

Create an Award

32 Steps [View most recent version](#) 

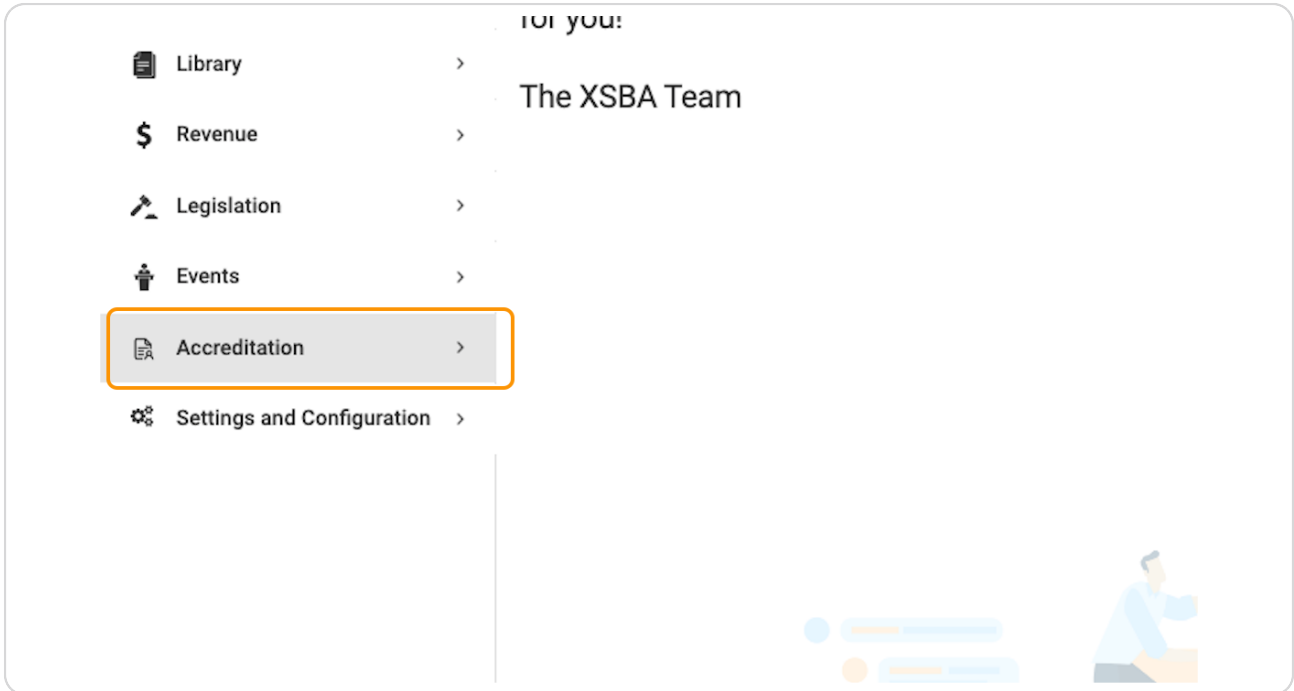
Created by
Engagifii Inc.

Creation Date
October 18, 2023

Last Updated
October 18, 2023

STEP 1

Click on Accreditation



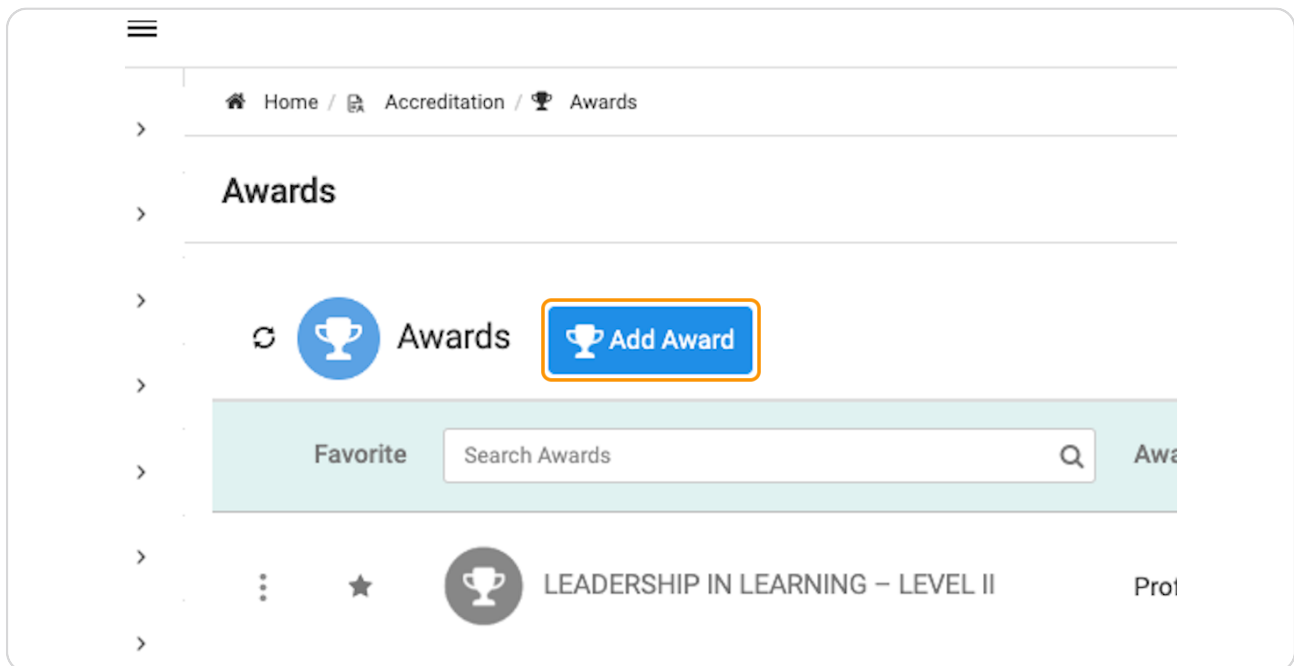
STEP 2

Click on Awards



STEP 3

Click on Add Award





STEP 4

Select your scope

Home / Accreditation / Awards

Awards

  Awards

Award Scope *

Select

Award Name *

Enter Award Name

Award Type *

Select Award Type

Default Price



\$0.00

Contact(s) [Select Contact](#)

ips >
ation >
>
>
1 >
>
ion >
ds >
ies >

STEP 5

Add Award Title

  Awards

Award Scope *

Member Endorsement

Award Name *

Advanced Leadership

Award Type *

Select Award Type

Default Price

\$0.00

Tag(s): [+](#)

Contact(s) [Select Contact](#)

ation >
>
>
1 >
>
ion >
ds >
ies >
es >
es >

STEP 6

Select Award Type

This screenshot shows a form for creating an award. On the left is a sidebar with a list of items, including 'ion' and 'ds'. The main form area contains the following fields:

- Award Scope ***: A dropdown menu with 'Member Endorsement' selected.
- Award Name ***: A text input field containing 'Advanced Leadership' with a color selection icon on the right.
- Award Type ***: A dropdown menu with 'Select Award Type' selected. This field is highlighted with an orange border.
- Default Price**: A text input field containing '\$0.00'.
- Tag(s)**: A button with a plus sign (+) to add tags.

At the top right of the form, there is a 'Contact(s)' label and a blue button labeled 'Select Contact'.

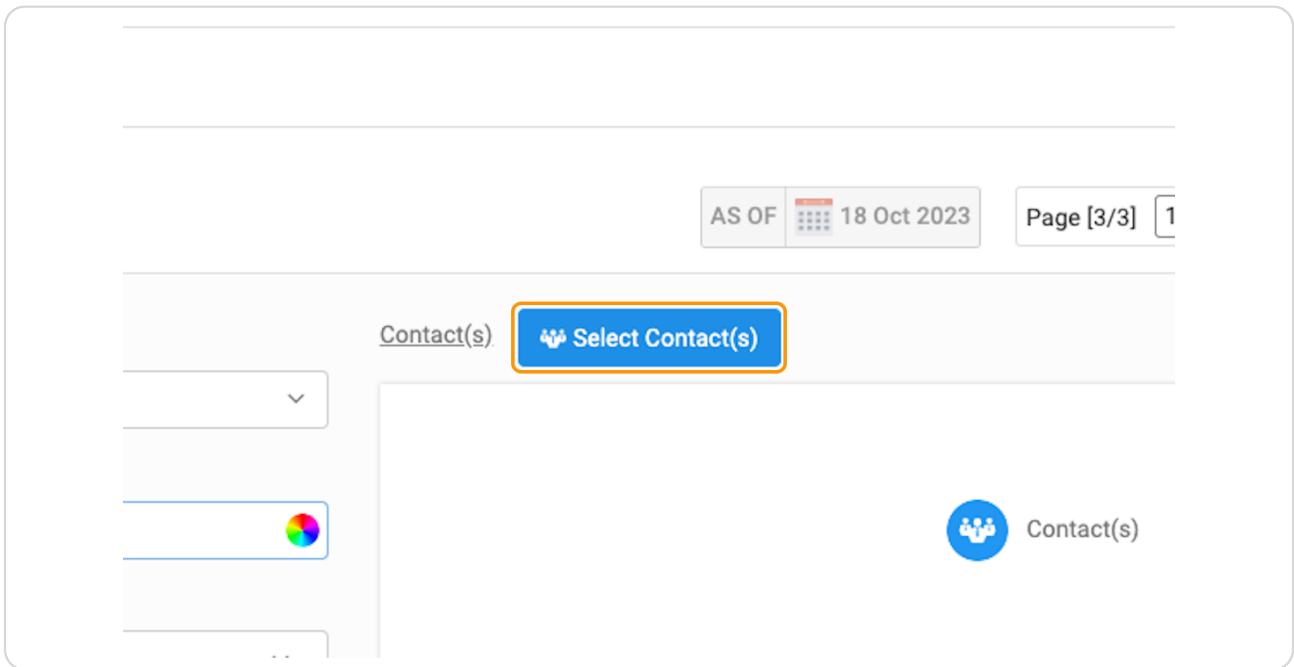
STEP 7

Add Price

This screenshot shows the same form as in Step 6, but with the 'Award Type' dropdown menu now set to 'Select Award Type'. The 'Default Price' field, which contains '\$0.00', is highlighted with an orange border. The 'Award Name' field still contains 'Advanced Leadership'.

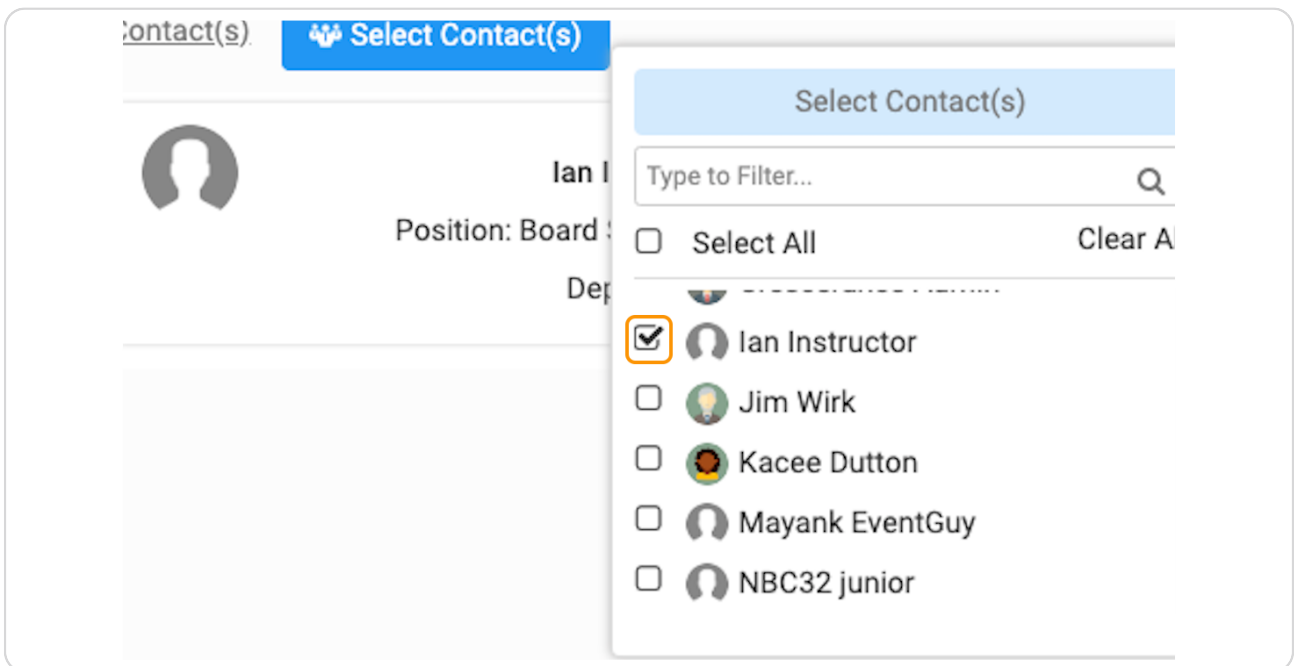
STEP 8

Click on Select Contact(s)



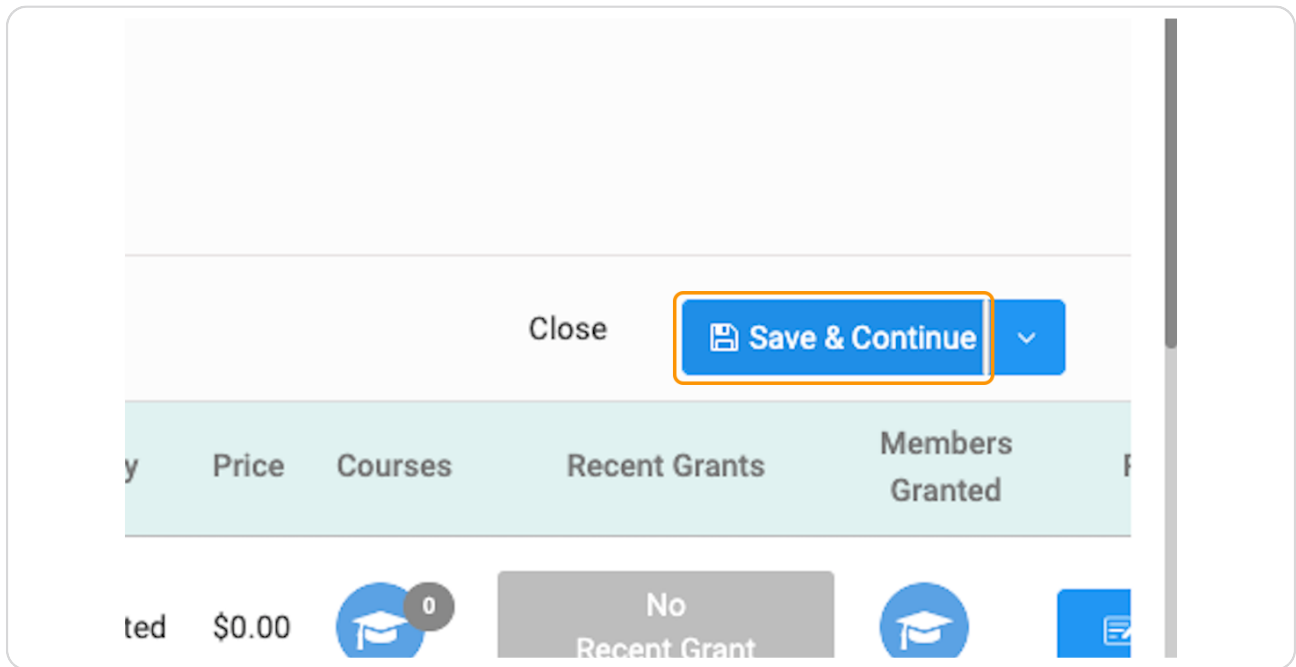
STEP 9

Select Instructor and/or other class contact.



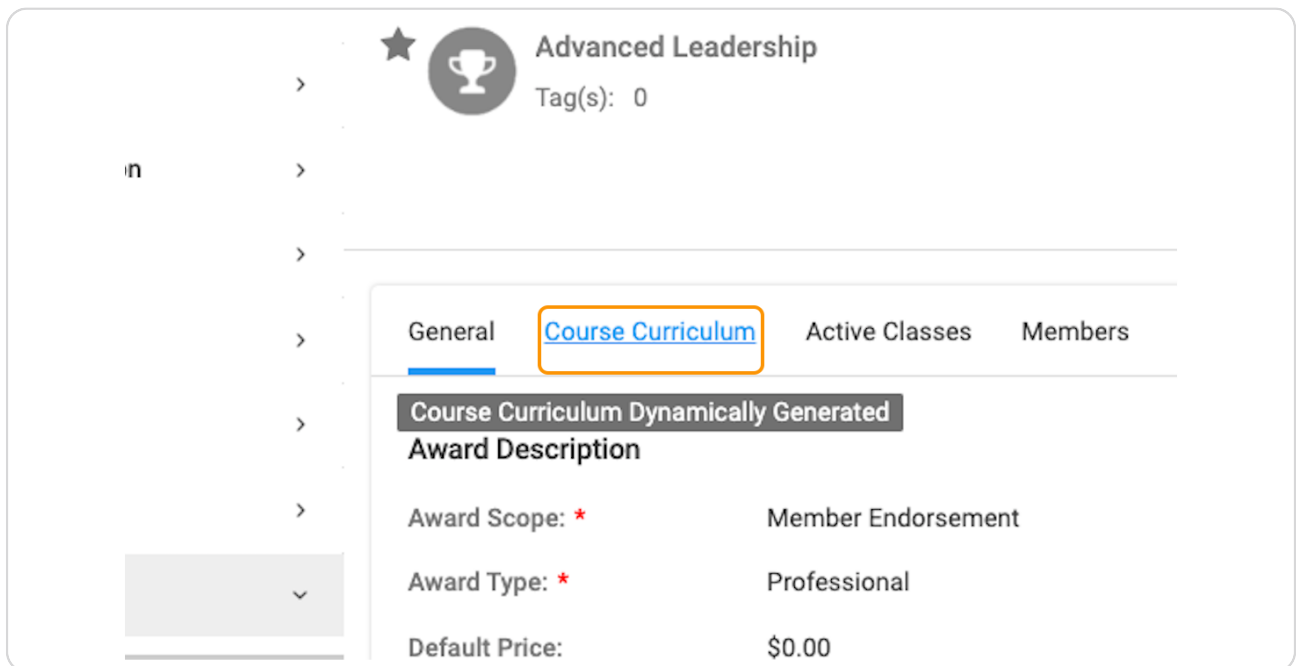
STEP 10

Click on Save & Continue



STEP 11

Click on Course Curriculum



STEP 12

Click on Edit

The screenshot shows a user interface for a user named 'Crescerance Admin'. At the top right, there is a profile picture and the name 'Crescerance Admin' with a dropdown arrow. Below this, there are two blue buttons: 'Edit' (with a pencil icon) and 'Register' (with a document icon). The 'Edit' button is highlighted with an orange border. Below the buttons, there is a section titled 'Accounting Details'.

STEP 13

Enter Criteria Name

The screenshot shows a form titled 'Criteria to Award Award' with a trophy icon. The form has a header with 'Criteria to Award Award' and a trophy icon. Below the header, there are two tabs: 'AND' and 'OR'. The 'AND' tab is selected. The form contains several fields: 'Criteria Name *' with the placeholder text 'Enter Criteria Name' (highlighted with an orange border), 'Description *' with the placeholder text 'Enter Description', 'Minimum count of' with a dropdown arrow and the value '1', and 'Courses' with the text 'In the universe of' and 'All Cour:'. There are also navigation arrows on the left side of the form.

STEP 14

Ex. "Primary Courses"

Criteria to Award Award

AND OR

Criteria Name * Primary Courses Description * Enter Description

Minimum count of 1 Courses In the universe of All Courses

STEP 15

Enter Description

Preview Reset

Add Rule Set + Add

Description * Enter Description

es In the universe of All Courses X Delete

STEP 16

Enter how many required courses are in this criteria.

Award Criteria Definition Active Classes Members Registration & Pricing Documents Accounting De

Criteria to Award Award

OR

Criteria Name * Primary Courses Description * Enter Description

Minimum count of 1 Courses In the universe of All Courses

STEP 17

Select the course options Ex. Conflict Resolution and Negotiation , Leadership Fundamentals , Strategic Planning and Decision-Making

Primary Description * Three required courses.

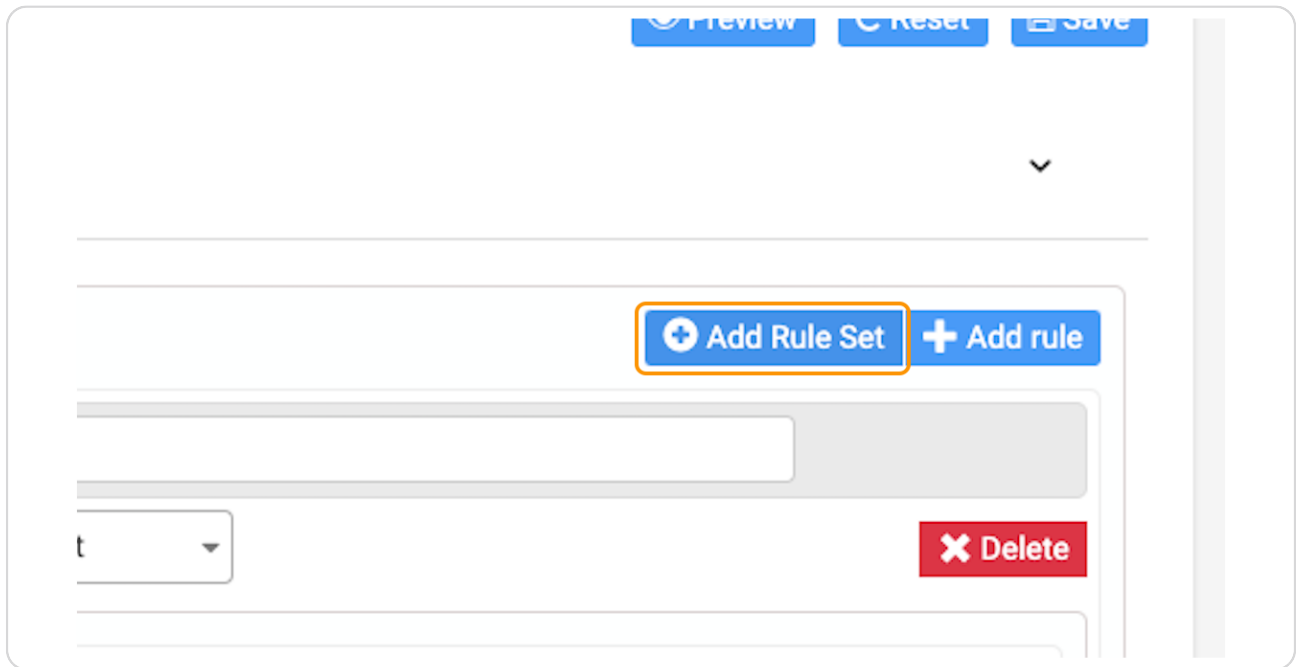
f 3 Courses In the universe of Specific Course List

s equal Conflict Resolution and N...

Inc. - All Rights Reserved. | [Privacy Policy](#)

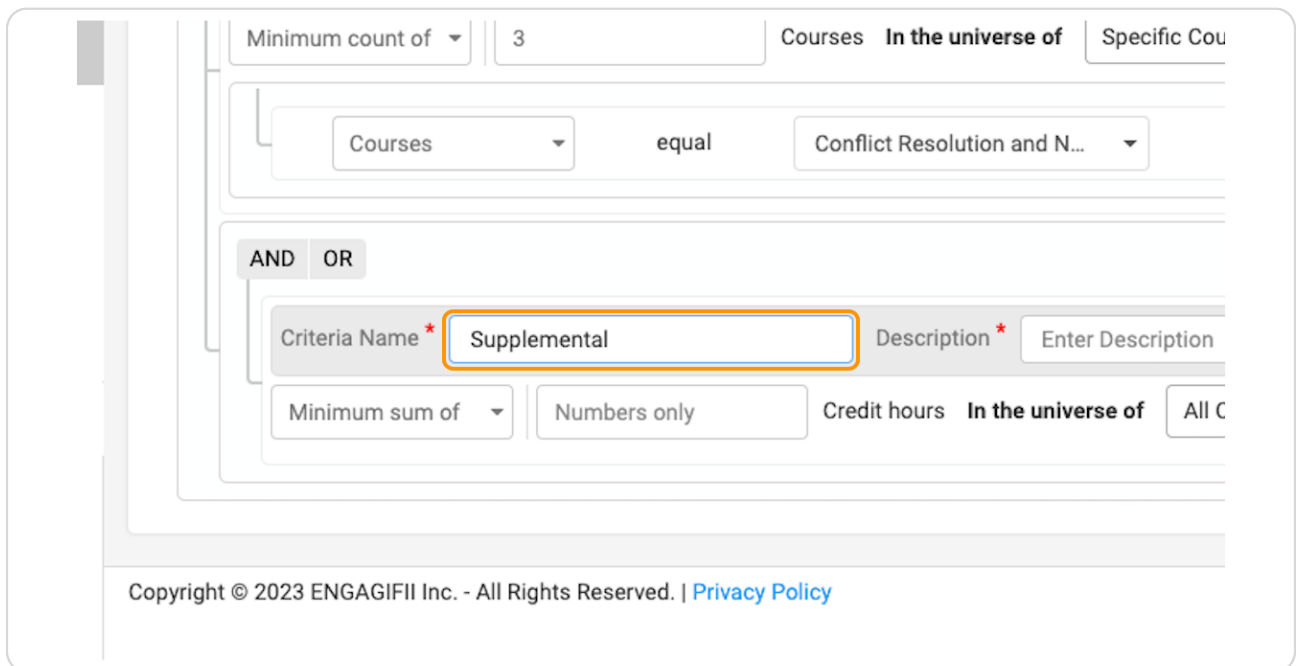
STEP 18

If there is another criteria to be added, click on **Add Rule Set...**



STEP 19

Enter name of second criteria Ex. "Supplemental"



STEP 20

Enter description Ex. "Minimum of two courses."


In the universe of ✕ Delete

▼

➕ Add Rule Set ➕ Add rule ✕ Delete

Description *

it hours In the universe of ▼



STEP 21

Select Minimum count of

▼ equal

AND OR

Criteria Name * ▼

▼ ▼

Configuration >

Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | [Privacy Policy](#)

STEP 22

Enter the required amount of courses for this criteria Ex. "2"

Courses equal Conflict Resolution and N...

AND OR

Criteria Name * Supplemental Description * Minimum of two courses

Minimum count of 2 Courses In the universe of All Courses

Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | [Privacy Policy](#)

STEP 23

Select Specific Course List

Conflict Resolution and N...

Add Rule Set +

Description * Minimum of two courses.

Courses In the universe of Specific Course List

Nothing selected

STEP 24

Select the courses that are suitable to fulfill this criteria.

The screenshot shows a form for setting up a course selection rule. It includes a 'Supplemental' dropdown, a 'Description *' field with the text 'Minimum of two courses.', a 'Courses' field with the value '2', and a dropdown menu set to 'Specific Course List'. Below these, there is a section with 'equal' and a dropdown menu currently showing 'Nothing selected'. At the bottom, there is a footer that reads 'All Rights Reserved. | [Privacy Policy](#)'.

STEP 25

Ex. Organizational Change Management

The screenshot shows a course selection interface with a dropdown menu open. The dropdown lists several courses, with 'Organizational Change Management (...)' highlighted in orange. Other visible courses include 'New Awesome Course (Credit hours: 5)', 'New Board Member Orientation - 2023...', 'Open Records (Credit hours: 5)', 'Open Records - General (Credit hours: ...)', 'Open Records - Professional (Credit ho...', 'Policy (Credit hours: 3)', 'Professional Development (Credit hour...', 'Real Estate Appraisals (Credit hours: 6)', 'Sanskrit - The real love language (Cred...', and 'Social Equity (Credit hours: 5)'. In the background, a form is partially visible with 'ard Award' at the top, a 'Courses' field with the value '3', and an 'Add Rule' button at the bottom right.

STEP 26

Ex. Crisis Management and Decision-Making

A screenshot of a course selection interface. A dropdown menu is open, displaying a list of courses. The course "Crisis Management and Decision-Making" is highlighted with an orange border. Other visible courses include "Court School (Credit hours: 5)", "Court School - Ethics (Credit hours: 5)", "Court School - General (Credit hours: 5)", "Court School - Trial (Credit hours: 5)", "Doc Brown Lectures (Credit hours: 6)", "DUI Training (Credit hours: 5)", "DUI Training - Ethics (Credit hours: 5)", "DUI Training - General (Credit hours: 5)", and "DUI Training - General (Credit hours: 5)". The background shows a form with a "3" in a text box, a "Course" label, and a "equal" button.

STEP 27

Ex. Emotional Intelligence and Leadership

A screenshot of a course selection interface. A dropdown menu is open, displaying a list of courses. The course "Emotional Intelligence and Leadership ..." is highlighted with an orange border. Other visible courses include "DUI Training - Ethics (Credit hours: 5)", "DUI Training - General (Credit hours: 5)", "DUI Training - General (Credit hours: 5)", "DUI Training - Professional (Credit hou...)", "DUI Training - Trial (Credit hours: 5)", and "Equity (Credit hours: 2)". The background shows a form with a "2" in a text box, a "Course" label, a "equal" button, and an "Add Rule" button.

STEP 28

Ex.Team Building and Collaboration

The screenshot shows a course selection interface. A dropdown menu is open, displaying a list of courses. The course 'Team Building and Collaboration (Cred...)' is highlighted with an orange border. Other visible courses include 'Sanskrit - The real love language (Cred...', 'Social Equity (Credit hours: 5)', 'Strategic Planning and Decision-Makin...', 'Style and Time Machines (Credit hours...', 'Swahili is an island language. (Credit h...', and 'VQAS Performance (Credit hours: 1)'. The interface also shows a search bar with the number '3', a filter dropdown set to 'equal', and a blue 'Add Rule' button.

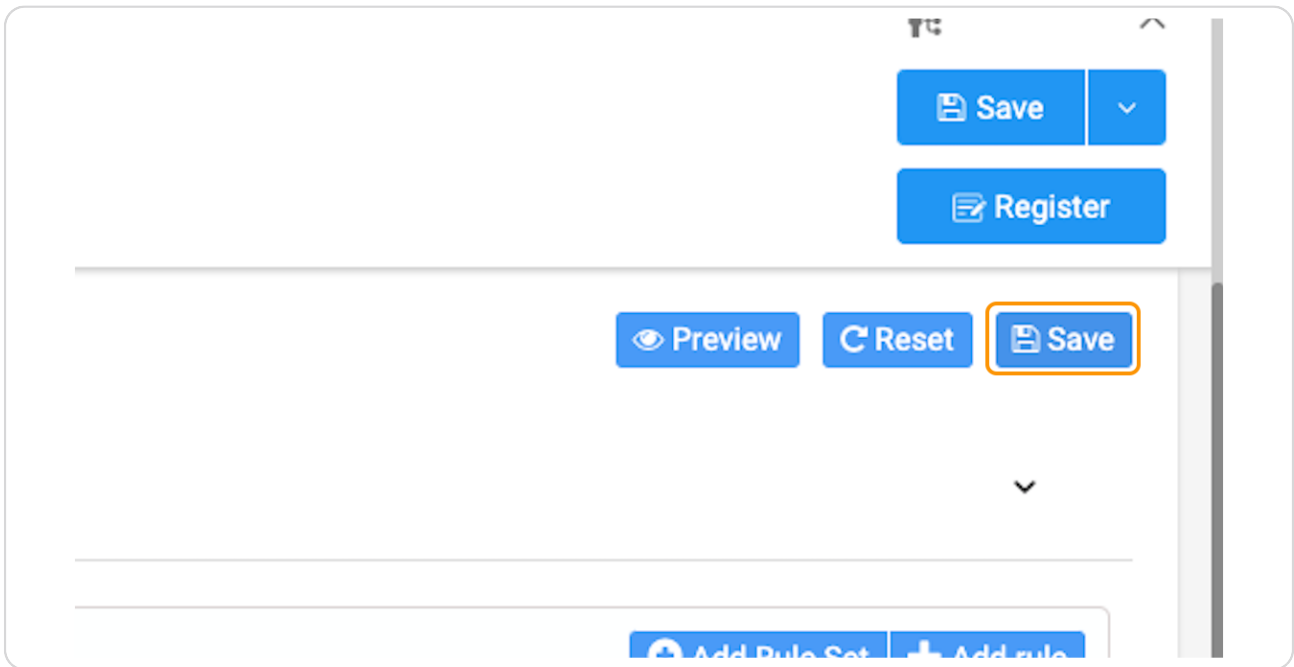
STEP 29

Click on Criteria Name ...

The screenshot shows a criteria selection interface. A dropdown menu is open, displaying a list of criteria. The criterion 'Crisis Management and Decision-Making' is selected and checked. Other visible criteria include 'Course Creation for Course Creators (...)', 'Court School (Credit hours: 5)', 'Court School - Ethics (Credit hours: 5)', 'Court School - General (Credit hours: 5)', 'Court School - Trial (Credit hours: 5)', 'Doc Brown Lectures (Credit hours: 6)', 'DUI Training (Credit hours: 5)', 'DUI Training - Ethics (Credit hours: 5)', 'DUI Training - General (Credit hours: 5)', and 'DUI Training - General (Credit hours: 5)'. The interface also shows a search bar with the text 'Criteria to Award Award', a filter dropdown set to 'AND OR', and a blue 'Add Rule Set' button. The 'Criteria Name' field is set to 'Supplemental' and the 'Minimum count of' is set to '2'. The 'Courses' dropdown is set to 'equal'. The footer contains the text 'jht © 2023 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy' and the Engagifii logo.

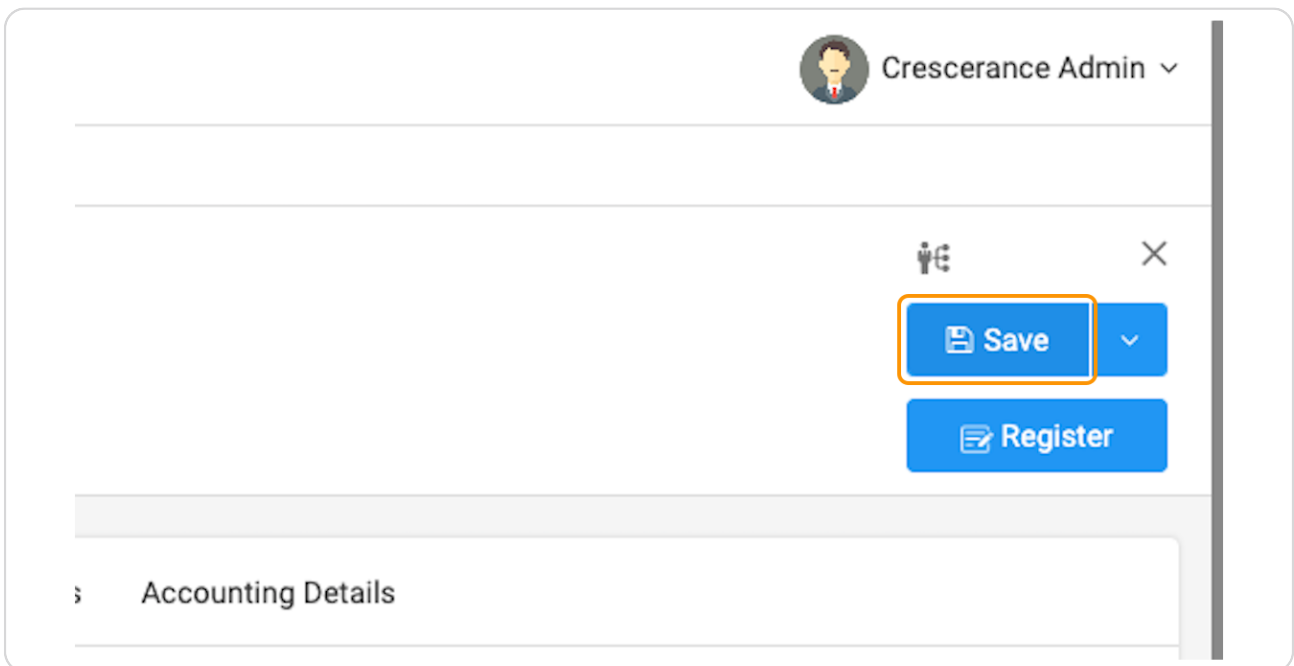
STEP 30

Click on the small "save" first.



STEP 31

Click on the larger "Save" last.



STEP 32

Now you can view the primary courses and supplemental courses for this award.

The screenshot displays a web application interface for managing awards. On the left is a vertical sidebar with navigation options: 'Award', 'Registration', 'Courses', 'Classes', 'Venues', and 'Rooms'. The 'Award' option is selected, and a sub-menu is open showing 'Awards' and 'Awards' (highlighted). The main content area has a top navigation bar with tabs: 'General', 'Course Curriculum' (active), 'Active Classes', 'Members', 'Registration & Pricing', and 'Details'. Below the tabs, there is a 'Sidebar View' toggle and a light blue informational banner with a lightbulb icon stating: 'The criteria listed below need to be fulfilled to be awarded this Award.' The criteria are organized into two boxes: 'Primary' (Three required courses.) and 'Supplemental' (Minimum of two courses.), connected by a blue 'AND' button. A large empty rectangular area is visible on the right side of the main content area.

