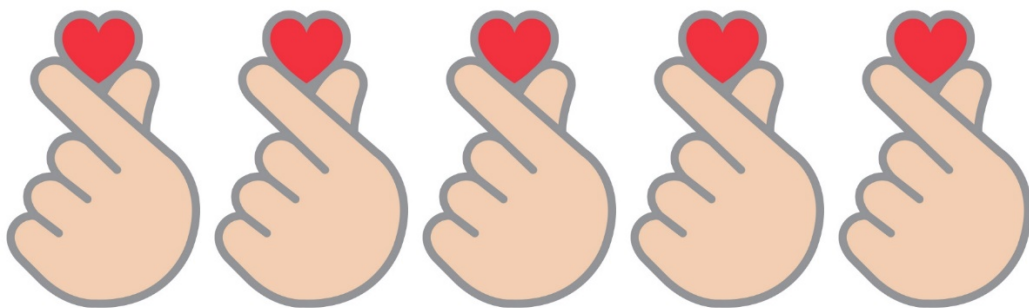




Give Your Colleagues a Mini-Heart

USER GUIDE



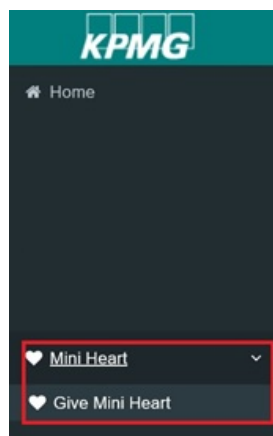
To foster a culture where we can show appreciation and recognition to others.

All staff will have **unlimited mini hearts** for giving out. **You can give your mini hearts to anyone within the firm (Thailand, Laos and Myanmar)**

When giving a mini heart, the giver can also provide tell the reason why they are giving mini heart to the person (name of the giver can be both shown or hidden).

How-to give out your mini hearts

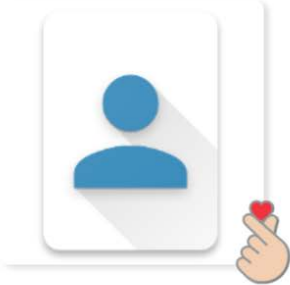
1. You can access the Mini Heart application via <http://www.thapp4.th.kworld.kpmg.com/application/HR/HumanCapitalManagement/>
 - 1.1. Select Mini Heart and click on 'Give Mini Heart'.



2. Select "Give Mini Heart to Colleague" and type in the name or staff ID of the person you wanted to give the mini heart to. **You can give your mini hearts to anyone.**

Give Mini Heart to Colleague

Profile



Please Select Staff

Name :

Staff (Name/ID)* :

Group :

Rank :

3. You can select one of the pre-populated reasons provided and type in your additional thoughts in the green textbox below (optional).
 - 3.1. Selection of what you want to say to your colleagues
 - 3.2. Type in your additional message to the person
 - 3.3. If you wanted to show your name to the person, please check this box (anonymous basis is the default selection)

The screenshot shows a form titled 'Give Mini Heart to Colleague'. It is divided into three main sections:

- 3.1 What do you want to say to your colleagues ?**: A list of pre-populated reasons with radio buttons. The first option, 'I love working with you. You're the best!', is selected with a green checkmark. Other options include 'Thanks for always making me smile 😊', 'You have inspired me.', 'You have supported me in everything I do. You also have my back!', 'I am your secret admirer!', and 'There's something I want to tell you..'. The entire section has a pink header.
- 3.2 What do you want to tell this person ?**: A large green-bordered text area for an additional message.
- 3.3**: A checkbox labeled 'Show your name to the recipient.' which is currently unchecked.

4. Once the mini heart has been given or received, you can see the summary by clicking on the 'Profile' tab. The details of the mini heart(s) you have given or received can be shown by expanding each of the section (clicking on '+' sign).

The screenshot shows the 'Profile' tab of the 'Give Mini Heart to Colleague' interface. It features a blue profile picture placeholder at the top. Below it are two summary cards:

- Given Mini Heart**: A pink card showing a count of 9.
- Received Mini Heart**: A green card showing a count of 2.

Below these cards are two expandable sections:

- Given Mini Heart Detail**: A pink bar with a '+' icon on the right to expand the details.
- Received Mini Heart Detail**: A green bar with a '+' icon on the right to expand the details.