


Add Recognition Program



Version 2

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The screenshot shows the 'Control Panel' navigation menu. The 'People' dropdown menu is open, listing several options: Manage People, Roles, User Profiles, Getting Started Steps, Points, Point Levels, Recognition, User Section Permissions, and User / Space Assignment Rules. A red arrow points to the 'Recognition' option. In the background, the 'Control Panel' dashboard is visible, featuring a 'People Statistics' section with a 'Pending Activation' counter at 0, and a 'Banned Members' counter at 0. There are also 'Total Admins' and 'Total Members' counters, both at 4. Below the statistics is an 'Axero Blog' section with three articles: 'Top 12 Questions About the Communifire Intranet Software', 'Does Your Intranet Do This? The Key to Productive Digital Workplaces', and 'Skip Culture Training and Do This Instead'.

The screenshot shows the 'Badges' management page. The left sidebar is titled 'MANAGE BADGES' and lists several options: Badges, Challenges, Recognition Programs, Pages, and Permissions. A red arrow points to 'Recognition Programs'. The main content area is titled 'Badges' and shows 'Total records: 12'. Below this is a table with the following columns: Badge, Title, Recognition Program, Challenge, and Status. The table contains one row of data:

Badge	Title	Recognition Program	Challenge	Status
<input type="checkbox"/>	 Accredited Member	Community Recognition Program	Space Accreditation	Published / Active




<input type="checkbox"/>		5 Year Work Anniversary	Community Recognition Program	Reach 5 years with our company	Published / Active
<input type="checkbox"/>		Event Planner	Community Recognition Program	Create 3 events	Published / Active
<input type="checkbox"/>		Videographer	Community Recognition Program	Upload or share 3 videos	Published / Active
<input type="checkbox"/>		Photographer	Community Recognition Program	Upload 10 photos	Published / Active

Recognition Programs

[+ Add program](#)

List Header template

Total records: 3

Title	Badges	Date Created	
HR Recognition Program	6	11/21/2019	
Sales Recognition Program	5	11/21/2019	
Community Recognition Program	3	11/21/2019	

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Fill in the following information:

- **Title:** Enter a title for the recognition program. The title will appear in Browse > Recognition.
- **Description:** Enter a description for the recognition program. The description will appear in Browse > Recognition.
- **Membership Criteria:** Meeting any of the requirements will allow the user to earn and award badges in this recognition program
 - **Space membership:** Select which spaces people should be a member of to be able to earn badges in this recognition program. If a user is a member of any space, they will be able to earn badges in this recognition program. Click +1 to add more spaces.
 - **Profile field value:** Select which profile field values people should have to be able to earn badges in this recognition program. If a user has any of the profile field values, they will be able to earn badges in this recognition program. Only [Picklist Fields](#) are available here. Click +1 to add more profile field values.
 - **Specific members:** Select which specific people can earn badges in this recognition program. Click +1 to add more users.
 - **Include in Space Activity Stream :** Check to make badge activity in this recognition program appear on the Space Activity Stream for the spaces specified in the Space membership field
 Note: You can set spaces to display all badge activity from space members regardless of the recognition program. Go to Control Panel > System > [System Properties](#) and add the space ID in ShowAllBadgeActivitySpaceIDs.
- **Managers**
 - **Specific members:** Select which users can edit the recognition program and add badges in Browse > Recognition. Click +1 to add more users.

Membership Criteria

Space Membership

+1

Employee Onboarding

Profile field value

+1

Department

Sales

Spec

Spe

Include in space activity stream

Managers

Specific members

+1

Ben Newman

✕

Keith Marano

✕

Save

Cancel

