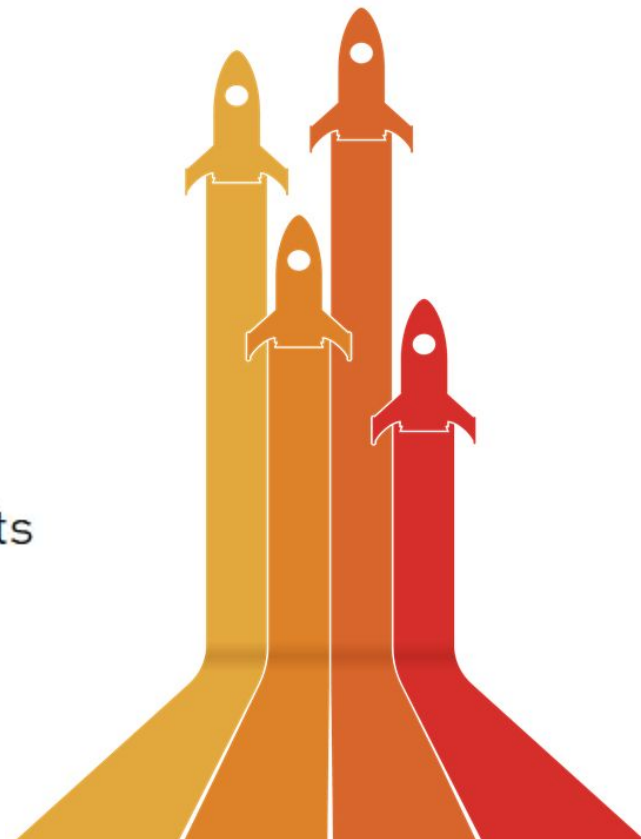# How to Upload Documents and Images to an Idea

From Creative Ideas To Winning Projects

Uploading an attachment or image to an idea submission form is a simple task. Begin by submitting your idea to either a challenge, or submit an ad-hoc idea. Once the form appears, enter all required information (see Figure 1).
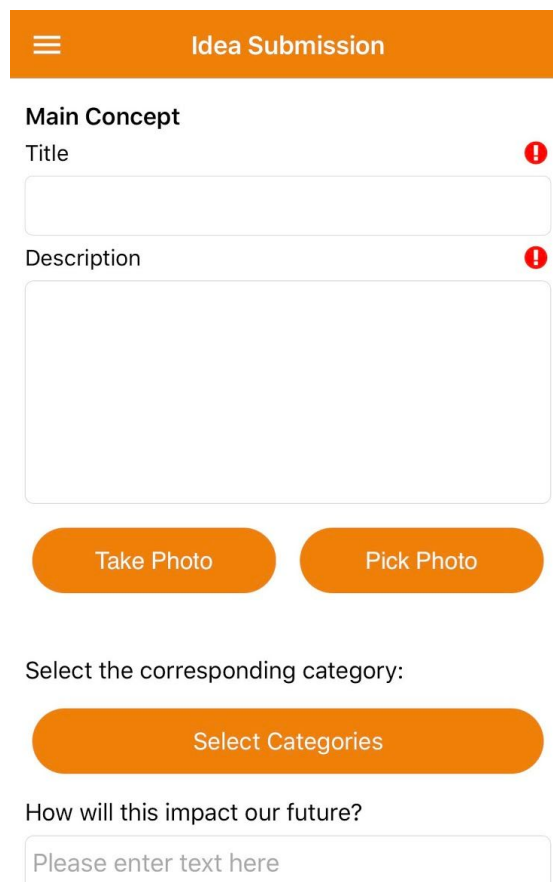

Figure 1

The admin can choose which fields to enter on the idea submission form and in this case, uploading a thumbnail image is a field selected (Figure 1). It is not a required field, but it definitely is recommended.

How to upload a thumbnail image

To select an image, click Select which will prompt the file folder on your PC and an image can be chosen. Please note the recommended size for a thumbnail image is 500 pixels x 500 pixels. If you choose Image Gallery, a dialog box will appear prompting you to choose an image from the system. These are images previously uploaded by the admin.

On the mobile app and in the mobile browser, users can either take a photo in real time or pick a photo from their phone gallery (Figure 2). The recommended size for a thumbnail image is 500 pixels x 500 pixels on the mobile app.

Figure 2

How to upload an attachment

When creating the form, the admin can also choose to insert an Upload Attachment field (seen in Figure 3).

What would most likely be the consequence of your idea's implementation?

☐ Financial value
☐ Stronger overall financial performance compared to our competitors
☐ Increase in employee retention and engagement
☐ Increased efficiency in a work process
☐ Increase in customer satisfaction
☐ Other

What are the estimated financial benefits of your ideas?

| Click... ▾ |

What are the estimated financial requirements of implementing your idea?

| Click... ▾ |

How much of your personal assets would you invest in this idea?

| Click... ▾ |

If we decided to implement your idea right now, when would it be fully ready?

| Click... ▾ |

Upload any relevant supporting documents.

| Select |

Tags

| Click to add tag |

Figure 3

To upload an attachment, click Select and your folder window will open which will prompt you to choose a file on your local drive.

Figure 4

On the mobile app, click Select File, and the system will prompt you to add files by browsing all documents saved on your mobile device. Once all relevant documents have been uploaded, select Done (Figure 5).

Figure 5

All types of documents are supported. The primary ones used are pdf, word excel, powerpoint, csv, png, jpg, gif, and txt. Please note that the maximum size per file is 28mb.

There is also no limit to the amount of documents that can be uploaded on a single idea.

How to set up Upload field on a form

To set up an upload field on a form, you must have super user rights If you do not, please contact your administrator. When creating a form, you can drag the Upload element (see Figure 6 below) on to any section of the form.
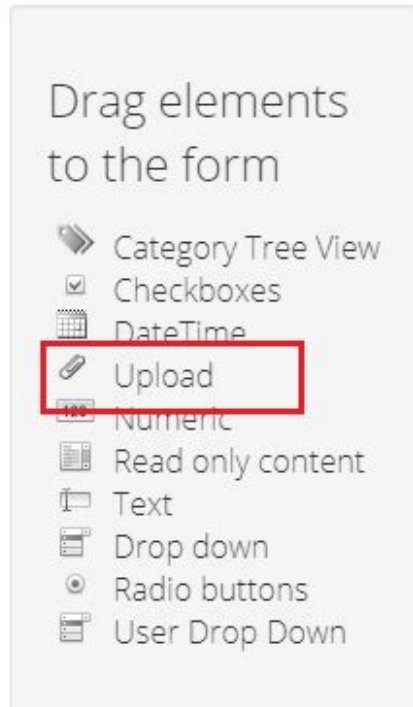
Figure 6

For this field's setting, admins can configure the display name of the field. They can also allow multiple files to be uploaded, and can mark uploading documents as a required field. See Figure 7 below.

Field options   ✕

Advanced Options

Field Key

| FileUpload2 |

Specifies a unique key to identify the field.

Name to display in reporting

| FileUpload |

Specifies a name to identify the field in reporting.

Content

Display Name

| Upload any relevant supporting documents. |

Specifies a label for the field. It will appear above the field and should briefly describe the field.

☑ **Allow multiple files**

This option specifies if the user can upload more than one file.

☐ **Display file name**

This options specifies if the name of the attached file will be displayed on idea view page.

Tooltip

| |

Text entered in this field will appear to the user as a tooltip. Use this option to describe the field and clarify it's purpose to the user.

Validation

☐ **Required?** ❓

[Save] [Cancel]

Figure 7