

Manage Award Categories

New Category

▼ Name	▼ Description	▼ Create Permissions	▼ Edit	▼ Delete
Support Star	Monthly support star winners			

Create/Edit Category Form

Category Name:*

Description:

Set Permissions:

Select users that will have permission to create new awards in this category.

Add >

< Remove

Save

Cancel

New Award

Create/Edit Award Form

General Information

Award Name:*

Description:

Owners:
Select users that will have permission to edit the details of this award.

Approvers:*
Select users that will approve the final nominees after the nomination period.

Nomination Details

Eligible Nominees:*
Select users that are up for nomination.

Nominating Roles:*
Select users that will submit employee nominations.

Nomination Period:* Open: Closed:
Nomination will open at 12 midnight of the selected open date. The nomination will be closed at 11:59pm on the selected close date.

Send Nomination Closed Alert:
Choose to send an alert to the award owners when the nomination period is closed.

Voting Details

Voting Roles:*
Select users that will be able to vote for the winners.

Voting Period:* Open: Closed:
Voting will open at 12 midnight of the selected open date. The voting will be closed at 11:59pm on the selected close date.

Send Voting Closed Alert:
Choose to send an alert to the award owners when the voting period is closed.

Save

Cancel



Archived Awards

Back

▼ Award Name	▼ Description	▼ Owners	▼ Eligible Nominees	▼ Nominating Roles	▼ Nomination Period	▼ Closed Nomination Alert	▼ Approver Role	▼ Voting Roles	▼ Voting Period	▼ Closed Voting Alert	▼ Edit
Support Star March 2016	Support star winner for March 2016	List of Users/Roles	List of Users	List of Roles/Users	3/15/16 - 3/25/16	Yes	List of Roles/Users	List of Users/Roles	3/26/16-3/30/16	Yes	

Awards will automatically show up here when the Voting Closed date reaches.



Set Nomination Closed Alert

Configure the content for the alert that will be sent to the nominating roles on the close date of the nomination period.

Subject:*

Body:*

this will be a portal text editor.

Save



Set Voting Closed Alert

Configure the content for the alert that will be sent to the voting roles on the close date of the voting period.

Subject:*

Body:*

this will be a portal text editor.

Save

If no nominations are currently available for the logged in user.


Submit Nominations Island

 There are no active nominations at this time.

Submit Nominations Island

▼ Active Nominations				
▼ Award Name	▼ Category	▼ Nomination Opens	▼ Nomination Closes	▼
March 2016 Support Star	Support Star	4/1/2016	4/11/2016	<input type="button" value="Nominate"/>
1st Quarter Walt Walker	Walt Walker	4/1/2016	4/14/2016	<input type="button" value="Nominate"/>

Nomination Form

 You are able to submit multiple nominations. However, you have already submitted a nomination for, [UserName].

Submit your nomination for: [AwardName]

[AwardDescription]

Select Nominee:*

Message:*



This will be a text box.

If no approvals are currently available for the logged in user.

Approve Nominees Island

 There are no approvals available at this time.

Approve Nominees Island

▼ Active Nominations				
▼ Award Name	▼ Category	▼ Nomination Closes	▼ Voting Opens	▼ View Nominees
March 2016 Support Star	Support Star	3/13/2016	3/14/2016	
1st Quarter Walt Walker	Walt Walker	3/1/2016	3/28/2016	

Approval will be closed until the Nomination period is closed. The "Approve Nominees" button will be enabled but they will not be able to submit approvals until the nomination close date.

Approval Form

[AwardName]

[AwardDescription]

▼ Approve	▼ Nominee Name	▼ Message	▼ Nominated By	▼ Approval Declined Reason
<input type="checkbox"/>	Katie Biehl	Display message from person that nominated the user.	Trent Brouillette	<input type="text"/>
<input checked="" type="checkbox"/>		This might be a second message if the person was nominated by two people.	Brian Bauer	<input type="text"/>
<input checked="" type="checkbox"/>	Trent Brouillette	Nomination message will display here.	Stephanie Scott	<input type="text"/>

*Declined reason is required if nominee is not approved!

Submit

Cancel

If nomination period is still open, the submit/cancel buttons will not be displayed. Instead a "Back" button will be available to return back to the award list. A message will also be displayed at the top of the form to notify the user the approval period is closed until the nomination period ends.

Approval Confirmation



Are you sure you want to save these changes and open voting? Once saved, nomination approvals cannot be changed once you click confirm.

Return to Nominations


Confirm

If no awards are currently open for voting for the logged in user.

Voting Island

 There are no awards available for voting at this time.

Voting Island

▼ Active Awards			
▼ Award Name	▼ Category	▼ Voting Closes	▼ Ballot
March 2016 Support Star	Support Star	3/14/2016	
1st Quarter Walt Walker	Walt Walker	3/28/2016	Vote Received. Thank You!

Once the nominations are approved AND the voting period date is reached, the award will show up on this island.

Voting Form

[AwardName]

[AwardDescription]

▼ Vote	▼ Nominee Name	▼ Message
<input checked="" type="radio"/>	Katie Biehl	Display message from person that nominated the user.
		This might be a second message 2 nominations for this person was approved.
<input type="radio"/>	Trent Brouillette	Nomination message will display here.

*Click again to toggle off or click another row.

Submit Vote

Cancel