

Engagement Setup

1. Overview

The **Engagement Setup** section in the Settings Centre allows admins to configure employee engagement features such as rewards, recognitions, and automated celebration posts. These settings help improve user participation, motivation, and platform engagement by enabling timely acknowledgements and milestone-based interactions.

2. When to Use

Use Engagement Setup when you want to:

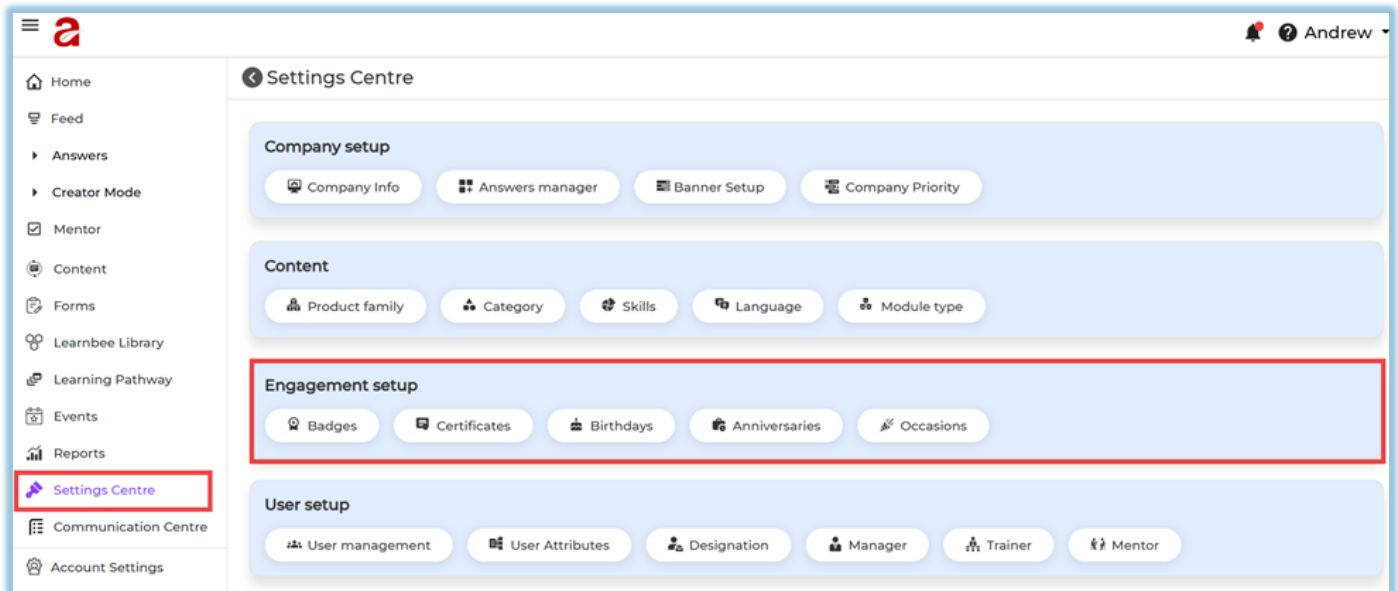
- Reward users for achievements using badges and certificates
- Automatically celebrate birthdays and work anniversaries
- Configure occasion-based posts and engagement moments
- Standardize engagement activities across the organization

3. Concepts

- **Badges** - Visual rewards given to users for achievements
- **Certificates** - Formal recognitions issued upon completion
- **Birthdays** - Automated birthday celebration posts
- **Anniversaries** - Automated work anniversary posts
- **Occasions** - Custom engagement events or celebrations

4. Set Up Guide

Path: Menu → Settings Centre → Engagement Setup



Under Engagement Setup, you will see the following options:

- Badges
- Certificates
- Birthdays
- Anniversaries
- Occasions

Each option redirects to its respective configuration page.

Configuration Overview

- Click on the required engagement type
- Configure settings as per your organization's requirement
- Save changes to apply them across the platform

Note: Each engagement feature (Badges, Certificates, Birthdays, Anniversaries, and Occasions) has its **own detailed help document**.

You can find and access all related documents in the **Related Links** section of this document.

5. User View

- Users see badges and certificates on their profiles when awarded
- Birthday, anniversary, and occasion posts appear automatically in the feed
- Engagement posts are visible based on admin configurations and user eligibility

6. Reporting

- Badge and certificate awards are trackable through reports
- Engagement activities reflect in user participation and engagement analytics
- Birthday and occasion posts do not have separate reports but impact feed activity

7. Best Practices

- Use badges and certificates consistently to encourage learning completion
- Schedule birthday and anniversary posts at appropriate times
- Limit the number of occasion posts to avoid notification fatigue
- Align engagement activities with company culture and values

8. Related Links / FAQs

Refer to the detailed help documents for each engagement feature:

- [Badges - Setup & Management](#)
- [Certificates - Setup & Issuance](#)
- [Birthdays - Automated Celebration Setup](#)
- [Anniversaries - Work Anniversary Setup](#)
- [Occasions - Custom Engagement Events](#)

These documents provide step-by-step configuration and examples.

9. Version Notes

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