



The Thank You application

The Thank You application allows users or groups to be publicly recognised for good work or for representing configured Company values.

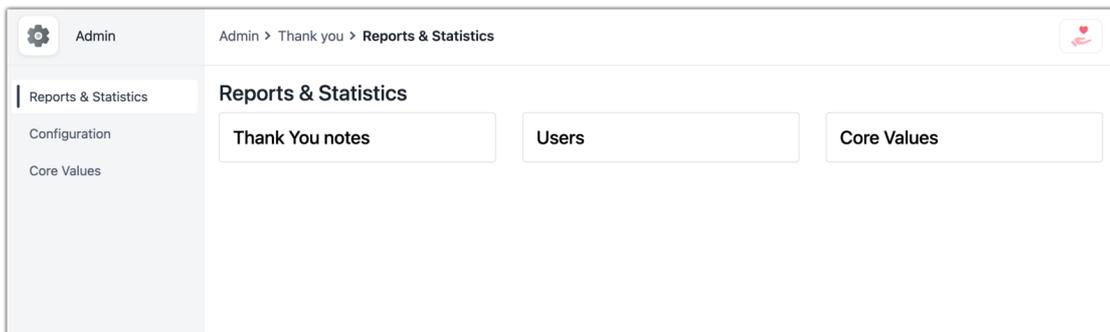
Notes posted can be viewed and created in the application directly or in its corresponding component, if this has been placed on [Pages](#).

Admin Side set up

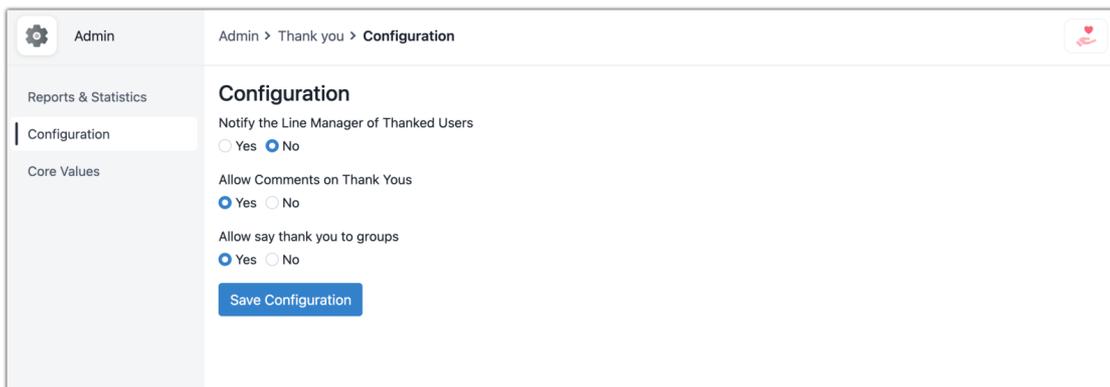
There are no permissions to give users within Thank You. If the application is enabled, all users on the site can access and use it.

However, there are a few considerations for administrators of the application to make before users begin submitting Thank You Notes.

1. Head to Applications > Admin > Thank You



2. Click into the 'Configuration' tab and consider the options you wish to set.



- **Notify the manager of thanked users:** Do you want the manager (as set on user profiles) of thanked users to be notified when their direct reports are thanked
- **Allow comments on Thank Yous:** Should the comment box appear and allow users to leave comments (universal option across all Thank Yous - If comments are turned off after previously being enabled, all content is saved and will reappear when comments are turned back on)
- **Allow Thank Yous for groups:** Turn this off if you only want individual users to be selected for thank yous and not **People groups**.

3. Click into the 'Core Values' tab and decide if you want to use these alongside Thank Yous

Admin > Thank you > Core Values

Core Values

Thank You notes can be linked to your Core Values to encourage engagement.

Enabled

Make Core Values mandatory for Thank You notes

[+ Add new](#)

10 entries per page

Name	Background Colour	Actions
Collaboration	● #563E98	
Commitment to customers	● #BE5723	
Creativity	● #2E7879	
Culture	● #FFD944	
Honesty	● #2D6CAE	
Innovation	● #B53580	

Showing 1 to 6 of 6 entries

This is completely optional and you can disable the use of Core values using the setting.

If you do want to use them, add all your company's values and assign a colour, these will appear on the front end for users to attribute to the Thank you notes they create.

Next choose if it is mandatory to select at least one value when creating a thank you or not by using the checkbox.

Toggling the eye icon will hide a value from the front end so it can't be used and the bin icon will remove them.

4. Familiarise yourself with the reports available; they can be best utilised once the Thank You application has been used for a period.

All reports can be run by application administrators of Thank You and can be downloaded as CSV files for reference or further analysis.

- Thank You Notes

This report will list all Thank You notes submitted and can be filtered by a specific core value and/or users/roles/groups.

The report will include the breakdown of thanked users (of a role/group/extranet), the values attributed to the Thank You (if applicable), the message itself, as well as the total of comments and likes given.

Admin > Thank you > Reports & Statistics > Thank You notes

Thank You notes

Core Values: All Core Values

Users: Select a user / group / role / extranet [Browse](#)

Date Range: -

[Filter](#) [Reset](#) [Export to CSV](#)

10 entries per page

Date Created	Author	Thanked Groups	Total Thanked Users	Core Values	Description	Likes	Comments
11-03-2026	Claramentis Administrator	Leadership Team	Jennifer Langdon, Anne Wilkins, Barclay Martin, Nigel Davies, Robert Reith, Jasmine Goreas	Creativity	Thank you for the new marketing materials! Our content looks so good	1	1
28-04-2021	Alan Metcalfe		Alison Kelly, Paul Duncan	Creativity, Collaboration	Just wanted to say thanks for your help with the last few projects, it's been great collaborating with you both	0	0
06-01-2021	Vanessa Wright		Stephanie Hunter, Piers Ross	Culture	Thank you for organising the remote festive celebrations, it took a lot of work and the team truly appreciate it!	1	0
26-05-	Jason Reid	Sales	Vanessa Wright, James	Innovation	Thank you for going above	1	0

- Users

This report will list all registered users and the total amount of Thank You notes they have received (including those attributed to them as part of a group/role/extranet)

One user/role/group/extranet can be selected to run a report on, with a specific date range selected if required.

This can be further filtered by selecting one/all core values to include.

This report could be used to generate a leaderboard of users with the most Thank you notes.

Admin > Thank you > Reports & Statistics > Users

Users

Core Values: All Core Values

Users: Select a user / group / role / extranet [Browse](#)

Date Range: -

[Filter](#) [Reset](#) [Export to CSV](#)

10 entries per page

User	Total times thanked
Abigail Clark	3
Alan Metcalfe	1
Alison Kelly	2
Amelia Jackson	2
Anne Wilkins	1
Austin Glover	1

- Core Values

This report will return the number of times each core value has been attributed to a Thank You per user/role/group/extranet selected.

Not selecting any user will give the totals of all Thank You notes submitted; it is these figures that appear in the tally on the landing page of the front end of the application.

Admin > Thank you > Reports & Statistics > Core Values

Core Values

Core Values: All Core Values

Users: Select a user / group / role / extranet Browse

Date Range: Calendar icon - Calendar icon

Filter Reset Export to CSV

10 entries per page

Core Value	Number of times selected
Collaboration	5
Commitment to customers	3
Creativity	4
Culture	2
Honesty	1
Innovation	4

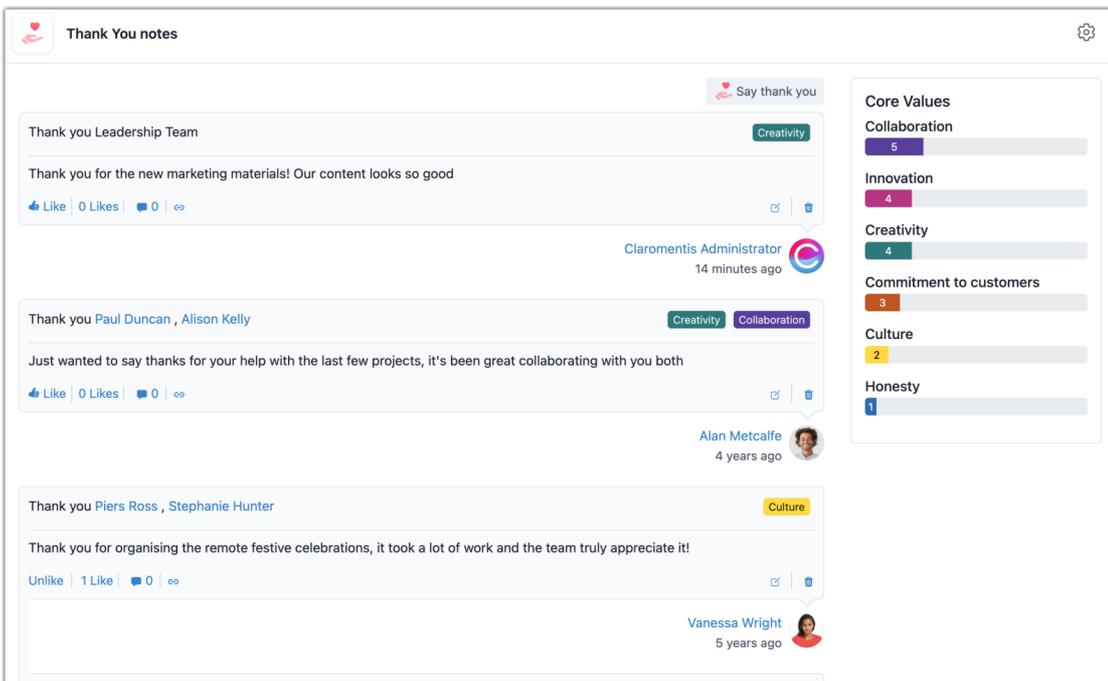
Showing 1 to 6 of 6 entries

Front-end use of the application

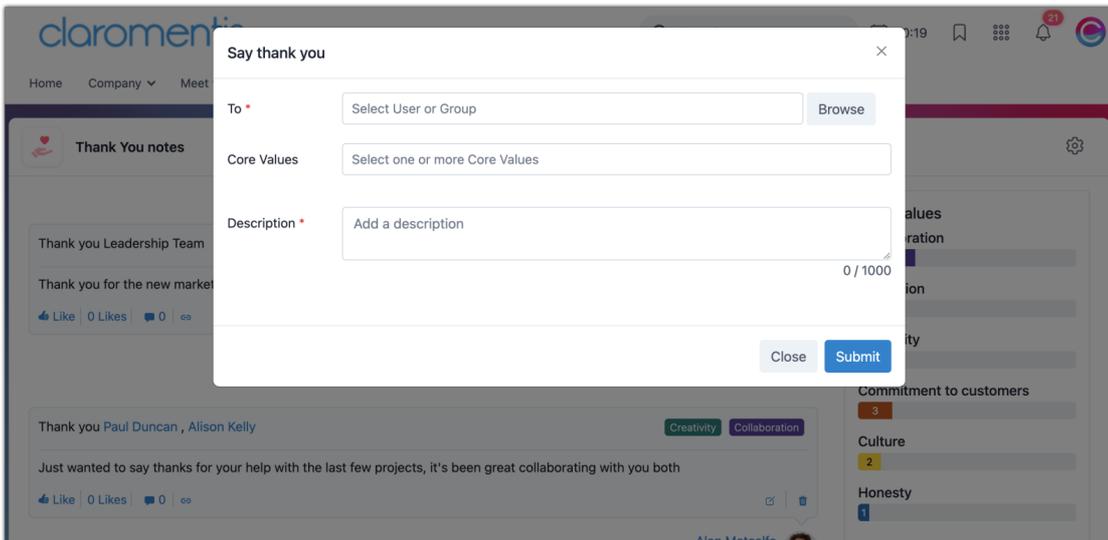
Users can open Thank You from Applications > Thank You

The screenshot shows the Claramentis application interface. The top navigation bar includes a search bar, a clock showing 10:01, and a grid icon (highlighted with a red box) for application selection. Below the navigation bar, a search bar for applications is visible. A grid of application icons is displayed, with the 'Thank you' icon (a hand holding a heart) highlighted with a red box. Other visible icons include Announcements, Badges, Blog, Calendar, Communication, Digital Assets, Discuss, Documents, Events, Expenses, Gallery, Holiday Planner, InfoCapture, Knowledge Base, Locations, News, Org Chart, People, Policy Manager, Polls & Surveys, Projects, Room Booking, Search, Courses, Learning, and Quiz. On the right side, there is a calendar widget and a sidebar with 'Badges' and 'Learning' sections.

The landing area will list all Thank You notes submitted, as well as a tally of those attributed per core value on the right (if applicable) as a visual aid.



Users can click on the 'Say thank you' button to add a new one, which brings up the modal window below.



- **To:** The user picker allows a specific user or Group to be selected as the recipient of the Thank You
- **Core Values:** This dropdown area will contain a list of all Core Values set on the Administrative side. The submitter can select one or multiple.
- **Description:** The main body of the Thank You contains the message (1000-character limit)
- **Submit:** Create the note, the recipients will be notified, and it will be visible to others
- **Close:** Cancel current note

The user(s) receiving the Thank You note will receive a notification about this.

The format this is sent in e.g. email, in system will depend on their [notification preferences](#).

Viewing Thank You notes

There are multiple ways to view Thank You notes that have been created.

- In the application directly

Once a Thank You has been submitted, it will appear listed in the application.

Other users can like and/or comment on it (and any previous Thank You notes)

Thank You notes

Say thank you

Thank you Leadership Team Creativity

Thank you for the new marketing materials! Our content looks so good

Like 1 Like 1

Claromentis Administrator 22 minutes ago

Thank you Paul Duncan , Alison Kelly Creativity Collaboration

Just wanted to say thanks for your help with the last few projects, it's been great collaborating with you both

Like 0 Likes 0

Alan Metcalfe 4 years ago

Core Values

- Collaboration: 5
- Innovation: 4
- Creativity: 4
- Commitment to customers: 3
- Culture: 2
- Honesty: 1

Clicking on the comment or link icon will take the user to a direct link for that specific Thank You:

Thank You notes > **Thank you**

Thank you Leadership Team Creativity

Thank you for the new marketing materials! Our content looks so good

Like 1 Like 1

Claromentis Administrator 23 minutes ago

Add a comment

You wrote...

I totally agree, the new branding is amazing, well done all

Reply Edit Delete 11-03-2026 10:25

- On User profiles

Any individual or group Thank You's for a user will be listed under the corresponding tab on their user profile.

People > **Profile**

Charles Johnston
Marketing Director
charles@claromentis.net

Profile **Thanks (4)**

Address: Towerpoint, 44 North Road, Brighton, East Sussex, BN1 1YR

Landline: +44 (0)1273 666355

Date of Birth: 4 March 2019

Preferred contact method: Email

LinkedIn

Badges

Endorsements

- Windows Server 2012: 8
- Active Directory: 6
- Mobile Testing: 1
- Business Process Management: 1

Manager: Nigel Davies (Sales Director)

Direct Reports: Jennifer Langdon (Trainer)

If new users join a Group after a thank-you note was submitted, they won't have it logged. Similarly, if users leave a Group, the Thank You note will remain.

People > Profile ⓘ



Charles Johnston
Marketing Director
charles@claromentis.net

🏆 🎓 🛠️ HR Tool

Profile Thanks (4)

Manager

 Nigel Davies
Sales Director

Direct Reports

 Jennifer Langdon
Trainer

Say thank you

Thank you Support Commitment to customers

Thank you for your hard work in the past couple of weeks!

Unlike | 2 Likes | 0 | ⋮

Dan Butler
5 years ago 

Thank you Amelia Jackson , Charles Johnston Collaboration

Thank you for your help with the urgent tickets yesterday, really appreciate it!

Unlike | 2 Likes | 0 | ⋮

Anne Wilkins
6 years ago 

Thank you Charles Johnston , User Deleted Collaboration Commitment to customers

Thanks for blasting through all those support tickets! We have happy customers all round 🙌

Like | 2 Likes | 0 | ⋮

Dan Butler
7 years ago 

Thank you Abigail Clark , Charles Johnston Creativity Collaboration

Thank you both for your hard work on our new brochures, they look amazing!

Like | 2 Likes | 0 | ⋮

Jacob Black
7 years ago 

- In the corresponding component (where this has been used in Pages)

The Thank You component can be placed on Intranet Pages.

Check out its settings to see how the Thank You's displayed within it can be filtered.

Thank you
⚙️
🗑️
you

Settings

- Show title
- Show "Say thank you" button
- Show profile images
- Expand comments within the component

Filter by user:

Filter by Groups:

Number of items to show:

Comments can be selected to expand as the default in the component or not.

If this is not turned on, users can click on the comment icon and follow the direct link to leave their message.

Sales Team

Search People

- Alan Metcalfe, Sales Assistant
- Barclay Martin, Sales & Training Manager
- Dave Arril, Head Of Sales

Invoice Request

No Invoicing Yet	4
Pending Invoice	1
Invoice Sent	2

Purchase Order Request

Current top 5 handlers

John Vance	6
Victoria Allan	5
Vanessa Wright	3
Pippa Fraser	1

Thank you

Thank you Leadership Team (Creativity)

Thank you for the new marketing materials! Our content looks so good

Claromentis Administrator (40 minutes ago)

Thank you Paul Duncan, Alison Kelly (Creativity, Collaboration)

Just wanted to say thanks for your help with the last few projects, it's been great collaborating with you both

Alan Metcalfe (4 years ago)

Thank you Piers Ross, Stephanie Hunter (Culture)

World Clock

- New York: 06:45
- London: 10:45
- Tokyo: 19:45

Sales Department

Sales Department

In any organisation, the sales department plays a pivotal role in the success of the business. The unique and important role of sales is to bridge the gap between the potential customer's needs and the products/services that the organisation offers that can fulfil their needs. Here are some of the key ways in which sales impact the organisation's success:

Commenting on a Thank You note

Clicking on the comment icon from any of the aforementioned areas opens the note at its own link.

It is possible to add links or upload files in comments on Thank You notes.

Click the blue 'send' icon to add a note.

Thank You notes > Thank you

Thank you Leadership Team (Creativity)

Thank you for the new marketing materials! Our content looks so good

Claromentis Administrator (30 minutes ago)

Type your message...

Alan Metcalfe wrote...

I totally agree, the new branding is amazing, well done all

11-03-2026 10:25

Deleting a Thank You note

Application administrators of Thank You will see the bin icon against all Thank You notes and be able to delete them.

The creator of a note will also be able to delete those they made using the icon as well.

Deleting a Thank You will remove it from the included user's profile and from reporting.

We would encourage letting your user base know that the Thank You application will be moderated by administrators, and they reserve the right to remove anything they deem against company guidelines.

Created on 11 March 2026 by [Hannah Door](#)

Tags: [intranet](#), [thank you](#), [user guide](#), [core values](#)