Creating a new badge

Archived

Article related to version 8.8+

<u>Included in this article:</u>

1 - The back end of Badges

2 - How to create badges

3 - How to assign badges

Introduction

The Badges application allows for users to be awarded a series of badges for certain achievements within the workplace.

1 - The admin side & badges permissions

In order to create a badge within the application, you will first need to be granted admin permissions.

To configure this, head to Admin > Badges.

Permissions: Here you will be able to assign certain user groups and roles to have permissions to 'Manage badges' (e.g. create badges, delete existing ones etc) or 'Assign badges' (e.g. award badges to users).

You can also configure assign permissions for managers to assign badges to their subordinates which are defined in the People Application.

Export: From the admin side you can also export a list of all the badges and to whom they have been awarded.

Archive: You can view any archived badges, allowing you to re-use them, if necessary. It's worth noting that any badges that have been archived will still show on a user profile if they were awarded the badge before the item was archived.

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2 - Creating badges

With the admin permissions set, you can then start looking to create badges from the front end of Claromentis.

Head to Applications > Badges.

Based on your permissions you will see the options to assign a badge and to add a badge located at the top right-hand side of this page.

Clicking the **+ New badge** button will open up a new window allowing you to provide (a) name, (b) description, and (c) design for the badge.
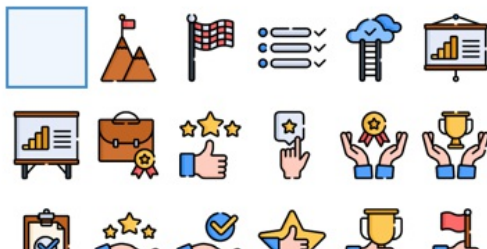
The design

functionality will allow you to change the background of the badge and select an icon. This icon can be from either the stock options or uploaded from your own images. Once the badge has been created, select the 'Save' button to create your badge.

Please note: If you are uploading your own images, it is strongly recommended you use a .png file in order to prevent a white background from blemishing your badge design.
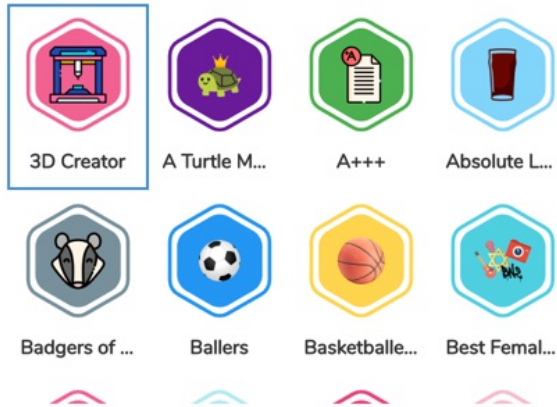
3 - Assigning badges

With your badges created, you can then assign these badges to individual users as a celebration of their achievements within the business (permissions permitting).

Use the 'Assign badge' option at the top of the Badges home page to do so.
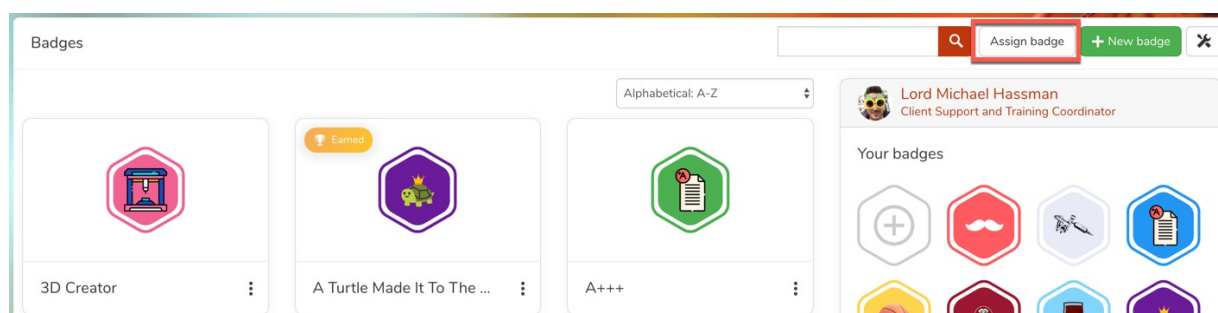
This will open a new pop-up where you can specify the user who has been awarded what badge and the reason why this badge has been awarded.

After this, press the 'Assign' button and this will notify the user and award them with the specified badge.

Assign badge   ✕

Select badge *

3D Creator	A Turtle M...	A+++	Absolute L...

Badgers of ...	Ballers	Basketballe...	Best Femal...

Assign to *   [Select user]   [Browse]

Add message   [   ]

[Assign]

You also have the option to assign a badge directly within the user's profile instead of the Badges application if you have permission.
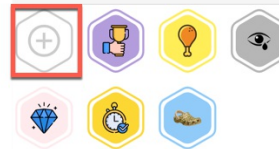
People / **Profile**

Mhairi Hutton
Technical Account Manager
mhairi.hutton@claromentis.com

Direct Reports

Jack Lord
Jnr Project Manager

Millie Hand
Customer Support Assistant

Profile   **Thanks (23)**

Group	Claromentis Internal, Holiday Planner - All Employees, Pension Letter, Service Delivery, Support
Role	Be Happy, Line Managers
Company	Claromentis
Landline	

Endorsements

This user has no endorsements yet, why not endorse them?

[Endorse this person for...]   [Endorse]

Badges

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Tags: badge, gamification