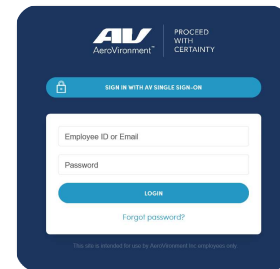# BRAVO! Job Aid

What is it?

AV Bravo Recognition Program: Nominate and recognize someone that did an exceptional job on a project or provided you with amazing support inside AV. Review the **Bravo! Award Criteria Definition** info, located on the website, to learn what determines the level of award you can provide.

How Do I Access / Navigate to Bravo! via AV Desktop on AV Network?

1. Go to **AVConnect > Quick Links** and click **Bravo!** or go directly to link (displayed below)

2. Click **Sign In with AV Single Sign-On**.

1   **https://aerovironment.awardco.com**

2

How Do I Access Bravo! via Mobile Device (i.e. AV iPhone) as OKTA MFA User?

Note: For security, please setup 'Okta Verify' Multi-Factor Authentication within your AV Okta website before attempting instructions below. View AVLearn for more detail & training on how to setup Okta Verify.

1. Click on the **BRAVO!** *application* on your AV iPhone

2. Click **"Sign In with AV Single Sign-On"** button and follow standard **Okta Verify** requirements:

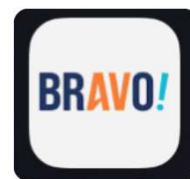   **Step 1:** Enter **AV Username** & click **Next**

    Step 2: Select the **Okta Verify (iPhone)** option from drop - down menu for Authentication Factor

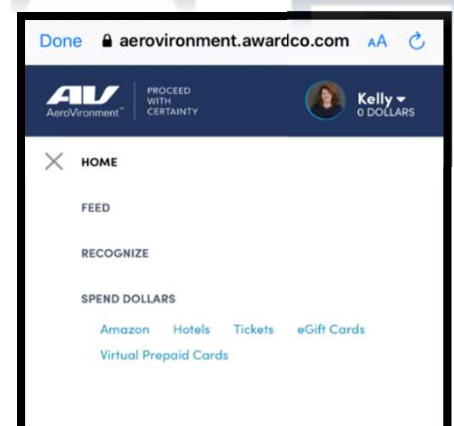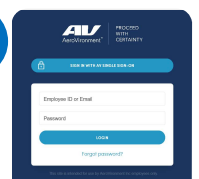   **Step 3:** Click **"Send Push"** button

    Step 4: '**Acknowledge Push message'** on iPhone that has AV Okta Verify app installed

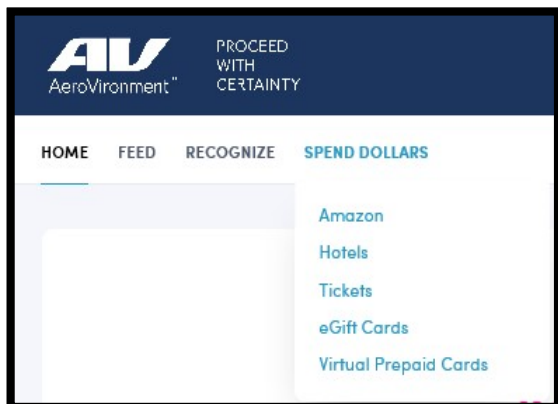   **Step 5:** Enter **AV Password**

BRAVO! Job Aid

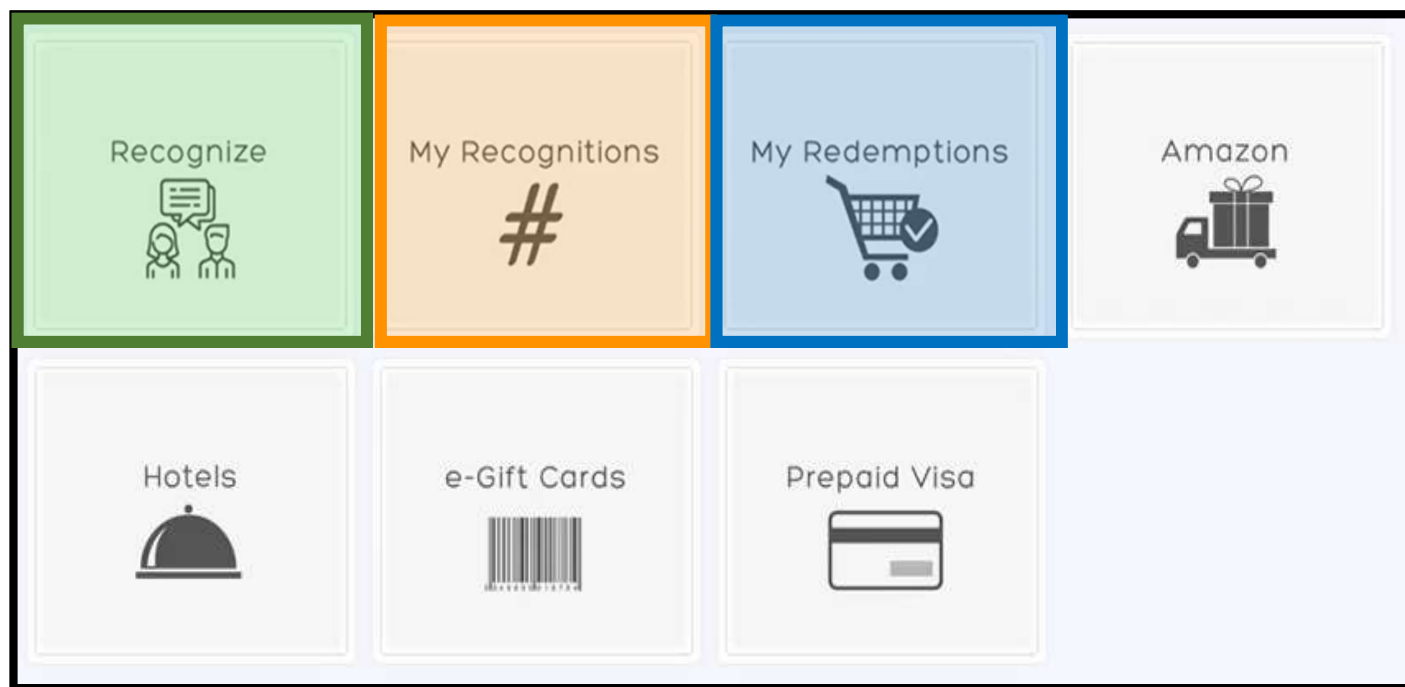## Employee Website Overview

Home: View details below

Feed: See who has been recognized in AV

Recognize: Select to begin recognizing someone

Spend Dollars: Begin using your recognition dollars after you have been recognized!
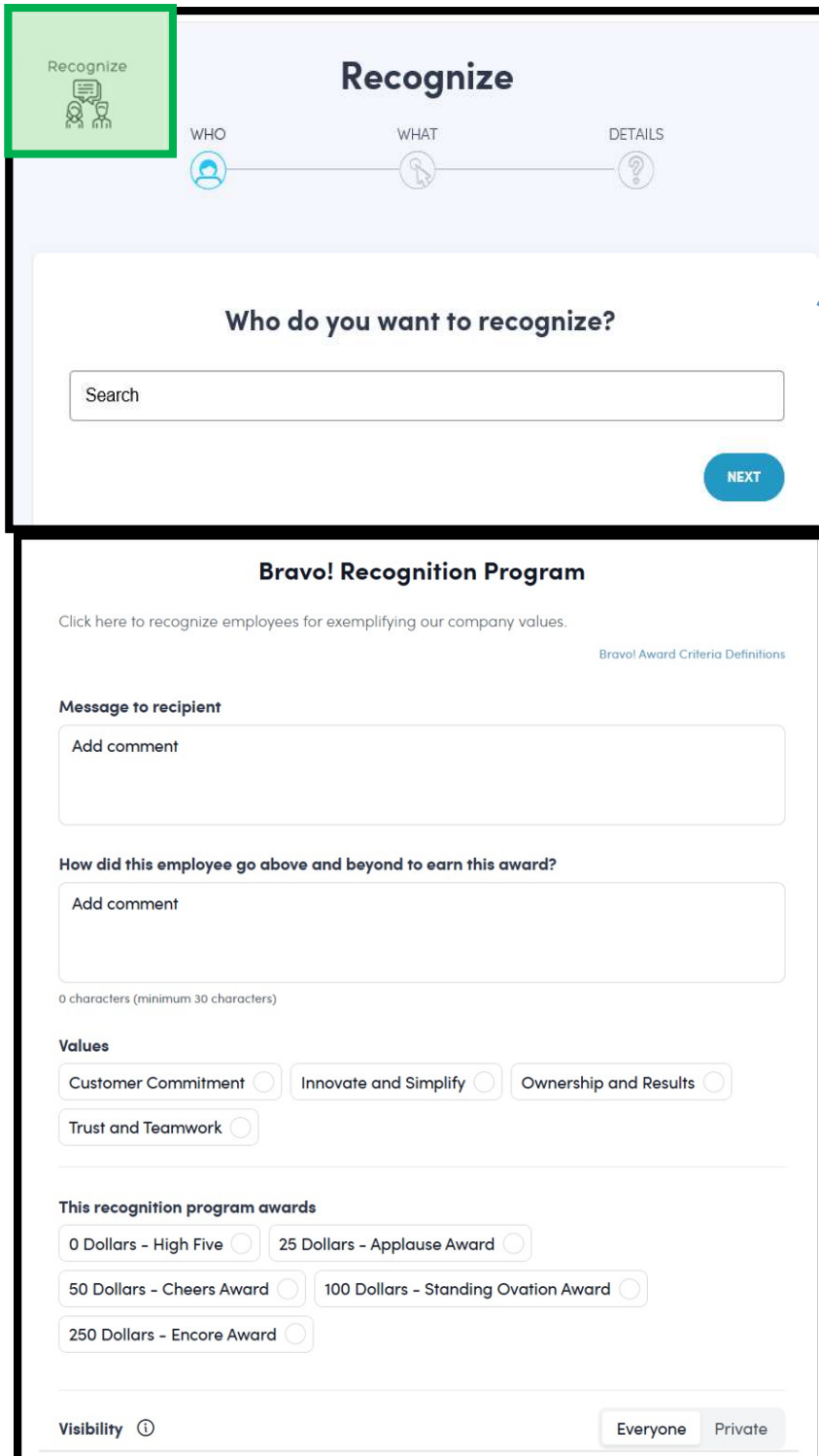
HOME Link

- **Recognize:** Use to start the recognition process for an AV Employee

- **My Recognition:** View recognitions you've received from someone.

- **My Redemptions:** View list of items you have redeemed & see tracking for items not delivered yet.

- **Amazon, Hotels, e-Gift Cards, Prepaid Visa:** Redemption networks available for you to choose from when you receive a **monetary** recognition.

BRAVO! Job Aid

Note: the non-monetary **High Five** award does <u>not</u> require any approvals

Recognize

WHO — WHAT — DETAILS

Who do you want to recognize?

Search

NEXT

Bravo! Recognition Program

Click here to recognize employees for exemplifying our company values.

Bravo! Award Criteria Definitions

Message to recipient

Add comment

How did this employee go above and beyond to earn this award?

Add comment

0 characters (minimum 30 characters)

Values

Customer Commitment   Innovate and Simplify   Ownership and Results

Trust and Teamwork

This recognition program awards

0 Dollars – High Five   25 Dollars – Applause Award

50 Dollars – Cheers Award   100 Dollars – Standing Ovation Award

250 Dollars – Encore Award

Visibility ⓘ   Everyone   Private

Search for AV Employee you want to recognize & click **Next**

Click this link to **view Bravo! Award Criteria definition** before writing the **Message to recipient**

Explain what the recognition is for & the main **AV Value** it represents

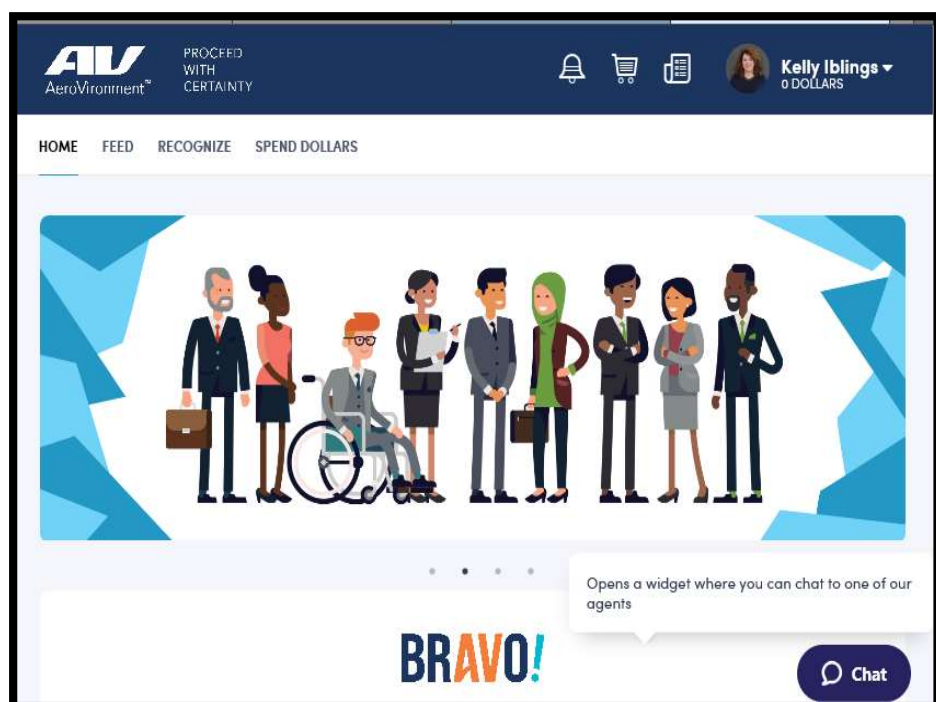Select **Award Level** as outlined by the **Bravo! Award Criteria definition**

Select if you want everyone to see on **AV Feed** or for this to be **Private.** Click **Recognize** to <u>nominate</u> employee.

BRAVO! Job Aid

Employee Website Overview

Technical Support

Chat Feature: For any question about orders, returns, etc. and/or technical issues, click on **"Chat" button** in the lower left corner of the landing page. It will start a chat with one of the Vendor's representatives where you can detail what your question is.

If no one is available on (between 12 am and 6 am MT), the employee will be notified and a ticket will be issued. Vendor representatives will contact the employee as soon as possible..