



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

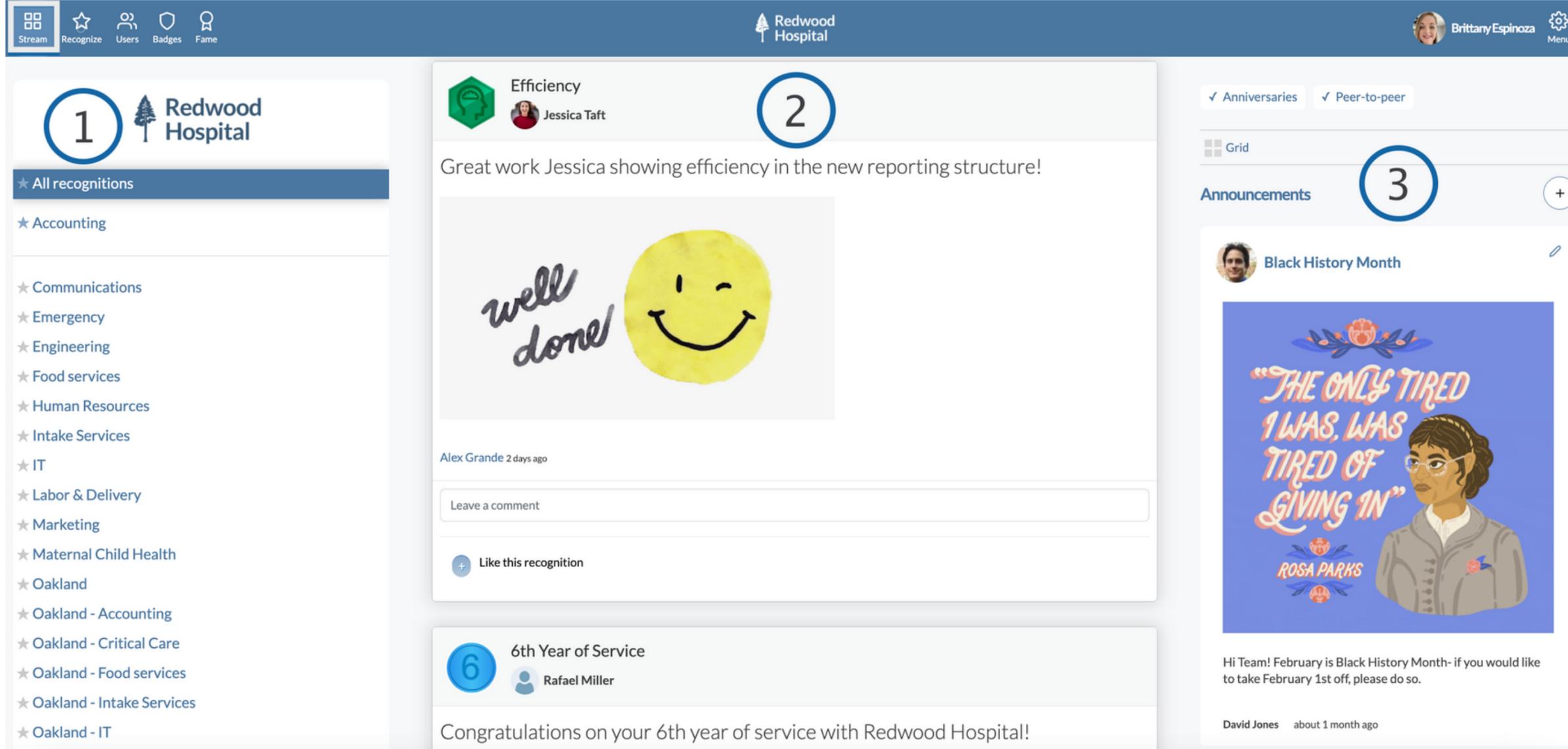
Gain more from your actions at work.

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

[Start here](#)

Stream Page

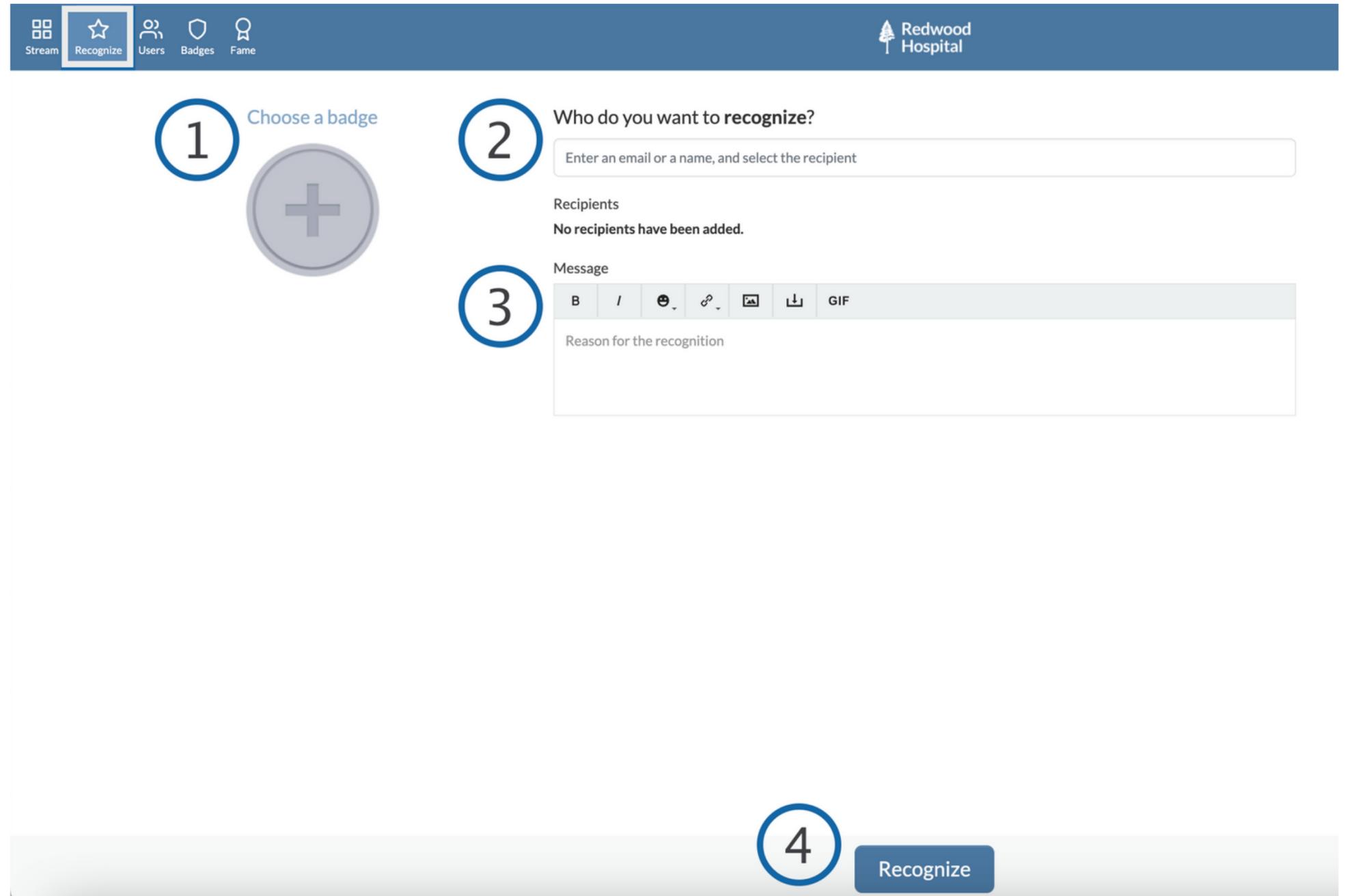
1. Filter the Recognitions you see by team.
2. Recognitions given within your organization, as well as birthdays and anniversaries, will show up on the **Stream Page**.
3. Announcements from your organization can be seen here.



The screenshot displays the Redwood Hospital Stream Page. At the top, a navigation bar includes icons for Stream, Recognize, Users, Badges, and Fame, along with the Redwood Hospital logo and a user profile for Brittany Espinoza. A left sidebar, labeled '1', lists various departments and locations for filtering recognitions, with 'All recognitions' selected. The main content area shows two recognition posts. The first, labeled '2', is for 'Efficiency' by Jessica Taft, featuring a handwritten note 'well done' and a yellow smiley face. The second, labeled '6', is for '6th Year of Service' by Rafael Miller. On the right, an 'Announcements' section, labeled '3', features a post for 'Black History Month' with a graphic of Rosa Parks and the text 'THE ONLY TIRED I WAS, WAS TIRED OF GIVING IN'.

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'. The 'Recognize' section is active, showing a 'Choose a badge' step with a plus sign icon. Step 2 is a text input field for 'Who do you want to recognize?' with a placeholder 'Enter an email or a name, and select the recipient'. Below this is a 'Recipients' section stating 'No recipients have been added.' Step 3 is a message input field with a toolbar containing 'B', 'I', 'Link', 'Image', 'Download', and 'GIF' icons. The text 'Reason for the recognition' is visible in the input field. Step 4 is a 'Recognize' button at the bottom right.

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 'Brittany Espinoza' is shown with 'Redeem: 196pts'. A 'Filter by badge' dropdown is present. The 'You' column (ranked 1) shows a list of users with their points. The 'Teams' column (ranked 2) shows a list of teams with their points. The 'Top users' column (ranked 3) shows a list of the top 20 users with their points. The current time period is 'Q1 2023'.

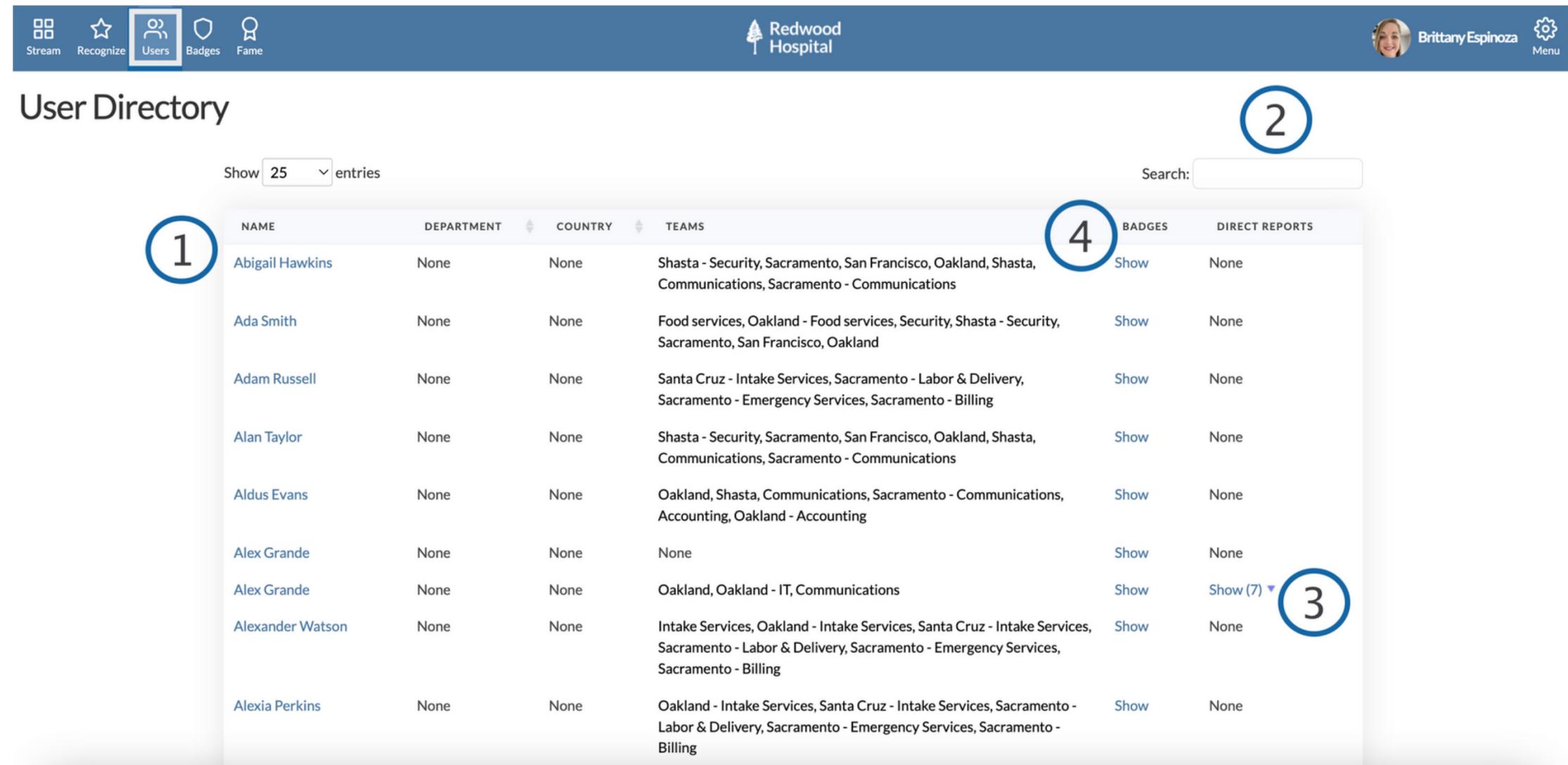
Rank	Name	Points
1.	Alex Grande	390
2.	Frank Williams	120
3.	Brittany Espinoza	65
4.	David Jones	60
4.	Briony Reed	60
4.	Beca Caldwell	60
5.	Jess Thompson	30
5.	Jesse Savage	30
6.	Jade Porter	20
7.	Jessica Taft	10

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 .



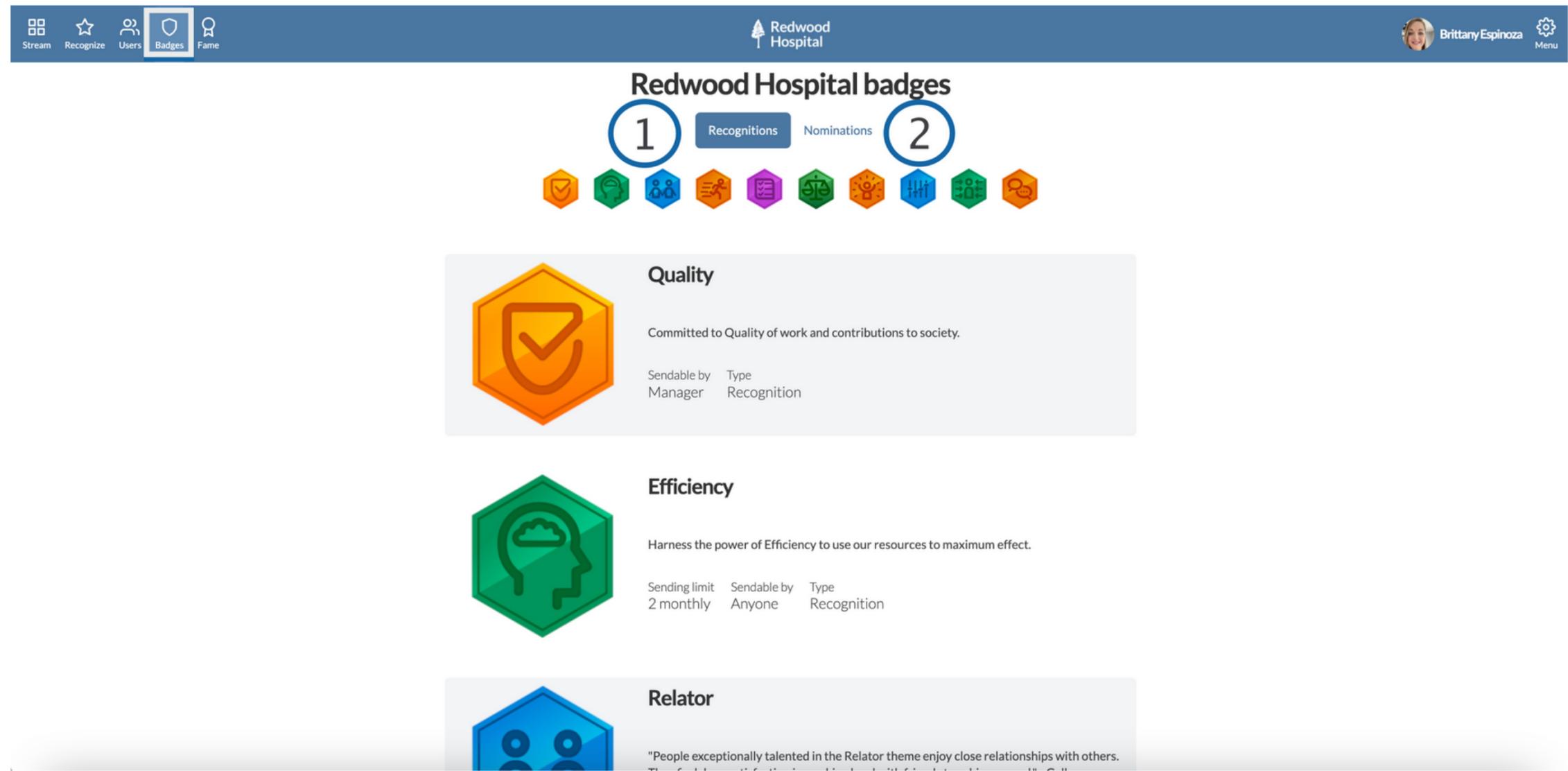
The screenshot shows the 'User Directory' page for Redwood Hospital. The navigation bar includes 'Stream', 'Recognize', 'Users', 'Badges', and 'Fame'. The 'Users' tab is active. The page title is 'User Directory'. A search bar is located at the top right. Below the search bar, there is a table with columns: 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 'Users' tab in the navigation bar; 2. The search bar; 3. The 'Show (7)' dropdown in the 'DIRECT REPORTS' column; 4. 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.

The main heading is "Hall of Fame" with a subtext: "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)."

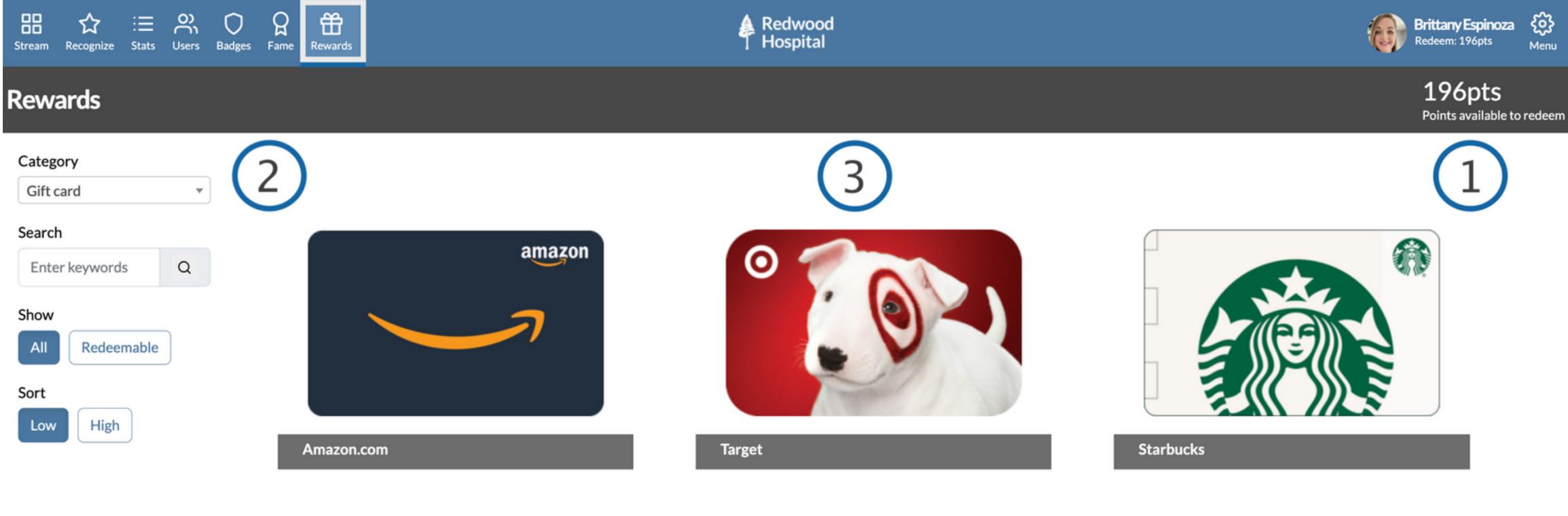
Under the heading, there are filters for "Year 2022", "Q4 2022", and "January 2023". A circled "1" is placed next to the "January 2023" filter.

Below the filters, there are three sections of employee profiles:

- Thank You:** Filtered by "January 2023". Profiles include 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, and Frank Williams. A circled "2" is placed next to the "January 2023" filter.
- Leader:** Filtered by "October 2022". Profiles include Alex Grande, Jesse Savage, Jason Fued, Jessica Taft, David Jones, Rosie Higgins, Carina Taylor, Stella Barnes, Henry Jones, Alford Perry, Owen Perkins, Tara Brooks, and Philip Montgomery.

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 shows the Rewards interface for Redwood Hospital. At the top right, the user's name is Brittany Espinoza with a redeemable balance of 196pts. The Rewards section is active, showing a list of rewards. The first reward is an Amazon.com gift card, which is highlighted with a blue circle '2'. The second reward is a Target gift card, highlighted with a blue circle '3'. The third reward is a Starbucks gift card, highlighted with a blue circle '1'. The interface includes filters for Category (Gift card), Search (Enter keywords), Show (All, Redeemable), and Sort (Low, High). A 'Back to List' link is visible below the list.

Amazon.com

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.

4

10 Points - \$10

Redeem

Redeemable for 1 point

You need -195 point

Redemption requested

You will be contacted

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 profile card shows the user's name, a circular profile picture, and a button to 'Edit Profile'. Below the profile card, there are tabs for 'Recognitions', 'Received', and 'Sent'. The 'Recognitions' section shows a total of 6 recognitions, with 0 received and 0 sent. The 'Top badges' section displays four categories: Responsibility (2 times, 33%), Thank You (2 times, 33%), Communication (1 time, 16%), and Loyalty (1 time, 16%). A list of recognitions is shown below, including a 'Thank You' badge from Brittany Espinoza with the message 'Way to go on those reports!' from Beca Caldwell 16 days ago. Numbered callouts 1 through 5 highlight the user's profile picture in the top right, the 'Recognitions' section, the 'Top badges' section, the 'Edit Profile' button, and the 'Recognitions' section respectively.

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 navigation bar includes icons for Stream, Recognize, Stats, Users, Badges, Fame, and Rewards. The profile header shows a circular profile picture, the name "Brittany Espinoza", and an "Edit Profile" button. Below the name, there is a notification for "Accounting" with a count of "1". A blue box highlights the "Redemptions" tab in the navigation bar, with a circled "1" above it. Below the tabs, there is a table of redemptions with columns for DATE, REWARD, STATUS, and CONTACT. A circled "2" highlights the "Approved" status in the first row. To the right of the table, there is a "Redemptions" summary card with a circled "3" above it, showing "1 Redemptions" and "Approved".

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 menu. The 'Filters' dropdown is set to 'All', and the 'Export' button is visible. The 'Points' summary shows 197 total points and 65 Q1 2023 interval points. The activity table below shows the following data:

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

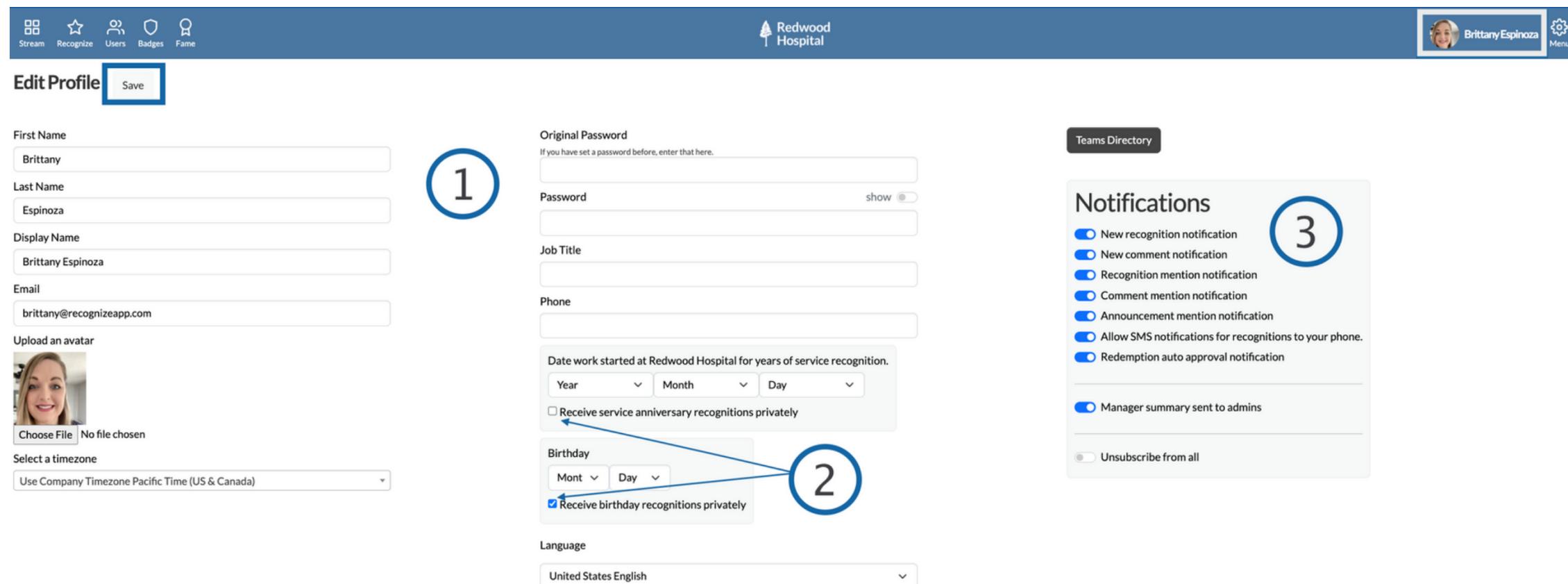
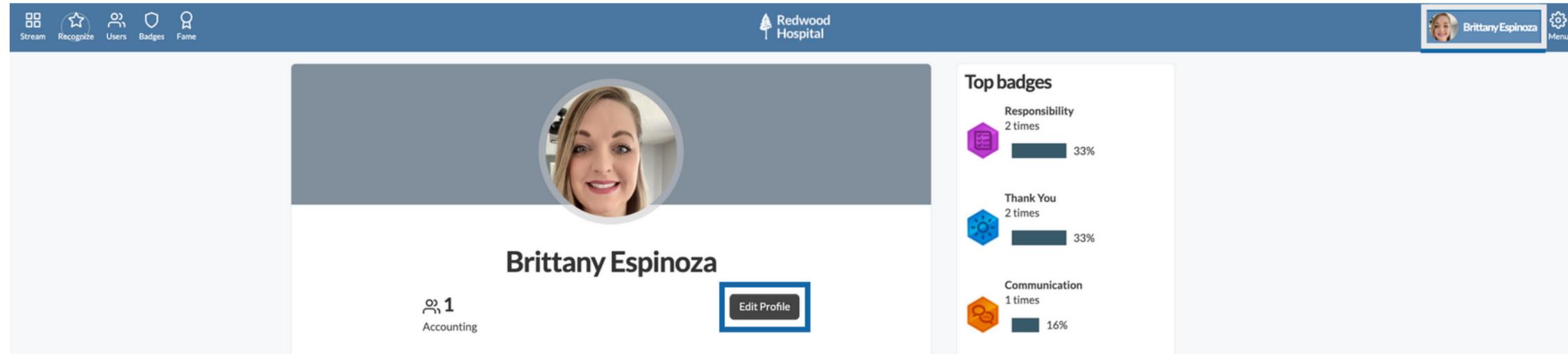
Editing Your Profile

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**