

How to **create** and **send** an award

Click on the corresponding tab to the award you would like to send to learn more.

Frontline Award

SPOT Award

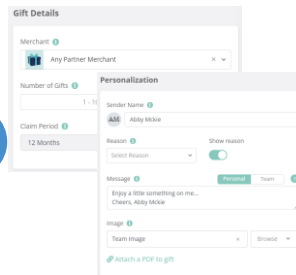
Shoutout

1



Log into the OMS.

5



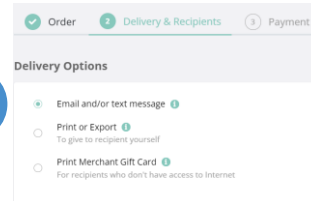
Complete the Gift Details & Personalization information.

2



Click on the GEM tile under People Management.

6



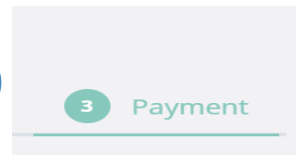
Complete the Delivery & Recipient information.

3



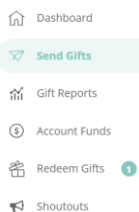
In the drop-down, select GEM Frontline Award.

7



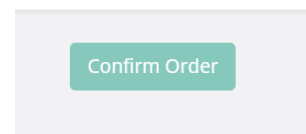
Review the details.

4



On the left-hand panel, select Send Gifts.

8



Confirm the order.

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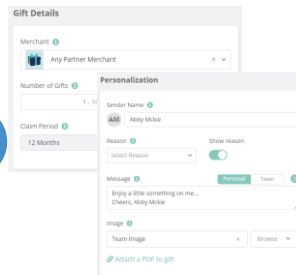
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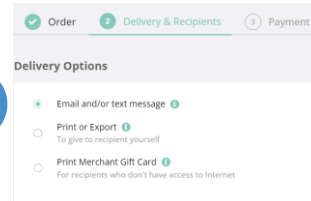
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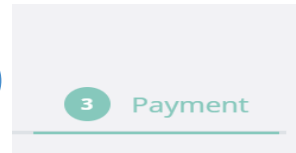
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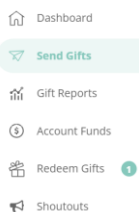
In the drop-down, select GEM SPOT Award.

7



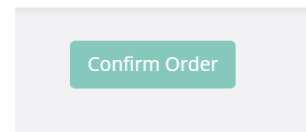
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Send

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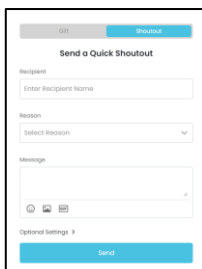
Hi, Anna Tiffany

AT

Send recognition

At the top of the dashboard, click in the *Send recognition* field.

4



Click Shoutout and complete all fields.