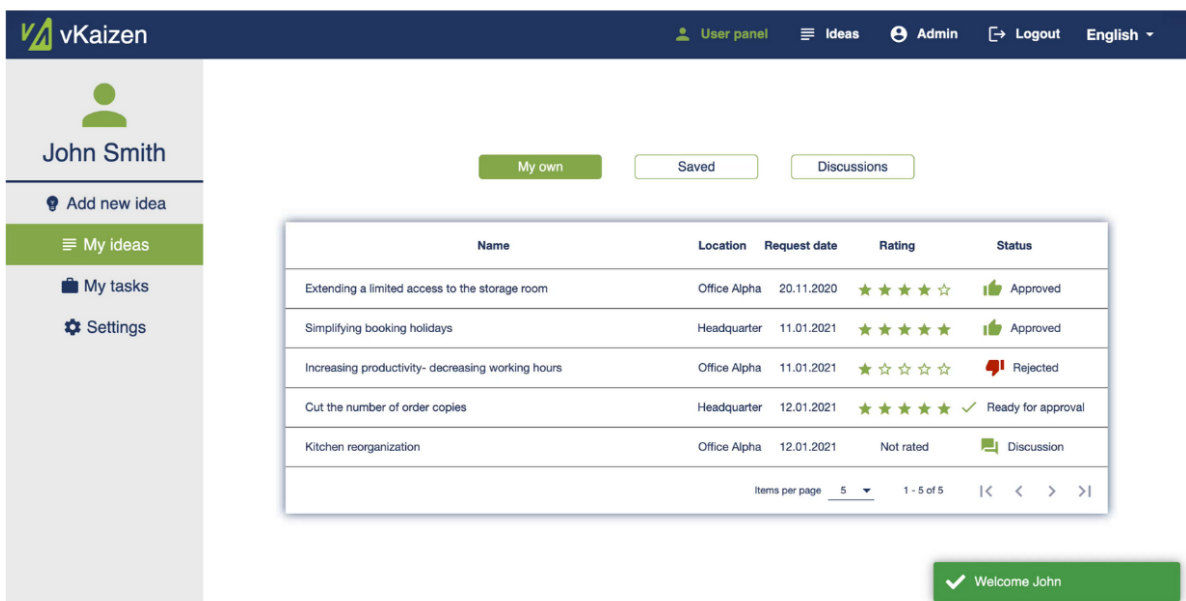


# vKaizen - manual

## Introduction

vKaizen application simplifies reporting improvements and increases the effectiveness of introducing changes. Each employee can propose improvement ideas and discuss the details of these changes with colleagues. There is an option to add a short description of the idea or an attachment. The submitted suggestion is sent to the decision-maker at the department who determines and whether accept or reject the idea.



The screenshot shows the vKaizen application interface. The top navigation bar includes the vKaizen logo, a user panel, and links for Ideas, Admin, Logout, and English. The left sidebar shows the user profile for John Smith and navigation options: Add new idea, My ideas (selected), My tasks, and Settings. The main content area displays a list of ideas with filters for 'My own', 'Saved', and 'Discussions'. The table below shows the details of five ideas.

Name	Location	Request date	Rating	Status
Extending a limited access to the storage room	Office Alpha	20.11.2020	★★★★☆	Approved
Simplifying booking holidays	Headquarter	11.01.2021	★★★★★	Approved
Increasing productivity- decreasing working hours	Office Alpha	11.01.2021	★★☆☆☆	Rejected
Cut the number of order copies	Headquarter	12.01.2021	★★★★★	Ready for approval
Kitchen reorganization	Office Alpha	12.01.2021	Not rated	Discussion

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Welcome John

## 2. Idea management

The added idea can be sent directly to other colleagues so they can learn more about it and ask some questions regarding changes, or it can be saved and then it's visible only for a person who created it. After you send the idea, start a discussion in which collaborates participants added to this particular idea. The discussion ends with the person who created the idea. After that employees vote on the idea and rate it on a scale from one to five.



If any of the employees reject the idea, the whole idea is rejected and the process is ended. If all employees accepted the idea, the location's manager approves the idea (he also can reject it and explain to other participants why he has done it) and he assigns a task manager who manages the tasks necessary to implement the idea.

### 3. Idea management

#### 3.1 How can I create a new idea?

To create a new idea, go to the user panel and click "Add a new idea". Then you will see a form that you need to fill in with the information regarding the idea.

#### 3.2 Can I review added ideas?

All the ideas you can see in the card "Ideas". There are three predefined filters you can use: recent, my own ideas, archived. You can also find your ideas by clicking on "My ideas" on the left side of the user panel.



Enter a name of the idea

- 

▼ Add more criteria

Name	Location	Request date	Rating	Status
Extending a limited access to the storage room	Office Alpha	20.11.2020	★★★★☆	Approved
Weihnachtsbaum	Headquarter	08.12.2020	Not rated	Rating
Kaffeemaschine NL Konstanz	Office Beta	09.12.2020	★★★★☆	Finalized
Simplifying booking holidays	Headquarter	11.01.2021	★★★★★	Approved
Improving communication between teams	Office Alpha	11.01.2021	Not rated	Discussion

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### 3.3 When can I ask the question regarding the idea?

You can ask a question only when the idea got a status “discussion”.

### 3.4 How to vote on the idea?

Voting is available to users who have been added to the idea’s discussion. Participants can vote when the status of the idea is "Discussion". To accept/reject an idea you should click the selected button: “Accept” or “Reject”.

## 4. Tasks

### 4.1 How can I add a new task?

The only person who can add new tasks is a task manager who was chosen by a location manager. To create a new task, click the “Add new task” button in the task board.



## Idea realisation

Kaizen manager: John Smith

[Add new task](#)

**To do**

**In progress**

**Choose some of the softwares for a trial version**

User: John Smith

Deadline: 24.01.2021

**Done**

**Send a list of softwares**

User: John Smith

Deadline: 18.01.2021

### 4.2 How can I change the status of my task?

The status of a task depends on the progress of the task's realization process. To change the status, you should click on a task and you will find the options to change the status in the upper right corner.

vKaizen [User panel](#) [Ideas](#) [Admin](#) [Logout](#) [English](#)

John Smith

All tasks

To do tasks

In progress tasks

Finished tasks

Name	Idea	Deadline	Status
Order access cards	Extending a limited access to the storage room	30.01.2021	✓ Finished
Send a list of softwares	Simplifying booking holidays	18.01.2021	✓ Finished
Deliver new cards to employees	Extending a limited access to the storage room	31.01.2021	📅 To do
Choose some of the softwares for a trial version	Simplifying booking holidays	24.01.2021	🔄 In progress

Items per page: 5 1 - 4 of 4 |< < > >|



## 5. Location manager

### 5.1 How to accept/reject an idea?

Each location got its own location manager who is the last one to accept or reject the idea. The manager accepts or rejects the idea in his location by clicking the selected button: "Accept" or "Reject".

### 5.2 How to choose/ change the task manager?

The only person who can choose or change a task manager is the location manager. To add a new task manager, choose a selected person from the drop-down list in the "Task board".

### 5.3 How to finish the idea realization?

The realization of an idea can be completed only when all tasks have the "Completed" status. Then you just click the button "Finish idea".

## 6. Administration panel

### 6.1 How can I add a new user?

You can manage all the users in the administration panel. Click "Admin" in the top menu in the application and then choose "Users" in the "Administration Panel". To add a new user, click the "Add new" and then on the right you will see a form that you should fill in with the information about the new user.



The screenshot shows the vKaizen administration interface. At the top, there is a dark blue header with the vKaizen logo, a user panel, and navigation links for Ideas, Admin, Logout, and English. On the left, a sidebar titled 'Administration Panel' contains links for Users, Locations, and Ideas. The main content area is titled 'Users Management' and features a table of users with columns for Username, First Name, Last Name, Employee Number, Email, and Role. Each row includes edit and delete icons. A filter input and an 'Add new' button are also visible.

Username	First Name	Last Name	Employee Number	Email	Role		
John_Smith	John	Smith	01	Smith@vkaizen.vialutions.biz	Admin		
Robert_Johnson	Robert	Johnson	02	Johnson@vkaizen.vialutions.biz	User		
Michael_Brown	Michael	Brown	03	Brown@vkaizen.vialutions.biz	User		
Thomas_Miller	Thomas	Miller	04	Miller@vkaizen.vialutions.biz	User		
Richard_Moore	Richard	Moore	07	Moore@vkaizen.vialutions.biz	Admin		

## 6.2 How can I delete a location?

You can add, edit or delete a location in the “Location” tab in the “Administration Panel”

## 6.3 How can I edit the idea?

In the administration panel, you cannot edit the idea. An administrator can review all the participants in a particular idea or delete an idea.