



GREAT EMPLOYEES MAKE MAGIC

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.

2



Click on the GEM tile under People Management.

3

In the drop-down, select GEM Frontline Award.

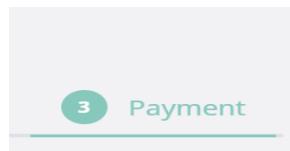
5

Complete the Gift Details & Personalization information.

6

Complete the Delivery & Recipient information.

7



Review the details.

4

Dashboard

Send Gifts

Gift Reports

Account Funds

Redeem Gifts

Shoutouts

On the left-hand panel, select Send Gifts.

8

Confirm Order

Confirm the order.



GREAT EMPLOYEES MAKE MAGIC

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.

2



Click on the GEM tile under People Management.

3

In the drop-down, select GEM SPOT Award.

5

Complete the Gift Details & Personalization information.

6

Complete the Delivery & Recipient information.

7

Review the details.

4

Dashboard

Send Gifts

Gift Reports

Account Funds

Redeem Gifts

Shoutouts

On the left-hand panel, select Send Gifts.

8

Confirm the order.



GREAT EMPLOYEES MAKE MAGIC

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

Send

Click Send

2



Click on the GEM tile under People Management.

3

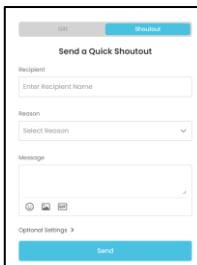
Hi, Anna Tiffany

AT

Send recognition

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

4



Click Shoutout and complete all fields.