



Recognition Guide

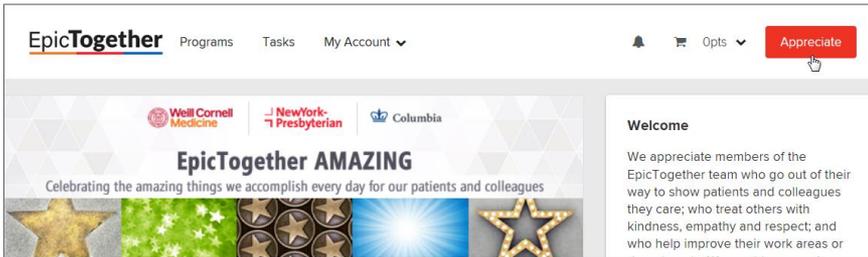
Award Levels

EpicTogether Amazing Award levels available for Nomination.

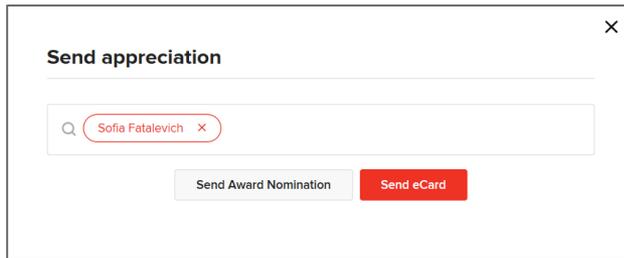
Name*	Value (in points)	Who can give (nominator)	Approver
Thanks	0	All Employees	N/A
Bronze	200 pts. / \$10	All Employees	Nominee's Manager
Silver	400 pts. / \$20	All Employees	Nominee's Manager
Gold	600 pts. / \$30	All Employees	Nominee's Manager

Send an eCard

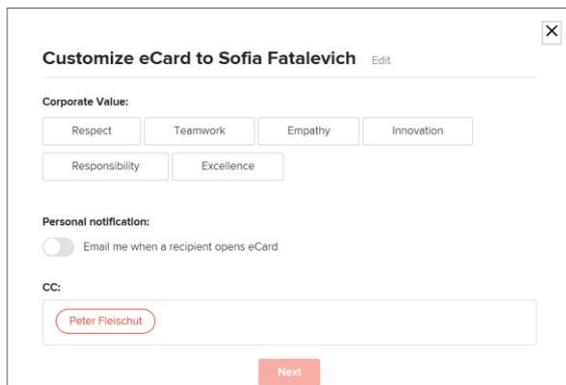
1. Click on the Appreciate button.



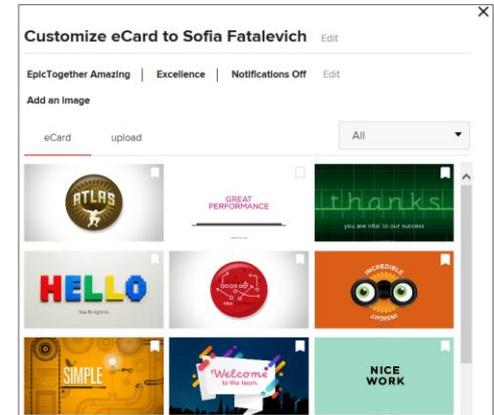
Next search and select the eCard recipient(s) and click Send eCard.



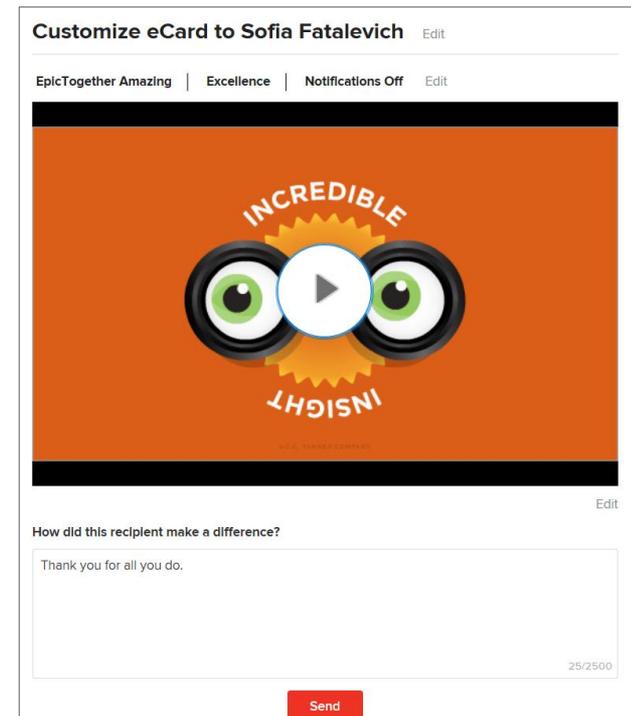
2. Select the Corporate value that was best demonstrated and select if you want to be notified when eCard is opened. Click Next.



3. Select the eCard you would like to send, or upload a photo.

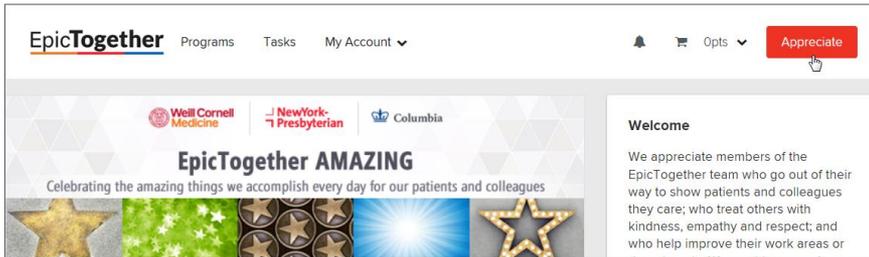


4. Type a Thank You message in the field provided and click Send.

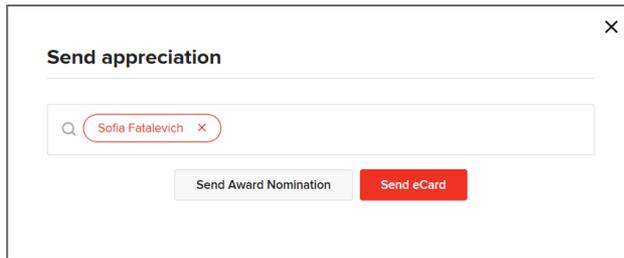


Submitting an Award Nomination

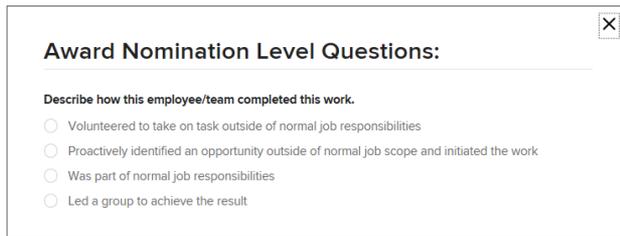
1. Click on the Appreciate button.



Next search and select the award nominee(s) and click Send Award Nomination.



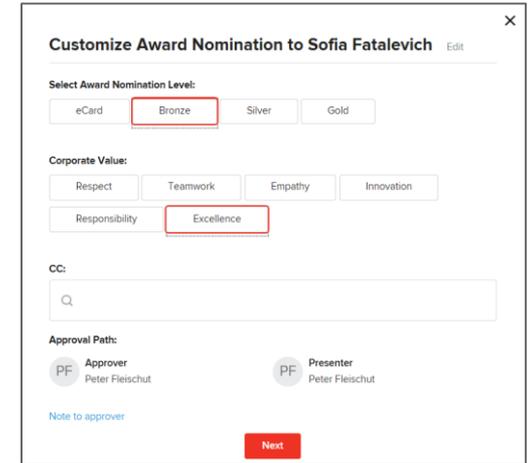
2. Complete the Nomination Wizard answering all 6 questions, then click Next.



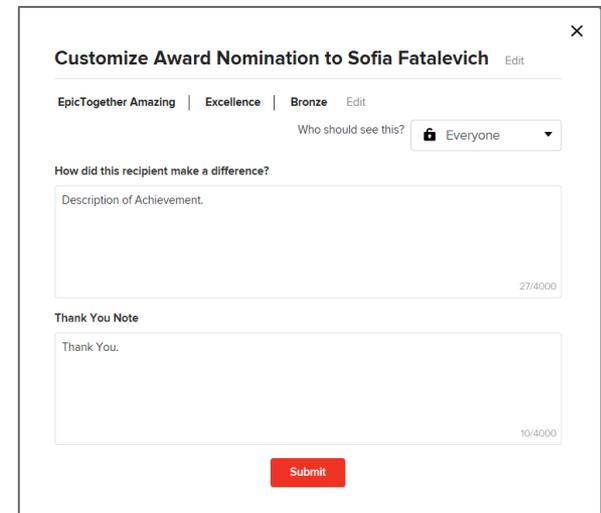
* If you do not want this nomination to appear on wall of fame, change who should see it to Managers. Only the approving and presenting manager will be able to view the nomination.

* If the nomination is approved, the Nominee's Manager will receive an email notification with a printable presentation certificate.

3. Select the Corporate Value that was best demonstrated and click Next.



4. Type a Description of their Achievement describing their accomplishment and a Thank You note. Click Submit.



Approving/Presenting Nomination

You'll be notified via e-mail when you have a nomination awaiting approval. You will also see an alert next to Tasks.

1. Click on the link in the email or go to Tasks.
2. Click View Details link.
3. Review Nomination Notes.
4. Click Approve or Decline.
5. Click Submit Nomination.

*Managers can change the award level by clicking the Edit link next to Award level.

The screenshot shows the EpicTogether user interface. At the top, there is a navigation bar with the logo and links for Programs, Toolbox, Tasks (with a red notification icon), and My Account. An 'Appreciate' button is visible on the right. Below the navigation bar, the 'Tasks' section is highlighted. It contains a sub-section for 'Pending Tasks' with a red heading. A single nomination is listed: a Silver award for Chif Umejei, submitted 1 month ago. The nomination card includes a 'View Details' link, a 'Decline' button, and a red 'Approve' button. A sidebar on the left shows a progress indicator for 'Pending' and 'Completed' tasks.

The screenshot displays the 'Award Approval Details' page. At the top, there is a link to 'Go back to Tasks'. The main heading is 'Award Approval Details'. Below this, the nomination details are shown: 'From: Sofia Fatalevich', 'Status: Pending approval', and '1 months ago'. The award title is 'EpicTogether Amazing' with a 'Silver' level and an 'Edit' link. The nomination notes include 'How did this recipient make a difference?' with the response 'Great work testing', and 'Thank You Note' with the response 'test'. The 'Corporate Value' is listed as 'Teamwork'. At the bottom, there is a section 'Awaiting your approval' showing the nomination card for Chif Umejei (Silver) with 'Transfer', 'Decline', and 'Approve' buttons.

You'll be notified again via email to make the award Presentation. You will also see an alert next to Tasks.

1. Click on the link in the email or go to Tasks.
2. Click View Details link to print the award certificate.
3. Once the presentation is complete, be sure to come back to your Click Mark as Presented. You will have 5 days to complete the presentation. Recipient will be notified after the 5 days.

The screenshot shows the EpicTogether 'Tasks' page after the nomination has been approved. The 'Pending Tasks' section now shows the nomination for Chif Umejei (Silver) as 'ready for you to present' with a 'Mark as presented' button. The 'View Details' link now shows 'Today'. The sidebar on the left shows the 'Completed' count has increased.

Presentation Certificate



**EPICTOGETHER
AMAZING**

Chif Umejei

Great work testing

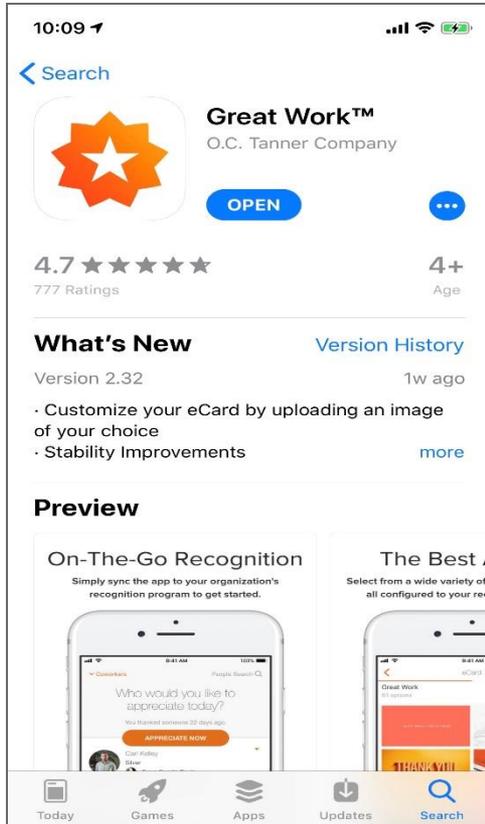
Appreciated by **Sofia Fatalevich**

Mobile App

The Great Work app is currently available for iOS and Android.

Apple Store itunes.apple.com/us/app/great-work

Google Play play.google.com/store/apps/details?id=com.octanner.android.performance



Pair the Great Work app with our EpicTogether Amazing

Once you've downloaded the app, you need to follow a few easy steps to pair it with the EpicTogether website. Go to our recognition website:

1. Log into EpicTogether and find the Pairing Code in the banner at the top of the page.
2. Download Great Work App.
3. Enter your Company Name.
4. Enter the Pairing code found in the banner on EpicTogether.