

Suggestions

Feature

Empower every voice, surface smart ideas, and turn feedback into forward motion

Epic's **Suggestions** feature invites every team member to be part of the improvement journey—making it easy to share ideas, flag issues, and contribute to positive change. Whether it's a quick fix, a bold innovation, or a thoughtful observation, this feature turns everyday insights into actionable opportunities.

It's simple, inclusive, and built to keep the conversation flowing.



Key Functions

- Open to All Staff: Registered users can submit suggestions directly. Manual entries (like physical suggestion box notes) can also be captured and logged—ensuring everyone's voice is heard.
- Instant Notifications: Designated Epic users receive email alerts when a new suggestion is submitted, keeping feedback loops active and responsive.
- Admin Controls & Commentary: Administrators can review, comment on, and add discussion notes to each suggestion—supporting collaboration and transparency.
- Feedback Matters: Whether a suggestion is implemented or not, feedback is shared with the contributor—reinforcing engagement and respect.
- Archiving & Reporting: Suggestions can be archived once reviewed, and reports are available to track themes, volume, and outcomes over time.