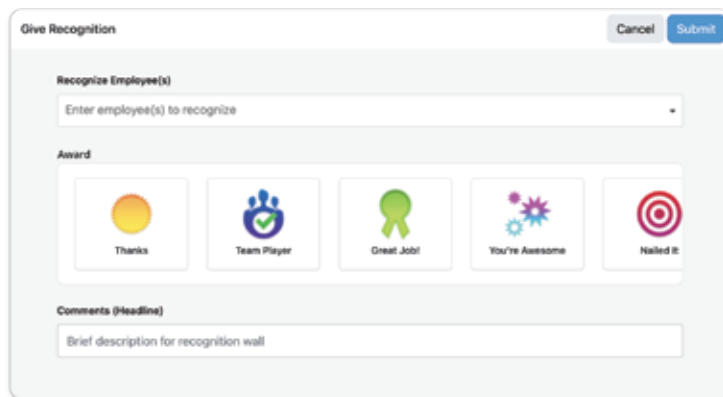


inspire[™] Recognition

How does recognition work?

The Inspire platform supports the ability to create custom recognition programs for your organization. Each program contains a series of awards that can be given to recognize individuals for their achievements.

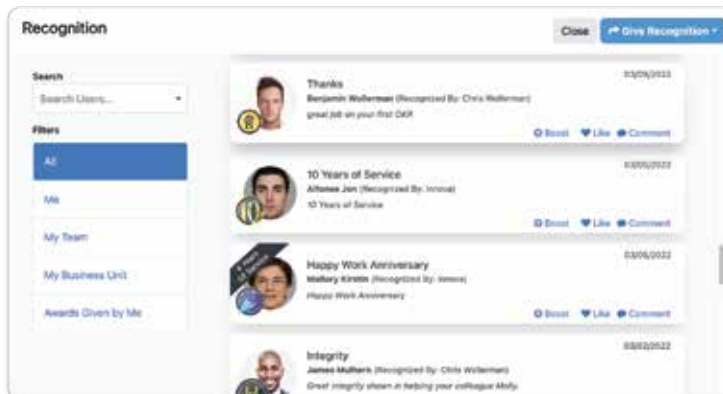
Giving Awards



The 'Give Recognition' form includes the following fields and options:

- Recognize Employee(s):** A dropdown menu with the placeholder text 'Enter employee(s) to recognize'.
- Award:** Five award icons: 'Thanks' (yellow circle), 'Team Player' (blue hand with checkmark), 'Great Job!' (green ribbon), 'You're Awesome' (purple starburst), and 'Nailed It!' (red target).
- Comments (Headline):** A text input field with the placeholder text 'Brief description for recognition wall'.
- Buttons for 'Cancel' and 'Submit' are located at the top right.

Viewing Awards



The 'Recognition' list view displays a search bar, filters, and a list of recognition entries:

- Search:** A search bar with the placeholder text 'Search Users...'. A 'Close' button and a '+ Give Recognition +' button are at the top right.
- Filters:** A sidebar with filters: 'All' (selected), 'Me', 'My Team', 'My Business Unit', and 'Awards Given by Me'.
- Recognition Entries:**
 - Thanks:** Benjamin Willeman (Recognized By: Chris Willeman) - great job on your first DER - 8/20/2022. Includes 'Boost', 'Like', and 'Comment' buttons.
 - 10 Years of Service:** Althea Jan (Recognized By: Innovat) - 10 Years of Service - 8/10/2022. Includes 'Boost', 'Like', and 'Comment' buttons.
 - Happy Work Anniversary:** Hillary Kinzie (Recognized By: Innovat) - Happy Work Anniversary - 8/09/2022. Includes 'Boost', 'Like', and 'Comment' buttons.
 - Integrity:** James Muller (Recognized By: Chris Willeman) - Great integrity shown in helping your colleague Molly - 8/02/2022.



Need help?

Contact support by using the help icon at top right of Inspire.

Access online help at any time at help.inspiresoftware.com.

Giving Recognition

From the recognition module or homepage select the give button and select the appropriate program to give recognition from.

Enter Recognition Details

Select the name(s) of the employees to recognize, an award and a comment (headline) and select submit.

Navigate to Recognition

Navigate to the recognition module or homepage to view a list of recent recognition. Filter the list of recognition to focus on what is most relevant to you.

View Recognition Details

Select any entry from the list of recognition to view details and enter comments.

