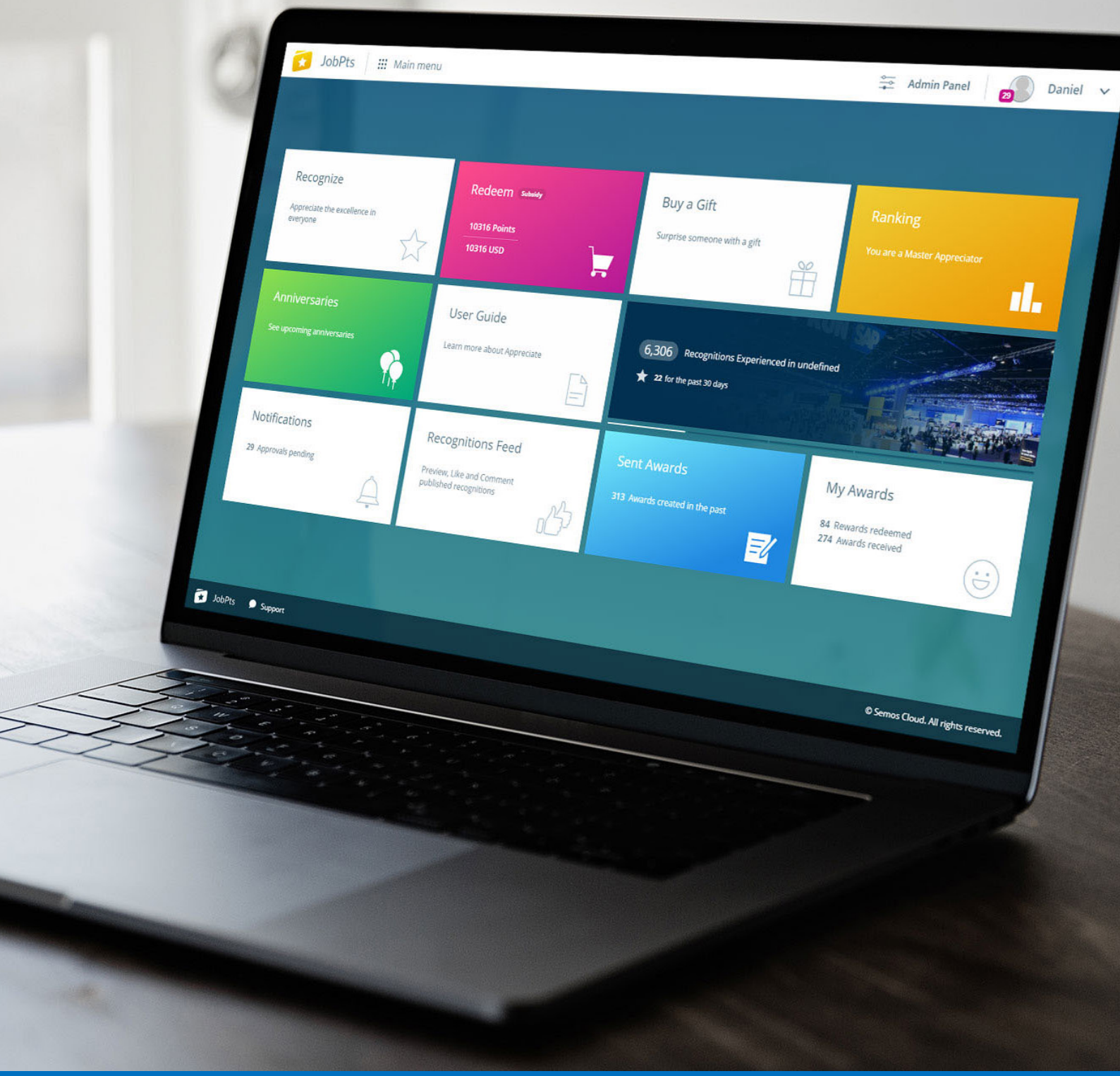
YOUR REWARD AND RECOGNITION PROGRAM

JobPts



SEMOS CLOUD

Table of Contents

Welcome 3

Recognize Someone 4

Recognition Options 4

Thank Award 5

Monetary Award 7

Sent Awards 9

My Awards 10

Notifications 10

Redeem 11

eGift Cards 11

Merchandise 13

Ranking 15

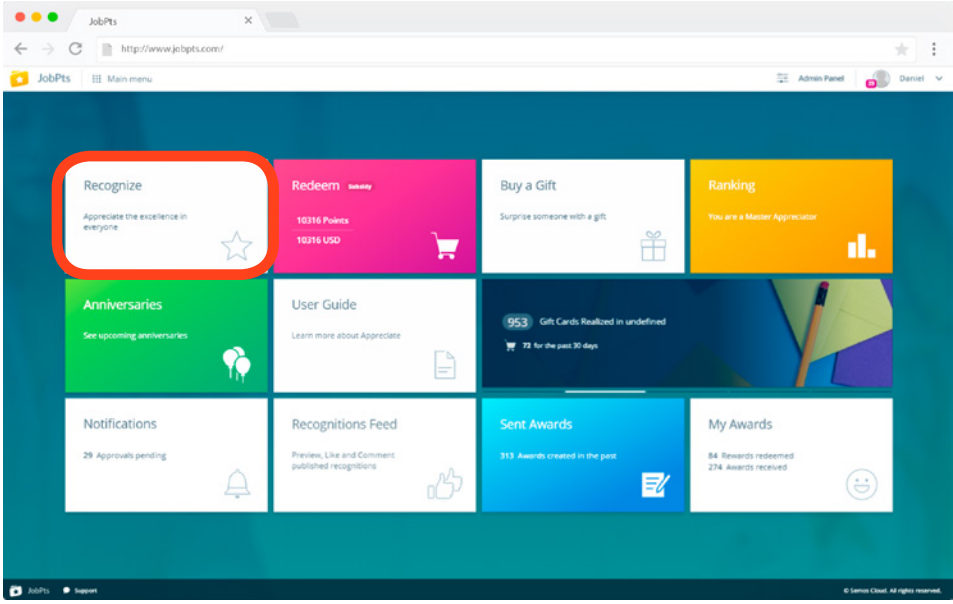
Buy a Gift 16

Anniversaries 19

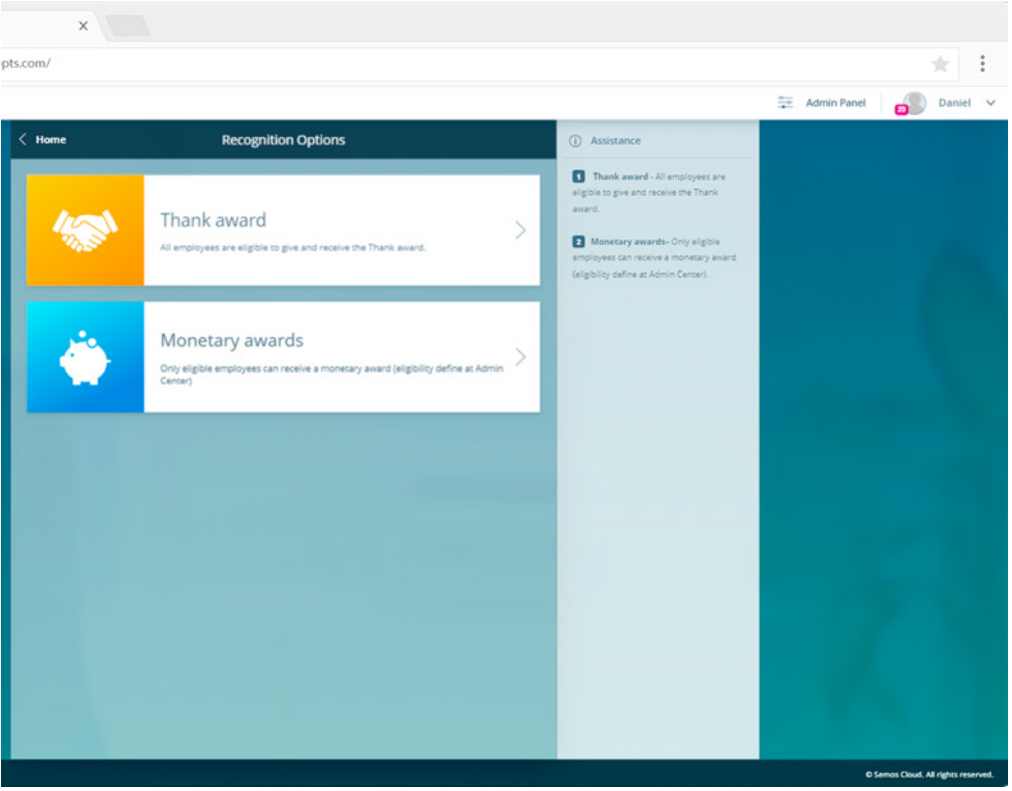
Recognitions Feed 20

Profile Info 21

01 Recognize Someone



In order to congratulate or appreciate someone's well done job, one uses the "Recognize" tile.



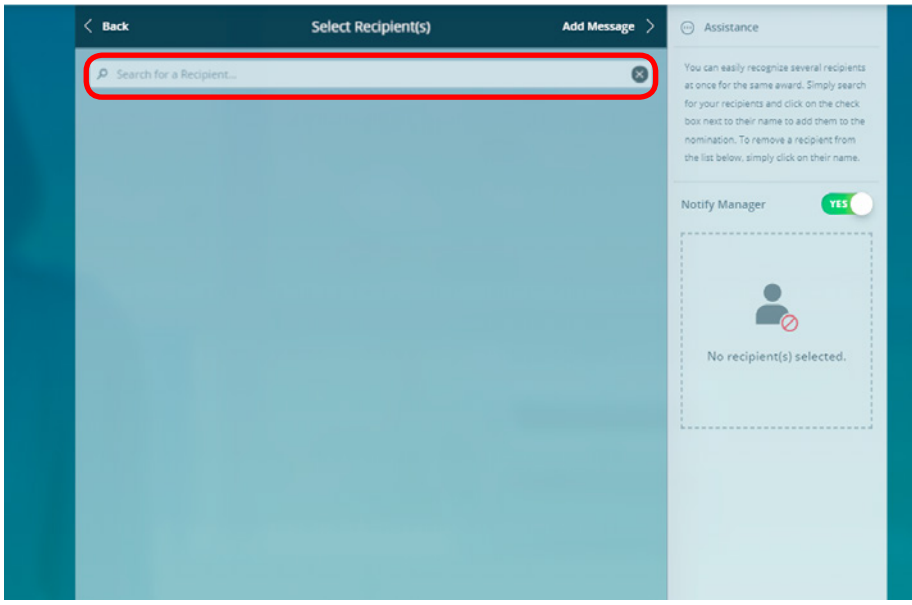
Recognition Options

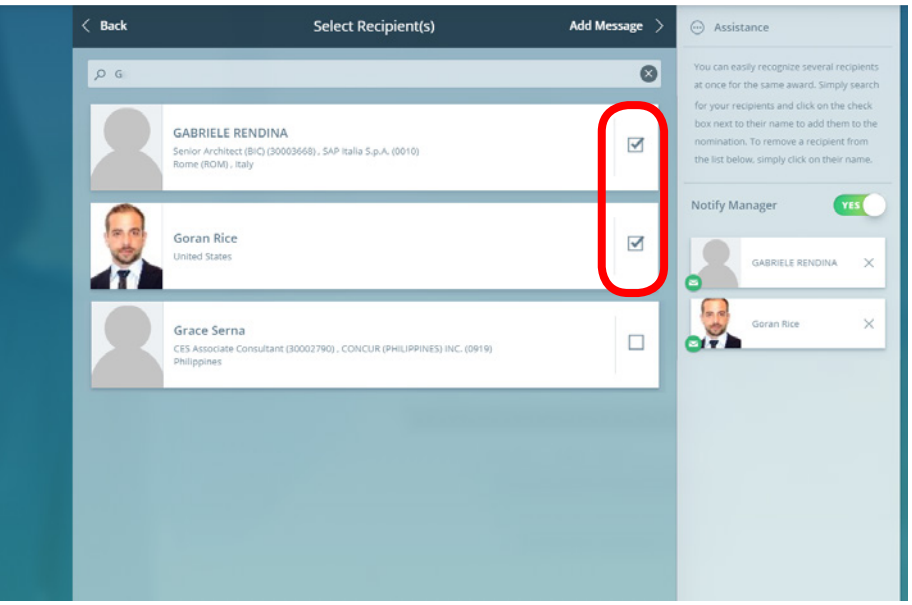
There are two types of recognition that one can choose from: the first one is "Thank Award" and the second one is "Monetary Award". In this free trial all employees are eligible to give "Thank & Monetary Award".

Thank Award

1

Search for the employee you want to recognize using their first or last name in the search bar on the top of the page.





2

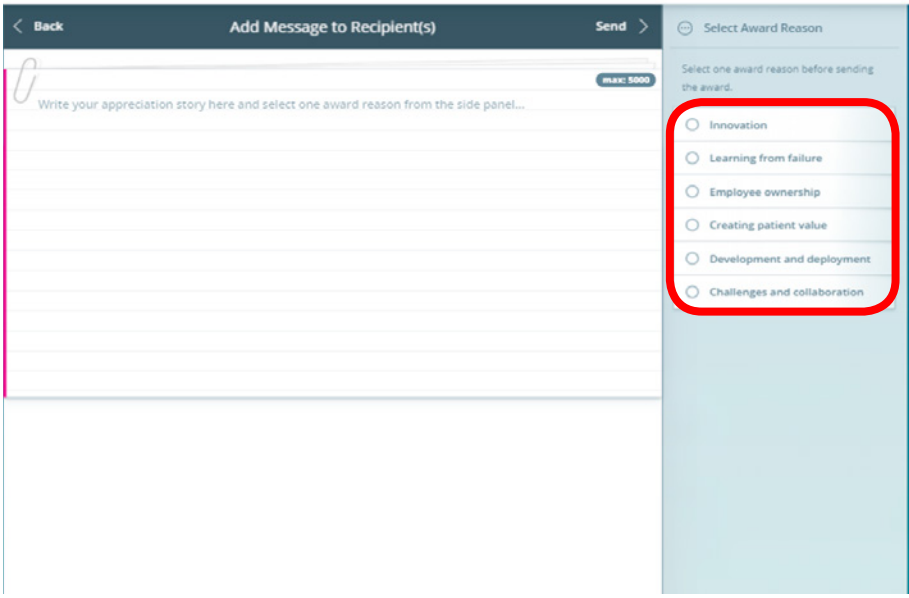
When you find the employee you want to recognize, click over their name in order to create Singe Award.

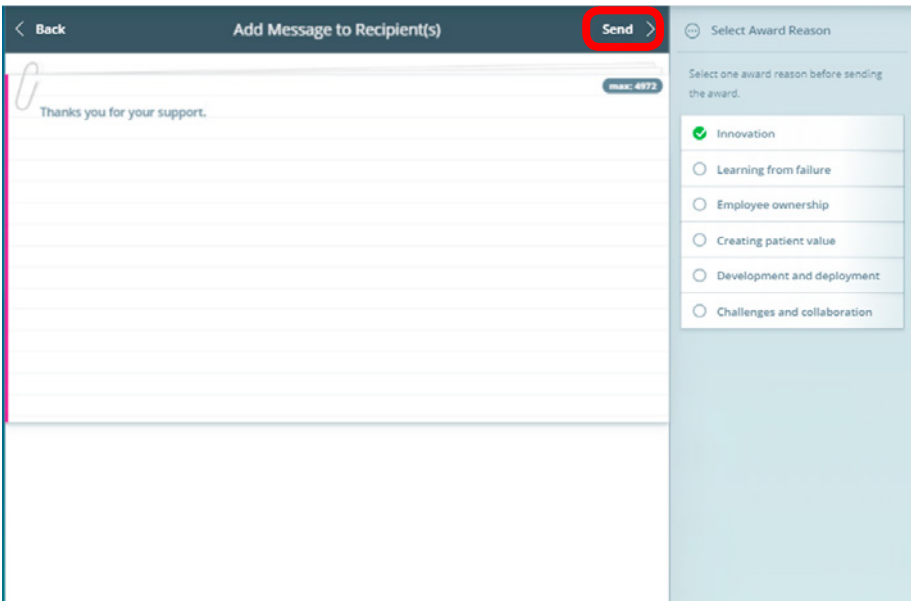
In situations where you are recognizing more than one person with the same award, repeat these steps to create Team Award.

The selected recipients will appear in the lower right corner. If you want to remove someone just click on the recipient name in the same corner.

3

Click “Add Message”, then write your appreciation story and select one Award Reason (Corporative Values) from the side panel.



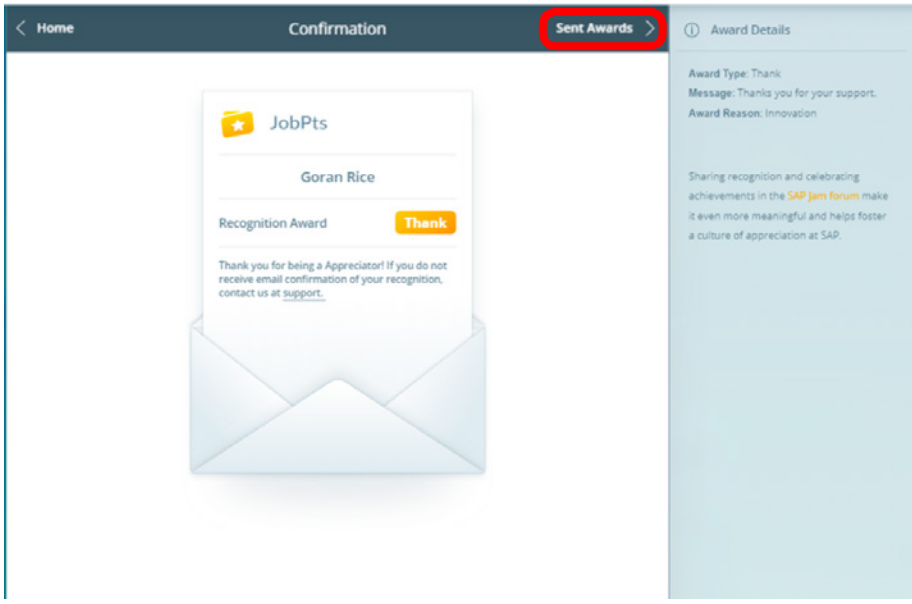


4

Click “Send”, to finish the process.

5

At the Confirmation Page you can either go to the “Home” screen or check all the recognitions that you’ve sent by clicking “Sent Awards”

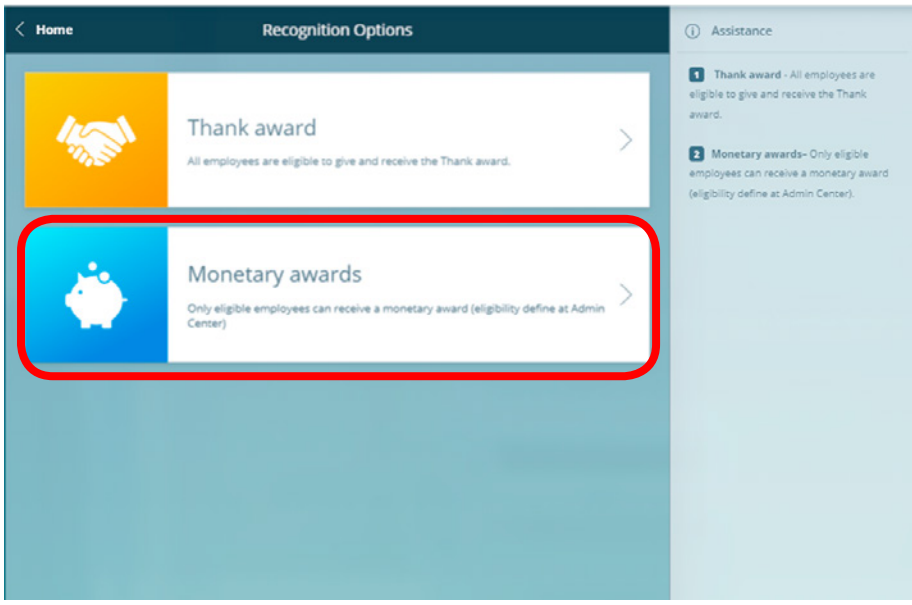


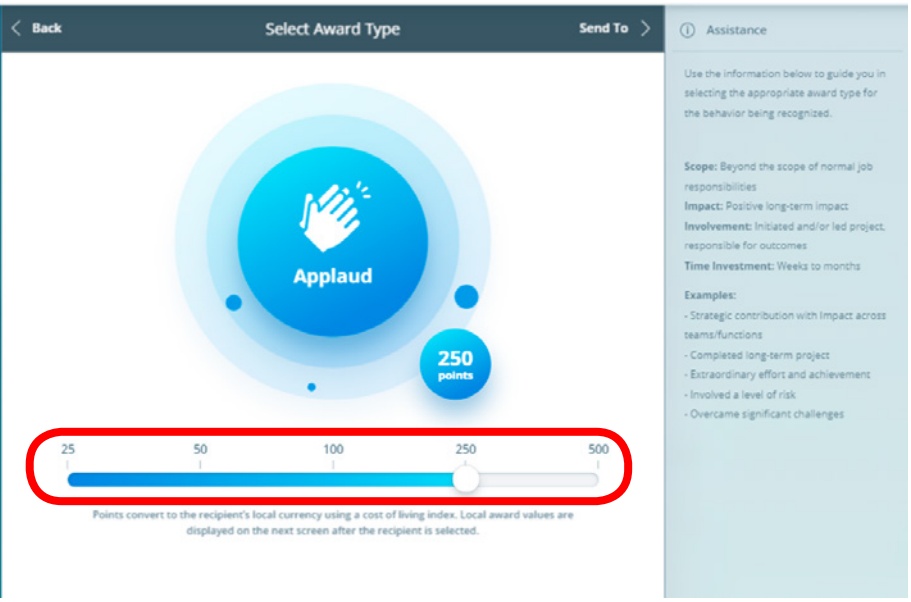
Monetary Award

Praise, Honor, Celebrate, Applaud and Spotlight awards feature monetary value that is redeemable for the recipient's choice of rewards on the Appreciate platform.
To send Monetary Awards follow the next steps:

1

Click "Monetary Awards"



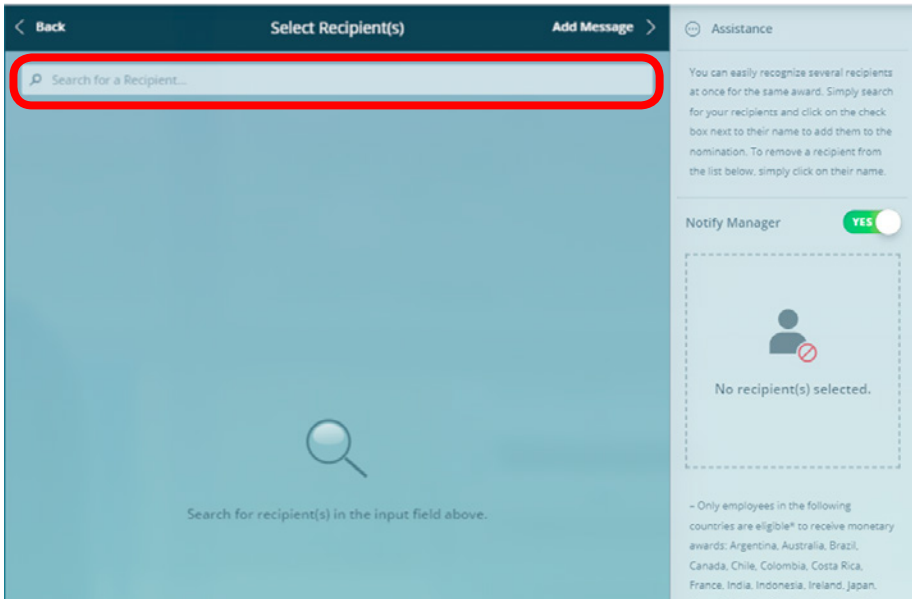


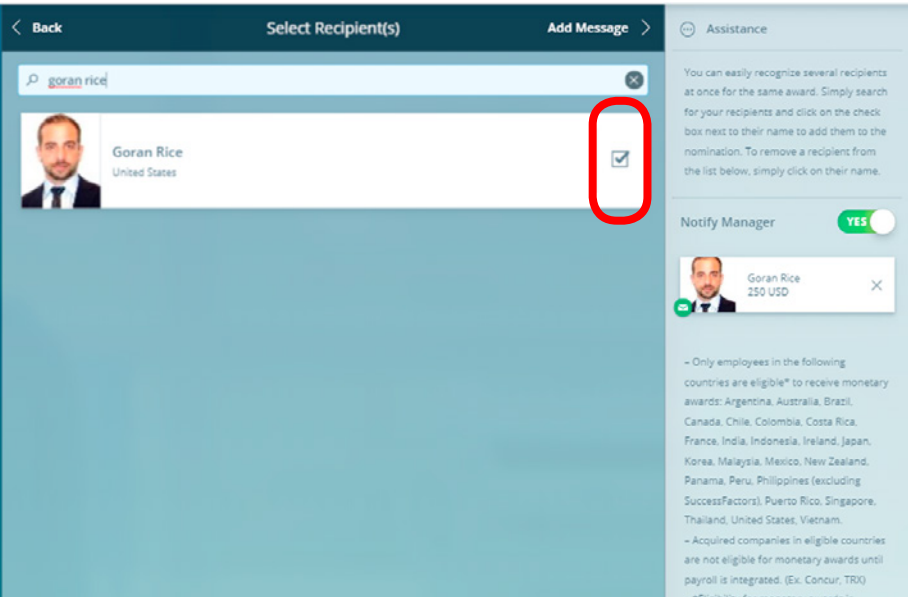
2

Use the scroll bar to select award level and click "Send To".

3

Search for the employee you want to recognize using their first or last name in the search bar on the top of the page





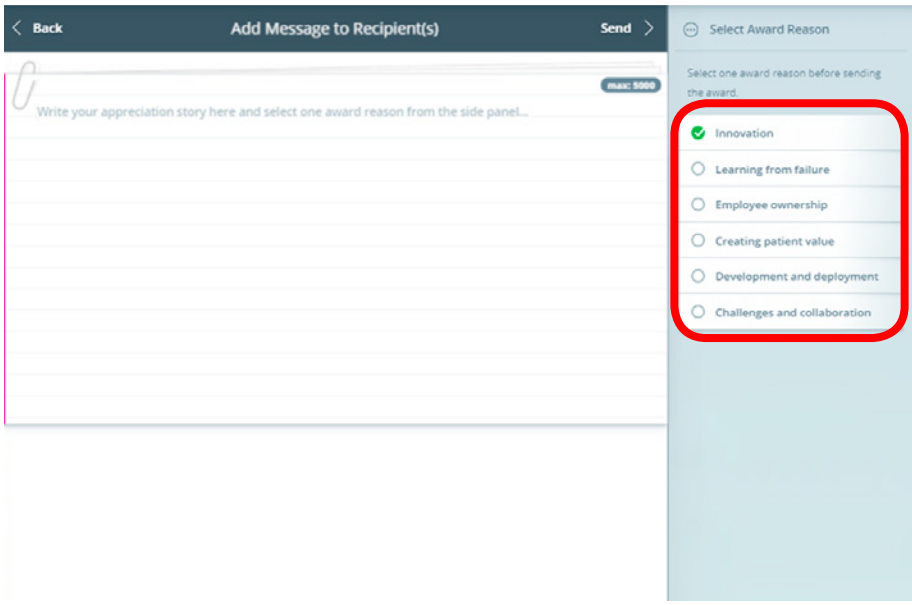
4

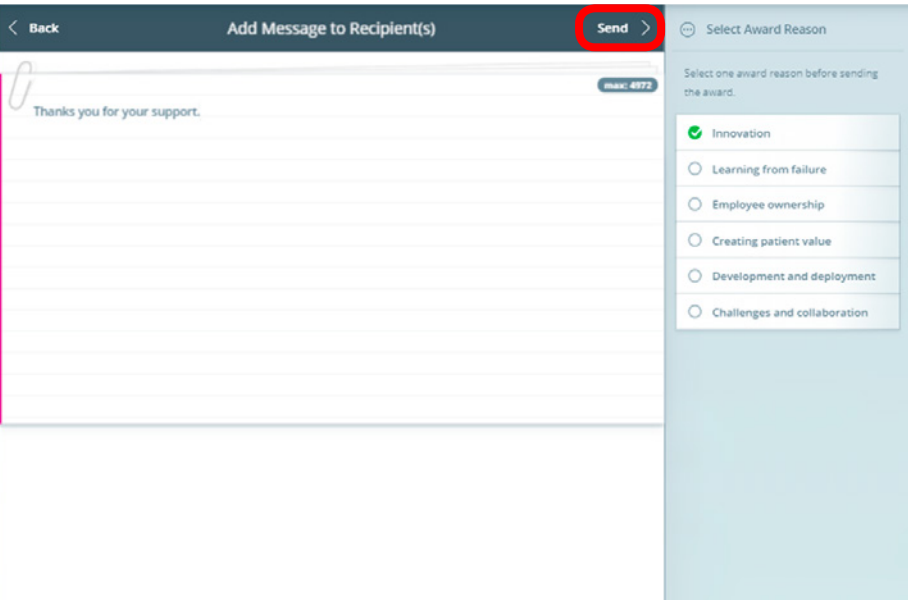
When you find the employee you want to recognize, click over their name in order to create Singe Award.
In situations where you are recognizing more than one person with the same award, repeat these steps to create Team Award.
The selected recipients will appear in the lower right corner. If you want to remove someone just click on the recipient name in the same corner.

Note: You can notice that JobPts automatically convert points in the currency where the person resides in.

5

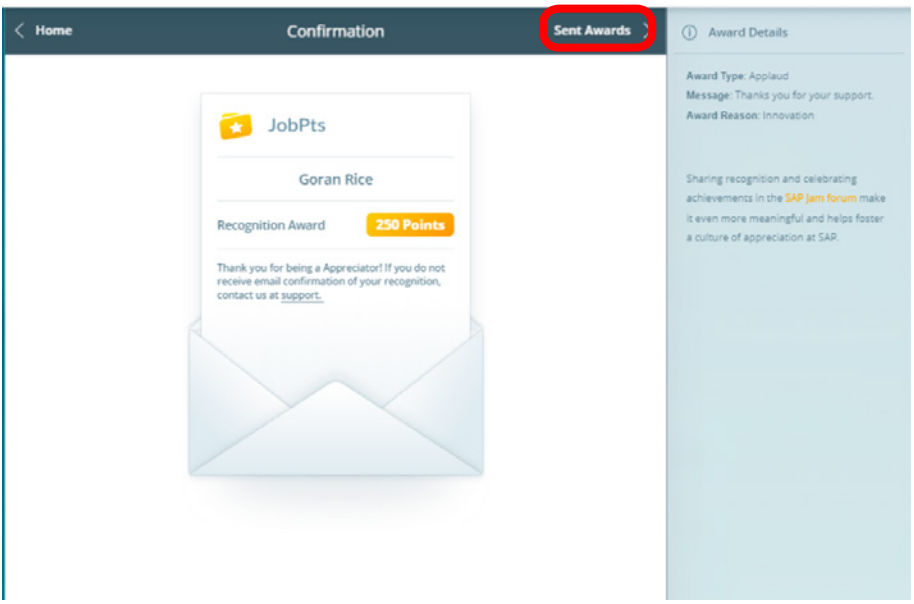
Click Add Message, then write your appreciation story and select one Award Reason (Corporative Values) from the side panel.





6

Click “Send” to finish the process.



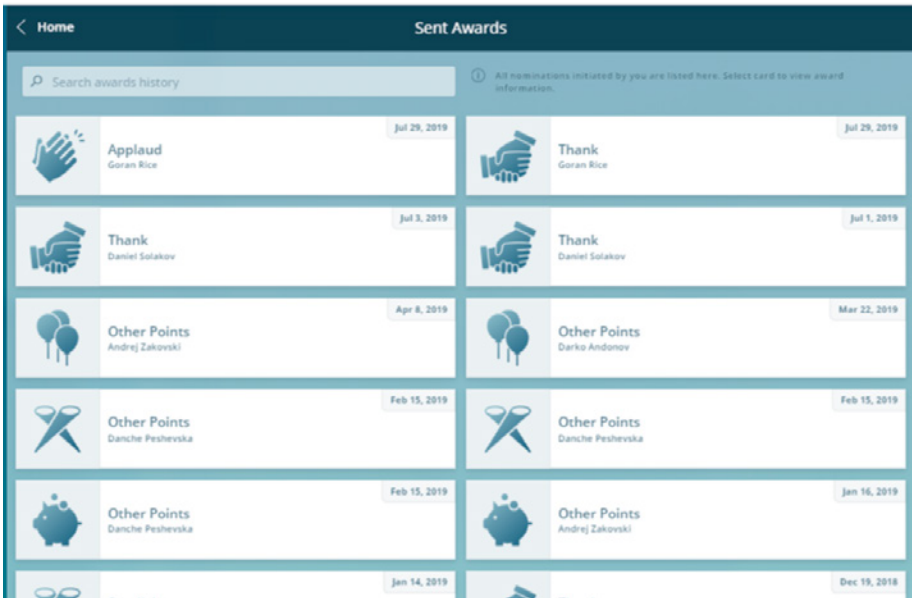
7

At the Confirmation Page you can either go to the “Home” screen or check all the recognitions that you’ve sent by clicking “Sent Awards”.

When the request to recognize an employee is submitted, the workflow approval process goes to the Manger. The Manager receives an e-mail on their laptop or mobile device regarding the employee recognition reward. The Manager can approve or disapprove the employee recognition reward and submit their own comments.

02 Sent Awards

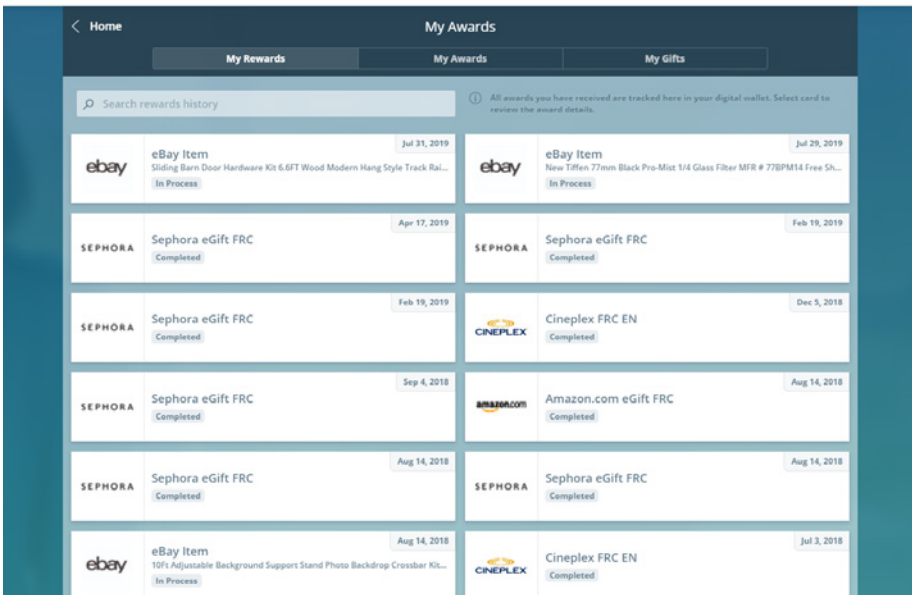
Review your nomination details for accuracy. After Sending our Recognition we can see all the details such as the Recipient, the Award Value, the Status and the Manager who need to approve this award.



03 My Awards

This tile provides all the details about the awards that you've got. It contains three tabs:

- My Rewards provides details about points that you already redeemed.
- My Awards provides details about all the rewards that you've received.
- My Gifts provides details about all the gifts that the you received, but also the ones that you've bought for someone else.

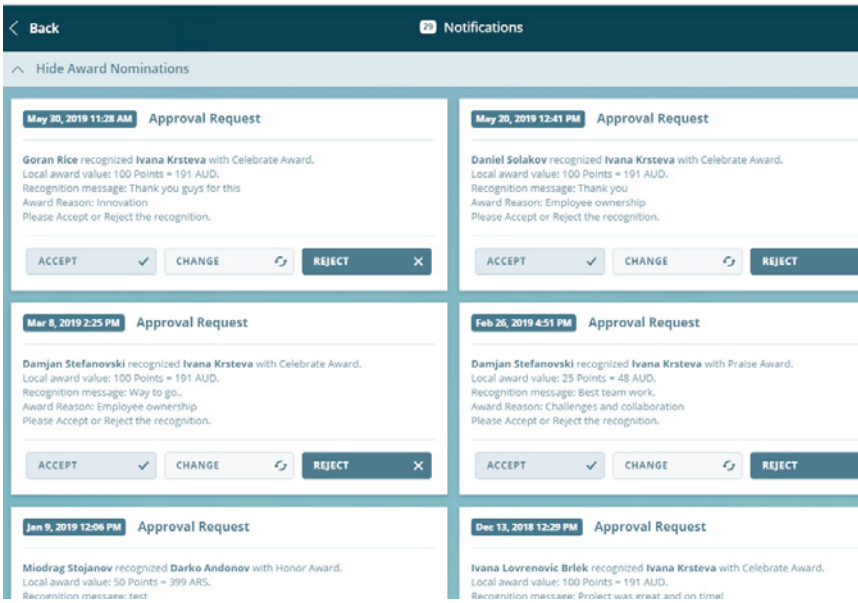


04 Notifications

If you are an Approver / Manager, all Award nominations will be listed here.

On the Home Page of the application, click on the "Notifications" tile to be able to:

- approve, change or reject the Awards
- manager statements
- check your current budget
- check recognition history
- manager statements



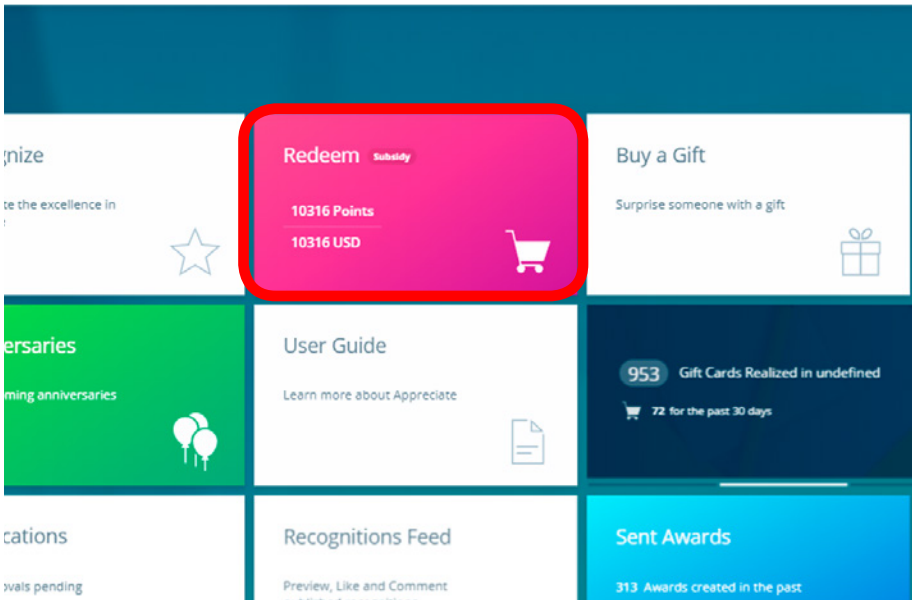
When your direct reportees are recognized with "Monetary Award", you can Approve, Change or Reject the recognition. Whatever you choose, you need to write a message and explain the reason of your choice.
Note: Only after the approval of the manager, the recognized employee receives and email about the recognition.

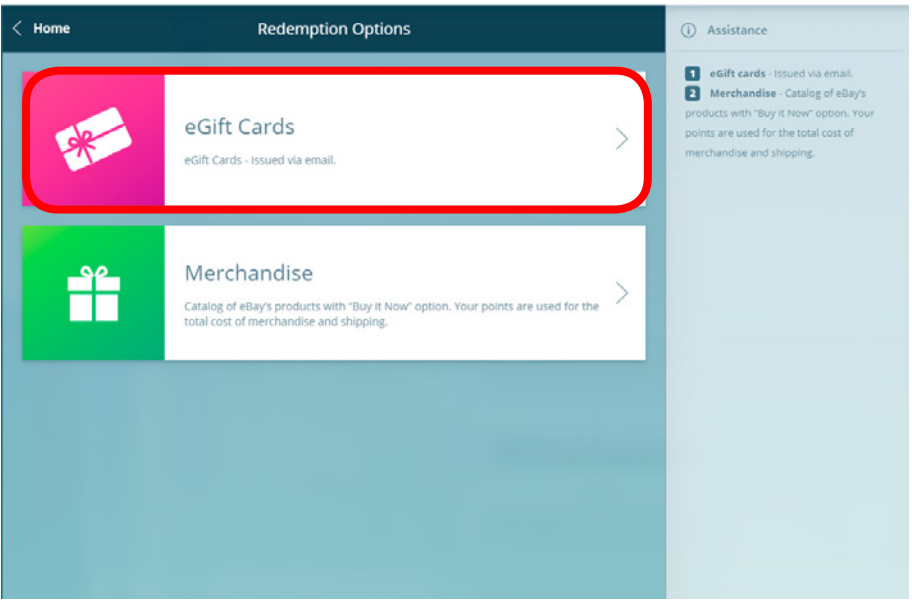
05 Redeem

On the Redeem tile, one can see:

- The total number of points
- Points converted into local currency

When accessed you can choose two categories to redeem from – “eGifts” & “Merchandise”





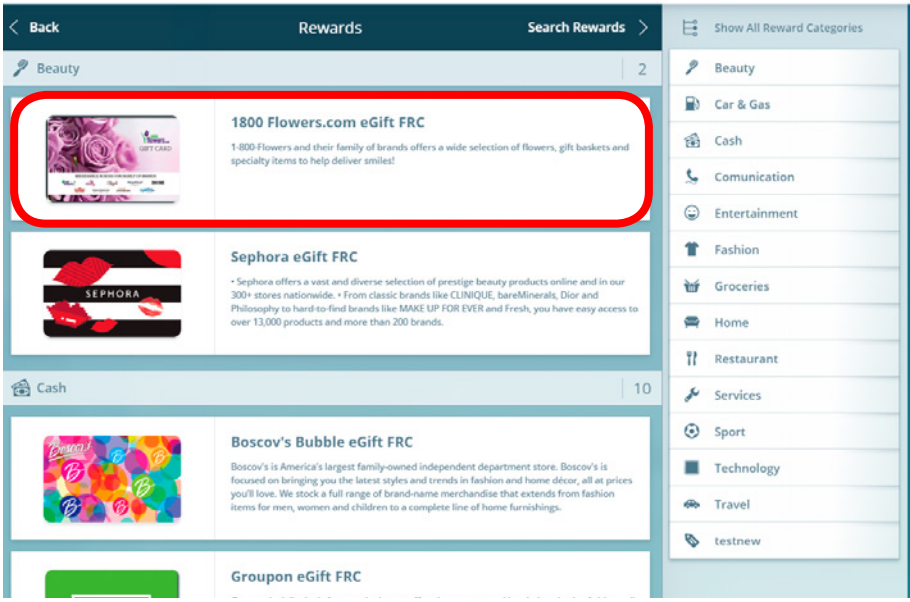
eGift Cards

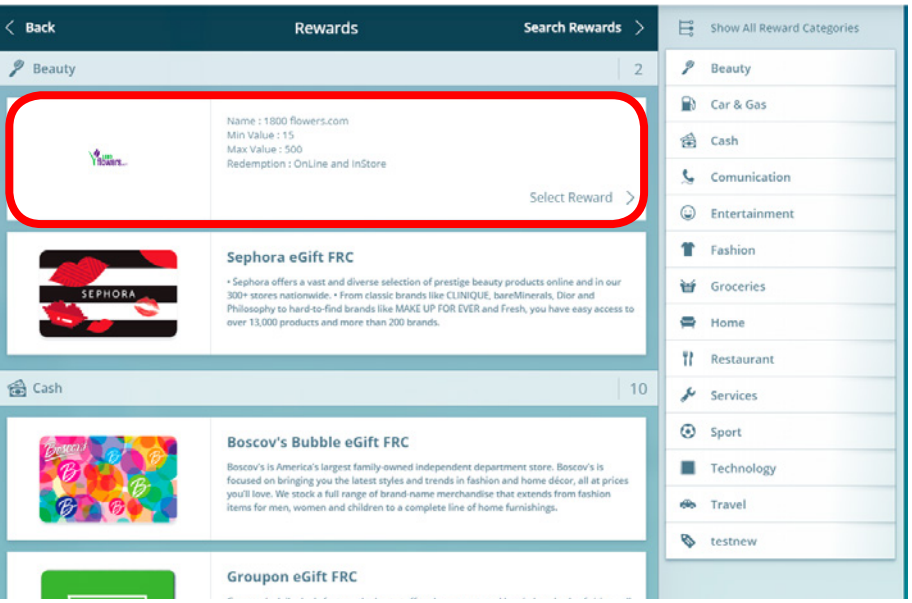
This tile contains all the eGift cards that are available in the country where you reside.

1

Select “eGift” tile to be able to choose from multiple eGift card options from popular local and global retailers.

Note: eGift cards have been classified into different categories, so you are able to choose a category and eGift card.



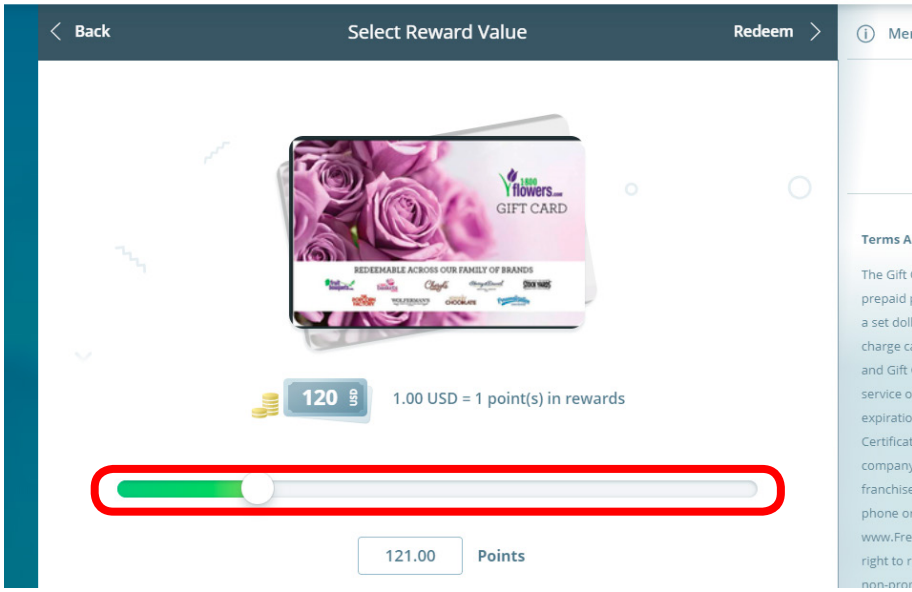


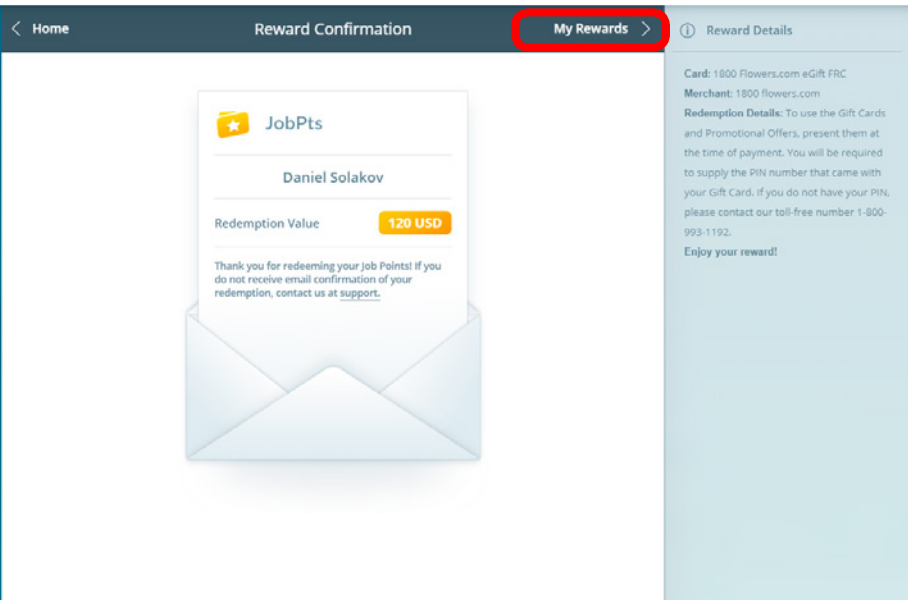
2

By clicking on preferred card, Merchant name and points value are visible.

3

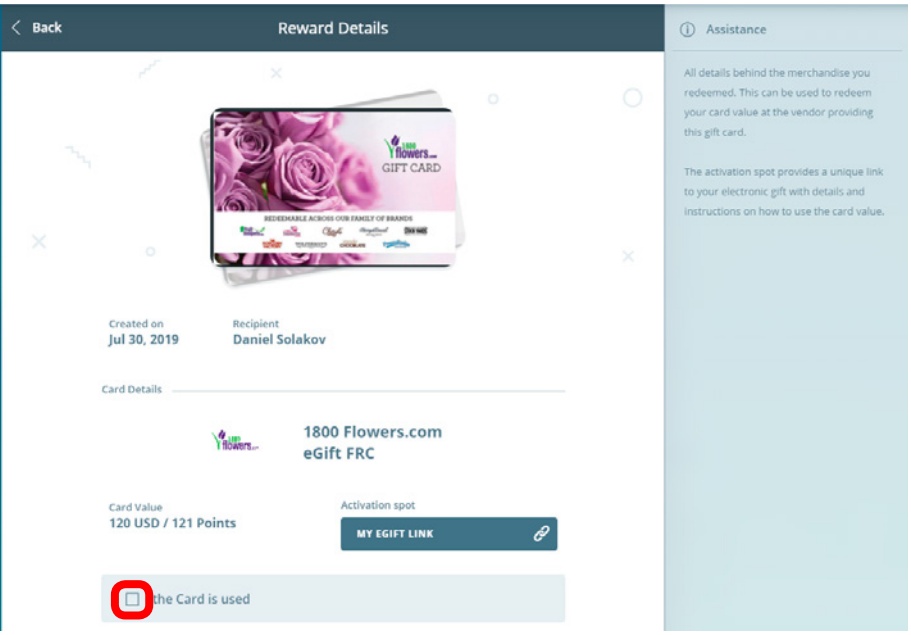
You can choose the points value, by using the slider or typing the points into the box below the slider. Proceed by clicking “Redeem”.





4

After clicking Redeem, confirmation will follow that the card has been successfully created. Click “My Awards” to access the award details.

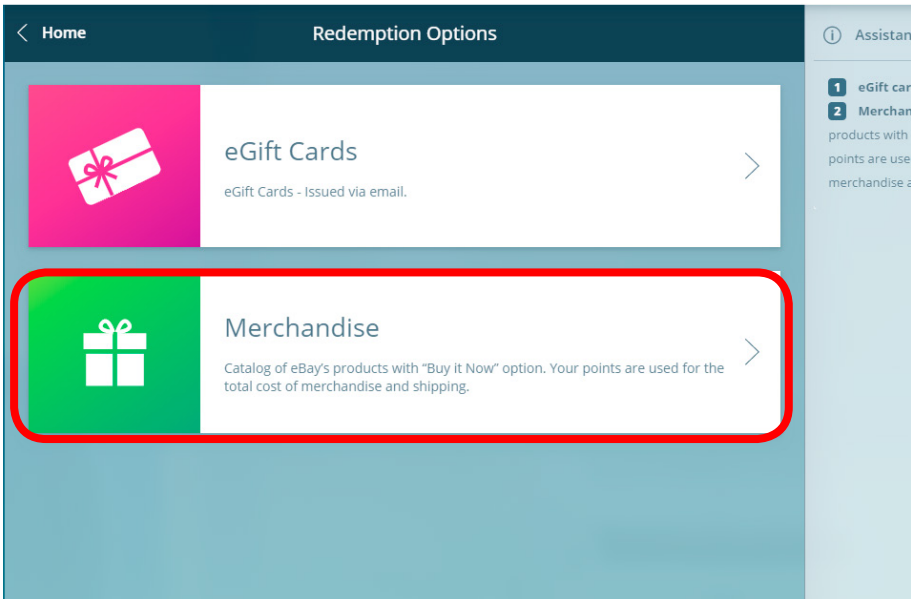


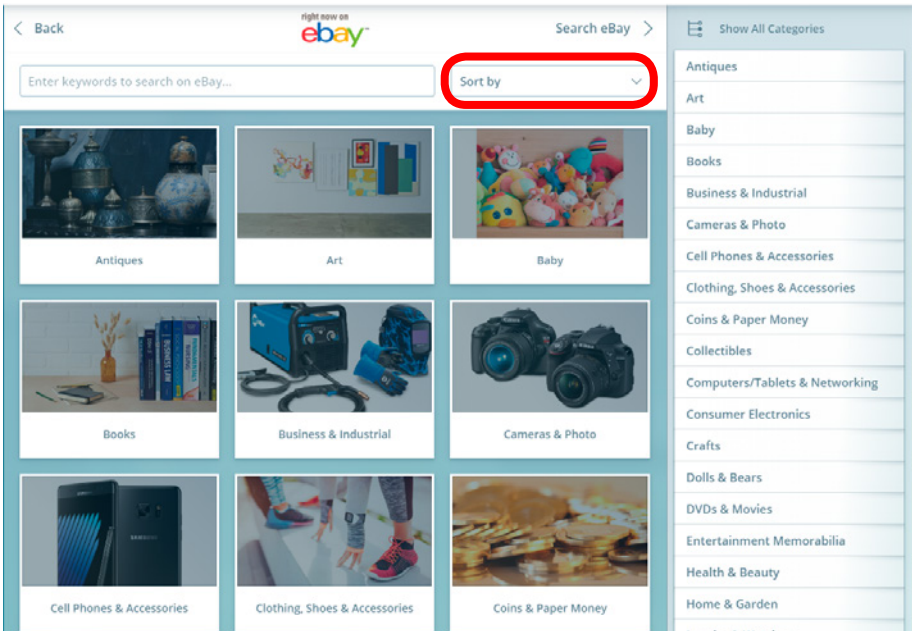
5

Click on the purchased eGift card, followed by "My eGift Link" to get more info about the activation options, or click "the Card is used" if the card is already used.

Merchandise

This tile is connected to eBay environment. Catalog of eBay's products with "Buy it Now" option. Your points are used for the total cost of merchandise and shipping.





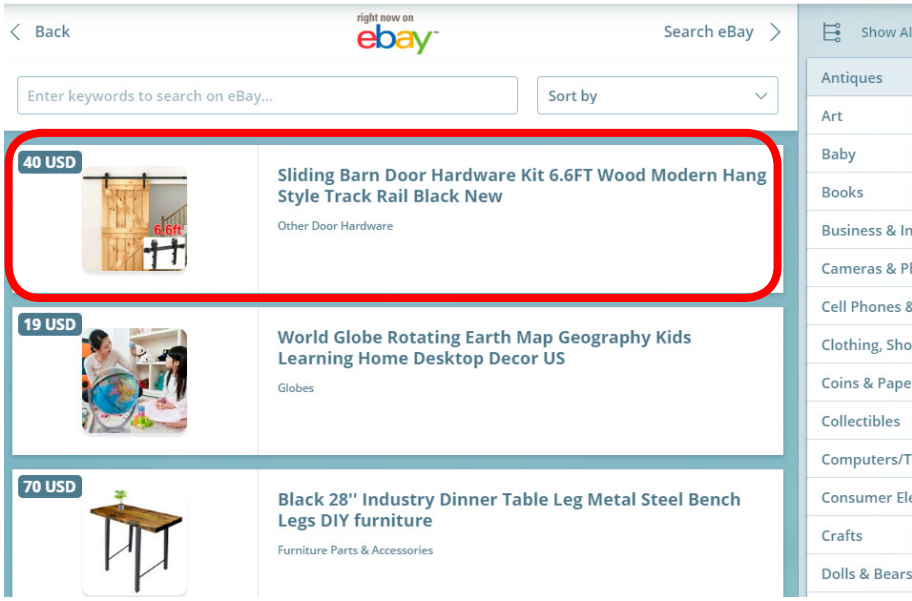
1

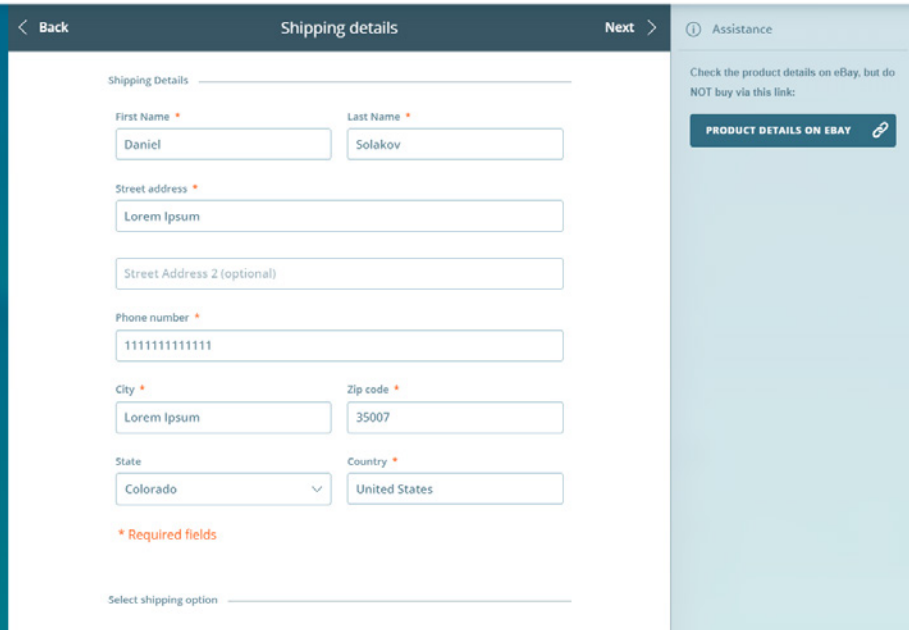
Click "Merchandise", then search through the search box, by categories or sort by highest/lowest price to find your item.

2

Select the item and proceed towards the shipping details page.

Note: If you do not have enough points to purchase the wanted item, you can top up with your own credit card.





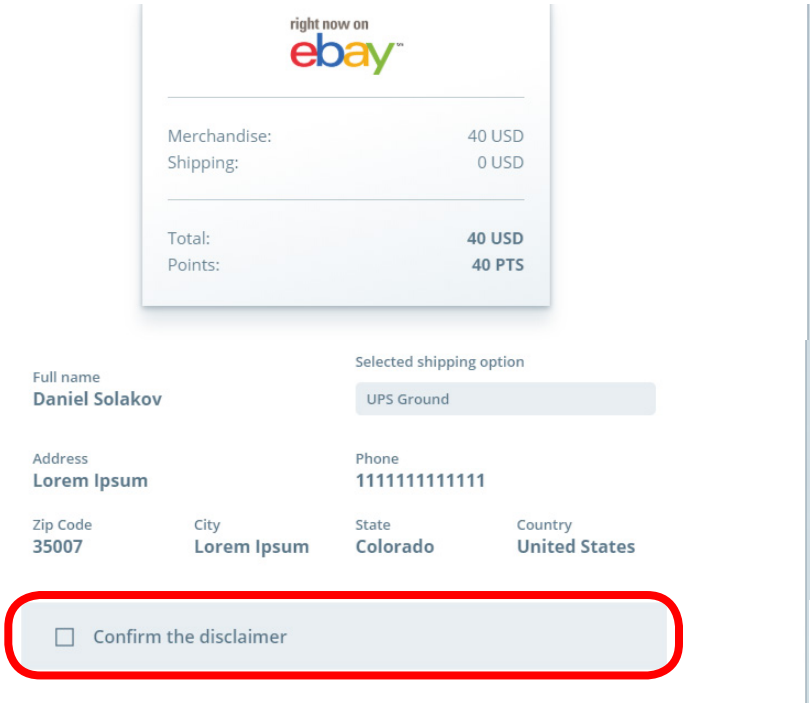
3

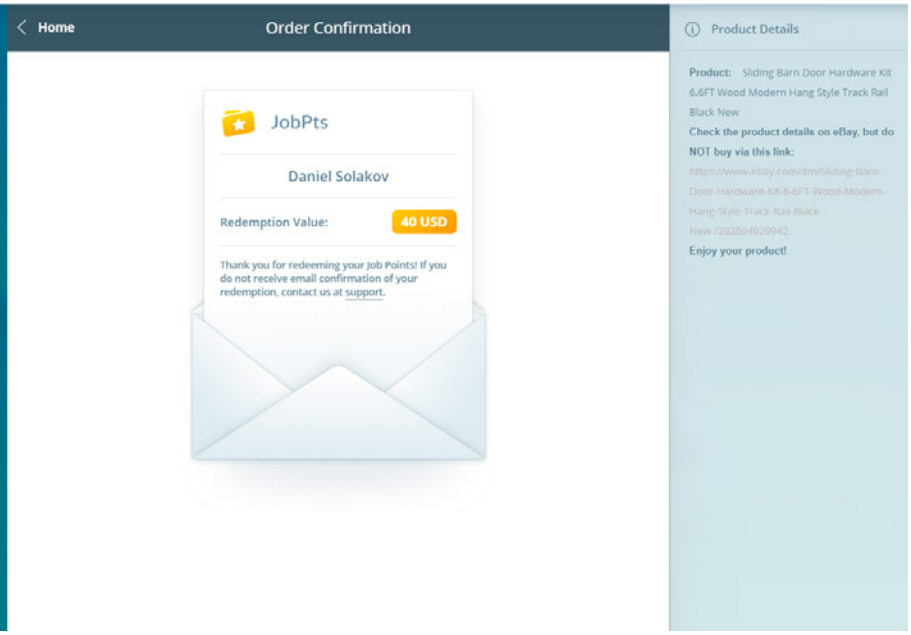
Under Shipping Details, please fill-in your Personal details and choose one of the available Shipping Options.

Note: You can use the points to pay your shipping costs too.

4

On the Checkout page, check if the information provided is accurate, click “Confirm the disclaimer” at the bottom.





5

After clicking “Charge” your purchase is made, and you will land on the “Order Confirmation” page.

Note: Throughout the process in the assistance panel there will be link of the product on eBay. This is available, so you can check the product details, read reviews etc. Do NOT buy via this link.

06 Ranking

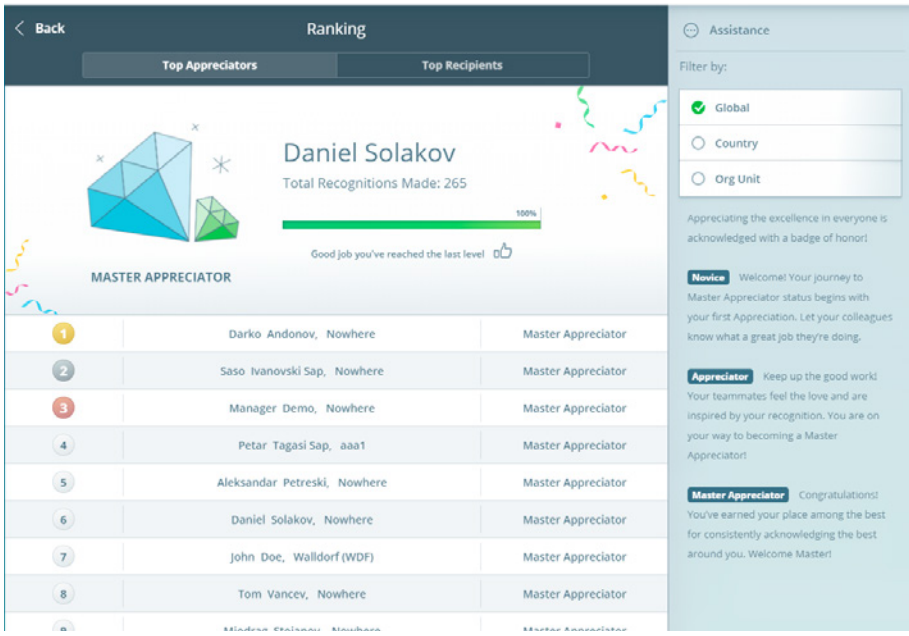
You want to check your and your colleague rankings. Here is how:

On the Home Page of the application, click on the “Ranking” tile to be able to see:

- Top Appreciators
- Top Recipients in your company

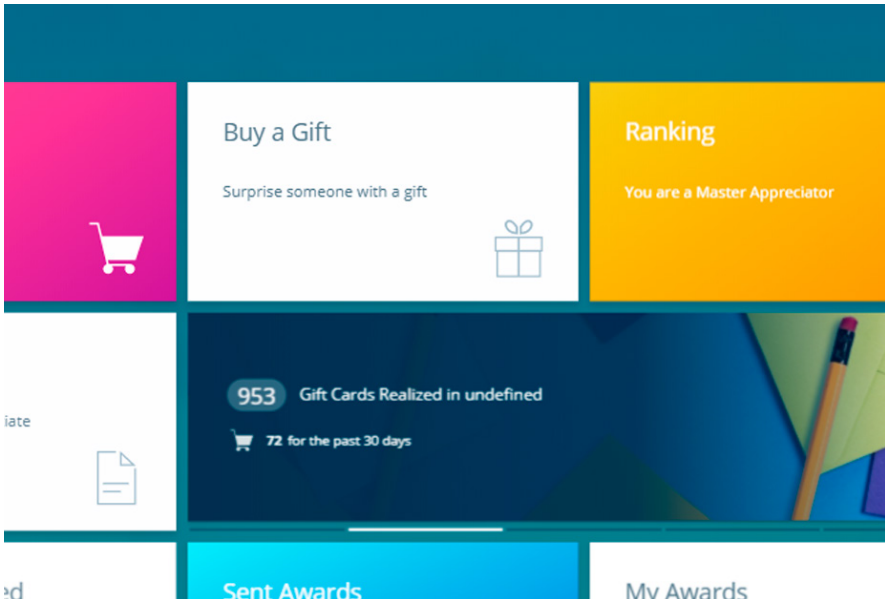
1

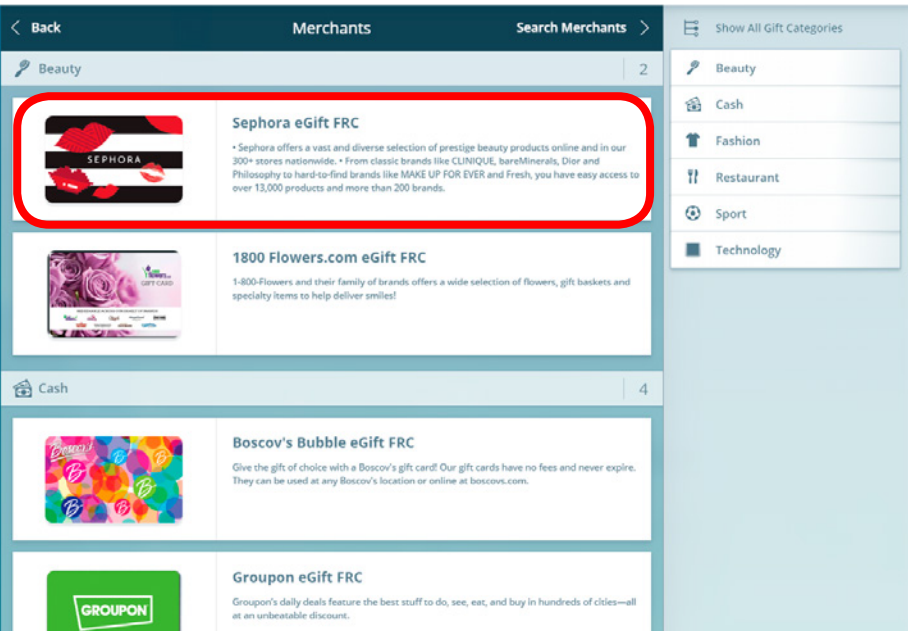
Click on one of the two tabs to see the live rankings. In the assistance panel you can filter the ranking table by: Global, Country or Organization Unit.



07 Buy a Gift

On the Home Page of the application, click on the “Buy a Gift” tile to surprise someone (no need to be a company person) with a gift that you can pay with your own credit card.
Note: Points cannot used in this option!



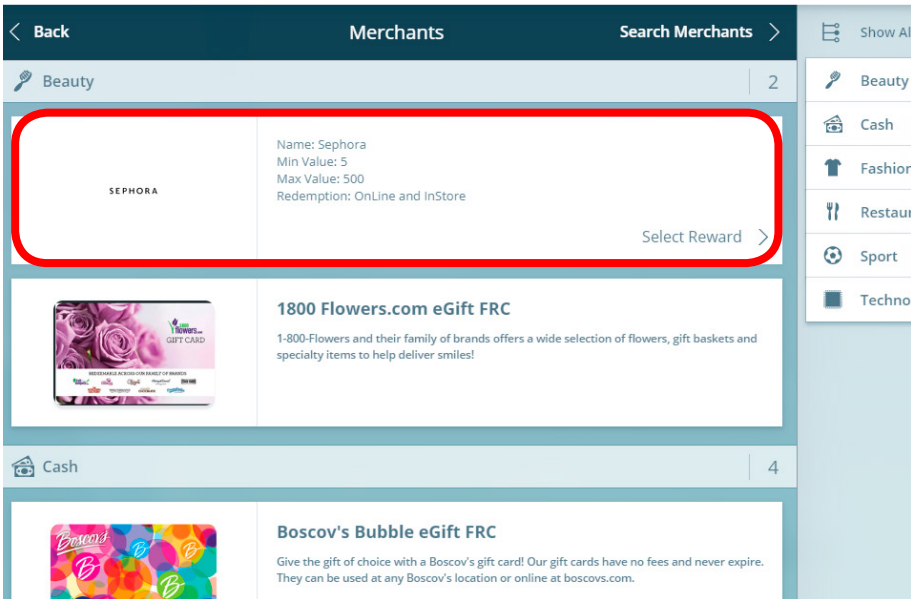


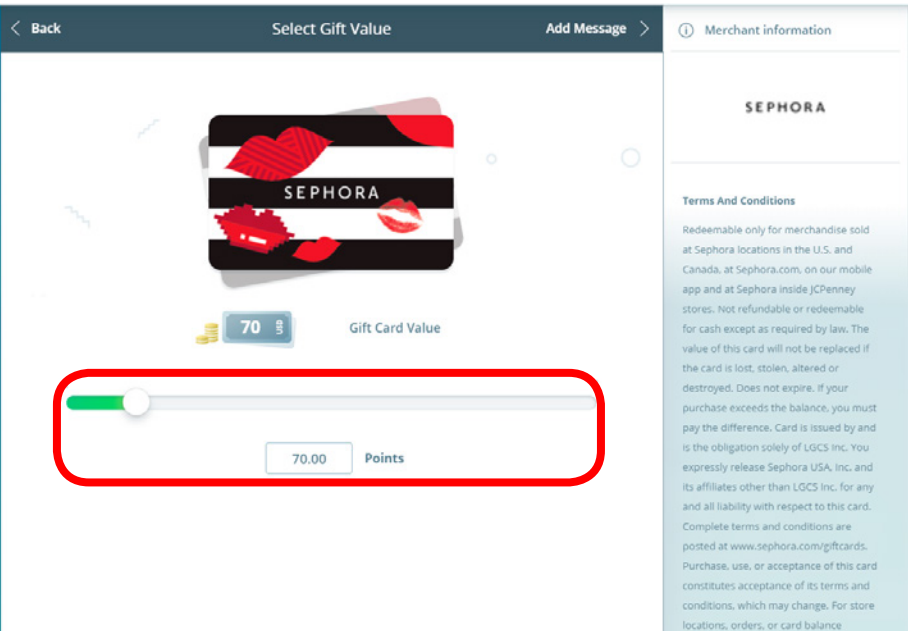
1

Choose eGift card and click on it.

2

By clicking on preferred card, Merchant name and price range is shown.



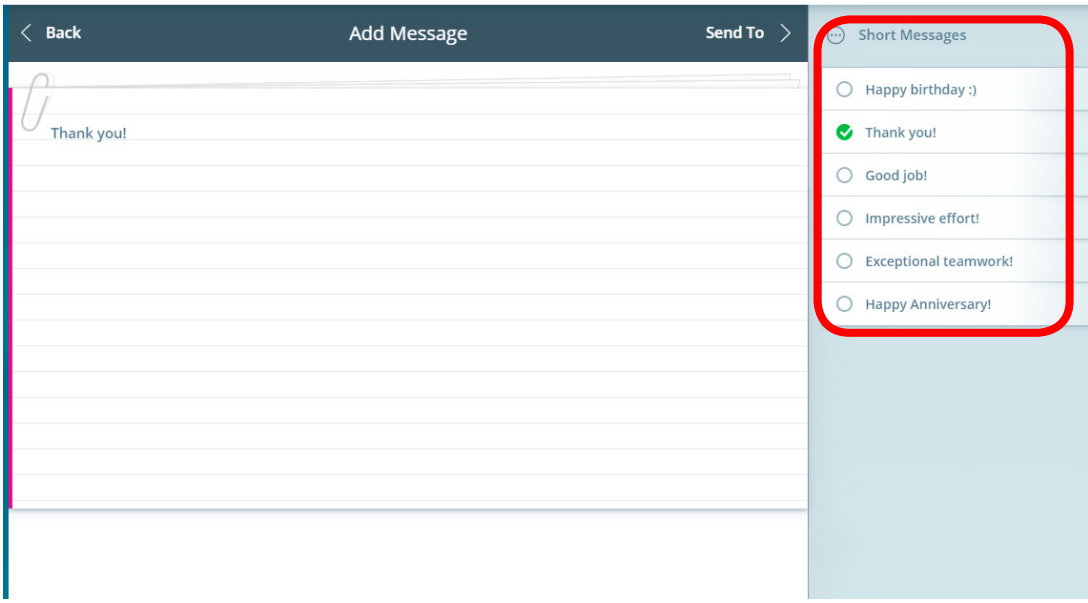


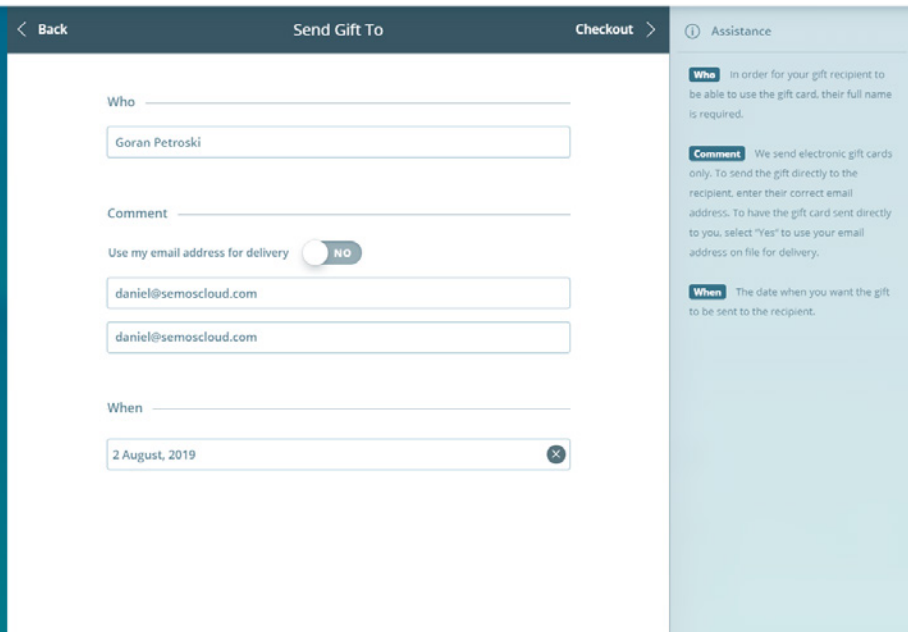
3

Using the slider or by typing the value, you can define the value of the eGift card. Click “Add Message” to proceed

4

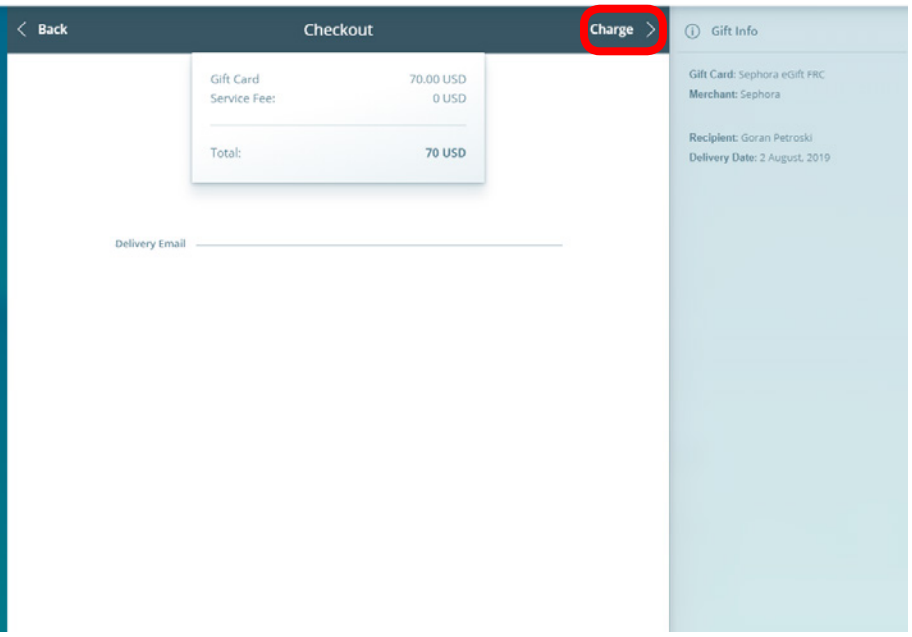
Add your message or choose from the predefined short messages in the assistance panel.





5

Fill in all Recipient’s details and choose a date when you want the eGift card to be delivered. If you haven’t chosen a date, the card is sent in the same moment.

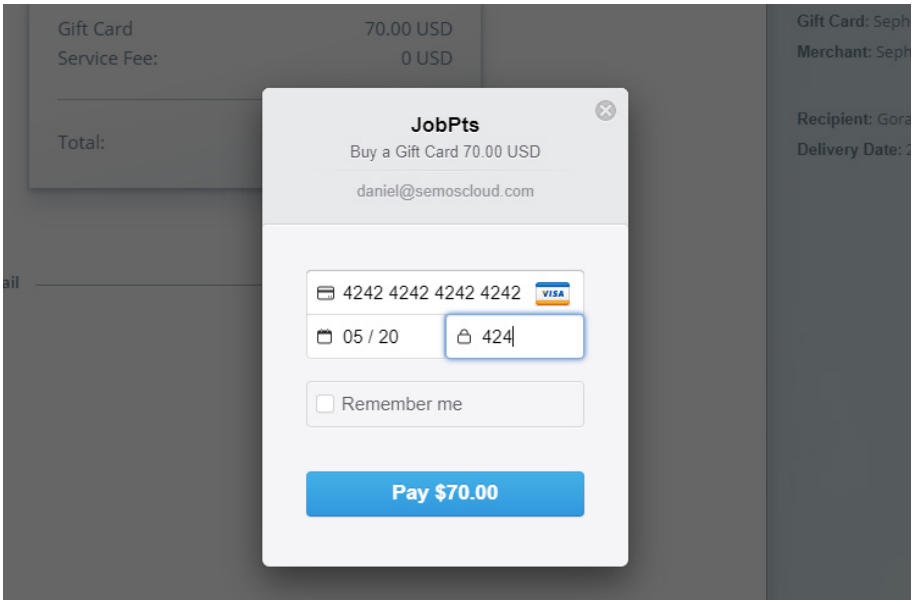


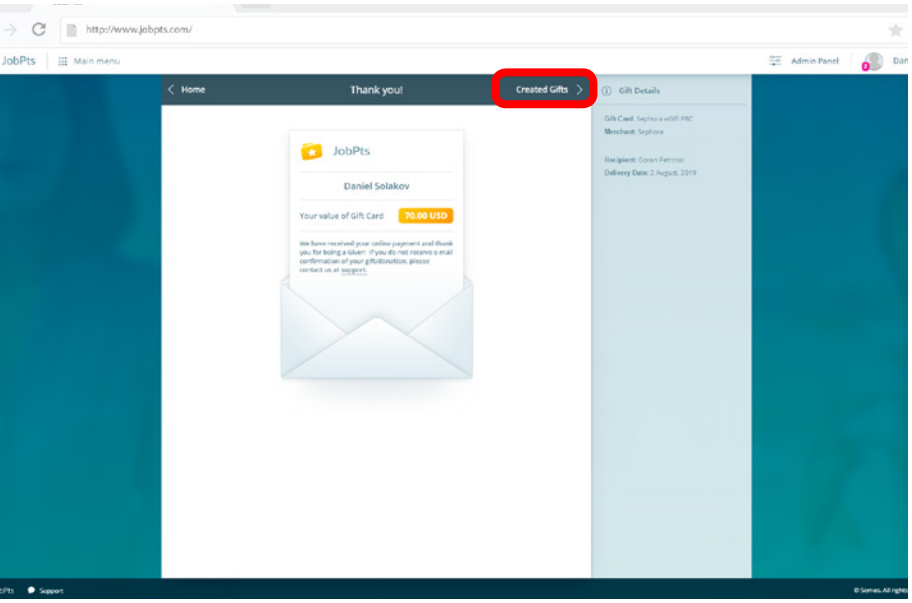
6

Click “Checkout”, check the details and click “Charge

!

Note: For testing purposes please use the following Card credentials:
- Card Number: 4242 4242 4242 4242
- YY/MM: 05/20 CVC: 424



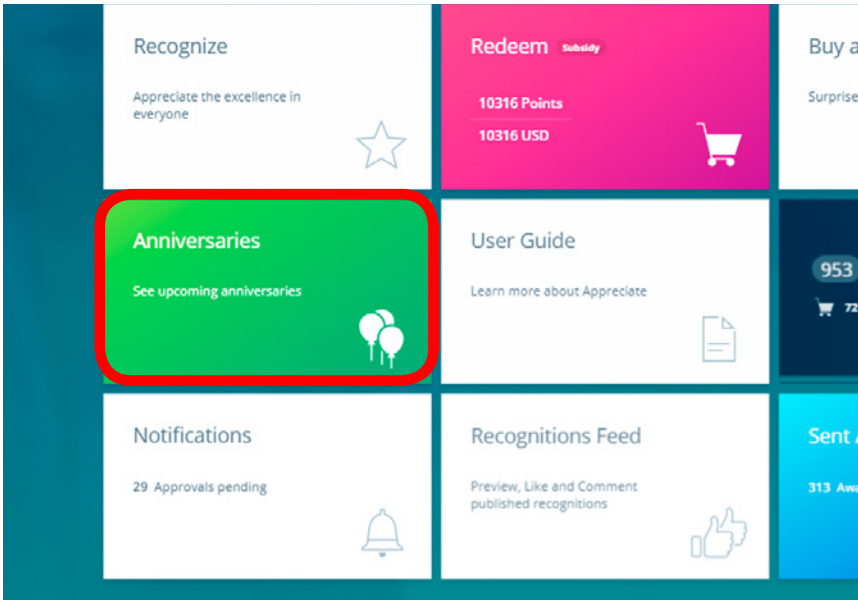


i

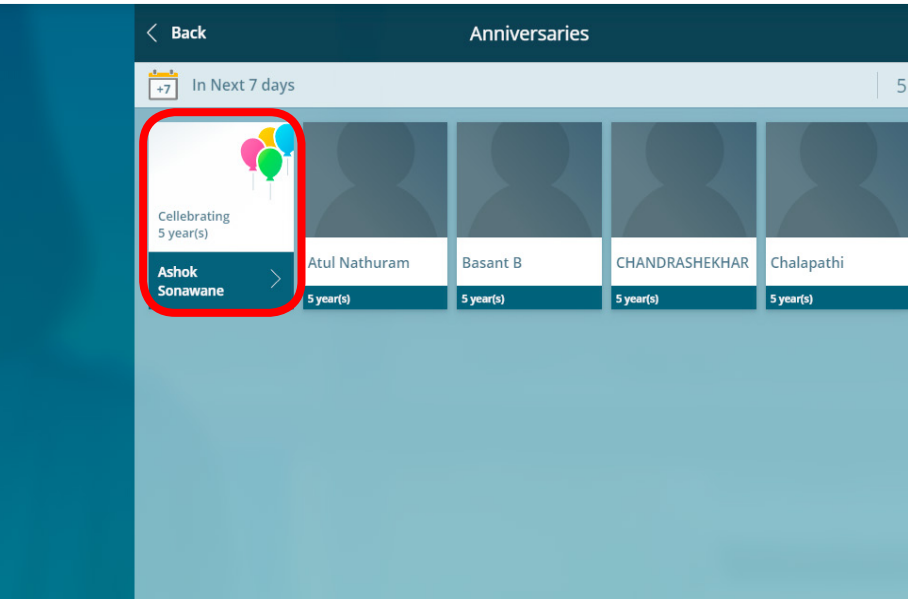
The recipient will receive an email notification, from where he/she can access the eGift card information.

08 Anniversaries

On the Home Page of the application, click on the Anniversaries tile to be able to see and recognize the upcoming anniversaries of your colleagues.



Anniversaries view is split into:
-Today's Anniversaries (all colleagues that are celebrating their anniversary today)
-In the next 7 Days (expected anniversaries in the following week

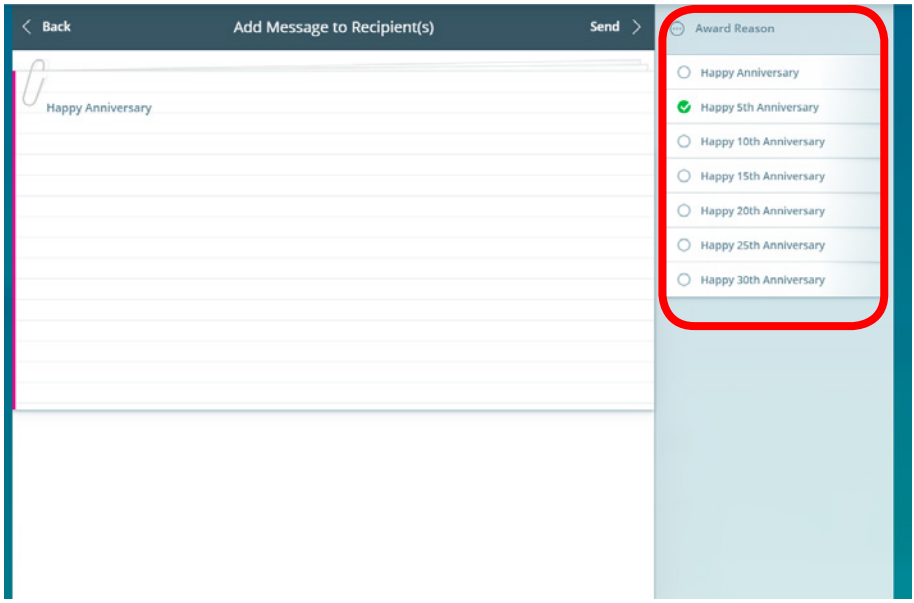


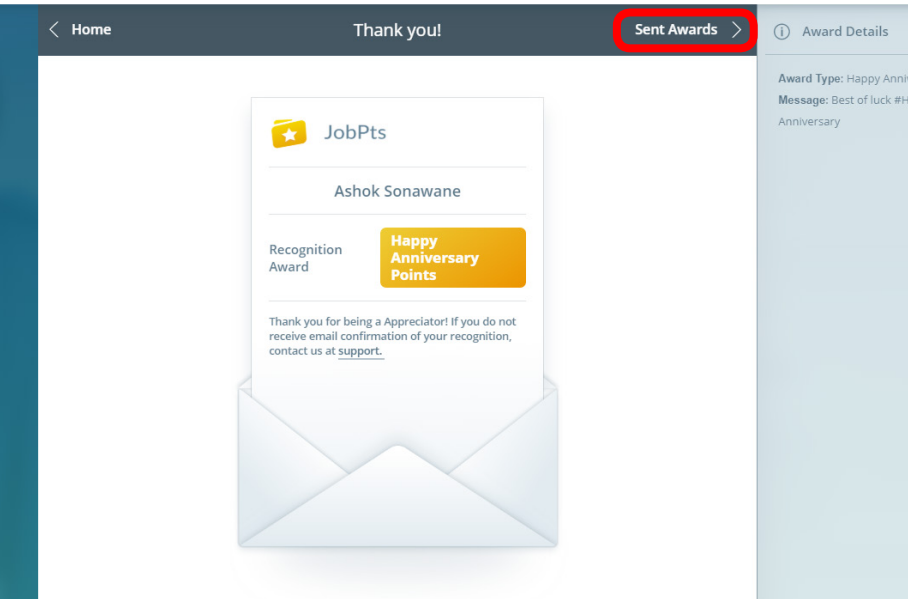
1

Click on your colleague name to celebrate his/her anniversary

2

Write your Anniversary message and click Send





3

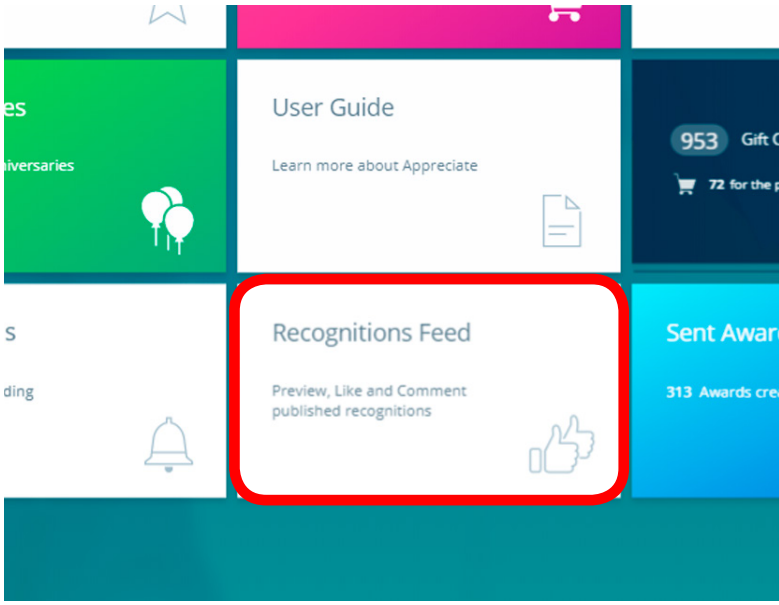
Anniversary Confirmation screen will follow, including the details about the recipient and anniversary info.

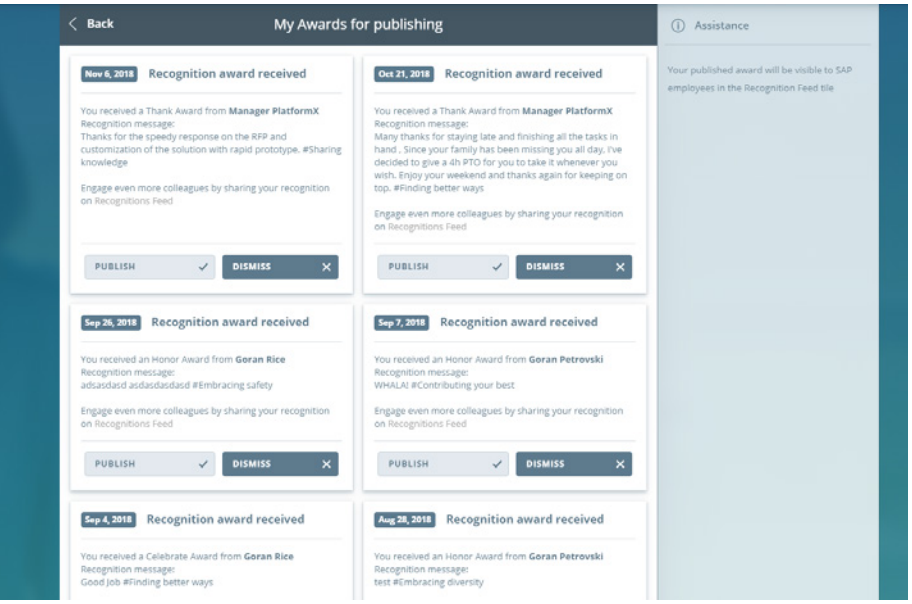
09 Recognitions Feed

Every employee can choose to share his/her award on the recognition wall by publishing the Award. To publish your award:

1

1. Click “Recognition Feed”



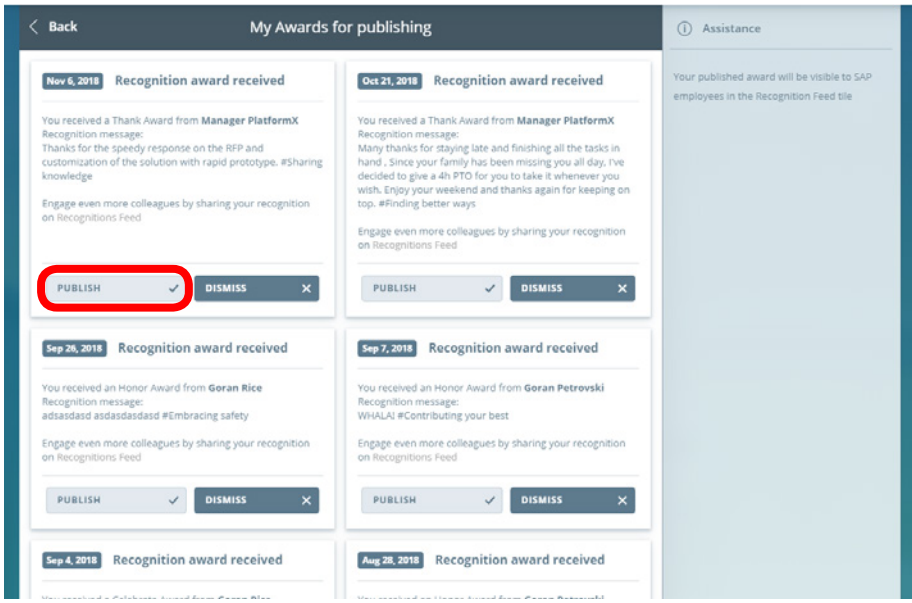


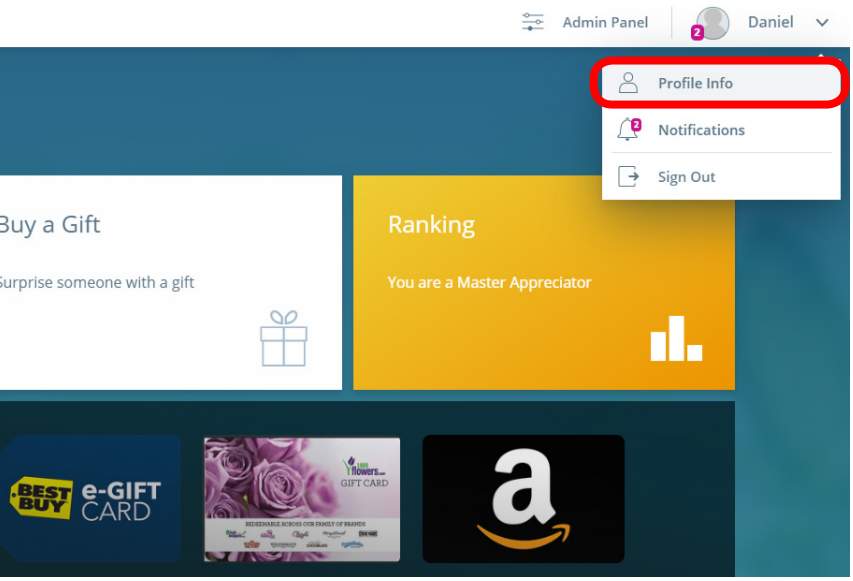
2

2. In the “Recognition Feed” you can view all of the published awards.

3

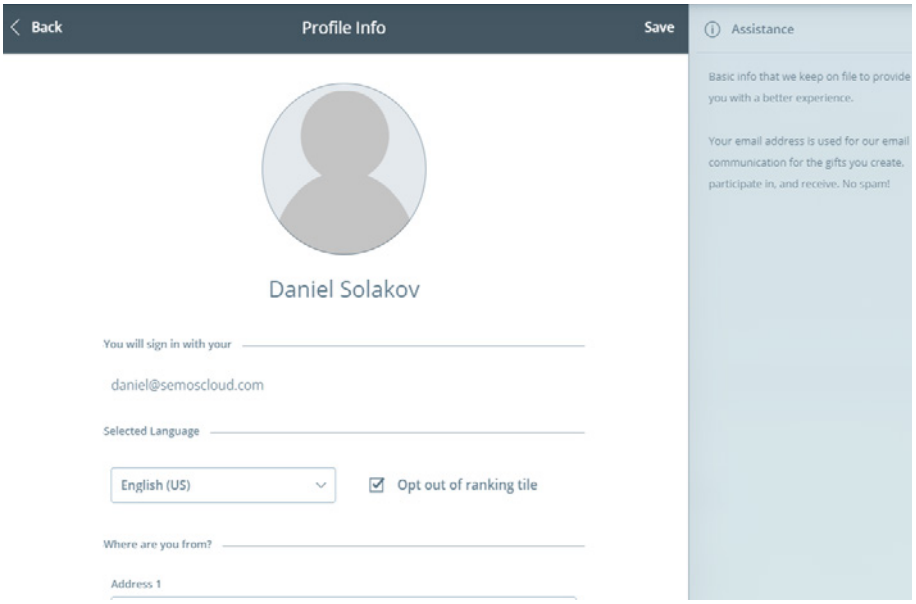
Click Publish on the award that you want to be shared in the Recognition Feed.





10 Profile Info

The only available option for you in the profile info Is to choose if you want to optin, or opt out of the ranking tile



Thank You

SEMOS CLOUD