



FEEDBACK APP GUIDE

Download The App

Search for “Feedback Labs” in the App Store or Google Play
OR
Scan the QR code below using your phone



iOS App Store:
<https://tinyurl.com/iOS-fblabs>



Android Google Play Store:
<https://tinyurl.com/android-fblabs>

NOTE: The App will only take 20MB of your phone, it is **free** to download and use. The App does NOT access any of your private data on your phone without your consent. Your data is NOT shared to any 3rd party.

Log In For The First Time

1. Enter your work Email

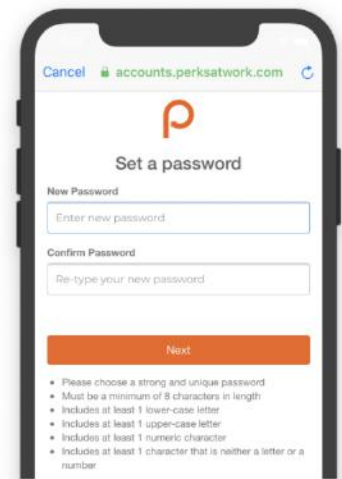
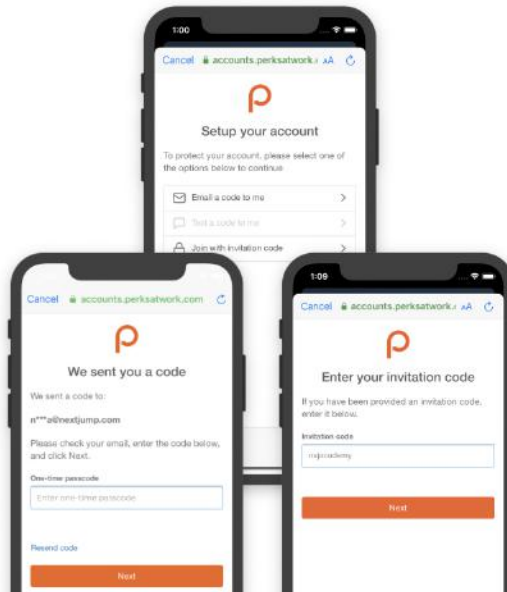
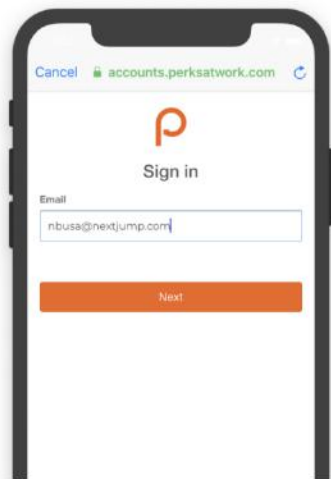
The one linked with your Perks at Work account

2. Get Confirmation Code

Option 1: Via Email
Option 2: Via Invite Code: nxjacademy

3. Create A Password

The password is used to access all Perks at Work Apps



* After this step, if you are asked to pick an org, please select “WORLD”



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Have Used The App Before?

First of all, please make sure you are using the Feedback Labs (Blue icon)



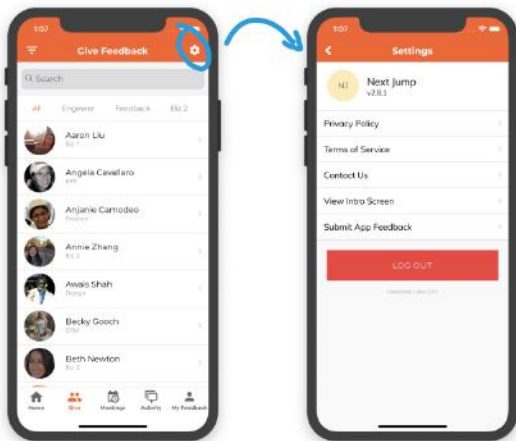
iOS App Store:
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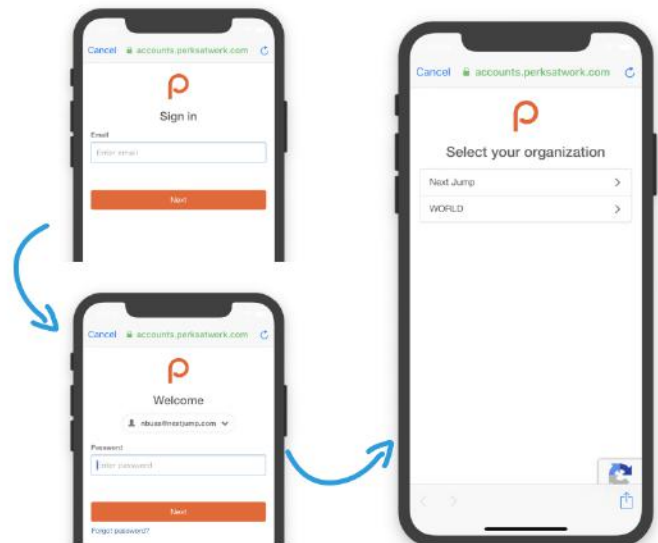
1. logout the current app

Got to the setting page by the top right



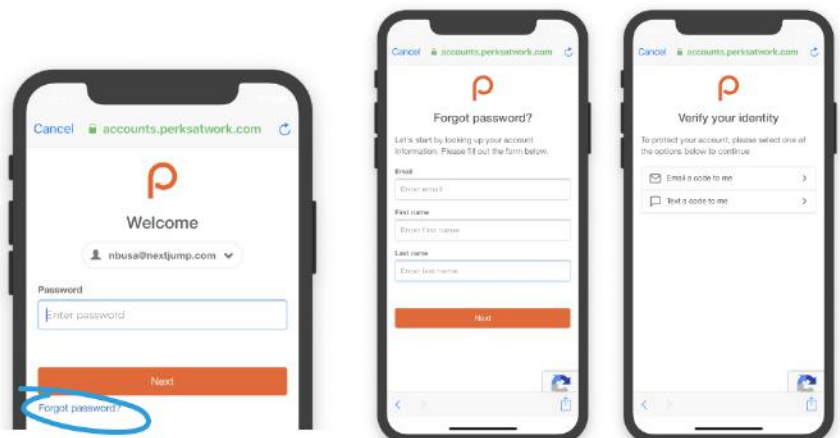
2. Log in again with the same account/password.

NOTE: please select org "WORLD" when prompted



Forgot Password?

1. Enter your email that's associate with the account.
2. Press the **Forgot password?** link.
3. Fill up details on the screen
4. Pick a method to receive confirmation code.
5. Reset your password



NEED HELP? PLEASE CONTACT onlineacademyhelpdesk@nextjump.com

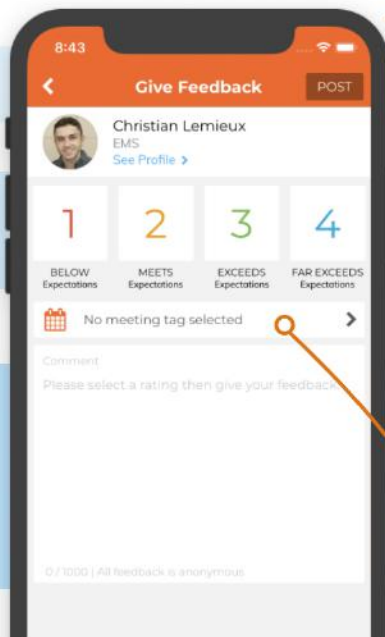
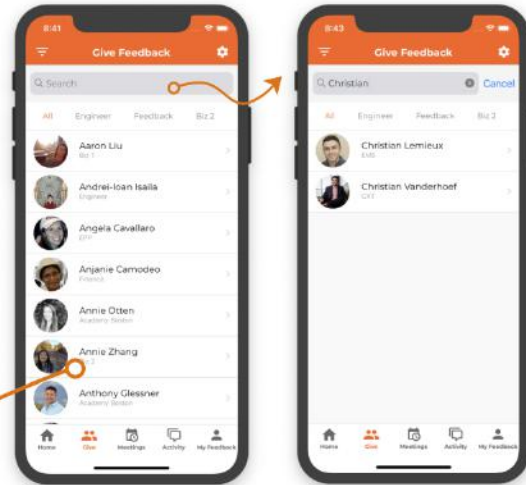


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Giving Feedback

PICK A USER

Go to the **Give** tab and **search** for the user by name. Pick the user you want to give feedback to.



4 Post your feedback

1 Select a rating from 1 to 4.

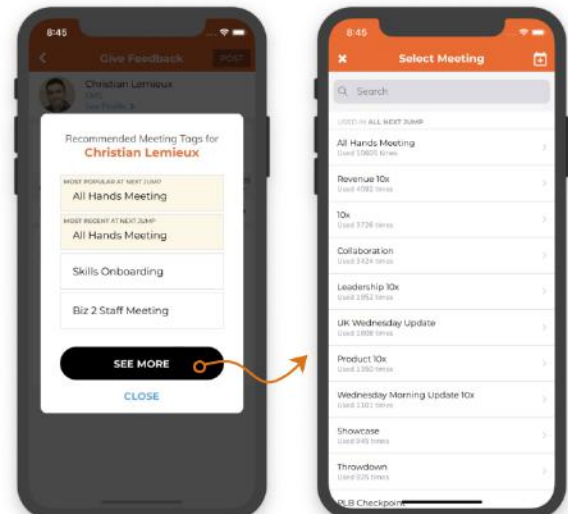
2 Select a meeting tag

3 Leave your comment to explain why the rating.

TIP: Be specific, and visceral.

TAG YOUR FEEDBACK

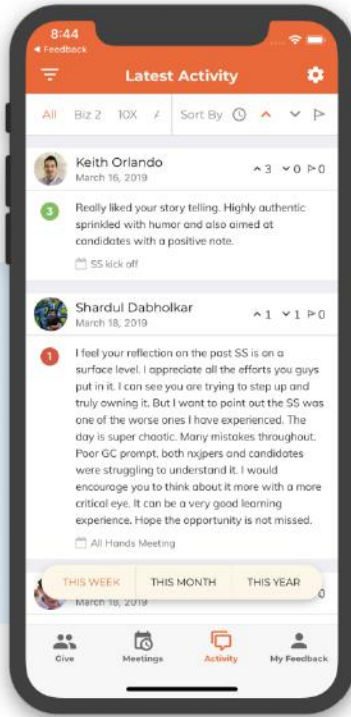
Select meeting for which feedback applies, or press plus sign in top-right to create a meeting tag.








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Community Tools



Use the community tools, **up/down/flag**, to share your reaction to the feedback in the activity tab.

-  **UPVOTE**
You agree with the feedback
-  **DOWNVOTE**
You disagree with the feedback
-  **FLAG**
You think the feedback is inappropriate

Real-Time Analytics

1. Go to Meeting Tab

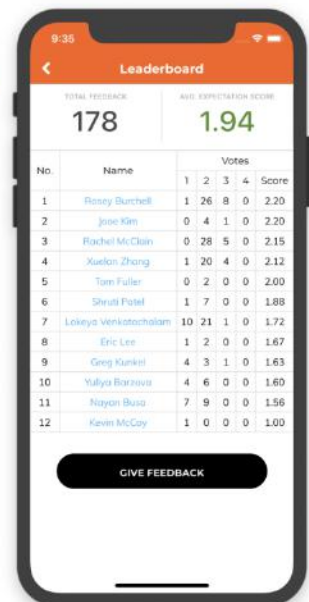
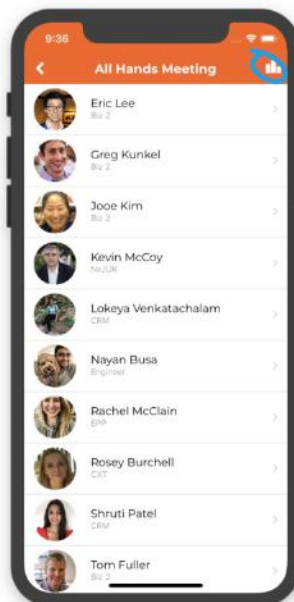
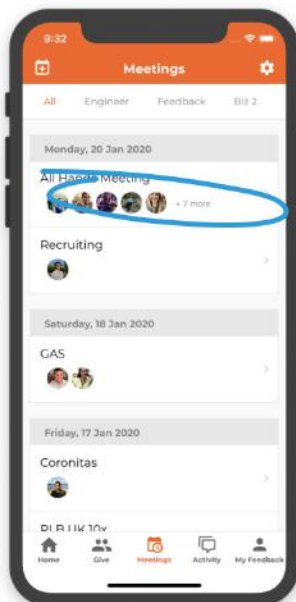
This tab shows you a list of meetings sorted by date

2. Select Meeting

This list shows all users who received feedback in this meeting

3. See Meeting Summary

This view gives a distribution of feedback received, as well as avg. rating



TOTAL FEEDBACK		AVG. FEEDBACK SCORE				
178		1.94				
No.	Name	1	2	3	4	Score
1	Rosey Burchell	1	26	8	0	2.20
2	Joee Kim	0	4	1	0	2.20
3	Rachel McClain	0	28	5	0	2.15
4	Xuelan Zhong	1	20	4	0	2.12
5	Tom Fuller	0	2	0	0	2.00
6	Shruti Patel	1	7	0	0	1.88
7	Lokeya Venkatachalam	10	21	1	0	1.72
8	Eric Lee	1	2	0	0	1.67
9	Greg Kunkel	4	3	1	0	1.63
10	Yuliyia Barzava	4	6	0	0	1.60
11	Nayan Busa	7	9	0	0	1.58
12	Karen McCoy	1	0	0	0	1.00

GIVE FEEDBACK