



Applause

Applause eCard Quick Reference Guide

All Augusta Health team members can recognize and celebrate one another using Applause — our easy-to-use recognition program available through the Investing in Us website or mobile app.

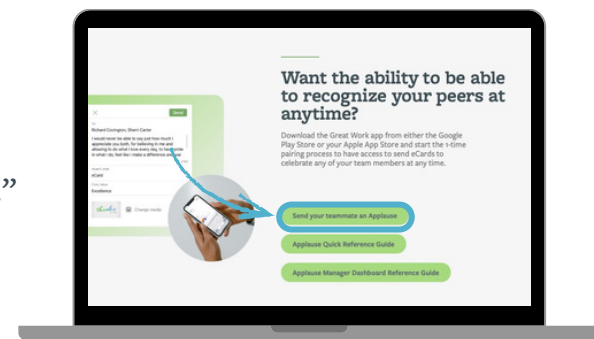
❗ **Important:** The Applause mobile app is called “Great Work” and requires an initial pairing with the Applause program on Investing in Us.

Sending an eCard from Your Computer

STEP 1: GO TO THE APPLAUSE HOME PAGE

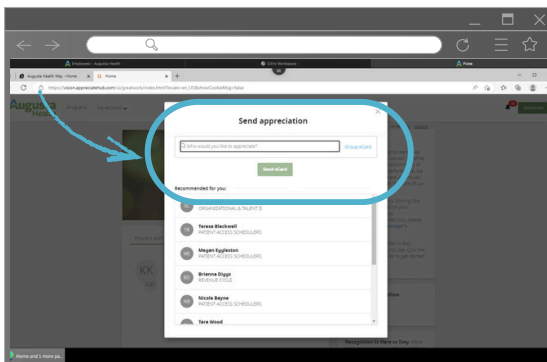
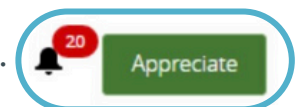
- Visit <https://investinginus.augustahealth.com/recognizing-us/>
- Scroll to the bottom and click “Send your teammate an Applause.”

(If you’re not on a work computer, you’ll log in using Single Sign-On (SSO) with your Augusta Health credentials.)



STEP 2: START AN APPLAUSE E-CARD

- Once on the Applause homepage, click the Appreciate button in the top right corner.
- In the pop-up window, you can:
 1. Click a name under “Recommended for you” (team members you work closely with), or
 2. Type a team member’s last name in the search box.

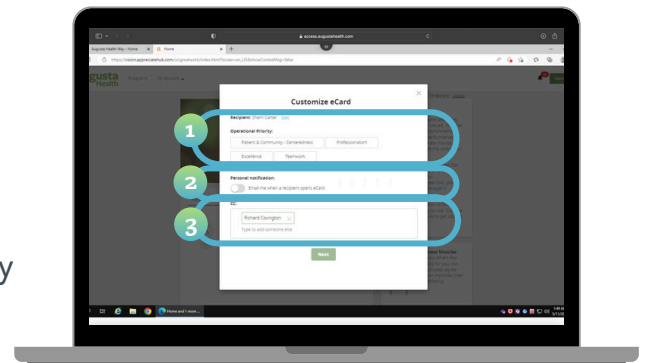


- Click Send eCard once their name appears.
(Tip: Type at least three characters to see search results.)

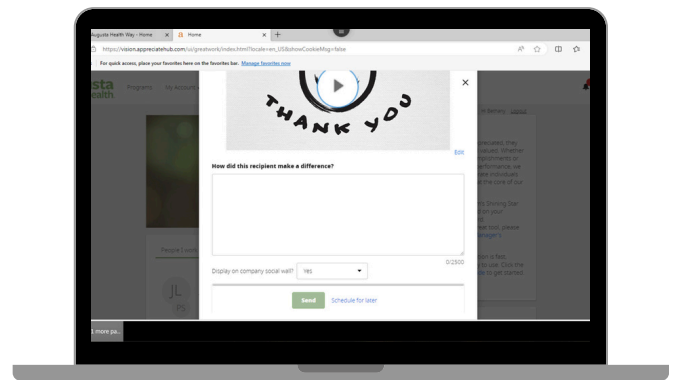
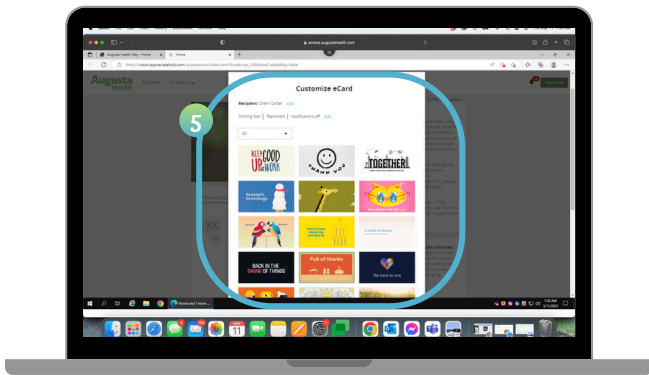


STEP 3: CHOOSE AND CUSTOMIZE YOUR E-CARD

- 1 Under Operational Priority, select an Augusta Health value that best fits the recognition.
- 2 (Optional) Check Personal Notification if you'd like an email when your eCard is opened.
- 3 Under CC, the team member's manager is automatically added — you can remove or add others if you'd like.
- 4 Click [Next](#).



- 5 Choose a card design — hover over an image to preview or select. You can also search by theme.
- 6 Write your personalized message and [click Send](#).



- TIP:** If you select “Yes” to Show on Wall, your eCard and comments will post in real time to the Wall of Fame. Be mindful of your wording — make sure your message reflects Augusta Health’s tone of care, respect, and celebration, and that it does not include any private patient information or confidential details.



Setting up the Great Work App on your Mobile Device

STEP 1: ACCESS APPLAUSE ON YOUR COMPUTER

- Power up your work computer and open the Applause program. (For detailed instructions, refer to the “Accessing Applause guide” on the Investing in Us website.)

STEP 2: DOWNLOAD THE GREAT WORK APP

- On your mobile device, head to the App Store (iPhone) or Google Play (Android).
- Search for and install Great Work
- When prompted, enter your Augusta Health email during setup.



STEP 3: PAIR YOUR DEVICE

- On your computer, locate your Pairing Code at the top banner of the Applause screen.
- Enter this code into the Great Work app when prompted.
- Voilà! You’re all set to send eCards and celebrate teammates anywhere, anytime.

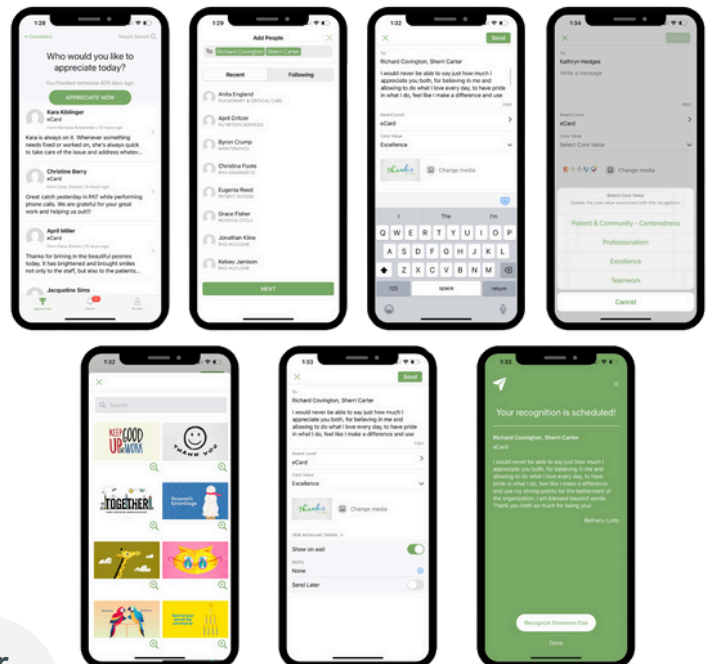
Sending an eCard from the Great Work App

STEP 1: OPEN THE APP

- Open the Great Work app on your mobile device (after setup).

STEP 2: SEND AN ECARD

1. Tap Appreciate Now.
2. Select a recent recipient or search by name.
3. Tap Next.
4. On the Select an Award page, choose E-Card.
5. Write your note of recognition.
6. Choose the Core Value that matches your message.
7. Tap Change Media > eCard Library to select a different design (optional).
8. Under Advanced Details, choose if you want to Show on Wall and select who should receive a copy.
9. Tap Send in the top right corner.



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