

DIAGEO

INDIA

CELEBRATING YOU USER MANUAL



INTRODUCTION

DIAGEO

Welcome To Celebrating You!!!!

“Celebrating You” Portal allows you to recognize your people in a very simple way. The portal has been revamped to enhance experience and make it seamless.

This User manual will serve as a guide to help you understand the interfaces better and to help you use the portal in a seamless manner.

Log In

Go to Okta >> Log In to “Celebrating You” Application

The app works on single sign in. You need not login separately to the portal






Celebrating you

CRITERIA



There are three Kinds of Awards on the portal. The detailed criteria for them is -

S. No.	Award	Theme	Criteria	Logo
1	Hola Captain	Celebrating Life Everyday, Everywhere	<ul style="list-style-type: none">- Peer Recognition- Personal Citation	
2	The Challenger	Character is Everything	<ul style="list-style-type: none">- Win Through Execution- Invest in Talent- Shape the Future- Inspire through Purpose- Compliance- Functional Excellence	
3	Jashn-E-Yaari	Celebrating Bonds of Brotherhood	<ul style="list-style-type: none">- Collaboration- Inclusion- Knowledge Sharing- High Performing teams	

PROCESS FLOW

DIAGEO

Giving Recognition is an Easy Process!!!

- Click on “Nomination Tab”
- Select Recipient(s)
- Select the Award Category
- Select Criteria from Top-Down List
- Enter the Citation – Remember to always make recognition personal
- You can also enter the stakeholders who should get the intimation
- Submit the Nomination (You can also preview the certificate)

For any queries, feel free to write to RewardsCommunication.India@diageo.com