

How to Approve or Decline Award Nomination

1. Click **Bell** notification icon to view any **Pending Approvals**
2. Click arrow down for full details.
3. Review recognition message and reason – coordinate with the person who initiated the award if you are going to **adjust the Recognition amount** (higher or lower). Change the amount by selecting new Recognition Amount.
4. Click **Approve** or **Decline**. If declined, you have to provide a reason to the person submitting the award and coordinate a resubmittal.

The screenshot shows the 'Pending Approvals' page in the Bravo! system. The top navigation bar includes the AV AeroVironment logo, the tagline 'PROCEED WITH CERTAINTY', a shopping cart icon with '0 DOLLARS', and a user profile for Sean Woodward. The main navigation bar has links for HOME, FEED, RECOGNIZE, and SPEND DOLLARS. The 'APPROVALS' section is active, showing 'Pending Approvals'. Below this, there are tabs for 'My Submissions' and 'My Approvals'. A search bar is present. A table lists pending approvals with columns: DATE & PROGRAM, TO → FROM, BUDGET, and RECOGNITION. The first entry is for 4/1/2025, 'Bravo! Recognition Program', from Julia Borges to Richmond Tan, with a budget of 50 Dollars and a recognition message. To the right of the table are buttons for 'Decline Selected' and 'Approve'. Below the table, there is a 'Message to recipient' section and a 'How did this employee go above and beyond to earn this award?' section. At the bottom, there is a 'Recognition Amount' section with radio buttons for different award levels: 0 Dollars - High Five, 25 Dollars - Applause Award, 50 Dollars - Cheers Award (selected), 100 Dollars - Standing Ovation Award, and 250 Dollars - Encore Award. Numbered callouts 1 through 5 are placed on the page: 1 points to the bell icon in the top right; 2 points to the search bar; 3 points to the 'Recognition Amount' section; 4 points to the 'Approve' button; and 5 points to the 'ADMIN' button in the top right corner.

Admin for Managers

5. Click **ADMIN** button (displayed above) to view dashboard and filter through **Users and Reports** for current and previous recognition data.

The screenshot shows the 'ADMIN' dashboard in the Bravo! system. The top navigation bar is the same as the previous page. The main navigation bar has links for DASHBOARD, USERS, and REPORTS. The 'USERS' tab is selected and highlighted. Below the navigation bar, there is a 'Dashboard' section with a 'Dashboards' link. The 'RETURN' button is visible in the top right corner.

Managers: How to recognize your Employees on their Anniversary

Employee Service Awards

As a Manager, you will receive **email notification seven days prior to the milestone**, (from no-reply@awardco.com) for your employee's key AV anniversary service date. (i.e. 1,3,5,10,15,20,25,30,35,40 Years).

Best Practices for Managers

1. Recognize employees in a timely manner
2. Provide a personalized message when you email them
3. Recognize employee during team meeting and tie to our company values
 - *If employee doesn't like public praise, consider still doing this privately with them – acknowledge their work and be sincere.*

Note: This recognition will also populate in the **Feed** section of the **Bravo! Platform** so all employees can see who is being recognized for their service.