

Managers Website Overview

How to Approve or Decline Award Nomination

1. Click **Bell** notification icon to view any **Pending Approvals**
2. Click “**Full Details**” icon
3. Review recognition message and reason – coordinate with the person who initiated the award if you are going to **adjust the Recognition amount** (higher or lower). Change the amount by clicking \$ amount.
4. Click **Approve** or **Decline**. If declined, you have to provide a reason to the person submitting the award and coordinate a resubmittal.

The screenshot displays the 'Pending Approvals' section of the Bravo! website. At the top right, a notification bell icon is highlighted with a red box and labeled '1'. Below it, an 'ADMIN' button is highlighted with an orange box and labeled '5'. The main content area shows a table of pending approvals. A row is highlighted with a blue circle '2' pointing to the 'Full Details' icon. Below the table, the 'APPROVE' and 'DECLINE' buttons are highlighted with an orange box and labeled '4'. The 'Recognition Amount' section is highlighted with an orange box and labeled '3', showing options for High Five (0 Dollars), Applause Award (50 Dollars), Cheers Award (100 Dollars), Standing Ovation Award (250 Dollars), and Encore Award (500 Dollars).

Admin for Managers

5. Click **ADMIN** button (displayed above) to view dashboard and filter through **Users and Reports** for current and previous recognition data.

The screenshot displays the 'Admin' dashboard of the Bravo! website. The navigation bar includes 'DASHBOARD', 'BUDGETS', 'USERS', 'REPORTS', and 'SETTINGS'. A 'RETURN' button is visible in the top right corner. The dashboard shows a 'Funding Summary' table with columns for Deposits, Redemptions, and USD Balance. Key metrics are displayed: REDEMPTION RATE (0.00%), ACTIVE USERS (876), and RECOGNITIONS (0).

Managers: How to recognize your Employees on their Anniversary

Employee Service Award

As a Manager, you will receive **email notification 1 month in advance** (from brady.lundt@awardco.com) for your employee's key AV anniversary service date. (i.e. 1,3,5,10,15,20,25,30,35,40 Yrs).

This email will include an **Anniversary Certificate** with your employee's name. Please send this digital certificate directly to the employee (via email) if they are off-site or print out and present personally if employee is on-site.

Best Practices for Managers

1. Recognize employees in a timely manner
2. Provide a personalized message when you email them
3. Recognize employee during team meeting and tie to our company values
 - *If employee doesn't like public praise consider still doing this privately with them – acknowledge their work and be sincere.*

Note: This recognition will also populate in the **Feed** section of the **Bravo! Platform** so all employees can see who is being recognized for their service.

