



Creating a new badge

Archived

Article related to version 8.8+

Included in this article:

- 1 - The back end of Badges
- 2 - How to create badges
- 3 - How to assign badges

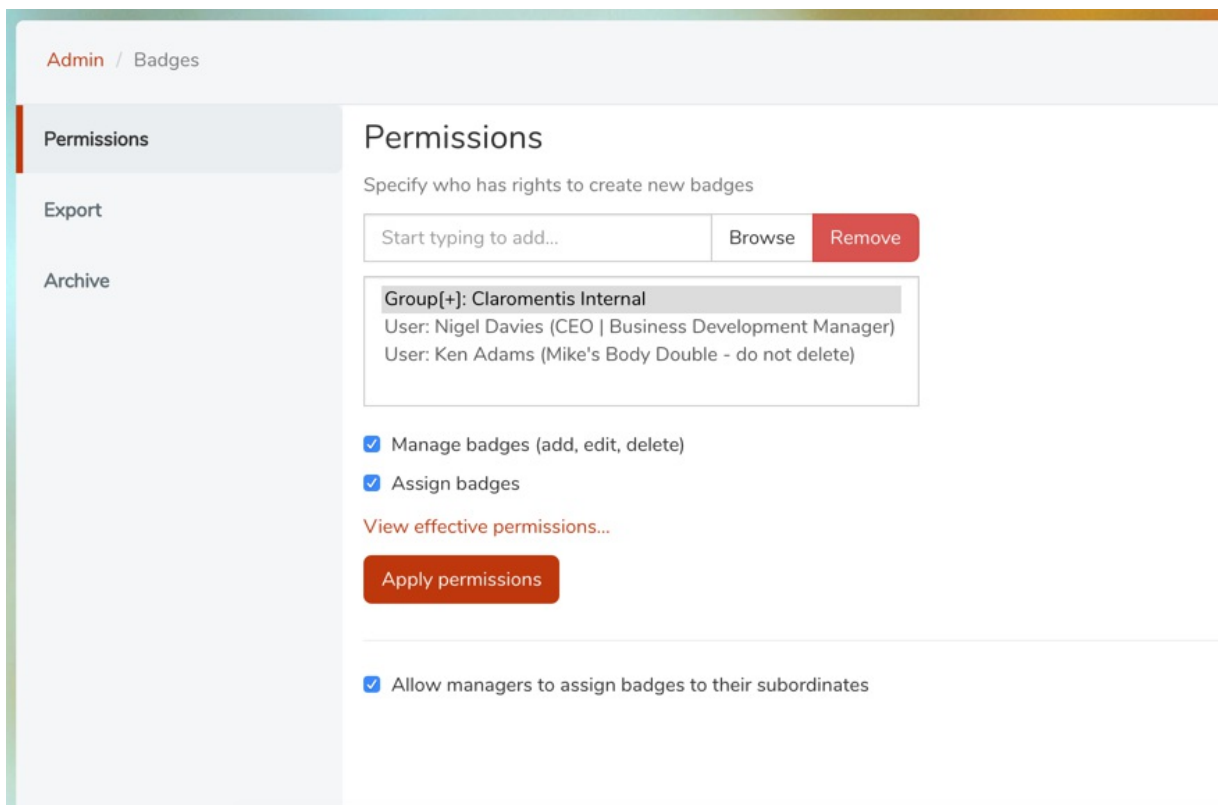
Introduction

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.

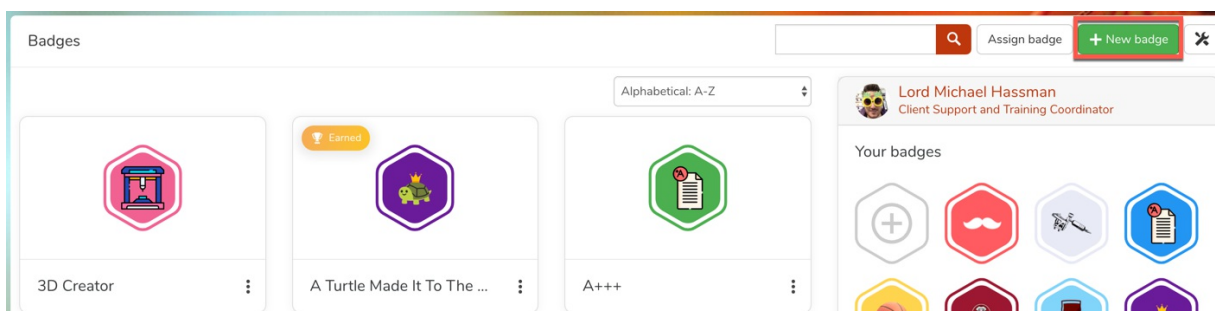
Archive: You can view any archived badges, allowing you to re-use them, if necessary. It's worth noting that any badges that have been archived will still show on a user profile if they were awarded the badge before the item was archived.

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.



☒ Use an icon ☐ Use a custom icon





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.


Use the 'Assign badge' option at the top of the Badges home page to do so.





Select badge *



3D Creator



A Turtle M...



A+++


Absolute L...


Badgers of ...


Ballers


Basketballe...


Best Fernal...

Assign to *

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



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

Direct Reports

**Jack Lord**
Jnr Project Manager

**Millie Hand**
Customer Support Assistant

Badges

