



# Halogen App User Guide

Version 17.1

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# Welcome to the Halogen App

Use the Halogen App to share feedback with colleagues from your mobile devices, connect with a team member via email, learn how to give great feedback, and more.

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**Note:** The Halogen App is only available for on-demand (SaaS) customers.

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# Activate or Reactivate the Halogen App

Learn to give and receive feedback using the Halogen App. We'll help you to send feedback quickly and effectively to your co-workers.

## Get the Activation Information

- 1 Log in to Halogen TalentSpace.
- 2 From the Profile menu on the Home page, click **App Activation**, and then click **Halogen App**.
- 3 Take note of the site name and activation code.
  - Site name – the Halogen TalentSpace site that syncs the mobile app with the web app
  - Activation code – a unique code provided by Halogen TalentSpace
- 4 Click **Close**.

## Activate the Halogen App

You must activate or reactivate the Halogen App when

- you deactivate the app and want to use it again
- the site name changes (for example, if your company name changes and your site name changes as a result)
- you haven't used the Halogen App for more than 30 days

### Notes:

- You can activate on more than one device but each device requires a different activation code.
- Your administrator may revoke access at any time.

- 1 In the Halogen App, enter the information from "Get the Activation Information".
- 2 Tap **Activate**.

If the code expires before you have time to enter the information in the app, click the **Refresh code** button or follow steps 1 and 2 in "Get the Activation Information".

If you are unable to activate the Halogen App, contact your administrator.

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# Share Feedback

Everyone loves getting feedback. Quickly send feedback to a colleague after a meeting. People also need coaching to help them improve their performance and advance their careers. Consider sending thoughtful constructive feedback when appropriate.

Feedback created in the Halogen App is also saved in Halogen TalentSpace.

## Share Feedback

- 1 In the Halogen App, tap the “Do you have feedback to share?” area or tap the Share Feedback icon.

 Share Feedback icon

- 2 Select the type of feedback.

Your organization may have set up feedback types specific for your culture. Some common ones are:

- Recognition – for sending positive or constructive feedback



- Journal Note – for sending notes to yourself



- Manager Note – for managers to exchange feedback about employees to another manager



- Award – for HR representatives to send to employees



- Coaching Tip – for managers to share with other managers



- Check This Out – for sending links to interesting articles, videos, or podcasts to coworkers



If you're unsure about a feedback type listed, talk to your manager or HR representative.

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- 3 In the Find Someone field, type the name of the employee or employees you want to send feedback to.
  - 4 Edit the subject, if desired.
  - 5 (Optional) Select the **Include Management** or the **Include Employees** check box if available.
    - **Include Management** – for a Journal Note, the item is shared with your manager and the managers in the hierarchy along with HR Representatives and coaches
    - **Include Employees** – for a Manager Note, the feedback is shared with the employee
  - 6 If you have an image you want to attach, tap the Attachment icon and select the image.

 Attachment icon

You can attach up to 20 images to a message and each message has a limit of 10MB. Images must be either JPG or PNG files.

**Note:** You can also share an image or a link by tapping your device's Share icon when you are using other apps. (Your app must be activated first.)

Here are various Share icons you see on Android or iOS:



- 7 Enter your feedback.

If you include emojis in your message, they may not appear correctly in Halogen TalentSpace if you're using Google Chrome. You may need to install a Chrome extension (for example, Chromoji) to see them properly.

- 8 Tap **Send**.

### View Feedback

New feedback appears on your Home screen. (It is also sent to the Halogen TalentSpace Home page feed and added to both your My Performance > Feedback page and your 1:1 agenda list if you have 1:1 Exchange licensed.)

You can do the following:

- Swipe left and right to view your feedback on the Home screen.
- Tap READ or tap the tile to open and view the feedback.
- Tap DISMISS to remove it from the Home screen. It is still available in your Feedback Received list. See "View Feedback You Sent or Received".

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## View Feedback You Sent or Received

When someone sends you feedback, you will see it on the Home screen of your Halogen App. (It is also sent to the Halogen TalentSpace Home page feed and added to both your My Performance > Feedback page and your 1:1 agenda list if you have 1:1 Exchange licensed.) Note that it may take up to 15 minutes before it is received by the employee or viewable in Halogen TalentSpace.

You can view feedback that you have added for yourself at any time. If management adds feedback for you, they decide if you can view it or not.

- 1 In the Halogen App, tap the Feedback icon on the Home screen.



- 2 Do one of the following:

- To see feedback received, tap **Feedback Received**.
- To see feedback sent, tap **Feedback Sent**.

## Delete Feedback

You can delete feedback that you created for yourself, or for an employee, but you cannot delete feedback that was sent by others. You can delete only in Halogen TalentSpace.

# Connect with Colleagues

The Home screen shows your team. Swipe left and right to see your team and easily send feedback, email or phone them. Learn more about your colleagues by viewing their profiles to see their job descriptions and departments. The people you see on your Home screen are the ones who share your manager. If you are a manager, it also shows your direct reports.

**Note:** The Halogen App sends email to the address stored in the Halogen User Center, which is your work email. The Halogen App uses your device's phone number, not your work phone number.

**Tip:** If you are a team of one in the organization, tap the Talent View icon at the bottom of the Home screen to connect with colleagues.



## Search for a Colleague

- 1 In the Halogen App, tap the Search icon.



- 2 Start typing the name of the colleague.

To go back to the Home screen, tap the Home bar.

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## Connect with a Colleague by Email or Phone

The email address stored in Halogen TalentSpace is the one that is used by the Halogen App. When using the Halogen App, tapping the Email icon launches the default email client on the mobile device. For example, if your default email client on the mobile device is a personal email account, that is the one that is used to send the email.

The phone number stored in Halogen TalentSpace is the one that is used by the Halogen App. For example, if the phone number is +1-613-270-1011 ext. 5555, the Halogen App ignores the extension. Note that long distance charges will apply to the mobile device in use.

- 1 In the Halogen App, tap the navigation menu on the profile photo.
- 2 Tap the icon to email or phone them.

You can also send them feedback from this menu or view their profile.

## View a Colleague's Profile

- In the Halogen App, tap a colleague's name to view their profile.  
Alternatively, you can search for a colleague to view their profile.

## Explore Your Organization

- 1 In the Halogen App, tap the Talent View icon at the bottom of the Home screen.

 Talent View icon

- 2 Here's what you can do:

- Tap the Find Me icon on the main Talent View screen to show your position in the organization.

 Find Me icon

- Tap the profile that is in the center to show that employee and all employees who share the same manager and any direct reports, if that employee is a manager.
- Tap a non-centered profile once to move it to the center to see that employee's name. Use the navigation menu under the profile to email, phone, send feedback, or view their profile.

- Tap the Back icon to go through your history of viewed employees.

 Back icon

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# Tips for Using the Halogen App

## Learn How to Send and Receive Feedback

Feedback is a gift, and giving helpful feedback is an art. The tips that appear on the Home screen will help guide you in giving feedback that is useful and thoughtful. Swipe through the tips to see them all. Some will help you learn how to use this app and others will provide coaching about giving feedback. A new tip appears every 24 hours.

Tips appear in the area below where you can share feedback and above the My Team area.



## Swipe to Access Help and Settings

You can quickly get to the Help and Settings menu by swiping horizontally.

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## Deactivate Your Account

**Warning:** If you deactivate your account, you will need a new activation code to activate the app again. See “Activate or Reactivate the Halogen App” on page 2.

- 1 In the Halogen App, tap the navigation menu in the upper-left corner.
- 2 Tap **Settings** and then tap **Deactivate account**.
- 3 Tap **OK**.