

REWARDING YOU

SENDING THANK YOU CARDS

Dear Colleague,

Below is a guide outlining how to send a **Thank You Card** via the Rewarding You website.

You will need your **manager log in** (Manager 1, Manager 2 etc) which is different from the log in for your employee points account. Your manager log in will be sent to you on the day of the Rewarding You re-launch.

The manager log in allows you to send thank you cards with a financial / points value using your allocated manager budgets. The points will be sent via a **Thank You e-card** and will include your own personal message. These messages will be collated and posted on the **Roll of Honour** on the Rewarding You website.

The following steps explain how this can be done. If you encounter any problems or have trouble accessing your account, please contact rewardportal.br.uk@sodexo.com or call 0800 328 7411.

1. Log in to <http://rewardingyou.rewardportal.uk.com/> using the manager log in details provided to you.
2. Hover over the **'Motivate'** tab on the menu and click on **"E-vouchers"**, below the **'Reward'** section as shown below.



3. You'll be redirected to the e-voucher order screen. From here you can select employees (labelled as 'participants' from a directory of users.

By clicking on the **select directory button**, a list of users will appear on your screen. You can use the magnifying glass icon to search for an employee by name or login (as shown below).

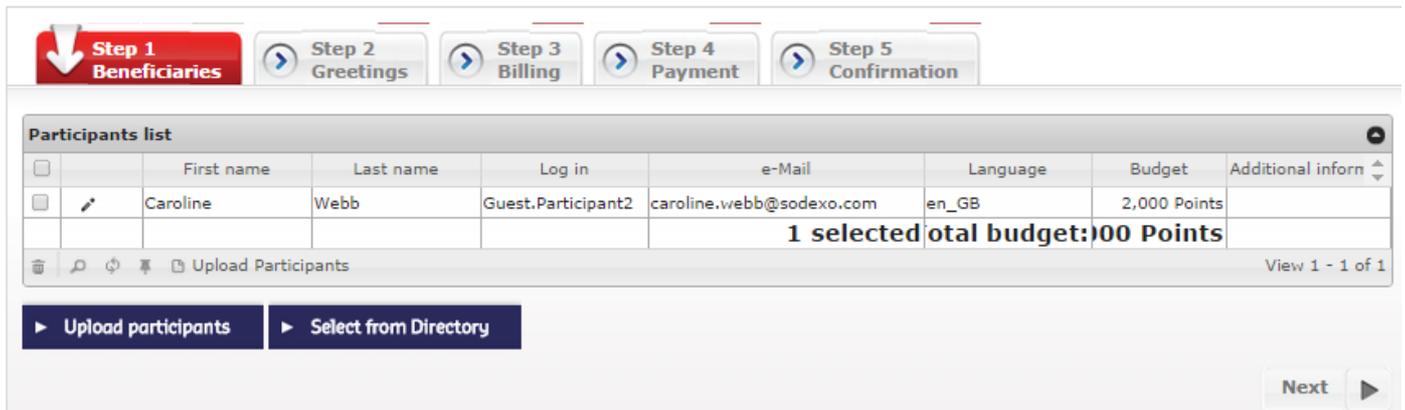
Reward participants directory					
<input type="checkbox"/>	First name	Last name	Log in	e-Mail	Quantity
<input checked="" type="checkbox"/>	Guest	Participant	Guest.Participant	rewardportal.br.uk@sodex	1

View 1

Add selected participants

Once you've found the employee you wish to recognise, simply tick the box on the left hand side of their name and enter the **points value** (labelled quantity) you wish to issue.

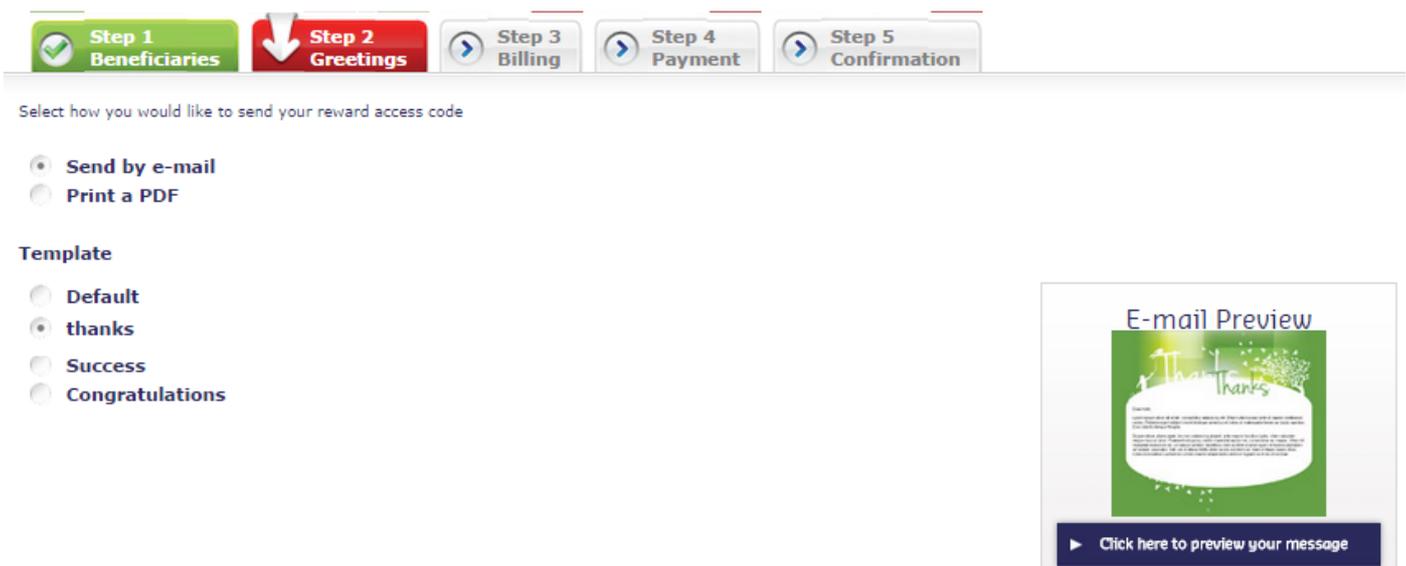
4. Close the pop up window. You'll now see your selected employee and total order value in the table as shown below.



	First name	Last name	Log in	e-Mail	Language	Budget	Additional inform
<input type="checkbox"/>	Caroline	Webb	Guest.Participant2	caroline.webb@sodexo.com	en_GB	2,000 Points	
1 selected						total budget: 2000 Points	

5. Click next. You'll now be redirected to the e-voucher template page. Select **'send by e-mail'** and then choose the template you wish to use.

Now you can fill in the details of the Thank You Card. Enter an **"e-mail subject"**. This is what will appear in the subject when the employee receives the e-voucher.



Select how you would like to send your reward access code

- Send by e-mail
- Print a PDF

Template

- Default
- thanks
- Success
- Congratulations

E-mail Preview



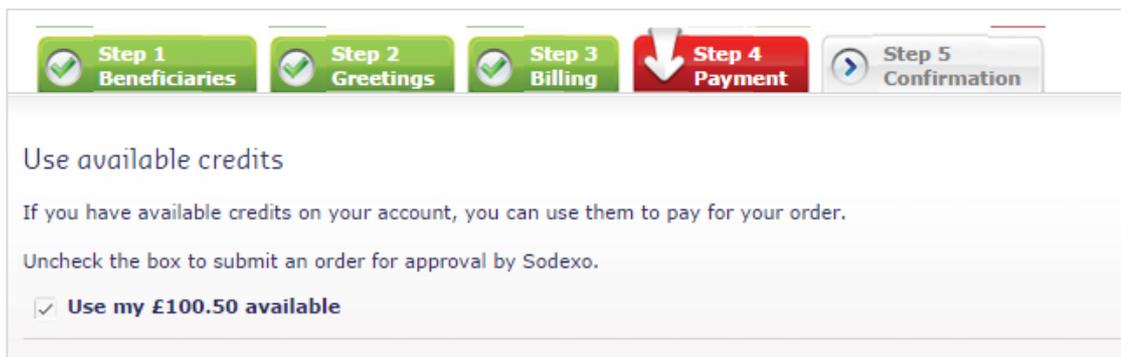
▶ Click here to preview your message

In the introduction section, please write the reason for the Thank You card recognition. This will be sent to the employee and later used to populate the Thank You wall on the website. Put your greetings end in the conclusion section.

You can view a preview of what the notification will look like by clicking “**Click here to preview your message**”.

6. Click next. Make sure the fields with a red * are complete and put in the recipient’s name & unit as this will help the finance team reconcile the invoice.

7. You’ll now be able to select your payment method. Please only use the ‘Use my available budget’ option as shown below:



Step 1 Beneficiaries Step 2 Greetings Step 3 Billing Step 4 Payment Step 5 Confirmation

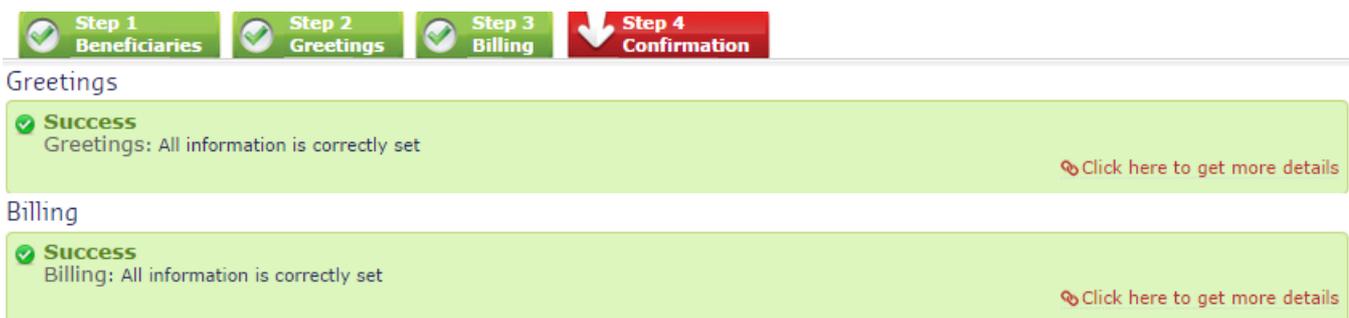
Use available credits

If you have available credits on your account, you can use them to pay for your order.

Uncheck the box to submit an order for approval by Sodexo.

Use my £100.50 available

8. Click “**Next**”. If you have completed all of the details as requested, you will see two green ‘success’ banners. If you are presented with a red box, please click this as you will be redirected to where the information is incorrect and needs updating.



Step 1 Beneficiaries Step 2 Greetings Step 3 Billing Step 4 Confirmation

Greetings

✓ **Success**
Greetings: All information is correctly set [Click here to get more details](#)

Billing

✓ **Success**
Billing: All information is correctly set [Click here to get more details](#)

9. Click “**Confirm order**” at the bottom of the page. If your order is successful, you’ll be greeted by a confirmation page with your order number. If you have any queries regarding this order, please contact the customer care team and quote this number.