



RCSI

Workvivo at RCSI - How to Guide

Download the mobile app

Workvivo at RCSI is available on both desktop and mobile. To access Workvivo on a desktop simply navigate to **home.rcsi.com**. You can also download the Workvivo mobile app from the Apple AppStore or Google PlayStore by searching for Workvivo and downloading the app.

Posting

Want to share a business related update or a job well done, through Workvivo you can share insightful updates with a touch of a button to the entire organisation or a specific audience. To post an update directly from the activity feed, simply select 'Post an Update', include your message, select the image icon to add an image or video to your post.

You can also attach a document to your post be it a presentation, recent project update etc. The final step before clicking post is deciding on the audience of your post. By default all updates will be posted to the entire organisation, however you can limit your post to specific teams or locations by clicking the globe icon.

Once your post is ready, click post and enjoy the interaction with your colleagues.

Tag a colleague

It's very easy to tag employees throughout Workvivo in the form of updates, shout-outs and comments. To do so simply type the @ symbol and begin typing a colleagues name. Once you mention an employee on the platform they will receive a notification about this tag and will be brought directly to this item.

Introducing goals

We want you to connect with RCSI's goals/values and this has never been easier to do. You can now tag your day-to-day updates directly to our organisation goals. To do so, simply choose to link your updates with any on our goals.

Read the news

Stay up to date with all organisation news through the dedicated news section on both desktop and mobile. The Communications Department will share the latest articles and upcoming events meaning you will never miss out.

Give a shout out (specific to a team)

Recognise your colleagues for a job well done in a recent project or achievement by creating a shout-out on Workvivo. To create a shout-out navigate to the activity feed on either desktop or mobile, choose 'Post a shout-out', create your message, select the employee or teams you would like to recognise, add an image if you wish and simply click post.

Update your profile picture

The Workvivo people directory comes to life when employees upload a profile photo and now it has never been easier to upload your profile picture to Workvivo. Simply navigate to Edit My Profile, select the Change Avatar button and upload your new photo. You can change your profile photo on either desktop or mobile.

Have your voice heard (complete a pulse survey)

It's never been easier to give us feedback. Every so often we will publish short quick pulse surveys for you to take. This gives you an opportunity to provide us with direct anonymous feedback.

People Directory and Profile

The people directory contains full team and employee profile information allowing you to put a face to a name and easily get to know your colleagues. You can search for your colleagues profiles to easily access their contact information and to also view any updates or shout-outs previously posted by your peers.

Notifications

On the mobile app be sure to enable push notifications, this way you will never miss an update posted to Workvivo. You will receive a range of different notifications including when a news article has been published, if there is a new pulse survey ready to take, when you or your team have received a shout-out, if someone has interacted with an update you have posted etc.