

Data Glossary

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Terminology

- When used independently, 'Community' denotes either Idea Spaces (internal community) or Co-creation Communities (external community).
- Depending on your specific site setup, all fields may not be relevant and/or available to use (i.e. Progression Reasons).

** Moderation and Insights data sets exist only if you have any moderation or Insights data respectively.*

Activity Data Set

Build visualisations and reports to analyse end user activities across the platform. For example, Activities by Archetype or the flow of ideas through a Challenge workflow.

Activity Table – Activity Data Set

| Field Name | Field Type | Options | Description |
|-------------|-------------|--|--|
| Action Type | String/Text | <ul style="list-style-type: none"> • Accept Challenge Team Invitation • Add Canvas Block Comment • Add Conversation Comment • Add Idea Comment • Add Idea Team Member • Challenge Messages • Complete Canvas Block • CSA Accepted • Evaluation Decision Submitted • Fast Track Idea • Grant Tokens • Idea created • Join Community • Join Site • Private Idea Channel Comment • Submit Evaluation Criteria • View Challenge • View Conversation • View Idea • Vote on Idea | End user actions. |
| Archetype | String/Text | <ul style="list-style-type: none"> • Creator action • Contributor action • Lurker action • Joiner Action | <p>The actions for each Archetype are classified as follows:</p> <ul style="list-style-type: none"> • Creator: Idea Created, Add Idea Team Member • Lurker: View Idea, View Challenge, View Conversation, CSA Accepted • Joiner: Join Community, Join Site • Contributor: all other Action Type options. |

| | | | |
|---------------------|-------------|--|---|
| Challenge ID | Numeric | | The unique identifier for a Challenge. |
| Comment | String/Text | | Text of comments and Conversations. |
| Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the action occurred. Note: You cannot include date and time in a single field. |
| Idea ID | Numeric | | Idea ID for the idea. |
| User ID | Numeric | | The unique identifier for a user. |
| Points | Numeric | | Only available if you are using the Gamification functionality. Sum of gamification points earned by a user. |
| User Type | String/Text | <ul style="list-style-type: none"> • New User • Returning User | Indicate whether the user is New (first visit) or Returning (at least the second unique visit) |

Canvas Table – Activity Data Set

| Field Name | Field Type | Options | Description |
|---------------------------|-------------|---------|---|
| Block Name | String/Text | | Name for the block within the Canvas. |
| Comments | String/Text | | All comments for the specific piece of content within a section, comma separated. |
| Content | String/Text | | Text submitted to the block. |
| Created | Datetime | | Date the content was submitted. |
| Number of comments | Numeric | | Count of the comments for a specific piece of content within a section. |

Challenge Table – Activity Data Set

| Field Name | Field Type | Values | Description |
|---------------------------------|-------------|---|---|
| Accepting Ideas | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether the Challenge is currently accepting new responses. |
| Awards Text | String/Text | | Only available if you are using the Awards functionality. Non-monetary award for the Challenge. |
| Award Value | String/Text | | Only available if you are using the Awards functionality. Total award value for the Challenge. |
| Challenge Completed Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months | Date the Challenge was marked as Complete. Note: You cannot include date and time in a single field. |

| | | | |
|---------------------------|-------------|--|---|
| | | <ul style="list-style-type: none"> • Weeks • Days Time | |
| Challenge Link | Link | Name of the Challenge | <p>Only clickable in a Pivot table; opens the Challenge in a modal window within the dashboard or report.</p> <p>Displays as Challenge Name.</p> |
| Challenge Modified | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the Challenge was last modified.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Challenge Name | String/Text | | Name of the Challenge |
| Challenge Opened | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the Challenge initially began accepting responses.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Challenge Stages | String/Text | | Comma separated value containing all stages of the challenge (e.g. "Gather, Evaluation, Complete"). |
| Challenge Status | String/Text | <ul style="list-style-type: none"> • Active • Archived • Completed • Open • Pending | <p>Indicate whether the Challenge is:</p> <ul style="list-style-type: none"> • Active (not accepting ideas but at least 1 stage is open) • Archived (completed and hidden) • Completed (all stages closed and challenge marked as completed) • Open (accepting ideas) • Pending (published and with Open date in the future) |
| Challenge Term | String/Text | | The custom term used for Challenge response. |
| Challenge Type | String/Text | Challenge Types defined for your site. | <p>Only available if you have turned on Challenge Type on Admin > Configuration > Challenge Types.</p> <p>The type of Challenge.</p> |
| Close Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days Time | The closing date for the gather stage of the challenge. |

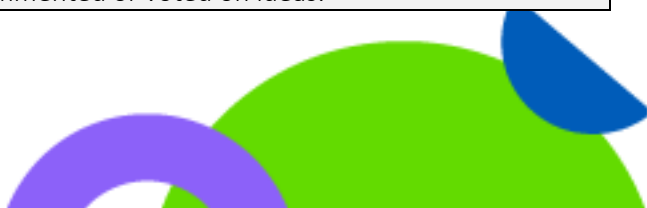


| | | | |
|-----------------------------|-------------|--|---|
| Created | Datetime | | Challenge creation date. This is the date and time the Challenge entity is first created, either as a draft or directly as a published Challenge. |
| Creator Name | String/Text | | The name of the user that created the challenge. |
| CSA | Boolean | <ul style="list-style-type: none"> • On • Off | <p>Only available if you are using the Challenge Agreement functionality.</p> <p>Indicate whether the Challenge includes a CSA.</p> |
| Draft Count | Numeric | | <p>The number of drafts currently associated with the Challenge.</p> <p>Note: Drafts are private to the user; therefore, the data provides the count of drafts against the Challenge but does provide other details such as the creator of the draft.</p> |
| Gamification Enabled | Boolean | <ul style="list-style-type: none"> • Yes • No | <p>Only available if you are using the Gamification functionality.</p> <p>Indicate whether Gamification is enabled for the Challenge.</p> |
| Keywords | String/Text | | List of keywords associated with the Challenge. |
| Language Code | String/Text | <ul style="list-style-type: none"> • CY-GB • DE • EN-GB • EN-US • ES • FI • FR-CA • FR-FR • HY • IT • JA • NL • NO • PL • PT • RU • SV • ZH-CH | Default Challenge language. |
| Last idea added | Datetime | | The date the last idea was added to the challenge. |
| Private Challenge | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether the Challenge is private. |
| Prize Type | | <ul style="list-style-type: none"> • Prize (no guarantee) | Only available if you are using the Sponsor Company functionality. Type of prize that will be awarded. |

| | | | |
|-----------------------|-------------|--|---|
| | | <ul style="list-style-type: none"> • Prize (guaranteed) • Prize IP • Prize License • Prize IP or License • Scouting • Scouting Fee | |
| Rating System | String/Text | • User defined rating systems | The rating systems assigned to a Challenge. |
| Sponsor | String/Text | | <p>Only available if you are using the Sponsor Company functionality.</p> <p>Indicates the sponsor for the Challenge. This field is for reporting/analytics use only.</p> |
| Team Type | String/Text | <ul style="list-style-type: none"> • Challenge Team • Idea Team • None | The type of team submissions that can be made for a Challenge. |
| Tokens Enabled | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether Tokens are enabled for the Challenge. |
| URL ID | String/Text | | <p>The unique identifier for a Challenge. Sometimes referred to as “Couch ID”.</p> <p>Use this field to get a count of Challenges.</p> |
| Workflow Type | String/Text | <ul style="list-style-type: none"> • Parallel • Phased | Indicate the type of workflow applied to the Challenge. |

Challenge Objectives Table – Activity Data Set

| Field Name | Field Type | Values | Description |
|---|------------|--------|---|
| Average Decision Time (Days) | Numeric | | The time, on average, that it takes to decide if an idea should progress to the next stage. |
| Average Implementation Time (Days) | Numeric | | The time, on average, that it takes to implement ideas. |
| Total Participants | Numeric | | The total number of participants in a challenge. |
| Creator % | Numeric | | The percentage of “creators” who have created ideas in a challenge. |
| Contributor % | Numeric | | The percentage of “contributors” who have commented or voted on ideas. |



| | | | |
|--------------------|---------|--|---|
| Lurker % | Numeric | | The percentage of “lurkers” who have looked at ideas and challenges but haven’t contributed in any way. |
| Number of Ideas | Numeric | | The number of ideas in the challenge. |
| Number of Comments | Numeric | | The number of comments in the challenge. |
| Number of Votes | Numeric | | The number of votes in the challenge. |
| Number of Views | Numeric | | The number of times that the challenge is viewed. |
| Selected Ideas % | Numeric | | The percentage of selected ideas in the challenge. |
| Completed Ideas % | Numeric | | The percentage of completed ideas in the challenge. |

Comment Table – Activity Data Set

| Field Name | Field Type | Options | Description |
|------------|-------------|---------|-----------------------------|
| Comment | String/Text | | A comment on the challenge. |

Community Table – Activity Data Set

| Field Name | Field Type | Options | Description |
|--------------------|-------------|--|---|
| Auto-Enrol Scope | String/Text | <ul style="list-style-type: none"> Everyone Full Contributors | Indicate who is auto-enrolled in an Idea Space: (1) No auto-enrolment, (2) Full Contributors only or (3) Everyone (Full Contributors & Limited Contributors). |
| Auto-Enrol Setting | String/Text | <ul style="list-style-type: none"> Off On | Indicate whether users are automatically enrolled in the community. |
| Children | String/Text | | List of child communities associated with the parent community. This list includes all generations (i.e. children, grandchildren, etc). |
| Community Link | String/Text | | Only clickable in a Pivot table; opens the community in a modal window within the dashboard or report. Displays as Community Name. |
| Community Name | String/Text | | Name of the Co-creation Community or Idea Space. |
| Community Type | String/Text | <ul style="list-style-type: none"> Co-creation Community Idea Space | Indicate whether the community is a Co-creation Community or an Idea Space. |
| Date | Datetime | <ul style="list-style-type: none"> Years (default) Quarters Months Weeks | Date the community was created. |

| | | | |
|------------------------------|-------------|--|---|
| | | <ul style="list-style-type: none"> • Days • Time | Note: You cannot include date and time in a single field. |
| Excluded Groups | String/Text | <ul style="list-style-type: none"> • User defined groups | Groups used to exclude users from the community. |
| Gamification Enabled | Boolean | <ul style="list-style-type: none"> • Yes • No | <p>Only available if you are using the Gamification functionality.</p> <p>Indicate whether Gamification is enabled for the community.</p> |
| Idea Prefix | String/Text | | An optional prefix given to the idea IDs for the ideas in the community. |
| Included Groups | String/Text | | Groups used to include users from the community. |
| Invite Options | String/Text | <ul style="list-style-type: none"> • Full Contributors • Limited Contributors | <p>Indicate the role assigned to new users invited to the site via an Idea Space.</p> <p>Note: The Invite Option for Co-creation Communities is always Limited Contributor.</p> |
| Language Code | String/Text | <ul style="list-style-type: none"> • CY-GB • DE • EN-GB • EN-US • ES • FI • FR-CA • FR-FR • HY • IT • JA • NL • NO • PL • PT • RU • SV • ZH-CH | Default community language. |
| Membership Count | Numeric | | Number of members in the community. |
| Parents | String/Text | | Parent community associated with the community. This list includes all generations (i.e. parent, grandparent, etc) |
| Registration Settings | String/Text | <ul style="list-style-type: none"> • Closed • Open • Open by Domain • By Request | <p>Type of registration associated with the community:</p> <p>Co-creation Community:</p> <ul style="list-style-type: none"> • Closed |

| | | | |
|-------------------|-------------|---|---|
| | | <ul style="list-style-type: none"> • Invite Only • Public | <ul style="list-style-type: none"> • Open • Open by Domain <p>Idea Space:</p> <ul style="list-style-type: none"> • By Request • Invite Only • Public |
| Top Parent | String/Text | | <p>The highest-level community in a hierarchal community tree.</p> <p>This field can be used to aggregate content (i.e. number of Challenges in the full tree)</p> |
| URL ID | String/Text | | <p>The unique identifier for a community. Sometimes referred to as “Couch ID”.</p> <p>Use this field to get a count of communities.</p> |

Conversation Table – Activity Data Set

| Field Name | Field Type | Options | Description |
|----------------------------|-------------|---|--|
| Conversation Link | Link | | <p>Only clickable in a Pivot table; opens the conversation in a modal window within the dashboard or report.</p> <p>Displays as Conversation Name.</p> |
| Conversation Name | String/Text | | Name of the Conversation. |
| Conversation Status | String/Text | <ul style="list-style-type: none"> • Active • Closed | The Conversation’s status. |
| Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the Conversation was created.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Language Code | String/Text | <ul style="list-style-type: none"> • CY-GB • DE • EN-GB • EN-US • ES • FI • FR-CA • FR-FR • HY • IT • JA • NL | Default Conversation language. |

| | | | |
|-----------------------------|-------------|---|--|
| | | <ul style="list-style-type: none"> • NO • PL • PT • RU • SV • ZH-CH | |
| Moderation Enabled | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether moderation is turned on for the Conversation. |
| Private Conversation | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether the Conversation is private. |
| URL ID | Aggregation | | <p>The unique identifier for a Conversation. Sometimes referred to as "Couch ID".</p> <p>Use this field to get a count of Conversations.</p> |

Idea Form Fields – Activity Data Set

| Field Name | Field Type | Options | Description |
|---------------------------------|-------------|--|--|
| Idea Form Field | String/Text | | <p>List of idea form fields with defined responses (i.e. drop down, radio button, checkbox, taxonomy).</p> <p>The Idea Form Field value can be used as a filter to include form field responses in a visualisation. For example:</p> <ul style="list-style-type: none"> • Add Idea Form Field = Theme • Add Idea Form Response to a bar chart to visualise the count of ideas for each Theme |
| Idea Form Field Response | String/Text | | <p>List of defined responses for an idea form field.</p> <p>Idea form field responses can be included in a visualisation (i.e. count of ideas per theme) or as a filter.</p> |
| Type | String/Text | <ul style="list-style-type: none"> • Radio • Checkbox • Decimal • Select • Multiple checkbox • Keywords • Taxonomy • Text • Text Area • Rich Text Area | List of defined types if an idea form field. |



| | | | |
|----------------------------------|---------|--|---|
| Idea Form Field Response Decimal | Numeric | | Form field response for field of type decimal |
|----------------------------------|---------|--|---|

Idea Table – Activity Data Set

| Field Name | Field Type | Options | Description |
|------------------------------|-------------|--|---|
| Approved Datetime | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the idea was approved, if the idea has Current Default Status=Approved. |
| Award Value | Numeric | | <p>Only available if you are using the Awards functionality.</p> <p>Total award value for the idea.</p> |
| Category | String/Text | User-defined categories | Category assigned to the idea. |
| Challenge Agreement Accepted | Datetime | | <p>Only available if you are using the Challenge Agreement functionality.</p> <p>The date when the Challenge Agreement was accepted for the idea.</p> |
| Current Default Status | String/Text | <ul style="list-style-type: none"> • Approved • Completed • Concept • Consultation • In Development • In Evaluation • On Hold • Rejected | The ideas status. |
| Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the idea was added.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Date Rejected | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the idea was rejected. |

| | | | |
|----------------------------------|-------------|--|---|
| Days in Stage | Numeric | | Number of days an idea was in a particular stage. |
| Idea ID | String/Text | | The idea identifier displayed on the idea. We recommend using URL ID as the aggregator for idea counts. |
| Idea Link | Link | | Only clickable in a Pivot table; opens the idea in a modal window within the dashboard or report. Displays as Idea Name. |
| Idea Name | String/Text | | Name of the idea. |
| Is Anonymous | Boolean | <ul style="list-style-type: none"> • True • False | Indicate whether the idea creator is anonymous. |
| Is Archived | Boolean | <ul style="list-style-type: none"> • True • False | Indicate whether the idea is archived. |
| Days since status change | Numeric | | The days since the status changed. |
| Last Stage Change | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | The last date the idea moved to a new stage. |
| Latest Progression Reason | String/Text | List of defined progression reasons | Only available if you have turned on Progression Reasons on Admin > Configuration > Progression Reasons. Latest progression or rejection reason assigned to the idea. |
| Latest Status Update | String/Text | | Text of the most recent status update for the idea. |
| Number of Comments | Numeric | | The number of comments added to the idea. |
| Progression % | Numeric | | Used calculate the number of ideas in the Idea Funnel on the Dashboard. Calculated progression of the idea as a percentage of the workflow across all Challenges on the site. Best used to aggregate relative progression of ideas across multiple Challenges in a community or the entire Site. |
| Stage Information | String/Text | Challenge-specific stage names. | The stage name(s) for the Challenge. Note: The leading number ensures that stages are displayed in the define workflow order. |
| Stage Name | String/Text | Challenge-specific stage names | The stage name(s) for the Challenge. |

| | | | |
|--------------|-------------|---|--|
| Stage Type | String/Text | <ul style="list-style-type: none"> • Closed • Development • Discussion • Evaluation • Gather • Pairwise | <p>The type of stages.</p> <p>Note: Use this field to view number of ideas in a particular stage type (i.e. Evaluation stages) rather than the specific stages:</p> <ul style="list-style-type: none"> • when there is more than one stage of a particular type, or • when aggregating across different Challenges that have different workflows |
| Status | String/Text | User-defined Status names. | Status of the idea. |
| Subcategory | String/Text | User-defined subcategories. | Subcategories assigned to ideas. |
| Total Tokens | Numeric | | <p>Only available if you are using the Tokens functionality.</p> <p>Sum of tokens assigned to the idea.</p> |
| URL ID | Aggregation | | <p>The unique identifier for an idea. Sometimes referred to as "Couch ID".</p> <p>Use this field to get a count of ideas.</p> |
| Vote Score | Numeric | | Vote score applied to an idea. |

Profile Form Fields – Activity Data Set

This table will be deprecated in 2024. Please use the individual fields in the user table.

| Field Name | Field Type | Options | Description |
|--|-------------|---------|--|
| Profile Form Field (to be deprecated) | String/Text | | <p>List of Profile form fields with defined responses (i.e. drop down, radio button, checkbox).</p> <p>The Profile Form Field value can be used as a filter to include form field responses in a visualisation. For example:</p> <ul style="list-style-type: none"> • Add Profile Form Field = Department • Add Profile Form Response to a bar chart to visualise the count of ideas for each Department |
| Profile Form Field Response (to be deprecated) | String/Text | | <p>List of defined responses for a Profile form field.</p> <p>Profile form field responses can be included in a visualisation (i.e. count of ideas per Department) or as a filter.</p> |



User Table – Activity Data Set

The user table will have extra fields depending on your site’s “Profile form fields”. Each of these will be of type “String/Text”, with no specific options. *Initially, these fields will only be available on the Activity data set. It will be extended to all data sets soon after.*

| Field Name | Field Type | Options | Description |
|---------------------|-------------|---|--|
| Activation Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the user account was activated.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Deactivation Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the user account was deactivated.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Email Address | String/Text | | The user’s email address. |
| External ID | String/Text | | The External ID given to a user through SSO. |
| First Name | String/Text | | The user’s first name. |
| Gamification Points | Numeric | | <p>Only available if you are using the Gamification functionality.</p> <p>Sum of gamification points earned by the user.</p> |
| Join Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the user registered for an account.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Language Code | String/Text | <ul style="list-style-type: none"> • CY-GB • DE • EN-GB • EN-US • ES • FI • FR-CA • FR-FR • HY • IT • JA • NL • NO | User’s default language. |

| | | | |
|------------------------|-------------|--|---|
| | | <ul style="list-style-type: none"> • PL • PT • RU • SV • ZH-CH | |
| Last Login Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>Date the user last logged in.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Last Name | String/Text | | The user's last name. |
| Role | String/Text | <ul style="list-style-type: none"> • Full Contributor • Limited Contributor • Manager • Site Admin | The role assigned to the user on the Admin Panel > Users page. |
| Thumbnail URL | String/Text | | <p>URL of the user's profile picture.</p> <p>Note: To display the image rather than the URL, you must 'Show as images' for the row settings (i.e. click on the three dots for the value and select 'Show as images' from the menu).</p> |
| URL ID | String/Text | | <p>The user unique identifier. Sometimes referred to as "Couch ID".</p> <p>Use this field to get a count of users.</p> |
| User Groups | String/Text | | Comma separated list of all groups the user is member of. |
| User Link | Link | | <p>Only clickable in a Pivot table; opens the user profile in a modal window within the dashboard or report.</p> <p>Displays the user's Username.</p> |
| User Status | String/Text | <ul style="list-style-type: none"> • Activated • Deactivated • Pending | The user's status |
| Username | String/Text | | The user's Username. If the idea is set to be "Anonymous", username will show "Anonymous". |

User Group Table – Activity Data Set

| Field Name | Field Type | Options | Description |
|------------|-------------|---------|---|
| Community | String/Text | | Community where the group was created. Shows "N\A" if the group was created for the site, meaning it is not for a specific community. |

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|------------|-------------|--|---|
| Group Name | String/Text | | Name of the group. |
| User ID | Number | | The unique identifier of the user who is part of the group. |



Admin Data Set

Purpose: Build visualisations and reports to audit activity across the platform. For example, to build audit reports regarding the users that performed certain administrative activities such as comment moderation.

Admin Actions Table – Admin Data Set

| Field Name | Field Type | Options | Description |
|-------------|-------------|---|--|
| Action Type | String/Text | <ul style="list-style-type: none"> Challenge Changes Comment Moderation Community Users Evaluation Decision Evaluation Criteria Idea Moderation Idea Workflow | Admin actions taken across your communities and Challenges. |
| Date | Datetime | <ul style="list-style-type: none"> Years (default) Quarters Months Weeks Days Time | Date the action occurred. Note: You cannot include date and time in a single field. |
| User Action | String/Text | <ul style="list-style-type: none"> Add Community Admin Add Users to a community Approve Idea Complete Idea Copy Idea from Copy Idea to Create Challenge Delete Challenge Fast Track Idea Move Idea from Move Idea to Open Challenge Progress Idea Progress Idea from Evaluation Update Challenge Reject Idea in Evaluation Remove Community Admin Remove Users from Community Submit Evaluation Criteria Submit Evaluation Decision Send Back Idea | Admin actions |

Admin Table – Admin Data Set

| Field Name | Field Type | Options | Description |
|-----------------|-------------|--|---|
| Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the action occurred. |
| User ID | String/Text | | User ID of the individual who completed the action. |
| User Permission | String/Text | <ul style="list-style-type: none"> • Ad Hoc Evaluator • Challenge Manager • Comment Moderator • Community Admin • Community Manager • Conversation Manager • Evaluator • Idea Manager • Idea Moderator • Lead Ad Hoc Evaluator • Lead Evaluator | The permissions assigned to perform admin actions. |

Challenge Table – Admin Data Set

See the [Challenge Table](#) definitions in the activity dataset.

Community Table – Admin Data Set

See the [Community Table](#) definitions in the activity dataset.

Report Schedule – Admin Data Set

| Field Name | Field Type | Options | Description |
|----------------|-------------|---------|---|
| Creator ID | Numeric | | User identifier for the creator of the schedule. |
| Dashboard Name | String/Text | | Name of the Dashboard where the Schedule is configured for. Only applies to Report Type “Analytics Dashboard”. |
| Description | String/Text | | Description of the report inserted on the Schedule configuration. |

| | | | |
|----------------------------|-------------|--|--|
| | | | Only applies to Report Types “General”, “Team Members”, “Evaluation”, “Tokens”, “Social Overview”, “Votes” and “Idea History”. |
| Name | Datetime | | Name of the report inserted on the Schedule configuration. |
| Next Scheduled date | Datetime | | The date of the next time the schedule will be sent, based on the Schedule type, details, and current date. |
| Recipients | Numeric | | List of emails of users assigned to receive the Scheduled report. |
| Report Type | String/Text | Analytics Dashboard Evaluation General Idea History Social Overview Team Members Tokens Votes | The type of the report scheduled represents the source of the report. It can either be a Dashboard from Advanced Analytics or the different Idea Data reports on the “Reports” section. |
| Schedule details | String/Text | | Details for the specific schedule type. For example, for specific date, it indicates the date and time configured for the report to be sent. For Monthly, it specifies the date of the month the report is sent. |
| Schedule Type | String/Text | Daily Weekly Monthly Specific Date | Describes how the frequency of the schedule is defined. |

User Table – Admin Data Set

See the [User Table](#) definitions in the activity dataset.



Evaluation Data Set

Purpose: Build visualisations and reports to analyse evaluation activity.

Challenge Table – Evaluation Data Set

See the [Challenge Table](#) definitions in the activity dataset.

Community Table – Evaluation Data Set

See the [Community Table](#) definitions in the activity dataset.

Creator Table (user that added the idea) – Evaluation Data set

See the [User Table](#) definitions in the activity dataset.

Evaluation Table – Evaluation Data Set

| Field Name | Field Type | Options | Description |
|-------------------------|-------------|---|---|
| Ad-Hoc Evaluator | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether the evaluator was an Ad-Hoc Evaluator. |
| Criterion Name | String/Text | Challenge-specific evaluation criteria. | Evaluation criteria. |
| Criterion Type | String/Text | <ul style="list-style-type: none"> • Checkboxes • Dropdown • Number • Other • Radio Buttons • Rating Scale • Text Fields | Indicate the type of field for the evaluation criteria. |
| Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the evaluation criteria was submitted. Note: You cannot include date and time in a single field. |
| Date into Stage | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the idea moved into the evaluation stage. Note: You cannot include date and time in a single field. |

| | | | |
|-----------------------------|-------------|--|---|
| Days in Stage | Numeric | | Number of days the idea has been in the stage. |
| Days to Evaluation | Number | | The number of days between an idea entering the stage and being evaluated. |
| Evaluator Enabled | String/Text | <ul style="list-style-type: none"> • Yes • No | Shows if the Evaluator is enabled or not for the specific Evaluation, as ad-hoc evaluation assignments can be individually disabled. |
| Idea ID | String/Text | | <p>The idea identifier displayed on the idea.</p> <p>We recommend using URL ID as the aggregator for idea counts.</p> |
| Lead Evaluator | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether the evaluator is a lead evaluator. |
| Progression Decision | String/Text | List of defined progression decisions. | <p>Only available if you have turned on Progression Reasons on Admin > Configuration > Progression Reasons.</p> <p>Latest progression reason assigned to the idea.</p> |
| Progression Reason | String/Text | List of defined progression decisions. | <p>Only available if you have turned on Progression Reasons on Admin > Configuration > Progression Reasons.</p> <p>Latest progression reason assigned to the idea.</p> |
| Ratings | Numeric | | <p>Rating value for the criteria.</p> <p>Only applicable for Rating Scale criteria.</p> |
| Response Type | String/Text | <ul style="list-style-type: none"> • Criteria Submission • Decision Submission • Private Evaluation Comment • Pending Evaluation | Indicate the type of evaluator action. Pending evaluations only show for ideas without a decision submitted. This represents pending evaluation tasks. |
| Section | String/Text | | Section where the criterion is part of. |
| Section - Criterion | String/Text | | <p>Calculated value, composed of the section followed by the criterion name. Use this to individualise specific questions in a section.</p> <p>Example: if you have an “Observations” criterion for section “Viability” and also “Observations” for section “Impact”, using this column as a filter you can get the values for just one of those.</p> |



| | | | |
|--------------------------|-------------|---|--|
| Stage Information | String/Text | <ul style="list-style-type: none"> Challenge-specific stage names. | <p>The stage name(s) for the Challenge.</p> <p>Note: The leading number ensures that stages are displayed in the define workflow order.</p> |
| Stage Name | String/Text | <ul style="list-style-type: none"> Challenge-specific stage names | The stage name(s) for the Challenge. |
| Stage Type | String/Text | <ul style="list-style-type: none"> Closed Development Discussion Evaluation Gather Pairwise | <p>The type of stages.</p> <p>Note: Use this field to view number of ideas in a particular stage type (i.e. Evaluation stages) rather than the specific stages:</p> <ul style="list-style-type: none"> when there is more than one stage of a particular type, or when aggregating across different Challenges that have different workflows |
| Text values | Numeric | | Text values for the criteria. |
| Weight | Numeric | | <p>The weight assigned to the specific criteria (i.e. 25%)</p> <p>Only applicable for Rating Scale criteria.</p> |
| Weight Value | Numeric | | <p>The calculated weighted value for a particular rating (i.e. 1.25)</p> <p>Only applicable for Rating Scale criteria.</p> |

Evaluator Table (user that evaluated the idea) – Evaluation Data Set

See the [User Table](#) definitions in the activity dataset.

In this case, the table includes an extra field:

| Field Name | Field Type | Options | Description |
|----------------------------------|------------|---------|--|
| Pending Evaluations Count | Numeric | | The number of evaluations that a user has outstanding (pending to evaluate). |

Idea Form Fields – Evaluation Data Set

See the [Idea Form Fields](#) definitions in the activity dataset.

Idea Table – Evaluation Data Set



See the [Idea Table](#) definitions in the activity dataset.

Stage Table – Evaluation Data Set

| Field Name | Field Type | Options | Description |
|-------------------|-------------|---------------------------------|--|
| Challenge ID | String/Text | | The Challenge ID for the parent Challenge. |
| Stage Information | String/Text | Challenge-specific stage names. | The stage name(s) for the Challenge. Note: The leading number ensures that stages are displayed in the define workflow order. |



Idea Data Set

Purpose: Build visualisations and reports to analyse idea history date (ie to track the flow of ideas through a workflow)

Challenge Table – Idea Data Set

See the [Challenge Table](#) definitions in the activity dataset.

Community Table – Idea Data Set

See the [Community Table](#) definitions in the activity dataset.

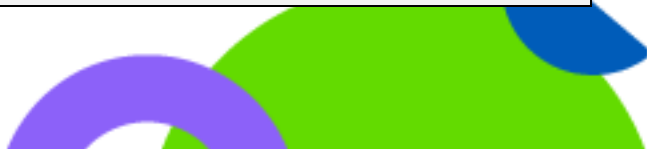
Idea Manager – Idea Data Set

User who is assigned as a manager of the idea. See the [User Table](#) definitions in the activity dataset.

Idea Workflow Table – Idea Data Set

| Field Name | Field Type | Options | Description |
|---------------------|-------------|--|---|
| Award Value | Numeric | | Only available if you are using the Awards functionality. Total award value for the idea. |
| Category | String/Text | User-defined categories | Categories assigned to ideas. |
| Challenge ID | Numeric | | The Challenge ID for the parent Challenge |
| Creator ID | Numeric | | User identifier for the creator of the idea |
| Created Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the idea was added. Note: You cannot include date and time in a single field. |
| Date | Datetime | | The date at which the action for each row was made, i.e. if the “history action” was progressed, this would be the date of that action. |

| | | | |
|---|-------------|--|---|
| Date of next update | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | The date when the following action is made on this same idea. This will be empty for the latest action on an idea. You can use this to find the state of an idea at a certain date, by filtering on date of next actions happening after that date. |
| Days between Last Action and Today | Numeric | | Number of days since the last action. |
| Days since Created | Numeric | | Number of days since the idea was created. |
| Days Since Previous Action | Numeric | | Number of days since the previous action. |
| History Action | String/Text | <ul style="list-style-type: none"> • Idea Fast Tracked • Idea Progressed • Idea Sent Back • Idea Status Change • Idea Manager Added • Idea Manager Removed | The action associated with the idea. |
| Idea ID | String/Text | | The idea identifier. Use this field to get a count of the number of ideas |
| Idea Link | Link | | Only clickable in a Pivot table; opens the idea in a modal window within the dashboard or report. Displays as idea title. |
| Idea Name | String/Text | | Name of the idea. If the idea is set to be "Anonymous", idea name will show "Anonymous". |
| Latest Information | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether the data point corresponds to the latest state of the idea or not. |
| Previous Stage Information | String/Text | Challenge-specific stage names. | The stage name(s) for the Challenge. Indicates the stage the idea progressed from. |
| Previous Stage Type | String/Text | | The type of stage the idea progressed from. |
| Previous Stage | String/Text | | Stage the idea progressed from. |
| Stage Information | String/Text | Challenge-specific stage names. | The stage name(s) for the Challenge. |



| | | | |
|------------------------|-------------|---|--|
| | | | Note: The leading number ensures that stages are displayed in the define workflow order. |
| Stage Name | String/Text | Challenge-specific stage names | The stage name(s) for the Challenge. |
| Stage Type | String/Text | <ul style="list-style-type: none"> • Closed • Development • Discussion • Evaluation • Gather • Pairwise | <p>The type of stages.</p> <p>Note: Use this field to view number of ideas in a particular stage type (i.e. Evaluation stages) rather than the specific stages:</p> <ul style="list-style-type: none"> • when there is more than one stage of a particular type, or when aggregating across different Challenges that have different workflows |
| Previous Status | String/Text | User-defined Status names. | The previous status of the idea. |
| Status | String/Text | User-defined Status names. | Status of the idea. |
| Subcategory | String/Text | User-defined subcategories. | Subcategories assigned to ideas. |
| Total Tokens | Numeric | | <p>Only available if you are using the Tokens functionality.</p> <p>Sum of tokens assigned to the idea.</p> |
| URL ID | Aggregation | | <p>The unique identifier for an idea. Sometimes referred to as “Couch ID”.</p> <p>Use this field to get a count of ideas.</p> |
| User ID | String/Text | | User ID for the user that has completed the action. |

Stage Table – Idea Data Set

| Field Name | Field Type | Options | Description |
|--------------------------|-------------|---------------------------------|---|
| Challenge ID | String/Text | | The Challenge ID for the parent Challenge. |
| Forms on Stage | String/Text | | Name of the forms assigned to the stage. |
| Stage Information | String/Text | Challenge-specific stage names. | <p>The stage name(s) for the Challenge.</p> <p>Note: The leading number ensures that stages are displayed in the define workflow order.</p> |

User Table – Idea Data Set

User who created the idea. See the [User Table](#) definitions in the activity dataset.

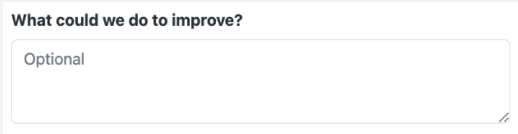
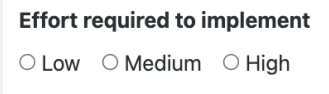
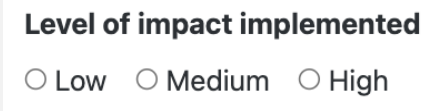
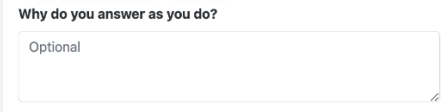


Insights Data Set

Purpose: Build visualisations and reports to analyse insights surveys.

This data set exists only if you have moderation data (ideas, comments, or conversations).

Answers Table – Insights Set

| Field Name | Field Type | Options | Description |
|-------------------|-------------|----------------------------------|--|
| Actions | String/Text | | Text that the user added to the follow-up question “What could we do to improve?” in the survey.  |
| Answer Set | String/Text | | A unique ID of the answers made by one respondent. |
| Date Answered | Datetime | | Date the answer set was submitted. Note: You cannot include date and time in a single field. |
| Effort | Numeric | 1 2 3 | A number between 1-3, which corresponds to “Low” (1), “Medium” (2), or “High” (3) in the survey.  |
| eNPS Label | String/Text | Detractor Passive Promoter | A text that is automatically calculated based on the numbers of the Response Value field of question types eNPS: If Response Value is between 0-6 = Detractor If Response Value is between 7-8 = Passive If Response Value is between 9-10 = Promoter |
| Impact | Numeric | 1 2 3 | A number between 1-3, which corresponds to “Low” (1), “Medium” (2), or “High” (3) in the survey.  |
| Prediction Reason | String/Text | | Text that the user added to the follow-up question “Why do you answer as you do?” in the survey.  |

| | | | |
|-----------------------|-------------|--|--|
| Priority | Numeric | 1 2 3 4 5 | A number between 1-5 that is automatically calculated based on the respondents answer to the Effort and Impact question. The calculation: 1 Impact 1 effort = 4 2 Impact 1 effort = 1 3 Impact 1 effort = 1 1 Impact 2 effort = 4 2 Impact 2 effort = 3 3 Impact 2 effort = 2 1 Impact 3 effort = 4 2 Impact 3 effort = 3 3 Impact 3 effort = 3 No response from user = 5 |
| Question | String/Text | | Text of the question defined in the topic. |
| Question Type | String/Text | Rating Scale eNPS | The type of the question used in the survey. |
| Recommendation | String/Text | Act Plan Consider Forget N/A | A text that is automatically generated based on the Priority field: 1 = Act 2 = Plan 3 = Consider 4 = Forget 5 = N/A |
| Response Value | Numeric | -3 -2 -1 0 1 2 3 4 5 6 7 8 9 10 | A number that corresponds to the user's answer in the survey: <u>Rating Scale:</u> Very good = 3 Good = 2 Slightly good = 1 Neutral = 0 Slightly bad = -1 Bad = -2 Very bad = -3 <u>Net Promoter Score:</u> 0-10, where 0 means "Very unlikely" and 10 means "Very likely". |
| Sentiment | String/Text | Positive Neutral Negative | A text that is automatically generated based on the corresponding value that the user answered the Rating Scale or Net Promoter Score question: |



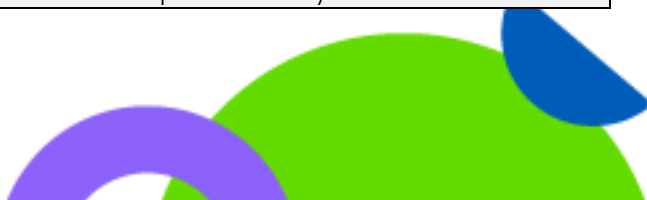
| | | | |
|--|--|--|---|
| | | | <p><u>Rating Scale:</u> 3 = Positive 2 = Positive 1 = Positive 0 = Neutral -1 = Negative -2 = Negative -3 = Negative</p> <p><u>Net Promoter Score:</u> 0-6 = Negative 7-8 = Neutral 9-10 = Positive</p> |
|--|--|--|---|

Demographics Table – Insights Set

| Field Name | Field Type | Options | Description |
|----------------------|-------------|---------|---|
| Demographic Question | String/Text | | The user-defined questions that can be asked to respondents in the survey. Example: “What department do you work in?” |
| Demographic Type | String/Text | | The user-defined types of demographic questions that represent the topic of the demographic question. Example: “Department” could be the type of the question “What department do you work in?” |
| Response | String/Text | | The user-defined possible response options for respondents to select in the survey. Example: for a question about Department, the response options could be “IT”, “Sales”, “Marketing”, etc. <i>Note: any response options with 4 or less total responses will be shown as “other” limit the capacity of identifying the person behind a response.</i> |

Demographics Table (Heatmap) – Insights Set

| Field Name | Field Type | Options | Description |
|----------------------|-------------|---------|---|
| Demographic Question | String/Text | | The user-defined questions that can be asked to respondents in the survey. Example: “What department do you work in?” |
| Demographic Type | String/Text | | The user-defined types of demographic questions that represent the topic of the demographic question. Example: “Department” could be the type of the question “What department do you work in?” |



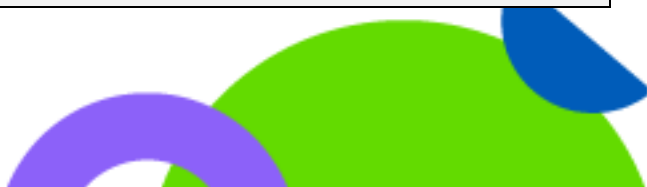
| | | | |
|-----------------|-------------|--|--|
| Response | String/Text | | <p>The user-defined possible response options for respondents to select in the survey. Example: for a question about Department, the response options could be “IT”, “Sales”, “Marketing”, etc.</p> <p><i>Note: any response options with 4 or less total responses will be shown as “other” limit the capacity of identifying the person behind a response.</i></p> |
|-----------------|-------------|--|--|

Sub Topic Table – Insights Set

| Field Name | Field Type | Options | Description |
|-------------------|-------------|---------|---|
| Answer Set | String/Text | | A unique ID of the answers made by one respondent. |
| Subtopic | String/Text | | <p>The name(s) of the subtopic(s) that survey respondents can associate to their answers in the survey. Example: When answering the question “What do you predict our employees' general health and wellbeing will be in the next 3 months?”, respondents might associate their answer with the subtopics “Mental health awareness”, “Flexible work arrangements”, or “Employee assistance”.</p> <p>Subtopics could be in a widget that represents positive or negative sentiment, determined by the quantitative value assigned by the respondent to their response.</p> |

Survey Table – Insights Set

| Field Name | Field Type | Options | Description |
|---------------------|------------|---------|---|
| Created Date | Datetime | | <p>Date the Survey was created.</p> <p>Note: You cannot include date and time in a single field.</p> |
| End Date | Datetime | | <p>Date when the survey will stop accepting responses, based on the start date and duration of the Survey.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Start date | Datetime | | <p>Date configured for the Survey to start collecting responses.</p> <p>Note: You cannot include date and time in a single field.</p> |



| | | | |
|--------------------|-------------|--|---|
| Survey Description | String/Text | | Description of the survey. |
| Survey Name | String/Text | | Name of the survey. |
| Template | String/Text | | Name of the template used for the survey. |

Topic Table – Insights Set

| Field Name | Field Type | Options | Description |
|------------|-------------|---------|---|
| Answer Set | String/Text | | A unique ID of the answers made by one respondent. |
| Topic | String/Text | | The name(s) of the subtopic(s) that survey respondents can associate to their answers in the survey. Example: When answering the question “What do you predict our employees' general health and wellbeing will be in the next 3 months?”, respondents might associate their answer with the subtopics “Mental health awareness”, “Flexible work arrangements”, or “Employee assistance”. |



Moderation Data Set

Purpose: Build visualisations and reports to analyse moderation (idea and comment) activity.
This data set exists only if you have moderation data (ideas, comments, or conversations).

Challenge Table – Moderation Data Set

See the [Challenge Table](#) definitions in the activity dataset.

Community Table – Moderation Data Set

See the [Community Table](#) definitions in the activity dataset.

Comment Table (comments subject to moderation) – Moderation Data Set

| Field Name | Field Type | Options | Description |
|-----------------------|-------------|--|---|
| Comment | String/Text | | Comment marked for moderation. |
| Date | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | Date the comment was flagged for moderation. Note: You cannot include date and time in a single field. |
| Comment Hidden | Boolean | <ul style="list-style-type: none"> • Yes • No | Indicate whether the comment is hidden pending moderation. |

Conversation Table – Moderation Data Set

See the [Conversation Table](#) definitions in the activity dataset.

Creator Table (user that added the content) – Moderation Data Set

See the [User Table](#) definitions in the activity dataset.

Idea Table – Moderation Data Set

See the [Idea Table](#) definitions in the activity dataset.

Moderator Table (user that resolves the moderation request) – Moderation Data Set

See the [User Table](#) definitions in the activity dataset.



Report Table – Moderation Data Set

| Field Name | Field Type | Options | Description |
|----------------------|-------------|--|---|
| Date Reported | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>The date the content was reported for moderation.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Date Resolved | Datetime | <ul style="list-style-type: none"> • Years (default) • Quarters • Months • Weeks • Days • Time | <p>The date a moderation decision was made.</p> <p>Note: You cannot include date and time in a single field.</p> |
| Message to Commenter | String/Text | | The text of the message sent to the user who created the content. |
| Message to Reporter | String/Text | | The text of the message sent to the user who reported the content. |
| Reason | String/Text | Moderation reasons | The selected reason by the moderator. |
| Report Explanation | Text | | The text of the reason for making the report. |
| Report Type | String/Text | <ul style="list-style-type: none"> • Conversation Comment • Idea • Idea Comment | The type of content being moderation. |
| Resolution | String/Text | <ul style="list-style-type: none"> • Approved • Hidden • No Resolution | The moderation decision. |

Reporter Table (user that reports the content to be moderated) – Moderation Data Set

See the [User Table](#) definitions in the activity dataset.

