# Six checks before you buy

Run the same six checks in every demo and record what each tool really showed.

### 1. Submit from an employee’s phone

Leave your admin session. Open the submission link on a phone, with the account and device an employee really has.

Evidence: The idea reaches the reviewer without anyone typing it in again.

### 2. Add enough context to review it

Enter a short problem, the proposed change and a workplace photo. Then reopen the idea as the reviewer.

Evidence: Text and photo stay together and are easy to read on the reviewer’s screen.

### 3. Record a decision and next action

Ask the reviewer to decide: go ahead, ask a question or decline, with a reason. Then find that reason again.

Evidence: Anyone opening the idea later sees what was decided and what happens next.

### 4. Hand it to the responsible team

Assign the idea. Ask a colleague to open the handover as the owner, using their normal access.

Evidence: The owner sees the idea, understands the task and can add an update.

### 5. Update progress without losing the history

Add a progress note or photo, move the idea forward and reopen the original record as the coordinator.

Evidence: Status and updates sit on the original suggestion, not in a separate email thread.

### 6. Close the loop with the proposer

Record the outcome and agree how the employee hears about it: an automatic message if the tool offers one, or a team update.

Evidence: You can show what changed and how the person who suggested it finds out.

**Full guide: ideakanban.com/blog/ideation-management-software**

# Compare three tools with the same test

D = demonstrated; W = workaround; N = not demonstrated. Record essential requirements before testing.

| Test | Essential? | Tool A: _____ | Tool B: _____ | Tool C: _____ |
|---|---|---|---|---|
| **1. Submit from an employee's phone** | Y / N | D / W / N Evidence or question: | D / W / N Evidence or question: | D / W / N Evidence or question: |
| **2. Add enough context to review it** | Y / N | D / W / N Evidence or question: | D / W / N Evidence or question: | D / W / N Evidence or question: |
| **3. Record a decision and next action** | Y / N | D / W / N Evidence or question: | D / W / N Evidence or question: | D / W / N Evidence or question: |
| **4. Hand it to the responsible team** | Y / N | D / W / N Evidence or question: | D / W / N Evidence or question: | D / W / N Evidence or question: |
| **5. Update progress without losing the history** | Y / N | D / W / N Evidence or question: | D / W / N Evidence or question: | D / W / N Evidence or question: |
| **6. Close the loop with the proposer** | Y / N | D / W / N Evidence or question: | D / W / N Evidence or question: | D / W / N Evidence or question: |

Not demonstrated means unresolved, not necessarily absent. Resolve essential gaps before comparing optional features.

**Full guide: ideakanban.com/blog/ideation-management-software**

# Decision and follow-up

Use actual observations. An attractive demo or a feature total cannot settle an essential gap.

### Test input and device / account used

Use the same suggestion and employee access in each product.

### Essential gaps and evidence still needed

Separate an observed limitation from an unanswered question.

### Workarounds and their owner

Record extra tools, copying, notifications and ongoing administration.

### Capacity and quote

Record managers, contributors, departments, locations, currency and billing term.

### Processing and transfer questions

Confirm the required region, processing scope, export and any record transfer.

### Decision, owner and follow-up date

Choose, investigate further or reject against the stated requirements.

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