

Jefferson Honors Instruction Guide



Logging On

Log Into the Jefferson Honors Site through:

- The HR Website
- Hospital Intranet Home Page
- University Blackboard Home Page

Click on “Jefferson Honors”

First Time Login

First Time Login

Terms and Conditions

Please read and review these Terms of Use carefully before accessing or using this Application. By accessing or using this Application, you acknowledge that you have read, understood and agreed to the Terms of Use Agreement. If you do not agree to the Terms of Use, you may not access or use the Application.

Smiths Medical reserves the right to amend or cancel this program at any time without notice. In case of a dispute over program rules, measurement or rewards, the interpretation and decisions of Smiths Medical are final.

Participants must be an employee in good standing of Smiths Medical and enrolled in the program at the time of award delivery in order to be eligible to receive the award. Termed employees have 30 days from their last day worked to redeem any points they have in the system. BIS employees are not eligible for this program.

Smiths Medical reserves information loaded on to

Any participant determined awards will be rescinded

The value of all awards earned income along with an adjusted

All personal data submitted

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Smiths Medical reserves the right to audit all program performance information at any time and expects the system to be used in a professional respectful manner. Any information loaded on to the site through your personal profile account or other means will be reviewed and removed as necessary and could result in disciplinary action.

Any participant determined by Smiths Medical to be a party to fraudulent performance in the promotion will be terminated from the promotion, and any fraudulently earned awards will be rescinded.

The value of all awards earned in this promotion is considered taxable income. These reward taxes are paid by Smiths Medical but will appear on your tax statement as income along with an adjusted tax line item.

All personal data submitted shall be used solely for the purpose of administering this program and shall be kept confidential by Smiths Medical and its suppliers.

- Accept Terms and Conditions
 Decline Terms and Conditions

Continue



Accept the Terms & Conditions, then click CONTINUE

First Time Login

About Me



File size limit 10mb. Supports JPEG, PNG and GIF

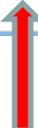
What are your hobbies?

What is your favourite food?

What is your favourite type of music (ie: rock, classical, jazz, etc.)?

In which city were you born?

What is your favourite game?



Answer the About Me questions so we can learn more about you!
Click CONTINUE.

First Time Login

My Preferences

Text Messages (select/unselect all)

- Budget End Alerts
- Deposit Notifications
- Goal Reminders
- New Promotion Start
- Promotion About to Expire
- Promotional Messages
- Recognition Received

Send Text Messages To:

Country Code

Phone Number:

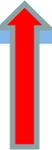
I accept the Terms and Conditions for Text Messages.

Terms and Conditions

Mobile Phone number is required as you signed up for text message notices. Note that the frequency of notices is unlimited. Standard messaging charges apply. You must be the account owner or have authorization of the account holder to subscribe. To opt out, text STOP when replying to any text message. Text HELP or use Contact Us for additional information. Participating carriers include: Alltel, AT&T Mobility, Boost, Cellular One, Cincinnati Bell, Nextel, Sprint, T-Mobile, US Cellular, Verizon Wireless, Virgin Mobile.

Submit

*recommendation if accepting
text messages:
Check “Recognitions Received” to get
notices when you are recognized.



Set your Text Message preferences, then click SUBMIT.

Home

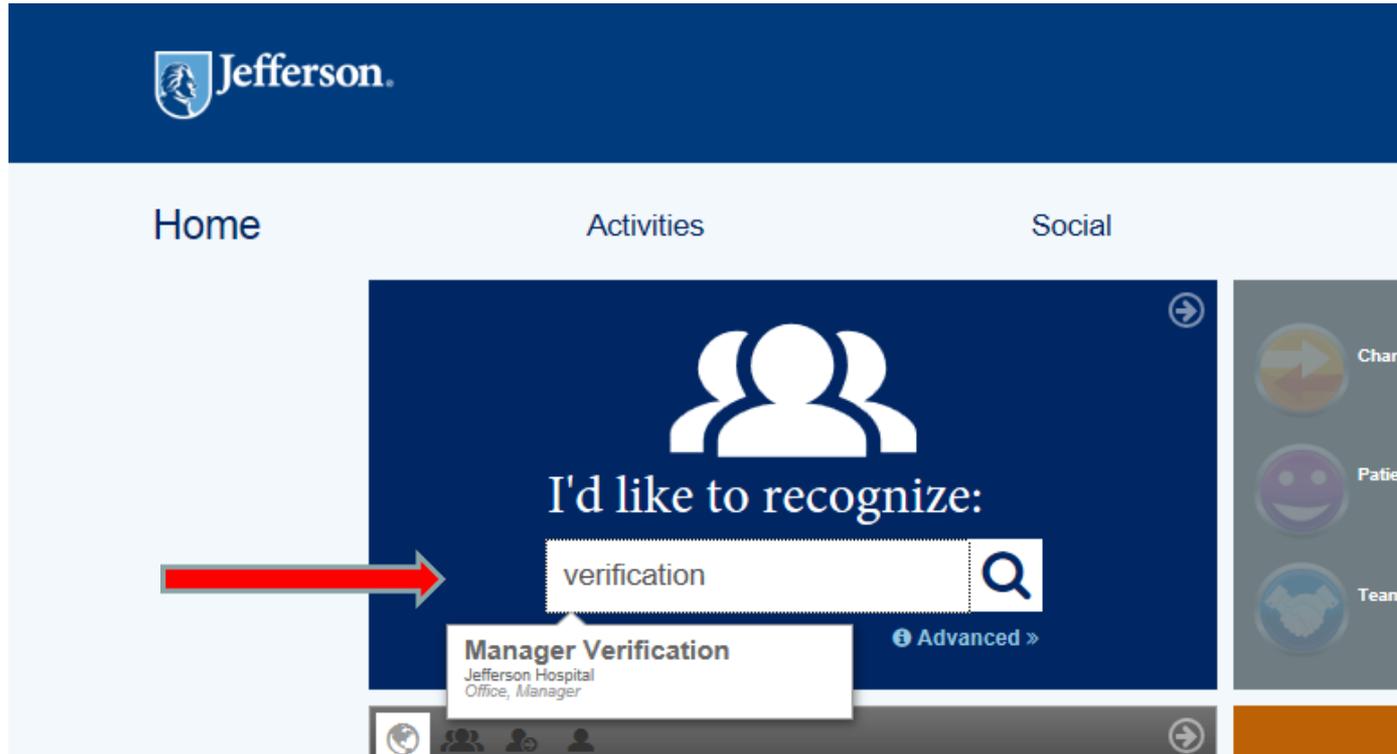
The screenshot displays the Jefferson University Hospitals Home page. At the top left is the Jefferson logo. At the top right, it shows the user's name 'TestUser Verification', '10 Points', and options for 'Alerts' and 'Logout'. Below the header is a navigation bar with tabs for 'Home', 'Activities', 'Social', 'Shop', and 'All'. The main content area features a large dark blue box with the text 'I'd like to recognize:' and a search input field labeled 'Last Name'. To the right of this box is a vertical list of earned badges: 'Teamwork' (Earned Date: 10/10/2013), 'Community Service' (Earned Date: 10/10/2013), and 'Leadership' (Earned Date: 09/11/2013). Below these is a scrollable feed of recognition messages, such as 'TestUser Verification was recognized by testmanager verification' and 'James Fasoline was recognized by Gabriel Zashin'. At the bottom of the page is a footer with links for 'Privacy Policy', 'Rules', 'FAQs', 'Contact Us', and 'Change Language', along with a copyright notice: 'Copyright ©2013 BI WORLDWIDE™. All rights reserved.'

Send a Recognition

your earned badges

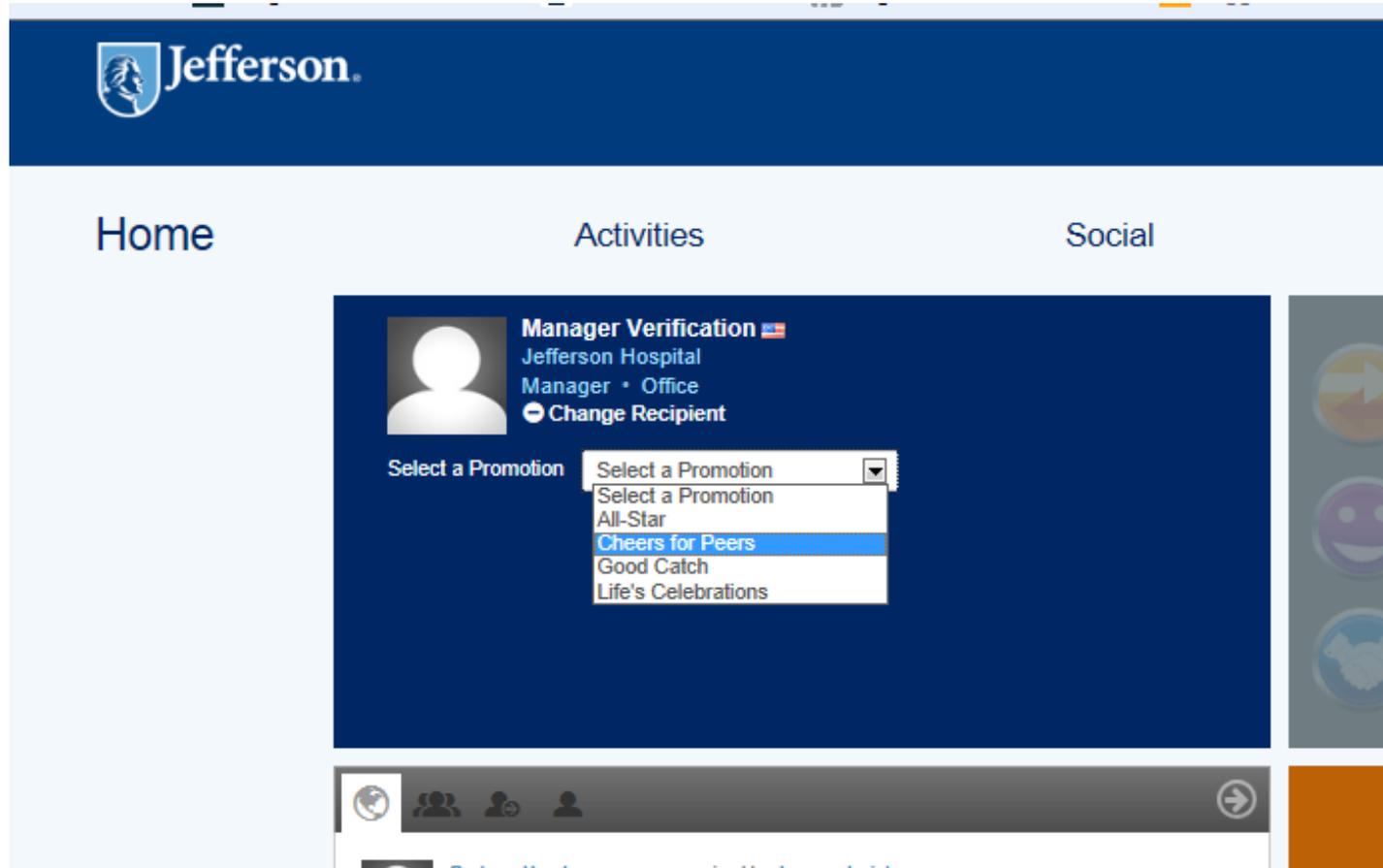
View real-time recognitions that others are sending

Send a Recognition – Cheers for Peers



Type in the first few letters of the recipient's last name (last name in example is "Verification," first name "Managers"), then click on their name when it populates. Do not hit ENTER while the system is searching, or it will clear the field. Please wait until names appear and select the name.

Send a Recognition – Cheers for Peers



Select a promotion

Send a Recognition – Cheers for Peers

The screenshot shows the Jefferson mobile app interface. At the top is the Jefferson logo. Below it are navigation tabs for 'Home', 'Activities', and 'Social'. The main content area is titled 'Manager Verification' and shows a profile for 'Jefferson Hospital Manager - Office'. A dropdown menu is set to 'Cheers for Peers'. A text input field contains the comment: 'Thank you for your outstanding help on project XYZ! Your efforts made a huge difference and saved us all time!'. Below the input field are 'Continue' and 'Cancel' buttons. A red arrow points to the 'Continue' button. On the right side, there are icons for 'C', 'P', and 'T'.

Type your comments, and click **CONTINUE**.
These comments will appear on the Public Recognition Wall

Send a Recognition – Cheers for Peers

Confirm Promotion
Add Additional
Recipients if desired

Jefferson. Participant Verification Alerts Points Logout

Back Send a Recognition

Select a Promotion
Cheers for Peers [Change](#)

Find Recipients
Manager Verification [Add More Recipients](#)

Selected Recipients

Recipient: Verification, Manager Bill Jefferson Hospital
Office - Manager [Remove](#)

Select an eCard
 Add eCard

Select an eCard to begin.

↑ ↓

YOU ALWAYS HAVE GREAT IDEAS Think big ideas You always give an extra effort

anything is possible Thank you! Thank you! TEAMWORK EXECUTION your ideas stand out from the norm!

Click on the eCard you want to send.

Send a Recognition – Cheers for Peers

Select a behavior 

Tell us Why

Select a Behavior

Comments

B **I** **U**     

Remaining Characters 1880

Thank you for your outstanding help on project XYZ! Your efforts made a huge difference and saved us all time!

Send Copies

Send copy to manager

Send copy to me

Insert email address to copy others

Deliver On (optional)

Calendar is based on your local time zone.

10/11/2013 

[Preview](#)

[Cancel](#)

[Privacy Policy](#) | [Rates](#) | [FAQs](#) | [Contact Us](#) | [Language](#)

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The recipient's manager will automatically be copied. You may also choose to send a copy to yourself or others.

The delivery date defaults to today. You may choose to have the card sent on a later date. If you want it to be sent on a date other than today, enter that date, then click PREVIEW.

Send a Recognition – Cheers for Peers

Jefferson. Participant Verification Points Alerts Logout

Back Recognition Preview

Cheers for Peers

YOU ALWAYS HAVE GREAT
IDEAS

Comments Thank you for your outstanding help on project XYZ! Your efforts made a huge difference and saved us all time!

Behavior Problem Solving

Copies A copy of the email will be sent to each recipient's manager.

Deliver On 10/11/2013

Recipient

Verification, Manager
Jefferson Hospital • Manager • Office

Send Edit Cancel

Confirm and Send

If you are ready to send, click SEND. You may also EDIT or CANCEL.

Personal Information

Click on your name to view your personal information.



Jefferson. testmanager verification 0 Points Alerts Logout

Back Profile

testmanager verification 0 Points

Security Preferences Delegate

Personal Info Badges Alerts & Messages Statement Follow List Activity History

My Info

testmanager verification

Upload a New Profile Picture

Name: testmanager verification
Org Name: Manager - 00002934900000103070010Gozon, Richard Primary
Department: Job Title

Address: 7630 E Bush Lake Rd, edina, Minnesota 55447
Country: United States
Phone: 1 - 952-857-2111
Email Address: martha.felland@biworldwide.com

About Me

In which city were you born?
edina

What is your favourite game?
archery

Save Reset

MY INFO: This information is automatically populated from PeopleSoft and cannot be changed. It is only viewed by you and is not public.



Upload your picture!



You may change your ABOUT ME information here. Click SAVE.



Personal Information – My Preferences

Jefferson

testmanager verification
0 Points

Alerts Logout

Back Profile

testmanager verification
0 Points

Personal Info
Badges
Alerts & Messages
Statement
Follow List
Activity History

Security Preferences Delegate

My Preferences

Language Preference English [U.S.]

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 Reset

Click on preferences to update how you want your information to be displayed to others.

Personal Information - Statement

The screenshot displays the 'testmanager verification' profile page. At the top, the Jefferson logo is on the left, and the user's name 'testmanager verification' with '0 Points' and 'Alerts'/'Logout' links is on the right. Below the header, there are navigation tabs: 'Personal Info', 'Badges', 'Alerts & Messages', 'Statement' (highlighted), 'Follow List', and 'Activity History'. The 'Statement' section includes a 'Summary' table and a 'Summary Period' selector. The 'Summary Period' section has 'Show Activity From' and 'To' date pickers. A red arrow points to the 'To' date picker, which is set to '10/10/2013'. Below the date pickers is a 'View' button. The 'Transaction Details: Points' section shows a table with columns for 'Date', 'Description', and 'Amount', with the message 'Nothing found to display.'

Account Number	211883623
Beginning Balance	0
Earned this Period	0
Redeemed this Period	0
Adjustments this Period	0
Pending Order	0
Ending Balance	0

Show Activity From: 09/10/2013 To: 10/10/2013

Date	Description	Amount
Nothing found to display.		

Click Statement to view any points you have earned.

You may enter a date range to gather more specific information. Click VIEW to see the detail.

Personal Information – Follow List

The screenshot shows the user interface for the 'Follow List' of a user named 'testmanager verification'. At the top left is the Jefferson University Hospitals logo. The user's name and '0 Points' are displayed at the top right. Below the name is a navigation menu with tabs for 'Personal Info', 'Badges', 'Alerts & Messages', 'Statement', 'Follow List' (which is highlighted), and 'Activity History'. To the right of the user's name are three menu items: 'Security', 'Preferences', and 'Delegate'. Below the navigation menu is a teal button labeled 'Add to Follow List' with a red arrow pointing to it from the right. Below this button is a section titled 'I'm following:' which contains a yellow message box stating 'You are not following anyone.'

Follow List: you may select to follow specific colleagues to see their site activity.

Personal Information – Activity History

The screenshot shows the user interface for 'testmanager verification' on the Jefferson University Hospitals platform. The user's name and '0 Points' are displayed at the top right. A navigation bar includes 'Personal Info', 'Badges', 'Alerts & Messages', 'Statement', 'Follow List', and 'Activity History'. The 'Activity History' tab is selected, and a red arrow points to it. Below the navigation bar, there are date range filters: 'From: 10/15/2013' and 'To: 10/31/2013'. A dropdown menu for 'For Promotion:' is set to 'All recognitions'. A red arrow points to the 'Show Activity' button.

Click on 'Activity History' to view all of the Recognitions you have sent and received.

Enter the date range and select the promotion you wish to view. You may also view 'all recognitions'.
Click SHOW ACTIVITY.

Activities

The screenshot displays the Jefferson University Hospitals website interface. At the top, the Jefferson logo is on the left, and 'Participant Verification' with '0 Points', 'Alerts', and 'Logout' options is on the right. The navigation bar includes 'Home', 'Activities' (highlighted with a red arrow), 'Social', 'Shop', and 'All'. The main content area is divided into two columns. The left column features a dark blue background with a white icon of three people and the text 'I'd like to recognize:' followed by a search input field labeled 'Last Name' and a magnifying glass icon. Below the search field is a link that says 'Advanced >'. The right column contains a 'Good Catch' banner with the text 'Recognize your peers for their contribution to the culture of safety here at Jefferson!' and 'Place your Good Catch nomination today.' Below the banner are two orange buttons: 'Nominations' with a checkmark icon and 'Take a Quiz' with a question mark icon. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Rules', 'FAQs', 'Contact Us', and 'Change Language', along with a copyright notice: 'Copyright ©2013 E1 WORLDWIDE™. All rights reserved.'

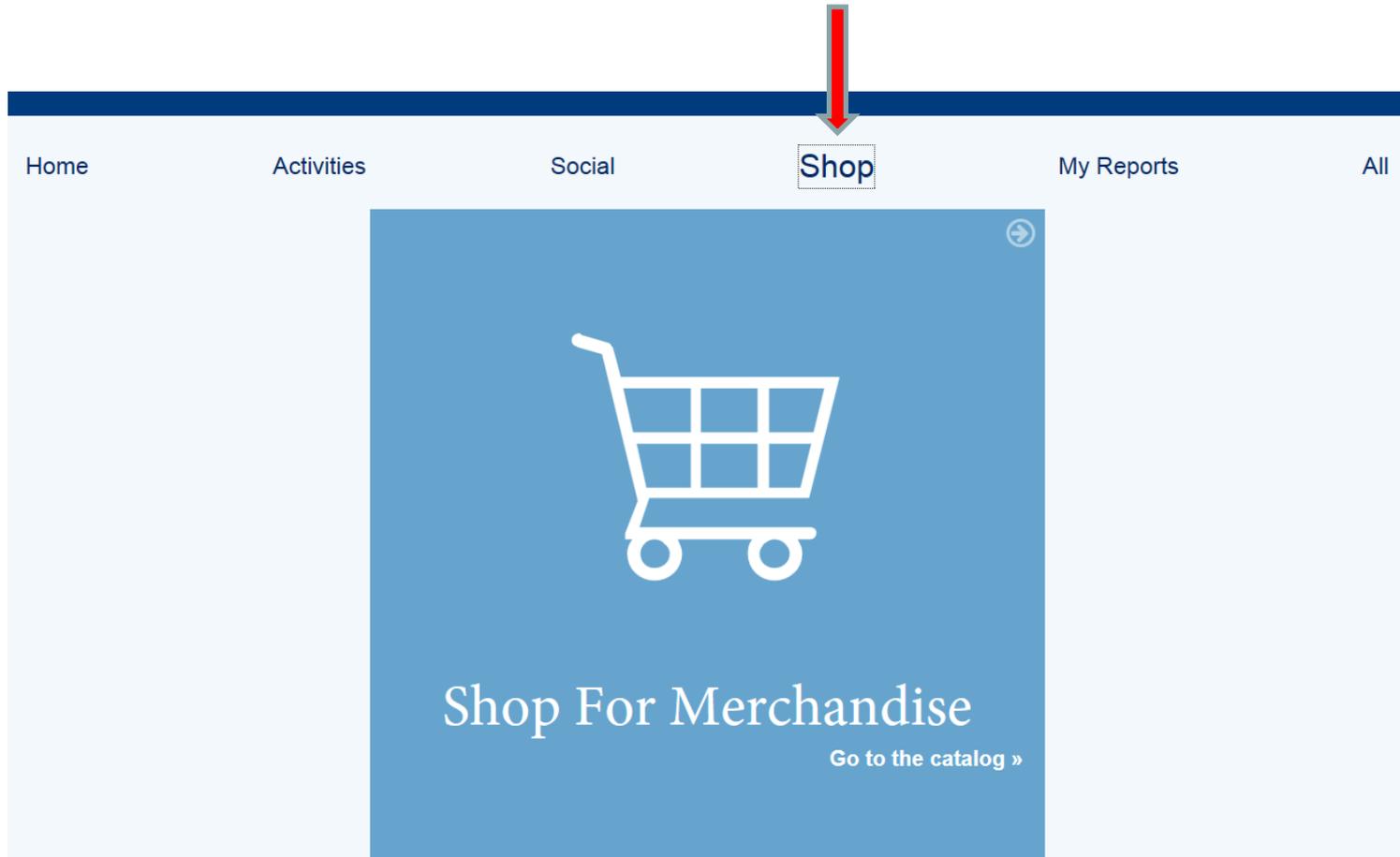
On this tab you will find; Recognition Tab, Banner Ads, Nomination Tab.

Social

The screenshot shows the 'Social' tab selected in a navigation menu. The header includes the Jefferson logo and a user profile for 'TestUser Verification' with 10 points, alerts, and a logout button. A red arrow points to the 'Social' tab. The main content area is divided into several sections: a 'Recognition Wall' on the left with three entries; a 'Tip' card with a lightbulb icon; a 'Resource Center' card with a checklist icon and links to FAQs, Best Practices, Manager Daily Reminder, and Top 10; and a large image of a diverse group of people with the text 'Recognize Your Peers, Instantly!' and a 'Read More' link. The footer contains links for Privacy Policy, Rules, FAQs, Contact Us, and Change Language, along with a copyright notice for 2013 BI WORLDWIDE™.

On this tab, you will find; the recognition wall, tips on recognizing, news stories and the resource center including FAQs.

Shop



Click on the shopping cart to shop the on-line catalog

Shop

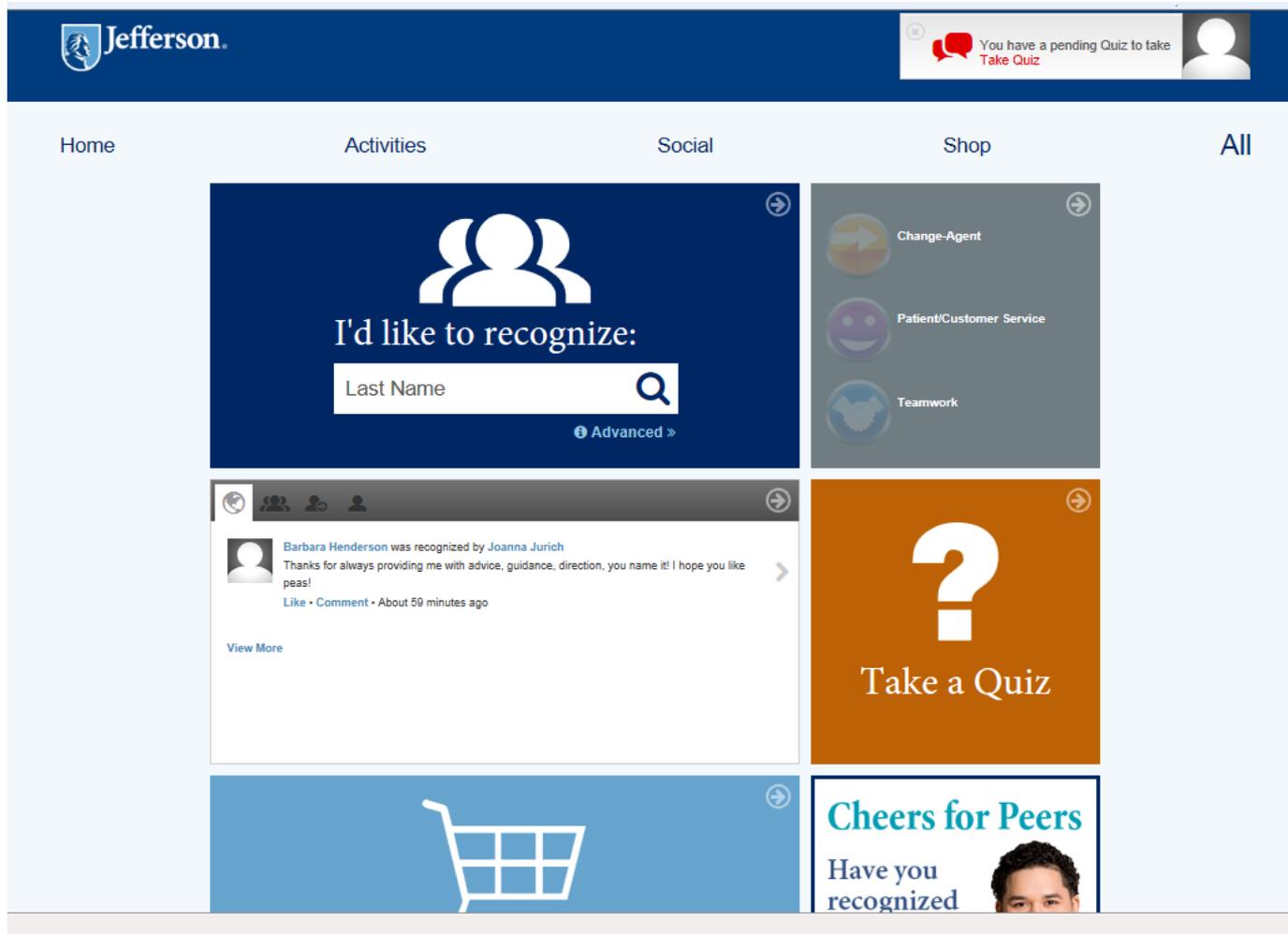
The screenshot shows the Jefferson University Hospitals online shop. At the top left is the Jefferson logo. To the right, it says "Welcome" with a dropdown arrow. Below this are three tabs: "Merchandise" (selected), "Events", and "Digital Downloads". A search bar is located below the tabs, with "Search" on the left, "In All Categories" and "For Value" dropdowns in the middle, and a search icon on the right. Below the search bar is a breadcrumb trail: "Home > Merchandise".

The main content area is divided into three columns. The left column is titled "Start Shopping" and contains a list of departments: Books, EcoStore, Electronics, FanShop, Food Service, Get It Now, Health & Beauty, Home, Home Office, Kids & Baby, Lawn & Garden, Men's, Music, Movies & TV Shows, Personalized Products, Software, Sports & Recreation, Tiffany & Co., Tools & Automotive, Toys & Games, Travel Gear, Video Gaming, and Women's. Below this list are links for "Great Deals", "Gold Tag Outlet", and "Featured Awards", along with "The Real Deal History".

The middle column features a large banner for "Beauty Without Cruelty" (BWC). The banner includes a photo of a white swan and text: "Keep your cosmetics clean and kind with BWC. For over 40 years, BWC has been on a mission to provide cruelty-free products made with natural, safe ingredients. Never willing to sacrifice performance or value, BWC provides eco-friendly beautifiers that respect you, the earth and the animals." Below the text is a "Click here!" link. Below the banner is a "Great Deals" section with a carousel of product images, including a blender, a box of tissues, a Slim product, and a Mini product.

The right column contains three promotional banners. The top one is "LOVE MOVIES?" with a "Click Here" link and an image of a woman wearing 3D glasses. The middle one is "ONE DAY. ONE DEAL." with a "Click here" link and an image of a clock. The bottom one is "THAT'S THE TICKET" with a "Click here" link and an image of a person at a concert.

Use your points to redeem for hundreds of thousands of merchandise items, event tickets and digital download items. Points never expire!



Click 'All' to see all site inclusions on one page.