



Rewards and Recognition Program

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How to Log Into People Are Everything

A screenshot of the UNMC login page. At the top is the UNMC logo and tagline. Below it, the text 'sign in with your UNMC NetID' is displayed in a bold, black font. Underneath, it says 'You are signing into the service PAESSO.' There are two input fields: the first is labeled 'Enter your NetID' and the second is labeled 'Enter your password'. Below the password field is a reCAPTCHA box with the text 'I'm not a robot' and a small robot icon. To the right of the reCAPTCHA box is a small icon of a person with a circular arrow around them, with the text 'reCAPTCHA Privacy - Terms' below it. A blue 'SIGN IN' button is centered below the reCAPTCHA box. At the bottom of the form, there is a link for 'Forgot your password?' and a note 'Need assistance? call 402-559-7700'. At the very bottom, there is a link for 'UNMC IDENTITY MANGEMENT INFORMATION'.

Website Address:

www.PeopleAreEverything.com/UNMC

To login:

Type your user name and password using your UNMC NetID and Password



Welcome Admin ▾

Home

MAPS

eCards

Inbox 0

Recognition <

Tools <

Support <

Powered by



800.535.5690 [Terms of Use](#) | [Privacy Policy](#)



Home

1 **35%**

Engagement Index

0 Points
0 P2P Points

SELECT REWARD



2 **Rec Room**

Sort By: Post Date ▾

Type your post...



Linda Cunningham was with Michelle Coe, Nicole Krom, Debra Motl, Angela Hayes, Diane Kortus, Margaret Boyce

Thu 03:35 PM 04.07.2016

Nicole Krom- YOU DID IT!!! Kudos to you for all of your hard work and diligence to get this amazing Reward and Recognition program up and running. I am so appreciative of the work you've done and so proud of the outcome! Thank you!!!

Applaud 1 View Comments 2

The Home screen allows you to see an overview of the platform.

1 Engagement Index – monthly scoring of how much interaction you have on the platform.

2 Rec Room – you can post a comment, picture or image, tag a fellow employee, or applaud/comment on an existing post.

3 Recognition Resources – Information provided by management.

4 Who is being recognized for their years of service.



esh



3 **Recognition Resources** View All

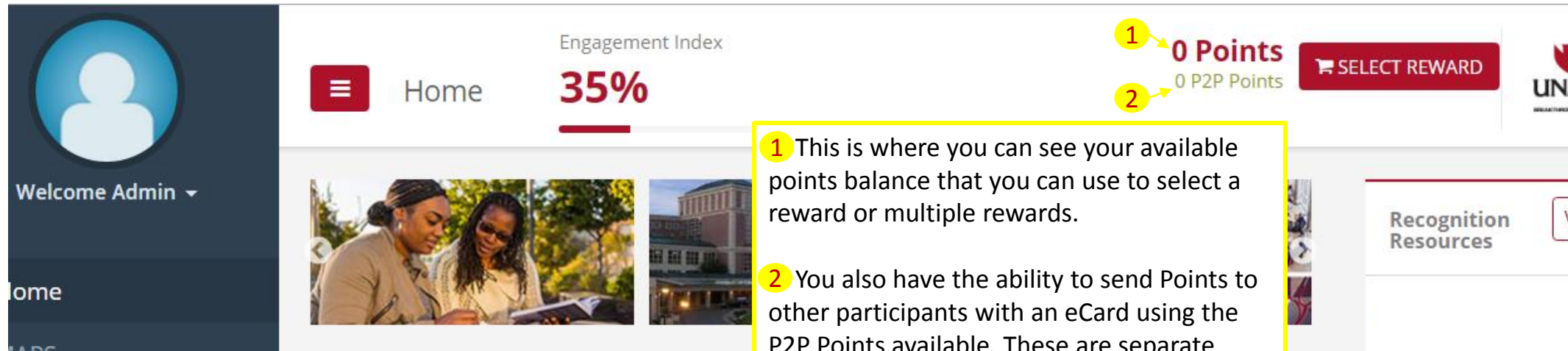
4 **Who Is Being Recognized** View All

Years of Service

Dennis Scoggins - 05/01
Blake Kopf - 05/26
Deandra Smith - 05/30
[see more](#)



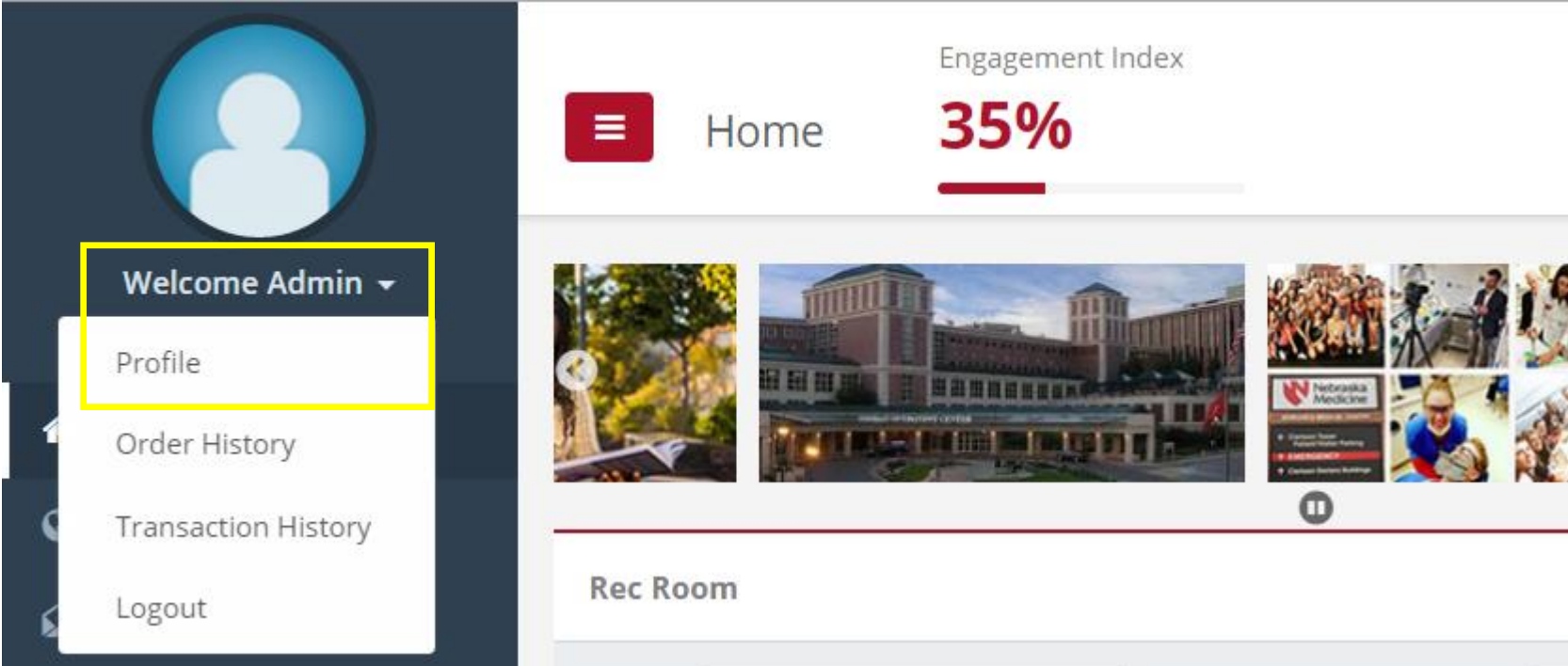
Home Screen – Your Points Balance



- 1 This is where you can see your available points balance that you can use to select a reward or multiple rewards.
- 2 You also have the ability to send Points to other participants with an eCard using the P2P Points available. These are separate points from your personal points available.

Updating Your Profile

To access your Profile, click on the “Welcome” drop down and select “Profile”

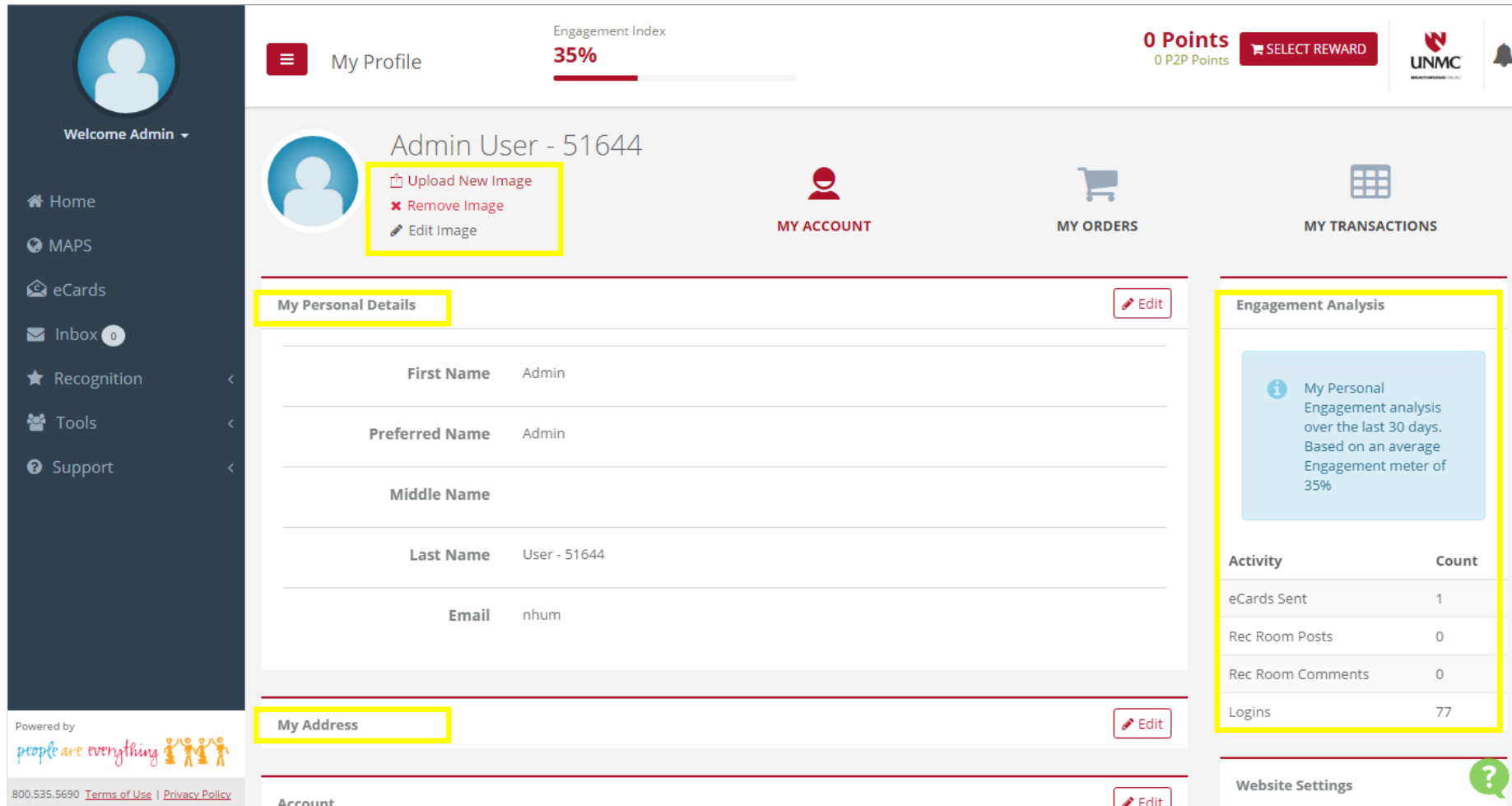


The screenshot displays a user interface with a dark blue sidebar on the left and a main content area on the right. In the sidebar, a circular profile icon is at the top, followed by a dropdown menu titled "Welcome Admin" with a downward arrow. The dropdown menu is open, showing options: "Profile", "Order History", "Transaction History", and "Logout". The "Profile" option is highlighted with a yellow border. The main content area features a "Home" button with a red menu icon, an "Engagement Index" of 35% with a red progress bar, and a "Rec Room" section. Below the engagement index is a carousel of images, including a building, a group of people, and a person in a blue shirt. A pause button is visible at the bottom right of the carousel.

Updating Your Profile

On your profile you can upload a photo image and change your name and address for shipping rewards.

You can also view your orders and transaction history along with any activity you have had on the site.



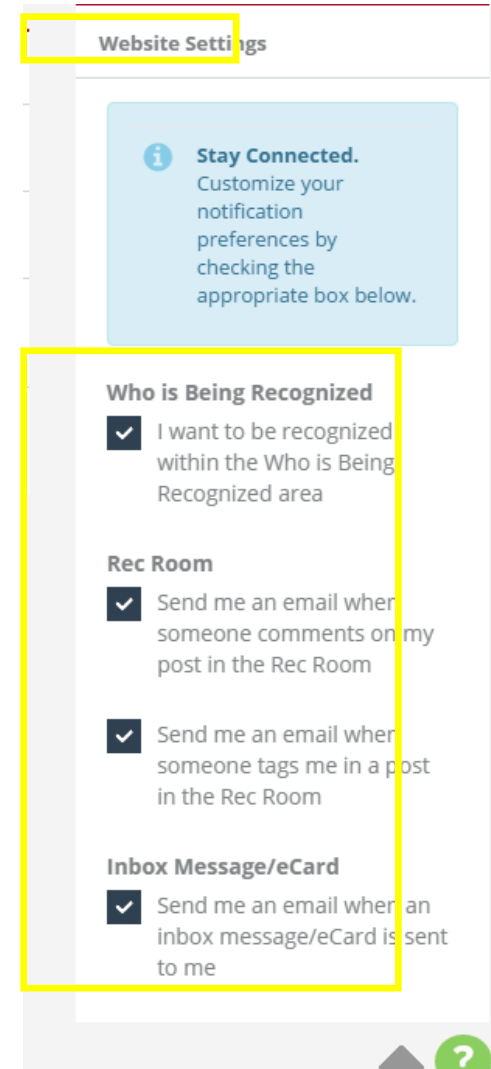
The screenshot shows a user profile page for 'Admin User - 51644'. The page includes a navigation sidebar on the left, a top header with 'My Profile' and an 'Engagement Index' of 35%, and a main content area with sections for 'My Personal Details', 'My Address', and 'Engagement Analysis'. The 'Engagement Analysis' section is highlighted with a yellow box and contains a blue information box with the text: 'My Personal Engagement analysis over the last 30 days. Based on an average Engagement meter of 35%'. Below this is a table of activity counts.

Activity	Count
eCards Sent	1
Rec Room Posts	0
Rec Room Comments	0
Logins	77

At the bottom of the page, there is a footer with contact information: 800.535.5690, [Terms of Use](#), and [Privacy Policy](#).

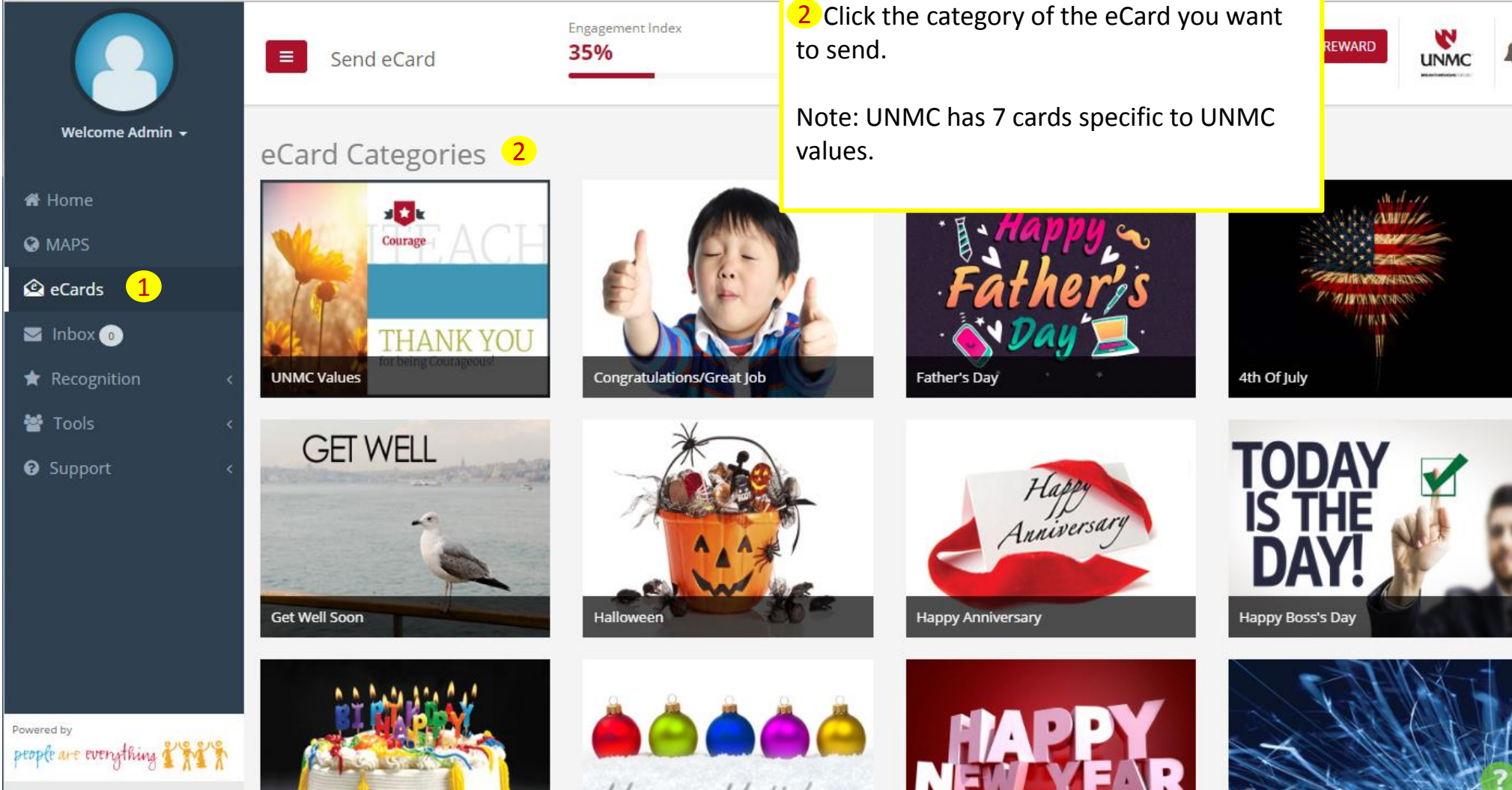
Updating Your Profile

You can also change your preferences on if you want your name displayed on the 'Who Is Being Recognized' on the home screen for your Years of Service and if you want to receive notifications from posts or eCards received.



How to Send eCard

- 1 To send an ecard, Click on eCards on the left menu.
 - 2 Click the category of the eCard you want to send.
- Note: UNMC has 7 cards specific to UNMC values.



The screenshot shows the UNMC eCard interface. On the left is a dark sidebar with a user profile icon and the text "Welcome Admin". Below the profile are menu items: Home, MAPS, eCards (highlighted with a yellow circle and the number 1), Inbox (0), Recognition, Tools, and Support. The main content area has a header with a "Send eCard" button and an "Engagement Index 35%" progress bar. Below the header is a section titled "eCard Categories" with a yellow circle and the number 2. The categories are displayed as a grid of cards: "UNMC Values" (with a "Courage" sub-category and a "THANK YOU" message), "Congratulations/Great Job" (with a child giving a thumbs up), "Father's Day", "4th Of July", "Get Well Soon" (with a seagull), "Halloween", "Happy Anniversary", "Happy Boss's Day" (with a hand pointing to a checkmark), "Happy Birthday" (with a cake), "Happy New Year", and an unlabeled card with a blue abstract background and a question mark.

How to Personalize an eCard

Personalize your eCard

Recipient Email Address or Username

1 To Search Users

CC Search Users

Your Message

2

Delivery Date :

Send the eCard right away or up to 12 months in advance.

3

4 Display Logo

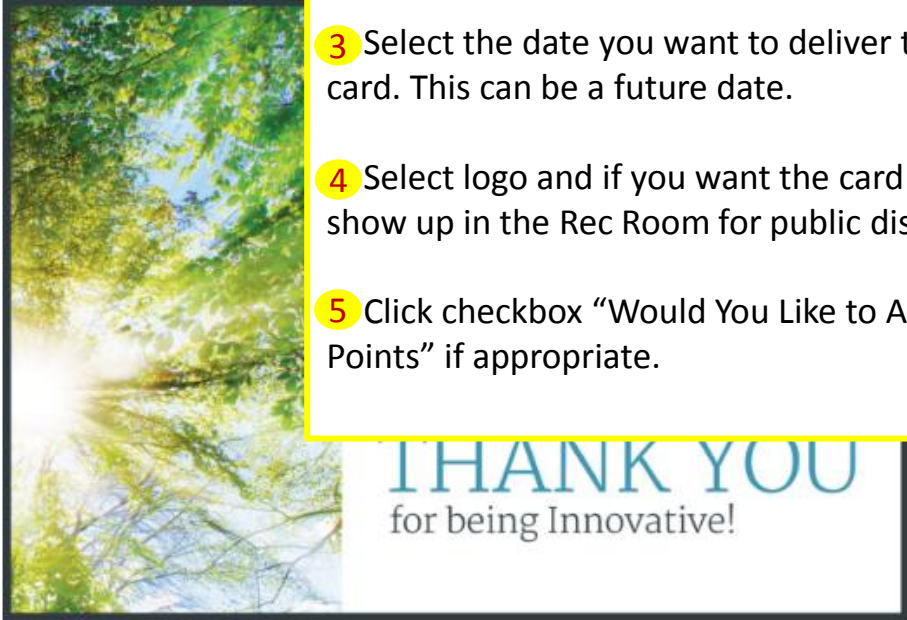
Post To Rec Room

5 Would You Like To Attach Points?

Cancel


eCard Preview

Cover



THANK YOU
for being Innovative!

Inside





Innovation

TEACH

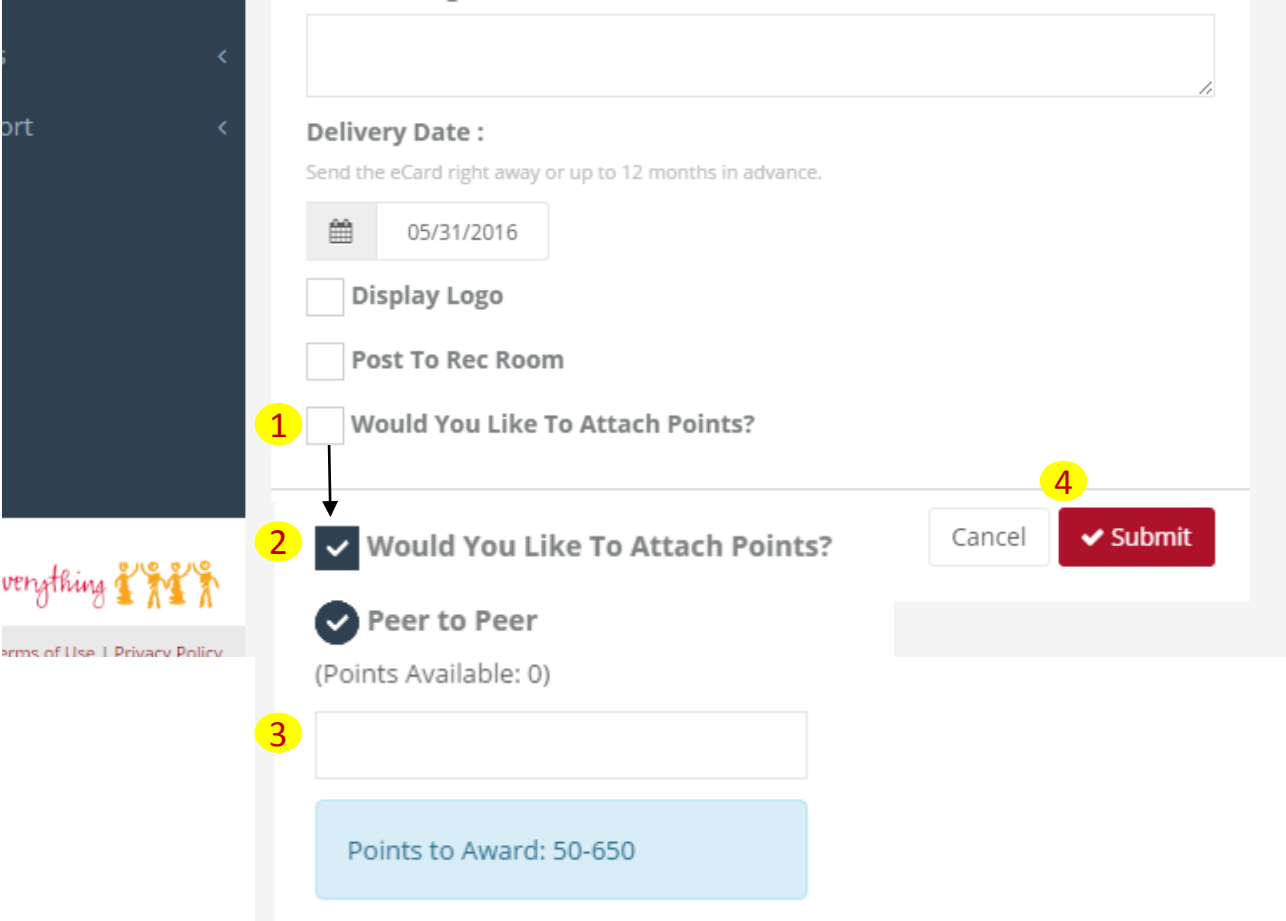
THANK YOU
for being Innovative!

To:
From: Admin User - 51644
Date: 05/31/2016
Message:



- 1 Fill in the To or search users to find the person. You can also add a cc to the card.
- 2 Type your message
- 3 Select the date you want to deliver the card. This can be a future date.
- 4 Select logo and if you want the card to show up in the Rec Room for public display.
- 5 Click checkbox "Would You Like to Award Points" if appropriate.

How to give Points to an eCard

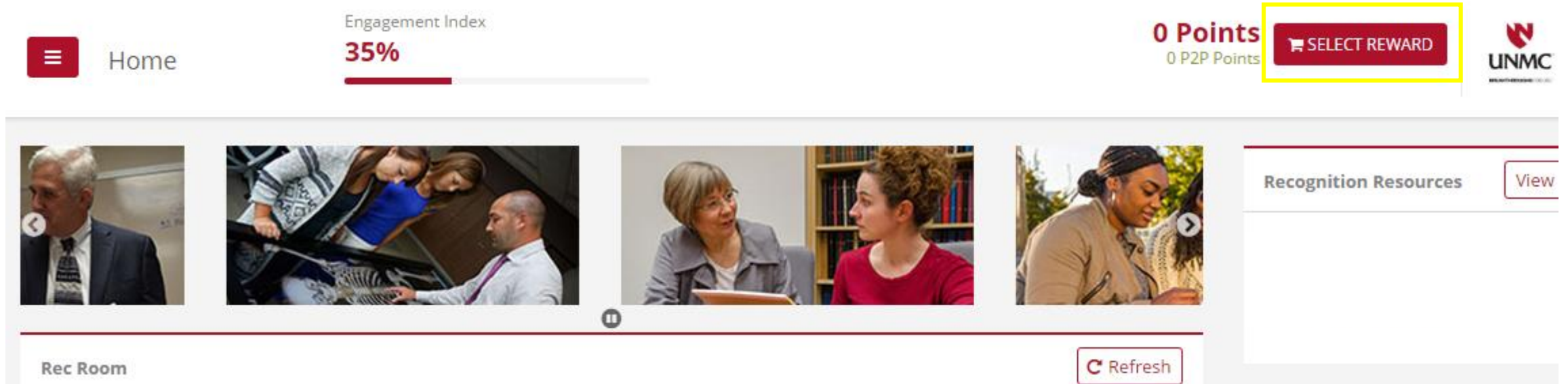


The screenshot shows a web form for creating an eCard. At the top is a text input field. Below it is the 'Delivery Date' section with a date picker set to 05/31/2016. There are three checkboxes: 'Display Logo', 'Post To Rec Room', and 'Would You Like To Attach Points?'. The 'Would You Like To Attach Points?' checkbox is highlighted with a yellow circle and the number 1. Below it, the checkbox is checked and highlighted with a yellow circle and the number 2. Underneath, there is a 'Peer to Peer' checkbox, also checked, with '(Points Available: 0)' below it. A text input field for the number of points is highlighted with a yellow circle and the number 3. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted with a yellow circle and the number 4. A blue button at the bottom indicates 'Points to Award: 50-650'. On the left side, there is a dark sidebar with a 'Report' link and a 'everything' logo with three stick figures.

- 1 To give points from your P2P account, click the button 'Would You Like to Attach Points?'
- 2 The checkbox will appear and another checkbox called "Peer to Peer"
- 3 Enter the number of points you want to give with the ecard.
- 4 Click submit to send eCard. The points will be deducted at the time the eCard is "sent" by the date selected.

How To Search Reward Items Online

At the top of the page, click the “Select Reward” button to start your search for items available to choose from.



The screenshot displays the top navigation bar of the UNMC website. On the left, there is a red square icon with a white hamburger menu symbol, followed by the text "Home". In the center, the "Engagement Index" is shown as a progress bar with "35%" in red text. On the right, the text "0 Points" and "0 P2P Points" is displayed above a red button with a white shopping cart icon and the text "SELECT REWARD". This button is highlighted with a yellow border. To the right of the button is the UNMC logo. Below the navigation bar is a horizontal carousel of four images: a man in a suit, two women looking at a laptop, two women in an office setting, and two women outdoors. A "Rec Room" label is visible in the bottom left corner, and a "Refresh" button is in the bottom right corner. On the far right, there is a "Recognition Resources" section with a "View" button.

How To Search Reward Items Online

You can type in a specific manufacturer or item name

Sort By:

Description ▾



Value range (points):

Min

Max

Apply



Search by name or iter



Categories

Featured Items

Show All

+ Electronics (720)

+ Gourmet/Housewares (1203)

Home & Leisure (1485)

Jewelry (801)

Outdoor/Sports (1789)

You have three options with items displaying on the screen

- 1 click "Details" for more info
- 2 Click the heart symbol to add as a favorite
- 3 Click "Add to Cart" to select the add to receive

To find items in a category, click the "+" sign to expand the category to select a more specific type of item which will list the items to the right of the screen



7,500 points

Item Number: G12035

Blender

Hamilton Beach® Wave Crusher® multi-fu...

1

Details →

2



Add to Cart

3



25,000 points

Item Number: L1010079

Bose® SoundLink® Color Bluet...

Your music keeps you moving with the Sou..

Details →



Add to Cart



How to Order Your Reward(s)

1 Once you select the item(s) you want to order, click the shopping icon button to start the ordering of where to ship your items.

** You need to have enough points in your balance to proceed. If you do not have enough points you will not be able to complete the order.

0 Points
0 P2P Points



1



Reward C

Sort By:

Description ▾



Value range (points):

Min

Max

Apply



Welcome Admin ▾

Home

MAPS

eCards

Inbox 0

Recognition <

Tools <

Support <

Search by name or iter

Categories

Featured Items

Show All

+ Electronics (720)

+ Gourmet/Housewares



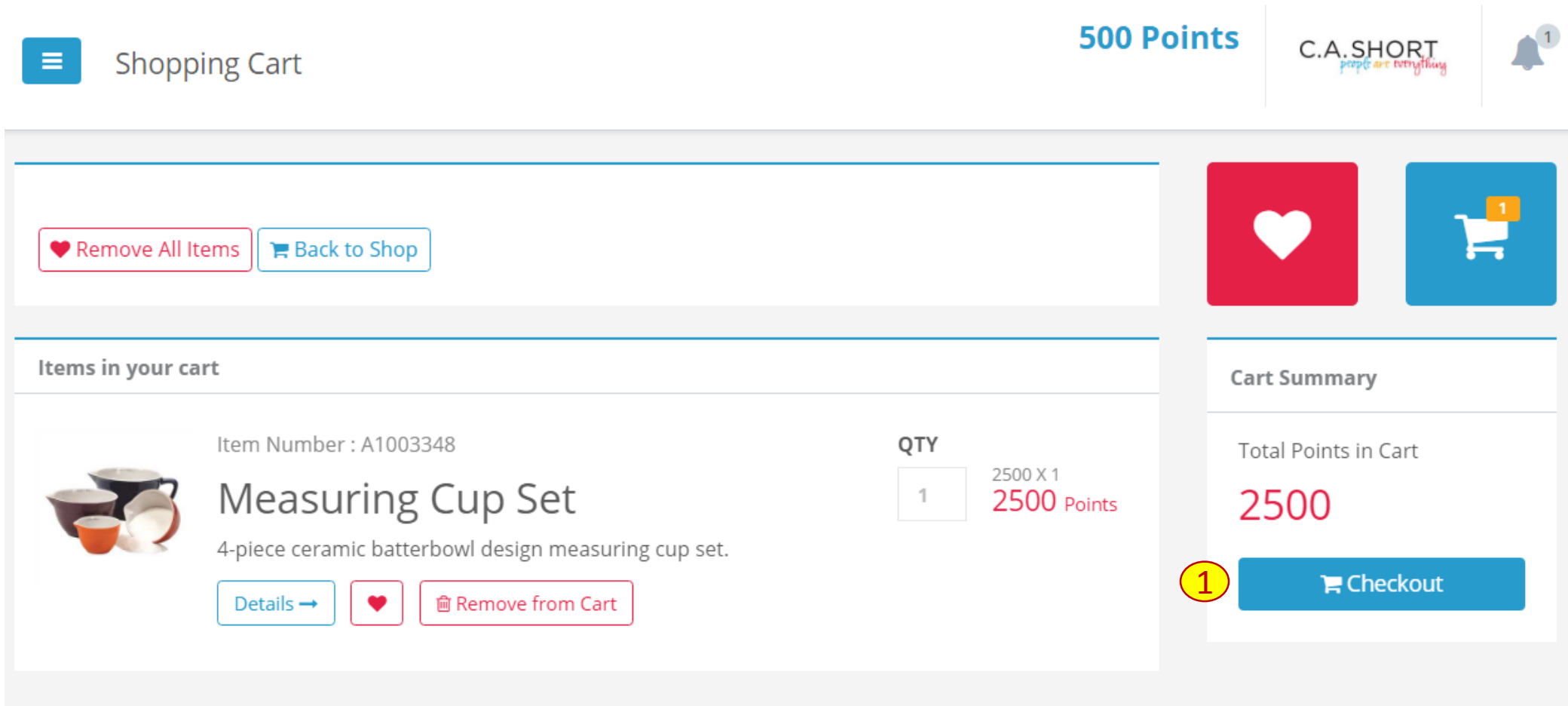
7,500
points



25,000
points

How to Order Your Reward(s)

1 Click the Checkout button below to complete the ordering.



The screenshot shows a shopping cart interface. At the top left, there is a menu icon and the text "Shopping Cart". To the right, it displays "500 Points", the name "C.A. SHORT" with the tagline "people are everything", and a notification bell with a "1". Below this, there are two buttons: a red "Remove All Items" button and a blue "Back to Shop" button. The main section is titled "Items in your cart" and contains one item: a "Measuring Cup Set" (Item Number: A1003348) with a quantity of 1, valued at 2500 X 1 = 2500 Points. Below the item name is a description: "4-piece ceramic batterbowl design measuring cup set." and three buttons: "Details →", a heart icon, and "Remove from Cart". On the right side, there is a "Cart Summary" section showing "Total Points in Cart" as 2500 and a blue "Checkout" button with a yellow "1" in a circle next to it. Above the summary are icons for a heart and a shopping cart with a "1" in a yellow circle.

How to Order Your Reward(s)

1. Shipping Address

2. Order Complete

Add in your address if it's not on file and click Next below.

Shipping Address

Name

C.A. Short Company

Address

4205 E Dixon Blvd

State

AL

ATTN

Michelle Burns

Address Line 2

ZipCode

28152

Phone

704-482-9591

Address Line 3

Country

US

Email Address

DLeitner@cashort.com

City

Shelby

Previous

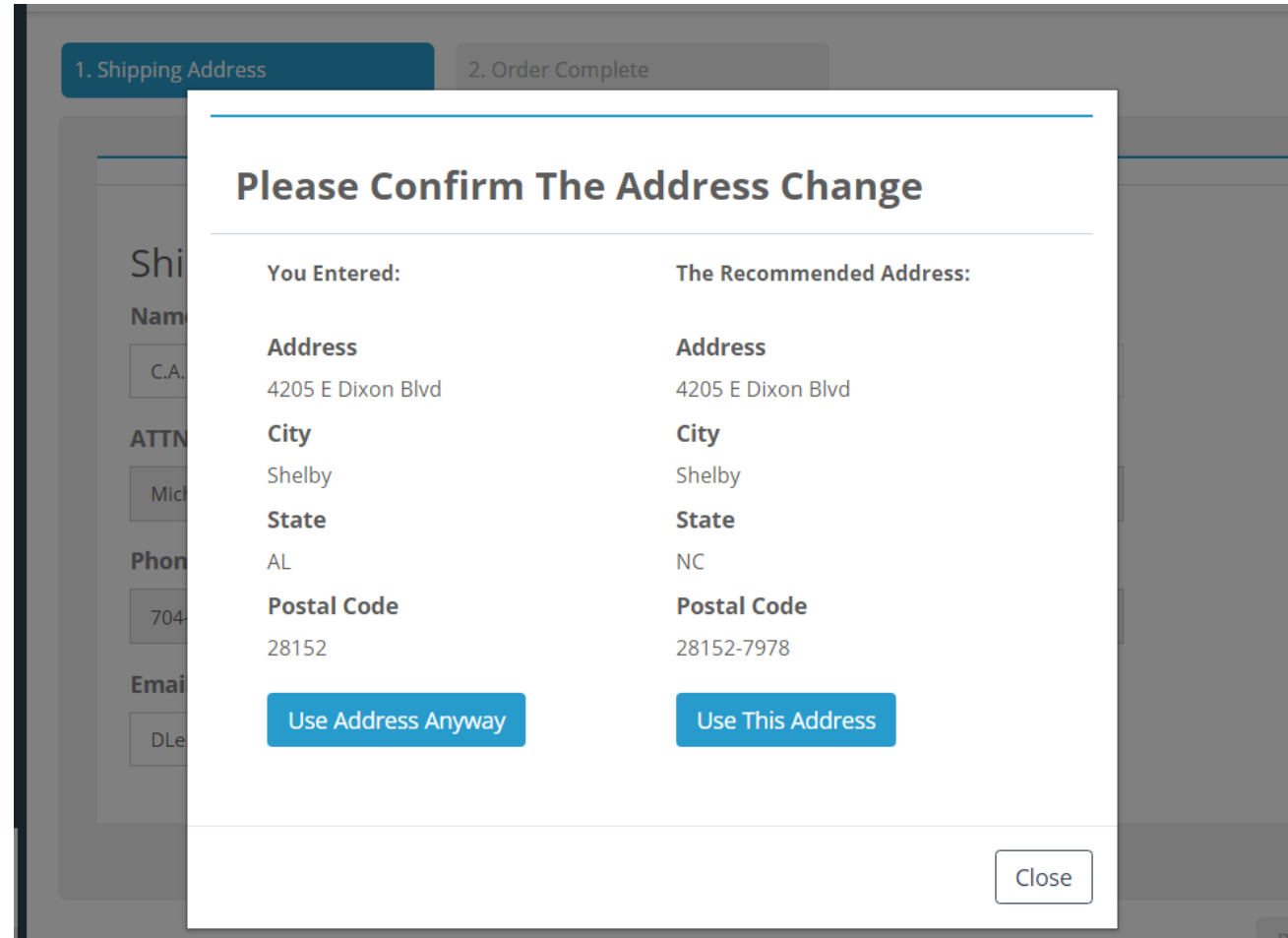
Next

Cancel



How to Order Your Reward(s)

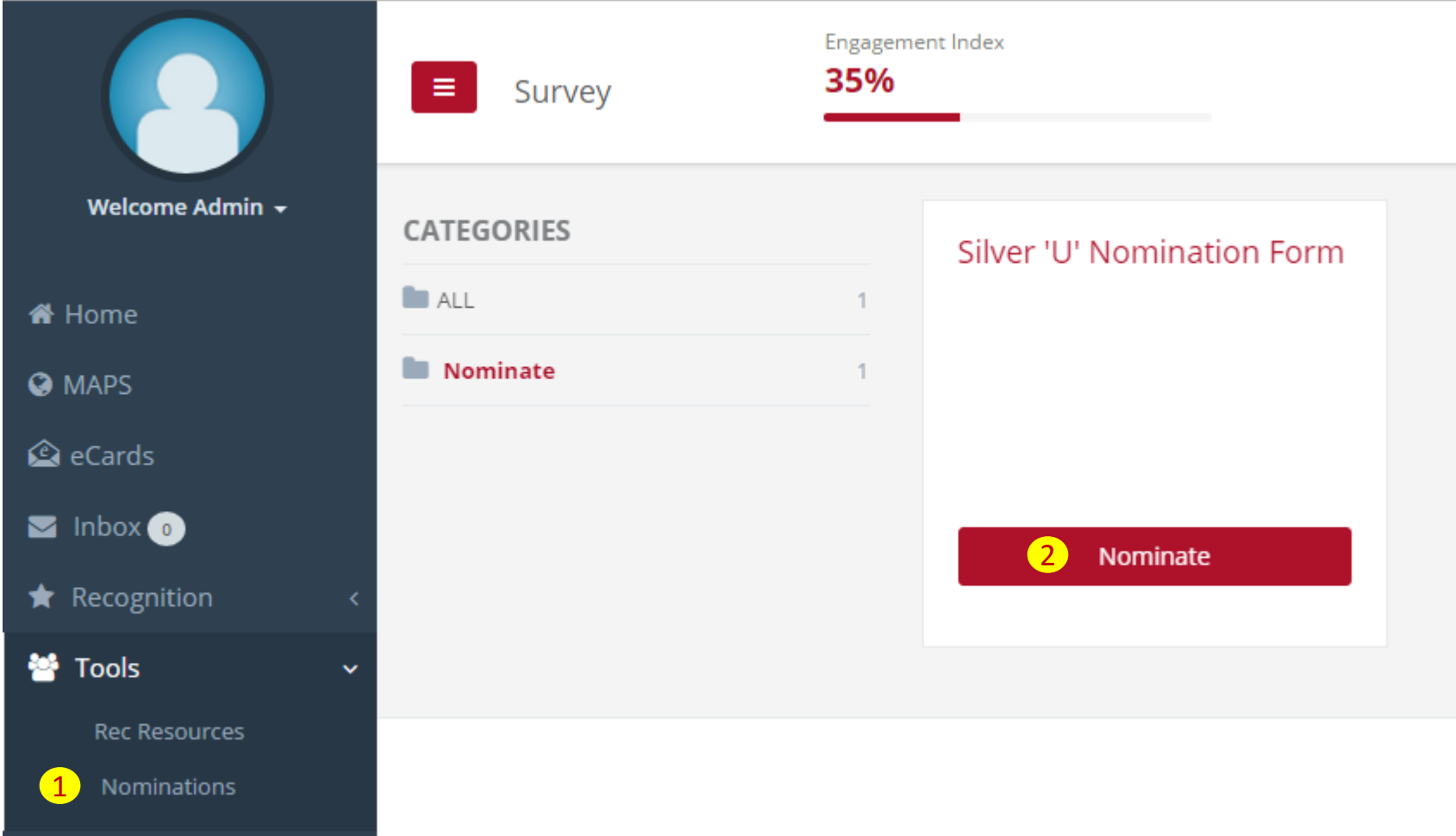
Confirm the address you want to use by selecting one of the options below



The screenshot shows a web form with a modal dialog box. The modal is titled "Please Confirm The Address Change" and compares the user's entered address with a recommended address. The user's address is in Alabama, while the recommended address is in North Carolina. Two buttons are provided: "Use Address Anyway" and "Use This Address".

Please Confirm The Address Change	
You Entered:	The Recommended Address:
Address 4205 E Dixon Blvd	Address 4205 E Dixon Blvd
City Shelby	City Shelby
State AL	State NC
Postal Code 28152	Postal Code 28152-7978
<input type="button" value="Use Address Anyway"/>	<input type="button" value="Use This Address"/>
<input type="button" value="Close"/>	

How to Submit a Nomination



The screenshot shows a user interface for submitting a nomination. On the left is a dark sidebar with a user profile icon and the text "Welcome Admin". Below this are navigation items: Home, MAPS, eCards, Inbox (0), Recognition, and Tools. The Tools menu is expanded, showing "Rec Resources" and "Nominations" (highlighted with a yellow circle containing the number 1). The main content area has a "Survey" header with a red menu icon and an "Engagement Index 35%" progress bar. Below the header is a "CATEGORIES" table:

CATEGORIES	
ALL	1
Nominate	1

To the right of the table is a "Silver 'U' Nomination Form" card. At the bottom of this card is a red button labeled "Nominate" with a yellow circle containing the number 2 next to it.

- 1 To submit a Silver 'U' Nomination or Gold 'U' Nomination, click on the Tools Menu on the Left and click Nominations.
- 2 Select the Nominate button to start the submission.

How to Submit a Nomination



Engagement Index
35%

0 Points
0 P2P Points

SELECT REWARD



Silver 'U' Nomination Form Survey

The online form requires that you complete all fields in one session. If you leave this page or cannot complete the form in one session, your changes will not be saved.

If you prefer to fill out a paper copy, please click [here](#) to download or print the form.

Nominee Information

Name:

UNIT/Department:

Position:

Supervisor:

Description of Employee Accomplishments

Describe how this nominee demonstrates the UNMC Values.

1 To submit an electronic submission, fill in all fields per the instructions on the nomination form. These can not be saved online. If you leave the page, your changes will be lost. Once completed, click the submit button at the bottom of the form.

2 To download a PDF version of the nomination form, click on the link in the upper paragraph to download the form.

Additional Support – See FAQs



Welcome Admin ▾

- Home
- MAPS
- eCards
- Inbox 0
- Recognition <
- Tools <
- Support ▾

Welcome

FAQs

Engagement Index

FAQ **35%**

0 Points
0 P2P Points

SELECT REWARD



- CATEGORIES
- eCards
 - General
 - My Profile
 - Rec Room
 - Reward Center
 - Who Is Recognized

Frequently Asked Questions

eCards

How do I send an eCard?

To send an eCard, click on Send eCards in the main menu: Once in the eCard area, choose your eCard category. Select your card. Personalize your card by sending to a User or an email address. Click "Search Users" to choose a name, you can add multiple recipients to this field and also include a manager. You can also cc others by clicking "Search Users" beside the CC field. Copy a colleague's manager by clicking the checkbox next to that option. Once you have selected your names, insert your personal message to include with the card. Choose your delivery date - you can schedule your card to send up to 12 months in advance. Click send!

Can I schedule an eCard in advance?

Yes! You can schedule eCards for up to 12 months in advance. When preparing to send an eCards, just click on the Calendar and choose the date you'd like the card to be sent. We'll take care of it from there!





We hope you enjoy your new People Are Everything program platform. If you experience any issues using the program, please contact customer support at 800.535.5690 or via email at Help@PeopleAreEverything.com.

We would love to hear your feedback regarding the new People Are Everything program platform! If you have any comments or suggestions to share, please email unmcrewards@unmc.edu .