



User Manual MOEc Innovation System



الإمارات العربية المتحدة
وزارة الاقتصاد





DOCUMENT SUMMARY

Author	Samar Abdel Jaber
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THE INNOVATION SYSTEM

Introduction

The Ministry of Economy Innovation Platform is an integrated platform that has been designed to manage the lifecycle of innovative ideas. The smart innovation system allows users (public & MOE employees) to submit their innovation ideas to be reviewed, analyzed and adopted in the creation of future projects.

Main Page

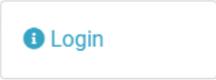
The innovation platform's home page features the following sections:

Home

The home page features famous quotes by the country's leaders and Ministry figures.



You can use the icon  on the top to change the display language to Arabic, or  to switch to English interface.

The user button   is used to access the user menu. Once you are logged in, the user menu will show different options depending on your user role.



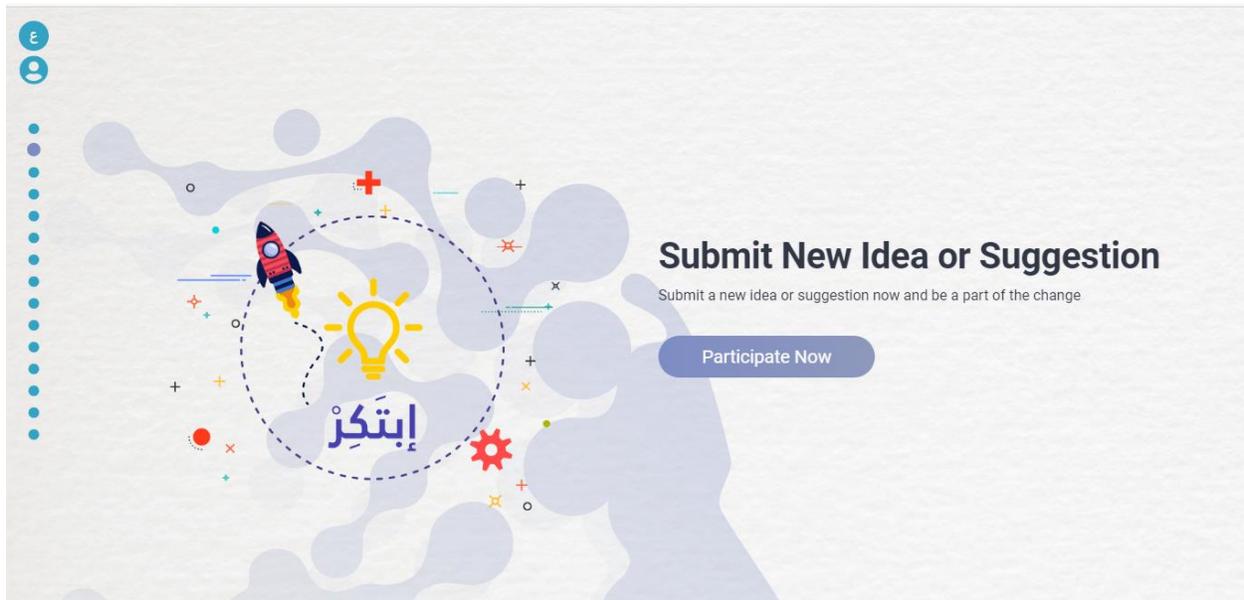
navigation buttons are used to move from one page to another, once you point on any dot in the navigation buttons, you will see the names of the pages as drop-down options.

If you click on the Ministry logo  it will take you to the Ministry's main

website. The innovation logo  will, however, take you to the home page of the innovation platform.

New Idea

Use this section to submit a new idea. You must be logged in to be able to submit an idea.

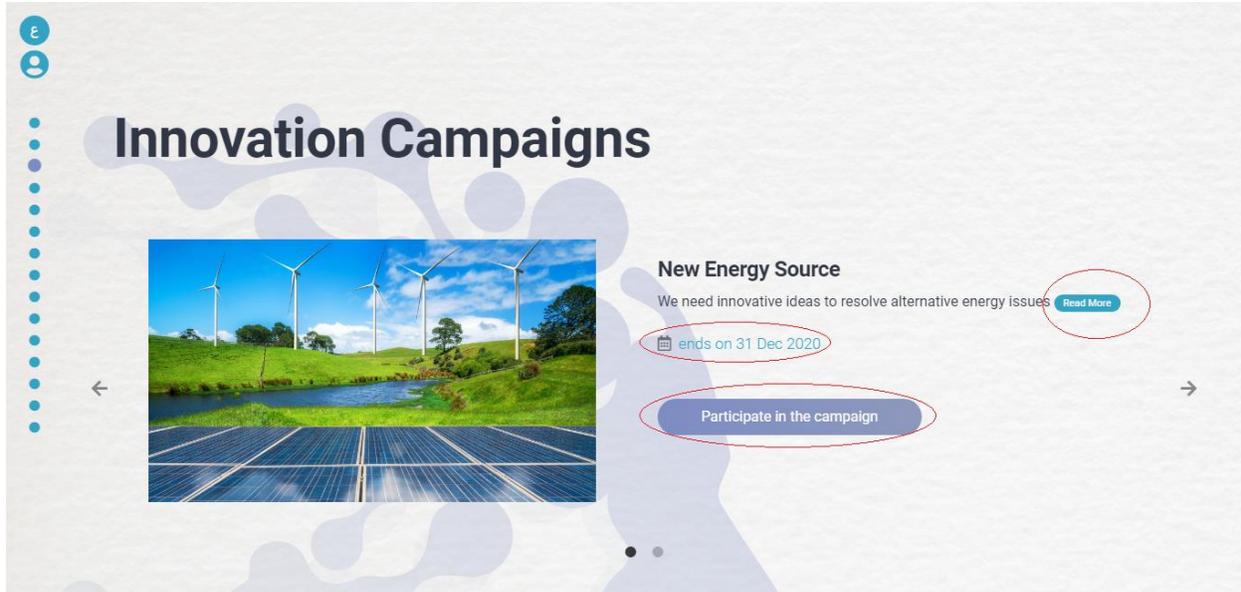


Innovation Campaigns

Use this section to submit a new idea targeted at a specific innovation campaign. You can use the button  to get the full details of the campaign. Campaigns have an end date after which you cannot participate any more. To participate in the campaign, click on

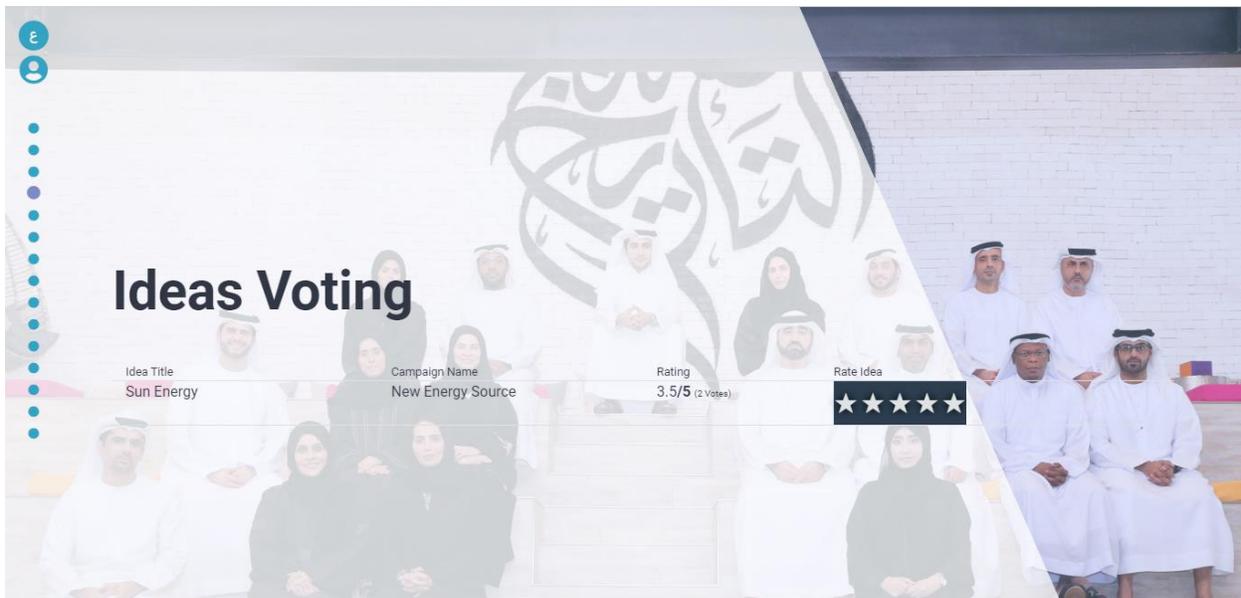


button. You must be logged in to participate.



Rate an idea

Use this section to view ideas submitted under specific campaigns and help assessors in the evaluation process by rating the idea. You can rate an idea by giving it 1 to 5 stars. A rating of 1 star will mean the lowest score with 5 being the highest.



Information pages

The rest of the pages are informative pages that talk about innovation, success stories, and useful links.

Idea Submission Form

The idea submission form appears as below:

Make sure to fill all required fields and click on [SUBMIT IDEA](#) at the bottom of the page. You can always save the idea information and continue later by using the button

[SAVE & CONTINUE LATER](#)

. The idea form will show the idea number, date of creation and current status at the top of the form:

Idea Number: MOE-1070, Creation Date: 04/01/2021 02:30 PM, Current Step : **Enter Idea** (Not Complete) [MORE DETAILS](#)

To view the progress of the idea evaluation, you can click on [MORE DETAILS](#) button to view the evaluation history:

Idea Number: MOE-1070, Creation Date: 04/01/2021 02:30 PM, Current Step : **Enter Idea** (Not Complete) [MORE DETAILS](#)



After submitting the idea, a notification box will come up explaining the next step and who is responsible for taking action on the idea:

💡 Idea Number: MOE-1109

Next Step	Department Manager Evaluation
Status	Not Complete
Assigned to	effat

IDEAS BOX

Ideas box

On the ideas box, you can follow up on the status of all your ideas such as if it has been approved or accepted or converted to a project.

adminuser ▾HelpعربيMinistry WebsiteInnovation

Innovation / Ideas Box

Ideas Box

Submit New Idea or Suggestion

Idea Title	Date & Time	Reference no.	Current Step
Good idea	AM 12:04:27 09-05-2021	MOE-1109	8 Department Manager Evaluation (In Progress)

You can view the idea by clicking on the reference number or by submitting a new idea but by clicking the Submit New Idea or Suggestion.

Evaluation by Department Manager

If you are the assigned department manager, then you will receive a notification when an idea related to your department gets submitted, and you will find the idea in the ideas box. Click on the submission idea to view it and evaluate it. You have 14 days from the submission date to evaluate the idea:

IDEA EVALUATION

Initial Evaluation *

REPEATED IDEA

ALREADY IMPLEMENTED

NEW IDEA

Assigned to you

[EVALUATE](#) [SAVE & CONTINUE LATER](#) [PRINT](#)

TIME REMAINING
13 DAYS 23 HOURS 51 MINUTES 52 SECONDS

If you choose "repeated idea" or "already implemented", then the idea will be automatically considered as not feasible. If you click on new idea, you will get the idea evaluation form:

الرجاء تقييم الفكرة بناء على المعايير التالية، قيم كل فكرة برقم من صفر إلى 10، 2-0: ضعيف جداً، 3-4: ضعيف، 5-6: متوسط، 7-8: قوي، 9-10: قوي جداً:

الأثر المتوقع من التطبيق

المشروعية (توافق الفكرة مع تطلعات ورغبات واحتياجات المتعاملين) *

0-10

الفائدة البديلة (ترشيد في الوقت المستغرق وعدد الخطوات ومصاريف) *

0-10

الايرادات (هامش الربح الذي تقدمه الفكرة) *

0-10

Please provide the score for all criteria, starting from 0 (strongly disagree) to 10 (strongly agree). Once you finalize your evaluation, click on "Submit Evaluation" button and write your comments, if any, before closing the evaluation.

If the criteria scale was calculated by the system as a suggestion, then it will be assigned to you and you will have to execute the suggestion.

COMMENTS

Very good suggestion

[Evaluate](#) [Close](#)

Idea Number: MOE-1109

Next Step	Execute Suggestion
Status	Not Complete
Assigned to	effat

IDEAS BOX

You are allocated 180 days to execute the suggestion. However, you can postpone the execution for a maximum of 180 days based on the circumstances:

NOTES

May 09, 2021 12:19 AM effat Very good suggestion

Assigned to you!

SUGGESTION IMPLEMENTED POSTPONE EXECUTION PRINT

TIME REMAINING

179 DAYS 23 HOURS 55 MINUTES 59 SECONDS

MINISTRY OF ECONOMY INNOVATION PLATFORM

f t i y

Once the execution of the suggestion has been postponed, you can reopen the suggestion at any time. Once it is implemented, click on "Suggestion Implemented" button to close the idea and consider the suggestion executed.

Innovation Committee Evaluation

If the criteria scale was calculated by the system to be an innovative idea, an email will be sent to all innovation committee teams. One of the innovation committee teams must assign the idea to themselves within 14 days, by clicking the "Assign to Me" button:

INNOVATION COMMITTEE EVALUATION

Evaluation Approval *

Not assigned to anyone!

ASSIGN TO ME PRINT

TIME REMAINING

11 DAYS 21 HOURS 46 MINUTES 2 SECONDS

The assigned innovation committee member then has an option to accept the department manager's evaluation of the same or re-evaluate the idea. Any other team members can assign the application to themselves in case the first member had an emergency and couldn't continue the evaluation, or the first member themselves can assign it to another team member if required.

INNOVATION COMMITTEE EVALUATION

Evaluation Approval *

Assigned to you!

TIME REMAINING

11 DAYS 21 HOURS 43 MINUTES 4 SECONDS

If the evaluation criteria was judged by the system to be an innovative idea, then the idea will be available again to all evaluation committee teams to assign it to themselves and, same as the suggestion, postpone it to a maximum of 180 days or execute the project within a year.

INNOVATION COMMITTEE EVALUATION

Evaluation Approval *

Not assigned to anyone!

NOTES

May 06, 2021 10:15 PM effat فكرة جميلة جدا

May 06, 2021 10:15 PM effat تم الموافقة على الفكرة و تحويلها إلى مشروع

TIME REMAINING

362 DAYS 21 HOURS 39 MINUTES 12 SECONDS

Click on "Assign to Me" to start working on the project:

Assigned to you!

TIME REMAINING

362 DAYS 21 HOURS 38 MINUTES 35 SECONDS

Request Appeal

If the idea was not accepted, its owner might request an appeal by opening the idea's details and clicking on "Request Appeal":

Not assigned to anyone!

← REQUEST APPEAL PRINT

In this case, the innovation committee team must assign the idea to one of their members and evaluate the appeal within 14 days:

APPEAL DECISION

Appeal Decision *

APPEAL REJECTED REASSESS IDEA

Not assigned to anyone!

+ ASSIGN TO ME PRINT

TIME REMAINING

13 DAYS 23 HOURS 58 MINUTES 41 SECONDS

Click on "Assign to Me" to start working on appeal evaluation. Then, either "re-evaluate the idea" or "reject the appeal".

APPEAL DECISION

Appeal Decision *

APPEAL REJECTED REASSESS IDEA

Assigned to you!

SUBMIT DECISION + ASSIGN TO ANOTHER USER SAVE & CONTINUE LATER PRINT

TIME REMAINING

13 DAYS 23 HOURS 57 MINUTES 0 SECONDS

Innovation Admin Page

Innovation admin user has multiple options to manage settings and campaigns throughout the system:

[INNOVATION](#) / [Innovation Admin Page](#)

INNOVATION ADMIN

- Departments And Managers**
Define Departments and Managers
- Innovation Criteria**
Manage Innovation Criteria
- Innovation Campaigns**
Manage Innovation Campaigns
- Success Stories**
Manage Success Stories
- Reports**
Reports
- View Dashboard**
View Dashboard

Departments and Managers

Use this page to modify departments and their managers:

[INNOVATION](#) / [INNOVATION ADMIN PAGE](#) / [Departments and Managers](#)

DEPARTMENTS AND MANAGERS				
ADD NEW DEPARTMENT				
#	Department Name Arabic	Department Name English	Department Manager Name	Deleted
1	الإبتكار	Innovation	Effat mohamed	<input type="checkbox"/>
2	المنشأ	Certificates Of Origin	Samir Sanqoor	<input type="checkbox"/>
3	الوكالات	Agencies	Mohammad Alamoudi	<input type="checkbox"/>
4	الشركات الأجنبية	Foreign Companies	Essam Salah	<input type="checkbox"/>

You can add a new department by clicking on Add New Department, and you can edit/delete a department by using the action buttons at the end of each row.

When adding/editing a department, please make sure to link it to the service category if any.

MODIFY DEPARTMENT

Department Name Arabic: الإبتكار

Department Name English: Innovation

Department Manager Name: Effat mohamed

Service Category: Innovation & Suggestions

INNOVATION CRITERIA

Use this page to modify innovation criteria:

INNOVATION CRITERIA

+ ADD INNOVATION CRITERIA

#	Criteria Description (Arabic)	Criteria Description (English)	Scale
EN - الأثر المتوقع من التطبيق - الأثر المتوقع من التطبيق			
+ ADD INNOVATION CRITERIA			
#	Criteria Description (Arabic)	Criteria Description (English)	Scale
1	المشروعية (توافق الفكرة مع تطلعات ورغبات واحتياجات المتعاملين)	المشروعية (توافق الفكرة مع تطلعات ورغبات واحتياجات المتعاملين) -En	60
2	الفائدة البديلة (ترشيد في الوقت المستغرق وعدد الخطوات ومصاريف)	الفائدة البديلة (ترشيد في الوقت المستغرق وعدد الخطوات ومصاريف)	20
3	الايرادات (هامش الربح الذي تقدمه الفكرة)	الايرادات (هامش الربح الذي تقدمه الفكرة)	20

You can use the add/edit/delete buttons like the ones on the departments page. You can also add a sub criteria under the main criteria as required.

EDIT CRITERIA

Criteria Description (Arabic) *

Criteria Description (English) *

Scale *

60

Cancel Save

INNOVATION CAMPAIGNS

INNOVATION / INNOVATION ADMIN PAGE / Innovation Campaigns

INNOVATION CAMPAIGNS

+ ADD INNOVATION CAMPAIGN

#	Campaign Title English	Campaign Image	Date From	Date To	
1.	New Energy Source		27/09/2020	31/12/2020	

Use this page to modify innovation campaigns, you can use the add/edit/delete buttons same as departments page. Once the campaign is saved, it will appear to the user on the start date and then won't be available after the end date.

Campaign Image *



Date From *

Department Name *

Date To *

Department Name *

Other *

Client Employee

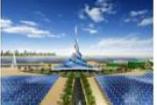
Committee Members *

Waed Salem

Najeeb Malallah

You can select committee members by choosing Client/Employee and then entering the first 3 letters of the user name or email to start the search. Click on the "user" from the suggestions list and the user will be added to the Committee Members list. To remove a user, click on the X button at the end of the user name.

SUCCESS STORIES

 SUCCESS STORIES			
 ADD SUCCESS STORY			
#	Success Story Title English	Success Story Image	Success Story Brief English
1	Farming Technology		Best success story ever Best success story ever Best success story ever Best success story ever  
2	ابتكار نظام ترشيد استهلاك الطاقة		Best success story ever Best success story ever  

Use this page to modify success stories. You can use the add/edit/delete buttons like the ones on the departments page. Once the story is saved, it will appear to the users on the innovation page. When editing the story, if you use a video URL, then it will appear instead of the image.

Farming Technology

Success Story Brief Arabic *

وصف مختصر للنص، عبارة سطر ونصف إلى سطرين فقط وصف مختصر للنص، عبارة سطر ونصف إلى سطرين فقط وصف مختصر للنص، عبارة سطر ونصف إلى سطرين فقط

Success Story Brief English *

Best success story ever Best success story ever Best success story ever Best success story ever

Success Story Image *

Video URL

https://www.youtube.com/watch?v=X4Y4-noGDAY&ab_channel=economyae

Cancel Save

Reports

This section is used to view various reports about the submitted ideas.

Innovation / Innovation Admin Page / Reports

Number Of Submitted Ideas Report

Time Per Phase Report

Number Of Submitted Ideas Report Per Innovation Area

Number Of Submitted Ideas Report Per Innovation Campaign

Number Of Submitted Ideas Report Per Department

Number Of Submitted Ideas Report Per Source

Number Of Feasible Ideas Report Per Innovation Area

Number Of Feasible Ideas Report Per Innovation Campaign

Number Of Feasible Ideas Report Per Department

Number Of Feasible Ideas Report Per Source

Number Of Executed Ideas Report Per Innovation Area

Number Of Executed Ideas Report Per Innovation Campaign

Number Of Executed Ideas Report Per Department

Number Of Executed Ideas Report Per Source

From Date: 1/1/2020 To Date: 5/9/2021 View Report

1 of 1 100%

تقرير عدد الأفكار المقدمة

01-01-2020 - 09-05-2021

عدد الأفكار المقدمة على مستوى الوزارة: 42

عدد الأفكار المقدمة حسب مجال الابتكار:

الأيام	تاريخ التقديم	الحالة	الخطوة الحالية	عنوان الفكرة	عدد الأفكار	مجال الابتكار
1	2020-12-09	مرفوض	تقديم مدير الإدارة	فكرة عظيمة	33	تطبيق تكنولوجيا حديثة
151	2020-12-10	غير مكتمل	دراسة طلب التنظيم	Sun Energy		
1	2020-12-10			Auto Pilot Cards		

You can specify the period by modifying the From Date/To Date fields and then clicking on "View Report" button. To navigate through the different reports, click on the report name at the left pane. To export the report, click on and choose the preferred format. Use the pages navigation bar to move between report pages , and use the refresh button to refresh report data .

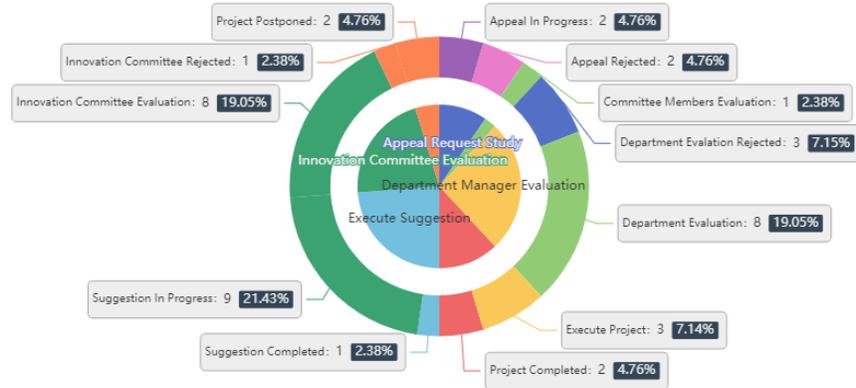
View Dashboards

This section is used to view dashboards about the submitted ideas, it has the following dashboards:

Ideas Panel

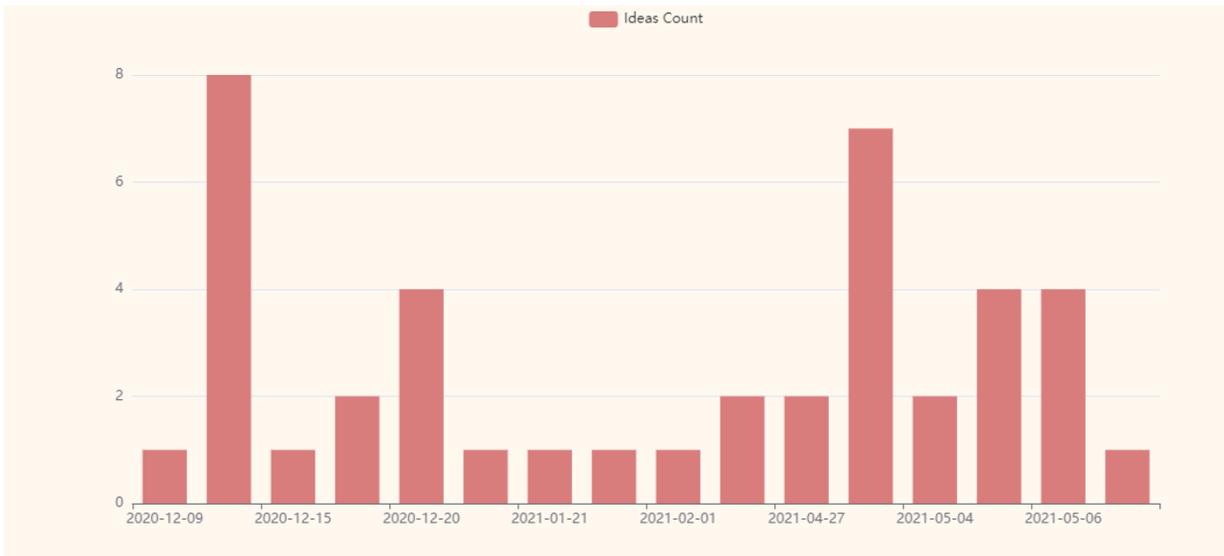


- Appeal Request Study
- Committee Members Evaluation
- Department Manager Evaluation
- Execute Innovative Idea
- Execute Suggestion
- Innovation Committee Evaluation
- Project Postponed
- Appeal In Progress
- Appeal Rejected
- Department Evaluation Rejected
- Department Evaluation
- Execute Project
- Project Completed
- Suggestion Completed
- Suggestion In Progress
- Innovation Committee Rejected



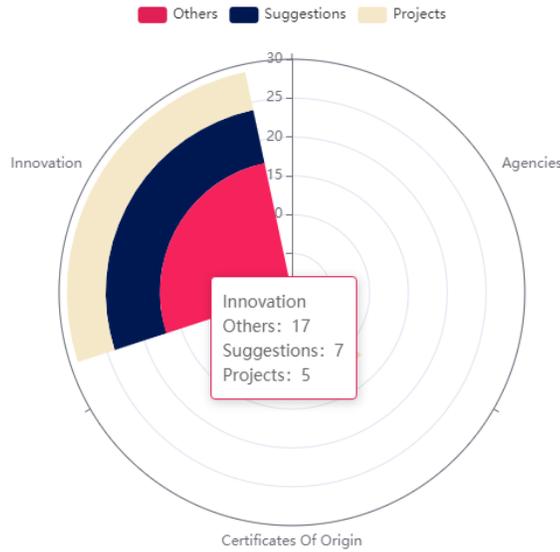
This section displays all ideas categorized by their status and sub status and the percentage for each.

Ideas By Date



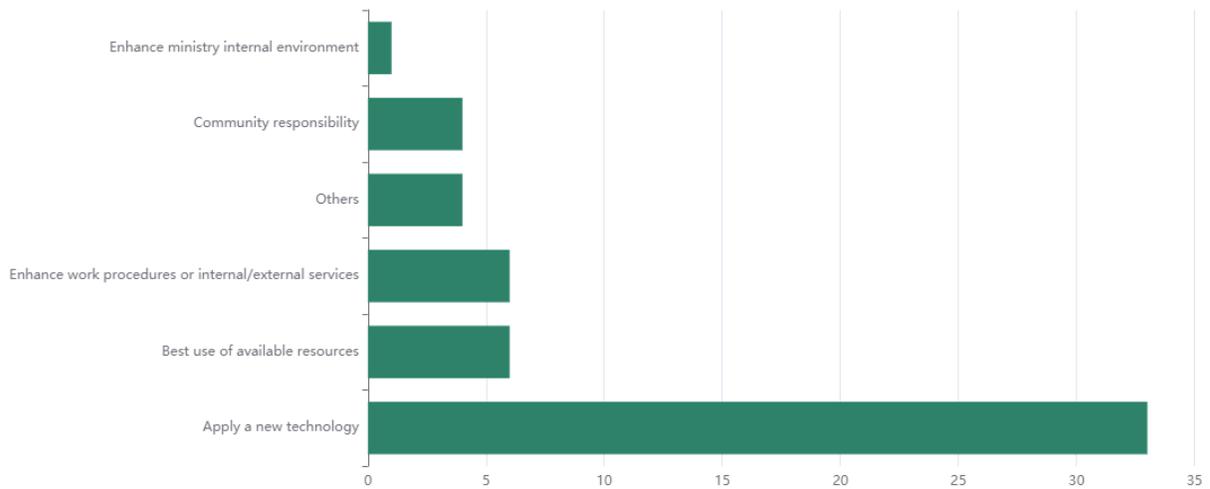
This section displays total ideas' count based on the submission date.

Ideas Per Department



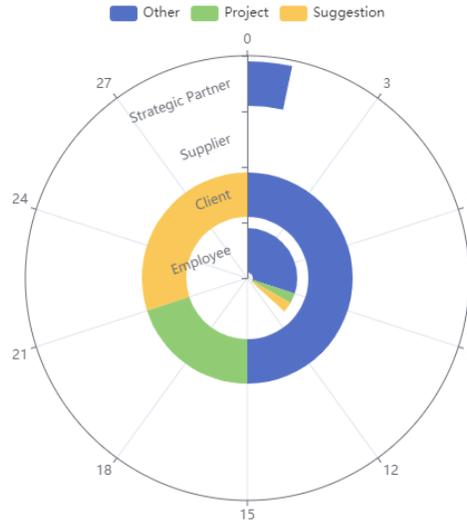
This section shows the total ideas' count divided by the department, and shows number of projects, suggestions and other statuses.

Ideas Per Innovation Area



This section displays number of ideas under each innovation area.

Ideas Per Applicant Type



This spiral shows number of ideas based on the applicant type, and shows number of projects, suggestions and other statuses.