



# 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](mailto: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

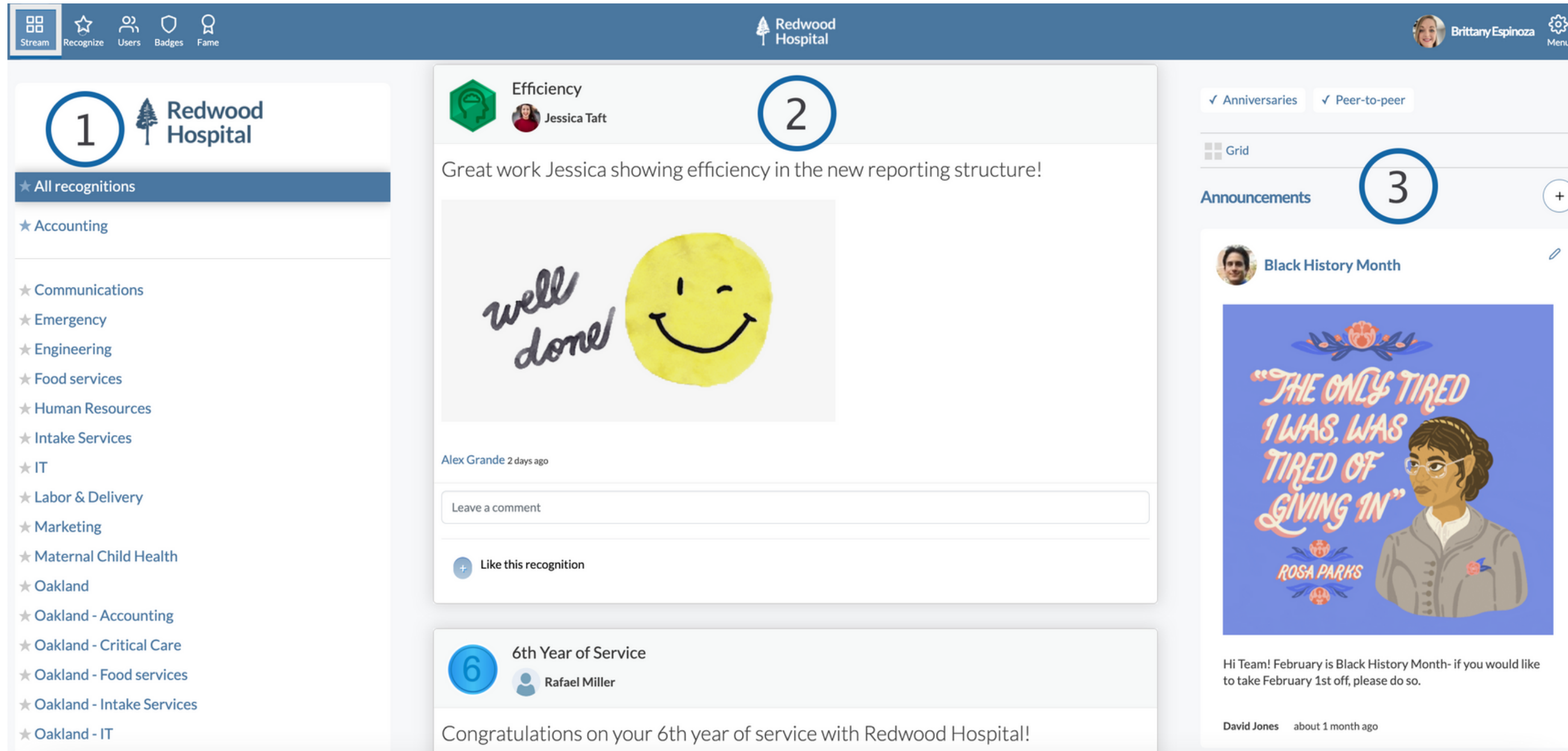
Gain more from your actions at work.

- 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.

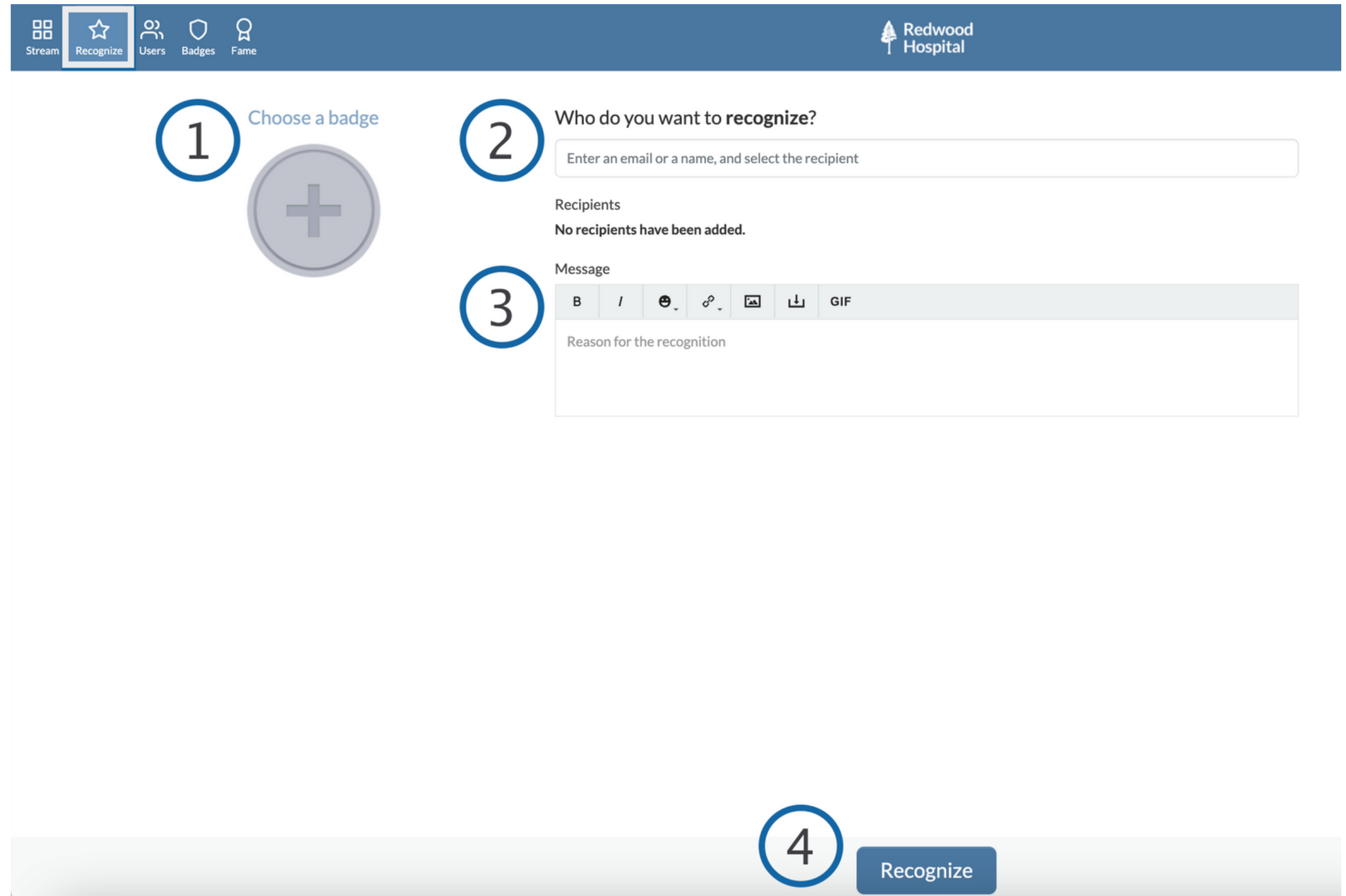


The screenshot displays the Redwood Hospital Stream Page interface. At the top, there is a navigation bar with icons for Stream, Recognize, Users, Badges, and Fame, along with the Redwood Hospital logo and a user profile for Brittany Espinoza. The main content area is divided into three sections:

- 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, marked with a "2" in a blue circle. The post 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 dated "Alex Grande 2 days ago" and includes a "Leave a comment" field and a "Like this recognition" button.
- Right Content (3):** An announcement post titled "6th Year of Service" by Rafael Miller, marked with a "6" in a blue circle. The post text reads: "Congratulations on your 6th year of service with Redwood Hospital!". Below the text is a "Leave a comment" field and a "Like this recognition" button. To the right of this post is an announcement post titled "Black History Month" by David Jones, marked with a "3" in a blue circle. The post features a graphic with the text "THE ONLY TIRED I WAS, WAS TIRED OF GIVING IN" and "ROSA PARKS" next to an illustration of Rosa Parks. The post text reads: "Hi Team! February is Black History Month- if you would like to take February 1st off, please do so." and is dated "David Jones about 1 month ago".

# 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 top navigation bar includes 'Stream', 'Recognize', 'Users', 'Badges', and 'Fame', with 'Recognize' selected. The 'Redwood Hospital' logo is in the top right. The interface is divided into four numbered steps:

- 1 Choose a badge:** A large grey circular button with a plus sign is shown.
- 2 Who do you want to recognize?:** A text input field with the placeholder 'Enter an email or a name, and select the recipient'. Below it, the 'Recipients' section shows 'No recipients have been added.'
- 3 Message:** A rich text editor with a toolbar containing icons for bold (B), italic (I), strikethrough, link, image, video, and GIF. The text area contains the placeholder 'Reason for the recognition'.
- 4:** A large blue button labeled 'Recognize' is located at the bottom right of the form.



# Stats

1. The 'You' column displays points earned, focused on where you rank among all other users.

2. The 'Team' column displays points earned by team.

3. The 'Top Users' column displays the top 20 individual point earners in your organization.

The screenshot shows the 'Stats' page for Redwood Hospital. The top navigation bar includes 'Stream', 'Recognize', 'Stats', 'Users', 'Badges', 'Fame', and 'Rewards'. The user profile for Brittany Espinoza (196pts) is visible in the top right. A 'Filter by badge' dropdown is present. The dashboard is divided into three main sections: 'You', 'Teams', and 'Top users', each with a circled number (1, 2, and 3 respectively) indicating the focus of the first instruction. The 'You' section shows a list of users with their points, with Brittany Espinoza highlighted in blue. The 'Teams' section shows a list of teams with their total points, with Accounting highlighted in blue. The 'Top users' section shows a list of the top 20 users with their points, with Alex Grande at the top.

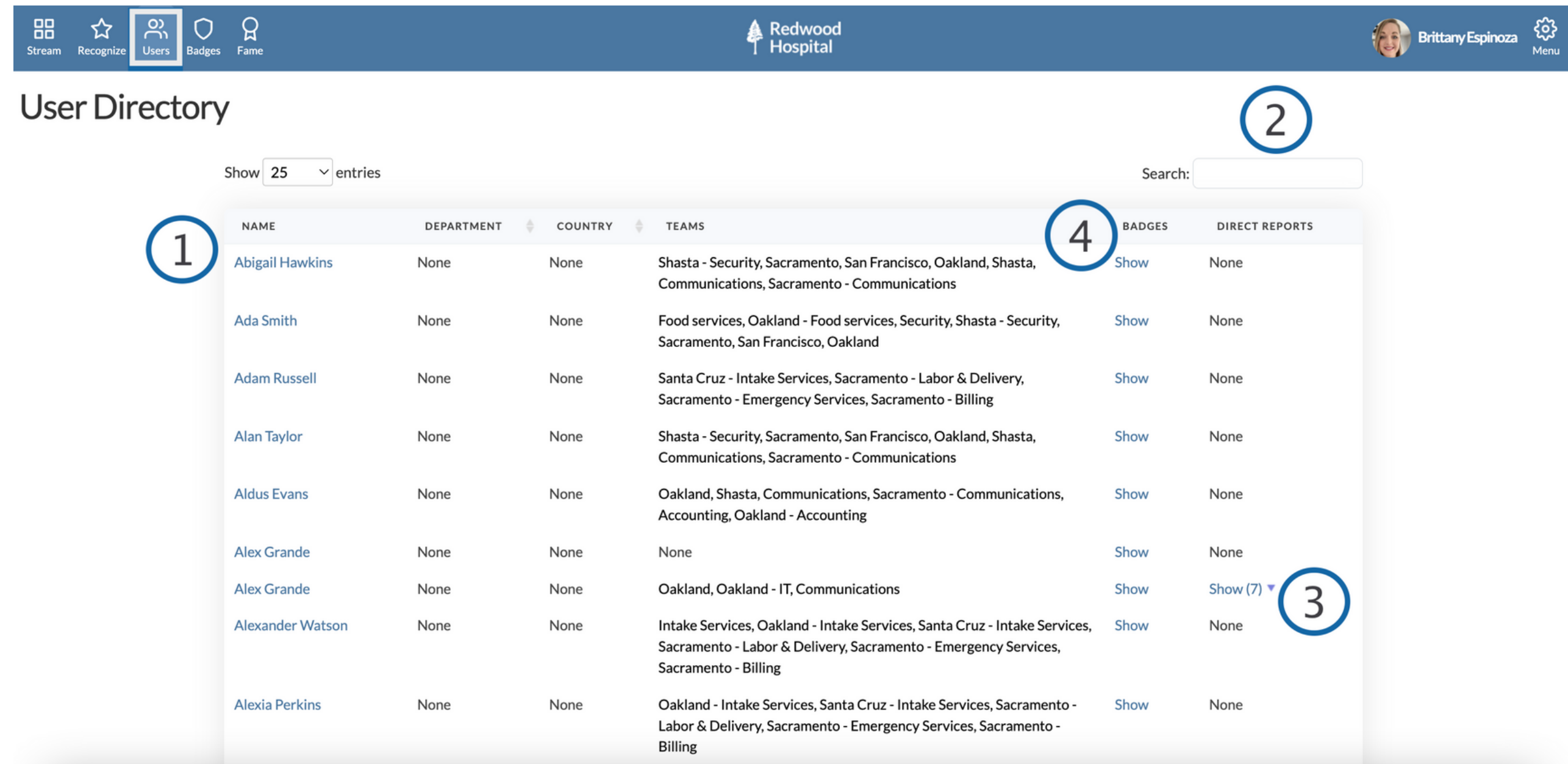
Rank	Name	Points
1.	Alex Grande	390
2.	Frank Williams	120
3.	Brittany Espinoza	65
4.	David Jones	60
4.	Briony Reed	60
4.	Beca Caldwell	60
5.	Jess Thompson	30
5.	Jesse Savage	30
6.	Jade Porter	20
7.	Jessica Taft	10

Rank	Team	Points
1.	Oakland	690
2.	Communications	550
3.	Oakland - IT	480
4.	Shasta - Security	280
5.	Sacramento	280
6.	San Francisco	280
7.	Santa Cruz - Intake Services	280
8.	Accounting	255
9.	Sacramento - Labor & Delivery	230
10.	Oakland - Food services	220
11.	Food services	220
12.	Oakland - Accounting	190
13.	Security	190
14.	Oakland - Intake Services	180

Rank	Name	Points
1.	Alex Grande	390
2.	Frank Williams	120
3.	Brittany Espinoza	65
4.	Briony Reed	60
4.	David Jones	60
4.	Beca Caldwell	60
5.	Jess Thompson	30
5.	Jesse Savage	30
6.	Jade Porter	20
7.	Jessica Taft	10
8.	Tyler Thomas	0
8.	Ada Smith	0
8.	Adam Russell	0
8.	Aldus Evans	0

# 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: 1. The 'NAME' column header; 2. The search box; 3. A dropdown arrow in the 'DIRECT REPORTS' column for Alex Grande; 4. A 'Show' link in the 'BADGES' column for Abigail Hawkins.

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 shows the 'Redwood Hospital badges' interface. At the top, there is a navigation bar with icons for Stream, Recognize, Users, Badges, and Fame. The 'Badges' icon is highlighted. The page title is 'Redwood Hospital badges'. Below the title, there are two tabs: '1 Recognitions' and '2 Nominations'. The '1 Recognitions' tab is active. Below the tabs, there is a row of ten colorful hexagonal icons representing different badge categories. The first three categories are expanded to show details:

- Quality**: Committed to Quality of work and contributions to society. Sendable by: Manager, Type: Recognition.
- Efficiency**: Harness the power of Efficiency to use our resources to maximum effect. Sending limit: 2 monthly, Sendable by: Anyone, Type: Recognition.
- 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.

Stream Recognize Users Badges Fame

Redwood Hospital

Brittany Espinoza Menu

### 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).

Year 2022 Q4 2022 January 2023

Jason Fued Alex Grande Alex Grande Jess Thompson David Jones Jade Porter Peter Philips

By month Group by badge All company

1

2

January 2023 December 2022 August 2022 July 2022 May 2022 April 2022 March 2022

Peter Philips David Jones Jade Porter Alex Grande Peter Philips Brittany Espinoza Tim Phariss Jessica Taft Jesse Savage Frank Williams Jesse Savage Jess Thompson Jason Fued Frank Williams

Thank You

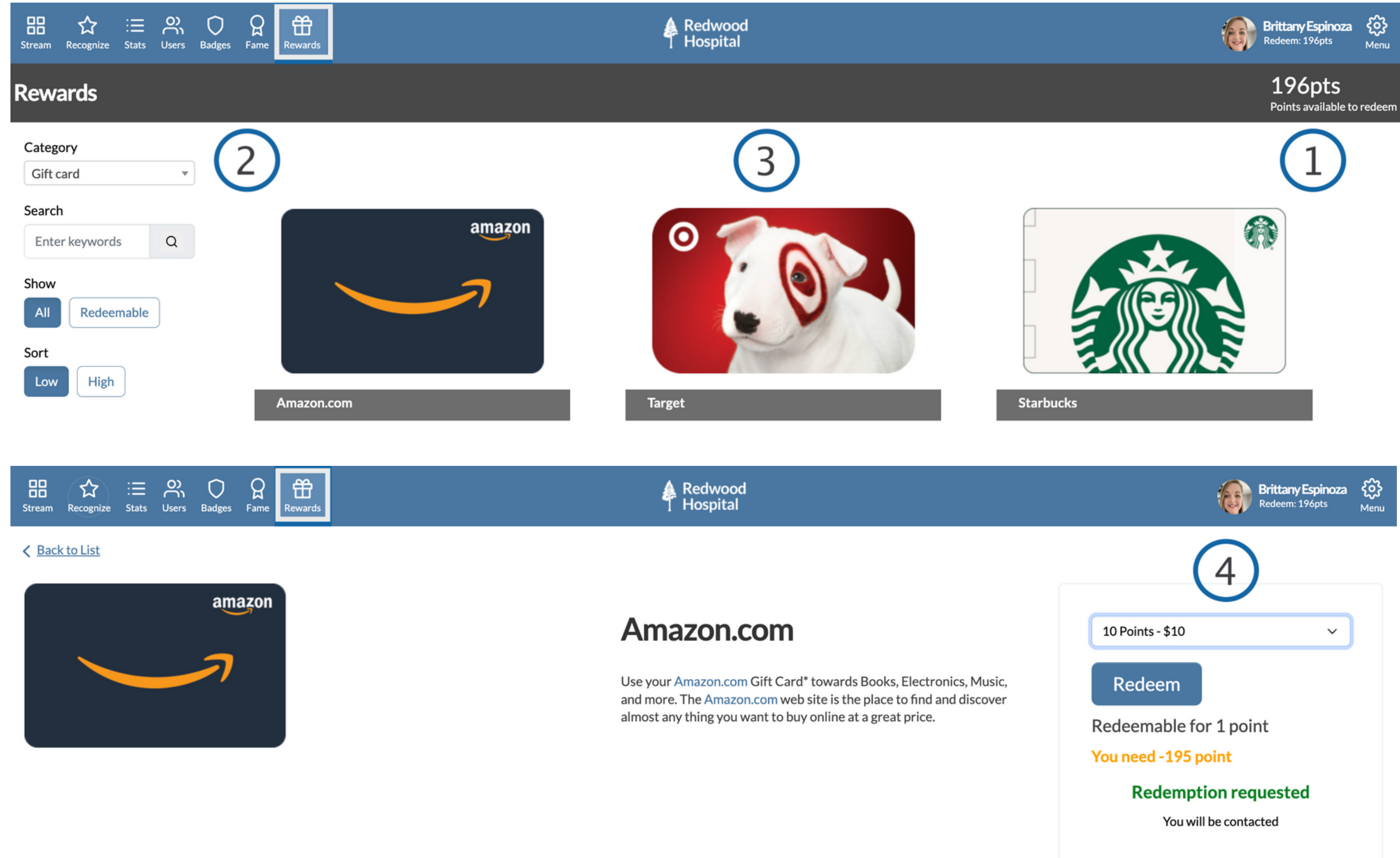
October 2022 September 2022 May 2022 March 2022 November 2021 July 2021

Alex Grande Jesse Savage Jason Fued Jessica Taft David Jones Rosie Higgins Carina Taylor Stella Barnes Henry Jones Alford Perry Owen Perkins Tara Brooks Philip Montgomery

Leader

# Rewards

1. See your redeemable point balance in the top right corner.
2. Filter by reward category or search for a specific reward.
3. Choose from a selection of Rewards, customized by your organization, for which you can redeem your points.
4. Select desired variant and click 'Redeem'. You will receive an email confirmation and you can view your redemption details from your profile page.



The screenshot displays the 'Rewards' section of a user profile. At the top right, the user's name 'Brittany Espinoza' and 'Redeem: 196pts' are shown. Below this, the current point balance is '196pts' with the note 'Points available to redeem'. The interface includes a navigation bar with icons for Stream, Recognize, Stats, Users, Badges, Fame, and Rewards. A filter section on the left allows users to select a 'Category' (currently 'Gift card'), search for keywords, and filter by 'Show' (All, Redeemable) and 'Sort' (Low, High). Three reward cards are visible: Amazon.com (labeled with a circled '2'), Target (labeled with a circled '3'), and Starbucks (labeled with a circled '1'). Below the list, the details for the Amazon.com reward are shown, including a 'Back to List' link, the Amazon logo, the title 'Amazon.com', and a description: 'Use your Amazon.com Gift Card\* towards Books, Electronics, Music, and more. The Amazon.com web site is the place to find and discover almost any thing you want to buy online at a great price.' On the right, a 'Redeem' button is highlighted with a circled '4', and the details show '10 Points - \$10' is redeemable for 1 point, with a note 'You need -195 point' and 'Redemption requested'.

# 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 Redwood Hospital. The top navigation bar includes icons for Stream, Recognize, Users, Badges, and Fame, along with the Redwood Hospital logo and the user's name and profile picture. The main profile section features a circular profile picture, the name "Brittany Espinoza", and a count of "1 Accounting" recognitions. An "Edit Profile" button is visible. To the right, the "Top badges" section shows progress bars for Responsibility (2 times, 33%), Thank You (2 times, 33%), Communication (1 times, 16%), and Loyalty (1 times, 16%). Below this, the "Recognitions" section shows a total of 6 recognitions, with 0 received and 0 sent. A sample recognition card is displayed, showing a "Thank You" badge from Brittany Espinoza with the message "Way to go on those reports!" from Beca Caldwell, 16 days ago.

Badge	Count	Percentage
Responsibility	2 times	33%
Thank You	2 times	33%
Communication	1 times	16%
Loyalty	1 times	16%

Category	Count
Total Recognitions	6
Received	0
Sent	0

# Viewing Reward Redemptions

1. Select 'Redemptions' on your Profile page to see a history of your Reward redemptions.
2. See the status of your redemption and select 'view details' for instructions on how to claim your Reward.
3. Total redemptions and approved redemptions.

The screenshot shows a user profile for Brittany Espinoza at Redwood Hospital. The profile includes a navigation bar with icons for Stream, Recognize, Stats, Users, Badges, Fame, and Rewards. The user's name is Brittany Espinoza, and she has 1 Accounting badge. The 'Redemptions' tab is selected and highlighted with a blue box and a circled '1'. Below the tabs is a table of redemptions with columns for DATE, REWARD, STATUS, and CONTACT. A circled '2' is placed over the 'Approved' status and 'View details' link in the first row. 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%). At the bottom right, a 'Redemptions' summary box shows a total of 1 redemption and 1 approved redemption, with a circled '3' next to the total count.

DATE	REWARD	STATUS	CONTACT
February 16, 2023 3:44PM	Amazon.com \$1.00	Approved View details	Pam Young - pam@redwoodhealthclinic.com



# Viewing Your Points

1. Select 'Points' on your Profile page to see a history of points received and points redeemed.
2. Filter results by month, quarter, year or a customized timeframe.
3. Filter by redeemable and non-redeemable points or export your search results.
4. Total lifetime points and total interval points.

The screenshot shows the Redwood Hospital profile page for Brittany Espinoza. The 'Points' section is highlighted with a blue box and a circled '1'. Below it, the 'Points' filter is selected, and the 'Quarter' timeframe is chosen, with 'Q1 2023' selected in the dropdown. The 'Filters' dropdown is set to 'All' and is circled with a '3'. The 'Points' summary shows 197 total points and 65 Q1 2023 interval points, circled with a '4'. The table below shows the following activity:

DATE	ACTIVITY	AMOUNT	DESCRIPTION	IS REDEEMABLE
February 16, 2023 3:44PM	Redeemed reward	-1	Amazon.com \$1	Yes
February 8, 2023 11:09AM	Received recognition	0	figdp1o	Yes
January 24, 2023 5:36PM	Received a like	20	fi68mor	Yes



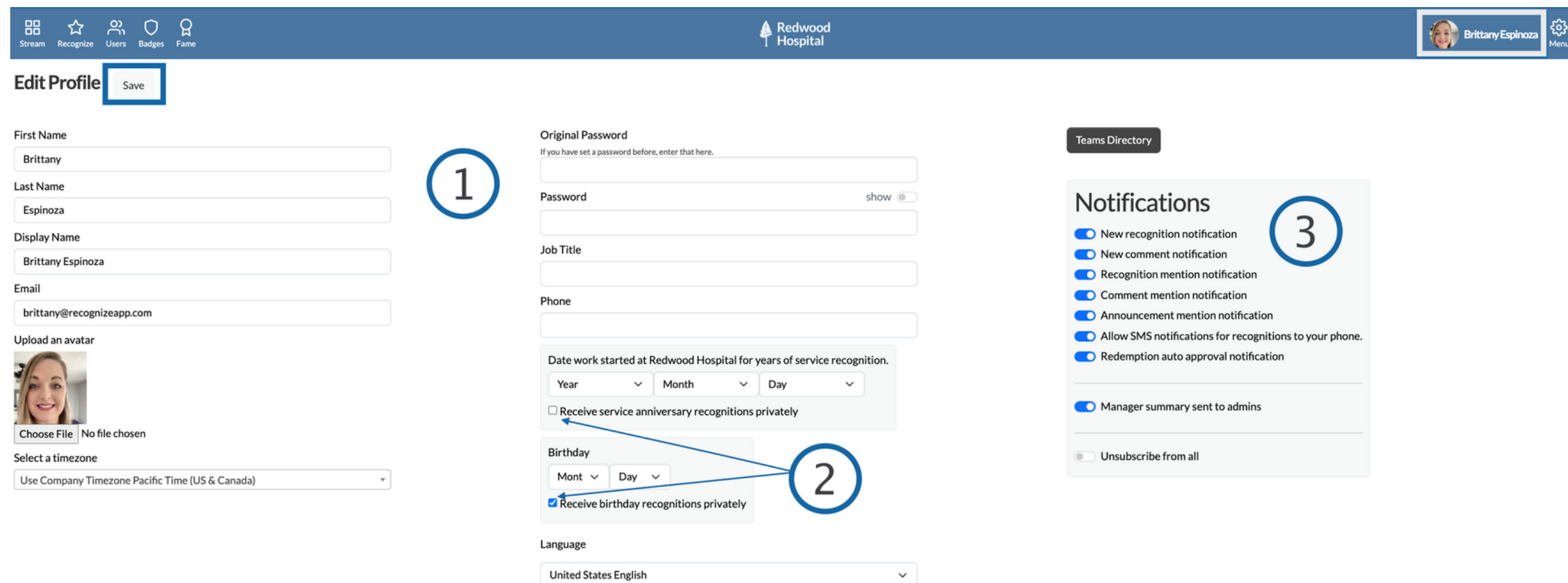
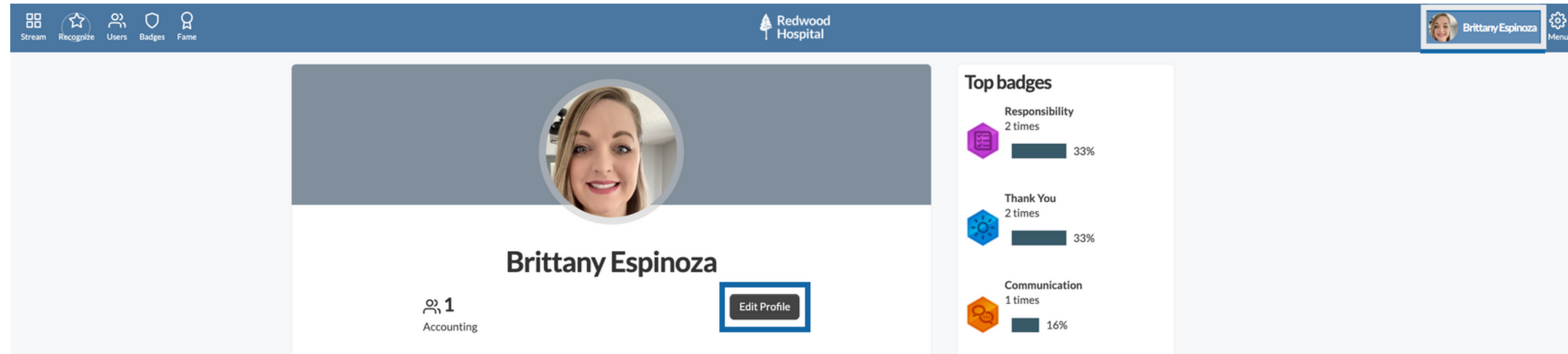
# Editing Your Profile

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**