



# Tata InnoVista 2024

## Participant Guide



Version 1.0

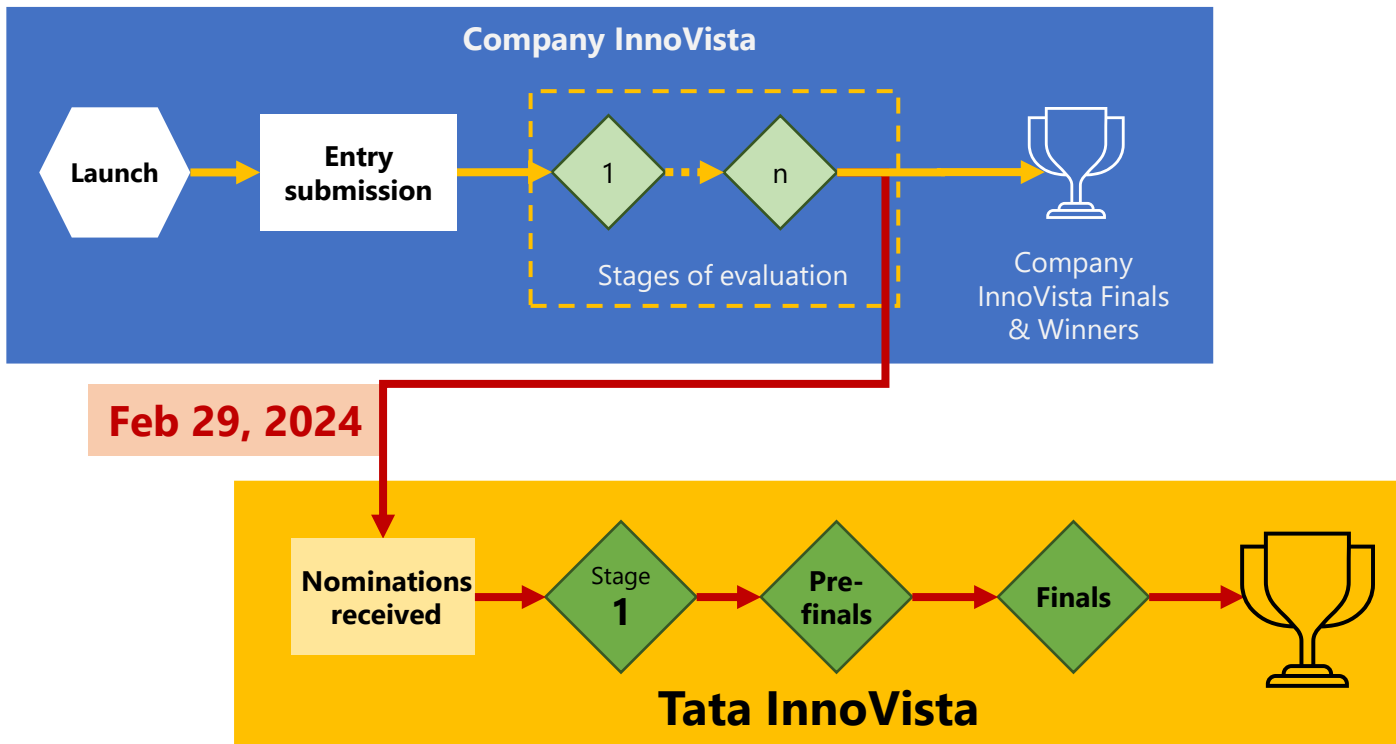


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- Tata InnoVista is managed by each company through respective Administrators.
- Hence for detailed information like, timeline etc, you may kindly contact them.
- If you are not sure who the administrator for your company is, you may reach out to us at [tatainnovista@tata.com](mailto:tatainnovista@tata.com)

**The Process**

Tata InnoVista begins with the Company InnoVista. Best projects from each company are nominated to group level Tata InnoVista



**Award Categories**

Please refer to the Awards Definition document for detailed descriptors for all awards.

**A few companies have customized some award categories; hence, you may reach out to your company Admin for relevant details.**

## Log in to the Portal

ACCESS TO THE WEBSITE IS THROUGH YOUR COMPANY INTRANET ONLY.

All Tata companies have configured a [single sign-on \(SSO\)](#) access link to InnoVista from their intranet home page to the [Group Innovation Management Systems \(GIMS\)](#) page.

If you are unaware of this SSO link, please get in touch with your company administrator

Accessing via the SSO link will bring you to the GIMS page as shown below



[Click on Tata InnoVista.](#)

The dashboard features four main cards: **TATA IDEAS** (Connecting Minds) with 1 eHack with Active Ideation and 0 eHack with Active Collaboration; **TATA IDEASPLUS** (Implementing Ideas); **TATA INNOVERSE** (Leveraging Diversity) with 9 Live Challenges; and **TATA INNOVISTA** (Celebrating Innovation) with a Self Assessment and a green checkmark icon. Below these are sections for the **Tata Innovation Excellence Framework** and **My I-Factor** with a **Total Score of 805**.

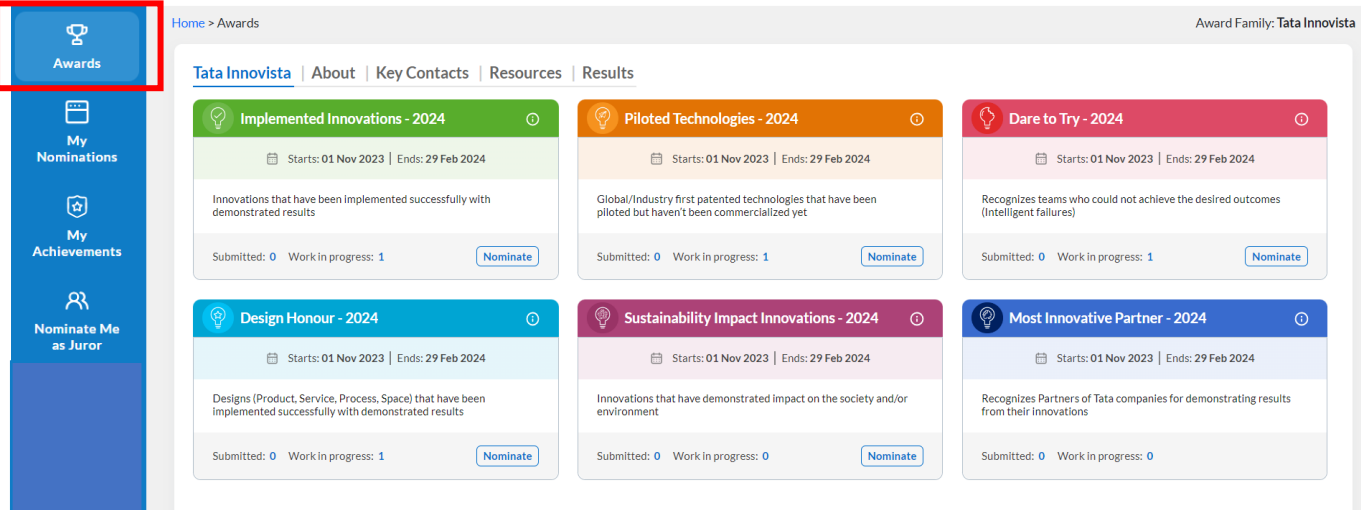
You will now see multiple Award Families.

[Select your company's InnoVista award family.](#)

Please select the Award Family under which you wish to participate / view your nominations

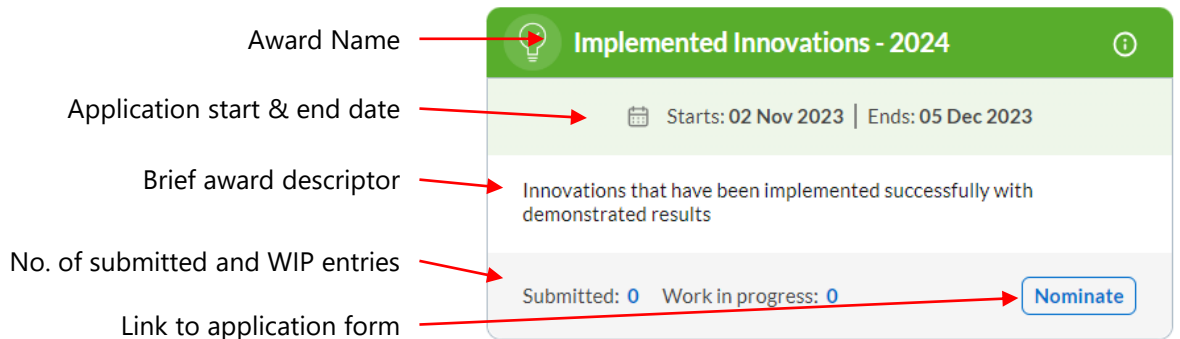
 <p><b>Tata Sons</b></p> <p><b>Tata Innovista</b></p> <p><a href="#">View Awards</a></p>	<p><b>Tata Sons</b></p> <p><b>Tata Innovista</b></p>  <p><a href="#">View Awards</a></p>
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**Indicative Screenshot of the Awards page**

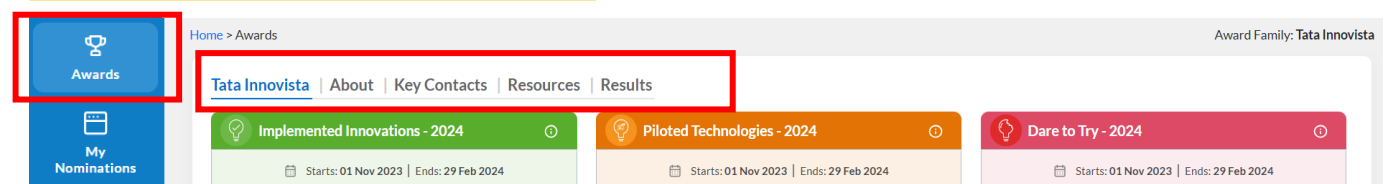


**Left side panel links:**

- Awards:** Shows you the award categories open for participation. Each award has a tile with relevant information and a link "Nominate" which opens the application form (see details below)
- My Nominations:** Is a tabular view of the nominations you have submitted thus far (current year and past years)
- My Achievements:** Gives you a summary view of your past achievements at Tata InnoVista (not company InnoVista)
- Nominate me as Juror:** In case you wish to be a juror with Tata InnoVista, please fill this form. Decision to include you as juror will remain with the Admin.



**More Sections under AWARDS**



**Tata InnoVista / Company InnoVista:** Shows the awards available for participation

**About:** Provides a description of the awards

**Key Contacts:** Provides the names of the administrators of your company InnoVista

**Resources:** Contains videos and other collaterals

**Results:** Gives the results of the various rounds of company InnoVista and Tata InnoVista

## Indicative Application Form

Use the corner of text box to drag and make the box bigger

Questions. Red asterisk indicates mandatory questions

Max. character limit (includes spaces)

Each form has multiple sections. Incomplete sections appear red and complete sections turn green. You can click on the section name to navigate the form or click Next at the bottom of each section to progress to the next section.

### NOTES:

- 1. Auto-Save:** The system is designed to auto-save the application form every minute.
- System does not permit the application form to be opened in multiple windows or multiple computers
- After the Submit section there are 2 more sections to fill before your form will be considered as Submitted

## Team Details section

Change team member role

Search for a member by email. If user is not found, you can add details manually

Select team member type first when adding a member  
Check if member is core team member (Note: only 4 core team members permitted; you can add many more non-core team members)

### NOTES:

- Mentors can only be selected from a predefined list provided by your company. If you do not find name of mentor, please get in touch with your company administrator
- Refer Award Definition document for team composition (for single company and multi-company projects)

## Subject Selection section

1. The system runs an AI algorithm to auto-predict 3 subject areas (along with probability) that the innovation may relate to. This comes from a predefined list of subject areas.
2. You may select any 2 closest related subjects OR you may manually select the closest match from other subjects
3. Note: the subjects relate to the innovation and not your company domain. Please choose the subject accordingly. For example: the project could be an AI-ML innovation in supply chain done by a company in the Automotive industry. In such a case you may choose AI-ML and Logistics as subjects – not Automotive

Algorithm Predicted Subject legends:

- Strongly Recommended: predicted with a high probability
- Recommended: prediction with a moderate probability
- Suggested: prediction with low probability

**Note:** If a predicted subject is marked "Strongly Recommended" we urge you to accept this subject.

Algorithm predicted subject

**1**

IT - Software development (11.5%)

Suggested

Fluid mechanics (6.6%)

Suggested

IT - AI & ML (6.4%)

Suggested

-- Select --

**2**

-- Select --

Applicant's choice-1

Applicant's choice-2

## Uploading files

1. When you require to upload any file, please **CHOOSE** the file from your local folder.
2. File type permitted for upload is mentioned below the question
3. To complete please click **UPLOAD**
4. Uploaded file appears on the right side with options to download or delete the file

Choose File No **1** chosen

Upload

2023\_08\_01\_13\_46\_28\_232\_Option7.png

Require Format: Only Image (jpg, jpeg, png) **2**

**3**

**4**

1. **Award Family:** Please select this filter correctly: When your entry resides at your company InnoVista please select your company InnoVista filter. **ONLY WHEN** your project is nominated forward to Tata InnoVista should you choose this filter ([see next page for a detailed explanation](#))
2. **Entry Type:** You may decide to select this filter or use ALL
  - a) Submitted entries: entries which are complete and submitted
  - b) Draft entries: Incomplete or WIP entries
  - c) Parked entries: In a few cases a project from a previous year OR another award category may get parked into the next year or a different award category. Use this filter to search for such entries
  - d) HD entries: your projects that are recommended for Horizontal Deployment in other functions of your organization (seldom used – you may ignore this year)
3. **Current Stage:** Shows the current stage your application is at
4. **Jury Q/A:** During the first stage of evaluations, jurors may raise queries against your application. This column shows queries raised and answered (left number for queries / right number for response). Click on left side number to view and respond to a juror's query
5. **Status:** status of your application – whether submitted / draft / parked
6. **Action:** An active pencil icon indicates your application form is editable
7. **Download:** downloads your application form in PDF format



**Company Level InnoVista**

Award Family name:  
<company> InnoVista OR  
<company-parent> InnoVista  
*(if participating through your parent company)*

- When you first submit your entry it resides here.
- App key = X
- Entry will follow company-level InnoVista process.
- If found suitable, it will be nominated to the next higher InnoVista



Applicable to Tata Power only for 2024  
Parent company: Tata Power  
Invited child companies: TPDDL & TPSSL

**Parent company InnoVista**

Award Family name:  
<Parent company> InnoVista

- If nominated here, an additional version of your entry is created
- App key = Y
- Entry will follow Parent-level InnoVista process.
- If found suitable, it will be nominated to the next higher InnoVista
- Note: this level of InnoVista exists for few companies only



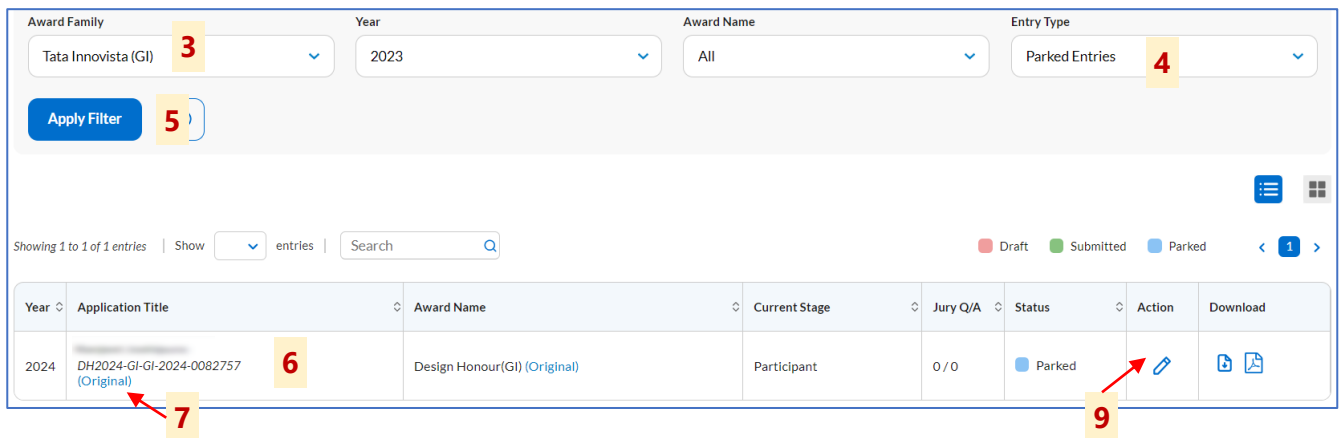
**Tata InnoVista**

Award Family name:  
Tata InnoVista (GI)

- If nominated here, an additional version of your entry is created
- App key = Y
- Entry will follow Tata InnoVista process.

**You will receive instructions, jury queries, updates etc for your entry under any of these InnoVistas. Hence please be aware of this and choose the appropriate award family and entry to respond to (refer to the appropriate application key number)**

1. Parking of entries is primarily done by the Tata InnoVista team. Only in a few exceptional cases would your entry be parked by your Company InnoVista.
2. To find your parked entry, visit your MY NOMINATIONS
3. Select the TATA INNOVISTA (GI) as Award Family
4. Set entry type filter to see PARKED entries of the year 2023. *Even if you do not select Parked entry filter and search for All entries you will find the parked entry in the table with a blue icon in Status column*
5. Click Apply Filter
6. Your parked entry will show. The app key in Title column is the new app key for the new draft entry form
7. Click on ORIGINAL button under the Application Key to download a PDF copy of your last year's entry.
8. A DRAFT entry for this year has already been created for your last year's parked entry
9. Click the pencil icon on extreme right to edit your new entry for year 2022
10. Fill the form and SUBMIT your entry form as per guidelines



The screenshot shows the nomination system interface with the following elements:

- Filters:** Award Family (Tata Innovista (GI) - 3), Year (2023), Award Name (All), Entry Type (Parked Entries - 4).
- Action:** Apply Filter button (5).
- Table:**

Year	Application Title	Award Name	Current Stage	Jury Q/A	Status	Action	Download
2024	DH2024-GI-GI-2024-0082757 (Original) - 6	Design Honour(GI) (Original)	Participant	0 / 0	Parked	[Pencil icon] - 9	[Download icon]
- Additional UI:** Showing 1 to 1 of 1 entries, Search bar, Legend (Draft, Submitted, Parked), Page 1 of 1.

- Your company may decide to hold evaluations using the Online Rounds module
- Please refer to this section in such a case
- This mode is used for the Prelims and Finals of Tata InnoVista

Please select the Award Family under which you wish to participate / view your nominations

**Tata Sons**

**Tata Innovista**

[View Awards](#)

**Tata Sons**

**Tata Innovista**

[View Awards](#)

**1 Choose the appropriate Award Family**

- [Awards](#)
- [My Nominations](#)
- [My Achievements](#)
- [Nominate Me as Juror](#)
- [Online Rounds](#)
- [Analytics](#)

Home > Online Rounds

**Finals: Core Business Fns (D)**  
Date: 29-Aug-2023

**Finals: Sustainability Impact Innovations**  
Date: 30-Aug-2023

**2**

**Go to ONLINE ROUNDS Find your track**

Application Key:	IMI2023-GI- [blurred]	Start Time:	10:15 IST	<b>Scheduled</b>
Application Title:	Sinter Auto: [blurred]	End Time:	10:35 IST	
Company:	Tata Steel	Q&A Initiator:	NA	

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**3 View queries raised by jurors**

If there are no queries this will be blank. BUT please check it daily till your presentation day. Please include your responses to these queries IN YOUR PRESENTATION

**4 TENTATIVE time of your presentation**

Actual start time may vary. Hence you are requested to login at least 20 mins prior to your tentative time slot