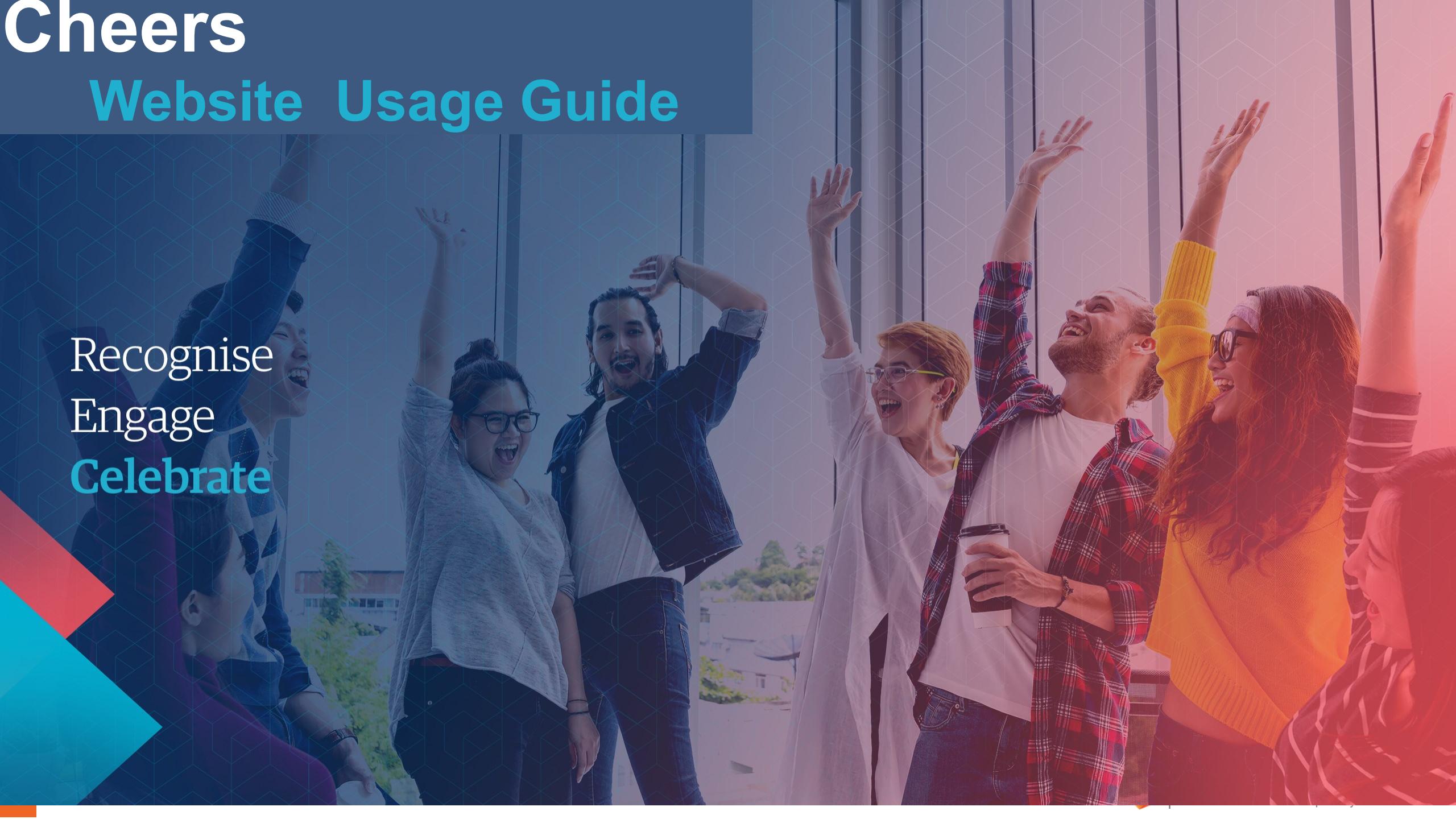


# Cheers

## Website Usage Guide

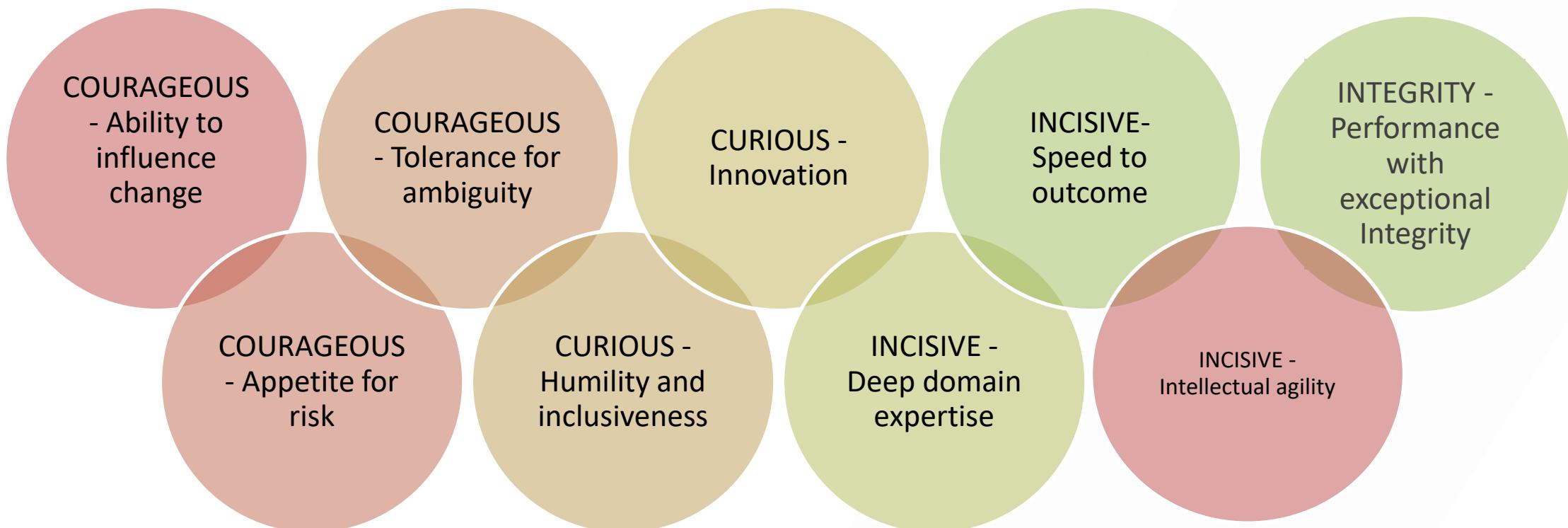
Recognise  
Engage  
**Celebrate**



# What to Recognize?

Recognize colleagues who have demonstrated exceptional performance, who have gone the extra mile, and those who have supported you in your work.

Appreciate them for demonstrating any of the following behaviours:

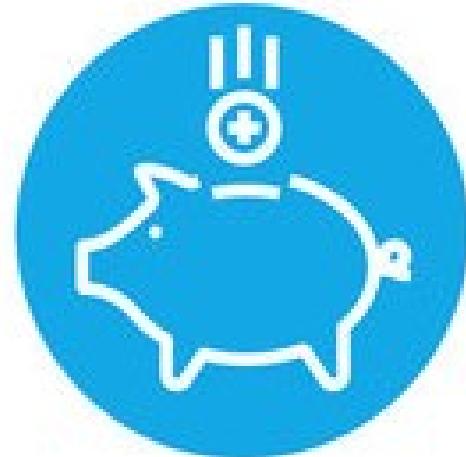


# Make the most of the Cheers Program

A web-based initiative to be recognized for your exceptional work and appreciate your colleagues



Be Recognized



Earn Points



Redeem gifts

Access the Cheers program website from Genpact via Single Sign On

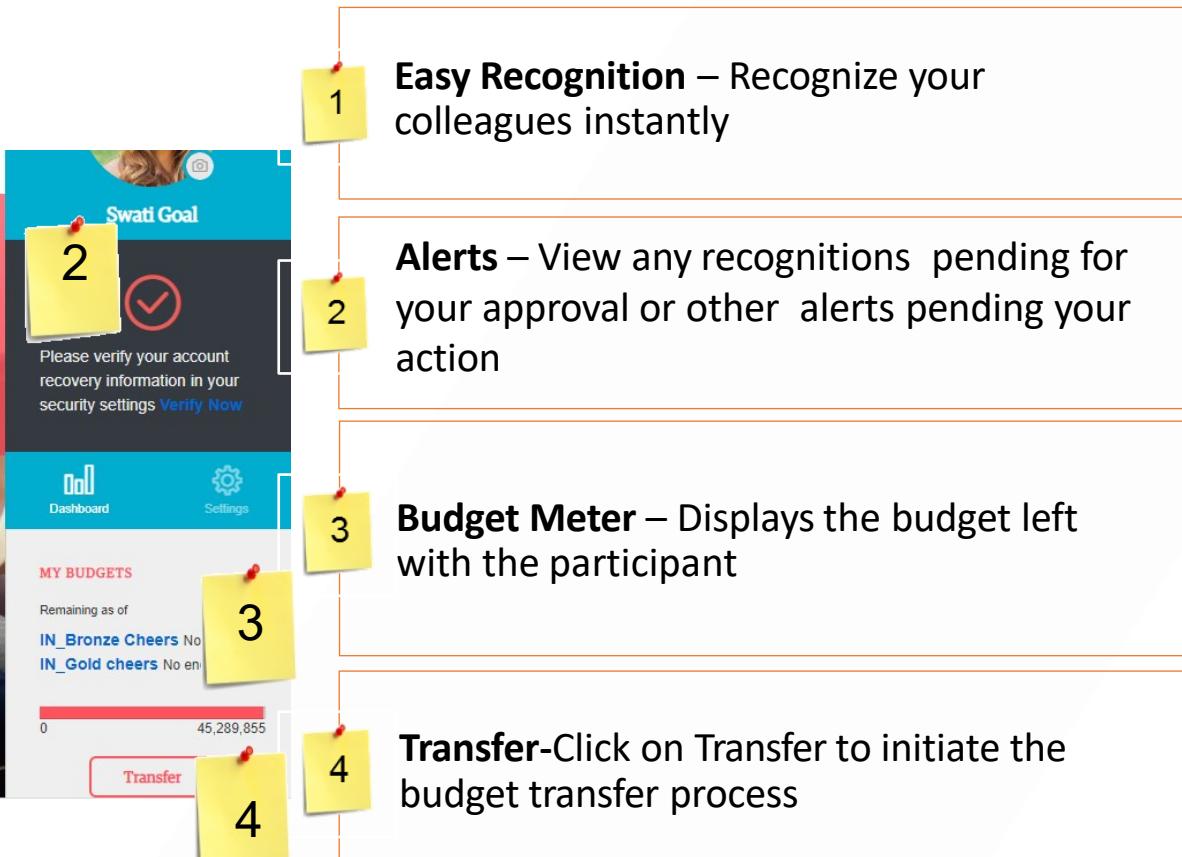


| © BIWORLDWIDE™ Proprietary & Confidential

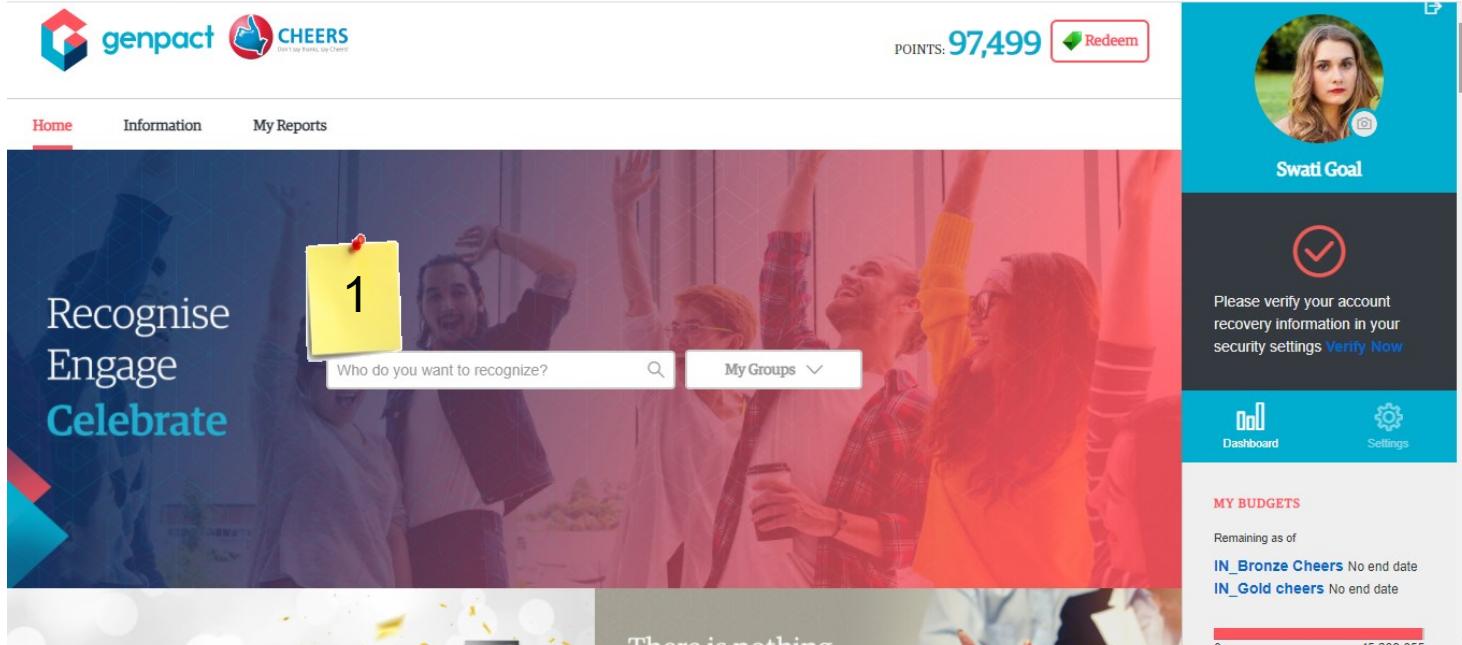
# Home page

The screenshot shows the Home page with the following sections:

- Header:** Home, Information, My Reports.
- Left Sidebar:** Recognise, Engage, Celebrate.
- Main Content:**
  - A sticky note labeled **1** points to a search bar: Who do you want to recognize? with a magnifying glass icon and a dropdown menu: My Groups.
  - A section titled "Enjoy a Larger Variety of Rewards" shows various electronic devices (laptop, monitor, camera) with confetti falling around them.
  - A quote: There is nothing more satisfactory than a big cheer for your peer. Below it is a button: Raise a praise today! and a "View All" button.
  - A section titled "UPCOMING CELEBRATIONS" shows a link: <https://cheersg5qa.performnet.com/cheersg5/newsDetail.do?messageUniqueId=1...> and a name: Kevin.



# Raise a Recognition – Step 1



The screenshot shows the genpact CHEERS Home Page. At the top, there are logos for genpact and CHEERS, followed by a user profile icon and the text "POINTS: 97,499" with a "Redeem" button. Below this, there are navigation links: "Home" (which is highlighted in red), "Information", and "My Reports". A large banner on the left side features the text "Recognise", "Engage", and "Celebrate" in white, with a yellow sticky note pinned to it containing the number "1". The main content area shows a group of people cheering. A search bar at the bottom left says "Who do you want to recognize?" with a magnifying glass icon. To the right of the search bar is a "My Groups" dropdown menu. On the far right, there is a sidebar for "Swati Goal" which includes a profile picture, a checkmark icon, and a message: "Please verify your account recovery information in your security settings Verify Now". Below this are "Dashboard" and "Settings" buttons. Under "MY BUDGETS", it shows "Remaining as of" and two budget items: "IN\_Bronze Cheers" (No end date) and "IN\_Gold cheers" (No end date). A progress bar at the bottom indicates "45,300 SEC".

1

On the Home Page, use the Easy Recognition tool to raise a point / non-points recognition

Type the OHRID of the recipient you wish to recognize.

You will be automatically taken to the next step.



# Step 2

The screenshot shows a user interface for recognizing a participant. At the top, there is a search bar with the placeholder "Who do you want to recognize?" and an "All" filter button. Below the search bar, the text "OHRID: 5000013" is displayed next to a person icon. A yellow sticky note with the number "1" is pinned to the left of the search results. The results list shows a single entry for "Anand Bensjoy", who is identified as an "Employee" from "CHN4 | sales". A "Recognize" button is located at the bottom of this card.

1 The participant will automatically populate, select the recipient.

2 Click on 'Recognize' and From the recognition list, select the appropriate recognition

This screenshot shows the same interface after the "Recognize" button has been clicked. The yellow sticky note with "1" is still present. The participant's profile for "Anand Bensjoy" is now highlighted. Below the profile, a list of recognition options is shown in red-bordered boxes: "IN\_Bronze Cheers", "IN\_Gold cheers", and "Note of Thanks".

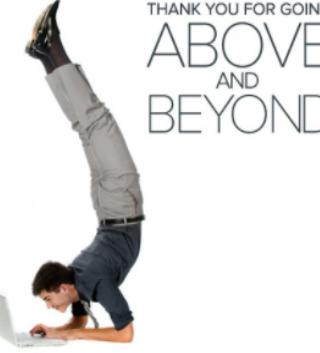


# Step 3

The image is a composite of several screenshots from a digital recognition platform, illustrating the step-by-step process of sending a recognition message. The screenshots are overlaid with yellow sticky notes containing tips and instructions, each secured with a red pushpin.

- Top Left:** A screenshot of the 'Selected Recipients' section. It shows a list with one recipient, Anand Bensjoy, and a note: "Create group to recognize same set of people in future".
- Top Middle:** A screenshot of the 'Budget Deduction' section. It shows an award value of 7000 and a budget deduction of 451378, with a note: "Add award value in case of point-based recognition".
- Top Right:** A screenshot of the 'Swati Goal' dashboard, showing a goal progress bar at 45.15% and a note: "Select the behavior".
- Middle Top:** A screenshot of the 'Select an eCard' screen, displaying various eCard options like 'THANK YOU FOR GOING ABOVE AND BEYOND' and 'BALANCE', with a note: "Select / upload / draw an eCard to send to the recipient/s".
- Middle Right:** A screenshot of the 'Send Copies' section, showing a note: "Write personal messages for the recipient".
- Bottom Left:** A screenshot of the 'Send Copies' section, showing a note: "Copy Email Recipients".
- Bottom Right:** A screenshot of the 'My Dashboard' section, showing a participation score of 100% and a circular progress meter at 18%, with a note: "Observe budget deduction in the budget meter".

# Step 4



RECIPIENT

Bensjoy, Anand   
CHN4 • Employee • sales

Comments  
Behavior  
Copies

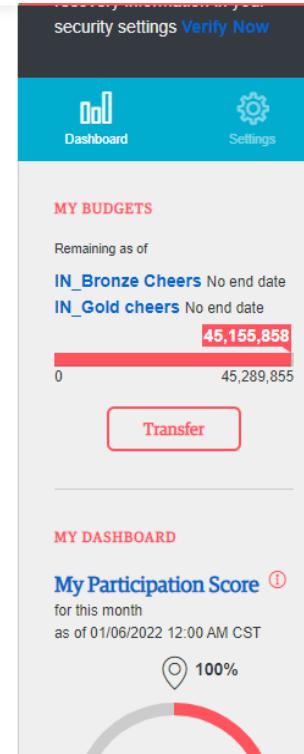
Your desire and willingness to work together and guide us to success are well worth appreciation. I feel really privileged to have you as my colleague  
CURIOUS - Humility and inclusiveness  
A copy of the email will be sent to each recipient's manager.

1

2

3

Send Edit Cancel



1 Preview the recognition details.

2 Click on 'Edit' to change any details.

3 Click on 'Send' to send the award to the recipient/s.

The recognition will automatically trigger to the winner/s.



# Social Wall

View the recognition on the Social Wall  
and ‘Like’ or ‘Comment’ on it.

Home Information My Reports

**Swati** IN\_Gold cheers No end date 45,155,858

0 45,289,855

**Transfer**

---

**MY DASHBOARD**

**My Participation Score** 18% for this month as of 01/06/2022 12:00 AM CST

100% (18%)

18% 18%

See Details

**Filter By:** Recommended

**Public Recognition**

**Anand Bensjoy** CHN4| sales| Employee was recognized by **Swati Goal** Just now

THANK YOU FOR GOING ABOVE AND BEYOND

Your desire and willingness to work together and guide us to success are well worth appreciation. I feel really privileged to have you as my colleague

Like 0 | Comment 0



# Budget Transfer

Home Information My Reports

Celebrate

Enjoy a Larger Variety of Rewards

There is nothing more satisfactory than a big cheer for your peer.

Raise a praise today!

UPCOMING CELEBRATIONS

Kevin Dick  
In 29 days Share a Memory

Filter By:  
Recommended

This section shows the home page of the application. It features a banner for 'Celebrate' with a message about enjoying a larger variety of rewards and a call to raise a praise today. Below this is a section for 'UPCOMING CELEBRATIONS' featuring a photo of Kevin Dick with a reminder to share a memory in 29 days. A 'Filter By' dropdown is also present.

Swati

Please verify your account recovery information in your security settings [Verify Now](#)

Dashboard Settings

MY BUDGETS 1

Remaining as of

IN\_Bronze Cheers No end date  
IN\_Gold cheers No end date

45,155,858

Transfer

MY DASHBOARD

My Participation Score ⓘ  
for this month  
as of 01/06/2022 12:00 AM CST  
100%

This section shows the dashboard for user Swati. It displays a summary of budgets (1 total), remaining amounts, and a participation score of 100% for the month. A 'Transfer' button is visible under the budgets section.

1

Click on Transfer to initiate the budget transfer process

2

Select the Budget Master

genpact CHEERS

Don't say thanks, say CHEER!

Home Information My Reports

Select a Budget Master

Select Budget

Select Budget  
IN\_Cheers 2022

This section shows the application interface where the user is prompted to select a budget master. A dropdown menu is open, showing the option 'Select Budget' and the specific choice 'IN\_Cheers 2022'.

POINTS: 97,499 [Redeem](#)

Swati Goal

Please verify your account recovery information in your security settings [Verify Now](#)

Dashboard Settings

This section shows a goal summary for user Swati. It displays the user's current points (97,499) and a link to redeem them. A verification message is also present.

# Budget Transfer contd.

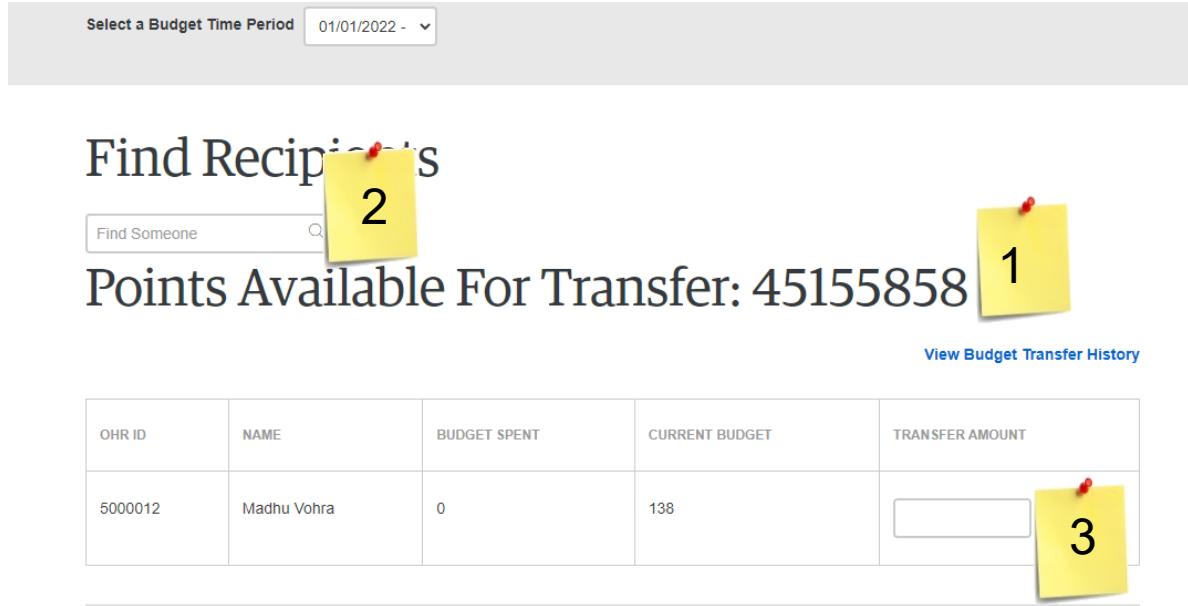
Select a Budget Time Period 01/01/2022 -

Find Recipient's Points Available For Transfer: 45155858

View Budget Transfer History

OHR ID	NAME	BUDGET SPENT	CURRENT BUDGET	TRANSFER AMOUNT
5000012	Madhu Vohra	0	138	<input type="text"/>

1  
2  
3



Please verify your account recovery information in your security settings [Verify Now](#)

Dashboard Settings

MY BUDGETS

Remaining as of

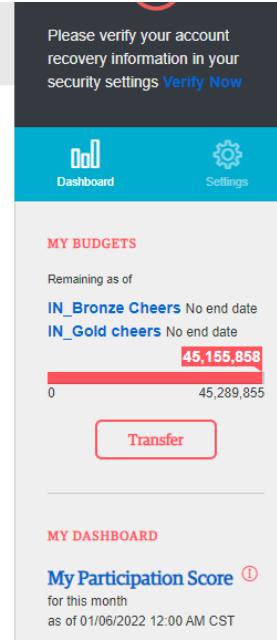
IN\_Bronze Cheers No end date  
IN\_Gold cheers No end date

45,155,858

Transfer

MY DASHBOARD

My Participation Score ⓘ  
for this month  
as of 01/06/2022 12:00 AM CST



- 1 Displays the budget available with the participant that can be allocated
- 2 Search the participant to whom you wish to allocate the budgets
- 3 Enter the amount to be transferred and click on Preview



# Budget Transfer contd.

## Budget: IN\_Cheers 2022

Budget Time Period: 01/01/2022 -

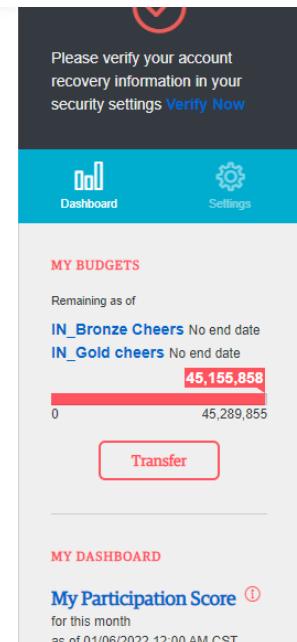
OHR ID	NAME	CURRENT	PROPOSED TRANSFER	AMOUNT AFTER TRANSFER
5000012	Madhu	138	320000	320138

Your Current Budget	45155858
Total Budget Transfers	320000
Your Budget After Transfers	44835858

**Submit**   **Edit**   **Cancel**

2

1



1

The page summarizes the transaction

2

Click Submit to transfer the budget



# Activities Page

The screenshot shows a landing page for the Genpact Diamond Award Winners. The main title is "Genpact Diamond Award Winners". On the right side, there is a sidebar with a yellow sticky note containing the number "1" pinned to it. The sidebar menu includes "MY SETTINGS AND INFO" (About Me, Activity History, Delegate, Follow List, Messages, Preferences, Security, Statement), "Home", "Information", and "My Reports".

**1** News – Highlights the Diamond winners

The screenshot shows a landing page for the EZ THANKS APP!. It features a banner with a woman smiling and holding a smartphone, with the text "Check out the EZ THANKS APP!". Below the banner is a "Resource Center" section. On the right side, there is a sidebar with a yellow sticky note containing the number "2" pinned to it. The sidebar menu includes "Swati" (Profile picture), "Dashboard", "Settings", "MY BUDGETS" (IN\_Bronze Cheers: No end date, IN\_Gold cheers: No end date, 45,155,858), and "MY DASHBOARD" (My Participation Score: 100%).

**2** Banners – Carousel highlighting special events or messages

**3** Resource Center – View documents related to the website and the program



# Shop Page

The screenshot shows the homepage of the genpact CHEERS website. At the top, there's a navigation bar with categories like Electronics, Great Deals, TVs & Appliances, Indulge, Home & Furniture, MORE, and a user profile for Kiran Kumar. Below the header is a search bar with placeholder text "What can we help you find?". A prominent banner in the center says "Donate Your Cheers Points To Social Causes" and features logos for Give India, CRY, and Points for People. To the right of the banner is a large image of a hand holding a red heart. Above the heart are two yellow sticky notes with the number "1" on them. A cookie consent banner at the bottom asks if the user agrees to cookies, with options to "I Agree" or "View Details". The URL in the address bar is https://genpactindia.awardsworldwide.com/ecommerce/search?q=&mfg=CRY&mfg=GIVEINDIA&mfg=POINTS%20FOR%20PEOP.

**Shop for Merchandise –**  
Redeem your points with reward items. Click on this banner to access the rewards catalogue



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# My Reports Page

Home Information My Reports

**FAVORITE REPORTS**

**Top Points Award Earning Participants (Displays 20)**  
Dates: 07/01/2021 - 01/06/2022, Program: Show All, Organization(s): Show All

Participant	Points Received
Benson, A.	107,000
Vohra, Med.	101,000
Goyal, Swap.	97,169
Ray, Rupak	82,700
S000041, S.	200
S000020, S.	100
S000099, S., S.	73

Add a Favorite Report! (up to five)

Add a Favorite Report! (up to five)

**ALL REPORTS**  
Core 4

**Awards Received - List of Participants**  
Displays the number of awards received at the individual participant level.

**Hierarchy Export**  
Export the current site's hierarchy information.

**Participant Export**  
Export the current site's participant information.

**Points Budget Balance**  
Provides the summary and detailed

**Recognition**  
**Recognition Received - List of Recipients**  
Provides summary and detail information for all recognition received by participants in your group.

MY DASHBOARD  
My Participation Score 18%  
for this month as of 01/06/2022 12:00 AM CST  
100%

**1** **My Reports** – This tab is accessible to all Managers in Genpact

**2** **All Reports** – View all reports to view program performance for your team hierarchy

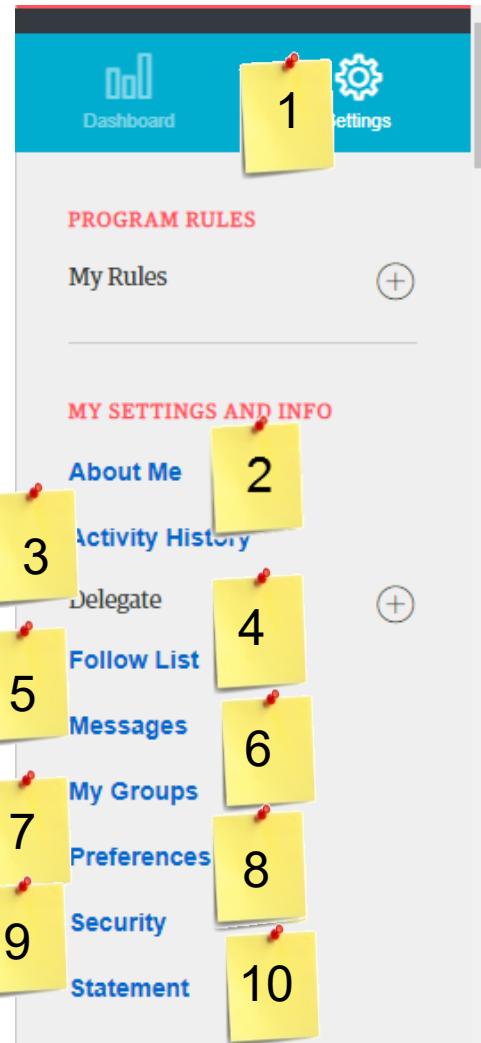
**3** **Favorite Reports** - Save up to 5 favourite reports for quick view and analysis

**4** **Core & Recognition Reports**- View reports to view program performance.



# Settings

- 3 **Activity History** - View details of all 'Recognitions Received' and 'Recognitions Sent'
- 5 Add colleagues to your "**Follow List**" to view their activity in the program
- 7 **My Groups**- Create group to recognize same set of people in future
- 9 **Security** – is available to change or recover the account password
- 10 **Statement** – View your Cheers Account Summary



- 1 **Settings** is available in the top navigation bar besides the dashboard
- 2 Click on **About Me** to view your account details
- 4 **Delegate**- Give access of account to your teammates , to give recognitions or transfer budgets from your account.
- 6 **Messages**- View a repository of all email communication triggered to you from the system
- 8 **Preferences** – is available to make changes into your account according to you.



# View Your Setting Details



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# Access Account Details

Home Information My Reports

## About Me



3

Name  
Swati Goal  
Login ID  
5000011  
Org Name  
Manager - CHN4 Primary  
Department  
sales  
Job Title  
Employee

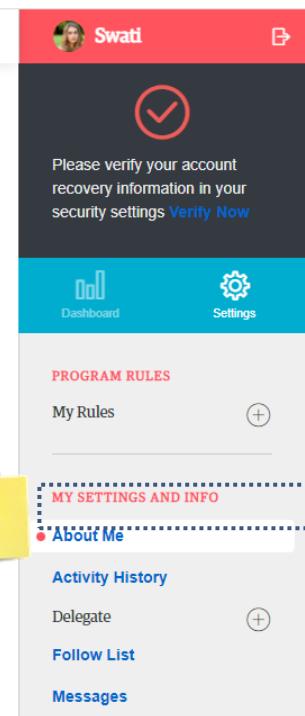
2

In which city were you born?

What is your favorite game?

4

Address  
Tamilnadu,  
LakeView Road,  
Chennai, Tamil Nadu 600028  
Country  
India  
Phone  
91 - 9000000000  
Email Address  
tanya.makhija@biworldwide.com



1

Click on your **about me** to view your Cheers account details

2

You can Add personal details here

3

Upload a new profile picture

4

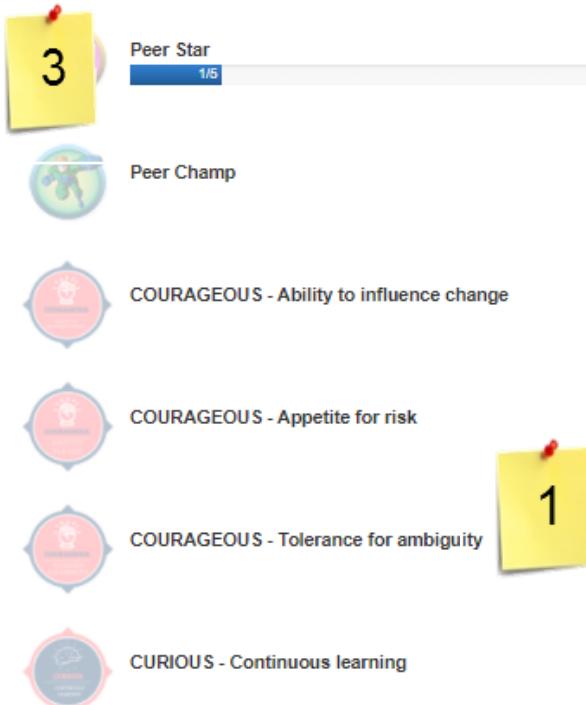
Professional details are pre-populated as per Genpact records, edits are not possible  
- The address can be modified at the time of redemption



# Badges

## My Badges

### Note of Thanks



1

Various badges that you have the potential to win are mapped to different awards or other activities

2

Badges you have won are highlighted. The most recent earned date is displayed for badges won.

Badges waiting for you to unlock them are visible in grey.

3

Badges that you are progressing towards are displayed with a counter



# Action Items & Messages

The screenshot shows a user interface for managing action items and messages. At the top, there are navigation links: Home, Information, and My Reports. Below this, there are two main sections:

- Action Items:** A table with columns for ACTION, DATE POSTED, DUE DATE, and ACTIONS. One item is visible: "Please verify your account recovery information in your security settings" posted on 01/06/2022. A yellow sticky note with the number 1 is pinned to the first row.
- Messages:** A table with columns for MESSAGE, DATE, and ACTION. It lists four messages from "[QA]": "Congratulations! You've been recognized!" dated 01/05/2022, 01/04/2022, and 01/04/2022, and "[QA] Cheers G5 Employee Demo: Account unlock notification" dated 01/04/2022. A yellow sticky note with the number 2 is pinned to the first message row.

A screenshot of a user profile sidebar. At the top, it shows a profile picture of "Swati" and a message: "Please verify your account recovery information in your security settings [Verify Now](#)". Below this are sections for "PROGRAM RULES" (My Rules) and "MY SETTINGS AND INFO" (About Me, Activity History, Delegate, Follow List, My Groups, Preferences, Security). A yellow sticky note with the number 1 is pinned to the top message area. The "Messages" option under "Follow List" is highlighted with a red dashed box.

Review any recognitions pending for your approval, or other alerts pending your action

View a repository of all email communication triggered to you from the system



# Statement

Home   Information   My Reports

## Statement

### Summary Period

Show Activity From: 12/07/2021 To: 01/06/2022

[View](#)



PROGRAM RULES  
My Rules +

MY SETTINGS AND INFO  
About Me  
Activity History  
Delegate +  
Follow List  
Messages  
My Groups  
Preferences  
Security  
Statement



View your Cheers Account Summary

- This statement details those transactions where points were credited or debited in your account



# Follow List

The screenshot shows the genpact CHEERS program interface. At the top, there's a navigation bar with the genpact logo, the word "CHEERS", and a "Redeem" button. Below the navigation bar, the user has 97,499 points. On the left, there's a sidebar with "PROGRAM RULES", "My Rules", "MY SETTINGS AND INFO", "About Me", "Activity History", "Delegate", "Follow List" (which is highlighted with a red dotted box), "Messages", "My Groups", "Preferences", "Security", "Statement", and "SITE INFO". The main content area is titled "Follow List" and contains a search bar "Find Someone" and a list of people being followed. One person, "Anand Bensjoy", is listed with the status "I'm following:" and a "UNFOLLOW" button. To the right of the main content area is a sidebar with "PROGRAM RULES", "My Rules", "MY SETTINGS AND INFO", "About Me", "Activity History", "Delegate", "Follow List" (highlighted with a red dotted box), "Messages", "My Groups", "Preferences", "Security", "Statement", and "SITE INFO".

1

Add colleagues to your “Follow List” to view their activity in the program

2

View the list of people you are following and their recognition activity in the ‘Social Wall’  
• Click on the ‘Followed’ tab



# Activity History

Activity History

From: 12/06/2021 To: 01/06/2022

For Program: All recognitions

2

3 Show Activity

Recognitions Received Recognitions Sent

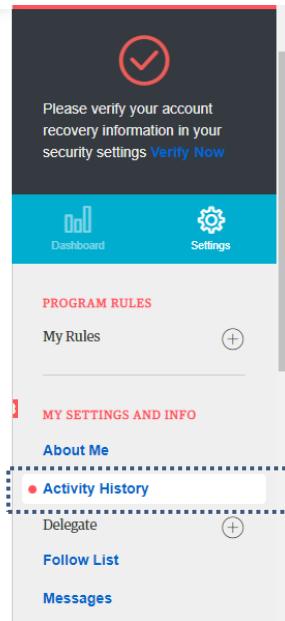
Detail View PDF Summary View PDF CSV

1-3 / 3

PROGRAM ▲ DATE SENT ▼ SENDER ▲ AWARD ▲

Note of Thanks 01/06/2022 Rensin Anand

1



1 View details of all 'Recognitions Received' and 'Recognitions Sent'

2 Filter by time period and name of the award

3 Click on the show activity after the time duration and the appropriate award to view more details



# Preferences

Home   Information   My Reports

## My Preferences

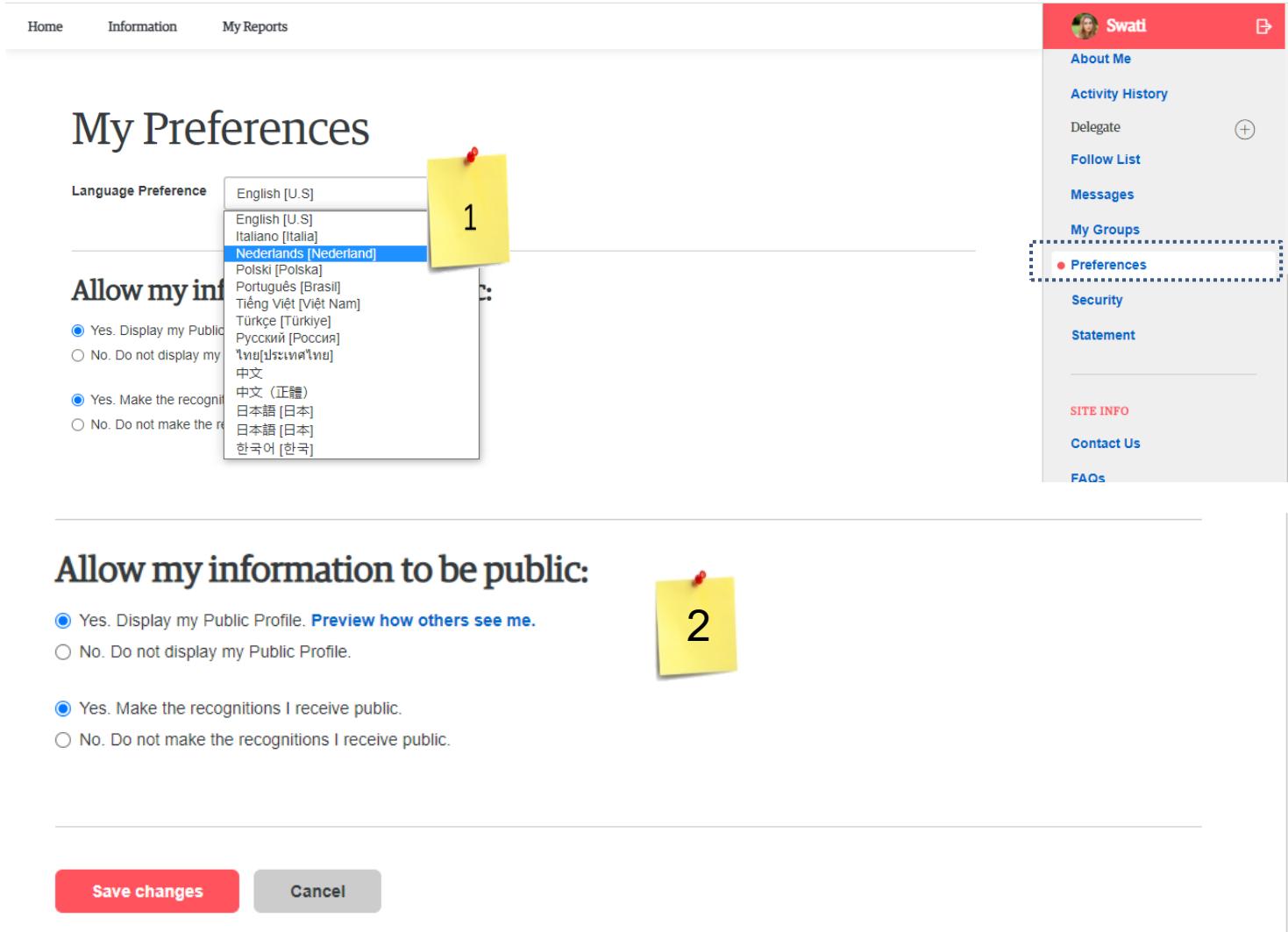
Language Preference

- English [U.S]
- Italiano [Italia]
- Nederlands [Nederland]**
- Polski [Polska]
- Português [Brasil]
- Tiếng Việt [Việt Nam]
- Türkçe [Türkiye]
- Русский [Россия]
- ไทย [ประเทศไทย]
- 中文
- 中文 (正體)
- 日本語 [日本]
- 日本語 [日本]
- 한국어 [한국]

Allow my information to be public:

- Yes. Display my Public Profile. [Preview how others see me.](#)
- No. Do not display my Public Profile.
- Yes. Make the recognitions I receive public.
- No. Do not make the recognitions I receive public.

**Save changes**   **Cancel**



A screenshot of the Cheers portal's preferences page. At the top, there are navigation links: Home, Information, and My Reports. Below this is a section titled 'My Preferences' with a sub-section 'Language Preference'. A dropdown menu shows various language options, with 'Nederlands [Nederland]' selected and highlighted in blue. A yellow sticky note with the number '1' is pinned to the left of the dropdown. Below the dropdown is a section titled 'Allow my information to be public:' with four radio button options. A yellow sticky note with the number '2' is pinned to the left of this section. At the bottom of the page are two buttons: 'Save changes' (red background) and 'Cancel' (grey background). To the right of the main content is a sidebar for user Swati, featuring links like About Me, Activity History, Delegate, Follow List, Messages, My Groups (with 'Preferences' highlighted), Security, Statement, SITE INFO, Contact Us, and FAQs. A yellow sticky note with the number '1' is pinned to the left of the sidebar.

1  
Cheers portal is available in a lot many different languages, you can select the one basis your preference.

2  
Control how your information is displayed to your colleagues on the portal



# Security

## Change Security Settings

### Reset Password

Password must have at least 14 characters and be complex. Use at least 3 of the following character types: lowercase, uppercase, number, special character.

Current Password  1

New Password

### Account Recovery

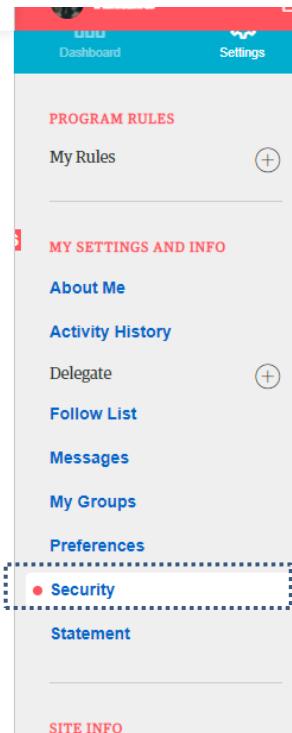
Please provide an alternate email address and/or mobile phone number.

These will only be used for account security and assistance. For more information, reference [Terms and Conditions](#) and [Privacy Policy](#).

Email Address  2

and/or

Country Code +  Select one



You can change your current password to new password

To Recover the account details



# Delegate Rights

The screenshot shows a user interface for managing delegation rights. At the top, there's a search bar with 'OHRID: 5000013' and a 'Find People' button. To the right, a sidebar lists various user profile links. In the main area, a participant profile for 'Anand Bensjoy' is displayed, showing a photo, name, title ('Employee CHN4 | sales'), and a note about delegation. Below this, another search bar shows the same OHRID and finds one result. A modal window at the bottom left shows '1 People Selected' with the same participant profile, and a 'Done Adding' button.

1 Search the participant to whom you wish to assign the rights

2 Added Participant shows up in the search. Click done adding to add the participant.



# Delegate Rights Contd.

Home Information My Reports

## Selected Delegates

### PARTICIPANT



### CORE ACCESS

None selected - click Edit to add access

MODULE EDIT REMOVE



## Edit Delegate

### Core Access

- Budget Transfer
- Send Alert

### SSI Contest

- Approve Claim
- Submit Claim

### Program Rights

- All current and future programs of all types

### Allow Leaderboard

- All live and future leaderboards.



Click Edit to assign the rights –  
Budget transfer or Recognition  
submission



Press Remove to revoke the  
rights



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# Act as a Delegate

The screenshot shows the software's main interface with a header bar containing 'Home', 'Information', and 'My Reports'. Below the header is a banner with the text 'Recognise Engage Celebrate' and a search bar. A central message says 'There is nothing more satisfactory than a big cheer for your peer.' with a call-to-action 'Raise a praise today!'. On the left, there's a section for 'Enjoy a Larger Variety of Rewards' featuring various electronic devices. At the bottom, there's a 'UPCOMING CELEBRATIONS' section with a profile picture of Kevin Dick and a reminder 'in 29 days'.

An open sidebar on the right is titled 'Anand Bensjoy'. It includes 'Dashboard' and 'Settings' icons. The 'PROGRAM RULES' section lists 'My Rules'. The 'MY SETTINGS AND INFO' section includes 'About Me', 'Activity History', and 'Delegate'. Under 'Delegate', there's a dashed-line box around 'Assign Delegates', 'Act as Delegate', 'Swati Goal', 'Follow List', 'Messages', and 'My Groups'. The 'Act as Delegate' option is highlighted with a yellow sticky note containing the number '1'.

If you have been assigned the rights, you would see the option to act as delegate under Delegate tab

1

Click on the name for whose account you want to access



# Act as a Delegate contd.

The screenshot shows the genpact CHEERS Manager Toolkit interface. At the top, there's a navigation bar with 'genpact' and 'CHEERS' (Don't say thanks, say Cheers) logos, and menu items 'Home', 'Information', and 'My Reports'. The main area features a banner with the text 'Recognise', 'Engage', and 'Celebrate'. Below the banner is a search bar labeled 'Who do you want to recognize?' and a 'My Groups' dropdown. On the right side of the interface, there's a sidebar with a 'Logout' button, a 'Swati Goal' section, a 'Dashboard' button, and a 'MY BUDGETS' section. The 'MY BUDGETS' section shows two budget entries: 'IN\_Bronze Cheers' (No end date) and 'IN\_Gold cheers' (No end date), with a total remaining amount of 45,155,858. A 'Transfer' button is located below this section. At the bottom of the sidebar is a 'MY BADGES' section featuring a superhero icon.

1

2

3

1 Recognize participants on behalf of the delegator

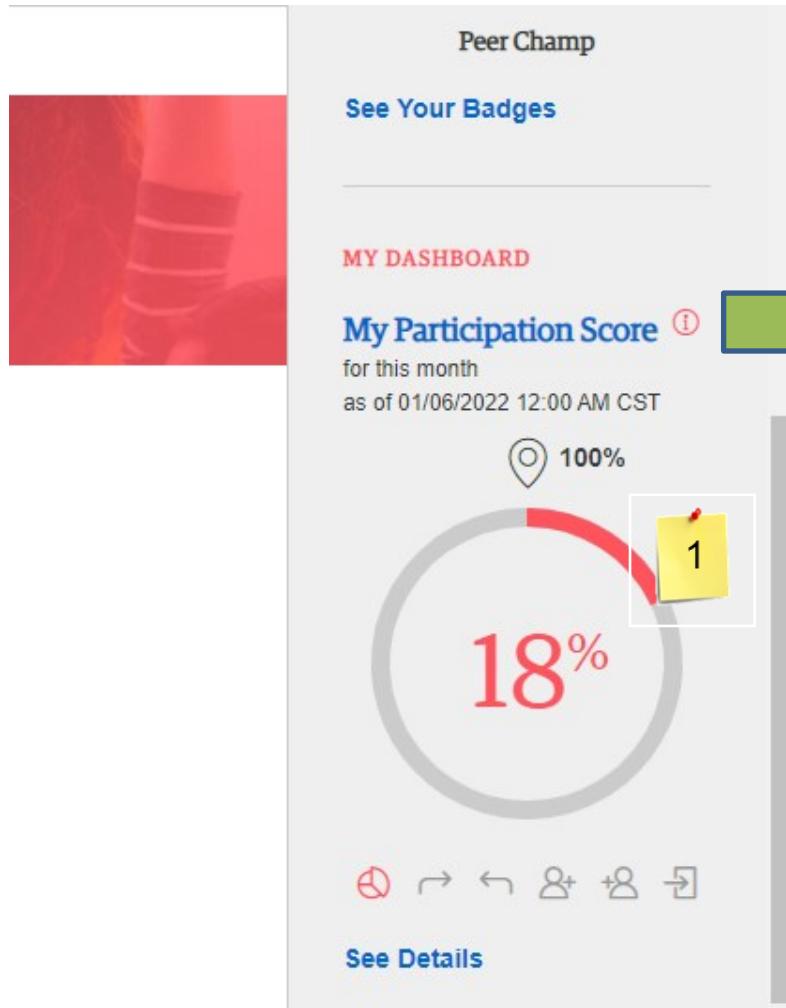
2 Transfer budget on behalf of the delegator\*

3 Switch to your own account by clicking on the link

\*Note: For the first time in the new platform the delegator has to assign the rights to transfer the budgets.



# RPM Dashboard



1 To view your overall participation on the cheer's platform during the month

2 Note- This score is only basis the nonpoint based recognition

Weightage based on which the score has been given

A large green arrow points from the "My Participation Score" section down to the "SCORE DETAILS (MONTH)" table. The table has columns for ACTUAL, TARGET, and DIFFERENCE.

	ACTUAL	TARGET	DIFFERENCE
2 ↵ Recognitions Sent	1	8	-7
2 ← Recognitions Received	0	5	-5
👤 People I Recognized	1	5	-4
👤 People Recognizing Me	0	5	-5
➡ Site Visits	13	5	+8



# Reports



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# Most frequent used reports

Home   Information   **My Reports**

**Top Points Award Earning Participants (Displays 20)**  
Dates: 07/01/2021 - 01/06/2022, Program: Show All, Organization(s): Show All

Participant	Points Received
Spo000015.S...	300
Spo000031.S...	250
Spo000030.S...	200
Spo000041.S...	200
Spo000008.S...	100
Spo000039.S...	100
Spo000020.S...	100
Spo000021.S...	100
Spo000022.S...	100
Spo000023.S...	73
Spo000024.S...	50
Spo000025.S...	50
Spo000026.S...	50
Spo000027.S...	50
Spo000028.S...	50
Spo000029.S...	50
Spo000030.S...	20
Spo000031.S...	20

Add a Favorite Report! (up to five)   Add a Favorite Report! (up to five)

**Awards Received - List of Participants**  
Displays the number of awards received at the individual participant level.

**Hierarchy Export**  
Export the current site's hierarchy information.

**Participant Export**  
Export the current site's participant information.

**Points Budget Balance**  
Provides the summary and detailed budget usage information for points budgets.

Recognition   (–)

**Recognition Received - List of Recipients**  
Provides summary and detail information for all recognition received by participants in your group.

**1** Click on 'Core/ Recognition'

**2** Click **Budget Balance** to see budget allocated to and used by participants

**3** Click **Recognition Received – List of Recipients** to see recognition received by participants

## Awards Received - List of Participants

Displays the number of awards received at the individual participant level.

## Hierarchy Export

Export the current site's hierarchy information.

## Participant Export

Export the current site's participant information.

## Points Budget Balance

Provides the summary and detailed budget usage information for points budgets.

**2**

Recognition   (–)

## Recognition Received - List of Recipients

Provides summary and detail information for all recognition received by participants in your group.

**3**



# Steps to download: Recognition Received – List of Recipients report

**Recognition Received - List of Recipients**  
Provides summary and detail information for all recognition received by participants in your group.

As of

The screenshot shows a report titled "Recognition Received - List of Recipients". On the left, there's a sidebar with five icons: a bar chart, a line graph, a pie chart, a bar chart with a line, and a scatter plot. The main area features a bar chart with the y-axis labeled "Recognitions" ranging from 0 to 20. The x-axis categories are not explicitly labeled but correspond to the bars. The highest bar is blue and reaches 19. Other bars are colored yellow, green, orange, red, purple, and blue, with values ranging from 5 to 7. To the right of the chart is a sidebar titled "# of Recognitions Received" with a "Report Filters" section. The filters include: Dates: 01/01/2016 - 06/18/2016, Organization(s): Show All, Department(s): Show All, Job Title(s): Show All, Participant Status: active, Country: Show All, Received: Have, Promotion Status: Active, and Promotion(s): Show All. Below the filters is a blue button labeled "+ Add to My Favorite Reports". At the top right of the report area are "Export" and "X" buttons. To the right of the sidebar, there are two yellow sticky notes with the number "1" on them, each with a red pushpin. An orange box surrounds the second sticky note, containing the text: "Click Change Filter in case the filter criteria doesn't match your download requirement".

**# of Recognitions Received**

Report Filters [Change Filters](#)

Dates: 01/01/2016 - 06/18/2016  
Organization(s): Show All  
Department(s): Show All  
Job Title(s): Show All  
Participant Status: active  
Country: Show All  
Received: Have  
Promotion Status: Active  
Promotion(s): Show All

[+ Add to My Favorite Reports](#)

1

1

Click Change Filter in case the filter criteria doesn't match your download requirement



# Select appropriate filters

Change Report Filters

Time Frame

1 Start 01/01/2016 End 08/18/2016 Auto Update  By checking Auto Update, the report will automatically update to the present date and you do not need to select an end date.

Participants

Organization(s) Show All Department(s) \* Show All 000000 000017 000019 Job Title(s) Show All Participant Status active Country \* Show All China India Philippines

Basics

Promotion Status Show All Promotion(s) \* Show All Annual Diamond Award Best Team - CEO Award Bronze Cheers

Export Selection

(Click on the CSV export to view your requested report.) Received Have \* Multi-selection allowed

4 Update Report Cancel

1 Start 01/01/2016 End 08/18/2016 Auto Update  By checking Auto Update, the report will automatically update to the present date and you do not need to select an end date.

2 Organization(s) Show All Department(s) \* Show All 000000 000017 000019 Job Title(s) Show All Participant Status active Country \* Show All China India Philippines

3 Promotion Status Show All Promotion(s) \* Show All Annual Diamond Award Best Team - CEO Award Bronze Cheers

4 Received Have \* Multi-selection allowed

1 The date range should not exceed more than a month\*

2 Other filters should have the value as 'Show All'

3 Select the value as 'Have'

4 Click 'update report'

\*Note: In case you are not getting the extract it means you need to further reduce the date range



Summary 

1 

< < Previous 1 2 3 4 5 ... 105 Next > >

Recipient	Country	Org Unit	Department	Job Title	# of Recognitions	Points Received	Plateau Earned
.., Ashutosh	India	SOFTWARE - SAP - INDIA82	293	Lead Consultant	1	21,000	0
.., Rahul	India	Auto and Services (095) - DELPHI - India (095.2C) - Genpact International Inc.82	232	Process Associate	1	7,000	0
.., Abhijeet	India	Headstrong Services India Private Limited (D-4)82	232	Principal Consultant	1	3,000	0
.., Alka	India	INDIA TO INDIA - ANNUITY - INDIA82	232	Process Associate	1	7,000	0
.., Atiya	India	Walgreens (077) - Walgreens Hyderabad - India (077.WA) - Genpact International Inc.82	232	Process Associate	1	4,000	0
.., Bhuvan	India	CPG (033) - HOSPIRA - India (033.AD) - Genpact International Inc.82	232	Process Developer	1	7,000	0
.., Diljeet	India	Genpact India82	232	Process Associate	1	7,000	0

Your Recognition Received - List of Recipients extract is being generated and will be available shortly. You will be notified when the extract is available to download.

.., Mumtaz	India	S2P (103) - SYMANTEC - S2P (103.FO) - Genpact International Inc.82	232	Process Associate	1	0	0
.., Namita	India	GGO - GBS-NCR-1 - INDIA82	232	Process Associate	1	7,000	0
.., Naveena	India	INDIA TO INDIA - GOOGLE - INDIA82	232	Process Associate	2	14,000	0

1 Click on Export do download the report

2 You will be notified by email when the report is ready

Note- Visit Cheers portal and go to the Alert section and download the report



# Budget Balance report

The screenshot shows the 'Change Report Filters' dialog box. It includes sections for 'Participants' (Organization(s) dropdown with 'Show All' and 'CHN4'), 'Basics' (Budget Distribution dropdown with 'One To One' selected, marked with a yellow sticky note labeled '1'), Budget Status (dropdown with 'Show All', 'Active', 'Closed', 'Suspended'), and Program (dropdown with 'Program: SHOW ALL', 'Program \*' dropdown listing 'Bronze\_Cheers', 'Bud\_cn', 'CA-Diamond Cheers', 'CA-Spot Cheers', and 'Conv.Tact\_Nodo\_Budget', marked with a yellow sticky note labeled '2'). A note at the bottom states '\* Multi-selection allowed'. At the bottom are 'Update Report' and 'Cancel' buttons.

1 Budget distribution – Select Shared Budget  
Budget Status – Active

2 Select Program

3 Click 'update report'



## Summary

Export 

PROGRAM NAME(S) ^	BUDGET MASTER NAME ^	BUDGET PERIOD ^	ORIGINAL BALANCE ^	ADJUSTMENTS (+/-) ^	AWARDED ^	AVAILABLE BALANCE
 1 <b>Senthil Nomination Promotion</b>	Senthil Central Budget	04/01/2016 To No End Date	452,898,550	0	12,681	
Totals			452,898,550	0	12,681	



- Clicking 'Update Report' will display the result in the table
- Click on program name
- You will be notified when the report is ready
- Click on Download under the Alert section



# Global SPOC & Other Options

Anand

Follow List

Messages

My Groups

Preferences

Security

Statement

SITE INFO

Contact Us

FAQs

Privacy Shield Policy

T&Cs

Logout

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US & Puerto Rico	Sarah Carpenter Amanda Murphy	<a href="mailto:sarah.carpenter@genpact.com">sarah.carpenter@genpact.com</a> <a href="mailto:amanda.murphy@genpact.com">amanda.murphy@genpact.com</a>
Canada	Kevin Dick	<a href="mailto:kevin.dick@genpact.com">kevin.dick@genpact.com</a>
China	Judy Zhou Bingbing Chen	<a href="mailto:judy.zhou@genpact.com">judy.zhou@genpact.com</a> <a href="mailto:bingbing.chen@genpact.com">bingbing.chen@genpact.com</a>
Philippines	Shilpi Nedunuri	<a href="mailto:Shilpi.Nedunuri@genpact.com">Shilpi.Nedunuri@genpact.com</a>
Malaysia	Terrance Tan	<a href="mailto:tankien.hou@genpact.com">tankien.hou@genpact.com</a>
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For any platform related queries

To logout from the Platform



**Thank you**



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