



Creating a New Badge

Introduction

Create and award Badges to users to celebrate their achievements in the Intranet or externally.

The admin side & badges permissions

Creation rights in badges are given on its admin side via **Admin > Badges** by an [Application Administrator](#).

A screenshot of the 'Admin > Badges' permissions configuration page. The page has a left sidebar with 'Admin' and 'Permissions' sections. The main content area is titled 'Permissions' and includes a search bar, a 'Remove' button, a list of roles and users, and checkboxes for 'Manage badges (add, edit, delete)', 'Award badges', and 'Allow managers to award badges to their subordinates'. There is also an 'Apply permissions' button.

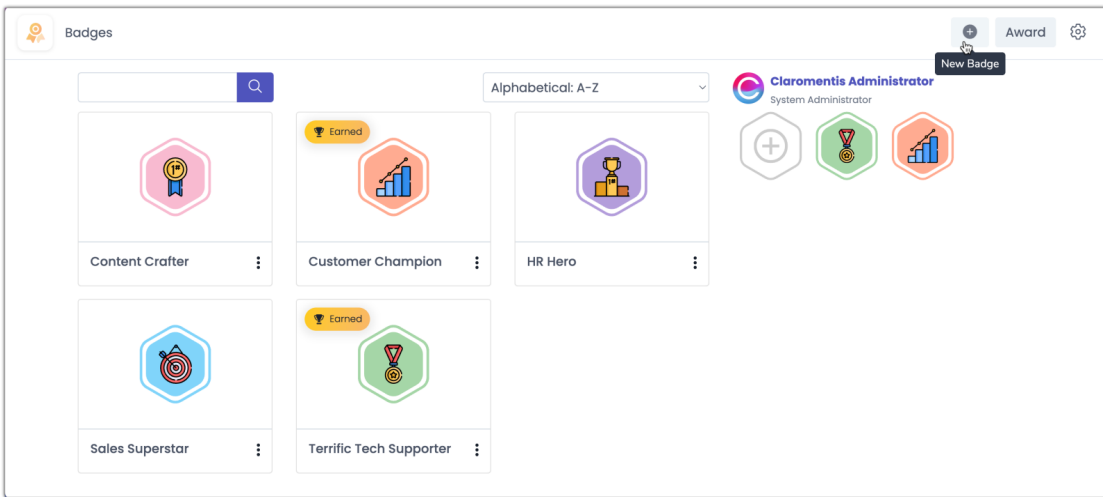
- **Permissions:** 'Manage badges' (e.g. create badges, delete existing ones etc) and/or 'Assign badges' (e.g. award badges to users). You can also configure assign permissions for managers to assign badges to their subordinates (as defined in the Org Chart tab on user profiles)
- **Export:** From the admin side you can also export a list of all the badges and to whom they have been awarded.
- **Archive:** Manage any archived badges, re-activating these if needed. Archived Badges will still show on user profiles for people awarded this before its status was changed.

Creating badges

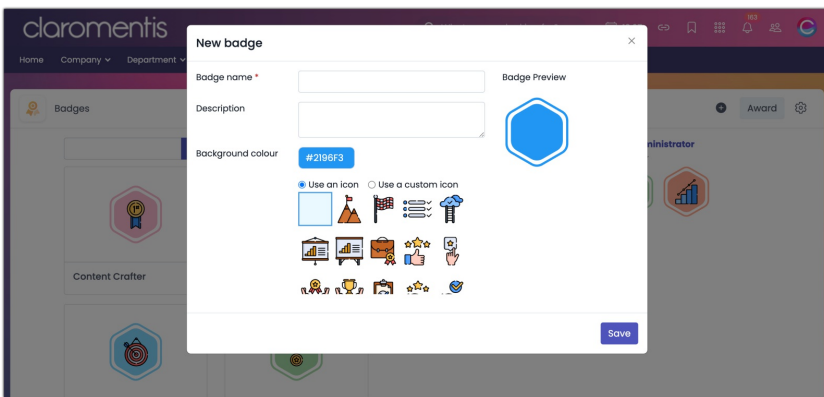
With the admin permissions set, begin creating Badges on the front-end of the application.

1. Head to **Applications > Badges**.

Based permissions given the options to create and award Badges will appear at the top right-hand side of the screen.



2. Click **New Badge** to enter the details:



You can enter the Name and Description of the badge. You can also design by selecting the background colour and badge icon.

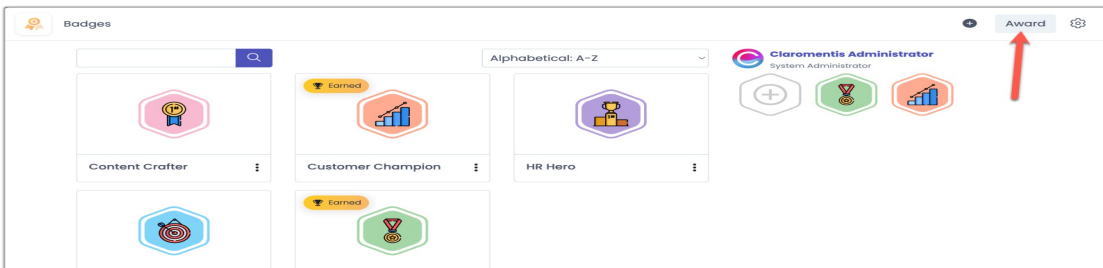
3. Select the **Save** to create the Badge.

Please note: If you are uploading your own image, it is strongly recommended you use a .PNG file with a transparent background.

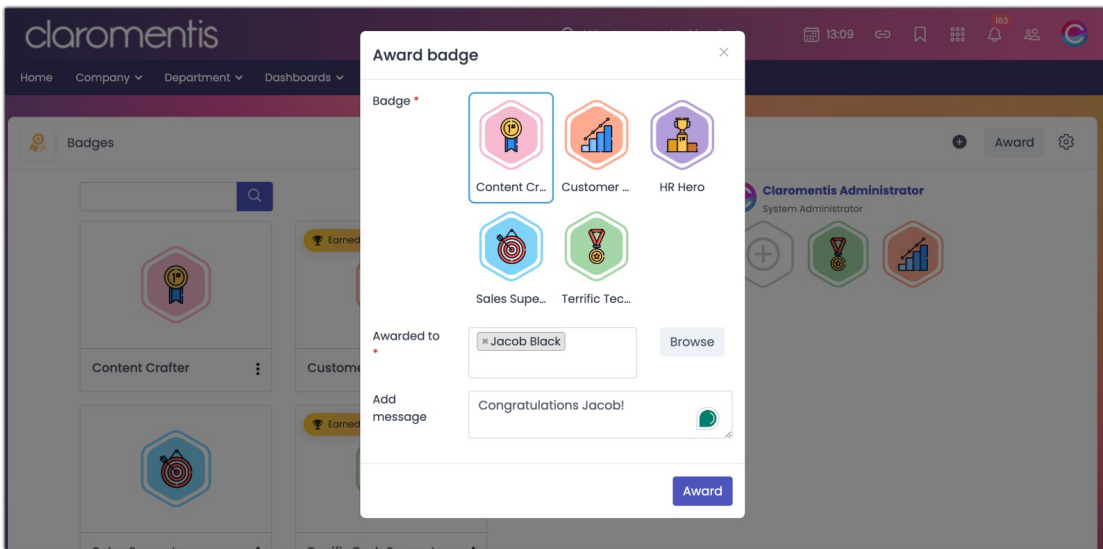
Awarding badges

Once created Badges can be awarded to individual users as a celebration of their achievements.

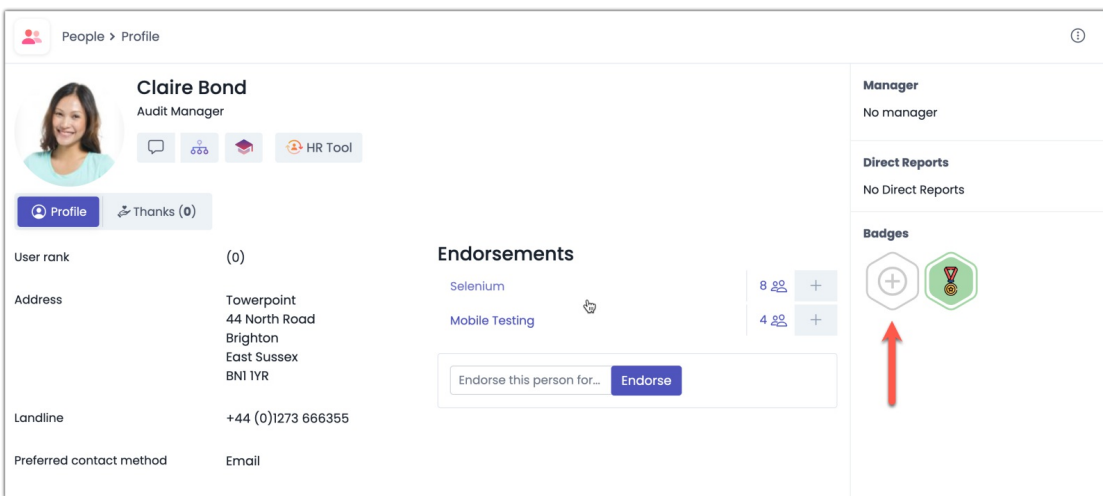
The **Award** option is shown on the front end of Badges. This will open a new pop-up where you can specify the user, the badge they are receiving and why this badge has been awarded.



The user will be notified of the badge and the badge will appear on the user's profile.



Badges can also be awarded directly on user profiles rather than in the application.



Last modified on 27 June 2024 by [Veronica Kim](#)

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