Recognize
User Guide

Welcome to Recognize

About Recognize

Appreciate, congratulate, and celebrate your peers!

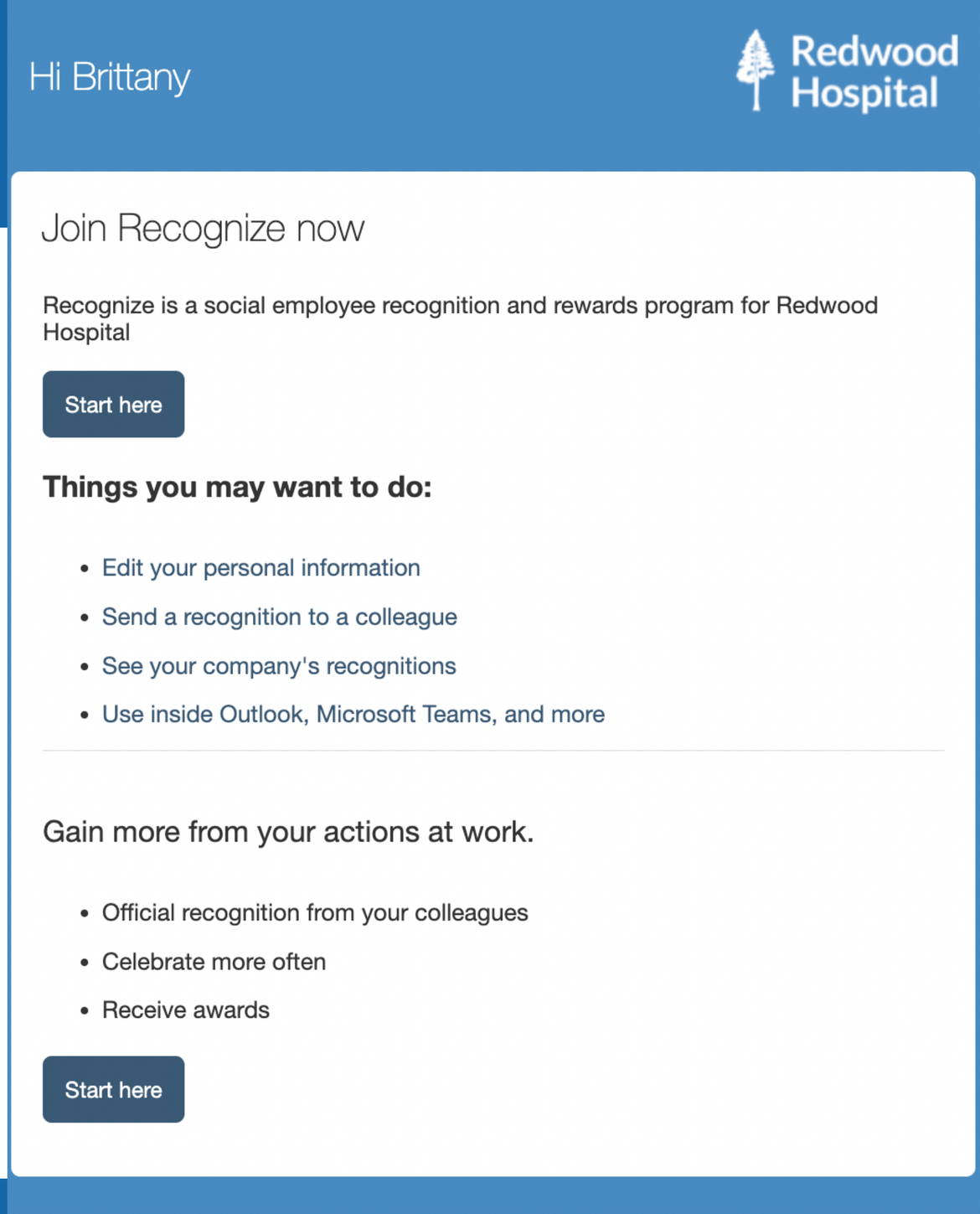
Recognize is an employee engagement platform that allows you to send and receive Recognition Badges and earn Rewards for exhibiting company values and creating a positive work culture.

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!

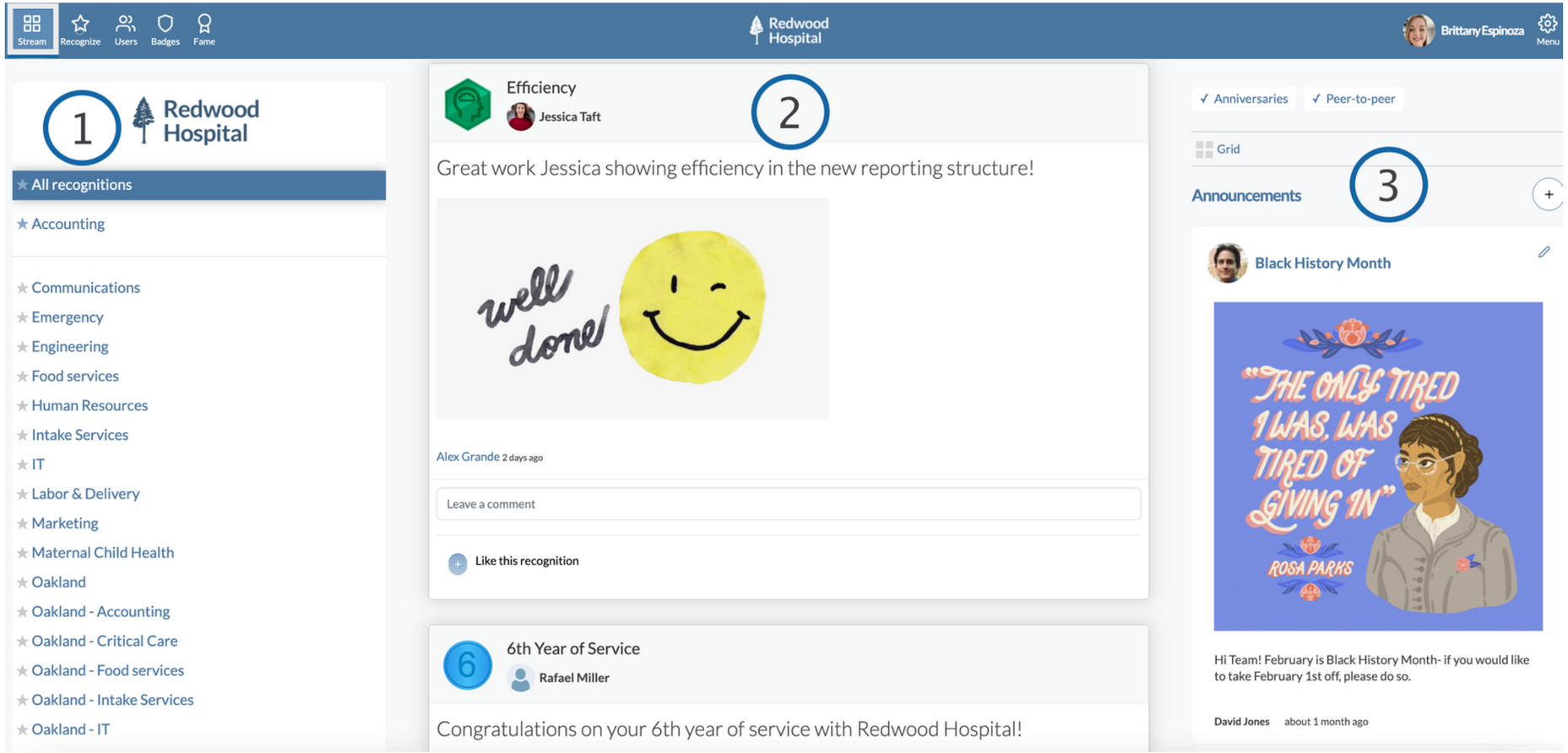


Stream Page

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.



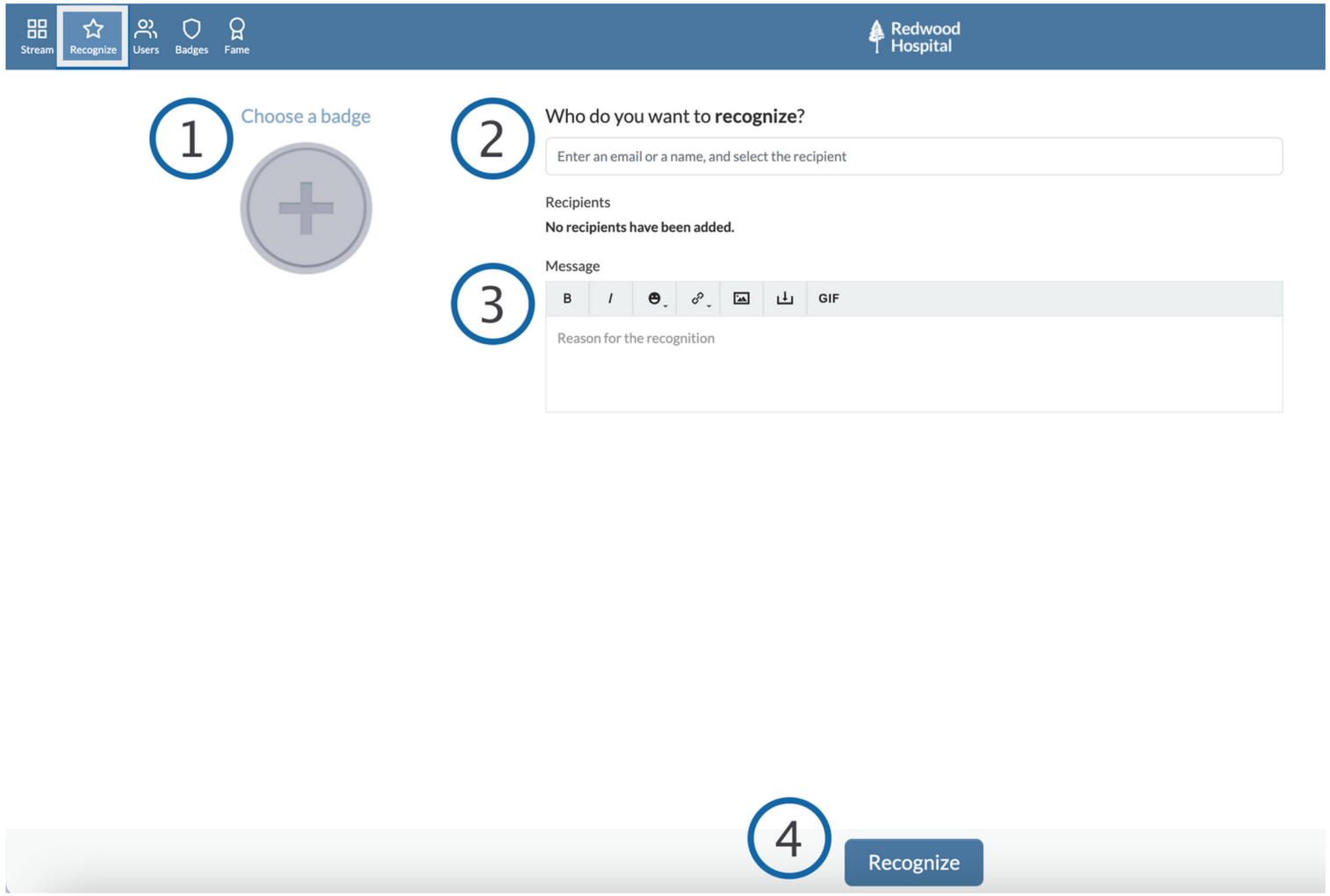
Send a Recognition

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.

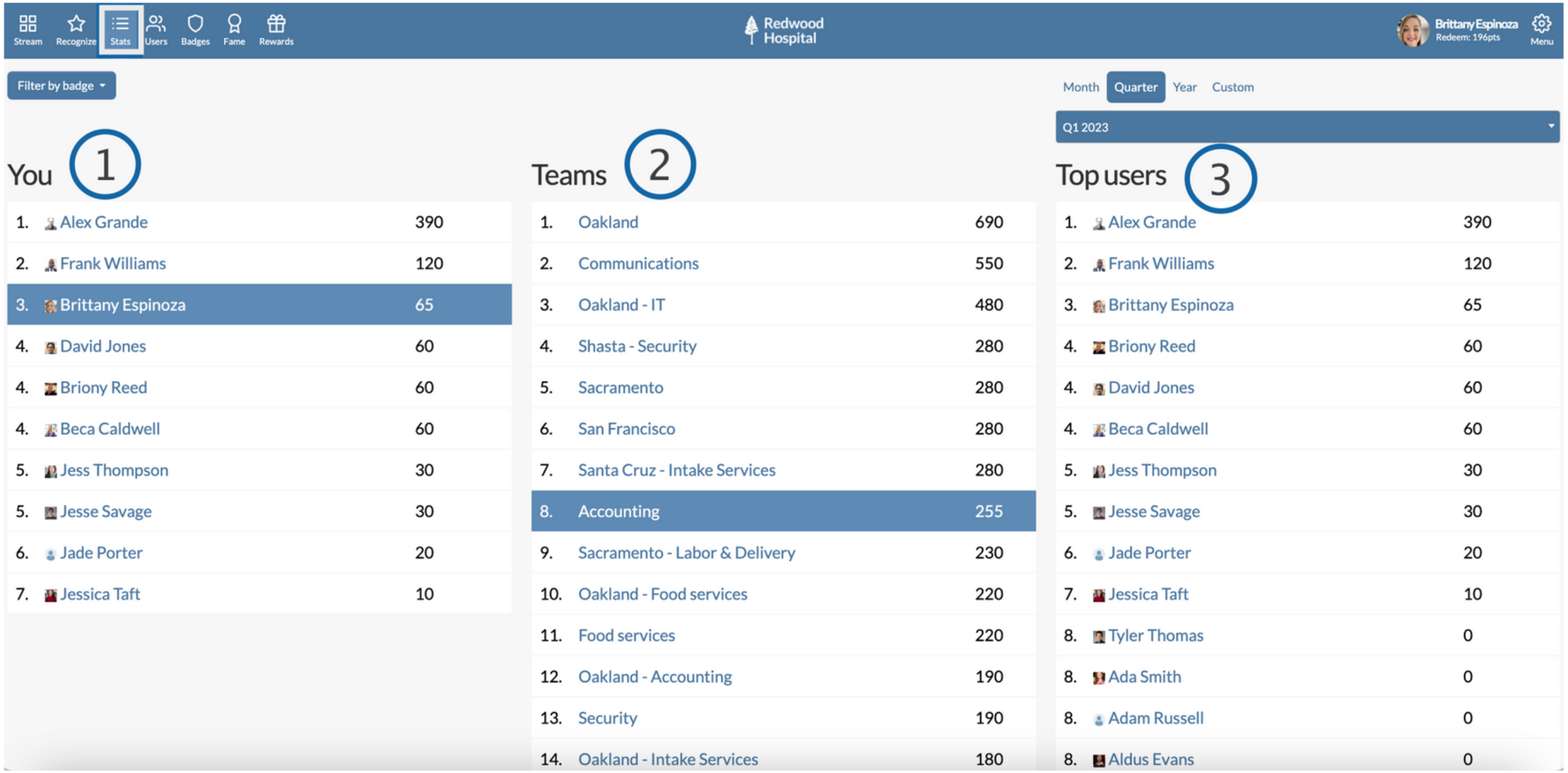


Stats

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.



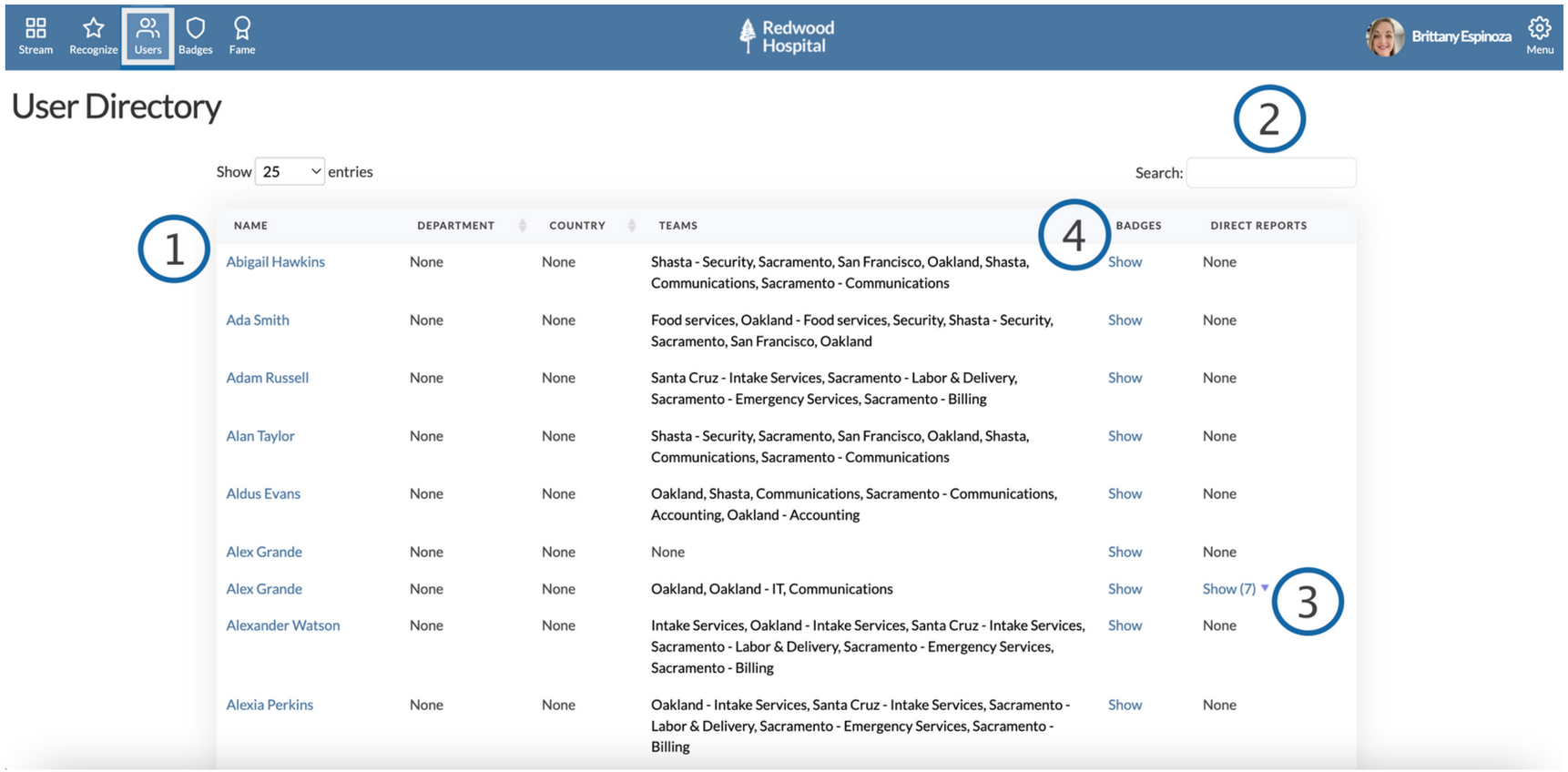
User Directory

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.

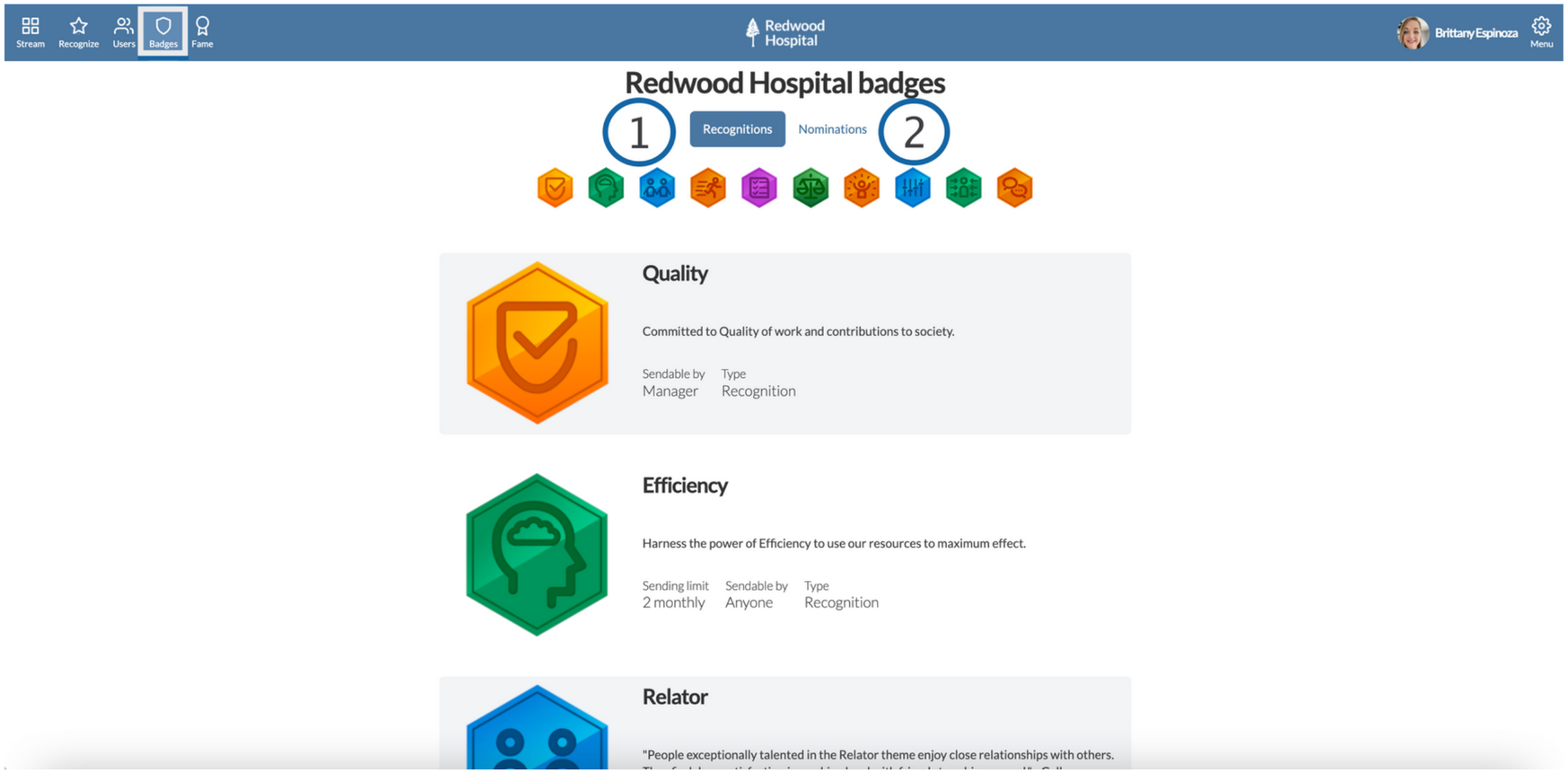
4. Select 'show' in the Badges column to see the users profile page where received and send Badges are displayed .



Badges

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

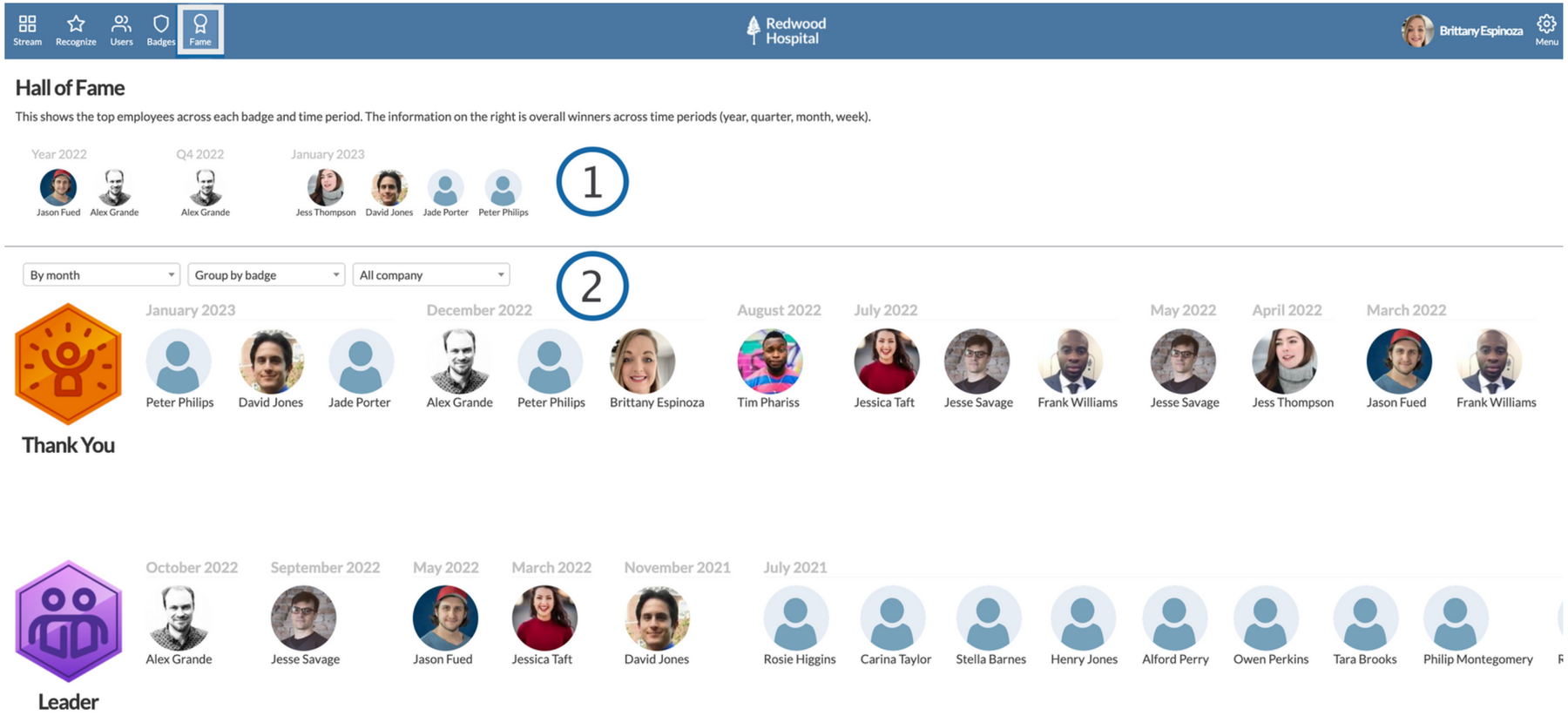
2. View 'Nomination Badges' with details such as who can nominate, and sending limits, if applicable. (This will only be visible if your organization has an active Nomination campaign).



Hall of Fame

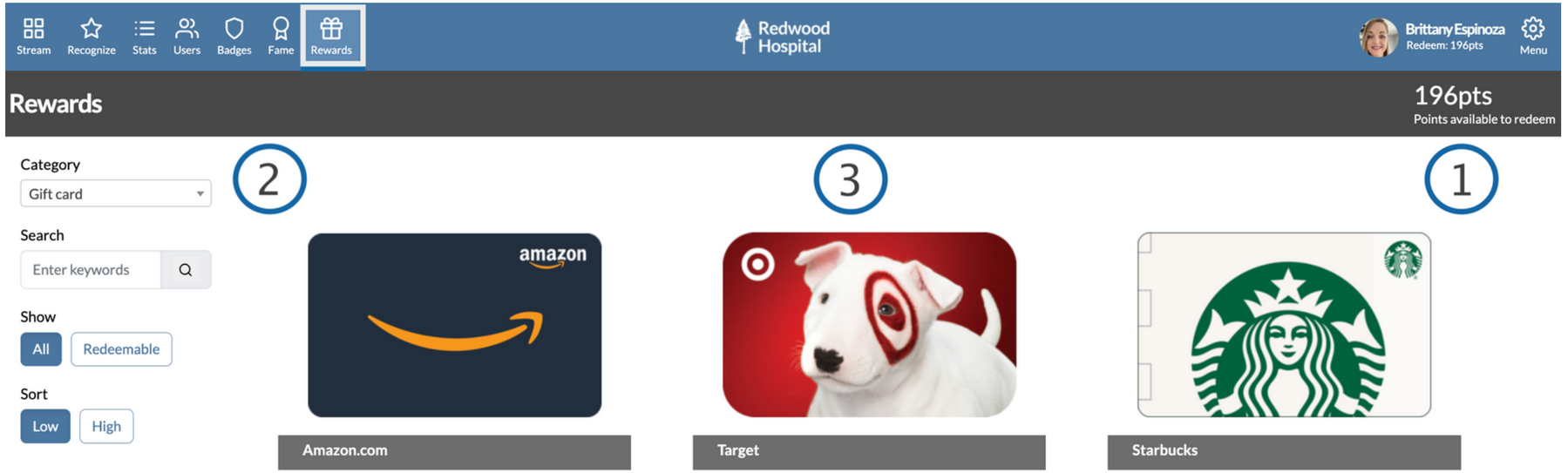
1. Top overall Badge earners across time periods (year, quarter, month, week)

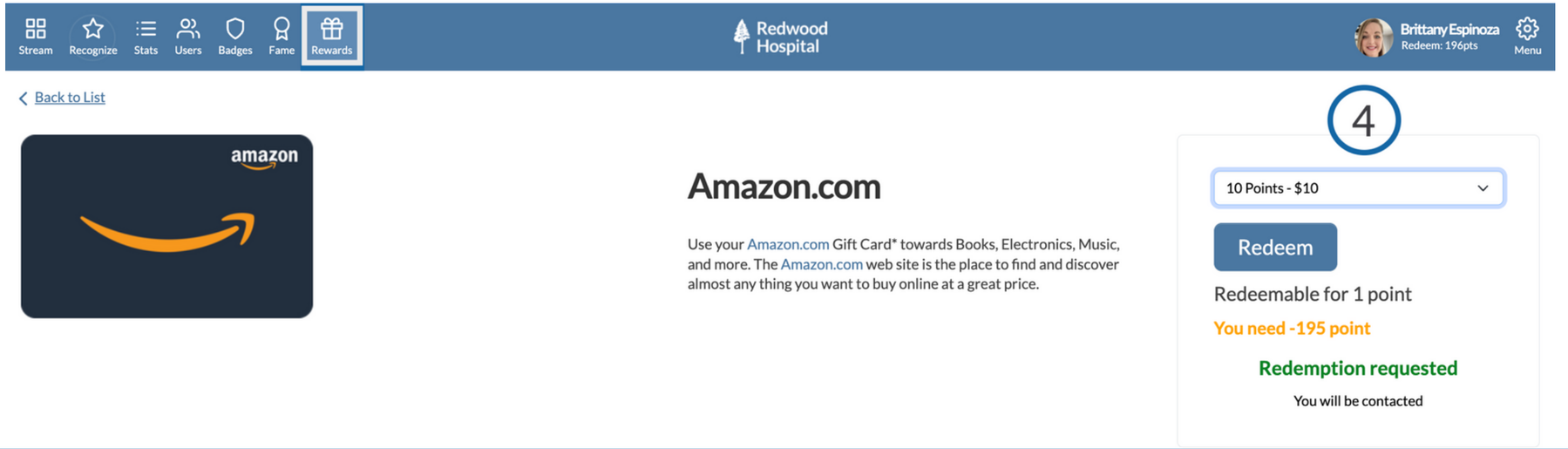
2. Top Badge earners for each Badge and time period. You can filter results by time period (year, quarter, month, week), and see results by team.



Rewards

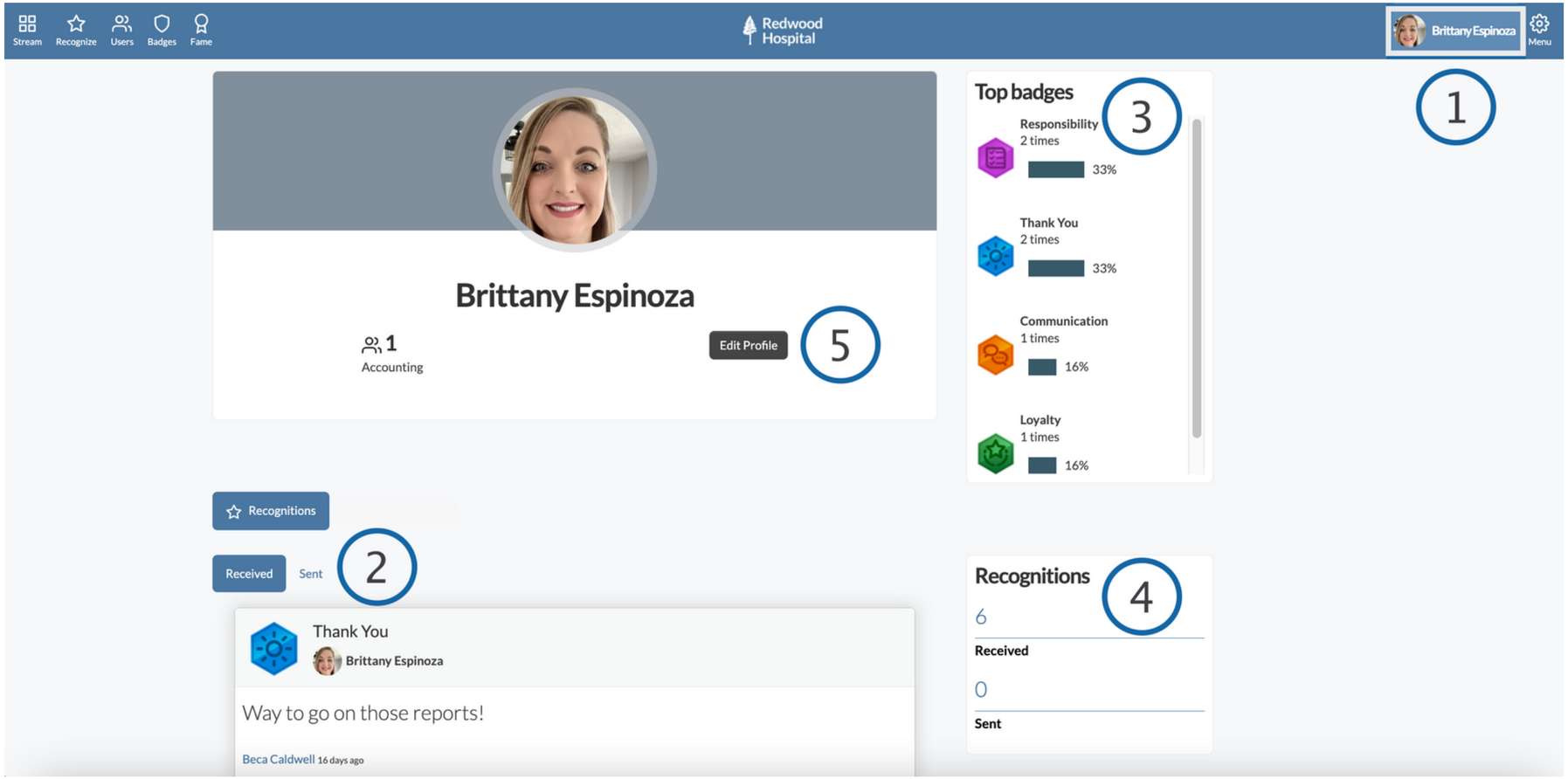
1. See your redeemable point balance in the top right corner.
2. Filter by reward category or search for a specific reward.
3. Choose from a selection of Rewards, customized by your organization, for which you can redeem your points.
4. Select desired variant and click 'Redeem'. You will receive an email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





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.

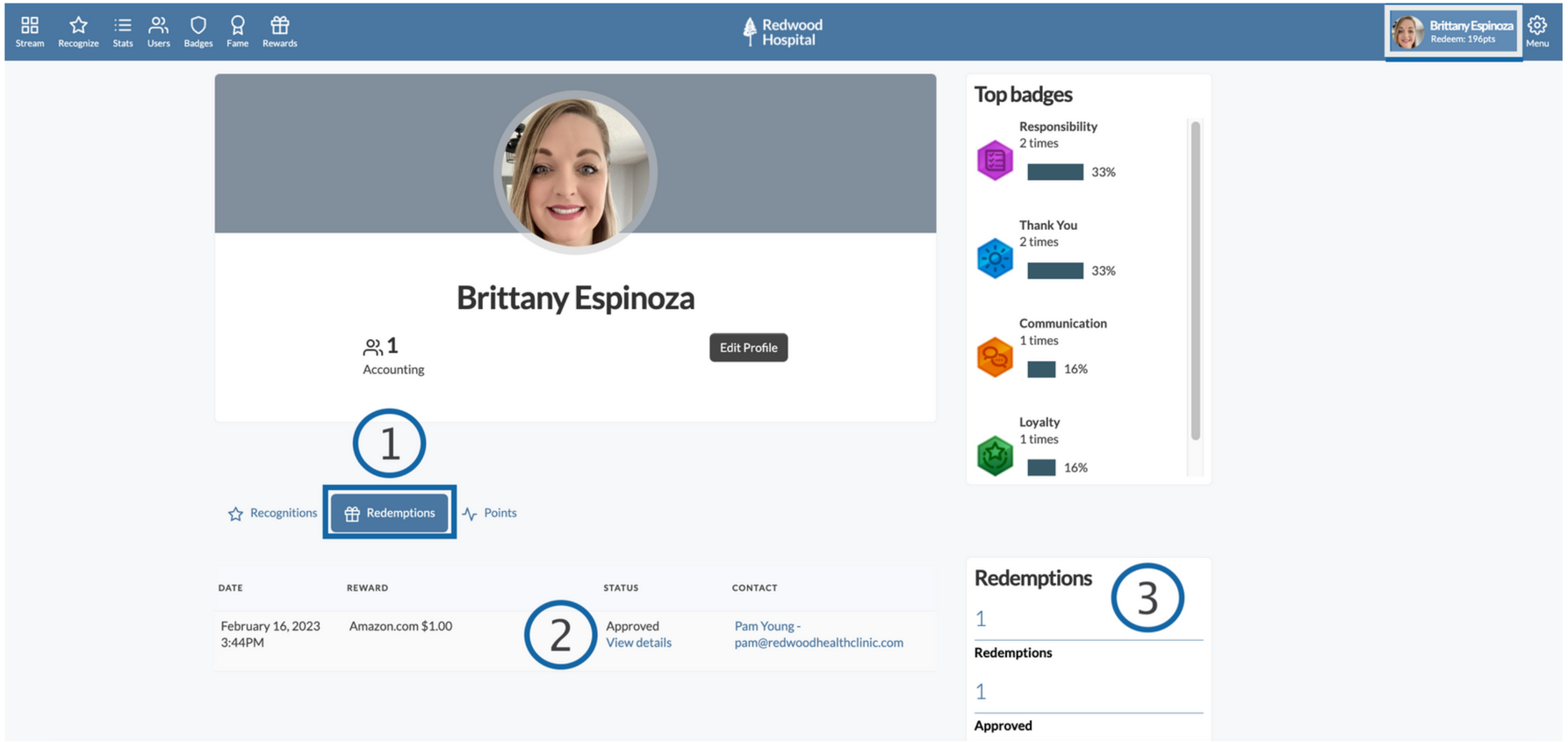


Viewing Reward Redemptions

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.



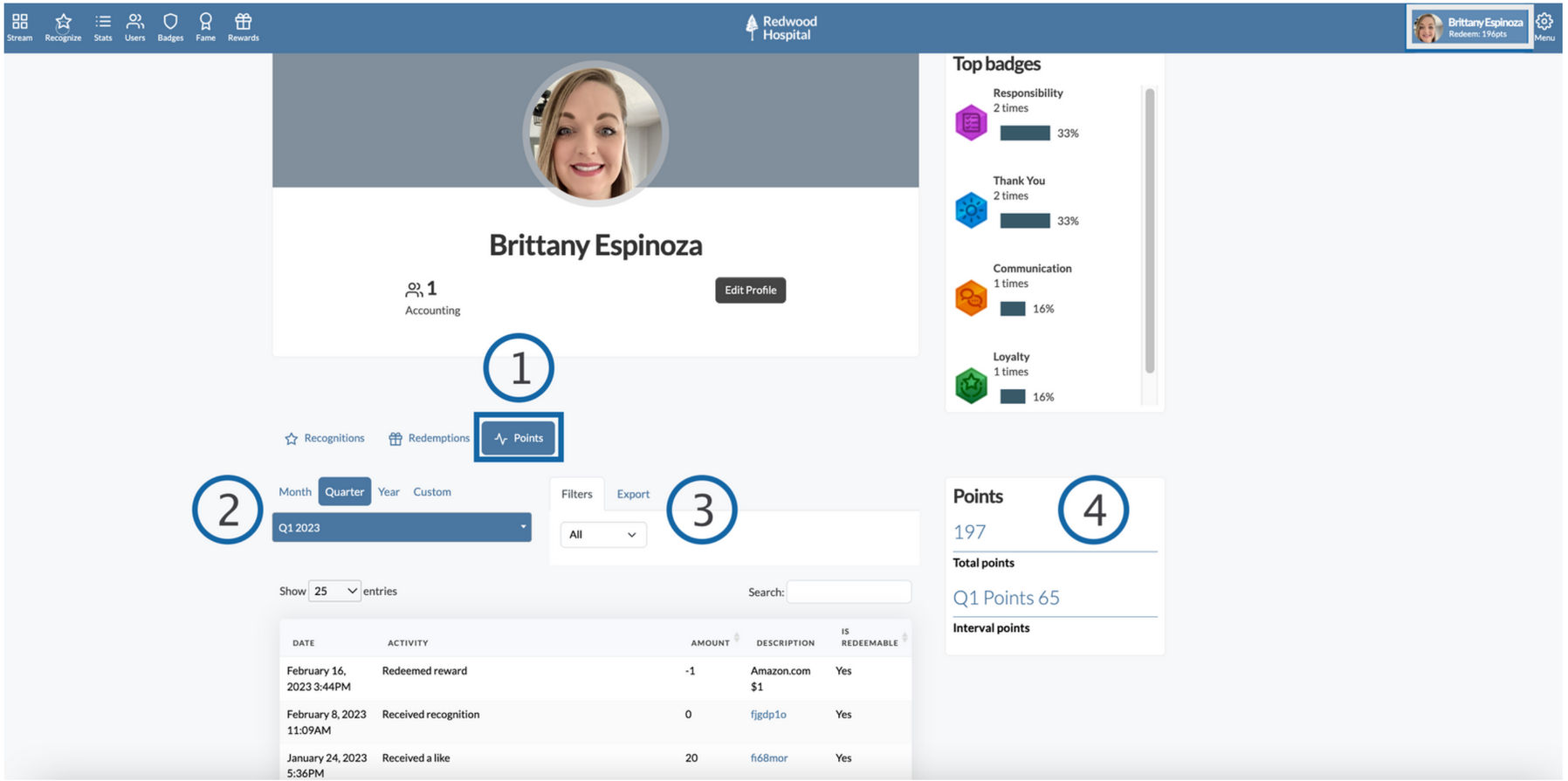
Viewing Your Points

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.



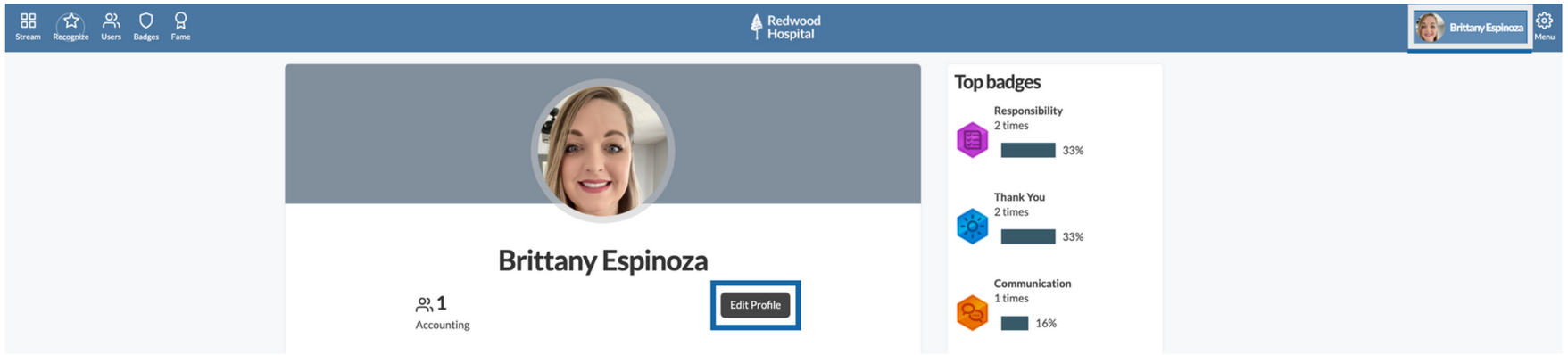
Editing Your Profile

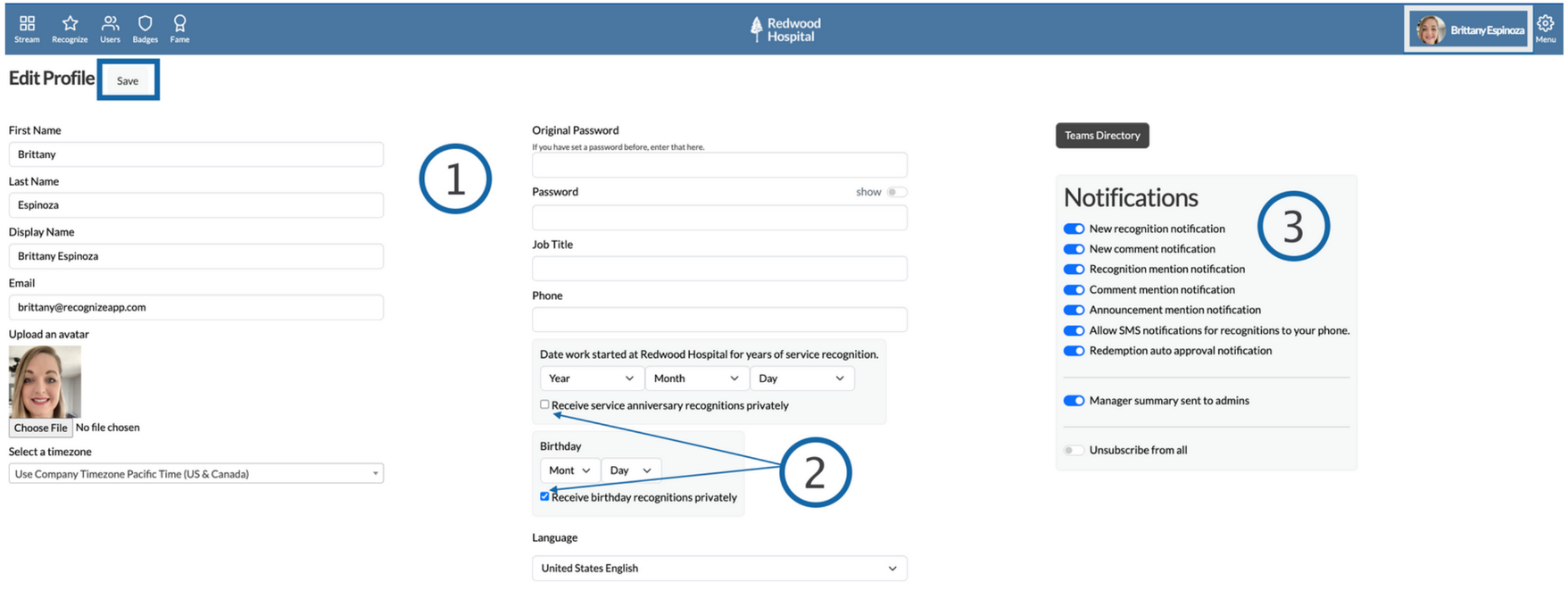
1. The personal profile information that can be edited will depend on your organization settings.

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**