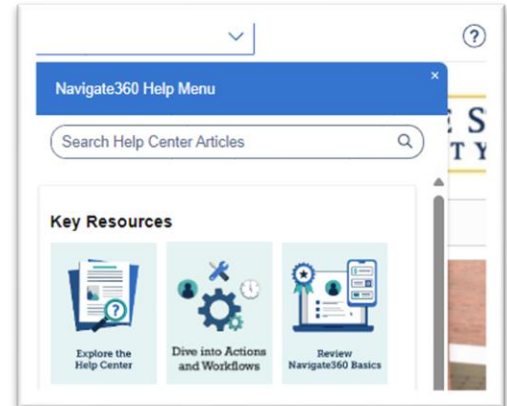# Navigate360: Idea Portal Usage

Share and discuss ideas for continuous improvement on EAB's features
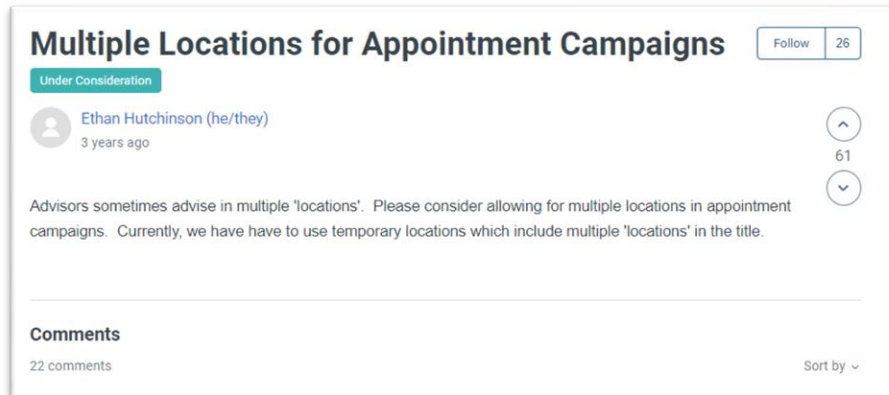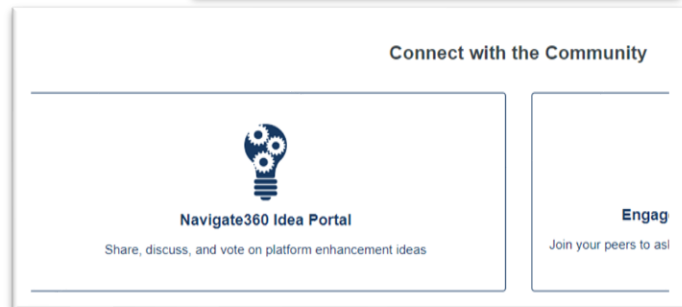
1. **Open the Help Center**
   - Click on the *Help Center icon* in the top right corner
   - Select *Explore the Help Center*
   - Under *Connect with the Community*, click on *Navigate360 Idea Portal*
   - Search or scroll posts using the *Search Bar* at the top right or filter by *Show all* or *Sort 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 coping 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