



Recognize

Workplace User Guide



Welcome to Recognize



Recognize is an employee engagement platform that allows you to celebrate your peers for exhibiting company values and creating a positive work culture. Recognize is integrated into your Workplace environment as a bot for easy access and visibility.

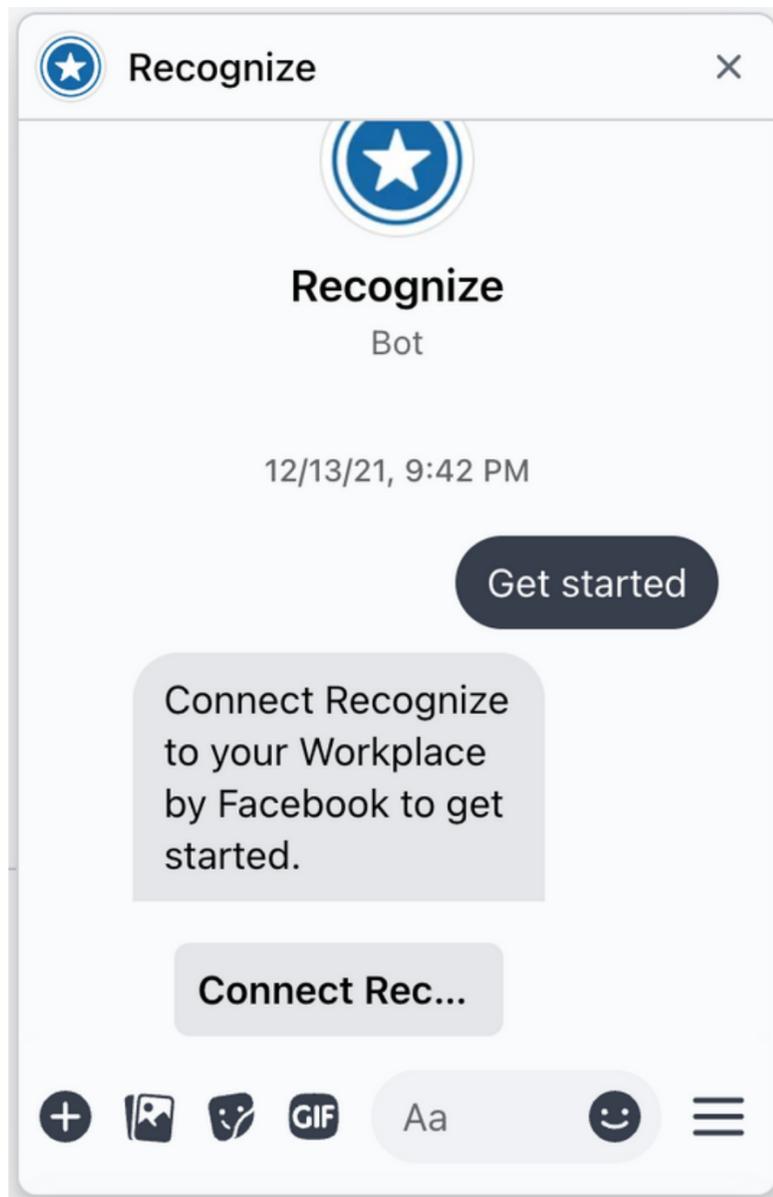


Open the chat bot in the bottom right corner and search for **Recognize** to get started!

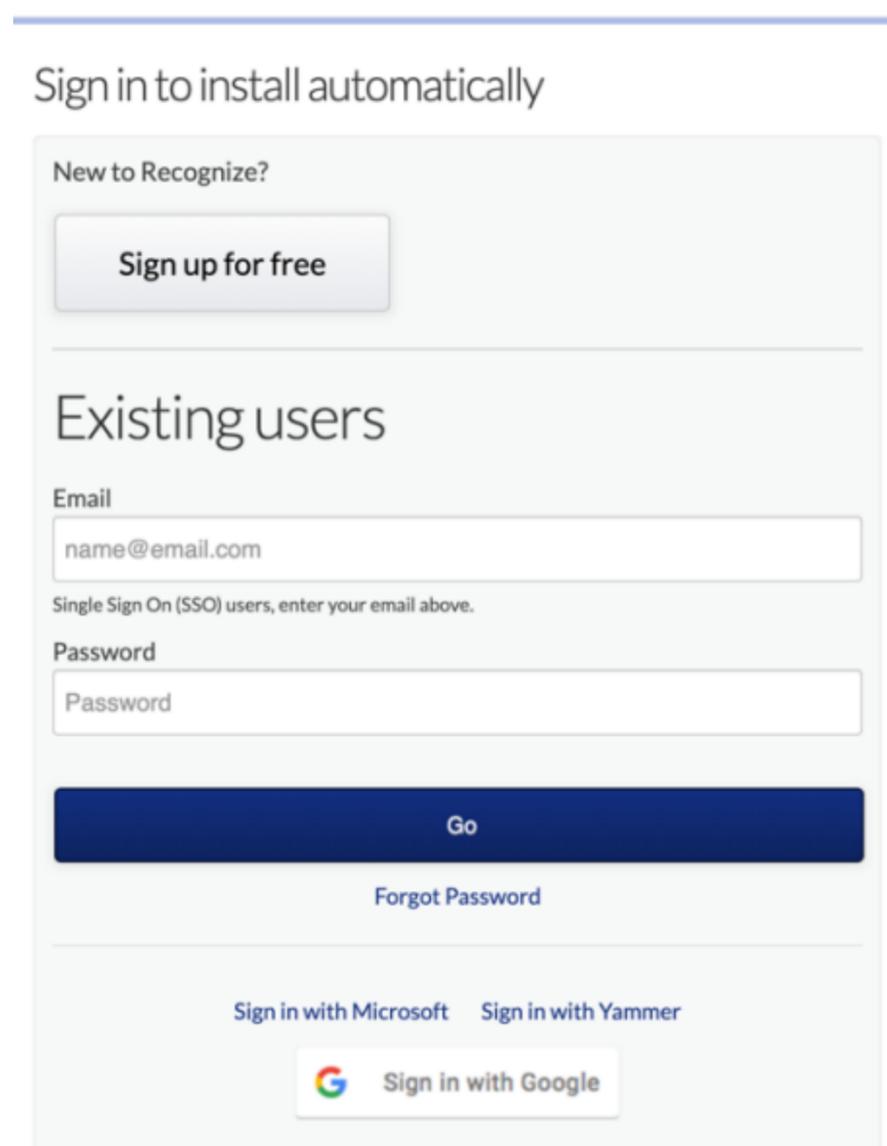
The screenshot displays the Microsoft Workplace interface. On the left is a navigation sidebar with icons for home, notifications, chat, and a search icon. The main content area is divided into sections: 'Home' with a search bar and 'Create' button; 'Prioritized groups' with a 'Recognitions' group selected; 'Shortcuts' with 'General'; 'Groups' with 'QA', 'Me', and 'Workplace Tips'; and 'People' with 'Peter Philips' and 'Alex Grande'. The central focus is the 'Recognitions' group chat, which is a 'Closed Group' with 2 members. It features a 'Write something...' input field and options for 'Live video', 'Achievement', and 'Image/video'. A post from 'Bob Martin' is visible, stating 'Comedian Thank you for your support and positivity today!' with details 'From Bob Martin', 'To Nikki Whitehead', and 'Sent 6:07 PM on Wed, Feb 22'. On the right, a 'Chats' dropdown menu is open, showing a search bar and a list of chat channels, with 'Recognize' at the top, followed by 'Recognize-Everest', 'Recognize-Staging', 'Recognize-Test', and 'Nepal Team'.

Connecting to Recognize

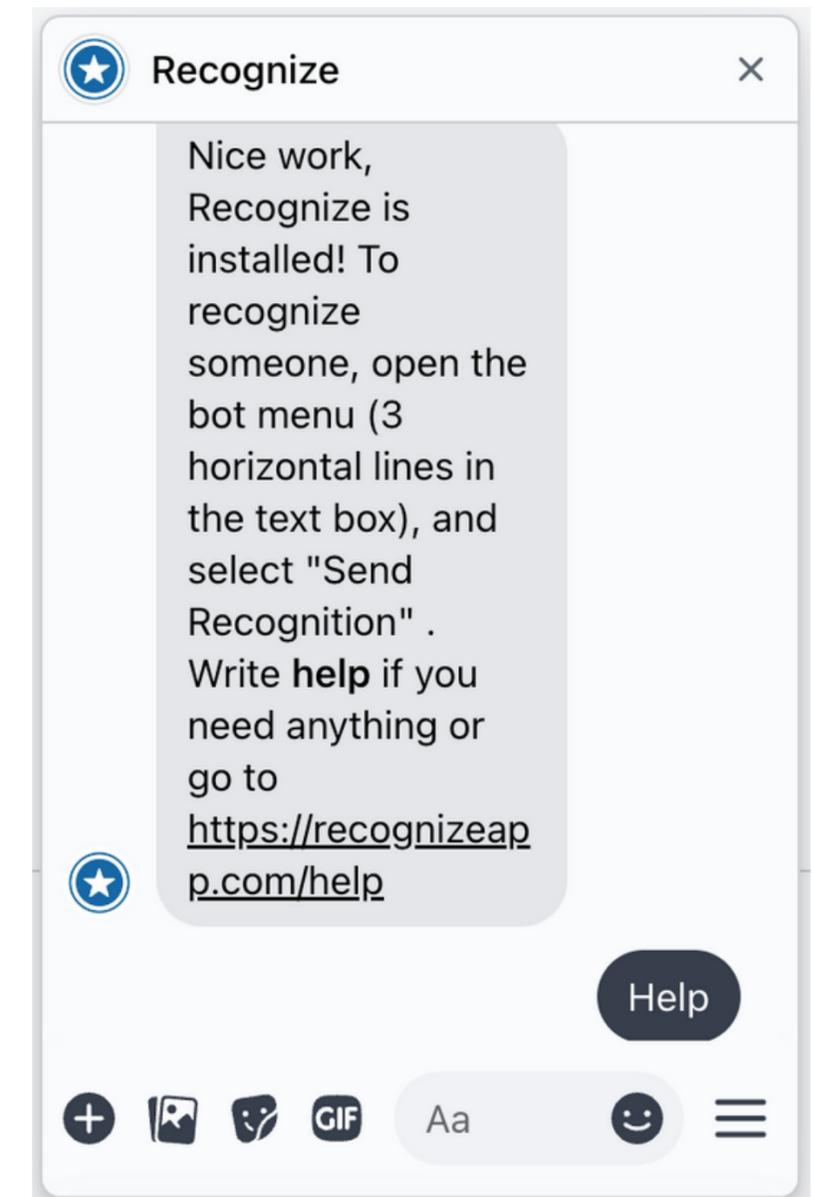
1. To connect your Recognize account to Workplace, type **Get started** in the Recognize chat bot.



2. A new window will open, asking you to log-in to your Recognize account if you aren't already. Enter your credentials, and click **Go**.

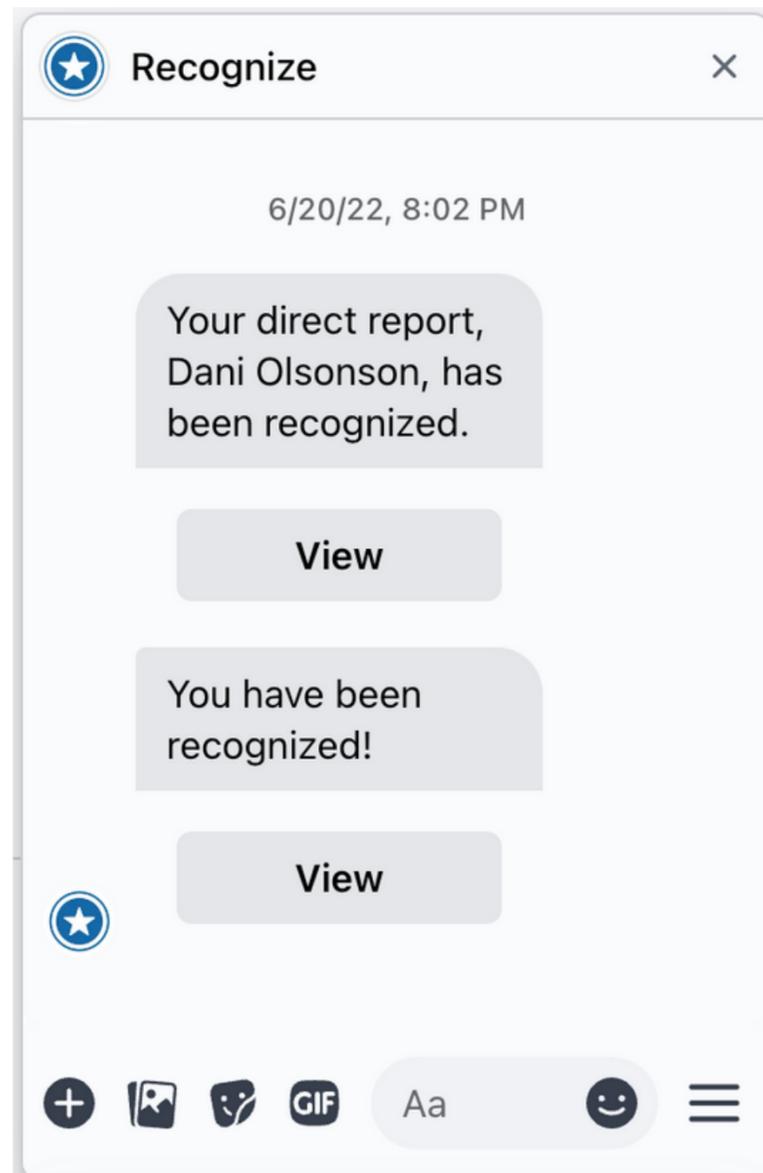


3. Congrats! You have now connected the Recognize Bot to your account and can start sending Recognitions! .

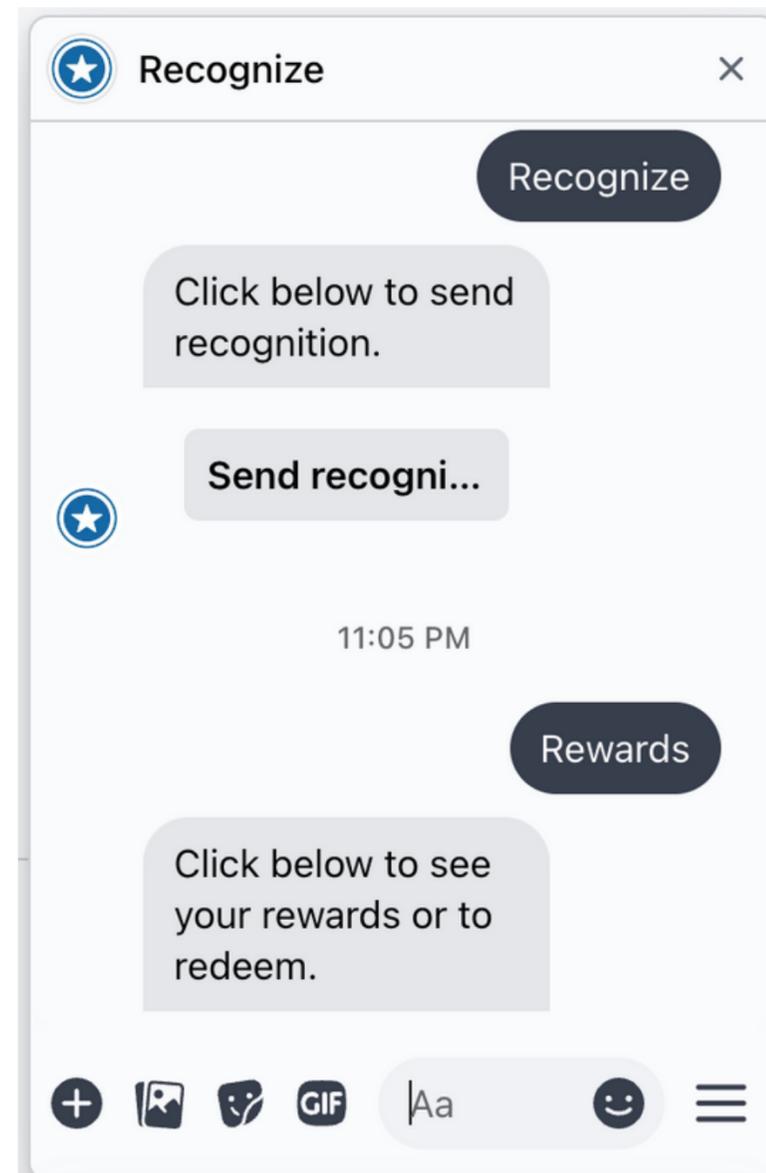


Recognize in Workplace

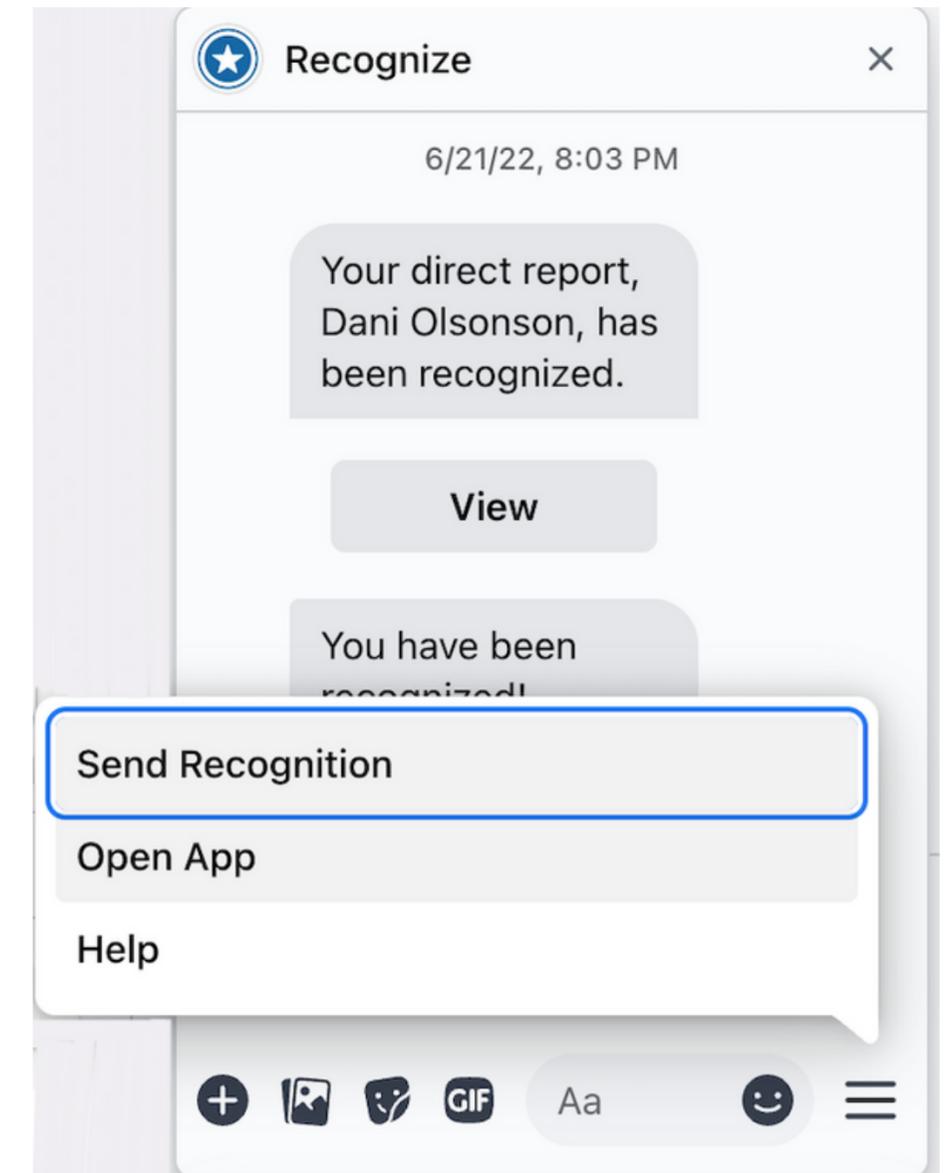
1. You will be notified via email, and in the chat bot when you have been Recognized.



2. You can interact with the chat bot by typing in things like **Recognize**, **Rewards**, or **Profile**.

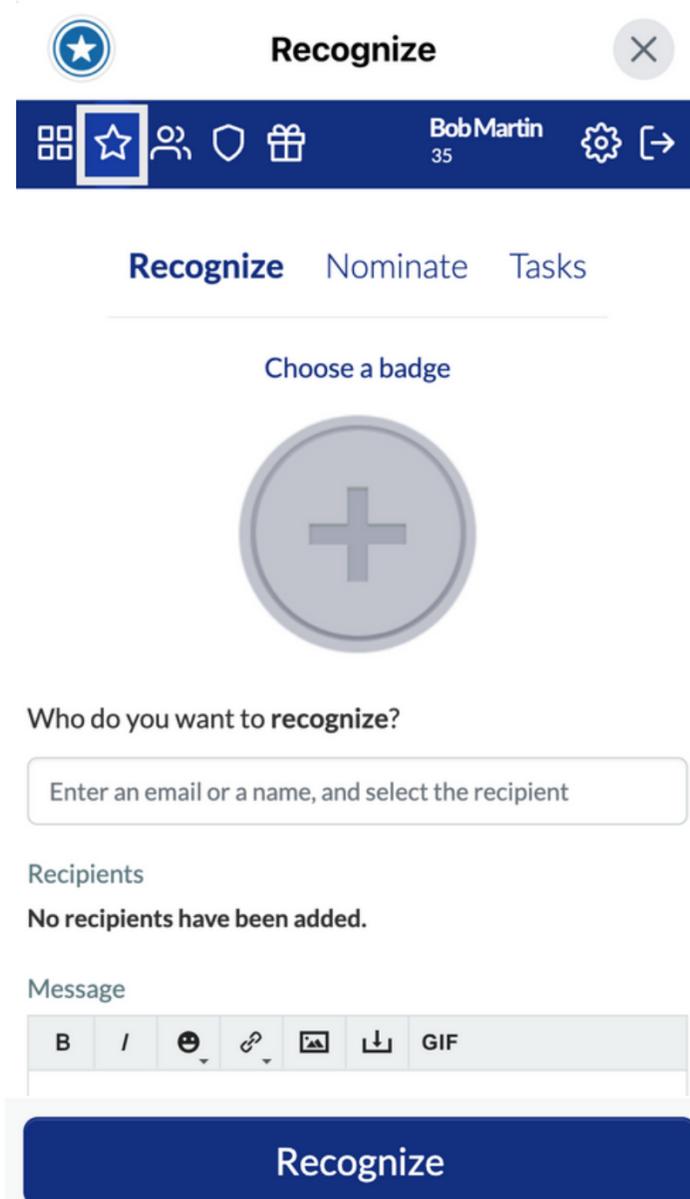


3. Open the bot menu (3 horizontal lines in the text box), to send a Recognition or open the Recognize App.

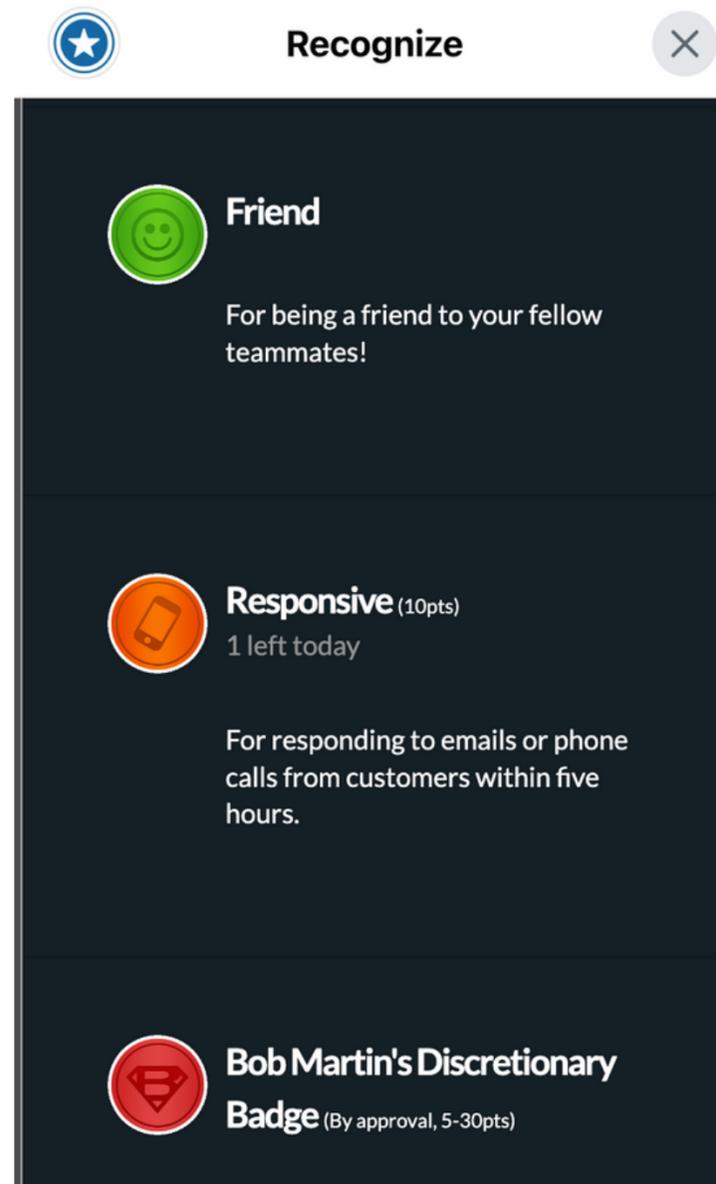


Sending a Recognition

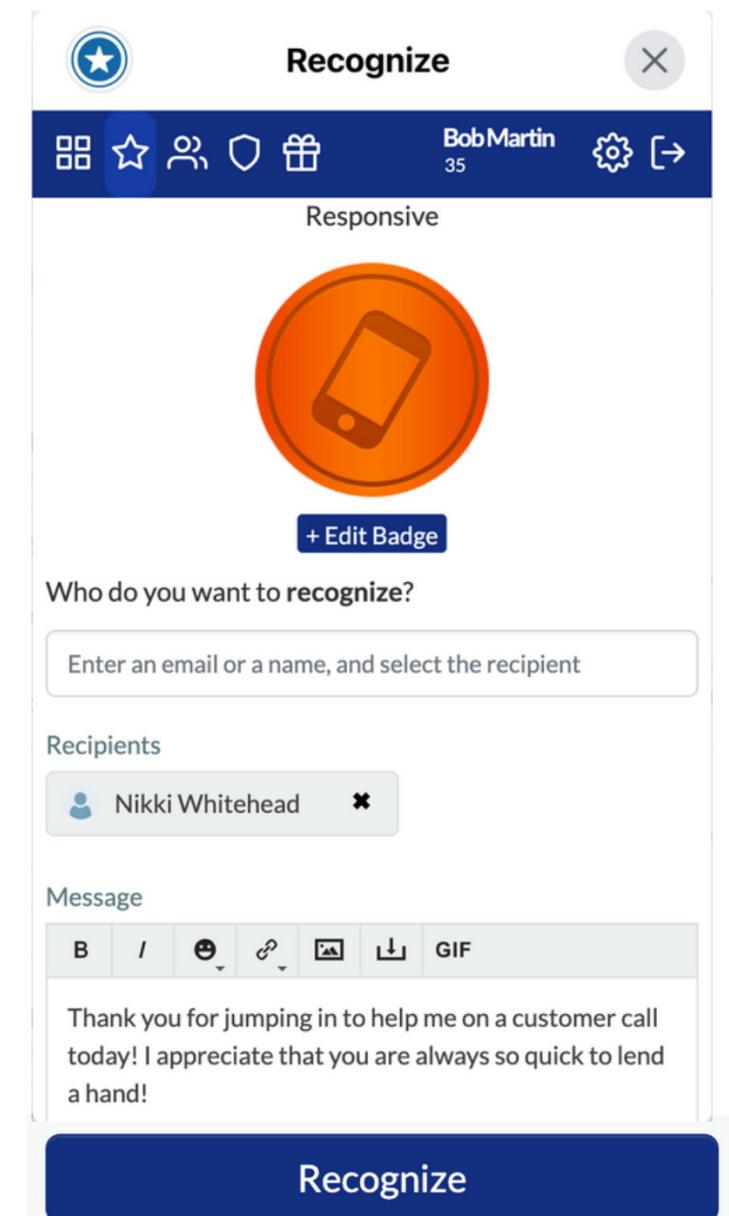
1. You can select 'Send Recognition' on the bot menu or 'Open App' and select the **star icon** on the top tool bar to send a Recognition.



2. Select a **Badge** that represents the company value or behavior you would like to Recognize.

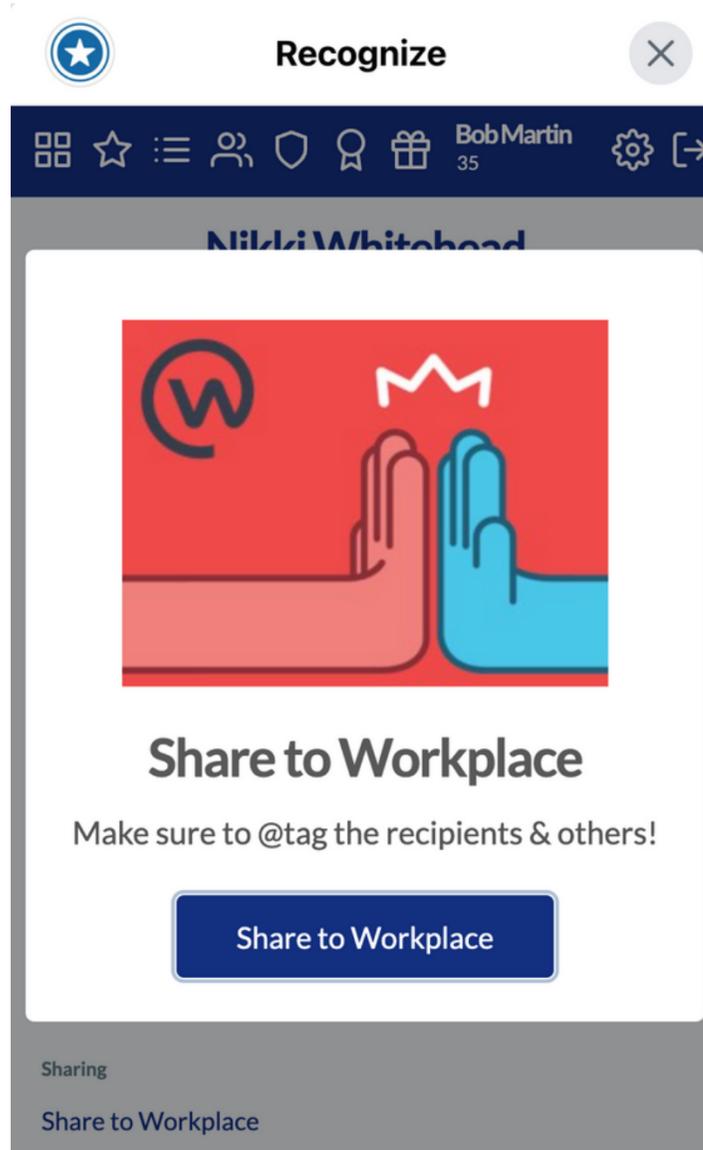


3. Select the person(s) or team receiving this Badge and type in a message telling them why they are being Recognized. When ready - click **Recognize!**

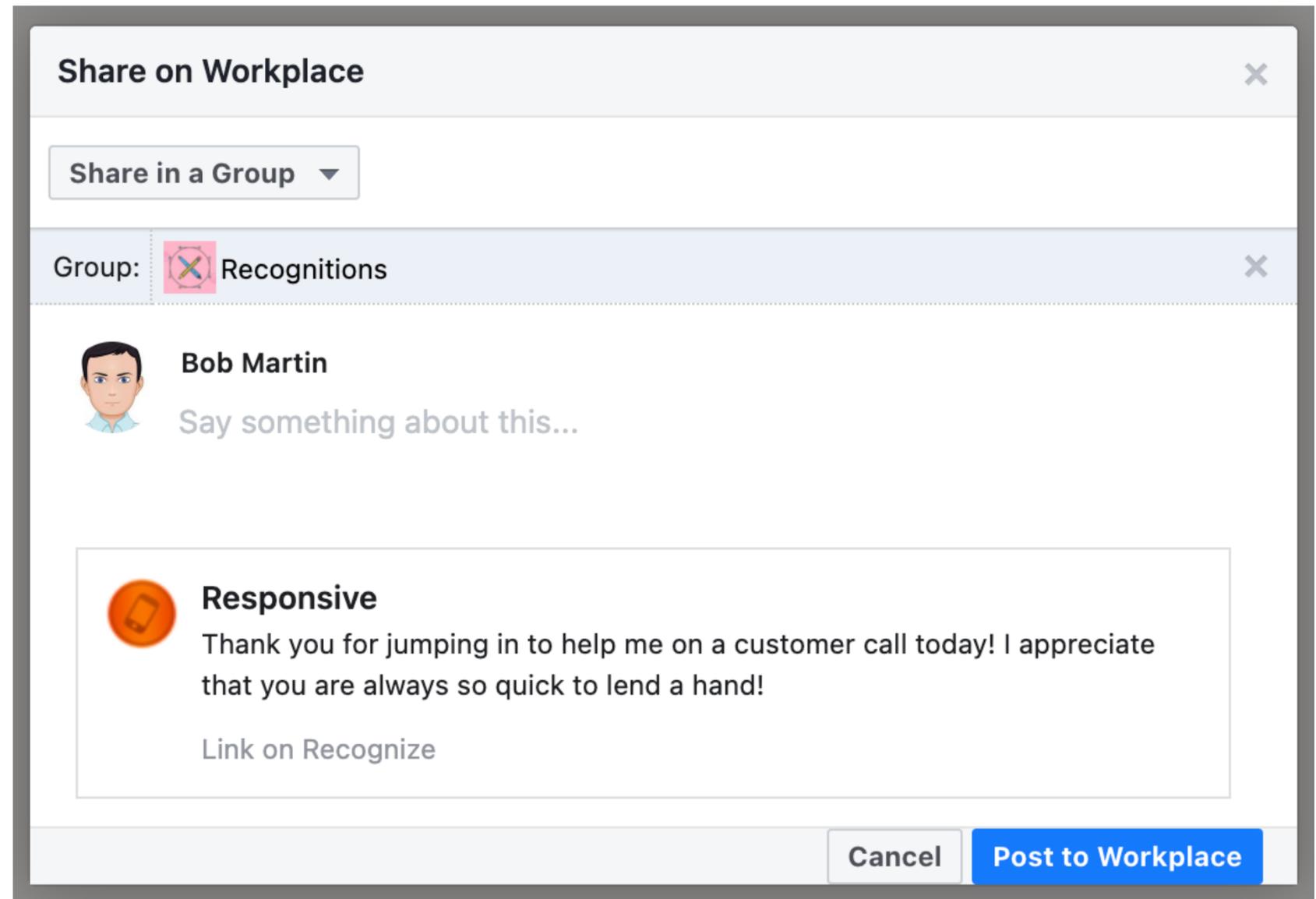


Sharing a Recognition to workplace

1. Once you click Recognize, you will be prompted to share the Recognition to a Workplace group feed. Click **Share to Workplace**



2. Select the group you would like to share the recognition to and make sure you tag the person you Recognized, so that they can see it! When you are ready, select **Post to Workplace**.



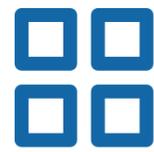
Sharing a Recognition to workplace



Now that you have shared your Recognition to Workplace, everyone in that group will be able to see, comment, and like your Recognition!

The screenshot displays the Workplace interface. On the left is a navigation sidebar with icons for Home, Posts, Knowledge Library, Groups, Directory, Events, and See more. Below this are sections for Prioritized groups (with 'Recognitions' highlighted), Shortcuts (General), and Groups (QA, Me, Workplace Tips, and a 'Create group' button). The main content area shows a 'Recognitions' group page. At the top, there's a search bar and a 'Create' button. Below that, the group name 'Recognitions' is shown as a 'Closed Group' with '2 members'. A navigation bar includes 'Posts', 'Chat', 'Rooms', 'Files', and 'More'. A search bar for the group is also present. The main post area features a text input field 'Write something...' and options for 'Live video', 'Achievement', and 'Image/video'. A 'New Posts' dropdown is visible. A specific recognition post is highlighted with a blue border. It shows 'Bob Martin uploaded a file.' with a timestamp of 'Just now'. The recognition text reads: 'Responsive Thank you for jumping in to help me on a customer call today! I appreciate that you are always so quick to lend a hand!'. Below the text, it shows 'From Bob Martin' and 'To Nikki Whitehead', with a timestamp of '8:45 PM on Tue, Mar 7'. Interaction buttons for 'Like' and 'Comment' are at the bottom of the post. A comment input field 'Write a comment...' is at the very bottom. On the right side of the group page, there's an 'About' section with a 'Mark group as official' button, a description, and a list of members (2) with an 'Add members' button. A 'Share An Invitation Link' section shows a URL: 'https://work.me/g/1jfFaEIrD/V7b6kemh'. Below that, 'Suggested Members' lists 'Alex Grande' and 'Joan Franklin' with 'Add' buttons. At the bottom right, there's a 'Chats' section.

Using the Recognize App



'Open App' to view the Recognition Badges given throughout your organization on the **Stream Page**.

The screenshot shows the 'Recognize' app interface. At the top, there's a navigation bar with a star icon, the title 'Recognize', and a close button. Below it is a secondary bar with icons for a grid, star, person, shield, and gift, along with the user's name 'Bob Martin' and '35'. A 'Teams' button is visible on the left. The main content area displays two recognition entries. The first entry is for 'Responsive' by Nikki Whitehead, with a thank-you message from Bob Martin. The second entry is for 'Friend' by Joshua Greenwood, with the text 'Great job!'.



Find peers to send a Recognition Badge to in the **User Directory**.

The screenshot shows the 'Recognize' app interface with the 'User Directory' view selected. The navigation bar is the same as in the previous screenshot, but the 'User Directory' icon is highlighted. Below the navigation bar, there's a search bar and a 'Show 25 entries' dropdown. The main content area displays a table of users.

NAME	DEPARTMENT	COUNTRY	TEAMS
Adam Prishtina	None	None	Advertis
Alex Grande	Executives	United States	None
Angela Martin	None	None	None
Anuj Shilpakar	None	None	None
Beca Caldwell	None	None	Advertis



On the **Badges Page**, you can see a list of Badges based on your company's values and initiatives.

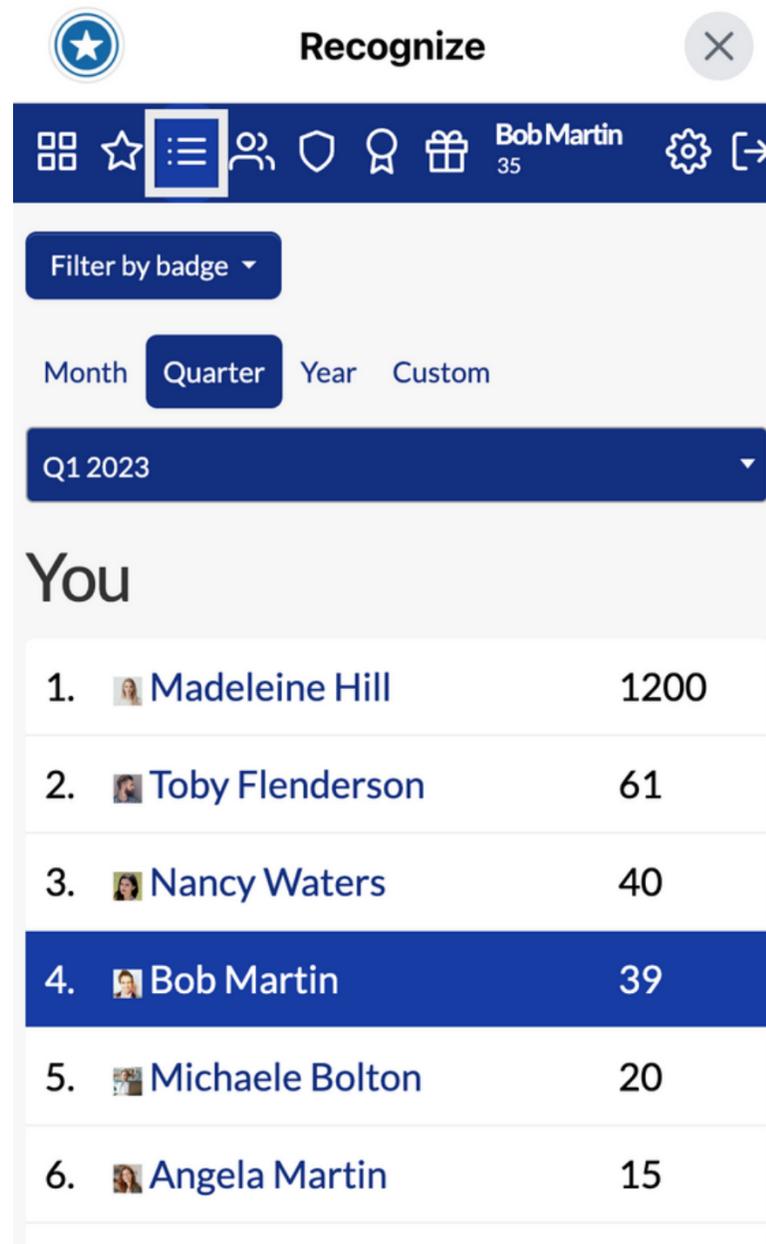
The screenshot shows the 'Recognize' app interface with the 'Badges Page' selected. The navigation bar is the same as in the previous screenshots, but the 'Badges' icon is highlighted. Below the navigation bar, there's a title 'Dunder Mifflin Inc badges' and two tabs: 'Recognitions' and 'Nominations'. The main content area displays a grid of various colorful badges, including a red rose, a green smiley face, an orange smartphone, a blue ear, a yellow lion, a purple pencil, a blue eye, a green head with gears, a grey gear, a blue thumbs up, a purple crown, a blue key, a blue bird, a red person, and a blue checkmark. At the bottom, there's a large red rose badge.

Using the Recognize App

 The **Stats Page** shows how you and your teammates rank for total points earned.

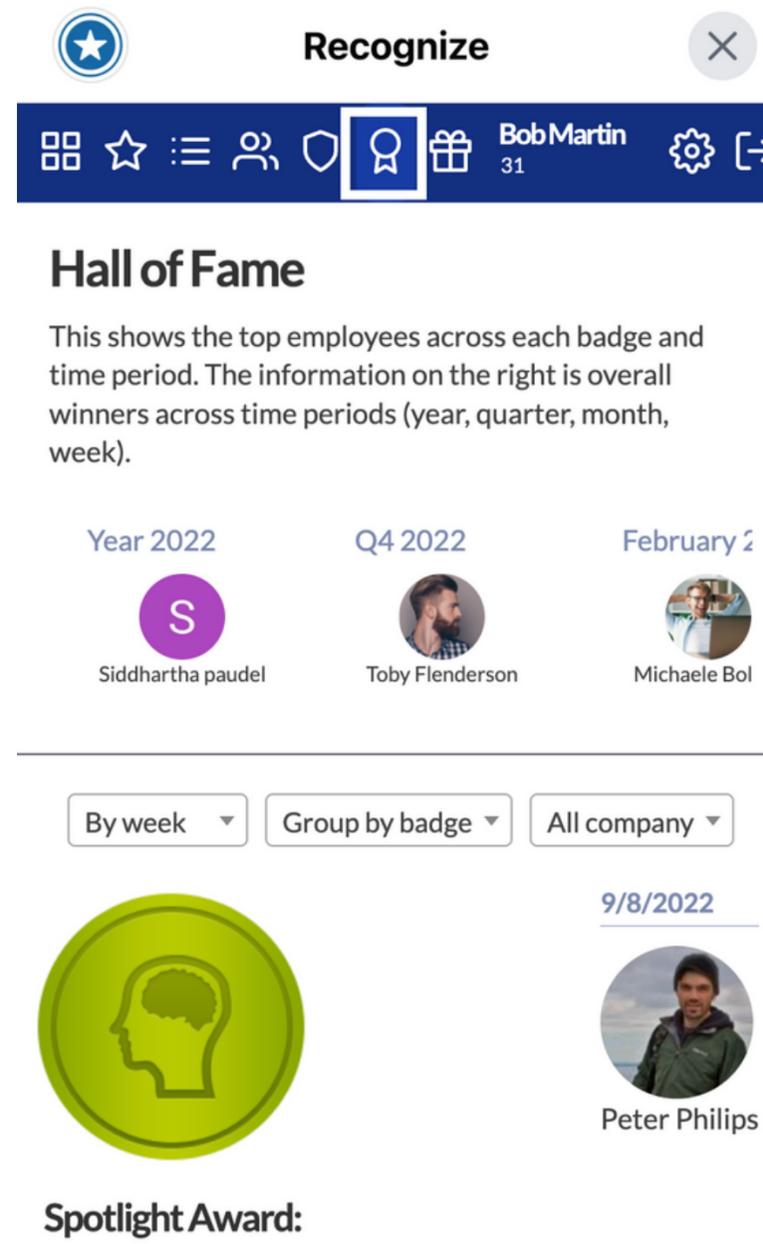
 The **Hall of Fame** shows the top employees across each badge and time period.

 Select **New Window** in the **Settings** to view Recognize in a full screen window.

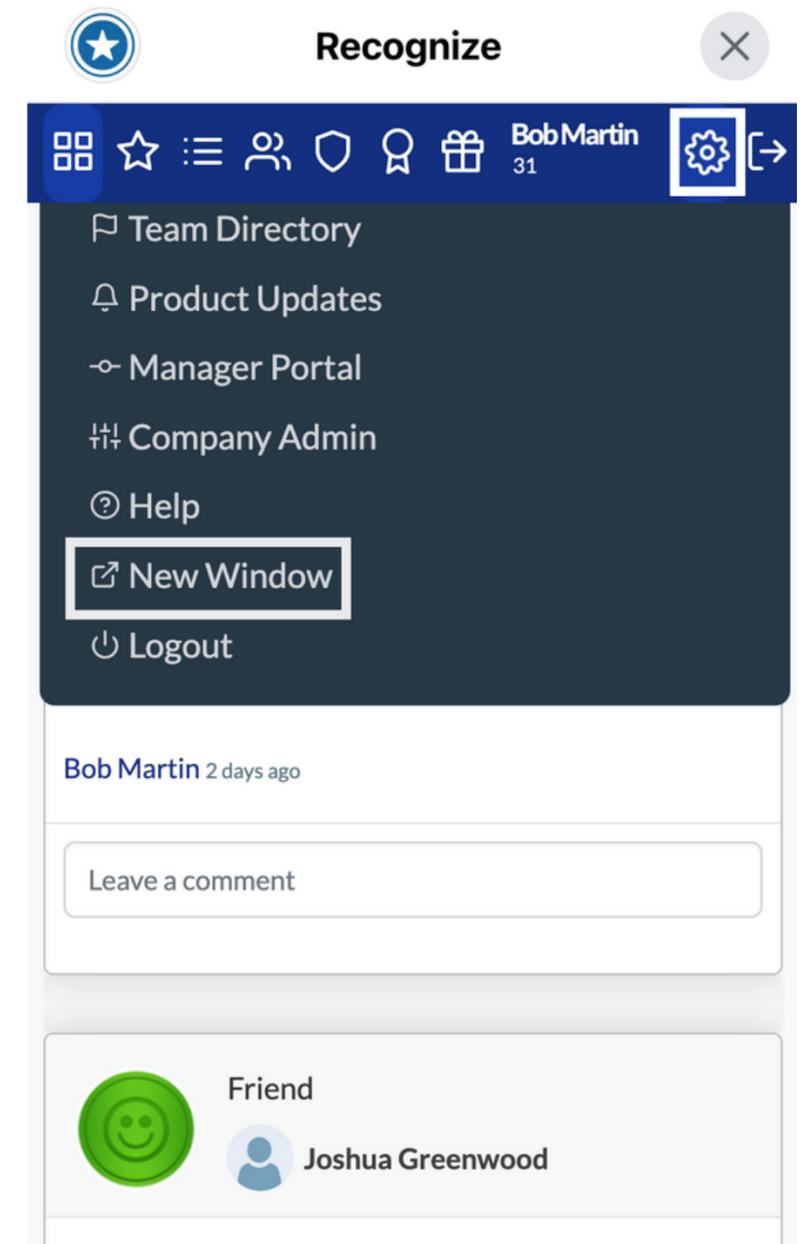


The screenshot shows the 'Recognize' app interface. At the top, there's a navigation bar with a star icon, the title 'Recognize', and a close button. Below the navigation bar is a toolbar with various icons, including a settings gear and a share icon. A 'Filter by badge' dropdown is visible. Below that, there are tabs for 'Month', 'Quarter', 'Year', and 'Custom', with 'Quarter' selected. A dropdown menu shows 'Q1 2023'. The main content area is titled 'You' and displays a list of employees ranked by points earned. The user 'Bob Martin' is highlighted in blue.

Rank	Employee	Points
1.	Madeleine Hill	1200
2.	Toby Flenderson	61
3.	Nancy Waters	40
4.	Bob Martin	39
5.	Michael Bolton	20
6.	Angela Martin	15



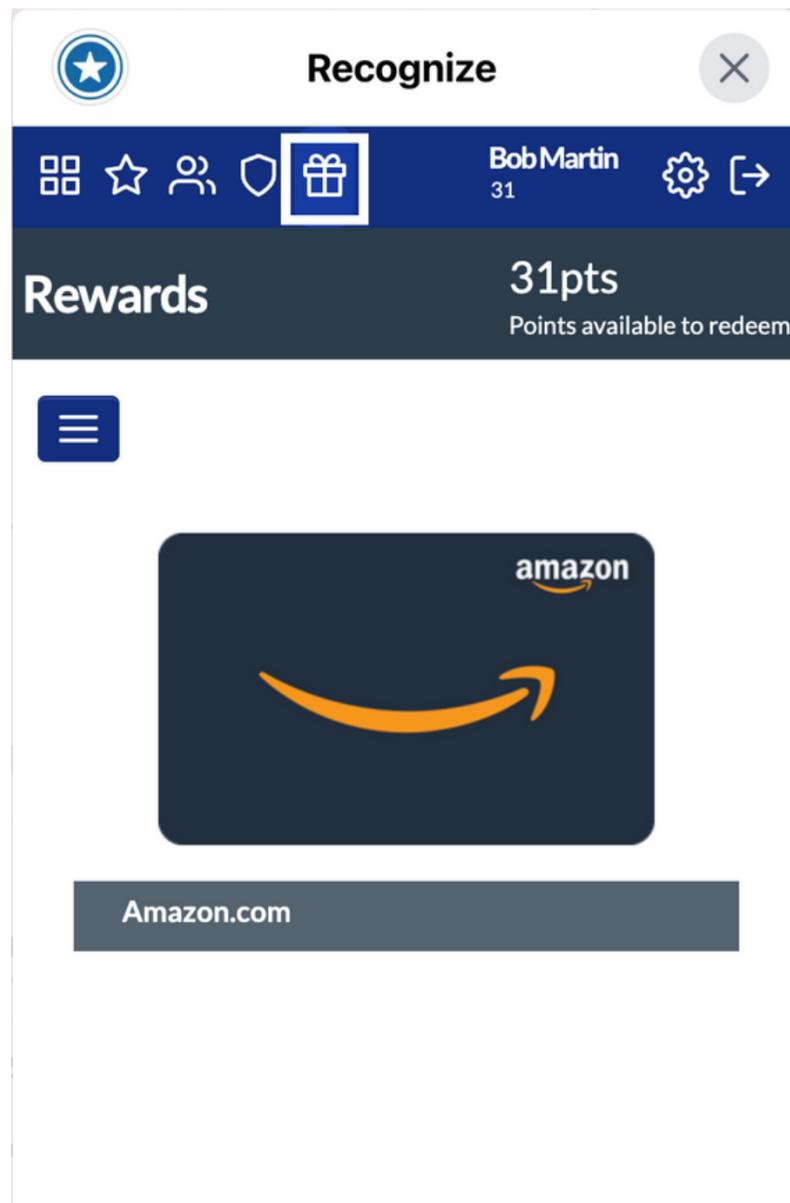
The screenshot shows the 'Recognize' app interface for the 'Hall of Fame'. The navigation bar is similar to the Stats Page. The main content area is titled 'Hall of Fame' and includes a description: 'This shows the top employees across each badge and time period. The information on the right is overall winners across time periods (year, quarter, month, week)'. Below the description are three tabs for 'Year 2022', 'Q4 2022', and 'February 2'. The 'Year 2022' tab is selected, showing three employees: Siddhartha paudel, Toby Flenderson, and Michael Bol. Below the tabs are three dropdown menus: 'By week', 'Group by badge', and 'All company'. At the bottom, there's a 'Spotlight Award' section with a green circular icon and a date '9/8/2022' above a photo of Peter Philips.



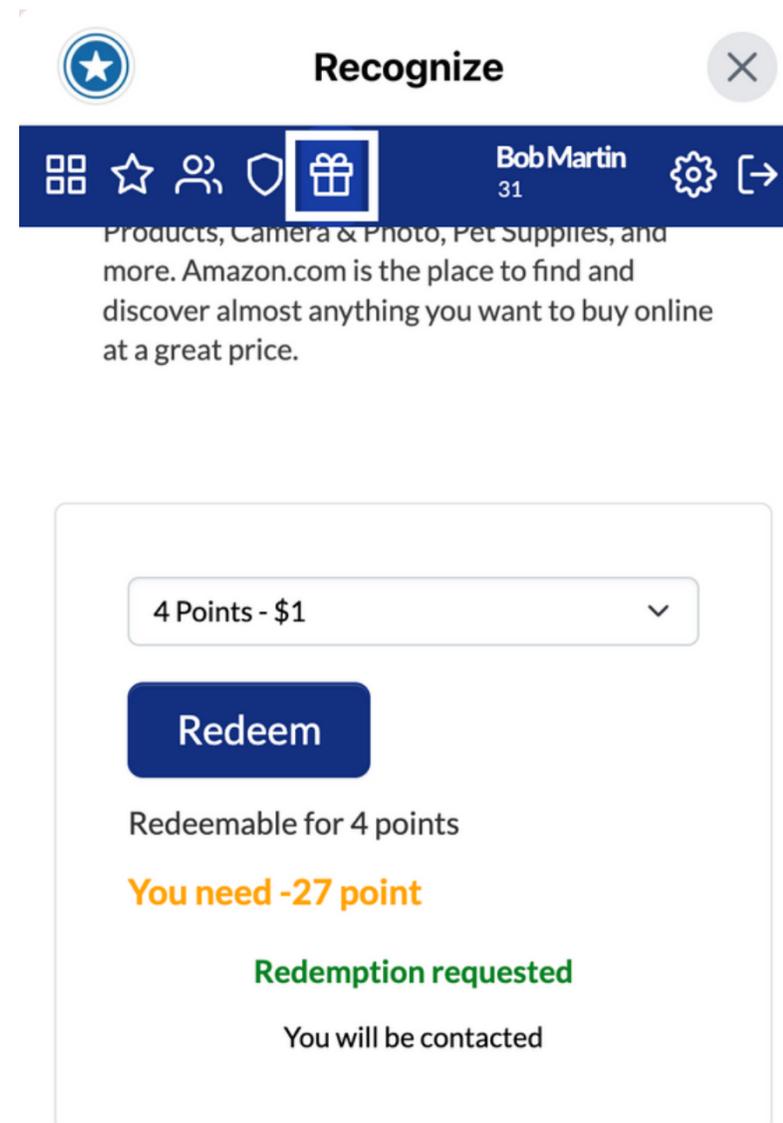
The screenshot shows the 'Recognize' app interface with the settings menu open. The navigation bar is similar to the previous screenshots. The settings menu is a dark overlay with a list of options: 'Team Directory', 'Product Updates', 'Manager Portal', 'Company Admin', 'Help', 'New Window', and 'Logout'. The 'New Window' option is highlighted with a white border. Below the settings menu, there's a post by 'Bob Martin' from 2 days ago with a 'Leave a comment' input field. At the bottom, there's a 'Friend' section with a green smiley face icon and a photo of Joshua Greenwood.

Redeeming Points for Rewards

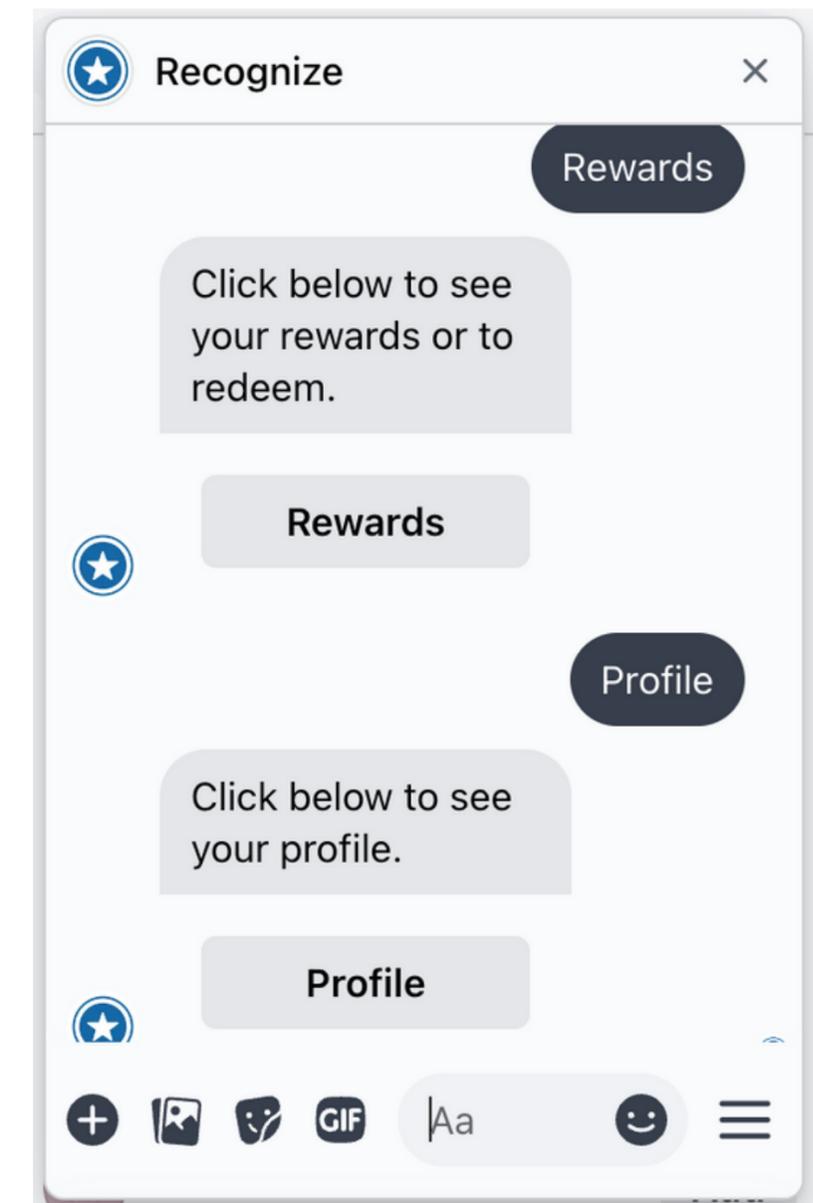
1. You can redeem the points you have earned for a selection of **Rewards**, customized by your organization.



2. Once you have chosen a Reward, you can select your desired variant, if applicable, and click **Redeem!**



3. You will receive an email with your reward redemption details, and you can also view your redemptions from your **Profile** page.



Viewing your Profile

1. Type Profile in the chat bot or 'Open App' and click on your name in the top tool bar to see your **Profile Page**.

The screenshot shows the 'Recognize' app interface for user Bob Martin. At the top, there's a navigation bar with icons for home, star, people, shield, gift, and a search bar containing 'Bob Martin 35'. Below the navigation bar is a profile card for Bob Martin, an auditor and CEO, with a circular profile picture. The card includes statistics: 7 years of experience (start date June 7, 2015), 16 direct reports, and 1 advertising contact. There is an 'Edit Profile' button. Below the profile card is a 'Top badges' section showing two badges: 'Creative' (792 times, 86% progress) and 'Proactive' (28 times, 3% progress).

2. Under **Recognitions**, you can see all of your sent and received Recognition Badges

This screenshot shows the 'Recognitions' section of the app. The navigation bar is the same as in the first screenshot. Below the navigation bar, there are tabs for 'Recognitions', 'Tasks', and 'Redemptions'. Underneath, there are links for 'Points' and 'Direct reports'. The main content area shows a 'Recognitions' summary with a total of 914. It is broken down into 'Received' (637) and 'Sent' (277). At the bottom, there are two tabs: 'Received' (selected) and 'Sent'. Below the tabs, a single recognition badge is shown: a green smiley face icon labeled 'Friend Recognize'.

3. Select **Redemptions** to see your Reward redemption details. click 'view details' for instructions on fulfillment.

This screenshot shows the 'Redemptions' section of the app. The navigation bar is the same. Below the navigation bar, there are tabs for 'Recognitions', 'Redemptions' (selected), and 'Points'. Underneath, there are links for 'Points' and 'Direct reports'. The main content area shows a 'Redemptions' summary with a total of 118. It is broken down into 'Redemptions' (32) and 'Approved' (86). Below the summary is a table of redemption details. A blue arrow points to the 'View details' link in the 'STATUS' column of the first row.

DATE	REWARD	STATUS	CONTACT
February 24, 2023 7:10AM	Amazon.in \$25.00	Approved View details	Alex Grande alex@recogn

Editing your Profile

1. To edit your profile, go to your **Profile Page** and click **Edit Profile**.

Recognize

Bob Martin 35

Bob Martin
auditor, CEO

7 years Start Date June 7, 2015
16 Direct reports
1 Advertising

[Edit Profile](#)

Top badges

Creative 792 times	Proactive 28 times
86%	3%

2. The personal profile information that can be edited will depend on your organization settings.

Recognize

Bob Martin 35

Edit Profile Save

First Name
Bob

Last Name
Martin

Display Name
Bob Martin

Email
bob.martin@planet.io

Upload an avatar
Choose File No file chosen

3. If you wish to receive your birthday or anniversary Recognitions privately check the boxes below those attributes.

Recognize

Bob Martin 35

Select a timezone
(GMT+00:00) London

Job Title
auditor, CEO

Phone
+9779863473720

Date work started at Dunder Mifflin Inc for years of service recognition.
2015 June 7

Receive service anniversary recognitions privately

Receive birthday recognitions privately

Language
United States English



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