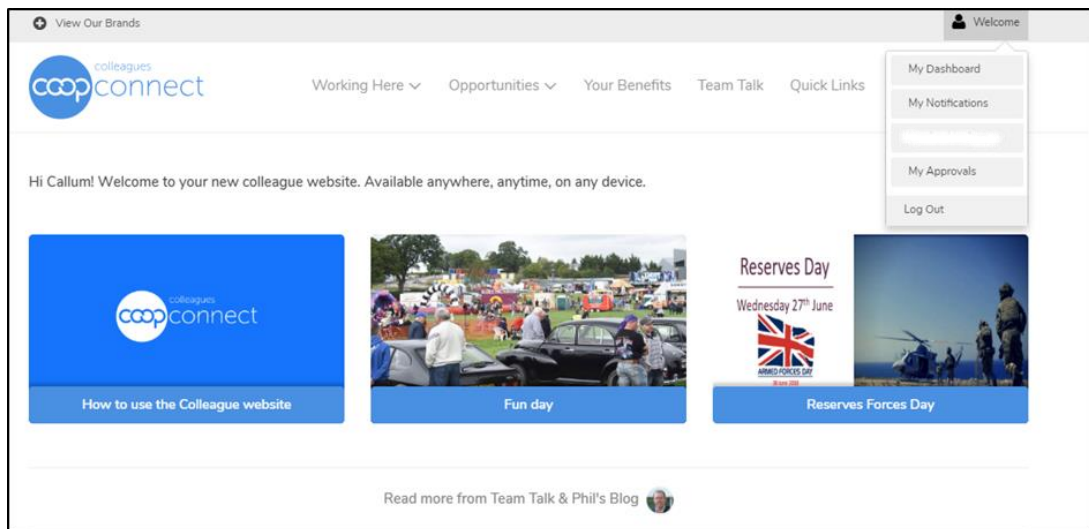


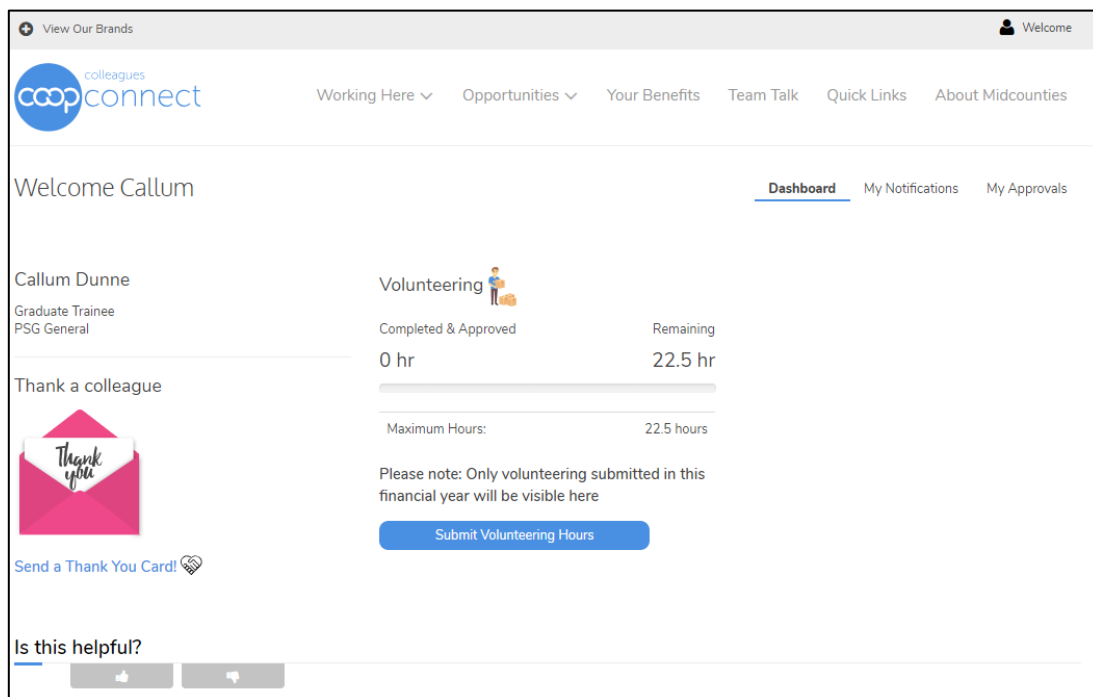
How to send a digital thank you card to a colleague

It's never been easier to say thank you to a colleague! You can now send a digital thank you card via Colleagues Connect by following these simple steps...

1. Log onto <https://colleaguesconnect.midcounties.coop/> using your usual AD username and password (speak to your line manager for any login queries). You will then see in the top right of the homepage, that you can click on the welcome button to reveal links to your dashboard, notifications and approvals. Click 'My Dashboard.'



2. When you click 'My Dashboard' you will be asked to sign in again, once you have done this you will see your colleague dashboard and on the left hand side you can click 'Send a Thank You Card.'



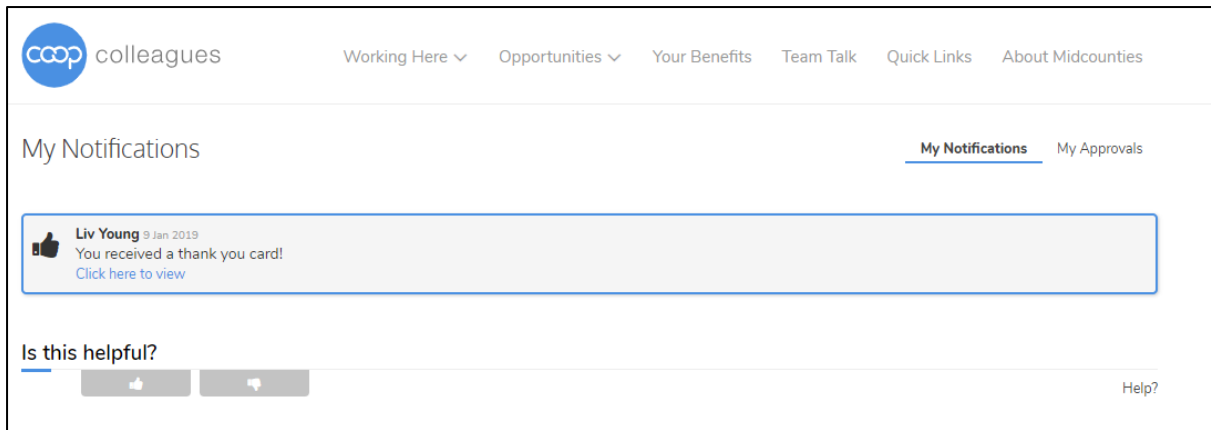
3. You will then be taken to a form to fill out in order to send the card to a colleague. First type in the first three letters of their name to search for the colleague, add your message and then choose your animation from the drop-down menu. Once you have completed the form, click send.

The screenshot shows a web interface for sending a thank you card. At the top, there is a navigation bar with the 'coopconnect' logo and several menu items: 'Working Here', 'Opportunities', 'Your Benefits', 'Team Talk', 'Quick Links', and 'About Midcounties'. A 'Welcome' message is visible in the top right corner. The main heading is 'Send a "Thank You" Card!'. Below this, a sub-heading reads: 'Everyone loves to feel appreciated. When one of your colleagues does something for Team Midcounties that deserves a big "thank you", send them an animated card with this form, they will love it!'. The form includes a 'Colleague' field with the name 'Pranil Chapaneri' and a blue checkmark icon. Below that is a 'Message' text area containing the text 'Thank you for all your hard work!'. An 'Animation' dropdown menu is set to 'Confetti'. A blue 'Send' button is located below the dropdown. To the right of the form, there are two decorative confetti graphics: one with blue and yellow particles, and another with red and pink particles.

4. You will then be taken to a screen, confirming your thank you card has been sent successfully.

The screenshot shows the confirmation screen after sending a thank you card. The navigation bar and logo are the same as in the previous screenshot. The main heading is 'Send a "Thank You" Card!'. Below this, the same sub-heading is present: 'Everyone loves to feel appreciated. When one of your colleagues does something for Team Midcounties that deserves a big "thank you", send them an animated card with this form, they will love it!'. A green vertical bar on the left side of a light gray box highlights a success message: 'Your thank you card was sent successfully. Thanks for taking the time to encourage your colleague!'. Below this message is a blue button labeled 'My Dashboard'. At the bottom, there is a section titled 'Is this helpful?' with two buttons: a thumbs-up button and a thumbs-down button.

5. If you have received a thank you card, you will receive an email and also a notification on Colleagues Connect, to take you to the card. You can find 'My Notifications' in the welcome menu (top-right) or by clicking on the link in your dashboard – which will take you to the below screen.



6. Click on the 'Click here to view' link, which will take you to your thank you card!

