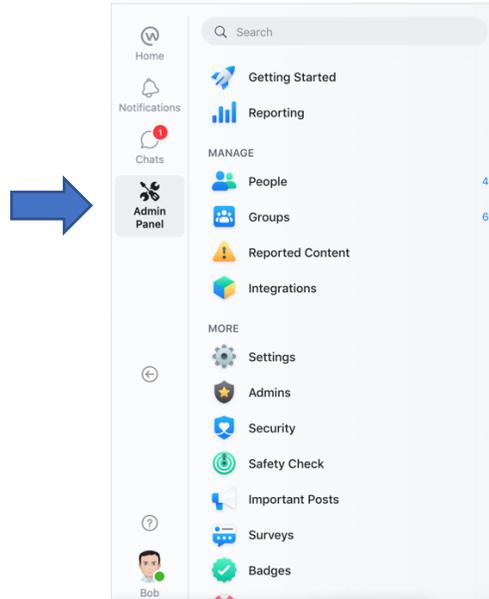


Workplace Implementation Guide

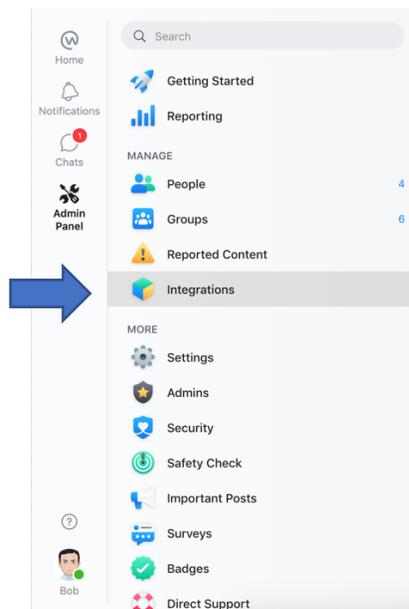
Installation

1) Log into your Workplace account and click on the **Admin Panel**

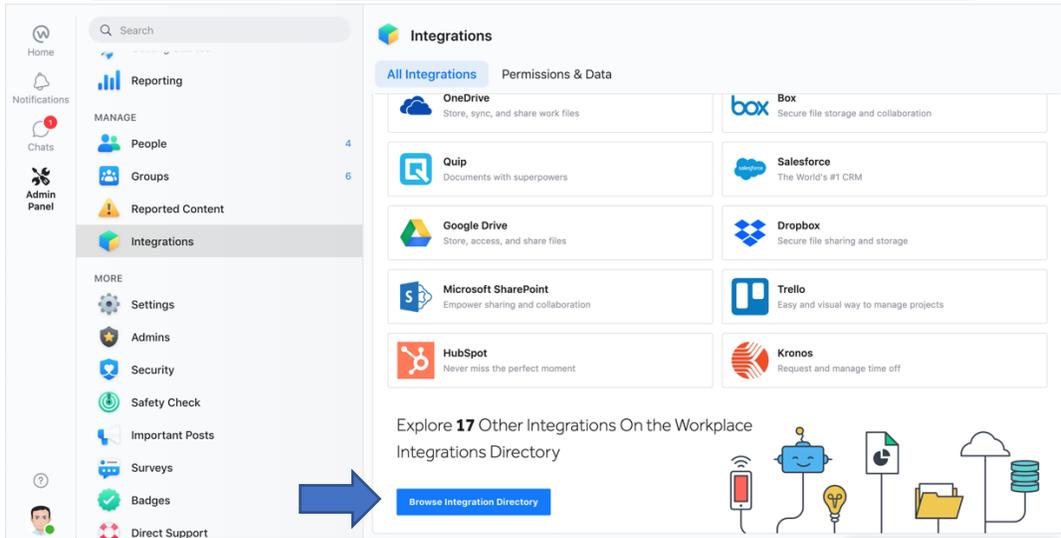
(Please note: In order to add the Recognize integration to Workplace, you must be an admin of your Workplace account.)



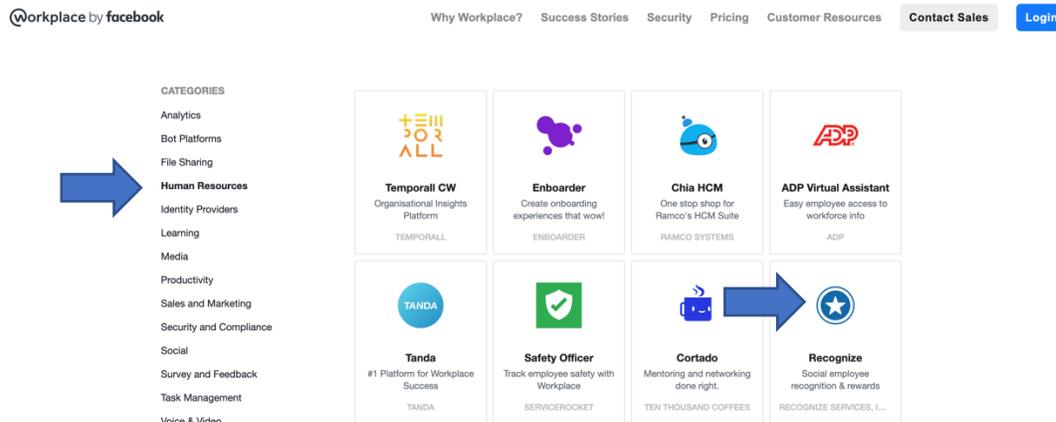
2) Once the **Admin Panel** is open, click on **Integrations**



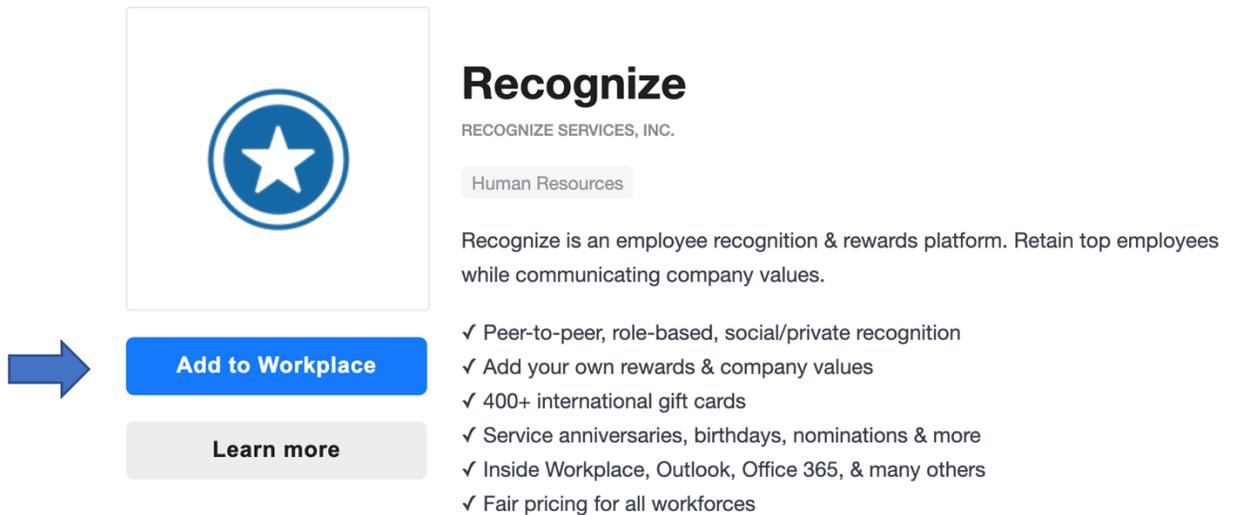
3) Scroll to the bottom of the page, and select **Browse Integration Directory**



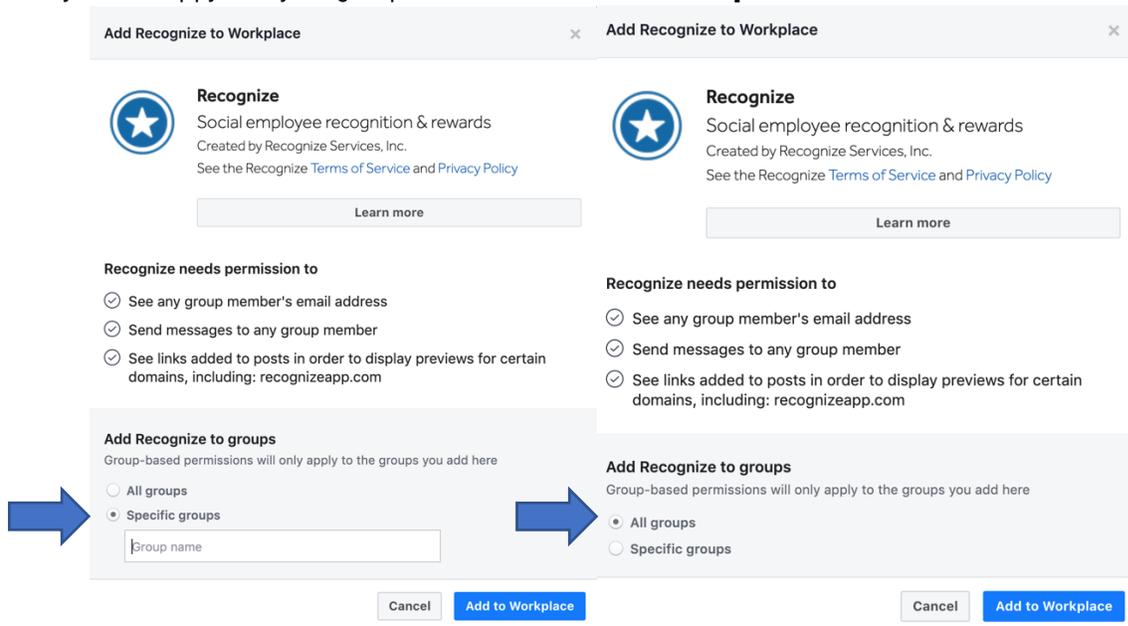
4) Once inside the Integration Directory, go to the **Human Resources** section and locate **Recognize**.



5) Choose **Add to Workplace**.



6) Choose which groups you would like to add Recognize to. You can add Recognize to **All Groups** or **Specific Groups**. When you are happy with your group selection, click **Add to Workplace**.



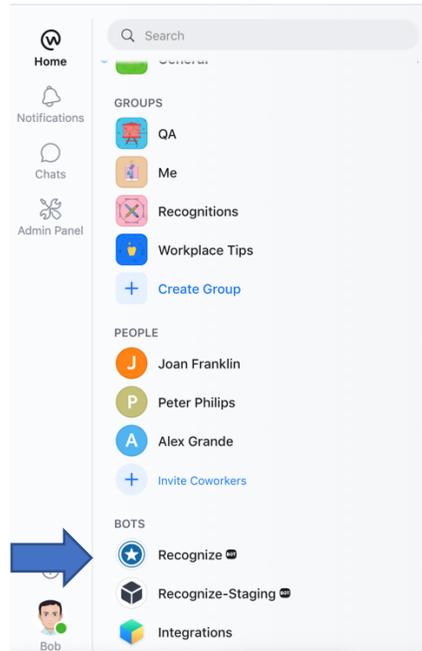
The screenshot shows two side-by-side windows titled "Add Recognize to Workplace". Each window displays the Recognize logo and name, followed by the description "Social employee recognition & rewards" and "Created by Recognize Services, Inc.". Below this is a "Learn more" button. A section titled "Recognize needs permission to" lists three permissions: "See any group member's email address", "Send messages to any group member", and "See links added to posts in order to display previews for certain domains, including: recognizeapp.com". At the bottom of each window is a section titled "Add Recognize to groups" with the subtext "Group-based permissions will only apply to the groups you add here". In the left window, the "Specific groups" radio button is selected, and a text input field labeled "Group name" is visible. In the right window, the "All groups" radio button is selected. Both windows have "Cancel" and "Add to Workplace" buttons at the bottom. Two blue arrows point from the left towards the "Add to Workplace" button in each window.

Congratulations! You're now ready to start using Recognize with Workplace.

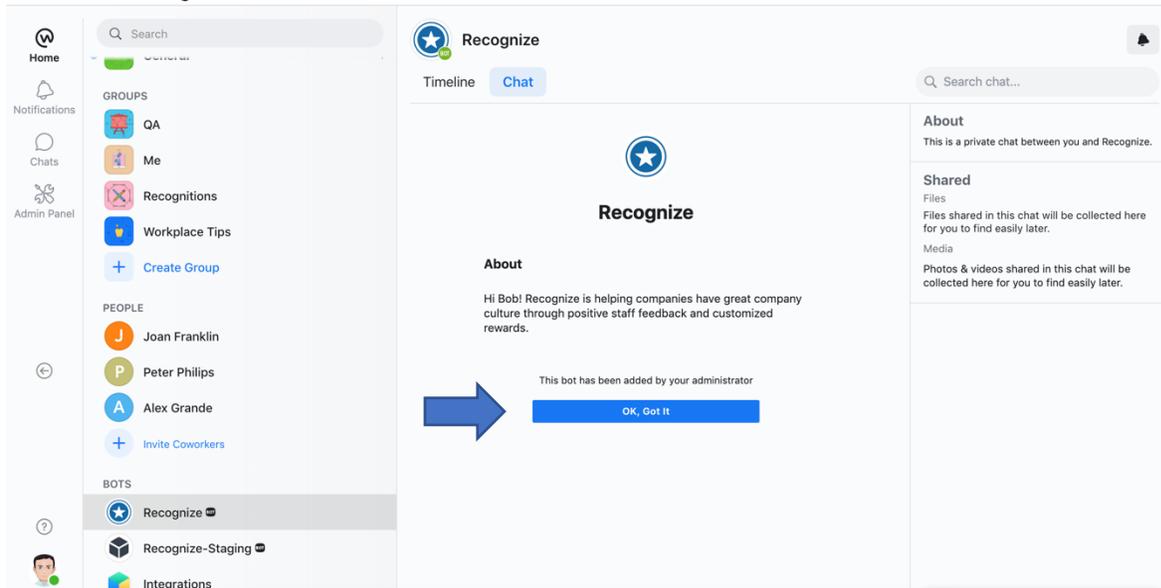
Usage

Connecting the Recognize Bot to your Recognize Account.

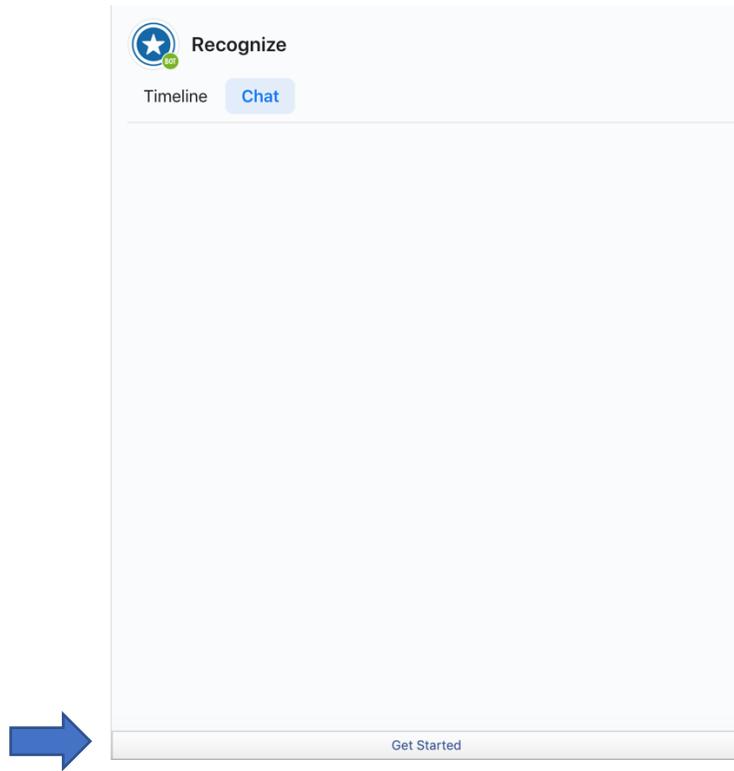
- 1) Locate the **Bots** section in the left hand menu and select **Recognize**.



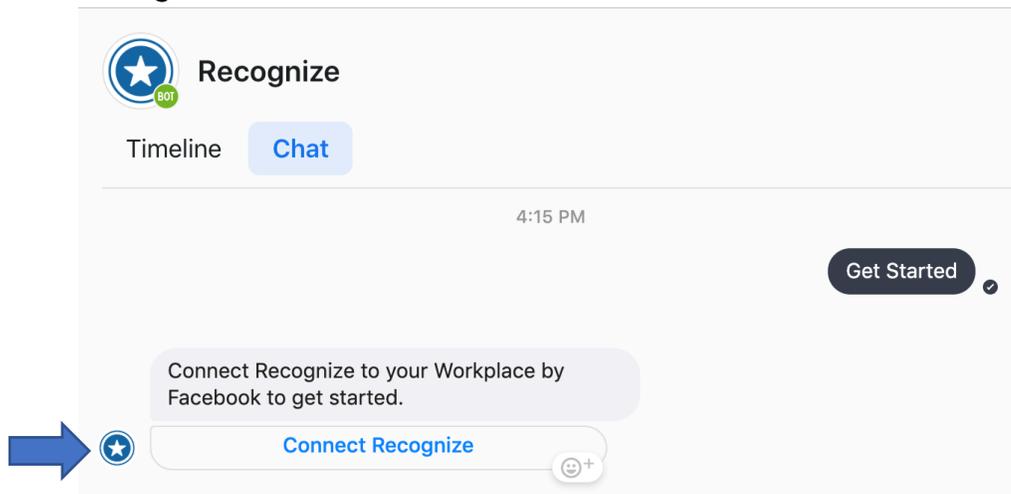
- 2) Read the message about the bot and click **OK, Got It**.



3) Select or type **Get Started**.



4) Click **Connect Recognize**.

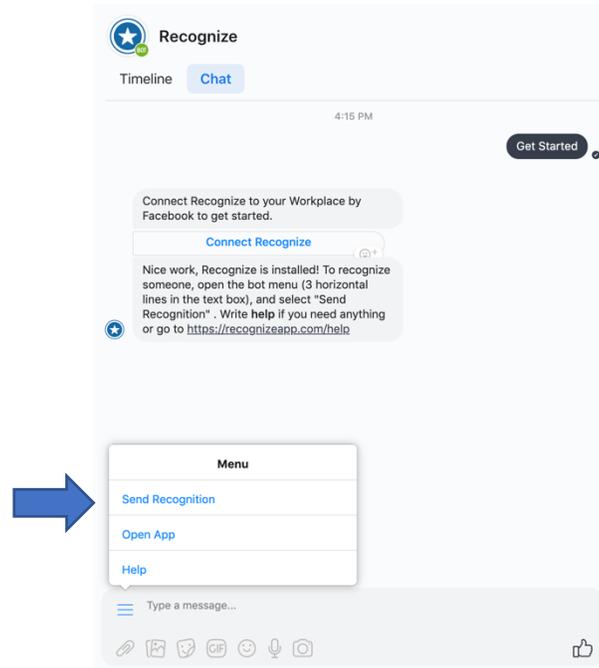


5) A new window will appear, asking you to log-in to your Recognize account if you aren't already. Enter your credentials, and sign-in.

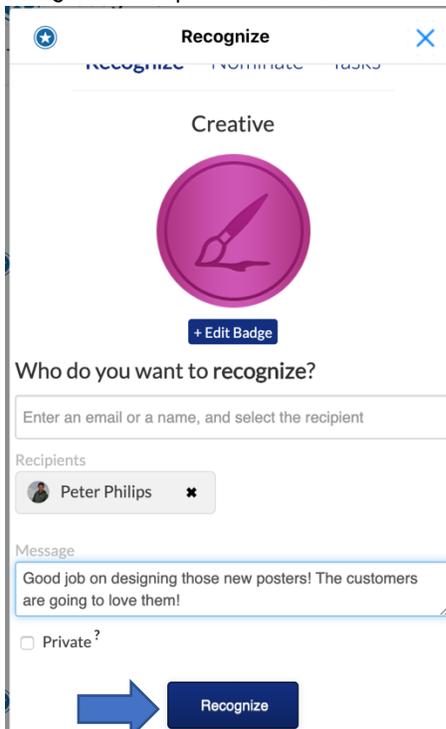
6) Congrats! Now you have connected the Recognize Bot to your account and can start sending recognitions!

Sending Recognition

- 1) To send a Recognition, click the three horizontal lines on the left hand side of your text box to open the **bot menu**. Then click **Send Recognition**.

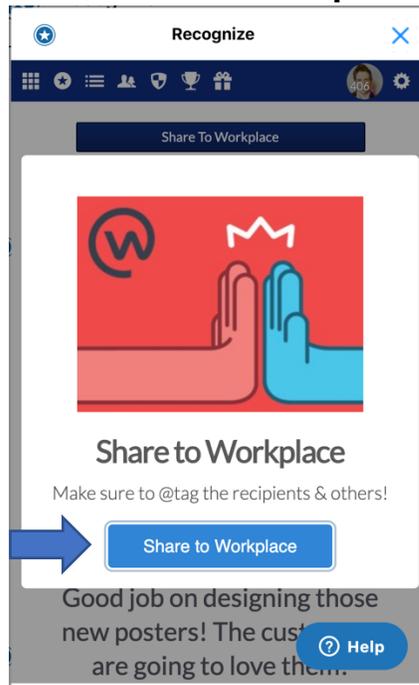


- 2) Fill out the Recognition Form with the badge, the recipient's name, and a message. Then, click **Recognize**.

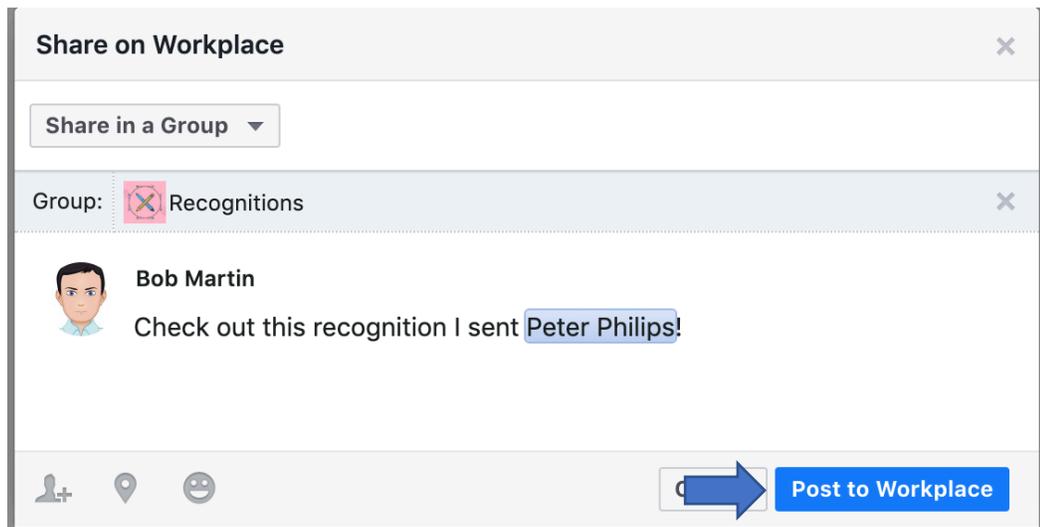


A screenshot of the "Recognize" form. At the top, it says "Creative" and shows a purple circular badge with a pen icon and a "+ Edit Badge" button. Below this is the question "Who do you want to recognize?" with a text input field containing "Enter an email or a name, and select the recipient". Under "Recipients", there is a list with "Peter Philips" and a close button. The "Message" field contains the text "Good job on designing those new posters! The customers are going to love them!". There is a checkbox for "Private?" which is unchecked. A blue arrow points to the "Recognize" button at the bottom right.

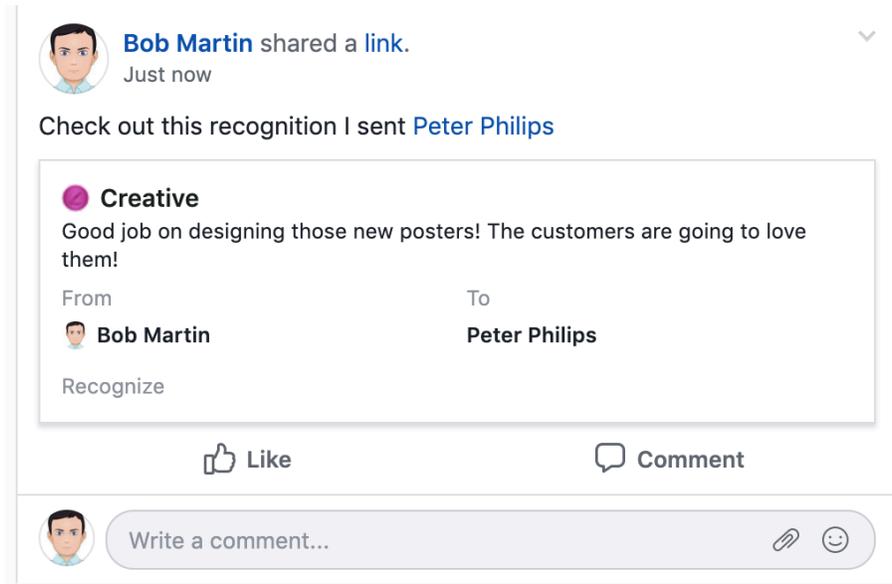
3) To share your recognition on the Workplace feed, click **Share to Workplace**.



4) Then 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**.



7) Now everyone will be able to see, comment, and like your recognition!



 **Bob Martin** shared a [link](#).
Just now

Check out this recognition I sent [Peter Philips](#)

 **Creative**

Good job on designing those new posters! The customers are going to love them!

From  **Bob Martin** To **Peter Philips**

Recognize

 Like  Comment

 Write a comment...  