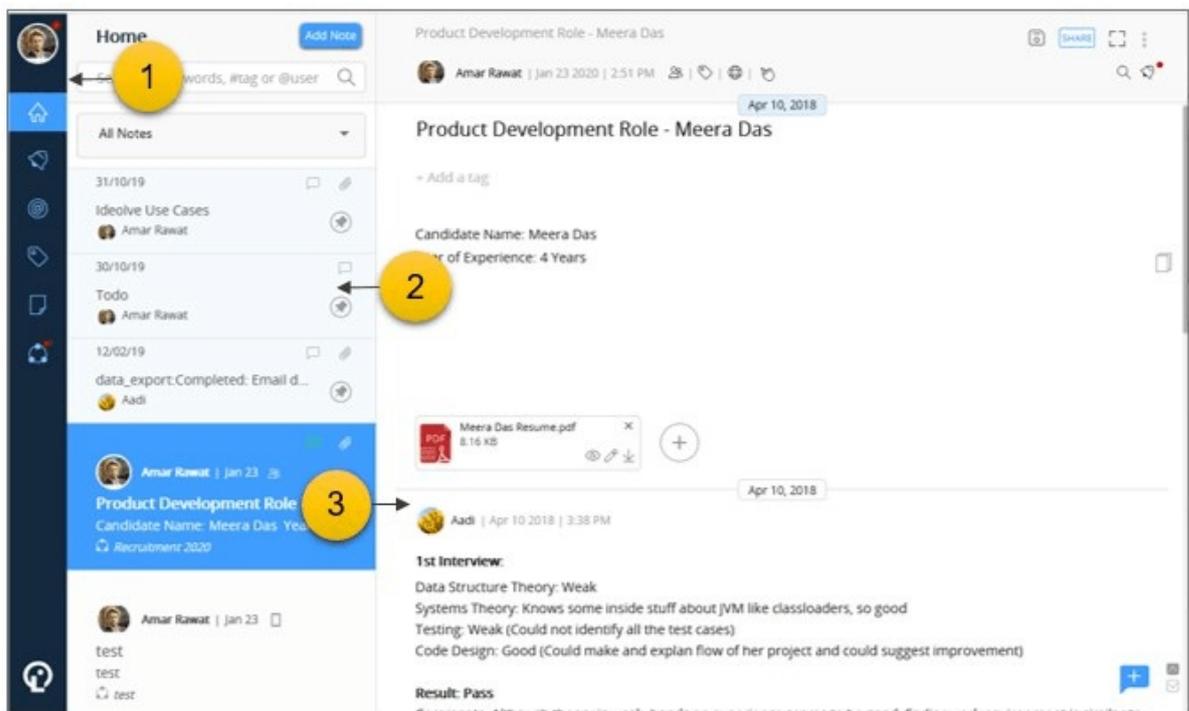


UI Ideolve Desktop

Overview

The Ideolve interface is made up of three panes.

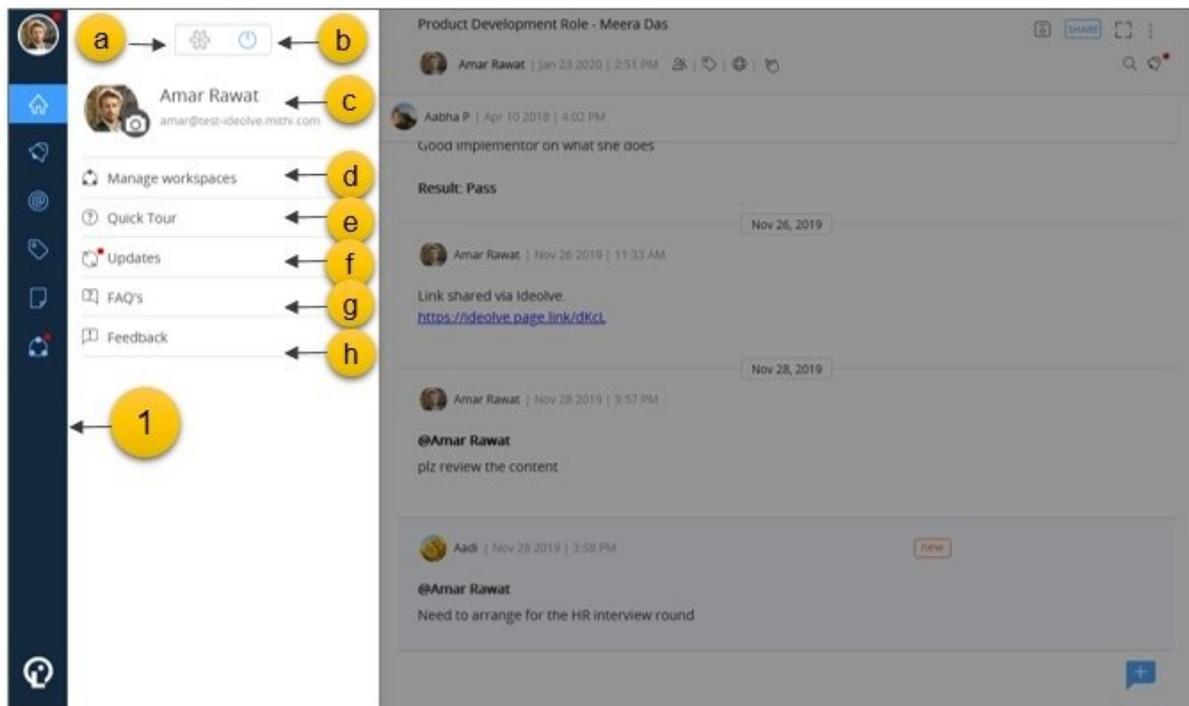
1. The Application Bar
2. The List view
3. The Note view



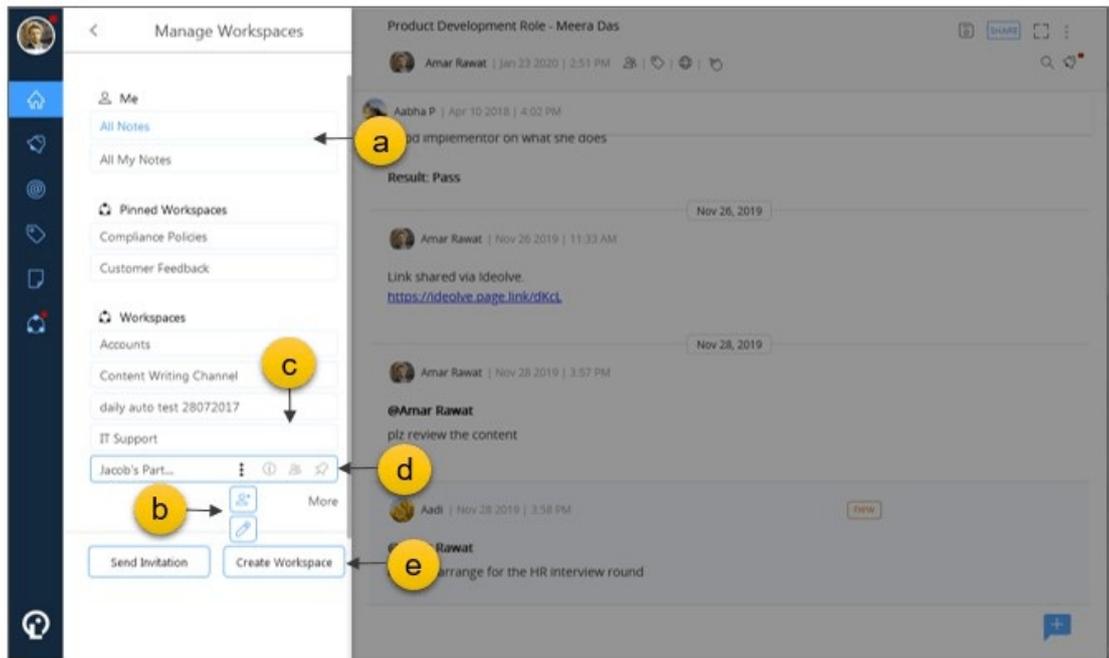
Application Bar

On the left of the screen is the Application Bar.

1. The options on the **left of the Application Bar** allow you to switch between the **Home**, **Notifications**, **Mentions** and the **Tags**.
2. The top icon on the **Application Bar** shows your **profile photo**. Clicking on the Profile photo opens a menu from where you can do the following:



- a. Go to the **Settings** Page to update your profile details
 - b. **Log out** of Ideolve account
 - c. **Upload / reset** profile photo
 - d. **Manage workspaces**
 - e. Start the **Quick Tour**
 - f. View the Ideolve application **updates**
 - g. Access the Online Help **FAQs**
 - h. Send in your **feedback**
3. Clicking on the **Manage workspaces** will open the workspace manager. Using the **Workspace Manager**, you can:
 - a. Change the **Note filter**
 - b. **Invite users / Rename** workspaces
 - c. View the list of **users invited to a workspace**
 - d. **Pin Workspaces**
 - e. **Create or send invitation** to join workspaces

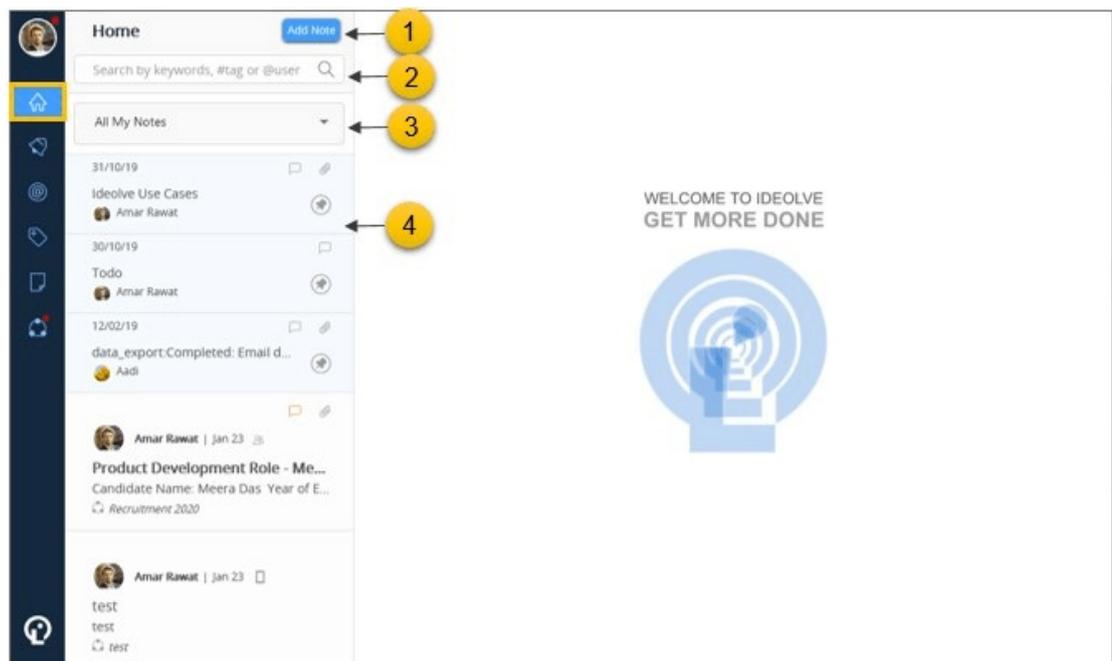


List view

The middle pane shows the list view. Depending on whether you have selected **Home**, **Notifications**, **Mentions** or **Tags** the list view contents will change

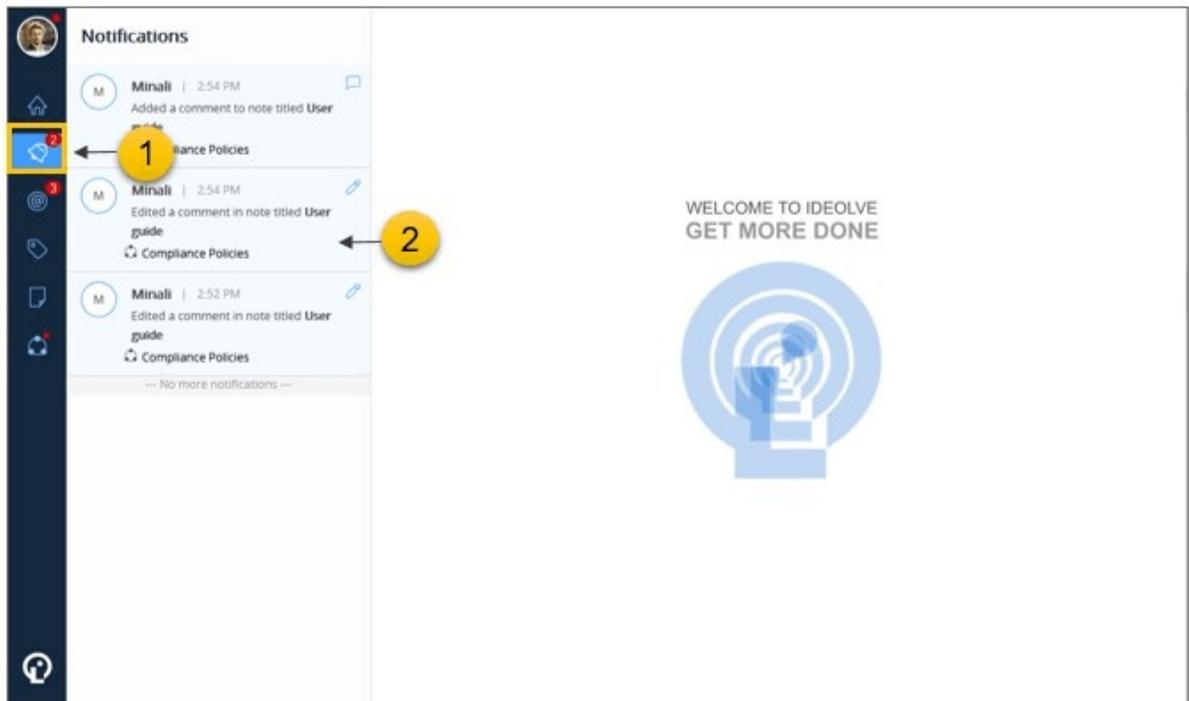
A. Home

1. Clicking on **Home** will show the list of Notes
2. The top of the list view is the **Search Box**. You can search through the filtered notes using the keywords, tags and authors specified here.
3. Below the search is the Note filter shows the selected Notes filter.
4. Below the filter is the **note list**.
 - If you have pinned any notes, they will appear at the top of the list.
 - After the pinned notes is the **list of filtered notes** which satisfy the search criteria.
 - If there is no search criteria defined, the note with the latest change or update will be at the top of the list. For search results, the notes will be sorted by relevance or date as selected by you.



B. Notifications

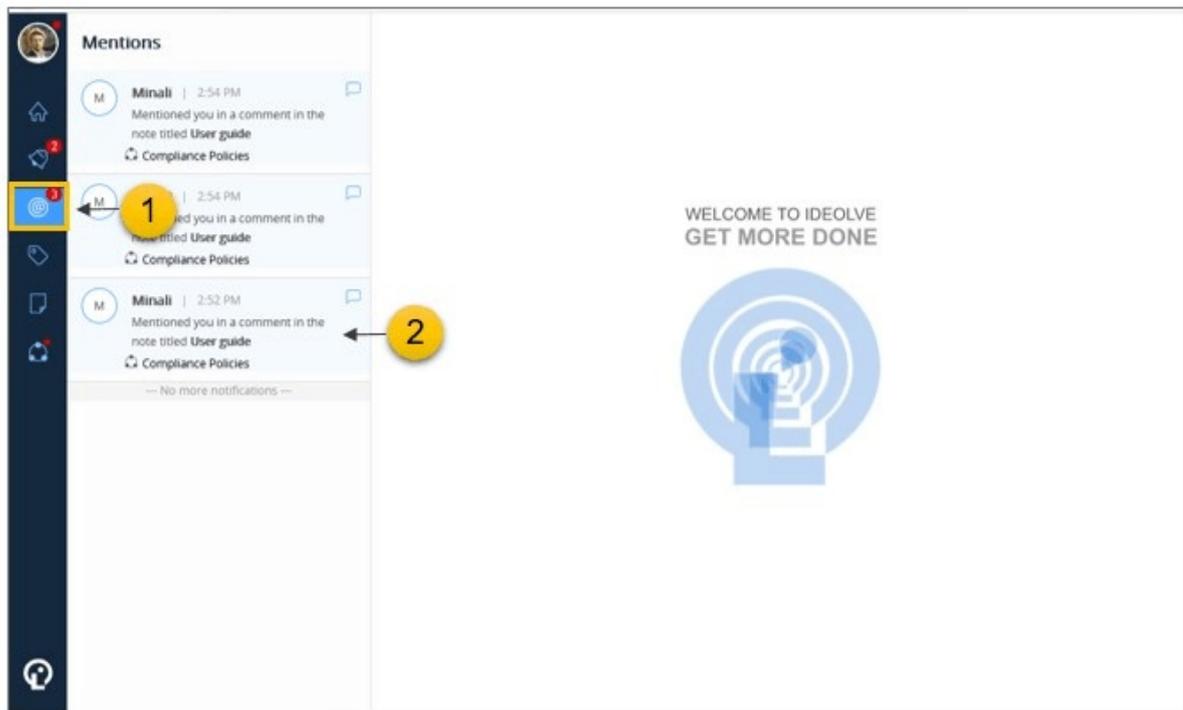
1. The notifications list view will have the list of changes to all the notes you have created or shared with you. The latest notification will be at the top of the list
2. Each notification has the following:
 - a. The **author**
 - b. The **action taken**
 - c. The **Note title**
 - d. The **workspace** to which the note belongs



3. Clicking on the notification will open the note in the **detail view**.
4. **New notifications** will be highlighted (with the color blue). To remove the highlight,
 1. Navigate to the note by clicking on the notification
 2. Read & click the comment / note

C. Mentions

1. The list of all notes or comments in which you have been mentioned or tapped will be listed. The latest mention will be at the top of the list.
2. Each mention will have :
 - a. The **author**
 - b. The **action** (mentioned/ tapped)
 - c. The **Note title**
 - d. The **Workspace** to which the note belongs

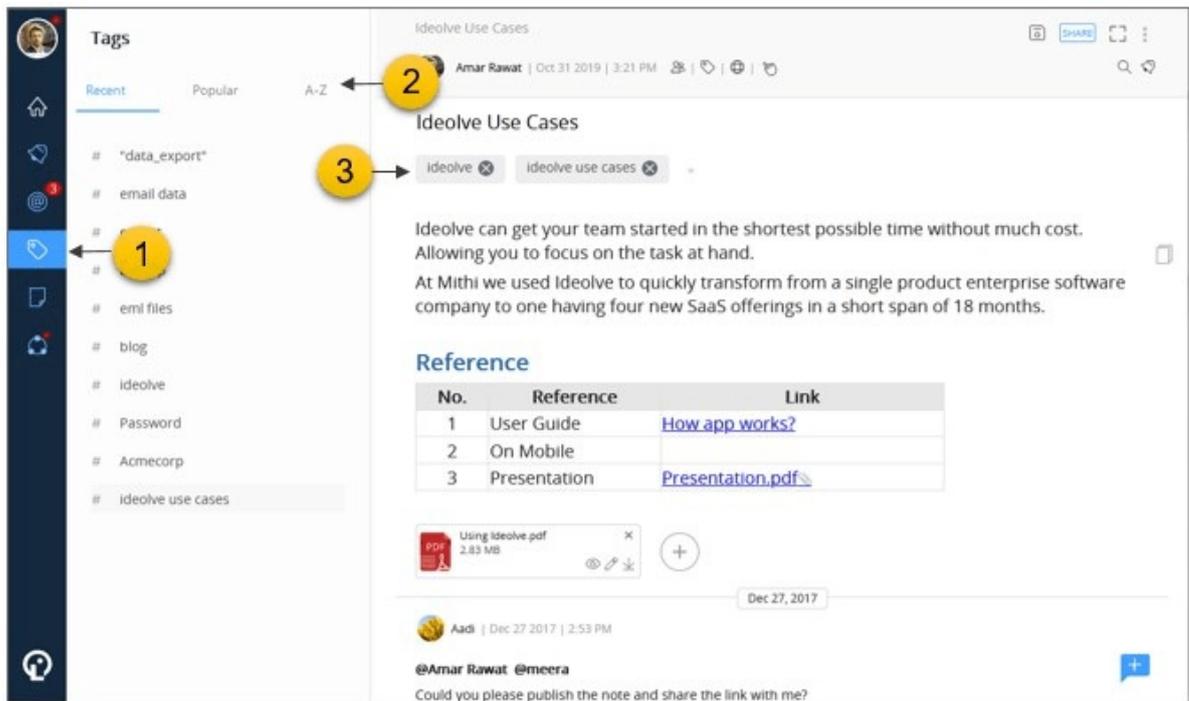


3. **New mentions** will be highlighted (with the color blue). To remove the highlight,
 - a. Navigate to the note by clicking on the mention
 - b. Read & click the comment / note.

D. Tags

The tag list is organized in three views:

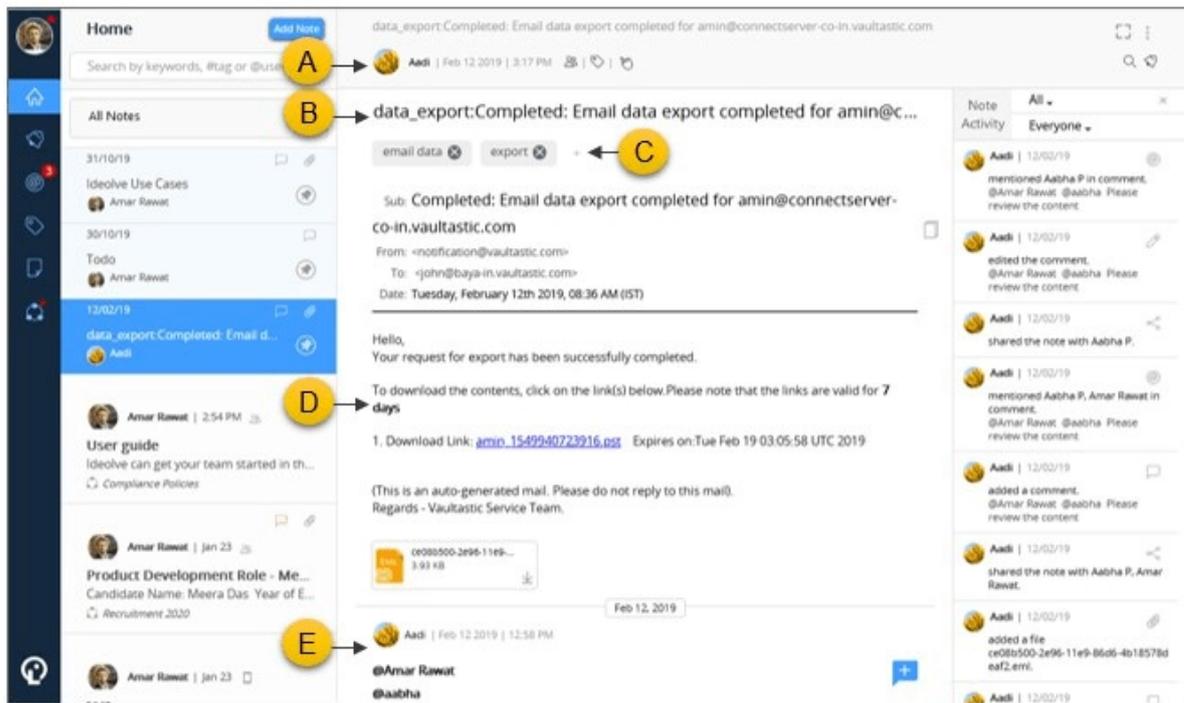
1. The most **recently used tags**
 2. The most **popular tags**
 3. **All tags** (Sorted alphabetically in ascending order)
- The tabs (Recent / Popular / A-Z) on the top of the Tag list allow you to switch between the views.
 - Clicking on a tag will update the search criteria in the Note list.



Note View

An Ideolve Note view consists of

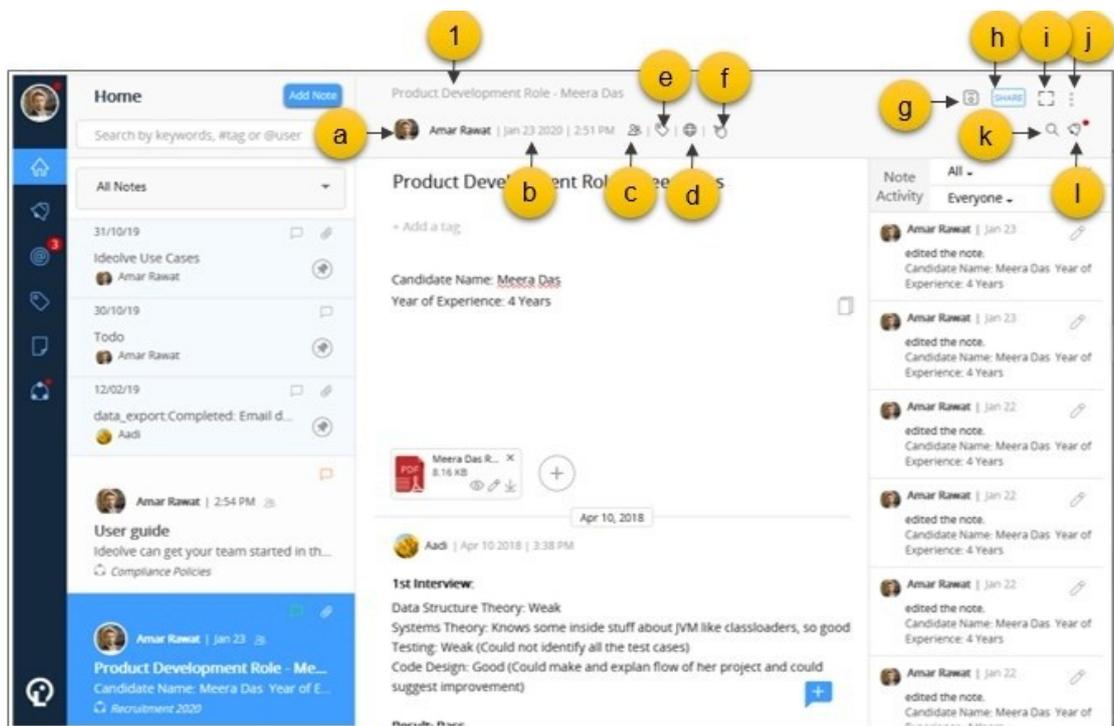
- A. Note header
- B. Note Title
- C. Tag list
- D. Note content
- E. Comments



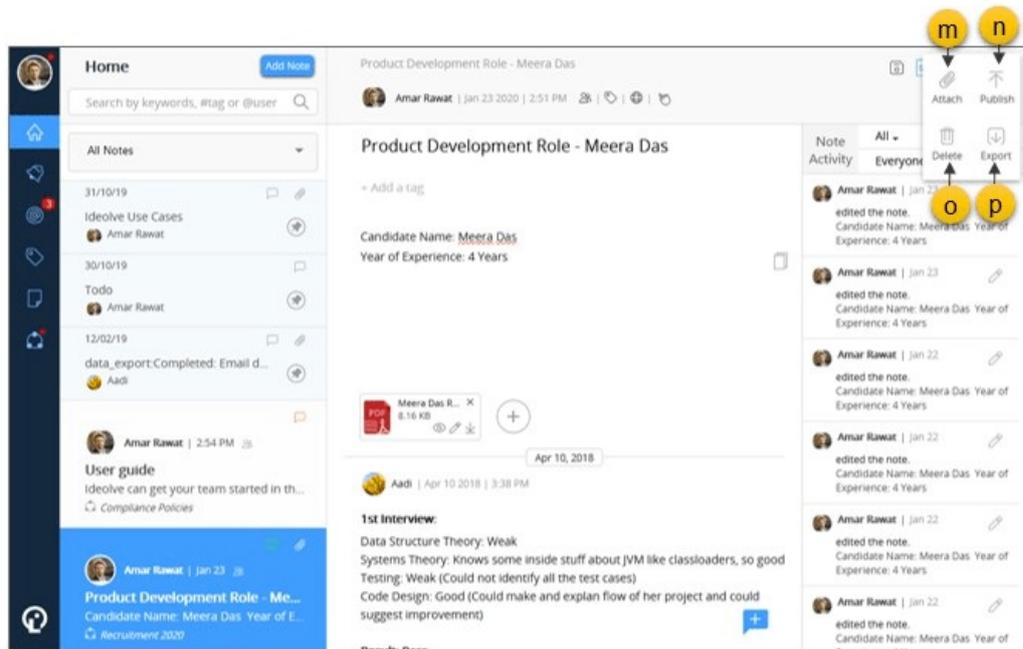
A. Note Header

1. At the top of the detail view is the **Note Header**. The Note header is fixed at top of the Detail view and will not move even as you scroll through the note content and comments.
2. At the left of the Note header you will see
 - a. The **note title**
 - b. The **author** of the note
 - c. The **date and time** of the last update to the note
 - d. If the note has been shared, then a **shared user** icon will be shown. Clicking on the icon will show the list of users with whom the note is shared.
 - e. The **tag** icon. Clicking on the tag icon will allow you edit the tags attached to the note.
 - f. The **Tap** icon. Clicking on the icon will show the list of users. Tap a user from list to send alert to view the note.
3. On the right of the Note header, you will see the following:
 - g. A **save** icon, to save any changes you have made to the note. Save note

- icon will be shown if you are the owner of the note.
- h. A **search** icon to search through keywords within the note and its comments
 - i. A **notification** icon to search through the note activity list.
 - j. A drop down menu from where you can do the following operations:



- k. **Attach files** to the note
- l. **Share** the note
- m. **Publish** a link to the note
- n. **Delete** the note
- o. **Export** the note to a PDF
- p. **Toggle the Resize** button to expand or shrink the size of the Note view



B. Note Title

The **Note title** is just below the note header. The note owner can update the title and it will reflect in the data of the note header and other views.

C. Tag list

The **Tag list** shows the list of tags attached to the note. Tags are private and visible only to you. You can delete existing tags by clicking on the x icon next to the tag name. To attach a new tag, simply type the name at the end of the list.

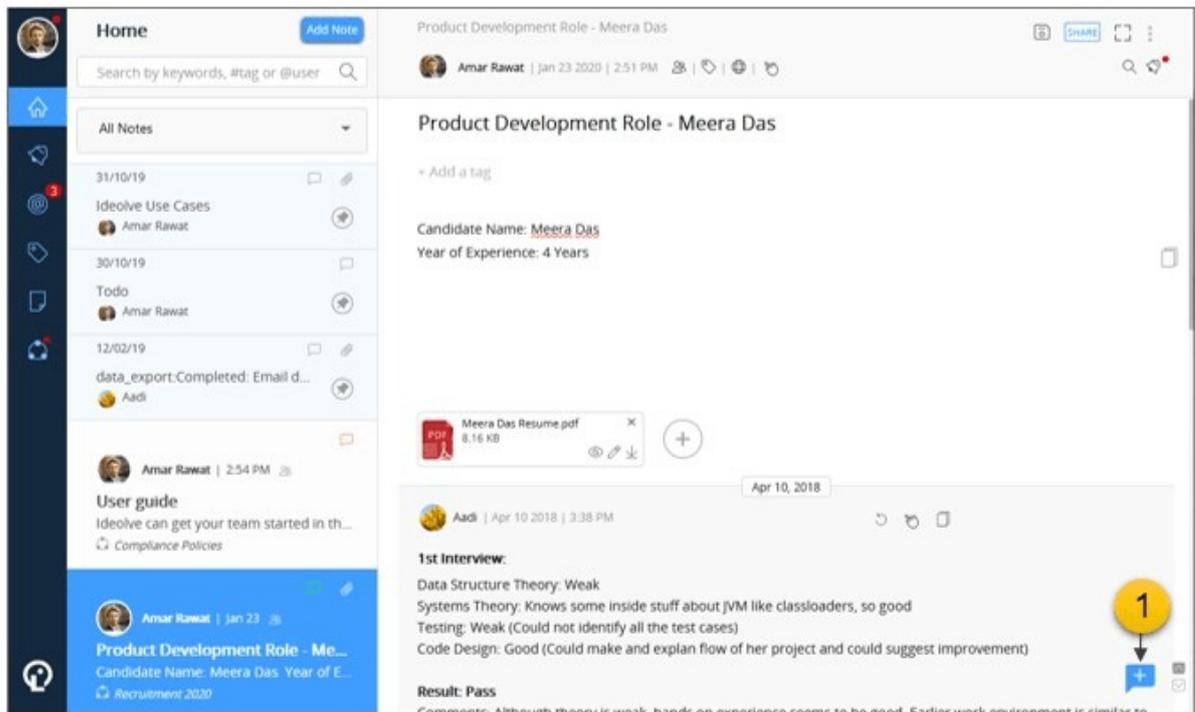
D. Note content

The **note content** is the text, table and images you add to the note. Only note owners can edit the note content. The note can be formatted using the tool bar.

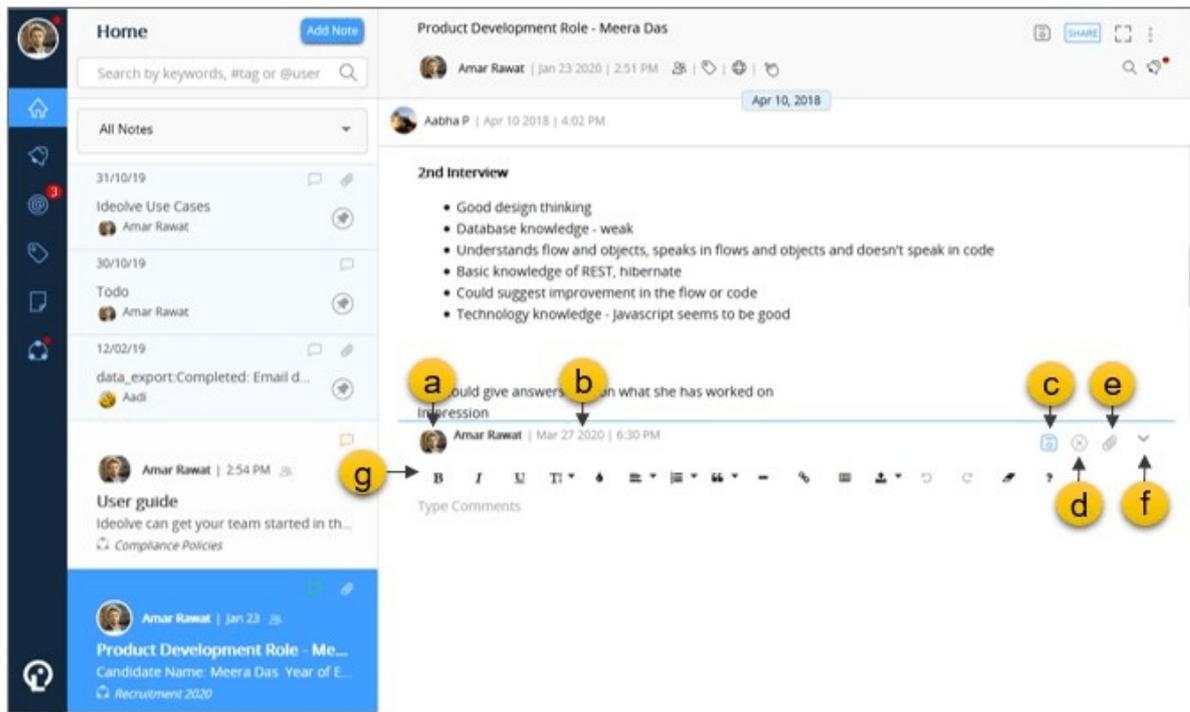
You can also insert tables, images and links.

E. Comments

1. If you have shared a note with a collaborator, he or she can **attach comments** to the notes. You too can attach comments to your own notes. To attach a comment, click on the **+ icon** at the bottom right of the Note view.

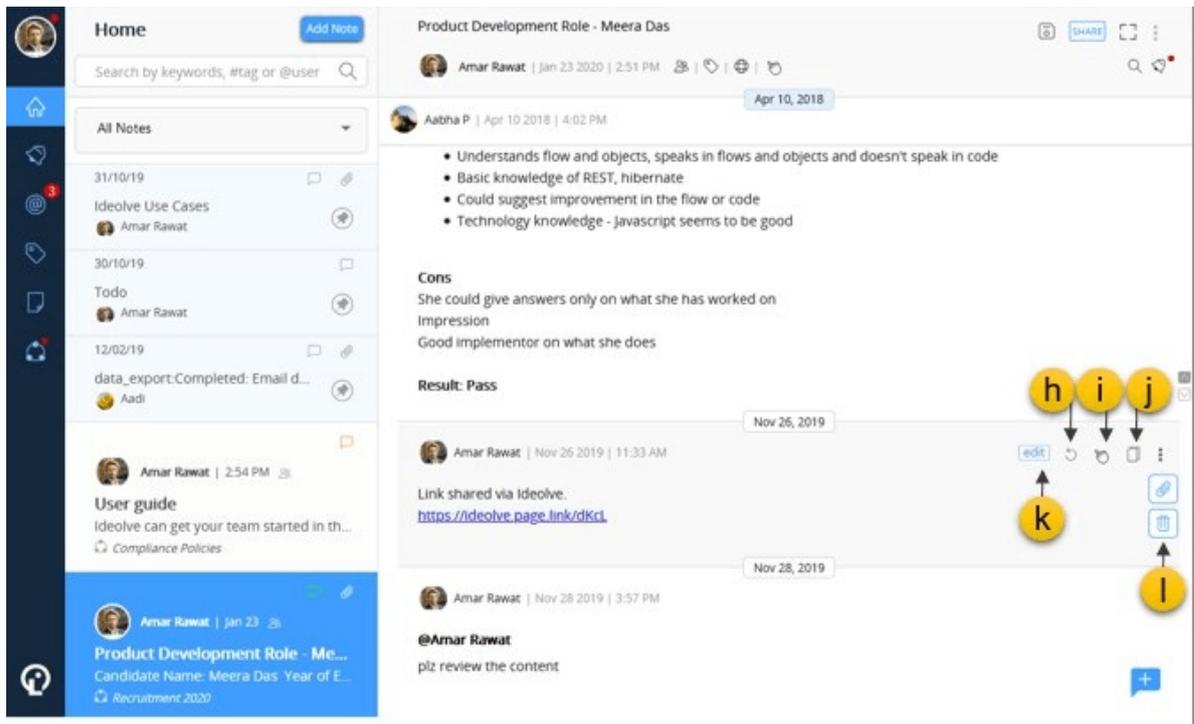


2. At the top of a comment you will see the **comment header**.
3. On the left side of the comment header you will see the following elements:
 - a. **Profile photo** and name of the author of the comment
 - b. **Date and time** of the last update to the comment
4. The comment header of a new comment will have the following controls on the right hand side:
 - c. A **save** icon to post the comment
 - d. A **discard** icon to discard the comment
 - e. A **file attachment** icon, using which you can attach documents to the comment
 - f. A control to **resize the comment window**
 - g. **Tool bar** to format the content



5. The comment header of an **existing comment** will have the following controls to:

- h. **Reply** to that particular comment
- i. **Tap** to refer users to view the content
- j. A **copy** the contents of the comment
- If your are the author of the comment, you will see
 - k. An **Edit** button : Clicking on it will open the comment in an editor.
 - l. A menu which will allow you to **delete the comment** or **attach documents**



6. If you are the author of the comment, you can format the contents using the tool bar of the editor.