



motivosity

We're launching a new reward and recognition application called Motivosity!

USER GUIDE



What is Motivosity?

Motivosity is a platform that promotes gratitude and connection. Motivosity is part of the employee recognition space, but when you look at its competitors, they're all about swag, points, and gift cards. Motivosity checks all those reward boxes, and goes further to create a gratitude centric culture. For Motivosity customers, it's about the thanks, not just the stuff.

Motivosity also creates a space to share individual and team highlights, letting others know about recent accomplishments. Additionally, through the personal profiles, Motivosity provides the ability to connect with team members and easily find information about co-workers throughout the company—including things like an up-to-date org chart, personal interests, and a personality profile.



Why are we doing this?

The rollout of Motivosity is an investment in you and the culture we are continuing to build. High trust, motivated teams accomplish incredible things. Motivosity will help us build on our great culture through regular recognition of the contributions of each person.

Why did we choose Motivosity?

Motivosity has the broadest feature set of all the recognition platforms we considered. With over 700 five-star reviews published online, Motivosity leads rankings on Google Reviews, Capterra, and G2Crowd. The user interface and mobile app make it easy to build connections through recognition with hundreds of options for redeeming rewards.



What does the roll-out of Motivosity mean for you?

First and foremost, you'll be recognized for the work you do, and have the ability to consistently recognize and reward others for their work.

When using Motivosity, you'll receive "giving money" each month to send to coworkers with an appreciation note. As you personally receive appreciations, you'll notice "spending money" accrued from co-workers recognizing you for living company values, or just because you're great. That spending money is instantly redeemable on your ThanksMatters card that can be used much like a debit card. You can also choose to use your "spending money" to buy e-gift cards, donate to a charity, or redeem a local store item.

How does Motivosity Work?



Logging in for the first time:

You will receive an email with instructions. From here, you will be prompted to create a password.

For help with single sign on [click here](#).

Please note: Chrome is the preferred browser of choice.

Please sign in

✉ leslie@parks.com ✕

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[Sign in](#)

Remember me [Forgot password?](#)

1 Create your profile:

Responsibilities:

What is it you really do around here...? Job titles often don't help people find the right person to talk to in the company.

About:

You're more than a title. Share your human side.

Personalities:

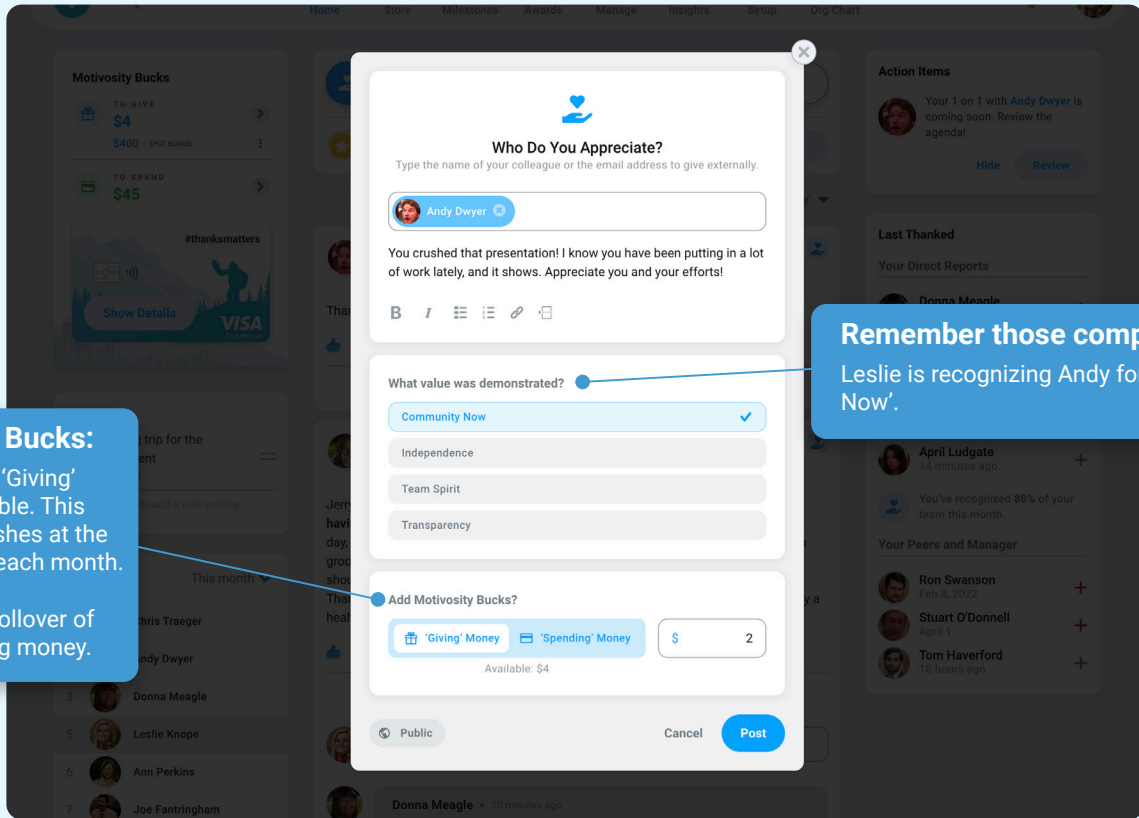
Discover how to better work with people around you based on personality similarities and differences.

Interest groups:

Leslie is part of the 'Parties', 'Camping', 'Sci-fi' groups, etc.

2 Say thanks:

Anyone can give an appreciation



Motivosity Bucks:
Leslie has \$4 'Giving' money Available. This amount refreshes at the beginning of each month.

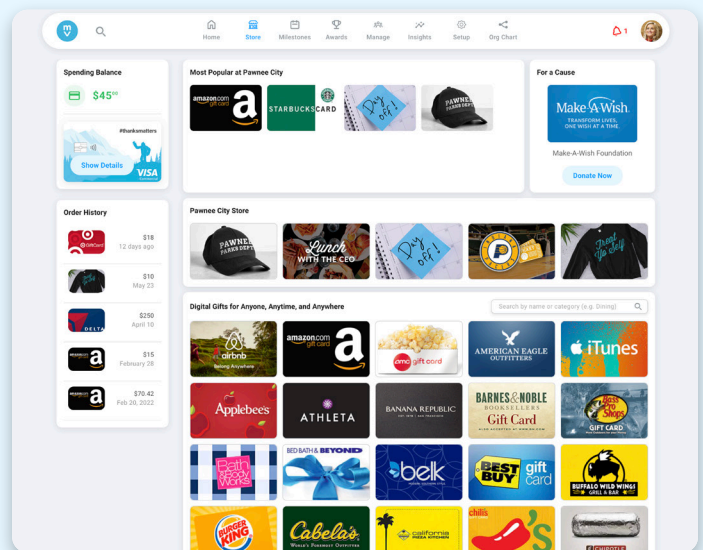
*There is no rollover of unspent giving money.

Remember those company values:
Leslie is recognizing Andy for 'Community Now'.

3 Buy stuff:

Use your money how you want

- ThanksMatters card allows you to buy anything you want, wherever Visa is accepted.
- Digital gifts are electronic and come in a large variety of stores.
- 'For a cause' provides a way to use reward money to help someone else.
- Local gifts are items available from marketing swag—laptop bags, company shirts, tumblers, etc.



4 Org Chart

Who is where?

The fluid org chart helps people visually navigate the org structure and see who's who in the company.

Anytime you see the org chart icon, click to see that person and their relationship in the org chart.

The screenshot displays the Motivosity interface for the Org Chart. The top navigation bar includes icons for Home, Store, Milestones, Awards, Manage, Insights, Setup, and Org Chart (highlighted). A search bar and a notification bell with '1' are also present. The main content area shows a breadcrumb trail: Community and Team > Org Chart. Below this, there are buttons for 'RECALCULATE GRAPH', 'ADD USER', 'IMPORT', 'SUPERVISOR LESS', and 'HELP', along with a 'Find User' search box. The org chart itself is a fluid structure starting with 'Pawnee City' at the root, which connects to 'Paul Iaresco, City Manager'. Paul Iaresco is connected to five other roles: Ben Wyatt (Assistant City Manager), Hugh Trumble (Police Chief), Joe Fantringham (Sewage Chief), Mark Brendanawicz (City Planner), and Ron Swanson (Director). Ron Swanson is further connected to three roles: Leslie Knope (Deputy Director), Stuart O'Donnell (Health Dept Worker), and Tom Haverford (Administrator). On the left side, there are two panels: 'Favorites' with items like Engagement, Recognition and Praise, Key Activities Overview, Employee Satisfaction, Survey Results, and Appreciation Flow; and 'Recently viewed' with items like Org Chart, 1 on 1s Overview, Feedback Trends, and Manager Overview Chart.

THANKSMATTERS

Manager Questions

The best part of Motivosity is that Motivosity handles all of the questions employees might have. Managers do not have to be the experts in Motivosity. If you have any questions [click here to submit a ticket](#).

Should questions come up from time to time, make sure your team is using the following:

[Internet Browser - Google Chrome](#)

Common Questions:

“I can’t log in or forgot my password.”

You can reset a password by going to: app.motivosity.com and by clicking on “Forgot Password”

“I can’t find my gift card that I redeemed”

Check your spam/junk email as you will also receive a copy in your inbox. If not, feel free to [contact us](#) and we can assist you further.

Resources

Managing Your Profile:

[Click Here](#)

Using the Motivosity Store:

[Click Here](#)

Celebrating Birthdays/Anniversaries:

[Click Here](#)

Submit a Support Ticket:

[Click Here](#)

Activating Your ThanksMatters Card:

[Click Here](#)