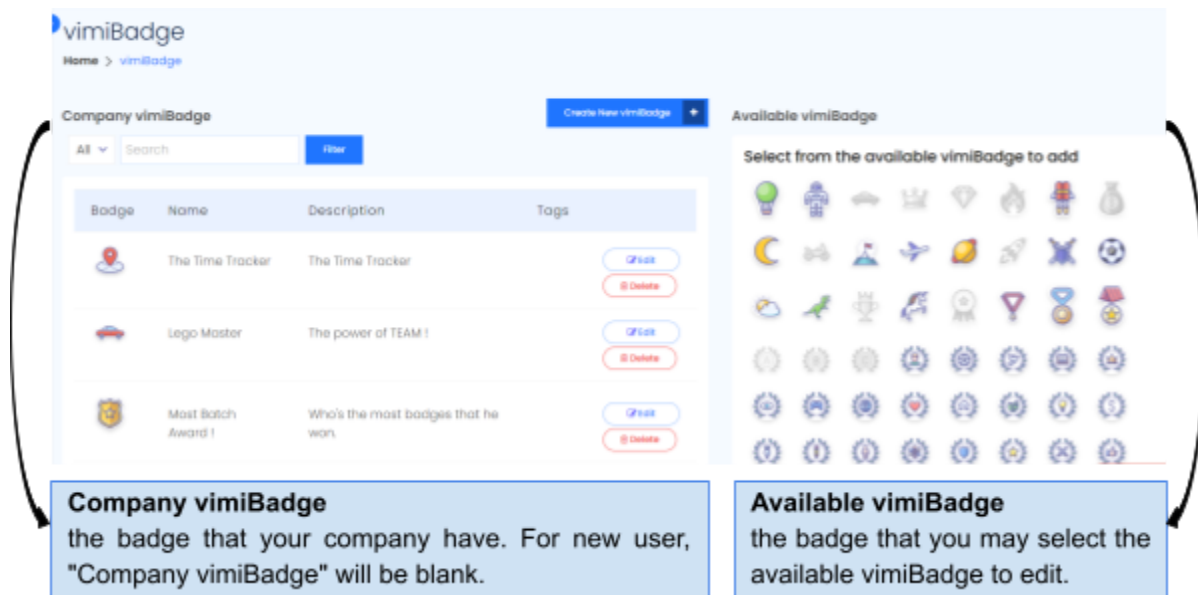
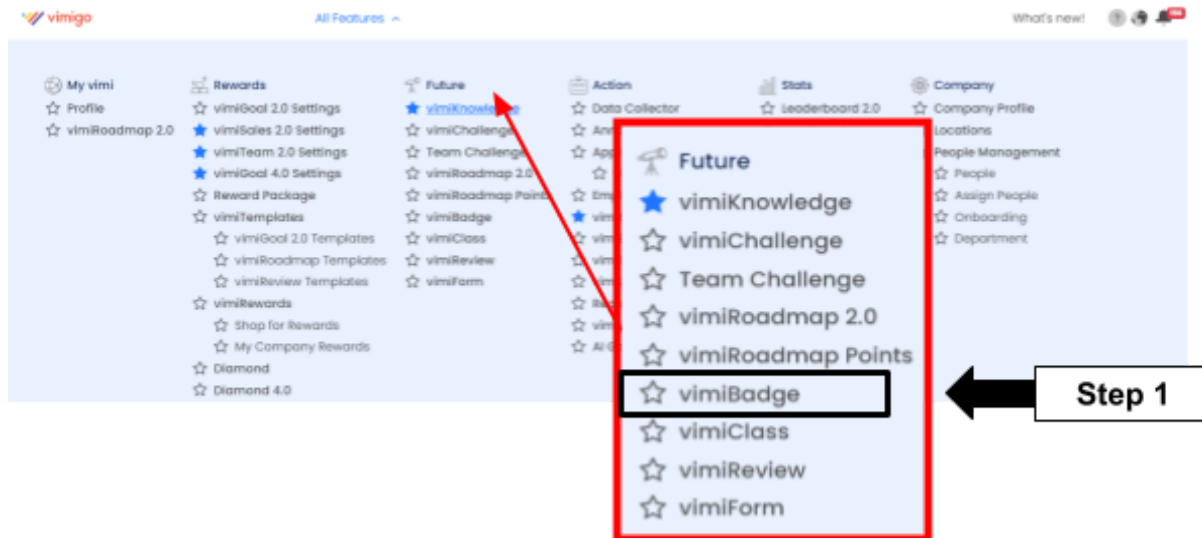
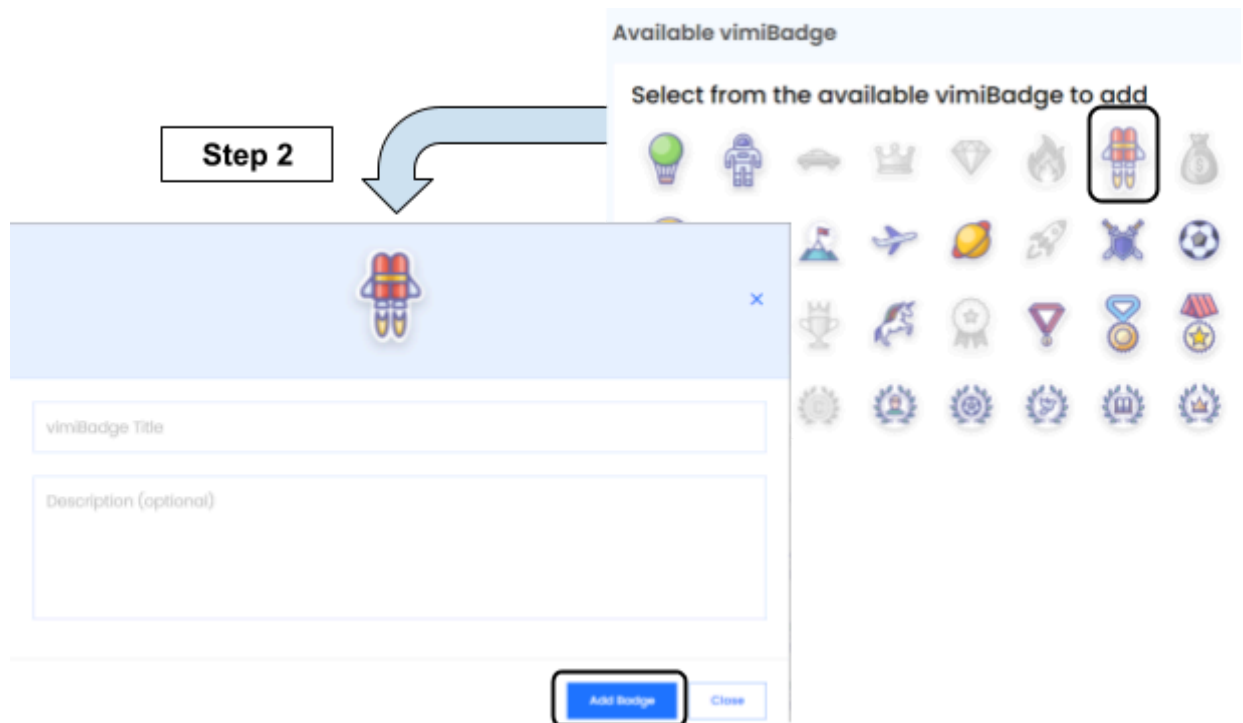


How to add and edit vimiBadge?

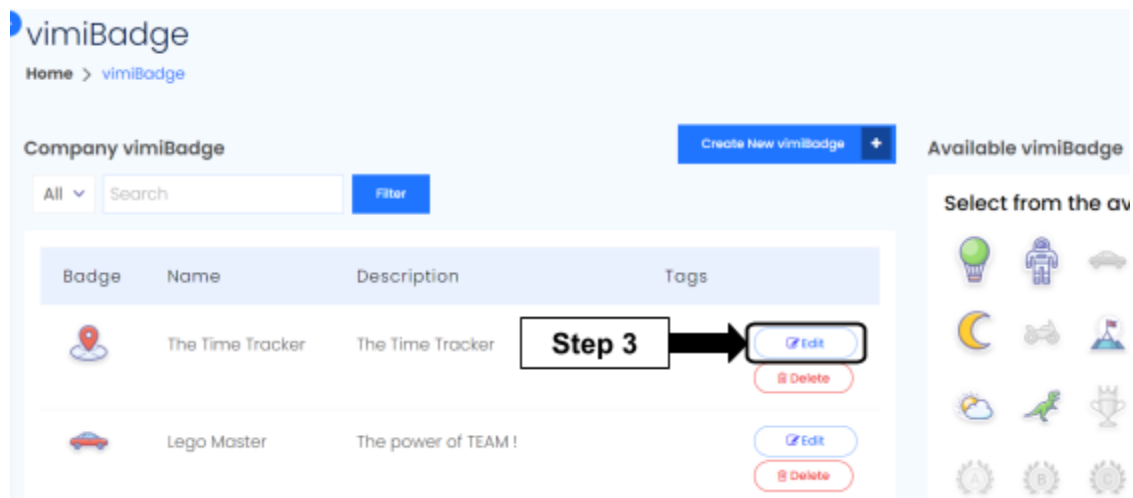
Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Future** list, click on **vimiBadge**.



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**.

The image shows a user interface for editing a vimiBadge. The window title is "Edit vimiBadge". The interface includes the following sections:

- Select icon:** A grid of icons (lightbulb, astronaut, robot, moon, mountain, airplane) and a "Preview" section showing a badge with a location pin. Below the grid is an "Upload custom vimiBadge icon" button and a note: "*Recommended size is 50px by 50px".
- vimiBadge Name:** A text input field containing "The Time Tracker".
- Description:** A text input field containing "The Time Tracker".
- Tags:** A text input field with the placeholder "Create tag".

Four steps are highlighted with boxes and arrows pointing to the corresponding fields:

- 4.1 : Change Icon** points to the "Select icon" section.
- 4.2 : Change Name** points to the "vimiBadge Name" field.
- 4.3 : Change Description** points to the "Description" field.
- 4.4 : Change Tags** points to the "Tags" field.

At the bottom, there are "Cancel" and "Save Changes" buttons. The "Save Changes" button is highlighted with a red box. An arrow points from the "Save Changes" button to a green success message box that says "vimiBadge updated successfully" with a checkmark icon.