

Colleague's User Guide for the

Connect+ Colleague App

How to navigate the app

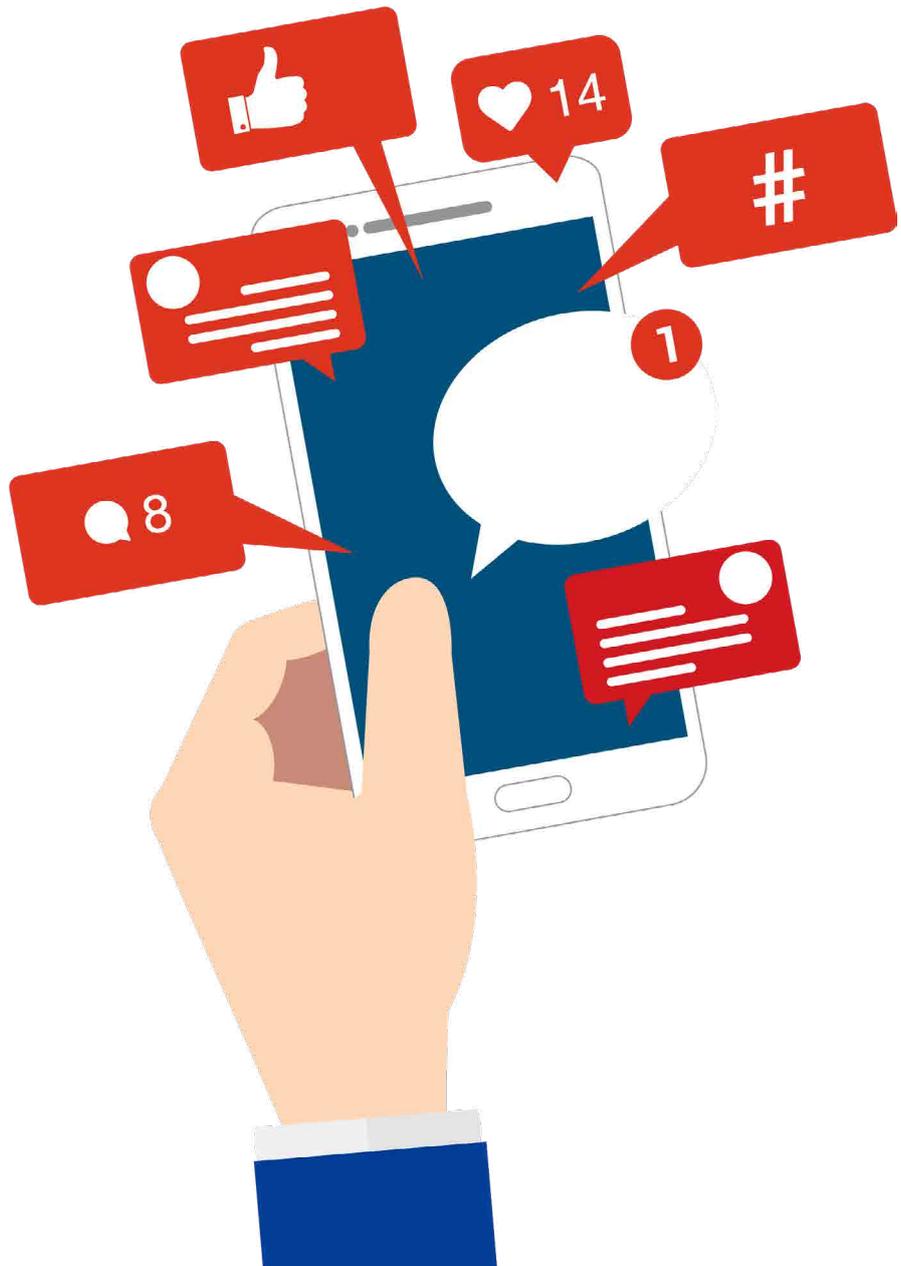


What is the Connect+ app?

The Connect+ colleague app is an on-the-go communications channel, enabling us to communicate and engage with you and all our other colleagues.

No matter where you work or the role you do, Connect+ will help keep you connected. The app will enable you to keep up-to-date and interact with the latest news and updates from Greencore, sent direct to your device – whether that's events, benefits, community stories, leadership briefs or the potential of overtime – there's something for everyone.

You can also recognise and thank your colleagues through the app with our celebration and greetings e-cards.



How to download the app



The **Connect+ app** is hosted through our benefits and payslip platform, My Core Benefits. You need to be registered with My Core Benefits before you can access the app.

Sign up at mycorebenefits.greencore.com

Once you are registered, there's four easy steps to download our new app:

1. Go to your App/Play Store, search for 'Connect+' and download (or scan the QR code below)
2. Enter our programme URL mycorebenefits.greencore.com
3. Login using the same email address and password you have registered on our discounts and payslips portal, My Core Benefits. If you've forgotten your password, reset it. You will then receive a magic code via email to verify who you are. Enter the magic code.
4. Welcome to our app – read our news, recognise your colleagues, interact.



HAVING TROUBLE?

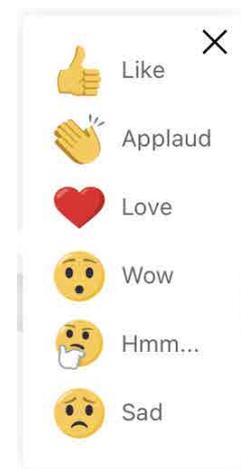
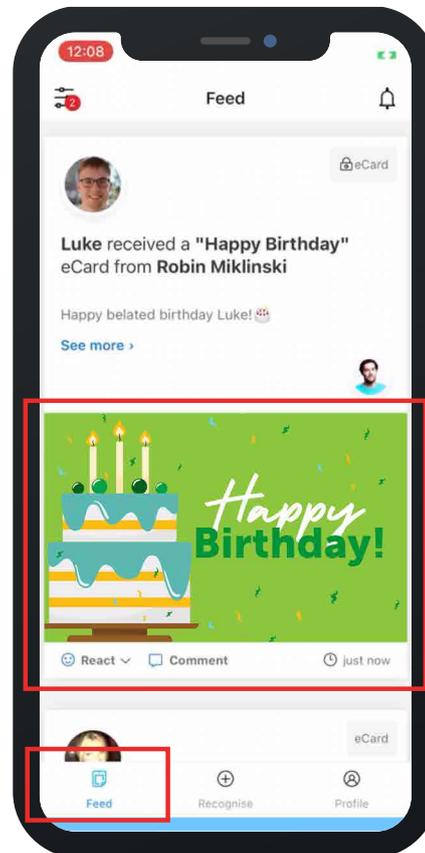
If you are unable to login, contact the My Core Benefits support team on **0203 780 1891**

How does it work?

Once you are logged in on the app, you can:

Browse, filter, react and comment on business news and recognition

The app is shown as a scrolling 'feed', showing all news and recognition that is relevant to you. Here, you can browse, react, comment and also filter content that is most relevant to you. Simply click on 'react' on a news article or e-card using one of the emojis or press 'comment' and type what you want to say in response where it says 'write a comment' and then click 'post'.



You can toggle on the three lines on the top left-hand-side of the page and choose if to view just e-cards or blogs, should you have a preference of what you are viewing at a specific time.



Watch a Video Tutorial



Click here
for iOS



Click here
for Android

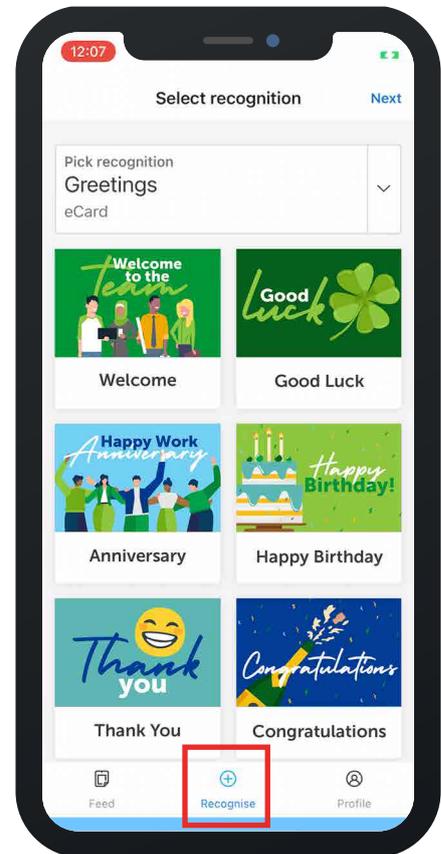
Send and receive recognition

The app provides a faster and more convenient way to recognise colleagues through a selection of virtual celebration and other greeting cards. You'll no longer have to wait until you're back on shift or back at your desk to say thank you. With just a few clicks, it can be done instantly from your mobile device, wherever you are.

Push notifications on mobile devices also make recognition real-time, instantly notifying you when you receive recognition.

To send an e-card, simply click on the **'recognise'** button in the middle at the bottom of your screen. Choose from **'My Greetings'** or **'My Celebrations'** at the top and then choose the e-card you wish to send by clicking on it.

Now type in the name of the recipient of your e-card. You will only be able to see recipients at Greencore who are registered on My Core Benefits. Tick on your recipient in the box to the right-hand side of their name and press next. Then write your personal note to go with your recognition.



Continued overleaf...



POSTING PRIVATELY VS PUBLICLY

Please **continue to read overleaf** to learn about post visibility before sending your e-card.



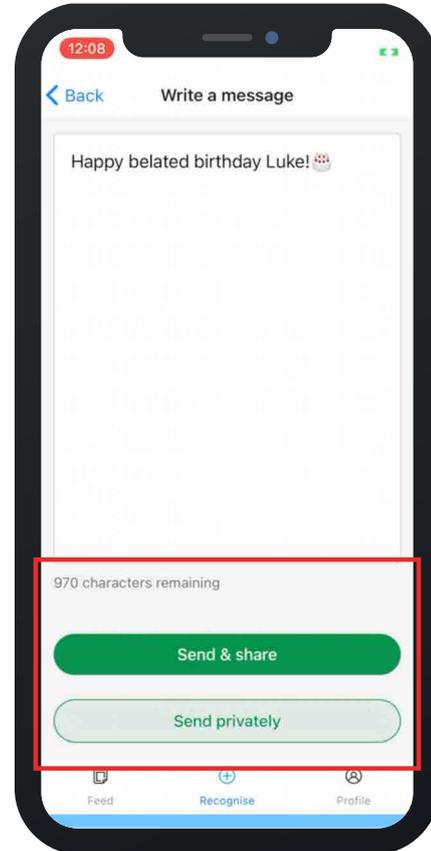
Send and receive recognition (cont...)

Before sending, you have two options:

To send privately – this will only be visible to the person you are sending the card to and the administrators of the app. Most cards should be sent this way.

To send & share – this will show everyone in Greencore the recognition you are sending to your chosen colleague. Before choosing this option, make sure your message is appropriate and one you are happy for everyone to see.

The person you are sending the card to is notified with a push notification or an email notification (depending on the alert preferences they have set up on their account.) You will receive a notification when your e-card has been opened.





Watch a Video Tutorial

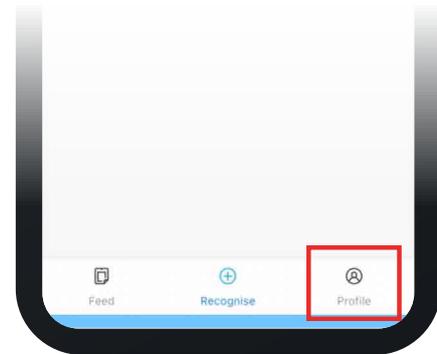


[Click here for iOS](#)

Access profiles and set preferences

You also have a profile page that will help boost visibility and build greater connections. You can also view the profiles of other colleagues through the app. Plus, you can see here how many e-cards you have sent and received.

If you click on the toggle on the right-hand side of the app, you'll be able to choose your push notification preferences by clicking on and off on the list provided.



Editing profiles

You have a full profile that can be seen in the app, however you can only edit this on the desktop version of the website. On the website mycorebenefits.greencore.com, login and go to 'Account' in the top right hand corner. Click on personal profile. Then click to edit your photo and add detail about you where it says Hi, I am...'

If you need additional help

HELP IS AVAILABLE WHEN USING THE APP

Speak to your manager, a member of your local HR team or email colleague.communications@greencore.com

