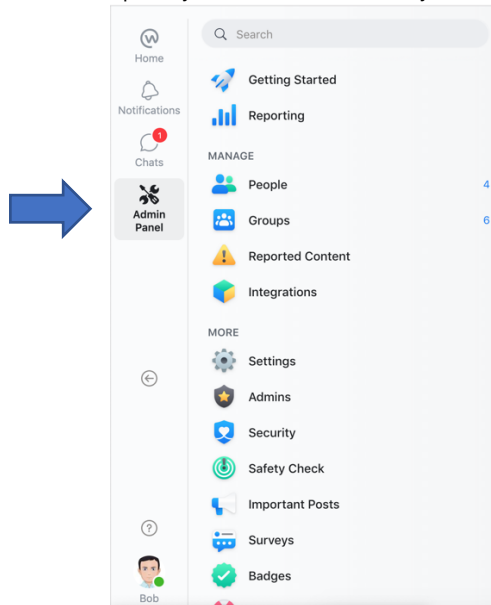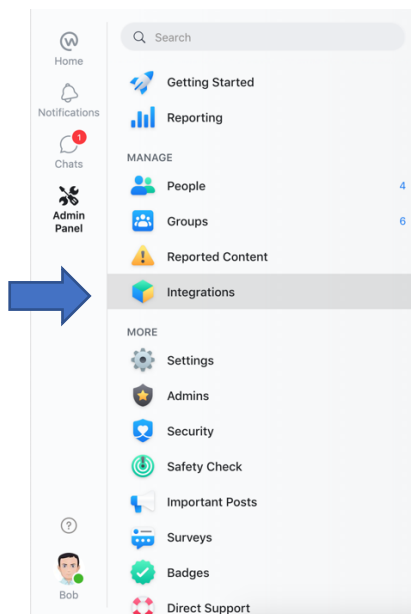# Workplace Implementation Guide

Installation

1) Log into your Workplace account and click on the **Admin Panel**
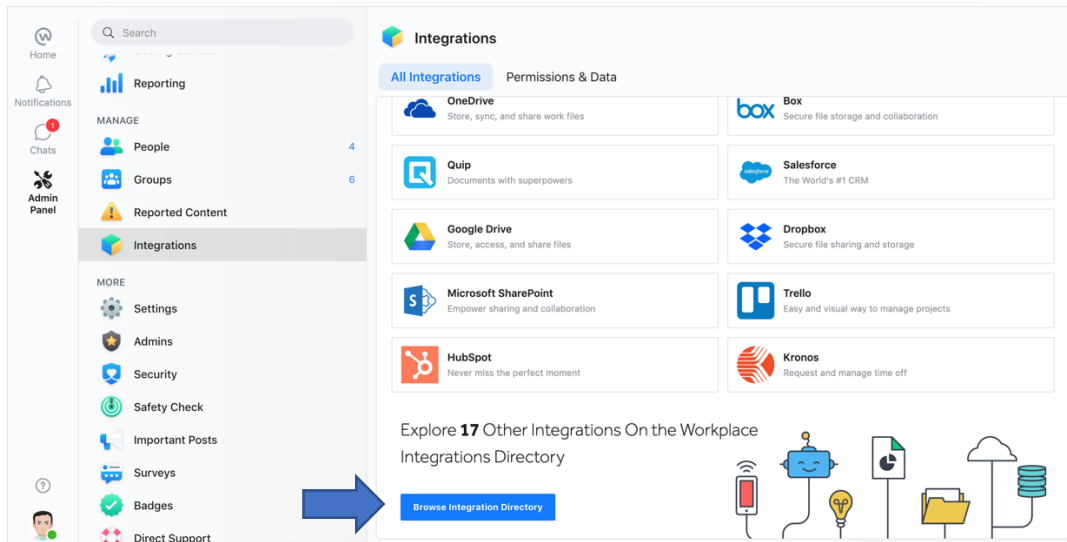(Please note: In order to add the Recognize integration to Workplace, you must be an admin of your Workplace account.)
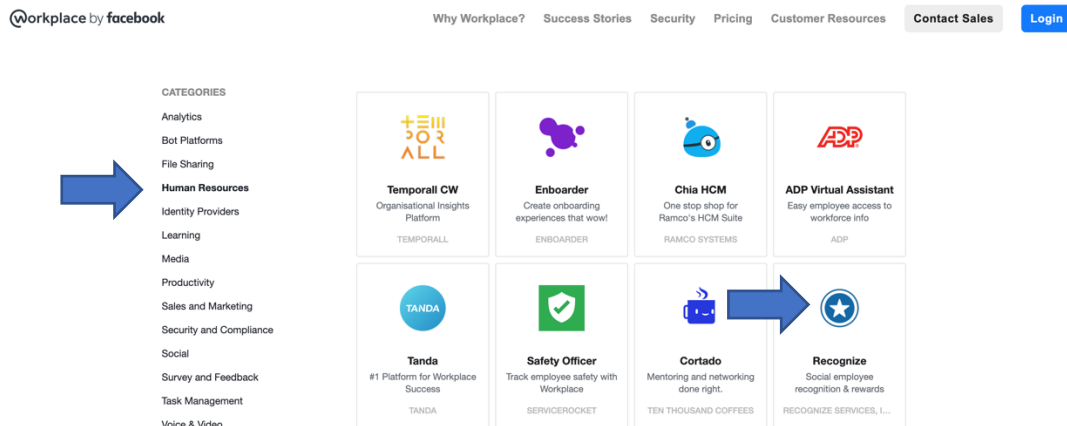

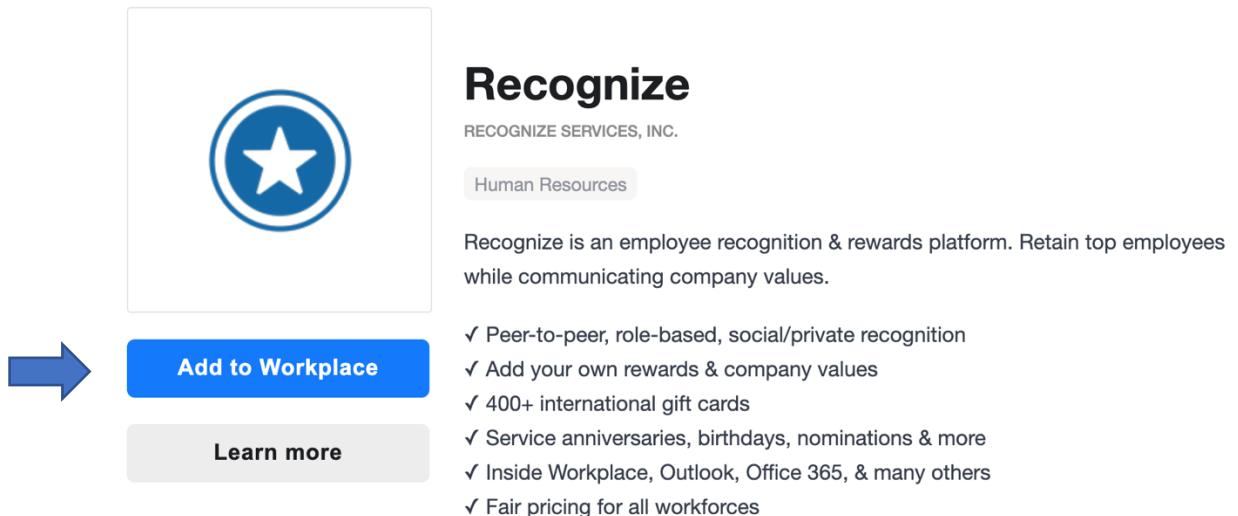2) Once the **Admin Panel** is open, click on **Integrations**

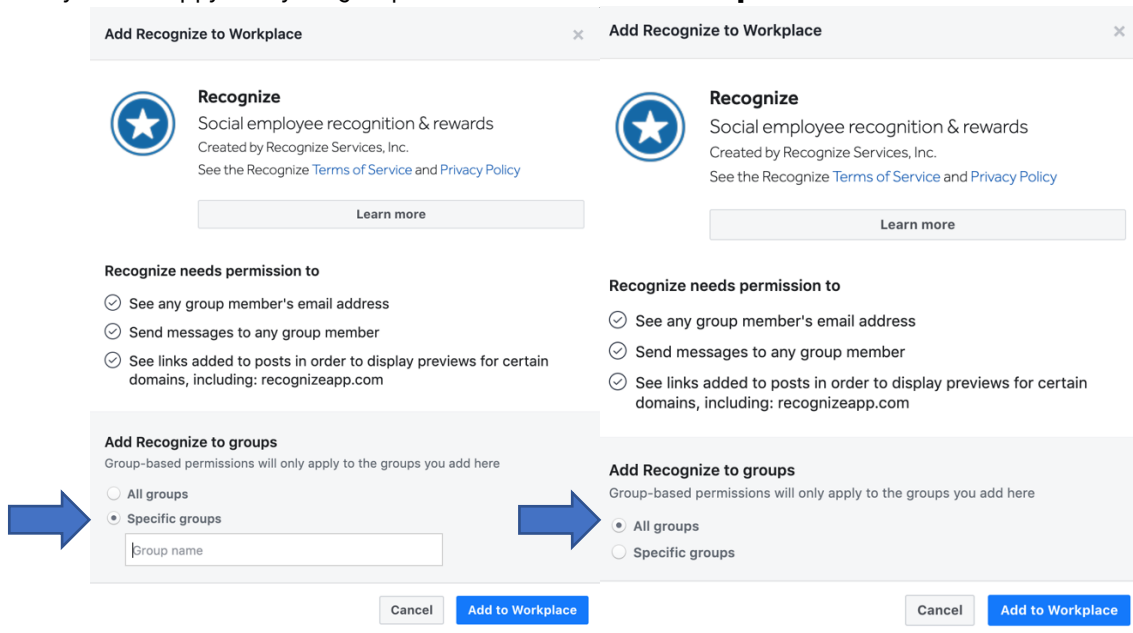3) Scroll to the bottom of the page, and select **Browse Integration Directory**

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.**
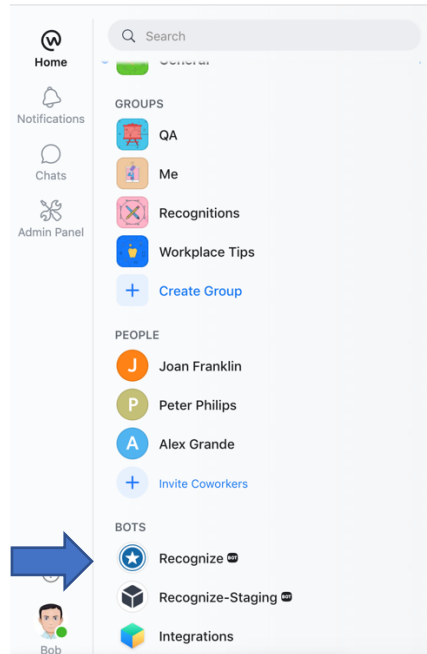

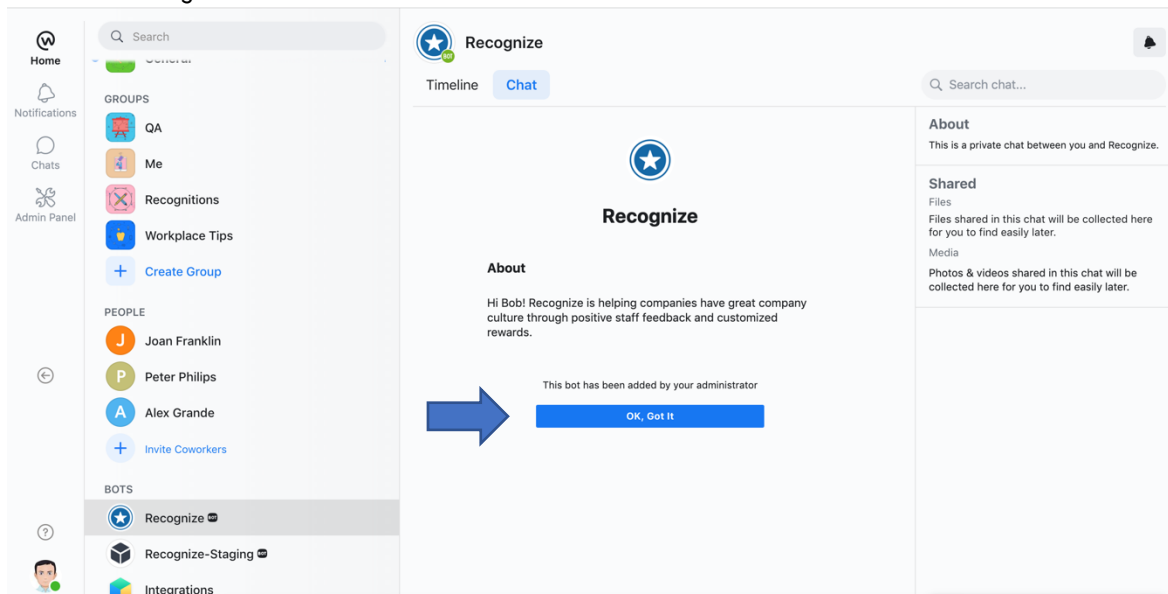Congratulations! You're now ready to start using Recognize with Workplace.

Usage
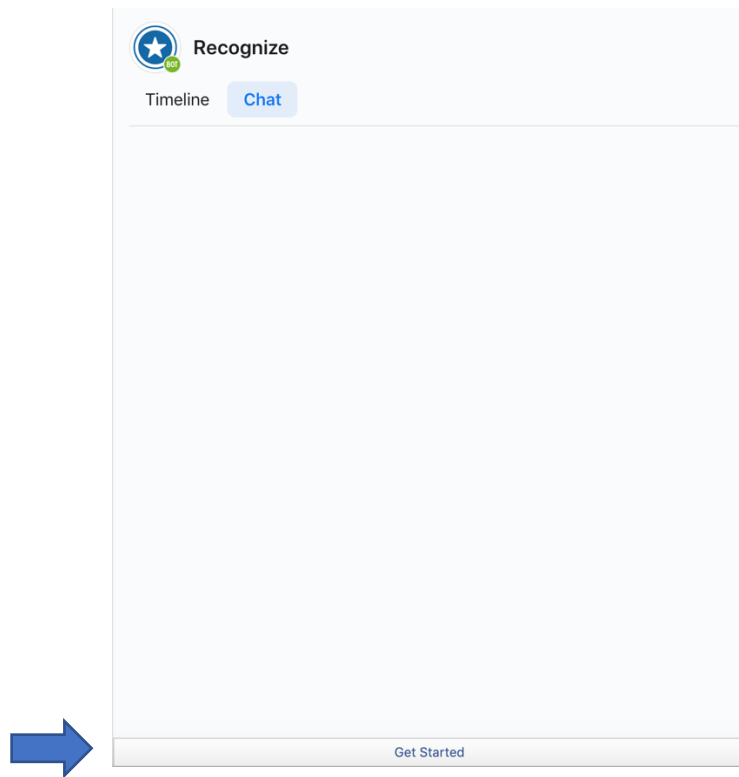
Connecting the Recognize Bot to your Recognize Account.

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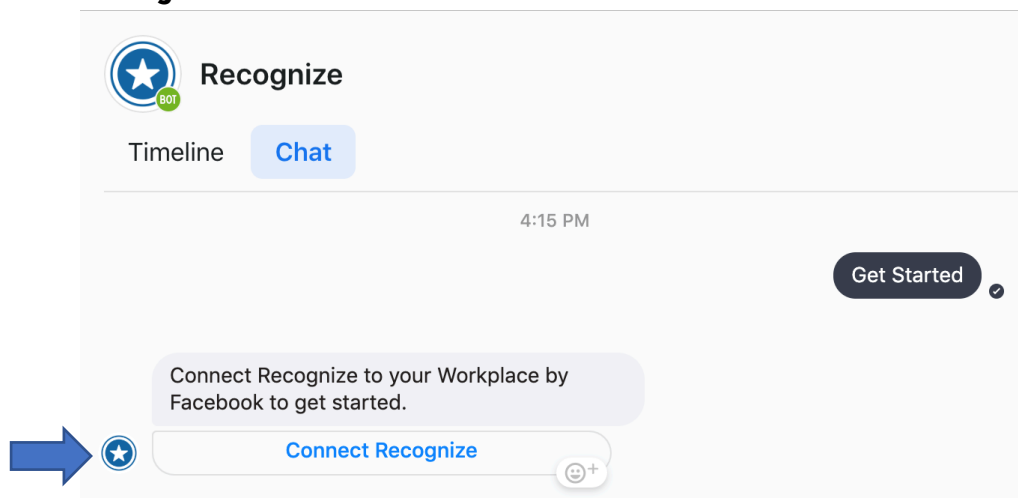

2) Read the message about the bot and click **OK, Got It.**

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!
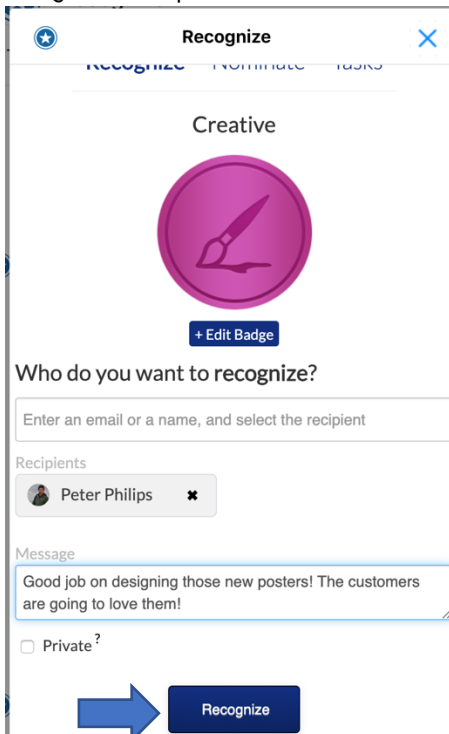
Sending Recognition

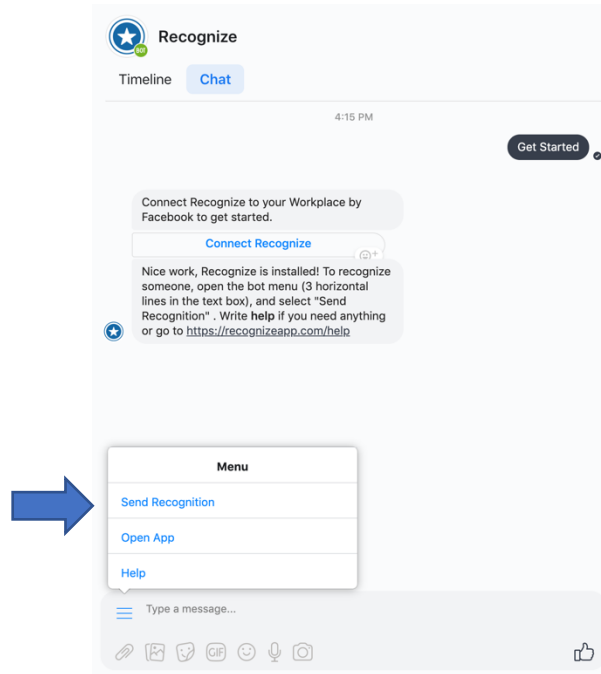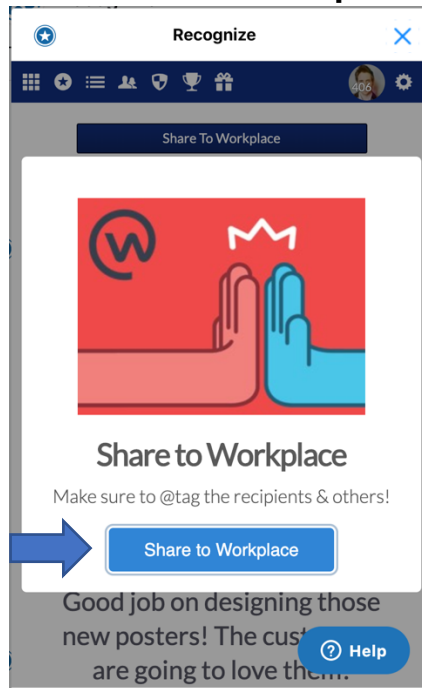1) To send a Recognition, click the three horizontal lines on the left hand side of your text box to open the **bot menu.** Then click **Send Recognition.**
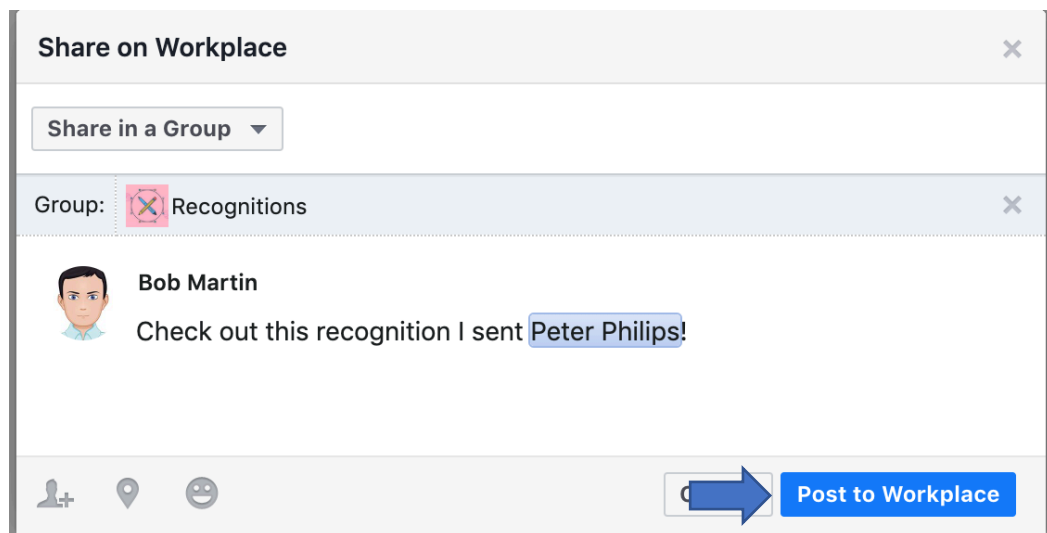

2) Fill out the Recognition Form with the badge, the recipient's name, and a message. Then, click **Recognize.**

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!