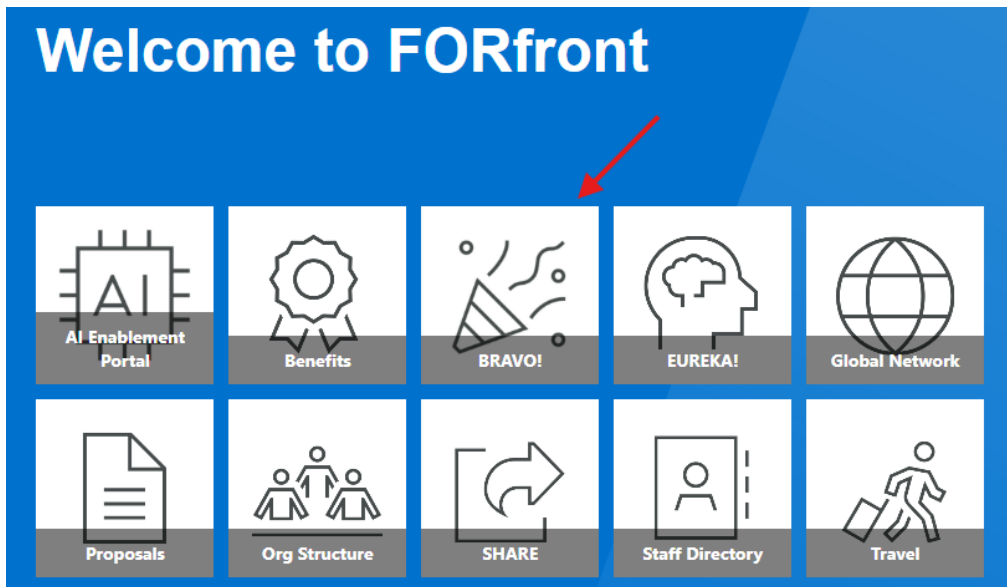


BRAVO! User Guide - US

How to access the BRAVO! Portal

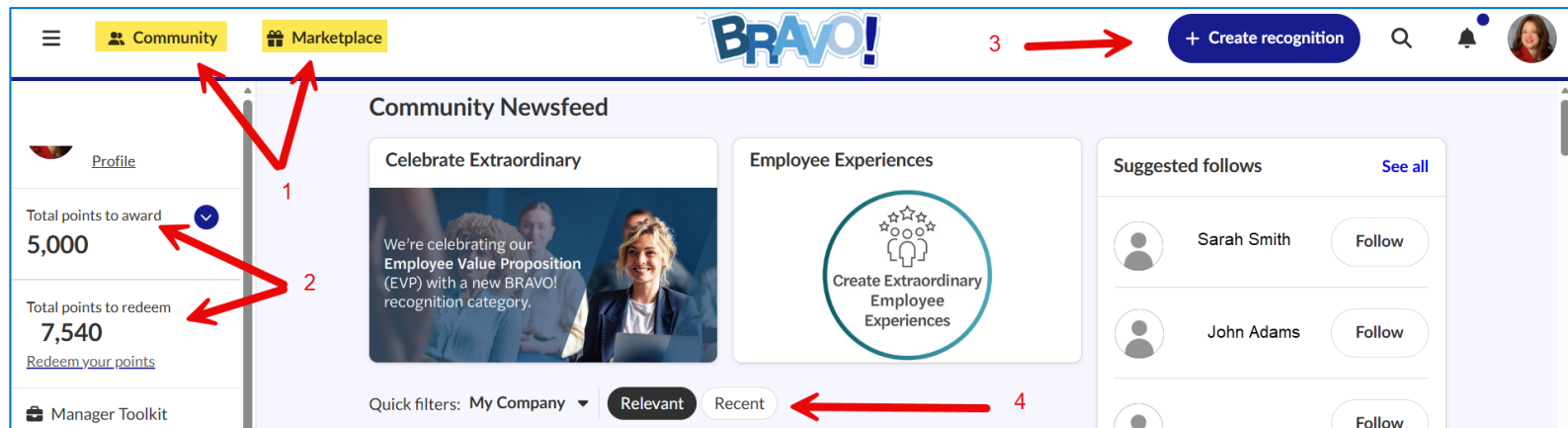
1. Navigate to the FORfront homepage: [FORfront - FORfront](#)
2. Click on the **BRAVO!** Tile



3. BRAVO! includes Single Sign-On (SSO), so access occurs automatically without a separate login

BRAVO! User Guide - US

Portal Navigation



1. Use the **Community** and **Marketplace** tabs at the top of the page to navigate between the main feed and the reward market where points can be redeemed.
2. View the amount of points available to reward others (visible to Lead & above roles only) as well as the amount of points available to redeem that have been given with previously received recognitions.
3. Create a recognition – see the following pages of this guide for instructions.
4. Use filters to view public recognition posts on the Firm's newsfeed.
5. Additional available actions include following colleagues and searching for colleague profiles.

BRAVO! User Guide - US

How to Recognize a Colleague

1. From the BRAVO! Homepage, click on **Create Recognition** in the top right corner of the screen



2. Search for the colleague to recognize and click the **check box** beside the name to select that person for recognition. A single colleague or multiple people may be selected. Then click **Next**

Search recipients

smith

Quick Search

My Location

1 selected

Smith x

Search Results

Clear

Smith
United States
US AR Rogers

☒

Smith
United States
US IN Fort Wayne

☐

BRAVO! User Guide - US

3. Choose the type of recognition to create:
 - a. Social Recognition may be created by any role and is intended to provide recognition without associated points – to recognize a great effort or a job well done.
 - b. Points Recognition may be created by roles **Lead and above** and is intended to provide recognition accompanied by monetary award points – to reward results or outcomes.

× **Send a Recognition**

Choose a recognition type

Social Recognition
Social only

Greatness deserves recognition – even when greatness is found in the small, daily things that make your day easier. Build a culture of engagement one free recognition at a time, without limits and without borders. Never underestimate the ability for your kindness to make someone's day. >

Points Recognition
Award points

Our values are who we are and how we accomplish our goals. They are the compass that guides us to greatness. When we recognize based on our values and great work, we focus... and we Achieve. >

4. Choose a **reward value** from the available options and click **Next**

Choose a value

☐ Create Extraordinary Employee Experiences

☒ **Be Your Best Self**

Set high expectations for ourselves / Create an environment where everybody can succeed / Have empathy and respect the differences that make us great

☐ Excel Always

☐ Be Builders

☐ Operate as One Firm

☐ Lead with Integrity

☐ Deliver an Unmatched Client Experience - Listen to Understand

BRAVO! User Guide - US

5. **Write** a few sentences describing the reason for the recognition and the contributions that have been made. If the recognition should be sent privately there is an option to do so. If that box is not checked, the recognition will be posted on the public news feed. Then click **Next**

Write the recognition

Recognitions have the greatest impact when they are meaningful – and it's easy to make that happen:

1. Make your recognition about the person you're recognizing.
2. Include what they specifically did.
3. Tell them the impact their actions had.

☐ Share this recognition privately

Sharing a recognition privately will notify only the recipient and other members the recognition is shared with. The recognition will not be

Previous

Next

6. Choose an **image** for the recognition. There will be a default image that is automatically chosen, but alternate images can be chosen from the gallery or uploaded. Then click **Next**

Choose an image

Selected image



Upload

Gallery

Choose file

By uploading images/content, you acknowledge that it is subject to use and accessibility as described in our [Privacy Notice](#).

Previous

Next

BRAVO! User Guide - US

7. **Share** the recognition with others if anyone should be directly notified of the post. Use the check box “share with the recipient’s manager” if desired. Then click **Next**

Share this recognition with others

Search members

Quick Search

Share with the recipient's manager

☒

8. Review the recognition details and click **Send**

Interacting with a Recognition Post

There are 3 actions available to interact with a recognition post in the feed.

1. **Boost** – This action is only available to Lead and Above roles as it involves adding point value to the recognition. Each boost adds an additional 250 points for the recipient of the initial recognition post.
2. **Like** – React to the post
3. **Comment** – Add additional words of praise, encouragement, or congratulations.

 **Boost**

 **Like**

 **Comment**