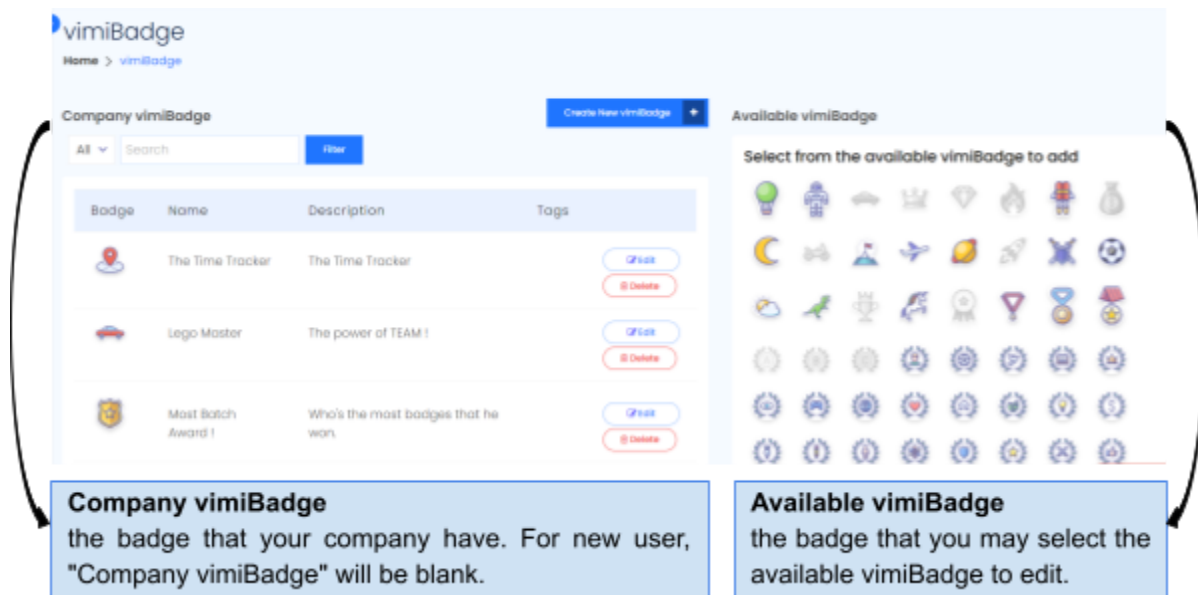# How to add and edit vimiBadge?
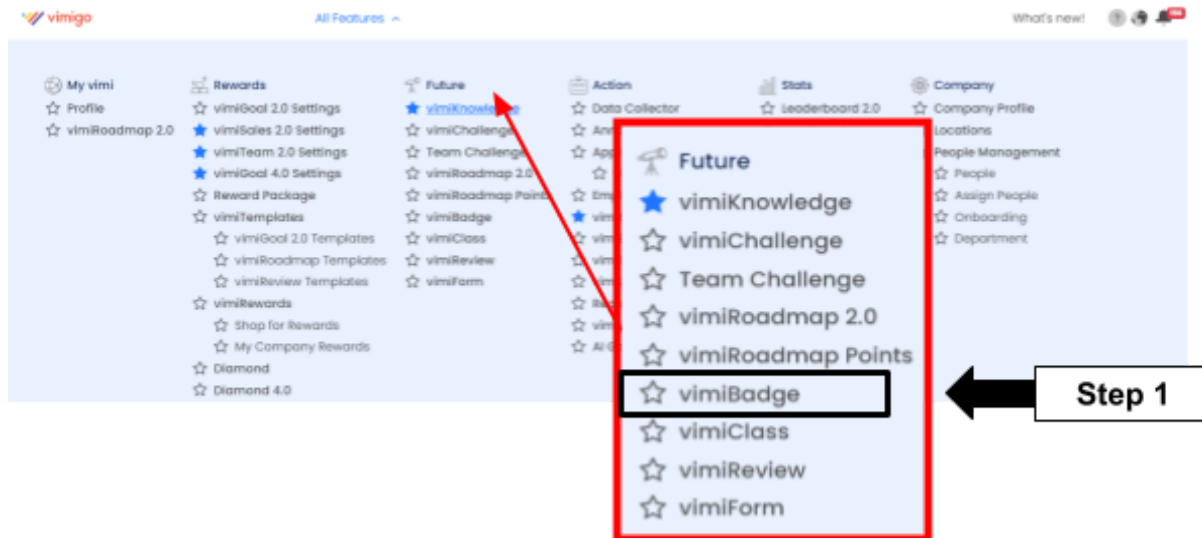
Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Future** list, click on **vimiBadge.**

Company vimiBadge
the badge that your company have. For new user, "Company vimiBadge" will be blank.

Available vimiBadge
the badge that you may select the available vimiBadge to edit.

Step 2: Click on the **vimiBadge icon** that you preferred to add to your Company vimiBadge. ☐ Fill up the Title and Description. ☐ Click **Add Badge.**
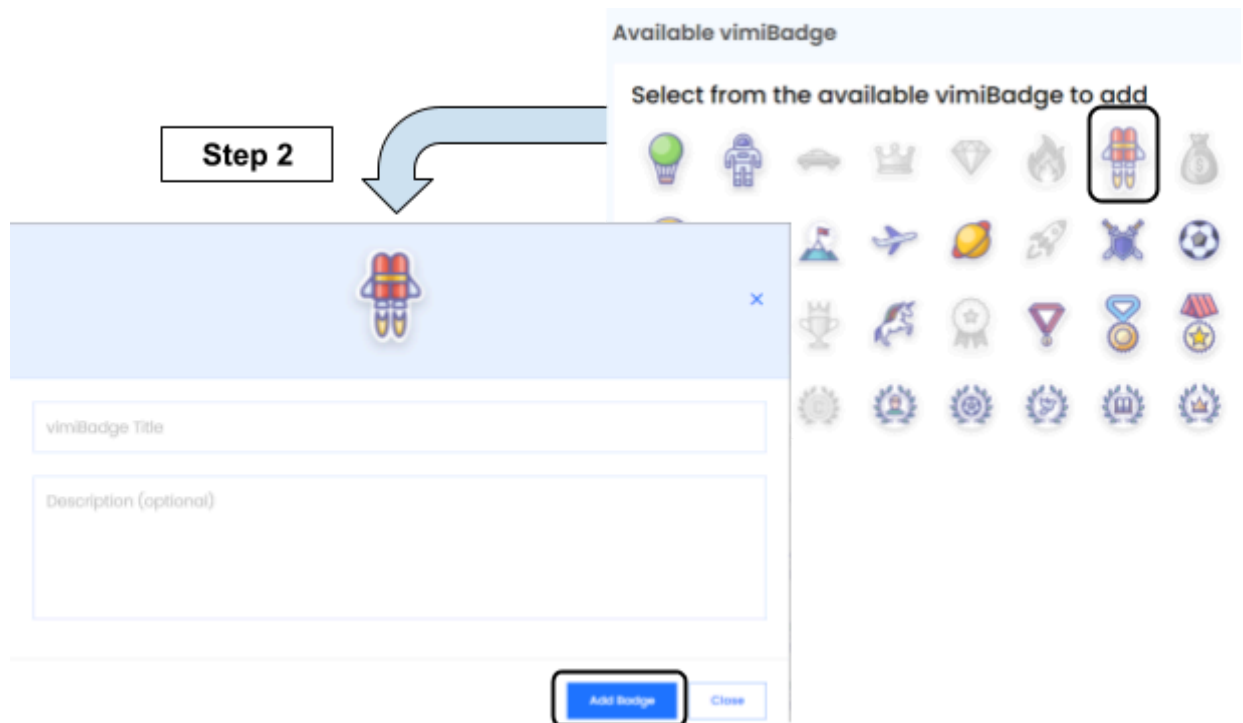
Step 3: Click on **Edit** that you wanted to edit under Company vimiBadge.
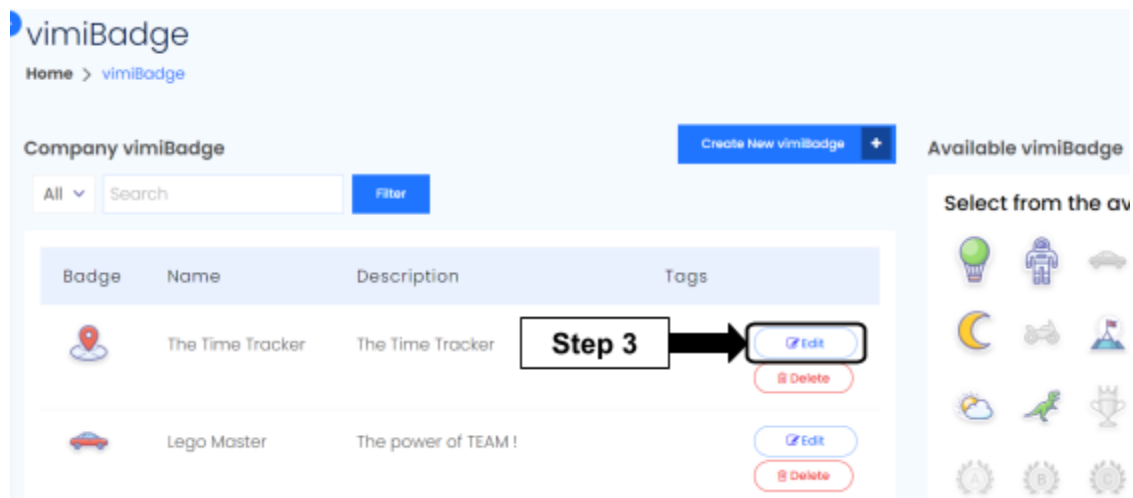
Step 4: Edit the detail you wanted to edit. ☐ Click **Save Changes.**

Edit vimiBadge   ✕

Select Icon

4.1 : Change Icon ➡️

Preview

Upload custom vimiBadge icon ☁️
*Recommended size is 50px by 50px

vimiBadge Name

4.2 : Change Name ➡️   The Time Tracker

Description

4.3 : Change Description ➡️   The Time Tracker

Tags

4.4 : Change Tags ➡️   Create tag

Cancel   **Save Changes**

vimiBadge updated successfully ✓