



Recognize User Guide



Welcome to Recognize



About Recognize

Appreciate, congratulate, and celebrate your peers!

Recognize is an employee engagement platform that allows you to send and receive Recognition Badges and earn Rewards for exhibiting company values and creating a positive work culture.



Invitation Email



Join Recognize Now!

On launch day, you will receive an email from your company admin with the email address donotreply@recognizeapp.com.

Click 'Start Here' to sign in and activate your account!

Hi Brittany



Join Recognize now

Recognize is a social employee recognition and rewards program for Redwood Hospital

[Start here](#)

Things you may want to do:

- Edit your personal information
- Send a recognition to a colleague
- See your company's recognitions
- Use inside Outlook, Microsoft Teams, and more

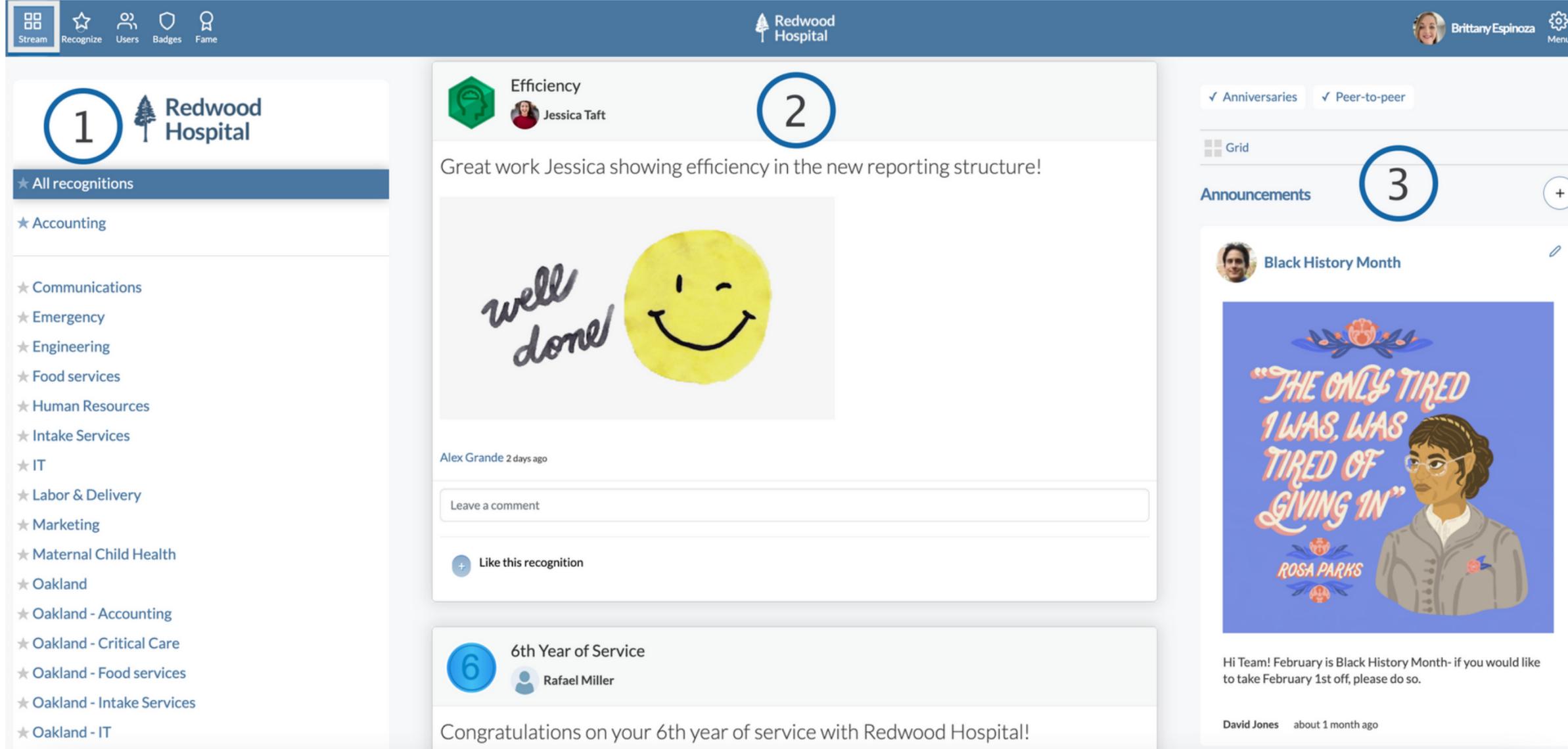
Gain more from your actions at work.

- Official recognition from your colleagues
- Celebrate more often
- Receive awards

[Start here](#)

Stream Page

1. Filter the Recognitions you see by team.
2. Recognitions given within your organization, as well as birthdays and anniversaries, will show up on the **Stream Page**.
3. Announcements from your organization can be seen here.

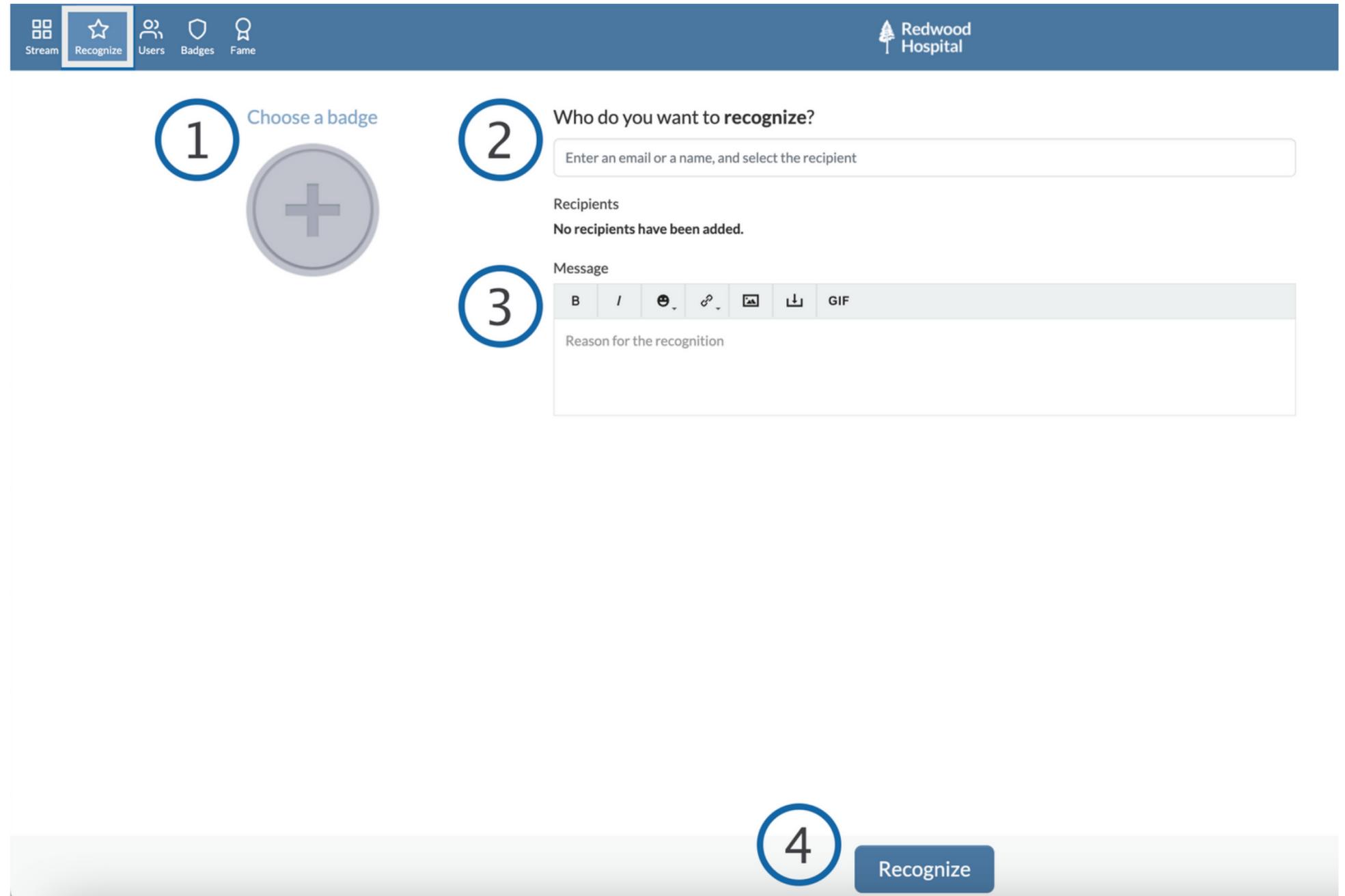


The screenshot displays the Redwood Hospital Stream Page interface. At the top, there is a navigation bar with icons for Stream, Recognize, Users, Badges, and Fame, along with the Redwood Hospital logo and a user profile for Brittany Espinoza. The main content area is divided into three sections:

- Left Sidebar (1):** A navigation menu for Redwood Hospital. It includes a "1" in a blue circle next to the hospital logo. Below the logo, there is a list of categories: "All recognitions" (highlighted), "Accounting", "Communications", "Emergency", "Engineering", "Food services", "Human Resources", "Intake Services", "IT", "Labor & Delivery", "Marketing", "Maternal Child Health", "Oakland", "Oakland - Accounting", "Oakland - Critical Care", "Oakland - Food services", "Oakland - Intake Services", and "Oakland - IT".
- Center Content (2):** A recognition post titled "Efficiency" by Jessica Taft. It features a "2" in a blue circle. The text reads "Great work Jessica showing efficiency in the new reporting structure!". Below the text is a handwritten note that says "well done" next to a yellow smiley face. The post is attributed to Alex Grande, 2 days ago. There is a "Leave a comment" input field and a "Like this recognition" button.
- Right Content (3):** An announcement titled "Black History Month" by David Jones, posted about 1 month ago. It features a "3" in a blue circle. The announcement includes a graphic with the quote "THE ONLY TIRED I WAS, WAS TIRED OF GIVING IN" and the name "ROSA PARKS" next to an illustration of Rosa Parks. The text below the graphic reads: "Hi Team! February is Black History Month- if you would like to take February 1st off, please do so."

Send a Recognition

1. Choose a Badge to give that represents the behavior you want to Recognize.
2. Type in the name or email of the person(s) you want to Recognize.
3. Type in a message for the recognition.
4. Click 'Recognize' to post the recognition to the Stream Page.



The screenshot shows the 'Recognize' interface on the Redwood Hospital platform. The navigation bar at the top includes 'Stream', 'Recognize', 'Users', 'Badges', and 'Fame', with 'Recognize' being the active tab. The 'Redwood Hospital' logo is in the top right corner.

Step 1: 'Choose a badge' is indicated by a circled '1' next to a large grey circular button with a white plus sign.

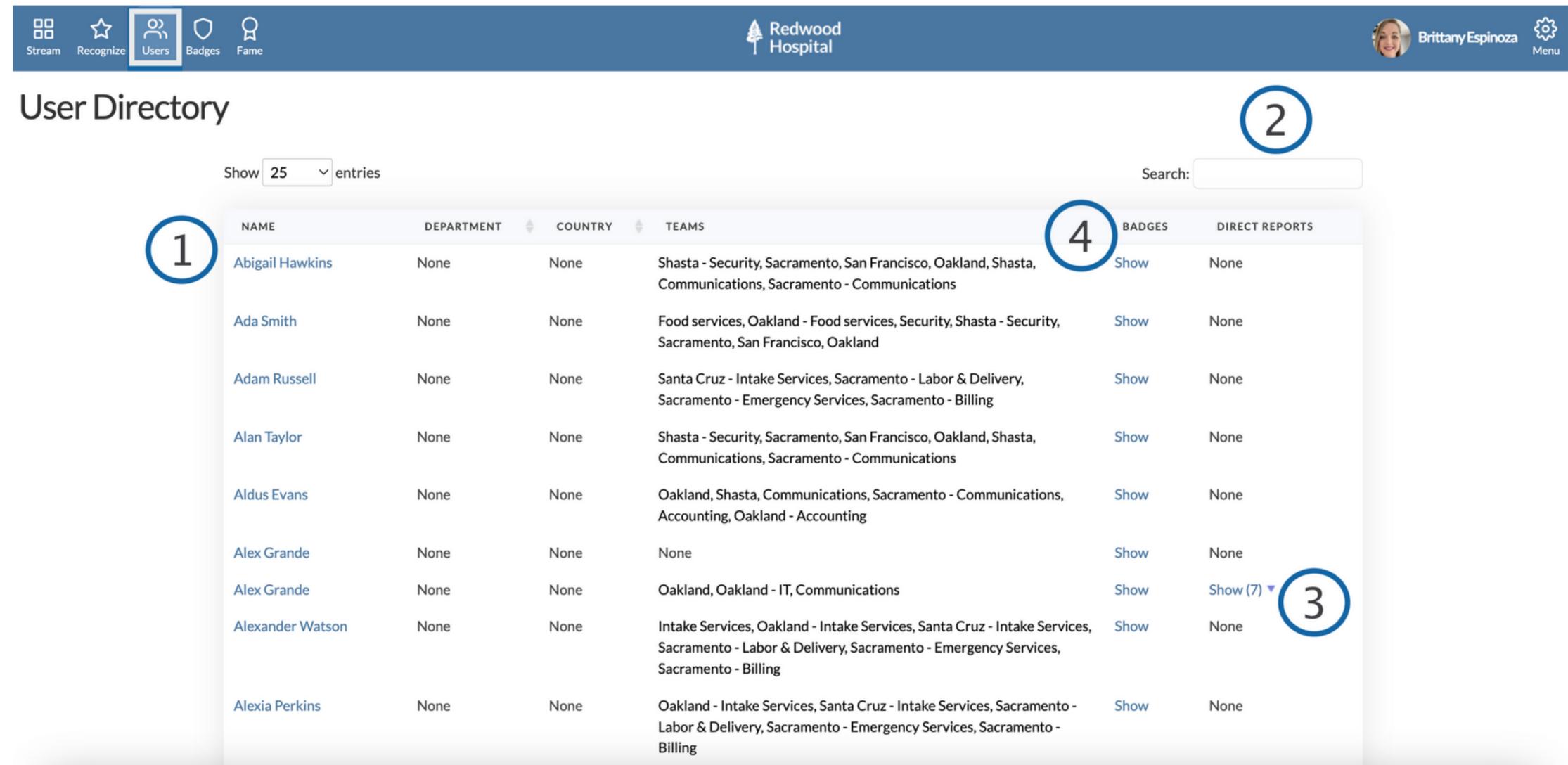
Step 2: 'Who do you want to recognize?' is indicated by a circled '2' next to a text input field with the placeholder 'Enter an email or a name, and select the recipient'. Below the input field, it says 'Recipients' and 'No recipients have been added.'

Step 3: 'Message' is indicated by a circled '3' next to a rich text editor. The editor has a toolbar with icons for bold (B), italic (I), text color, link, image, video, and GIF. The text area contains the placeholder 'Reason for the recognition'.

Step 4: 'Recognize' is indicated by a circled '4' next to a blue button labeled 'Recognize' at the bottom right of the form.

User Directory

1. The **User Directory** provides a list of all active users in your organization.
2. Search for a user in your organization by name, department, country or team (data provided may differ for your organization)
3. Click the down arrow to see a user's direct reports.
4. Select 'show' in the Badges column to see the users profile page where received and send Badges are displayed .



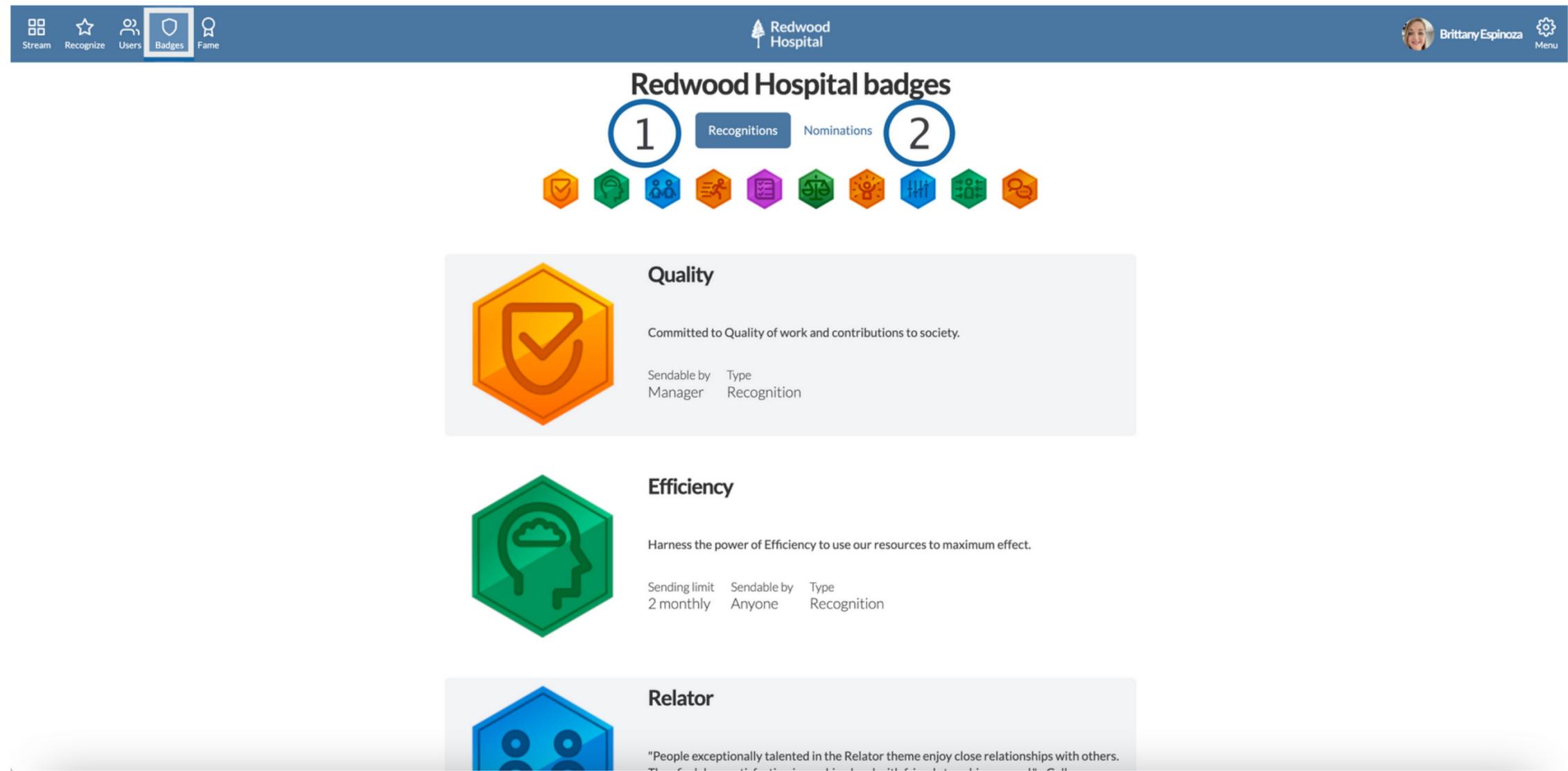
The screenshot shows the 'User Directory' page for Redwood Hospital. The navigation bar includes 'Stream', 'Recognize', 'Users', 'Badges', and 'Fame'. The 'Users' tab is active. The page title is 'User Directory'. Below the title, there is a 'Show 25 entries' dropdown and a search box. The main content is a table with columns: NAME, DEPARTMENT, COUNTRY, TEAMS, BADGES, and DIRECT REPORTS. The table lists several users, including Abigail Hawkins, Ada Smith, Adam Russell, Alan Taylor, Aldus Evans, Alex Grande, Alexander Watson, and Alexia Perkins. Callouts 1-4 highlight specific features: 1 points to the table header, 2 points to the search box, 3 points to the 'Show (7)' dropdown in the 'DIRECT REPORTS' column, and 4 points to the 'Show' link in the 'BADGES' column.

NAME	DEPARTMENT	COUNTRY	TEAMS	BADGES	DIRECT REPORTS
Abigail Hawkins	None	None	Shasta - Security, Sacramento, San Francisco, Oakland, Shasta, Communications, Sacramento - Communications	Show	None
Ada Smith	None	None	Food services, Oakland - Food services, Security, Shasta - Security, Sacramento, San Francisco, Oakland	Show	None
Adam Russell	None	None	Santa Cruz - Intake Services, Sacramento - Labor & Delivery, Sacramento - Emergency Services, Sacramento - Billing	Show	None
Alan Taylor	None	None	Shasta - Security, Sacramento, San Francisco, Oakland, Shasta, Communications, Sacramento - Communications	Show	None
Aldus Evans	None	None	Oakland, Shasta, Communications, Sacramento - Communications, Accounting, Oakland - Accounting	Show	None
Alex Grande	None	None	None	Show	None
Alex Grande	None	None	Oakland, Oakland - IT, Communications	Show	Show (7) ▾
Alexander Watson	None	None	Intake Services, Oakland - Intake Services, Santa Cruz - Intake Services, Sacramento - Labor & Delivery, Sacramento - Emergency Services, Sacramento - Billing	Show	None
Alexia Perkins	None	None	Oakland - Intake Services, Santa Cruz - Intake Services, Sacramento - Labor & Delivery, Sacramento - Emergency Services, Sacramento - Billing	Show	None

Badges

1. View 'Recognition Badges' with details such as point value, who can send the badge, and sending limits, if applicable.

2. View 'Nomination Badges' with details such as who can nominate, and sending limits, if applicable. (This will only be visible if your organization has an active Nomination campaign).



The screenshot displays the 'Redwood Hospital badges' interface. At the top, a navigation bar includes 'Stream', 'Recognize', 'Users', 'Badges', and 'Fame'. The 'Badges' tab is active. The page title is 'Redwood Hospital badges'. Below the title, there are two tabs: '1 Recognitions' and '2 Nominations'. A row of ten colorful hexagonal icons represents different badge categories. The 'Quality' badge is highlighted. Its details are as follows:

Quality
Committed to Quality of work and contributions to society.
Sendable by: Manager
Type: Recognition

The 'Efficiency' badge is also visible. Its details are as follows:

Efficiency
Harness the power of Efficiency to use our resources to maximum effect.
Sending limit: 2 monthly
Sendable by: Anyone
Type: Recognition

The 'Relator' badge is partially visible at the bottom. Its details are as follows:

Relator
"People exceptionally talented in the Relator theme enjoy close relationships with others.

Hall of Fame

1. Top overall Badge earners across time periods (year, quarter, month, week)

2. Top Badge earners for each Badge and time period. You can filter results by time period (year, quarter, month, week), and see results by team.

The screenshot displays the Redwood Hospital Hall of Fame interface. At the top, there is a navigation bar with icons for Stream, Recognize, Users, Badges, and Fame. The Fame icon is highlighted. The Redwood Hospital logo and a user profile for Brittany Espinoza are also visible in the top right.

Hall of Fame

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).

Overall Winners (Circled 1): Jason Fued, Alex Grande, Jess Thompson, David Jones, Jade Porter, Peter Philips.

Filters: By month, Group by badge, All company.

Thank You Badge (Circled 2):

- January 2023: Peter Philips, David Jones, Jade Porter
- December 2022: Alex Grande, Peter Philips, Brittany Espinoza
- August 2022: Tim Phariss
- July 2022: Jessica Taft, Jesse Savage, Frank Williams
- May 2022: Jesse Savage
- April 2022: Jess Thompson
- March 2022: Jason Fued, Frank Williams

Leader Badge:

- October 2022: Alex Grande
- September 2022: Jesse Savage
- May 2022: Jason Fued
- March 2022: Jessica Taft
- November 2021: David Jones
- July 2021: Rosie Higgins, Carina Taylor, Stella Barnes, Henry Jones, Alford Perry, Owen Perkins, Tara Brooks, Philip Montgomery

User Profile

1. Click your avatar on the top right of the tool bar to access your profile.
2. See all Recognition Badges you have received and sent from newest to oldest.
3. View Top Badges you have received.
4. View total Recognitions you have received and sent.
5. Click 'Edit' to make changes to your account.

The screenshot displays the user profile interface for Brittany Espinoza. At the top right, the user's name and a small profile picture are visible, labeled with a circled '1'. The main header includes a navigation bar with icons for Stream, Recognize, Users, Badges, and Fame, and the Redwood Hospital logo. The profile card shows a larger profile picture, the name 'Brittany Espinoza', and the department 'Accounting' with a circled '1'. An 'Edit Profile' button is located next to the name, labeled with a circled '5'. To the right, the 'Top badges' section shows four categories: Responsibility (2 times, 33%), Thank You (2 times, 33%), Communication (1 times, 16%), and Loyalty (1 times, 16%). This section is labeled with a circled '3'. Below the profile card, the 'Recognitions' section has tabs for 'Received' and 'Sent', with the 'Received' tab selected and labeled with a circled '2'. A list of recognitions is shown, including one from Beca Caldwell: 'Thank You' with the text 'Way to go on those reports!' and a date of '16 days ago'. On the far right, a summary box shows '6 Received' and '0 Sent' recognitions, labeled with a circled '4'.

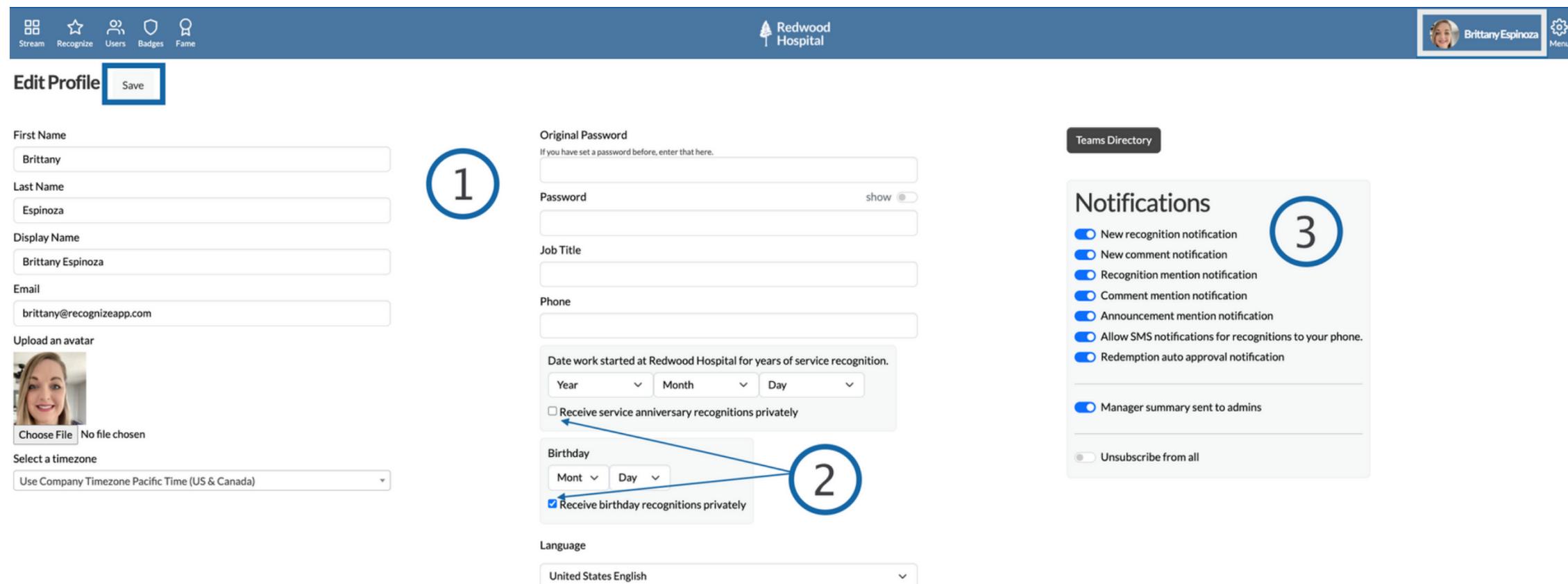
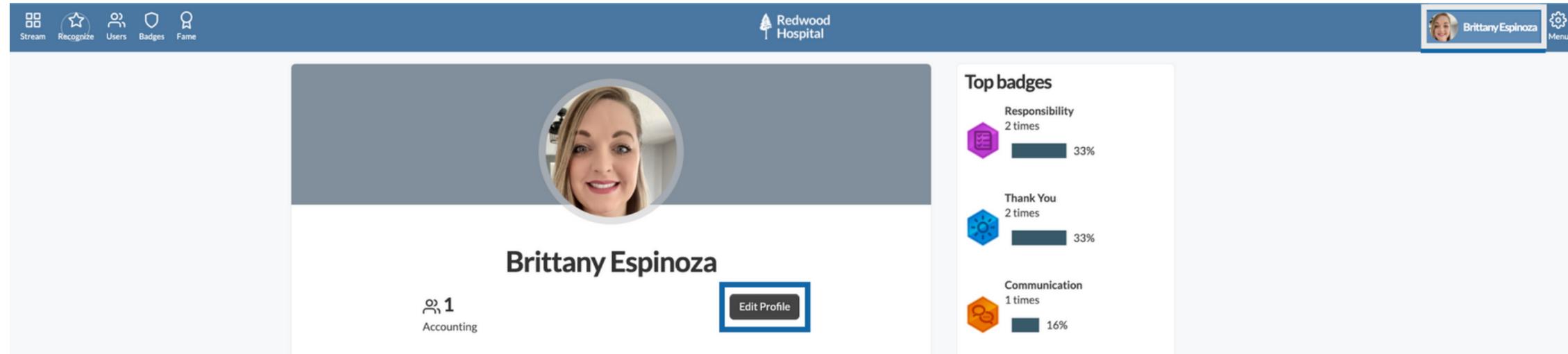
Editing Your Profile

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

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

3. Manage your email notification preferences.

*Be sure to save your changes in the top left corner!





For additional information
visit our **Help Page**