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| Welcome to the Awards module of Salesforce. AECOM frequently receives honors for innovation, design and performance and this section has been added to help you track and access award information associated with projects and/or individuals. This feature addresses two needs:   * It provides a shared system for tracking awards we are pursuing * It provides a single source of information to use in proposals and share across our various communications and marketing venues   Awards are linked to Salesforce accounts (both the organization presenting the award and the client associated with each project that won the award), and in the future awards will be linked to those projects that won an award. Below are some helpful tips to guide you through the awards fields as you input the data you want to track. | |
| On Salesforce’s main page, click on the “Awards” tab to access the awards database. | 1.jpg |
| On the Awards homepage, if the award has already been entered into the database, you can search for it via the Advanced Search function. If you need to enter a new award, click on “New”. | 2.jpg |
| Fields with a **red bar** next to them indicate required information. For other fields, please include as much information as you can.  **Information:** Fill in the program name; organization; contact; and geography. Fields with a magnifying glass symbol indicate they have an associated look-up feature. Fields with a “**∨**” have a drop-down menu. If the organization or client is not already in the Salesforce system, please see “[Guidance on Creating Accounts](https://na1.salesforce.com/0153000000194Cp)” for entering new clients or organizations.  **Nominee:** For individuals, enter name(s) in this section. Clicking on the magnifying glass brings up a listing of all employees.  **Submittal Tracking:** This section helps track the award through the process and identifies key dates and individuals.  **Award Details:** This section captures the specific details of the submittal. The more information provided, the better chance the award will show up in advanced searches and reports.  To select business lines or regions, click on the business line/region and use the ◀ or ▶ to move it to/from the list. | 7.jpg  **◀ and ▶ move selections to and from the list. You can have multiple selections on the list.**  **Click the magnifying glass to perform a search**  **Click the “∨” for a drop down menu** |
| **Post-win Information:** Has this award been approved by the client for external use (press releases, aecom.com, proposals, marketing pieces, etc.)? Also, please include where it was used, if possible.  **Announcements:** Tracks where the award has been published/posted and when. Clicking in the field will bring up a calendar.  **Graphics:** Images up to 1 megabyte in size can be stored with the award entry.  **Save:** Saves the entry.  **Save & New:** Saves the entry and creates a new entry based on the criteria from this one (useful if there are multiple entries being submitted to the same organization).  **Cancel:** Closes out the entry without saving it. | 7.jpg |
| For additional questions or comments on the Awards module, please contact:  Patty Caton  781.224.6334  [Patricia.caton@aecom.com](mailto:Patricia.caton@aecom.com)  Tom Ayers  215.606.0414  [Thomas.ayers@aecom.com](mailto:Thomas.ayers@aecom.com) | |