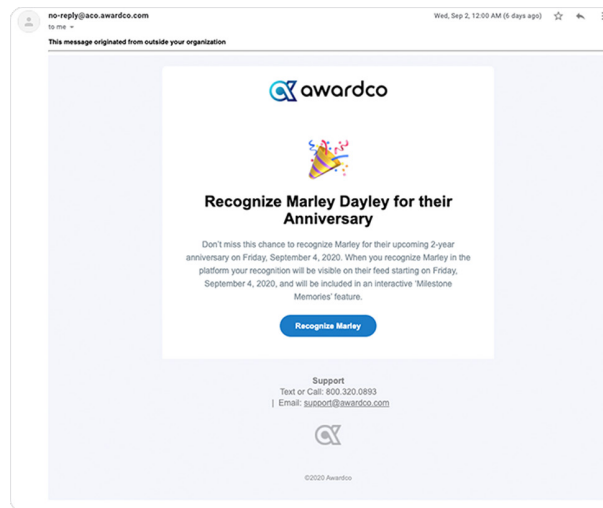# MemoryBooks

Teammate Participation

Overview

The MemoryBooks feature allows managers, peers, and coworkers to submit comments for workplace anniversaries. The recipient's team will automatically receive email invitations several days in advance to submit comments and photos to help celebrate the upcoming anniversary for their teammate.
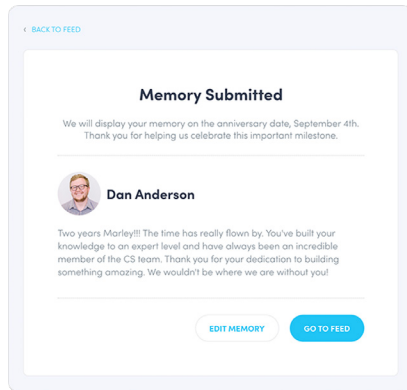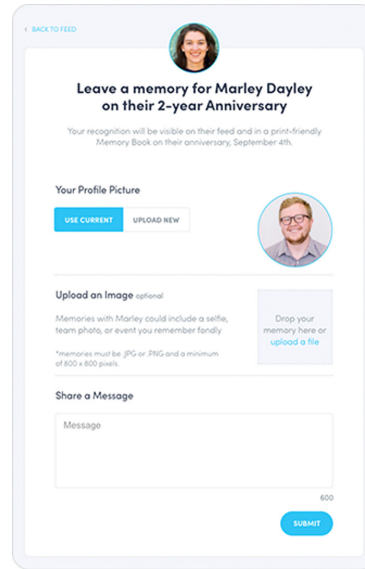

Employee Experience

MemoryBooks automatically invite the recipient's team to submit comments and images to celebrate the upcoming anniversary. The system defines a team as the recipient's manager, employees who directly report to the same manager as the recipient, and employees who report directly to the recipient themselves. Seven days before the recipient's service milestone date each user will receive an email inviting them to submit a comment and participate in the MemoryBook.

After clicking the "Recognize" button in the email, the user will be brought to the platform login page. Once the user has logged in they will see a form with three steps.

- Step 1: each user will have the option to upload a new profile picture, to use their current picture, or to elect to not add a picture to their recognition they leave as part of the MemoryBook. If there is no picture loaded and they choose to submit the comment with no photo, no avatar or profile picture will be shown in the MemoryBook for the giver of the recognition.

- Step 2: optional image upload to accompany the recognition. If the user opts to include an image to share as part of their recognition, the system will check the image being loaded for adherence to size requirements (800px by 800px). After selecting a photo to load, the system will prompt the user to crop the image to a square format in the interface.

- Step 3: each user will submit a comment in the text box. The comment is limited to 600 characters and is a required field. Once the form has been filled out, the user will click "Submit." The system will schedule the

comment and any images provided to be published to the recipient's feed on the day of their anniversary as part of the MemoryBook experience.

Once the user submits their comment they will be brought to a confirmation page. Each user will be able to preview their comment, return to the form to make edits, and invite others to participate in the anniversary.

User Experience

On the recipient's anniversary they will log into their account and see a post in their feed congratulating them for their service and displaying the comments and any pictures submitted by their peers.

The recipient's individual MemoryBook will be accessible by clicking the "VIEW MEMORYBOOK" button at the bottom of their post. MemoryBooks will pull the teammate comments into a custom digital experience that celebrates the recipient's anniversary. Users have the ability to export their MemoryBook as a PDF to keep a digital file of the experience.

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