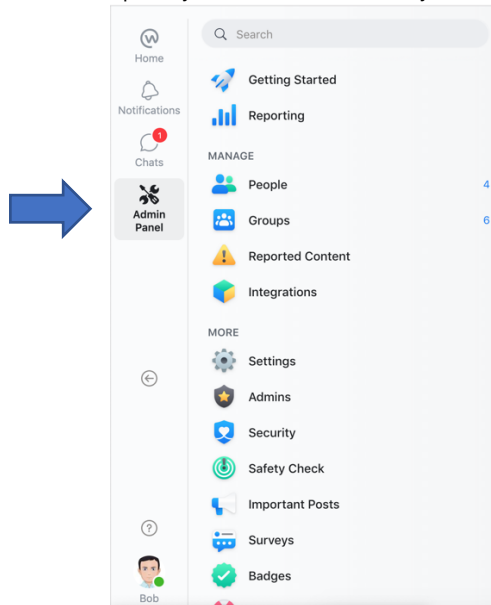


Workplace Implementation Guide

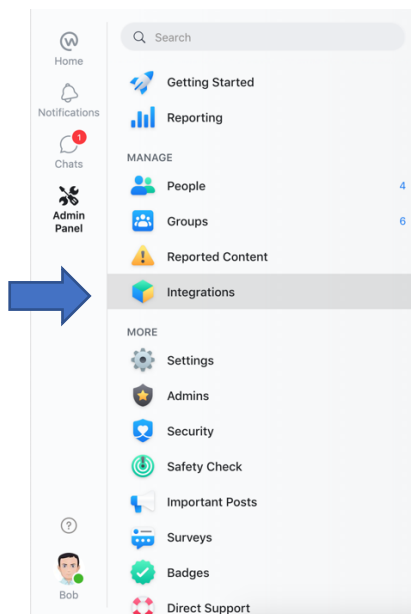
Installation

1) Log into your Workplace account and click on the **Admin Panel**

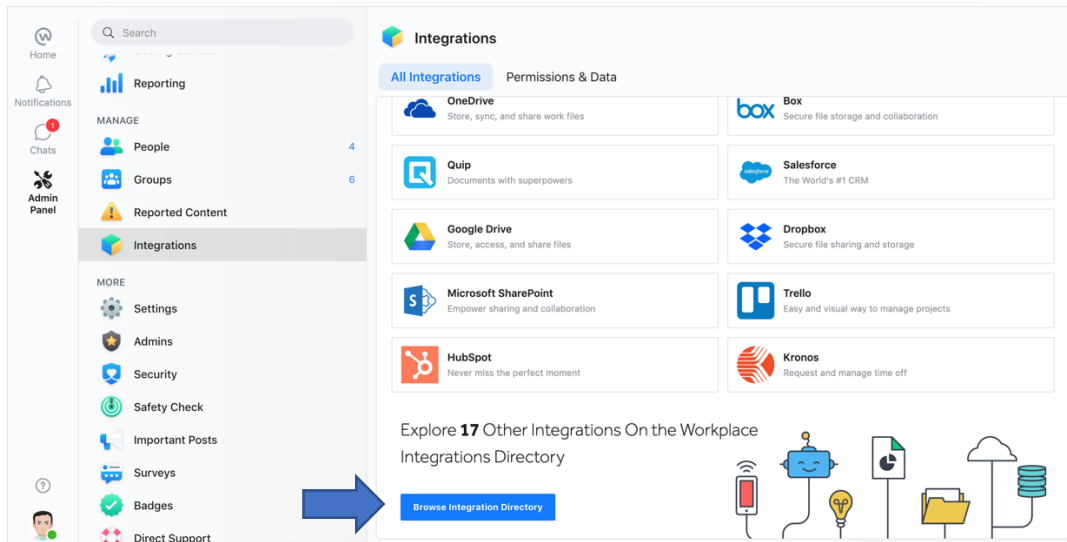
(Please note: In order to add the Recognize integration to Workplace, you must be an admin of your Workplace account.)



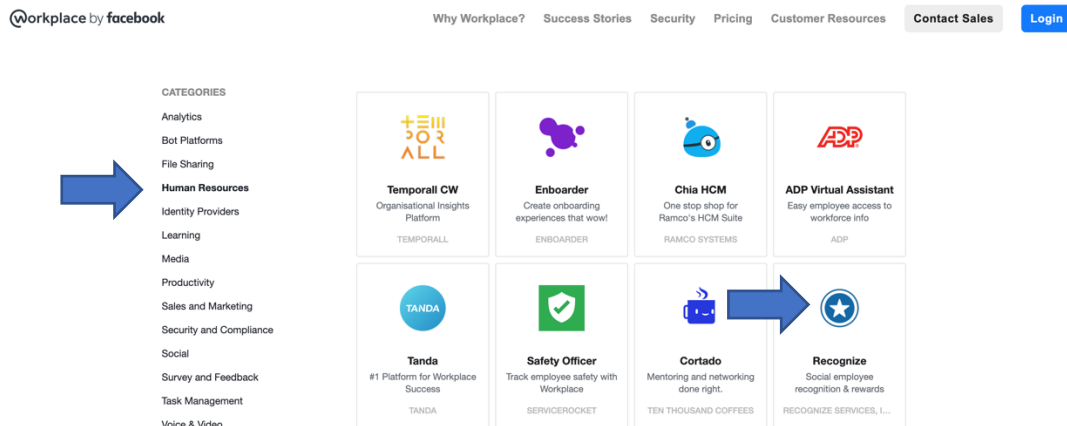
2) Once the **Admin Panel** is open, click on **Integrations**



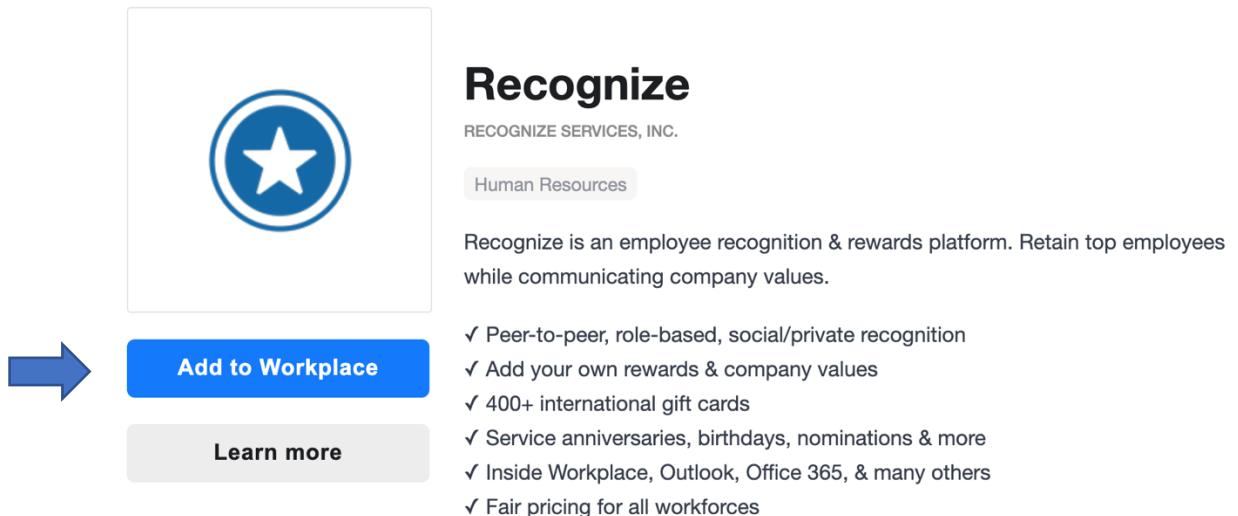
3) Scroll to the bottom of the page, and select **Browse Integration Directory**



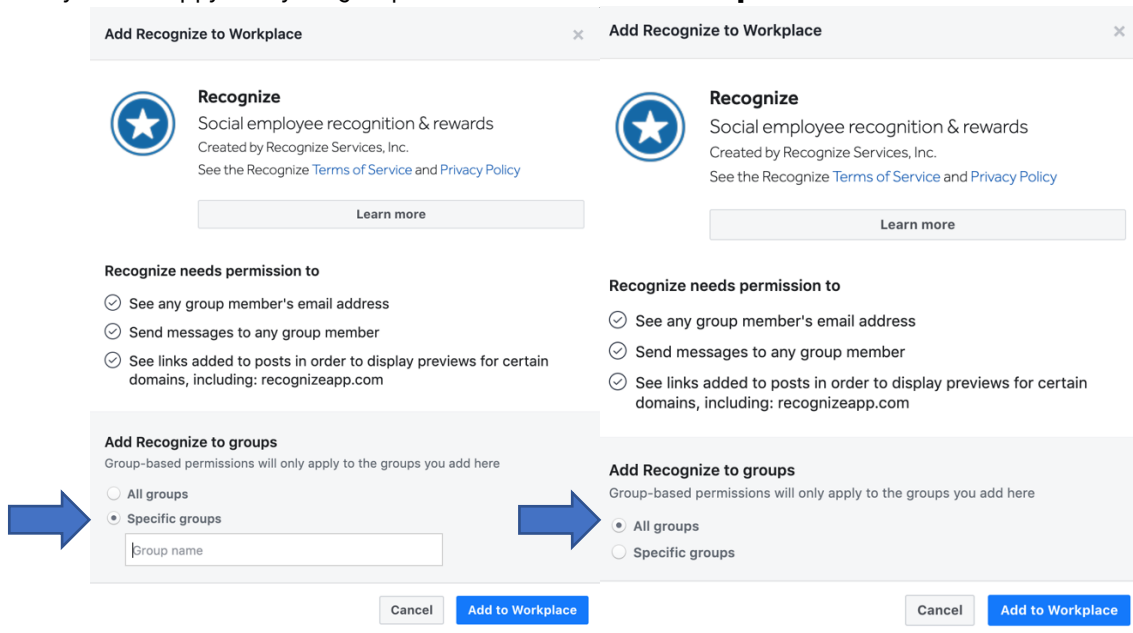
4) Once inside the Integration Directory, go to the **Human Resources** section and locate **Recognize**.



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**.



Add Recognize to Workplace

Recognize
Social employee recognition & rewards
Created by Recognize Services, Inc.
See the Recognize [Terms of Service](#) and [Privacy Policy](#)

[Learn more](#)

Recognize needs permission to

- ☒ See any group member's email address
- ☒ Send messages to any group member
- ☒ See links added to posts in order to display previews for certain domains, including: recognizeapp.com

Add Recognize to groups
Group-based permissions will only apply to the groups you add here

☐ All groups

☒ Specific groups

[Cancel](#) [Add to Workplace](#)

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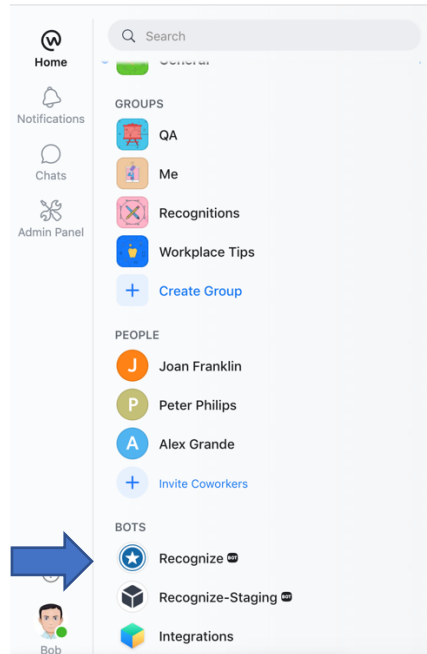
[Cancel](#) [Add to Workplace](#)

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

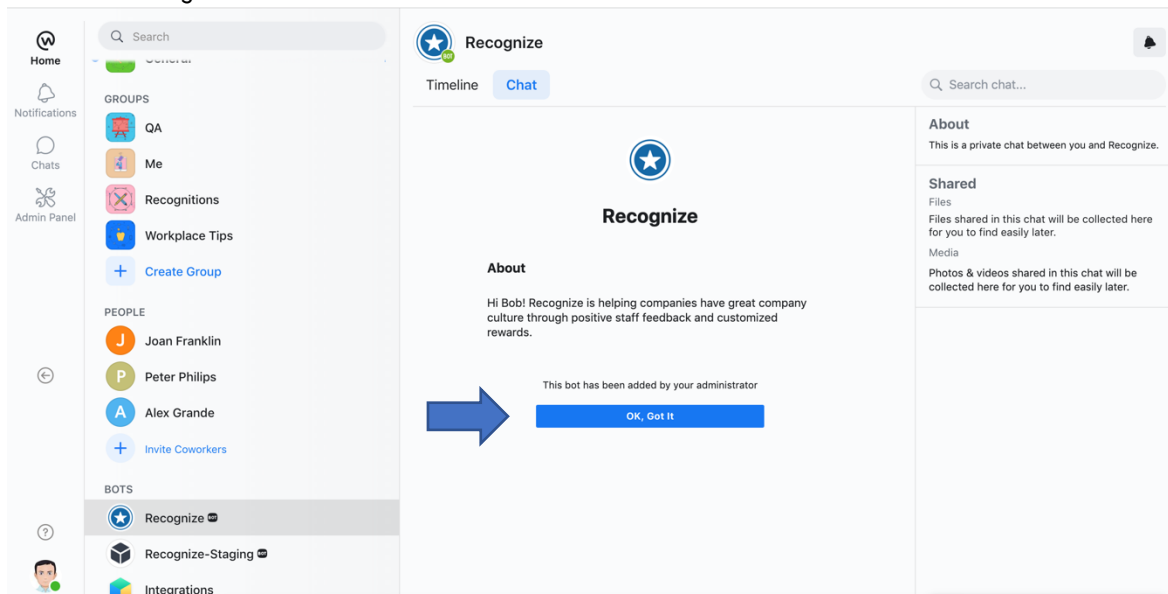
Usage

Connecting the Recognize Bot to your Recognize Account.

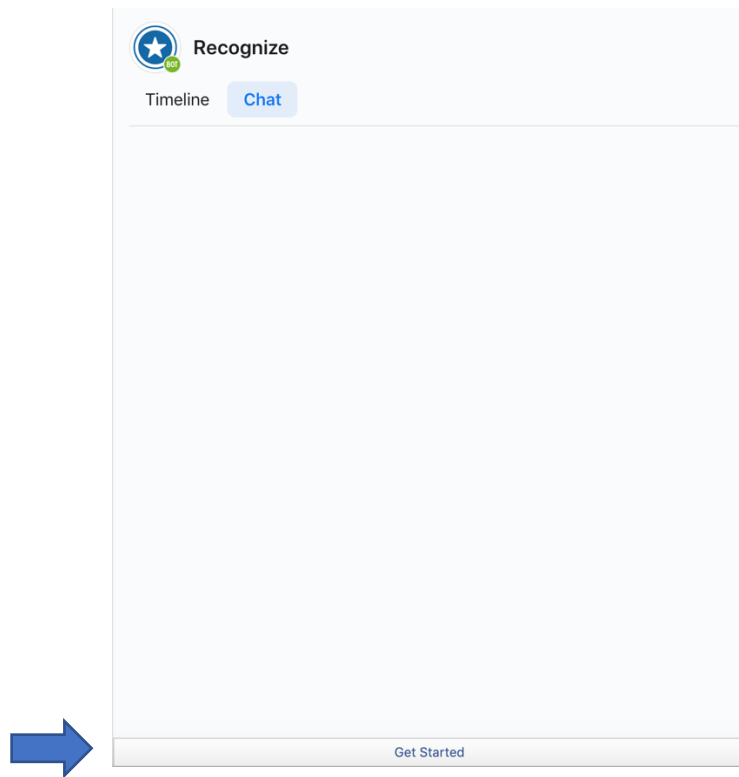
- 1) Locate the **Bots** section in the left hand menu and select **Recognize**.



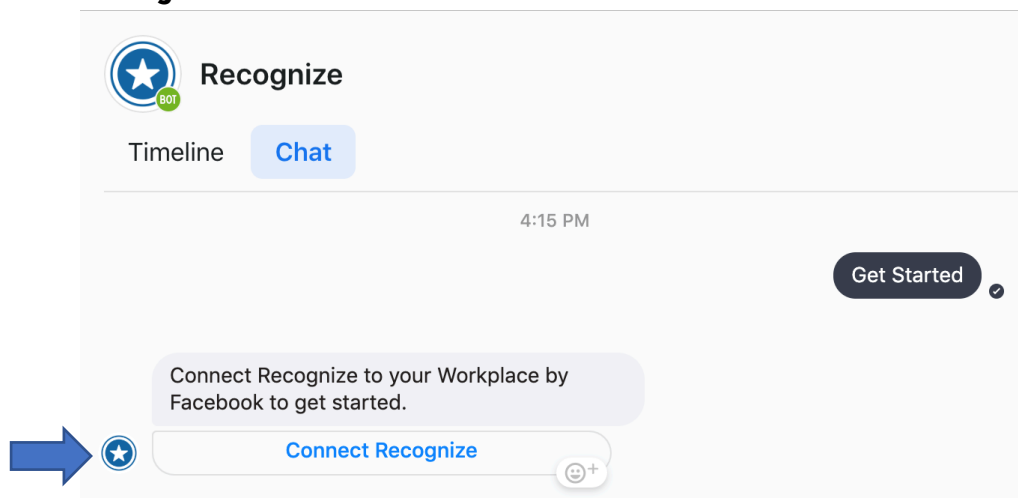
- 2) Read the message about the bot and click **OK, Got It**.



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.

Recognize

[Schedule Live Demo](#) [Pricing](#) [Product](#) [Strategy](#) [Case Studies](#) [Free Trial](#) [Sign In](#)

the Recognize bot for Facebook Workplace by signing up or logging in.

Sign in to install automatically

New to Recognize?

Sign up for free

Existing users

Email

name@email.com

Single Sign On (SSO) users, enter your email above.


Password

Go


Forgot Password

Sign in with Microsoft Sign in with Yammer

Sign in with Google



- 6) Congrats! Now you have connected the Recognize Bot to your account and can start sending recognitions!

 Recognize

Timeline Chat

4:15 PM

Get Started

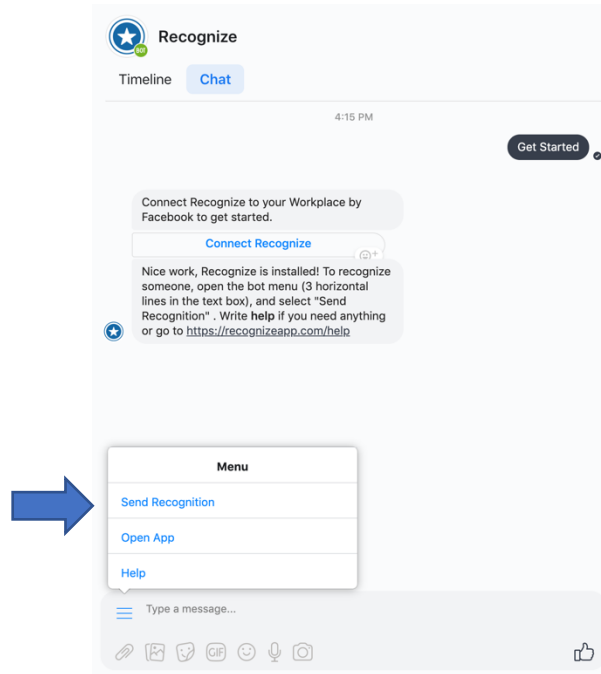
Connect Recognize to your Workplace by Facebook to get started.

Connect Recognize

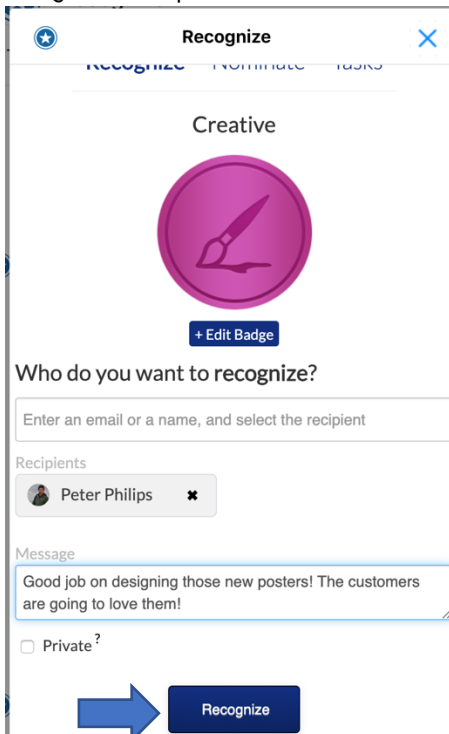
Nice work, Recognize is installed! To recognize someone, open the bot menu (3 horizontal lines in the text box), and select "Send Recognition". Write **help** if you need anything or go to <https://recognizeapp.com/help>

Sending Recognition

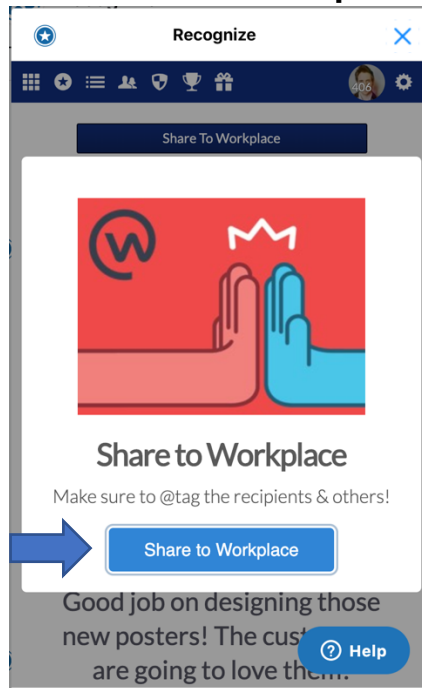
- 1) To send a Recognition, click the three horizontal lines on the left hand side of your text box to open the **bot menu**. Then click **Send Recognition**.



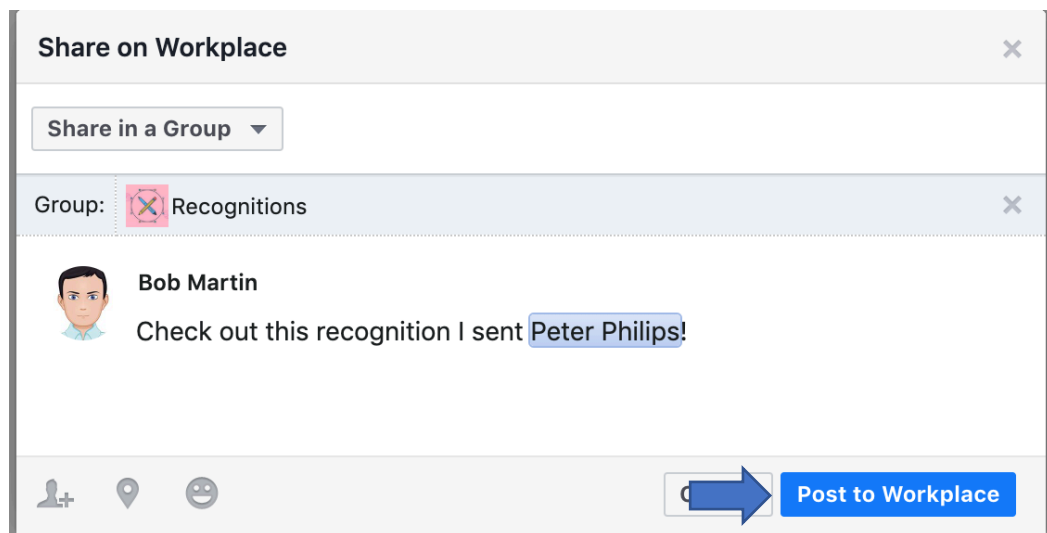
- 2) Fill out the Recognition Form with the badge, the recipient's name, and a message. Then, click **Recognize**.

A screenshot of the 'Recognize' Recognition Form. At the top, there's a section for a badge with a purple circular icon of a pen and the text 'Creative'. Below this is a '+ Edit Badge' button. The main section is titled 'Who do you want to recognize?' and includes a text input field for 'Enter an email or a name, and select the recipient'. Below this is a 'Recipients' list showing 'Peter Philips' with a close button. A 'Message' text area contains the text 'Good job on designing those new posters! The customers are going to love them!'. There is a 'Private?' checkbox which is currently unchecked. At the bottom, a blue arrow points to a large blue 'Recognize' button.


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!


**Bob Martin** shared a [link](#).
Just now

Check out this recognition I sent [Peter Philips](#)

 **Creative**

Good job on designing those new posters! The customers are going to love them!


From


 **Bob Martin**


Recognize

To

Peter Philips

 Like

 Comment

 Write a comment... 