
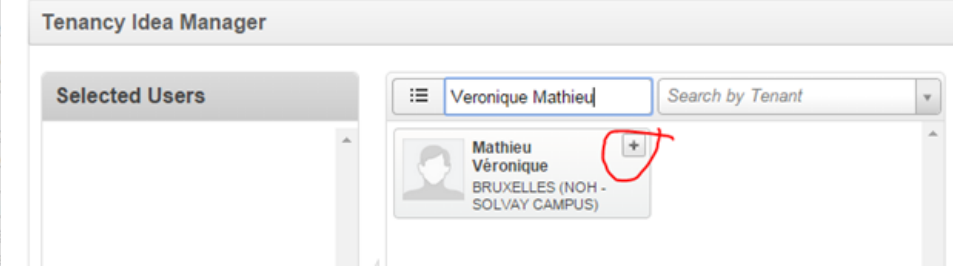


# Add / Assign tenant idea manager?

Purpose: This is to assign an idea manager who take care all the ideas in the idea box regardless of category.

Who have the access to do this? Local admin (its own tenant), support admin.

Procedure	Screenshot
<p>1. Grant the role of <b>Idea Manager</b> to the user (refer to How to update User Profile)</p>	<p><b>Roles :</b> ?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do not block</li> <li><input checked="" type="checkbox"/> Internal User</li> <li><input type="checkbox"/> Share Agent</li> <li><input type="checkbox"/> Support Admin</li> <li><input checked="" type="checkbox"/> Ideas manager</li> <li><input type="checkbox"/> Local Admin</li> <li><input type="checkbox"/> SSO user</li> </ul>
<p>2. Assign the user as the idea manager of your tenant site:</p>	
<p>a) Go to Administer &gt; Full Tenant List. Click on your Tenant Name (e.g. RIC Brussels)</p>	
<p>b) Click on Define Local Admins &amp; Idea Managers</p>	
<p>c) At the Tenancy Idea Manager, search and Add the user by clicking on the Plus sign (+)</p>	
<p>d) Click Submit</p>	

**Optional**

If the idea manager only manage ideas for specific idea category, set the user as the idea manager for that category (refer to How to set idea manager for idea category of a tenant site?)