

Be Recognized: User Guide

Note: This guide is an extensive user guide and includes all available features, while your program may not have all feature enabled.

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Welcome

Welcome to Berry Enterprises Together, Super!



Your new reward & recognition platform is live!

Welcome to Berry Enterprises Together, Super!

We would like to invite you to register for your new recognition platform **Berry Enterprises Together**.

Here you'll have the opportunity to receive and redeem points on many popular brands, including Apple, Bose, Fitbit, and more!

Berry Enterprises Together also provides a platform to say thank you and to recognise your colleagues for a job well done, as well as receive recognition for the work you do! Through the platform, you can give and receive recognition linked to our company values.

To unlock access, [click here to set your password](#) and confirm your email address.

Going forward, you can access Berry Enterprises on the go via the **BeRecognized app** which can be downloaded via [Google Play](#) or the [iOS App Store](#). Your username will be the email address provided to Berry Enterprises or if you have one, your work email address. Alternatively, go to the URL directly to log in on any device:

berryenterprisesuk.360recognition.co.uk.

If you experience any difficulty creating an account and for all other queries please contact support@terryberry.com.

To get started, you will receive a welcome email with your username listed and a link to choose your password.

Login, look around, and don't forget to give some recognition!

Navigation



Wall

My Wall

My Awards

Directory

Wellness

Recognition



Navigation Links Description:

Wall: This is the main wall. You can view recognition for everyone

My Wall: View recognition that you have sent and received, access your profile, see who you're following and who is following you.

Directory: Find peers or organizational units to follow or send recognition to.

Wellness: Connect to your wellness profile to log and complete wellness challenges.

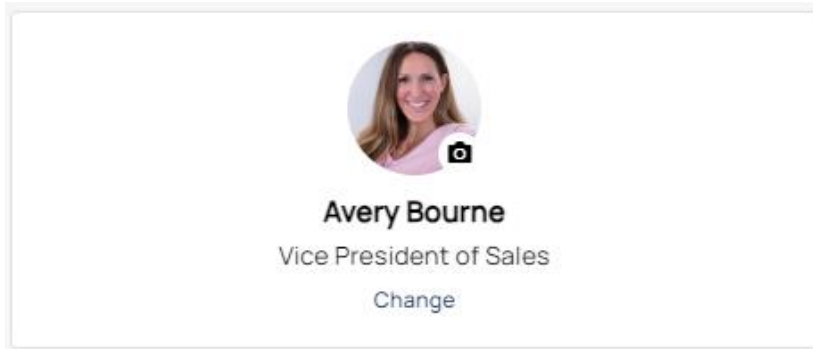
Recognition: Send a piece of recognition to a team member!

Notifications: View your messages, reminders, and recent notifications.

Shopping Cart: View items saved in your cart, ready for redemption.

Your Profile Picture: Edit your profile picture and notifications, view the Help tab and Log out.

Editing your Profile



You can change your Profile picture from the Wall, My Wall, or your Profile buttons in the navigation bar.


Your Profile information is on the bottom left side of the My Wall or Profile page. Here you can update your Employee Info and Notification Settings. Most of these fields are filled out by HR, so don't be alarmed if you can't change them.

Employee Info

Notifications


Employee Info

First Name

 Avery


Change

Last Name

 Bourne


Change

Preferred Name

 Avery


Change

Hire Date

 1/10/2010


Change


Job Title

 Vice President of Sales


Change


Birthday

 April 21


 Change

Email

 abisel+be24@terryberry.com


 Change

Phone

 800-253-0882


Change

User Address

 Grand Rapids, Michigan, United States, 49505,
Grand Rapids, 49505, Grand Rapids, Michigan,
United States, 49505


Change

People managing Avery Bourne

 1 people

Show

People Avery Bourne is managing

 1 people

Show

The Main Wall

Navigate the site

See Points balance, Awards, and connect to Redemption catalogs.

Send, view, and engage with Recognition posts.

View upcoming Birthdays and Anniversaries.

The screenshot displays the 'Main Wall' interface of the Terryberry system. At the top, a navigation bar includes links for Wall, My Wall, My Awards, Directory, Wellness, and Recognition (which is highlighted). Below the navigation bar, the interface is divided into several sections:

- Left Sidebar:** Contains a user profile for Avery Bourne (Vice President of Sales), a 'Points' section showing a balance of 1500 points with buttons for 'Merchandise', 'Premium Catalog', and 'Swag', a 'Give points' section showing a balance of 375 points, and an 'Awards' section.
- Central Feed:** Displays recognition posts. The top post is from Harper Anderson, dated Aug 22, 2024, receiving a shout-out from Felix Stevenson for collaboration. It includes a photo of SpongeBob SquarePants and options to 'Applause', 'Comment', 'Certificate', or 'Boost Points'. Below it is a birthday post for Shawn Marshall from Aug 20, 2024, with similar engagement options.
- Right Sidebar:** Features 'Upcoming Birthdays' (listing Ryan Townsend, Felix Stevenson, Mariana Flores, Harper Anderson, and Victoria Harris) and 'Upcoming Milestones' (listing Mia Monroe, Vishal Naidu, Emily Olson, Amelia Hayes, and Neha Kapoor).
- Bottom Right:** A section for 'Berry Enterprises SharePoint' with a link to access resources.

Callouts from the text blocks point to specific elements: 'Navigate the site' points to the top navigation bar; 'See Points balance, Awards, and connect to Redemption catalogs.' points to the left sidebar; 'Send, view, and engage with Recognition posts.' points to the central feed; and 'View upcoming Birthdays and Anniversaries.' points to the right sidebar.

Giving Recognition

The screenshot shows the 'berry enterprises' interface. At the top, a navigation bar includes links for Wall, My Wall, My Awards, Directory, Wellness, and Recognition (which is highlighted). On the right of the navigation bar are icons for notifications (16), a shopping cart, and a user profile. Below the navigation bar is a 'Create a Post' section with five buttons: Recognition (red circle with a star), Give Awards (blue circle with a star), Give Points (green circle with stars), Announcement (purple circle with a megaphone), and Send eCard (yellow circle with a card icon). A callout box with a blue border and rounded corners contains the text: 'To send recognition, start by selecting the Recognition button either in the navigation, at the top of the Wall, or going to Directory.' Two blue arrows point from this box: one to the 'Recognition' button in the 'Create a Post' section, and another to the 'Recognize' button in the profile card below. The profile card for Abby Everhart, Vice President of Marketing, includes her photo, name, position, hire date (3/25/2015), and phone number (800-253-0882). At the bottom of the profile card are four buttons: Recognize (red circle with a star), Give Points (green circle with stars), Give Awards (blue circle with a star), and Send eCard (yellow circle with a card icon).

berry enterprises

Wall My Wall My Awards Directory Wellness Recognition

Create a Post

Recognition Give Awards Give Points Announcement Send eCard

To send recognition, start by selecting the Recognition button either in the navigation, at the top of the Wall, or going to Directory.

Abby Everhart
United States > Michigan > Grand Rapids > Marketing
Hire Date 3/25/2015
Position Vice President of Marketing
Phone 800-253-0882

Recognize Give Points Give Awards Send eCard

Giving Recognition

- Choose if you would like this post public or private.
- Select the user(s) you wish to recognize.
- Pick the Recognition Level.
- Choose a Nomination Category.
- Describe why this person deserves to be recognized. You have 250 characters.
- Add an image or GIF to accompany your recognition.
- Click the blue Recognize button when finished.

Recognize

Your Current Funding: 7500

☐ Post privately

Add Users

Recognition Level:

☐ Shout Out

☐ On the Spot 25 points

☐ Super Star

☐ Berry's Best 1 point * quantity

?

?

?

?

Nomination Category:

!

Please select an Award Level

Recognition:

Tell us your recognition story

Min: 0/1

Images

Add a GIF

Recognize

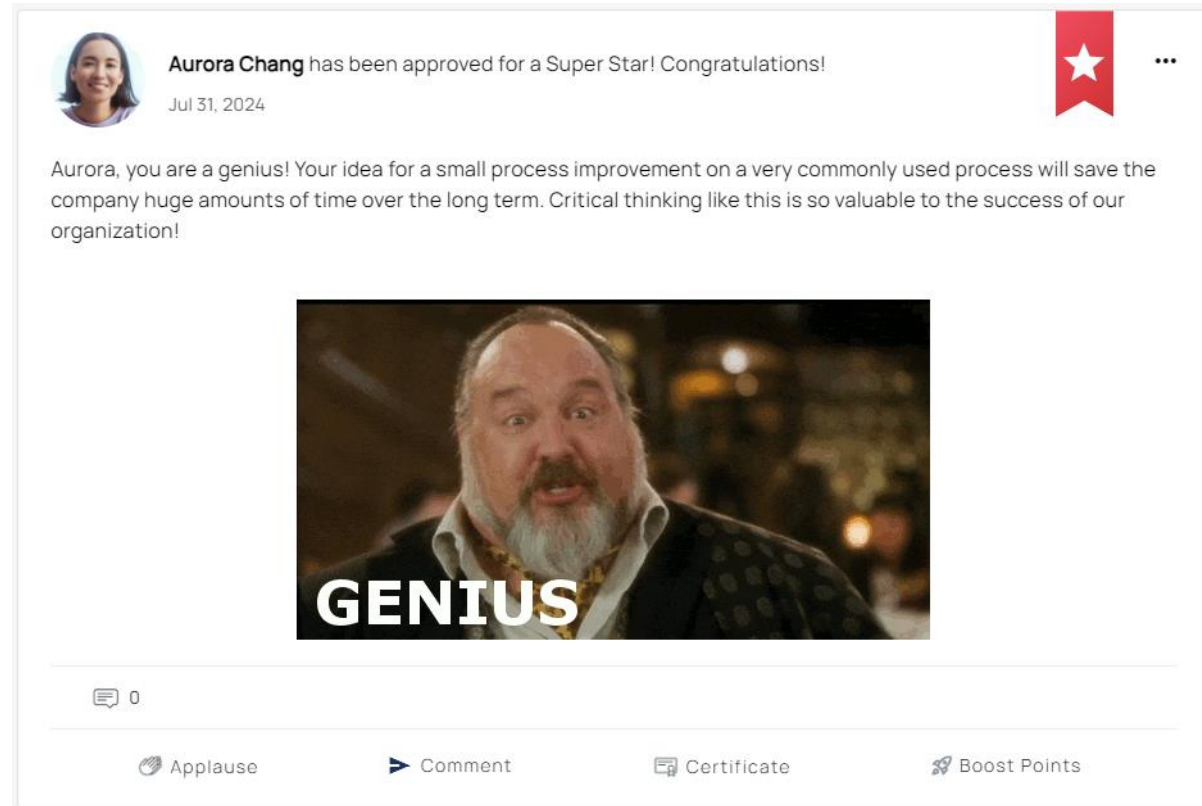
Cancel

terryberry
Engage · Reward · Succeed

Adding to Recognition

Once a piece of recognition has posted to the wall, you can further add to it.

- **Applause:** Add an emoji reaction.
- **Comment:** Leave a comment for the person being recognized.
- **Certificate:** Download the official certificate where you can or print.
- **Boost Points:** Increase the recognition value by giving additional points to the recognition recipient.



Send an eCard

Send an eCard for those other special occasions!

- Click on the Send eCard button on the Wall or in the Directory.
- Choose if you would like this post public or private.
- Select the user(s) you wish to send an eCard.
- Write your personalized message.
- Add points to accompany your eCard.
- Click the Send eCard button when finished.


Send eCard

Your Current Funding: 7500


Post privately

Search eCard...


Congratulatory



Congratulations




Congratulations




Congratulations


Holidays



Happy Holidays




HAPPY HOLIDAYS




HAPPY! Holidays


Invitations



You're Invited




YOU'RE INVITED




You're Invited


Life Events



Congratulations




Congratulations




Sympathy


Personal



Birthday



HAPPY BIRTHDAY



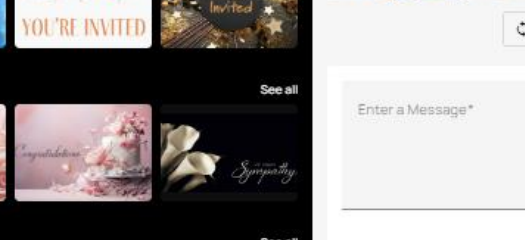
HAPPY BIRTHDAY

Items per page: 5

1 - 5 of 6

1

Add Users



Congratulations

Flip me

Enter a Message*

Min: 0/1

Add Points (Optional)

Select Points Value

Select

Send eCard

Cancel

Redeem Points and Awards!

✦ Points

You have **1500** points to spend

Merchandise

Premium Catalog

Swag

When you have points or awards to redeem, click any of the available catalog buttons to get to the Redemption side of the site.

🏆 Awards

You have **1** award to redeem

Merchandise

Premium Catalog

Swag

Shopping

terryberry EN 🛒 👤

SHOP In US Merchandise Search points 0

US Merchandise / Bed, Bath and Home


Category
◀ Bed, Bath and Home

Filter By Value
Min Points Max Points 🕒


Subcategory
Bed & Bath
Decor
Decorative Accents
Faucets & sinks
Furniture
Kitchen & Dining
Lighting
Pet Accessories
[View More](#)

Brand
3P EXPERTS
4D Concepts
21ST CENTURY PRODUCT
212 Main
ALEKO
ALLURATEK INC
ANYPEP
AZ Import
[View More](#)


Showing 1-40 of 14550 items Sort by: brand (A-Z)




212 Main CCP-18A5G Cave Covered Cat & Dog Bed, Sage Green
1,140 Points




212 Main P5C-38GR Soft Dog Crate, Grey - Large
2,055 Points




212 Main 1200S B Square Silver Silver Leaf
4,800 Points




212 Main Mirrors 1370S Josiah - Mdl Plus Branch Plus Rattan
6,195 Points




212 Main 0102 B Sherise Oval - Metal Plus Glass
8,550 Points




212 Main P3P-45PK 45 in. Soft Pet Playpen, Pink & Creamy White - Medium
1,290 Points




212 Main 20609-1 Amarey Metal Ring Table Lamp
6,330 Points




212 Main 10311 Joselyn Small Wall Scones Set of 2 - Iron-Glass
3,450 Points




212 Main P3C-3640PK Soft Pet Carrier, Pink - Large
915 Points



212 Main Majestic Spruce 2 FT Christmas Tree in Burgundy Cloth Bag with 35 Multicolor Battery Operated LED Lights
540 Points



212 Main C3D-221A5G Coopaws 4 in 1 Self-Warming Pet Bed, Sage Green
990 Points



212 Main CCP-18A4C Cave Covered Cat & Dog Bed, Brown
1,035 Points

From here you will be able to browse a selection of popular and trending awards.


You can also search by keyword or click the "Shop" button in the upper left to add filters to narrow down your search.

Click on an item to preview and/or add to your cart.

Checkout

- Manage your shopping cart.
- Use Points Buy-Up to purchase additional points if you don't have enough for the items you really want.
- Select continue, verify your information, and complete your order.
- You will receive your reward soon!

The screenshot shows the Terryberry Rewards Shopping Cart interface. At the top, there's a dark blue header with the Terryberry logo, a language selector (EN), and icons for a shopping bag, heart, cart, and user profile. Below the header is a white navigation bar with a 'SHOP' button, a search bar for rewards, a dropdown for 'In US Merchandise', a 'Search' button, and a 'points 0' indicator. The main content area is titled 'Shopping Cart' and features a shopping cart icon. Below this is a table with the following columns: Product / Item, Catalog, Value, Quantity, and Total. The table contains one item: 'AcuRite Weather Station with Large Color Display' from the 'US Merchandise' catalog, valued at '1,950 Points'. The quantity is set to '1', and there are minus and plus buttons for adjustment, along with a 'Remove' link. The total for this item is '1,950 Points'. Below the table, there's a section titled 'Empty Cart?'. At the bottom right, a white box displays 'Total: 1,950 Points', and an orange 'Continue' button is positioned below it.

Product / Item	Catalog	Value	Quantity	Total
 AcuRite Weather Station with Large Color Display	US Merchandise	1,950 Points	<div>- 1 +</div> <div>Remove</div>	1,950 Points

Empty Cart?

Total: 1,950 Points

Continue

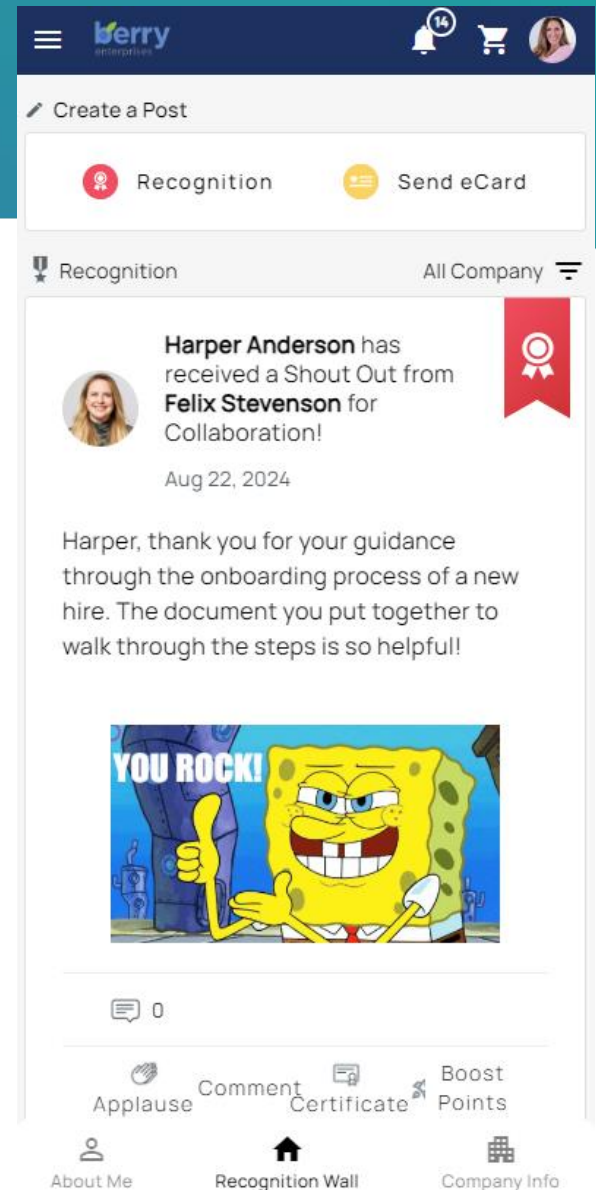
Mobile App

To use the mobile app, go to the iTunes store for iPhone or the Google Play store for Android. Search for the free Give a WOW app and download it.



****NOTE:** you must say o.k. to allow notifications when downloading the app. You can turn off notifications using your phone settings after download is complete.

1. Enter your company's recognition subdomain.
2. Click next
3. Enter your username and password



Need Help?

Simply click the **Chat with an Expert** button on the bottom right of the screen to get help with any issue you might have on the site. You can view FAQs and/or open a ticket with our support team. Alternatively, you can also email support@terryberry.com

