

Are you ready to Blue Kangaroo?



Nice to meet you!

Silke Vanrompay.

SYNTRA Limburg - project leader

De Standaard - intern

Blue Zoo - social media manager







Aangenaam!

Laurien Celis.

RCA - communicatieadviseur
Blue Zoo - Leading Lady









What is Blue Kangaroo?

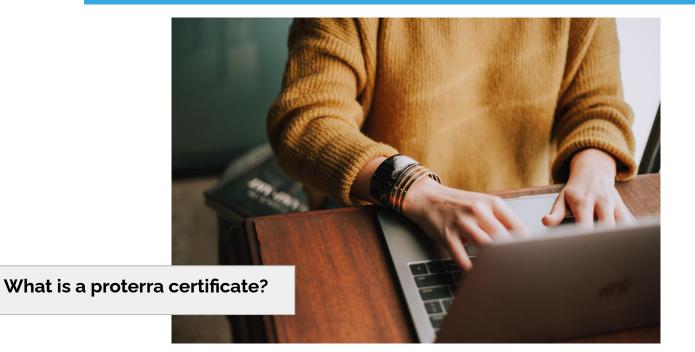




A customized, online and always up to date answer database, that supports community managers to quickly offer the right answers to questions from the community.

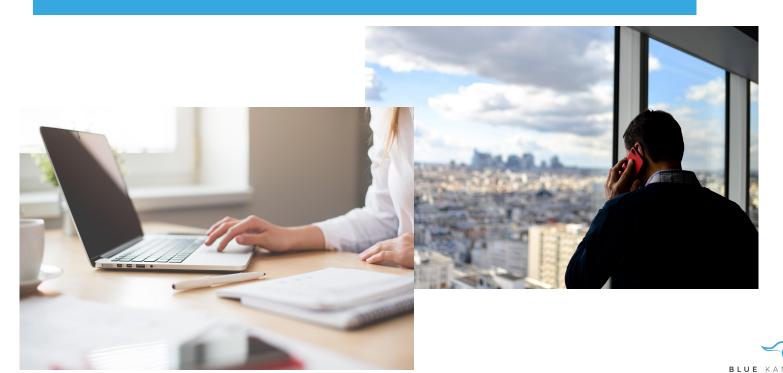


Community manager sees an incoming question and scratches his head.

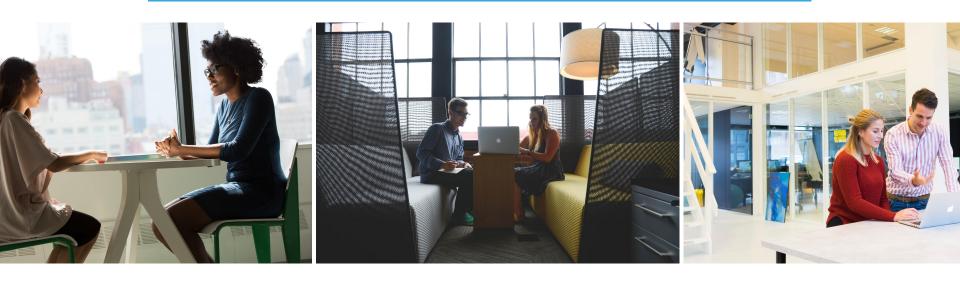




Community manager is looking for a +1 with more information.

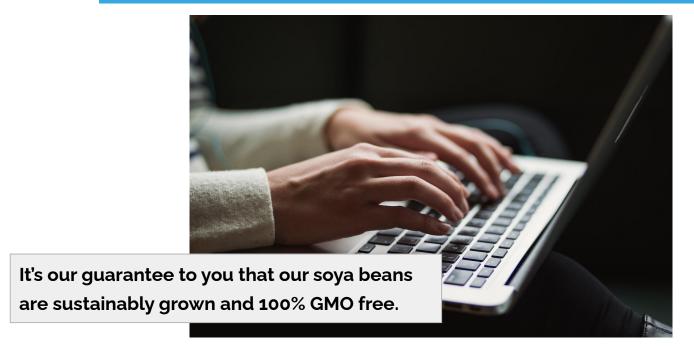


Community manager has to check the information internally with <u>several people</u>, to be sure of correct and up-to-date input.





After half a day (or longer), the community manager can answer based on the available information, to the best of his/her ability.







BLUE KANGAROO

Community manager sees an incoming question and opens Blue Kangaroo.



Community manager searches in Blue Kangaroo based on relevant keywords for the particular question.



After a quick search, the community manager formulates a personalized answer, based on input from Blue Kangaroo.





How to hop with Blue Kangaroo?



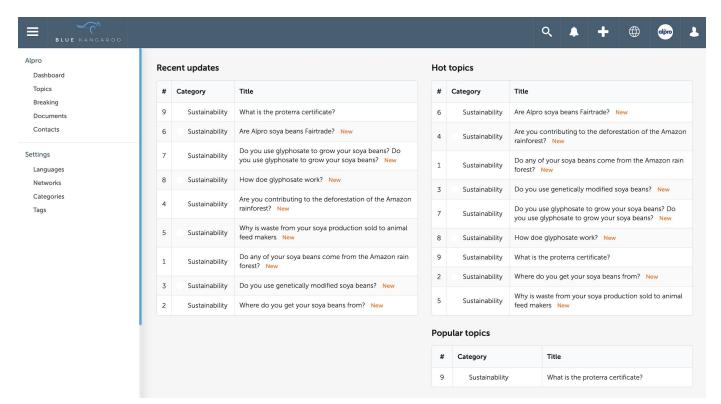
1. HOW TO LOG IN.

To get access to Blue Kangaroo, the administrator of your company has to send you an invite. In that email, you'll find a link to register as a new user.

Access to Blue Kangaroo: https://tool.bluekangaroo.be



DASHBOARD.





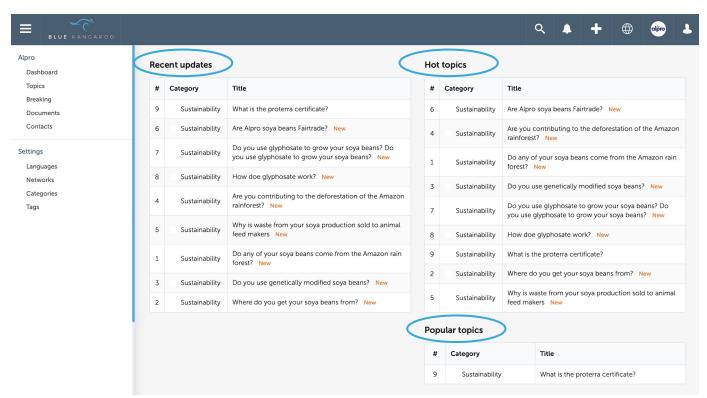
2. TYPES OF USERS

Administrator > Legal > Content expert > Community manager

- What you can do and what you can see, depends on the rights that you've been granted by the administrator (based on 'user groups')
 - Creation of topics, breaking topics, hot topics
 - Management of topics, breaking topics, hot topics
 - Seeing topics with certain labels
 - Managing of tags, categories, documents, contacts, users,...



3. TYPES OF TOPICS





3. TYPES OF TOPICS

ON THE DASHBOARD

- Breaking: for urgent topics that require a thorough follow up
 - Listing of different updates that can be (de)activated
 - E.g. food crisis, explosion, acquisition,...
- Hot topics: labeled as such by the admin (because they're likely to be frequently used)
- Popular topics: the most viewed topics in the last 7 days
- Recent updates: topics that have been updated since your last login.

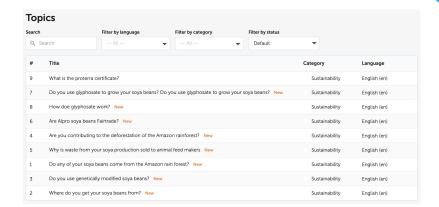


3. TYPES OF TOPICS

IN THE TOPIC MENU

All topics (potentially with a certain label)

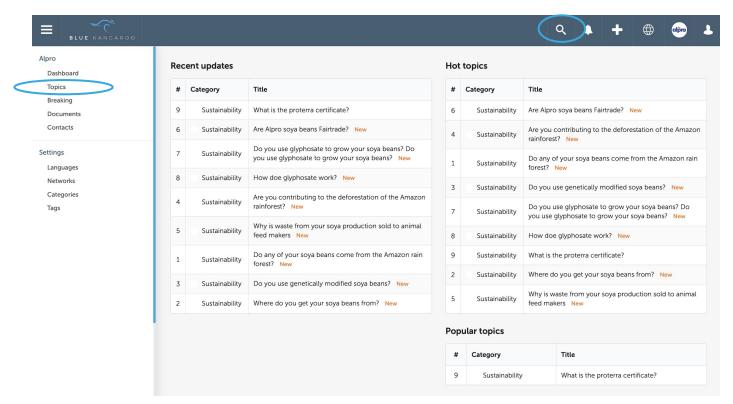
- When there's no label attached: this topic is ready to use
- New: this topic is new since your last login
- **Draft:** this topic is not finished yet and thus not ready to use
- Translation outdated: the translation of this case needs attention
- Awaiting approval: the topic hasn't been approved yet by the responsible person (only visible with appropriate rights)
- **Rejected needs work:** the topic has been disapproved by the responsible person. Adjustments have to be made by the initiator. (only visible with appropriate rights)
- Archived: the topic has been archived. You can't use it anymore. (only visible with appropriate rights)



(only visible with appropriate rights)



4. HOW TO SEARCH FOR A QUESTION





4. HOW TO SEARCH FOR A QUESTION

TWO APPROACHES

- 1. Basic search: search via the search bar on top of your dashboard (the magnifying glass)
 - Search based on: relevant keywords for your particular question, document names, contacts, topic number, tags,... N.B. No search on categories.
 - Example:

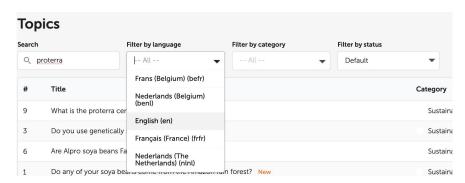
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4. HOW TO SEARCH FOR A QUESTION

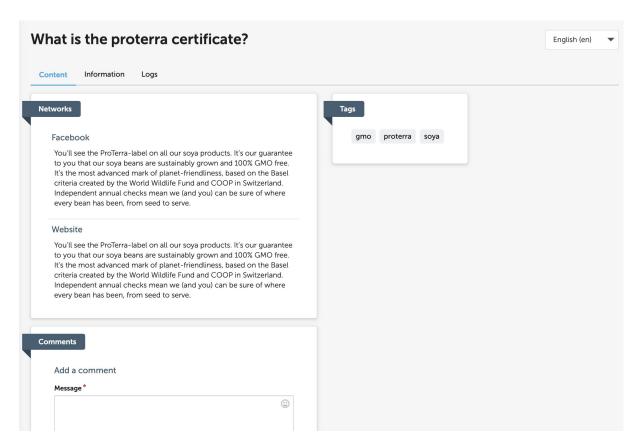
TWO APPROACHES

- 2. **Detailed search**: search with additional filters
 - Search based on: relevant keywords for your particular question, document names, contacts, topic number, tags,...
 - Extra filters to narrow your search results: language, categorie, status
 - Example:



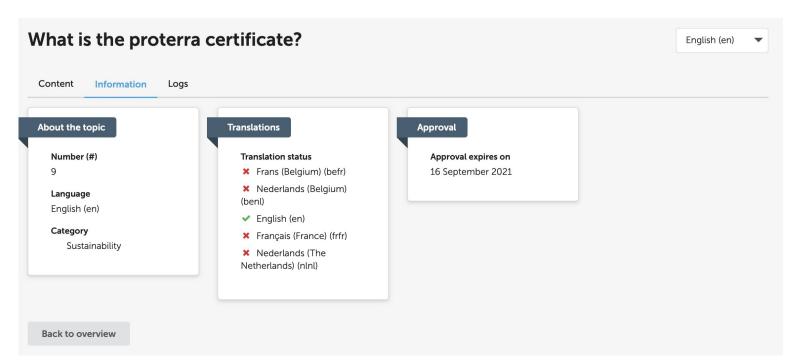


CONTENT



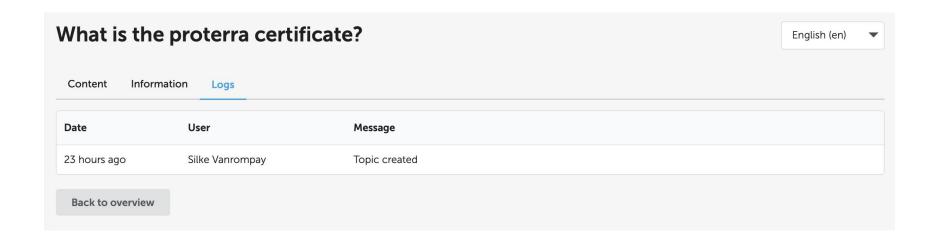


INFORMATION



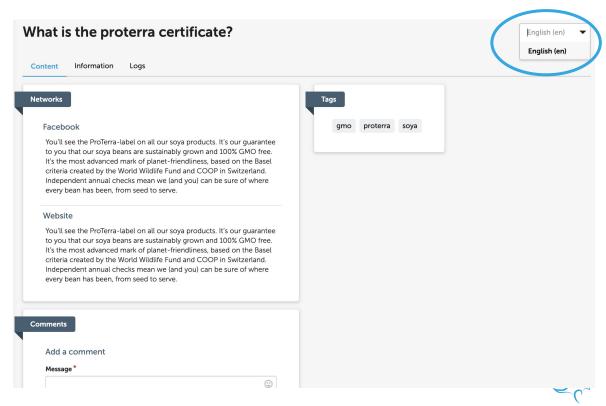


LOGS

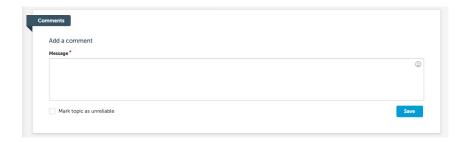




SWITCH LANGUAGE



6. HOW TO ENTER FEEDBACK

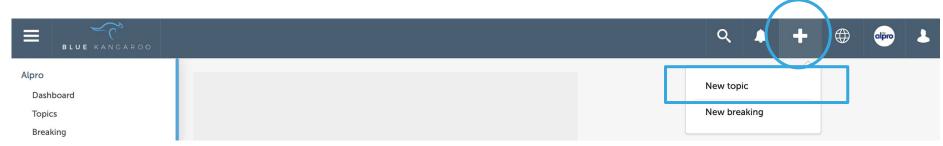


- When inserting feedback: clarify whatever information you think is incorrect or outdated, allowing the responsible users to check your feedback and make adjustments if necessary.
- When you think the topic is incorrect to such an extent that it is no longer reliable, you can tick the box "the topic is no longer reliable" when entering your feedback.

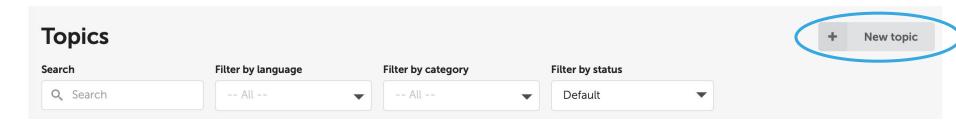


8. HOW TO CREATE A NEW TOPIC.

METHOD 1



METHOD 2

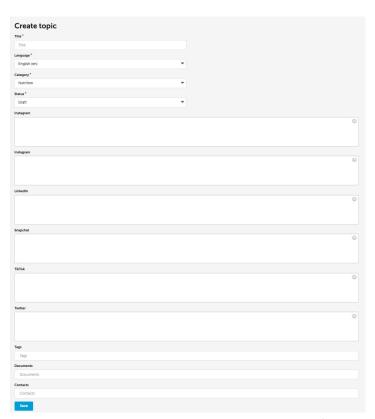


You can only create topics if you've explicitly been granted the right by the administrator.



7. HOW TO CREATE A NEW TOPIC.

- Title: will be shown in the list of topics.
- API: do you want this topic to be available?
- Language: in which language do you create the topic?
- Category: select one from drop down menu
- Status: select one from drop down menu
 - Draft
 - Pending approval
 - Approved
- Hot topic: select if the topic is a hot topic
- Networks: fill in the appropriate answers for all the networks
- Tag: select one from drop down menu or create a new one
- Documents: select one from drop down menu or add a new one
- Contacts: select one from drop down menu or create a new one







Questions?



Thanks!

Questions?

Call, write, whatsapp, whatever.

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www.bluekangaroo.be

