

The background of the slide is a faded, sepia-toned photograph of a tunnel interior, likely a subway or transit station. The tunnel features large, arched openings and overhead lighting fixtures. A stylized 'GT' logo is visible in the upper left corner of the image. The Georgia Tech logo and tagline are overlaid on the left side of the image.

**Georgia
Tech**



CREATING THE NEXT

Creating and Viewing Ideas

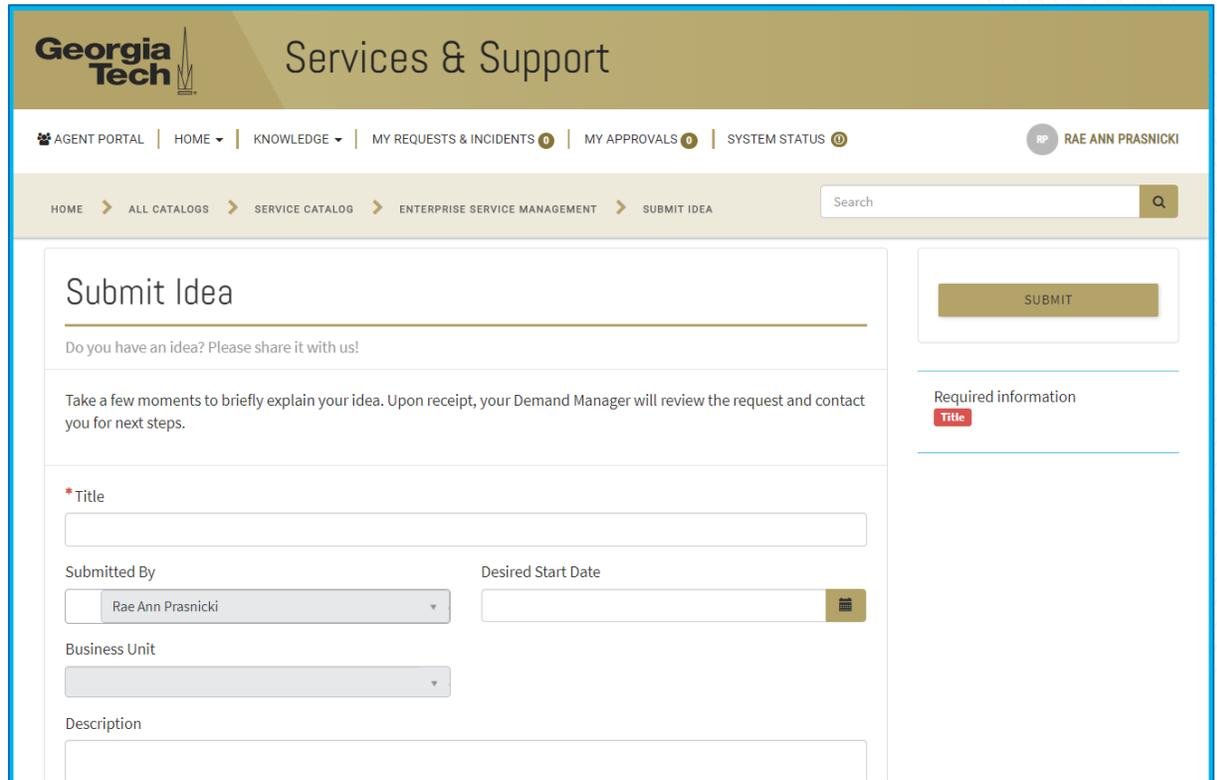
Quick Reference Guide

Creating and Viewing Ideas

The Idea application enables you to gather and evaluate ideas.

To create an Idea:

1. In the Service Catalog, in the “How can we help?” field, enter “Submit Idea”.
2. In the search results find “Submit Idea” and open.
3. Complete the required fields
4. Click **Submit**.



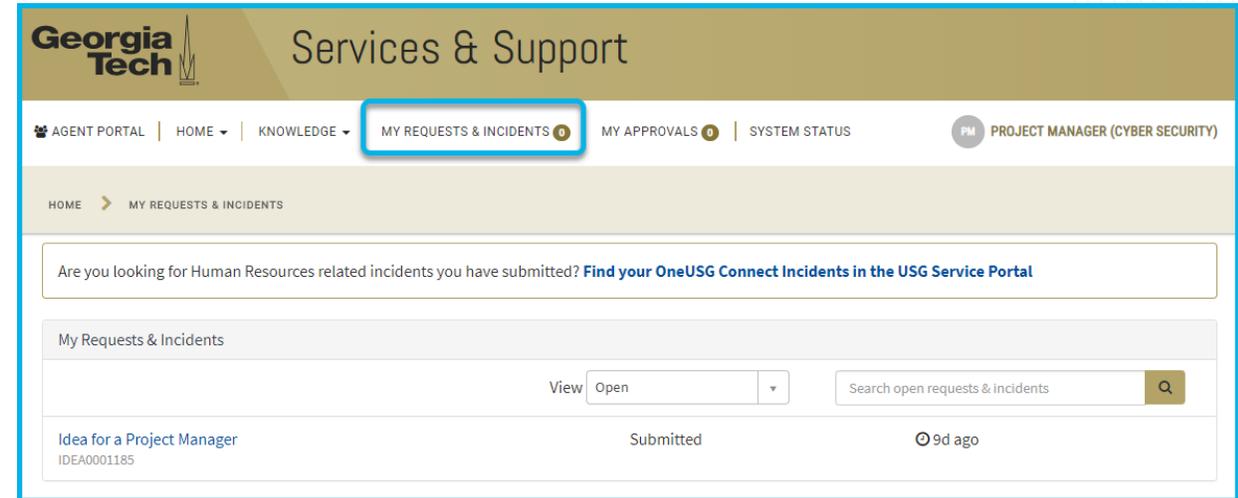
The screenshot displays the Georgia Tech Services & Support portal. The header includes the Georgia Tech logo and the text "Services & Support". Below the header is a navigation bar with links for "AGENT PORTAL", "HOME", "KNOWLEDGE", "MY REQUESTS & INCIDENTS", "MY APPROVALS", and "SYSTEM STATUS". A search bar is located on the right side of the navigation bar. The main content area is titled "Submit Idea" and contains the following elements:

- A "SUBMIT" button in the top right corner.
- A section titled "Required information" with a red "Title" label.
- A form with the following fields:
 - *Title (text input)
 - Submitted By (dropdown menu showing "Rae Ann Prasnicki")
 - Desired Start Date (text input)
 - Business Unit (dropdown menu)
 - Description (text input)

Creating and Viewing Ideas

To review the status of your Ideas:

1. At the top of the Service Catalog click “My Requests & Incidents”.
2. Your Ideas will be listed along with the status.



The screenshot shows the Georgia Tech Services & Support portal. The top navigation bar includes the Georgia Tech logo, the text "Services & Support", and several menu items: "AGENT PORTAL", "HOME", "KNOWLEDGE", "MY REQUESTS & INCIDENTS" (highlighted with a blue box), "MY APPROVALS", "SYSTEM STATUS", and "PROJECT MANAGER (CYBER SECURITY)". Below the navigation bar, there is a breadcrumb trail: "HOME > MY REQUESTS & INCIDENTS". A search bar contains the text: "Are you looking for Human Resources related incidents you have submitted? Find your OneUSG Connect Incidents in the USG Service Portal". Below the search bar, there is a section titled "My Requests & Incidents" with a "View" dropdown menu set to "Open" and a search input field with the text "Search open requests & incidents". A table below this section lists a request:

Idea for a Project Manager IDEA0001185	Submitted	9d ago