

Collaborate using Ideolve

Overview

As with the Ideolve desktop application, Ideolve mobile can also be used for collaboration

The features which aid in collaboration are

1. Sharing of notes
2. Comments to notes
3. Mentions
4. Notifications

Sharing of notes

Each note in Ideolve is a topic or sub-topic around which a team collaborates. This note can be used to minute meetings, action items, trace progress and also a place where all relevant reference material is gathered.

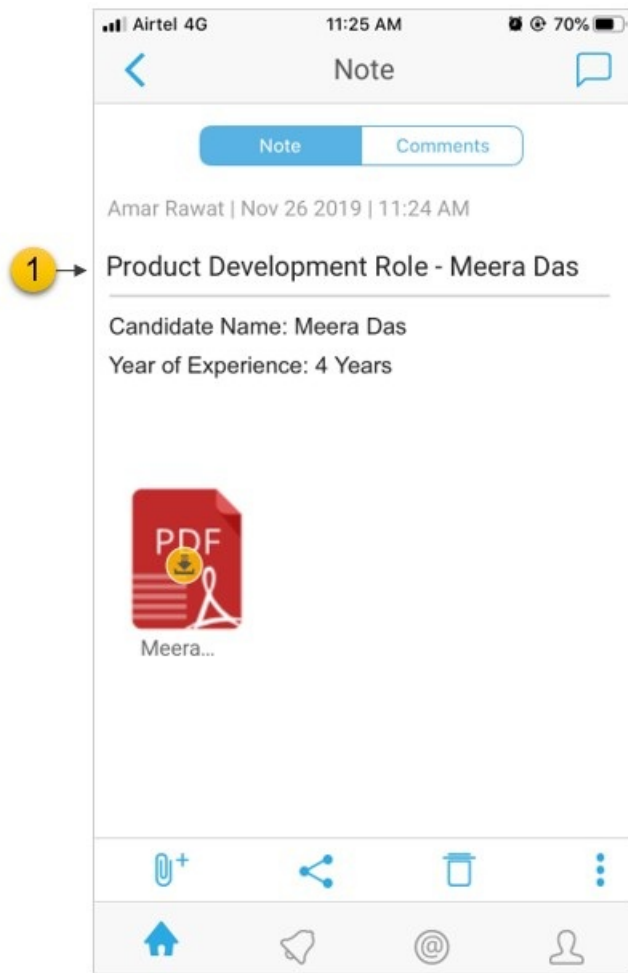
All the people with whom the note is shared are part of the collaboration. You can <<share note with others using Ideolve>> or <<share via other apps>> on your mobile.

Comments to notes

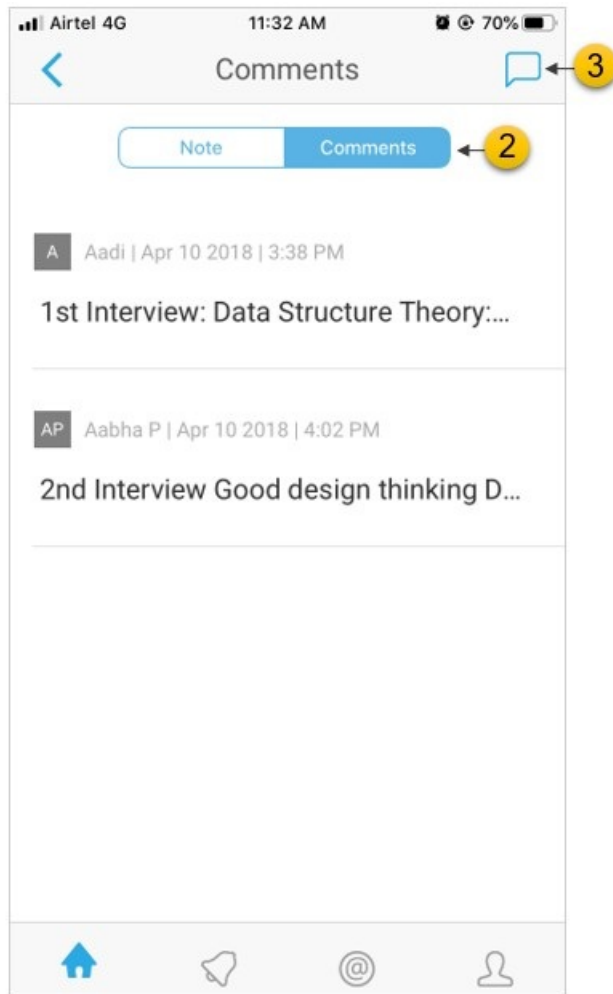
You can post comments to any notes authored by you or shared with you. Documents can be attached to each comment individually.

To post a comment to a note

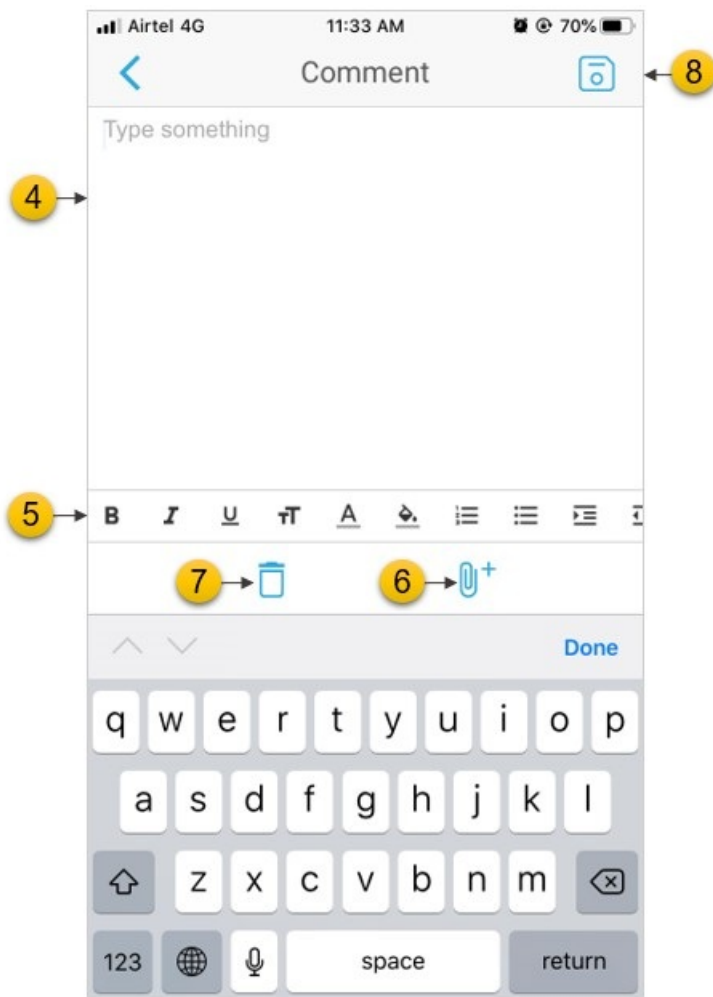
1. Select the note from the note list



2. Tap on the **Comment** tab in the top of the note view to view existing comments added to the note
3. Tap the **Comment** icon in the top to add your comment



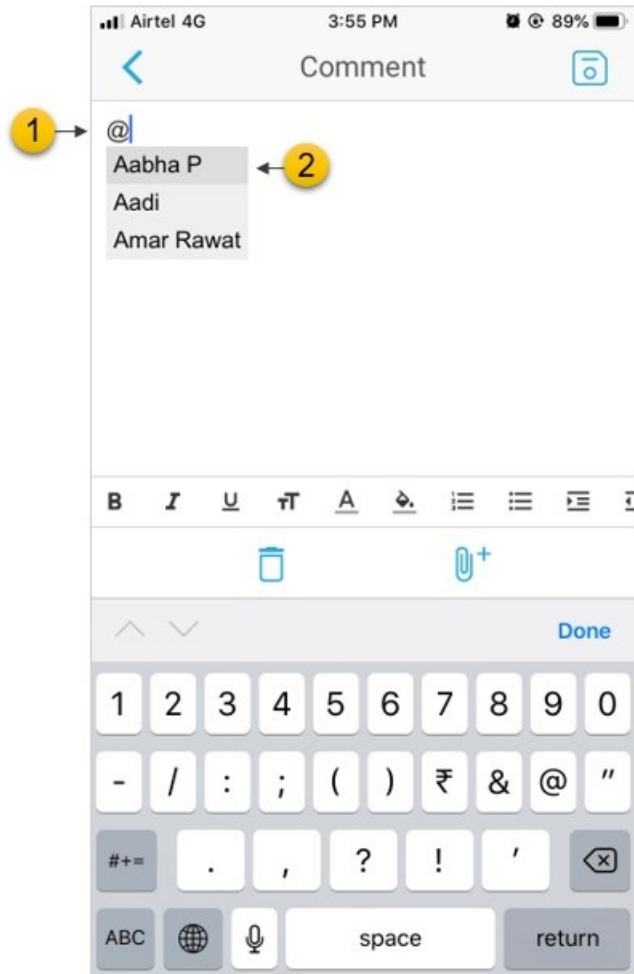
4. In the comment area, you can enter the comment text
5. Format the text using the tool bar appeared on the top of the action bar
6. Tap the **delete** icon in the action bar at the bottom in case if you want to discard the comment
7. To attach documents to the comment, tap on the **Attachment** icon in the action bar at the bottom
8. To post the comment, tap on the **Save** icon in the top right corner



Mentions

You can also alert a person with whom the note is shared by mentioning them within the note or comment.

1. Type @ and start typing the persons name. The system will show you a list of all the people with whom the note is shared.
2. Select a name and add comment for the person



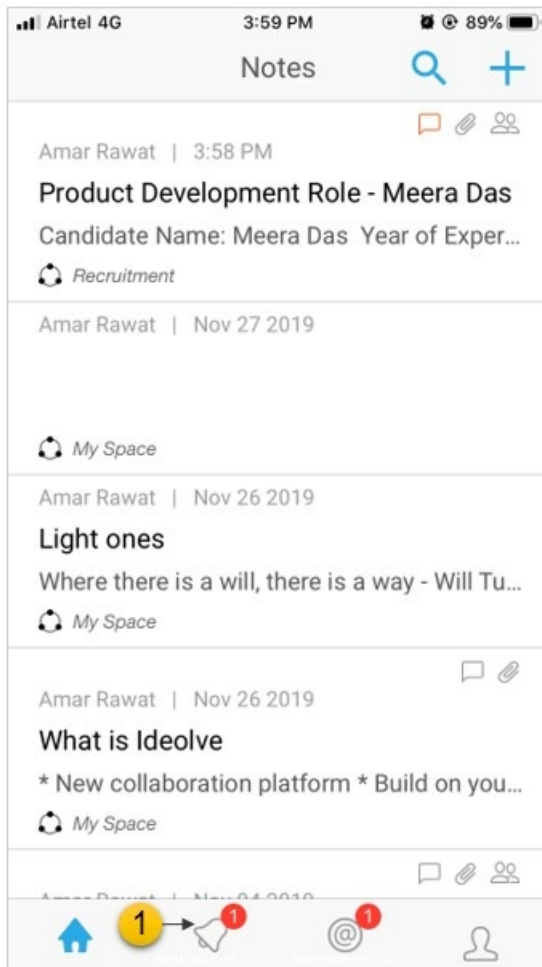
3. On saving the note or comment, the person will be alerted in the app and via email
4. The mentions icon on the application switch will show the count of the new unread mentions
5. The mentions application lists all the mentions with the latest one on top. Unread mentions are highlighted. Tapping on the mention will open up the note/comment.



Notifications

Ideolve will also keep you informed on all the updates to the notes authored by you or shared with you. You will be informed when a new comment is added or the note or comment is edited.

1. The notifications icon on the application switch will show the count of the unread updates.



2. In notifications application will show all the notifications with the latest one on top. Selecting any will take you to the note or comment.

