# DIScoPLAYER User guide

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# Digitally Signed Credentials and Open Badges in VET and HE

Erasmus + KA2 Strategic Partnerships Project No. 2020-1-HU01-KA202-078793







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## https://www.discovet.eu/





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# Aims of this guide

- > To explain the place of the Disco Player (DCP) place and registration process
- To explain the roles of the DCP
- To explain step by step the uploading process of an Open Badge
- To explain how to manage uploaded badges in DCP
- To explain step by step the issuing process of an Open Badge
- > To explain how to manage the issued badges by the issuer
- To explain step by step how to view open badges

# Registration and profile

The URL of the DCP is http://dcp.discovet.eu:3000/abc

Once we access the portal, there are two important buttons in the middle:

- LOGIN button for already registered users
- SIGN UP (registration) button for new users of the portal.







#### **Self-registration process**

- 1. Click on the SIGN UP button.
- 2. We ask your legal name because the name provided here will appear on your personal badge page when your badges are viewed, that is why it needs to be correct. (It is different from your username that will be generated by the system)
- 3. Enter your e-mail address that you want to use when you upload, store and manage your badges.
- 4. Click on the [YES, I WANT TO CREATE A PROFILE IN DCP] button.
- 5. DCP will show you the name and your e-mail you entered on the self-registration page.
- 6. Go back to Main Screen by clicking on [BACK] button.
- 7. Open your mail manager program and open your notification email from <u>dcp@mti.bme.hu</u> sent by DCP admin, to find your new user name and password to the portal.
- 8. Save this e-mail, and if you have a long lasting login and password wallet, store those data of DCP with the URL.
- 9. Copy your username.
- 10. Go back to the main screen of the portal, and click on the [LOGIN] button.
- 11. Paste your Username. Your username by default is the first part of your e-mail address (before "@").
- 12. Go back to your notification mail or login wallet, and copy your password.
- 13. Enter your password to the respective password field.
- 14. Press the green [Login] button.
- 15. You arrive to the main Screen

#### MAIN SCREEN

The main screen of DCP is containing the following functions:

- Disco VET [Home] and [Settings] button on the upper left corner.
- Profile button with your name
- Role selector: Earner, Verifier, Issuer, Assistant, Admin

By default, users find only the role they have assigned for them from the above list. Self-registration assigns you the role of Earner.





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CI	HOOSE YC	UR ROLE	
	EARN	R	
	You can collect your ov	n badges here.	
		1	
	LOGOU		
ABOUT THIS SITE	LINKS	Co-funde Frasmust Pro	d by the
This site and the open badge displayer platform is for created by the DISCO VET (Digitally Signed for Credentials and Open Badges in VET and HE) project in 2022, to provide a free platform for issuing and collecting Open Badges and to provide access to learning materials on the	Project's website Project's LMS	of the Europea	in Union

## **S**ETTINGS

By clicking on Settings menu, you can choose the language of DCP application. Default language is English.

## **USER PROFILE**

By clicking on the right upper corner of the Menu, on your name, you access the User profile page.

On the user profile page, you can modify your name, e-mail, and password.

To change you name and/or e-mail

- 1. Delete the respective field.
- 2. Enter the required name (legal name) and/or e-mail address.
- 3. Click on the red [Save] button.







To change your password:

- 1. Click on the red [Change password] button.
- 2. Enter the new password you would like to use. Important: This portal accepts only English letters and numbers as passwords (minimum 7 digits), please DO NOT use special characters that most portals require.
- 3. Click on the red [Update password] button.

# **Roles in DCP**

## EARNER

Earners on this portal may upload the badges they earned: they can sort, comment, and tag those badges. Earners can add additional information to their badges as notes, and they can verify their badges to see, that the issuing organisation adhered to the open badge standards, they can send their badges to student administration, HR offices or simply to any potential employee through email. Finally, if they would like to display them, they can print those badges as certificates in an A4 format that contains all the relevant information and looks similar to certificates issued on paper.

Badges issued in Moodle, Canvas, Ilias or Badgr can also be uploaded and managed in DCP.

## ISSUER

Issuers on this portal may manage and create badge classes (for example badges to be awarded to those who complete their workplace safety training), set their typology of the badges to issue (general, adult education, language education, vocational education or higher education), they can make pre-assertions to badge classes (create the badges and assign the awardees/earners before actually issue the badge), and also access the Assistant's (see below) pre-assertions. Lastly, they can issue the badges by sending notification to the earners' e-mail addresses.

To become an Issuer you first have to register as an Earner, and then contact the DCP team on <u>dcp@mti.bme.hu</u> to request an Issuer role.

## ASSISTANT

Assistants support Issuers to produce large-scale pre-assertions, and sending out notifications to awardees. They have the same tools and options as the Issuers, except creating bade classes, and issuing the badges to the earners, that is only open to Issuer roles. An issuing organisation can have multiple Assistants. This role allows course administrators to support program leaders the same way as in traditional educational organisations.

Assistants first have to register as Earner, and then Issuers have to contact the DCP team on <u>dcp@mti.bme.hu</u> to request an Assistant role to their assistants to extend their Earner role to Assistant



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as well in an already registered Issuer organisation. The DCP team will notify the Issuers and Assistants of that organisation on the change.

## VERIFIER

Verifiers are able to view reports on the badges and badge classes on the portal. They are able to search, filter and see the Issuer organisation's page where public information is shared (name and registered office), the badge classes they have issued (badge information without information about who have received the badges) and they can search, filter and view Earners' public badges (earners can decide which badges to appear publicly, see later how). Verifiers may verify badge classes by rating them, and endorse public badges of this portal by rating evidenced skills of earners.

## ADMIN

Admins are the DCP support staff. One cannot apply for Admin role.

# **Earner functions**

This is how the Earner Dashboard looks like:



Let's go over the functions available to use.



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#### **UPLOAD A NEW BADGE**

The most important function of the earner role is to collect badges. You can collect badges by uploading them. To upload a new badge, you have to:

- 1. Click on the [Add new badge] button.
- 2. Add your personal notes to the badge you will upload. This will help you later to use the appropriate badge in learning or working environments. This field is compulsory.
- 3. Browse and select the badge file on your computer or network by clicking on the [Browse] button. Badge files are \*.png (image) files. The image contains all the information, as explained in the picture below:



- 4. Click on the [Upload] button to finish the process.
- 5. In case of a successful upload you will be directed back to the uploading page with a green success message, and you can add another badge.

<b>DISCO-VET</b> digitaly signed credentials and open badges in vet and he	
DIScoPLAYER O HOME O SETTINGS	& EVA SZALMA
ADD A NEW BADGE YOU EARNED	
hello.earnerbadge_adding_success	
Add your own note to this badge (this will appear in the badge description when viewed)	
udd a note to the badge *	
Select a badge file!	
Faji kivalasztása Nem lett kiválasztva faji Select a badge filet *	
Upload the badge to your badge list	
UPLOAD 1	
BACK TO EARNER DASHBOARD	

6. In case of not valid badge file, you get a red alert message without uploading the selected file.







DISCO-VET diget vet and he	
	& EVA SZALMA
ADD A NEW BADGE YOU EARNED	
This is not a valid open badgel	
Add your own note to this badge (this will appear in the badge description when viewed)	
Add a note to the badge *	
Select a badge file!	
Fäjl kivälasztása Nem lett kiválasztva fájl Select a badge filel *	
Upload the badge to your badge list	
uncon 2	

The reason for a badge not being valid might be that it is a simple image file and not a badge file.

You can go on and try to upload another file.

7. To finish the uploading process, click on the [Back to Earner's dashboard] button to go back

#### MANAGING YOUR BADGES

In case you have more badges, you can manage them. The following management functions are available:

- Sort badges by Name in ascending or descending order (A to Z or Z to A) by clicking on [Name] button
- Sort badges by uploading date and time ascending or descending order (1-9 or 9 to 1) by clicking on [Upload time] button
- Sort badges by issuing date and time in ascending or descending order (1 to 9 or 9 to 1) by clicking on [Issue time] button.
- Search badges by their Description, or TAGS by entering the characters your search in the badge, and by clicking on the [search] button.

#### HANDLING YOUR BADGES

Looking at your collected badges you can do the following functions with each of your badges:

1. You can view your badge with the most detailed data by clicking on [INFO] button.

If you use multiple e-mail addresses it is possible that you have registered to DCP with one address (eg. your personal) but you have received the given badge at a workplace training to your work e-mail. In this case, when you view the detailed data, it will note that the Recipient identity is INVALID.



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A Nem biztonságos   dcp.discovet.eu:3000/earnerbadges/sha256\$d269576b9f86ed72782a1090ef	187caf0ccfac2785c58f2f96cd32f3aaaf80d3f/info
direo VET DISCO-V	VET REDENTIALS AND OPEN BADGES IN VET AND HE
DIScoPLAYER OHOME SETTINGS	\$ EVA SZALMA
DETAI	LED BADGE INFORMATION
	Recipient details Recipient type: email Recipient identity: INVALID recipient
DOMMILOAD du	Badge details <sub>Name</sub>
corvium.  http://dcp.discovet.eu.2	The Member of the Vocational Education and Training Pedagogy Research Group at the Budapest University of Technology and Economics
exmitted op examined op examined and a second and a sec	Description It is a non-formal certificate of scientific activity awarded by criteria of research competencies in vocational education and training.
	Data of issue

Fortunately it is easy to rectify, see below.

2. You can edit the custom data of your badge, by clicking on [Edit] button next to your badge.



With this function you can modify your previously given user notes, you can add the e-mail address the badge was sent to when you received it, you can add tags for beter management and search options, and you can decide to enable or disable your badge visibility to third parties (please note that without enabling visibility you cannot share your badge as it will not be visible on the portal for anyone but you).





information         x   +           //earnerbadges/sha2565d269576b9f86ed72782a1090ef87caf0ccfac2785c58f2f96cd32	13aaa180d31/edit
DIScoPLAYER O HOME @ SETTINGS	& EVA SZALMA
EDIT BADG	E DETAILS
Modify or add your own note to this badge (this will appear in the badge des	cription when viewed)
Note *	
This badge was awarded to me for my work in VET related development and project manager.	s in several international and national projects as researcher, developer
Modify the identity of the badge	
E-mail	~
dentity *	
szalma@example hu	
Enable to be looked up this badge by a verifier	
2 Enable/Disable	
Modify the TAGs of the badge	
Tags, separated by "," (semicolon)	
VET projects; BME; EDEN; research	
Save changes by clicking this button	
🕹 💷 📼 🖏 😰	

- 3. You can check your badge if it is compliant with Badges 2.0 standard. For this click the [CHECK] button.
- 4. You can Send your badge to a given e-mail address by clicking the [SHARE] button. The sender of the e-mail will be DCP Admin (dcp@mti.bme.hu), but the notification mail will indicate your e-mail address as the real initiator of the notification.
- 5. You can view a traditional Certificate format of your badge by clicking the [CERT] button. This will provide you with its pdf format designed as a certificate. You can both save it or send it in this format. You are also able print it and display it on the wall. The certificate has a QR code that allows viewers to easily access all the detailed information even if the certificate is paper based.







## **BADGE INFO PAGE**

Although already discussed, let's go over again all the information available on the badge info page:

- You can view the Badge image itself
- You can download your badge file by clicking on [DOWNLOAD] button
- You can copy the URL of your stored badge, and insert in your signature file or send it to third party. Click the [COPY] button and copy the activated link on the right of the button.
- You can check the Evidence of the badge by clicking on [EVIDENCE] button. This will take you to the learning management system (eg. Moodle) or the any issuing portal (DCP itself or Badgr) where the badge was issued.
- You can view the exact JSON code of your badge of your Badge class, assertion and Criteria.
- You can check the last checking date of your badge: eg. if you have modified any information, added new tags or changed the user note.
- You can view the recipient details: Name and e-mail. Recipient email is by default your e-mail address stored in DCP profile.
- You can view Recipient type, which is at the moment e-mail exclusively.
- You can view the validity of Recipient. If the recipient is valid, you have Green validity label, if the recipient is invalid, you see RED validity label. As discussed earlier, the recipient is valid, if the e-mail address stored by DCP is the same that is baked in the Badge image. If you see a red label, go to the [EDIT] page, and enter the e-mail that was used by the time you earned this badge.
- You can also view the following badge details as well: Notes, Name of the badge, Description of the badge, Date of Issue, Date of Expiry, Issuer name, Issuer URL.





# **Issuer functions**

The issuing process can be managed by two roles in the system:

- Issuer: Have licence to manage the whole process.
- Assistant: this is an optional role. Assistants may support the Issuer by preparing badge classes, upload potential earners, and create pre-assertions. This function is allowing assistants to prepare large-scale assertions while the final awarding action remains at the person who holds the issuer rights.

The following part focuses on the Issuer functions, as the Assistant functions are a subset of the previous. Issuer rights can be obtained by registering as an Earner then requesting an Issuer role by writing an e- mail to the DCP Admin team on <u>dcp@mti.bme.hu</u>

When logging in to DCP, please, select the ISSUER role and click [ENTER].

Role Selector Page × +	- 0 X
← O ▲ Nem biztonságos   dcp.discovet.eu:3000/abc	A* Ga 🕲 🖷 🚇 🖤
DISCO-VET	S IN VET AND HE
DIScoPLAYER O HOME O SETTINGS	& SZALMA ÉVA
EARNER VERIFIER IS	ROLE
You can collect your own badges here. You can verify a badge. You can issue	a badges to people here. Prepare assertions for the Issuer!
ABOUT THIS SITE LINKS This site and the open badge displayer platform is created by the DISCO VET (Digitally Signed Credentials and Open Badges in VET and HE) project in 2022, to provide a free platform for issuing and collecting Open Badges and to provide access to learning materials on the subject.	Co-funded by the Erasmus+ Programme of the European Union
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 You arrive on the Issuer main page. Here is a list of all the organisations, units, departments or companies that you act as an Issuer. Multiple issuer roles can occur for example when you are an issuing clerk of a larger institution, where independent agents of your organisation are requesting issuing badges. It may typically occur at Universities with independent Institutes or faculties, but large vocational centres may also want to issue different badges under their independent vocational schools brand.





Name (URL)	E-mail	Logo	Function
BME Mérnoktovábbképző Intézet	info@mti.bme.hu	inst@inst	MANAGE P

- To start the issuing process you have to be ready with a badge image that you (or your colleague) have already prepared in a graphical application. One widely used application is Open Badge Designer (<u>Https://badge.design</u>).
- Click on [MANAGE] button to start the issuing process.
- You arrive to the ORGANISATION page where you can see your mail address as an appointed Issuer, your company name and its abbreviation. You can also see your badge classes that have been created earlier, and the assertions that you have done so far.

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ORG		1	
BME Mérnöktovábbképző Intézet URL: <u>https://www.mlt.bme.hu</u> E-mait: info@mti.bme.hu Issuer ID: (He640972H24444535teffe530e754763te60341e3ee57b7502ee6er744			
Custom fields			
Organization: BME Mérnőktovábbképző Intézet Short name of organization: BME MTI			
NEW BADGE: PRIF.ASSERTION CLASS BULK IPLOND	CREATE PRE- ASSERTION	SHOW ALL PRE- ASSERTIONS	SHOW ALL ASSERTION
Badge classes (latest)			
# Name	Created at	Functions	
1 Kitűző kibocsátás képzés A kitűző tulajdonosa részt vett egy kitűző kibocsátási képzésen	2022-12-12 13:42:52	INFO (1)	STACK A
2 Badge Issuer Trainee The holder of this badge have participated a training of badge issuing.	2022-12-12 13:27:38	INFO (I)	STACK A
🗟 🧆 🗊 🖂 📷 🎼 😰			

When you first enter this page, you will not have any badges (badge classes) yet, so let us start your journey as an issuer with how to create a badge.





#### **CREATE A NEW BADGE**

- Choose the role of Issuer on the main page.
- Create a new badge class by clicking on the red [NEW BADGE CLASS] button.
- Fill in the fields required by DCP: Give a relatively short title to the badge. Give a detailed description of the badge indicating the achievement, or circumstances that the badge is representing one paragraph is enough. Describe the specific criteria of earning this badge. Give Tags that are helping you and the Earners later to search among large number of badges (specific educational, professional or business areas you think is important). Browse the already prepared badge image. For copyright reasons fill-in the image author's (graphic artist's) name, e-mail or URL, and the image caption before finalizing it.

DISCOPLAYER OHOM	e @settings	& SZALMA ÉVA
	CREATE A NEW BADGE-CLASS	
Give the name / title of the ner	w badge-class	
Name / title *		
Description *		
Give the award criteria		
Criteria *		

• Finalize the new badge class pressing the [SAVE] button to create the new badge-class with the data above. The new badge will appear on the Organisation management page, but you will not be re-directed there, but stay at the Create a new badge class page to be able to create more badges. If you would like to continue to work (define type, create pre-assertions and issue the badge), you click on the [BACK TO ORGANISATION MANAGEMENT PAGE].





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	ORG	ANIZAT	ION	
BI	ME Mérnöktovábbképző Intézet			
URL E-m Issu	- h <u>ttps://www.mti.bme.hu</u> ail: info@mti.bme.hu er ID: (#cc480778248448515c1886530e75ae76500834185ec5787592868e774)			
(	Custom fields			
Orgi Sho	anization: BME Mérnöklovábbképző Intézet rt name of organization: BME MTT NEW EADGE PRE-ASSERTION CLASS BUCK LPCOAD	CREATE PRE- ASSERTION	SHOW ALL PRE- ASSERTIONS	SHOW ALL ASSERTION
Ba	adge classes (latest)			
#	Name	Created at	Functions	
1	User Guide Demo badge for user guide	2022-12-13 12:57:13	INFO ① STACK	۵
2	Kitűző kibocsátás képzés A kitűző tulajdonosa részt vett egy kitűző kibocsátási képzésen	2022-12-12 13:42:52	INFO () STACK	Δ
3	Badge Issuer Trainee The holder of this badge have participated a training of badge	2022-12-12 13:27:38	INFO (1) STACK	A

• Find your new badge class on the list. All newly created badge classes have an additional [SET TYPE] button. Set the type of badge class (general, adult education, Language education, Vocational education or Higher Education.) by filling in the specific fields.



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- "General" is any type of badge that can be awarded to any learning, skill or property of the earner. This is the default type of any badge class. By clicking on any other type, eg. Vocational Education, you will have a new form under the General form that you can fill out with relevant information to that specific educational field. Please note that this information is not yet appear when the badge is viewed. It is an important element in a later stage of development, thus the opportunity for the issuers is given to fill it out when creating the badge, however its advantages will only be later realised.
- Similarly the [STACK] button is connected to a more sophisticated structuring the badges, that is not yet developed.

Badge class type and stackability does not affect the successful issuing of any badge as both functions is an added feature to the Open Badge 2.0 standard. The badge class you create in DCP and the below issuing process fulfils the Open Badge 2.0 standard thus they can be shared and uploaded it any existing digital badge displayer platform (eg. Linkedin, Badgr).

#### **ISSUER PROCESSES**

The following processes can be initiated from the Organisation management page that is the dashboard of the issuing organisation:

- Create a new badge class by clicking on the red [**NEW BADGE CLASS**] button. The details of how we have described above.
- [PRE-ASSERTION BULK UPLOAD] This function can be managed by the Issuer or if appointed by an Assistant. Bulk pre-assertion is designed to award large number of badges to earners by uploading earner data in appropriate spreadsheet format, containing all the name and e-mail addresses of the (potential) earners, together with a reference of the appropriate badge class. On the Pre-assertion upload page, you can browse the appropriate .csv file on your system and upload it with the green button.

DIScoPLAYER OH	OME @ SETTINGS	& SZALMA ÉW
	BULK PRE-ASSERTION U	JPLOAD
Select an apropriate csv fil	le with the awardees	
<b>ájl kiválasztása</b> Nem lett k	iválasztva fájl Browse for the data table	
Press the Upload button to	o create pre-assertions according to the given csv data table	





• [CREATE PRE-ASSERTION] The Issuer or Assistant can manage the function that is designed for single pre-assertions, thus it is a similar process to the previous [PRE-ASSERTION BULK UPLOAD], only that it gives you the opportunity to issue badges on the smallest (individual) scale.

IScoPLAYER OHOME @ SETTINGS	& SZALMA ÉV
NEW PRE-ASSERTI	ON
Select a badge class	~
Awardee identification and issuing date	~
Fill badge type records	Ŷ
Press the Create button to get a pre-assertion with the given data	

[Select a badge class] opening this menu you see all badge classes you can award. Here you have to select the badge class. The details of each badge-class can be viewed by clicking on the red [MORE...] button (to come back to the list of badge-classes, press the [BACK] button).

Proceed to the [Awardee identification and issuing data] menu to fill in the earner's data. You have to provide the name and the e-mail of the awardee as well as the date when you would like to issue this badge to her/him. When you are done, please click [CREATE].

This will not issue the badge, but prepares it to be issued. All pre-assertions can be listed and viewed in the following menu item on the Issuer organisation's dashboard:

- [SHOW ALL PRE-ASSERTIONS] Here you can list the already prepared badges that have not yet been awarded (issued). The Issuer may decide to:
  - o Delete the pre-assertion by clicking on [DELETE] button, or
  - $\circ$   $\;$  Check and edit the pre-assertion by clicking on [EDIT] button, or
  - make the final assertion that means to award the badge to the earner by clicking the [AWARD] button. Please note, that the AWARD command is a final decision, awarded badges cannot be revoked later in the system.
  - When you have awarded the badge, you will be automatically directed to the [SHOW ALL ASSERTIONS] page (see below)





[SHOW ALL ASSERTIONS] This function allows you to view all asserted (awarded) badges and – most importantly – you can send the badge to the Earner (awardee). This is not automated, thus even if you have issued a badge, the Earners cannot collect it unless you have sent it to them. Click the [SEND VIA E-MAIL] button, choose one of the pre-defined e-mail texts and press the [PREVIEW AND SEND] button.

C DCP sent yout a badget     x +	
C     A     Nem biztonsagos   dcp.discovet.eu:3000/dosendingAssertionByEmail2	
Hi, roman@edia innerismenina	
You got a badge in DCP: DCP demo badge 2022	
Thank you!	
Horváth Gz. János @ DCP, BME MTI	
	SEND BY E-MAIL+
	BACK TO COMPANY PAGE

Once the assertion is sent to the Earner, they may decide to store the badge as a file locally in the CDP portal, or to choose another displayer portal to upload and collect it. DCP with self-registration function is available to all users who want to collect their badges.

• If you would like to send multiple badges to their multiple Earners. Choose the assertions then click on [Send bulk notification]. You have to choose a pre-defined e-mail text then press the [SEND] button. There is no e-mail preview in this case.

DI	ScoPLAYER OHOME @	& SZALMA ÉV			
8					
I	CLEAR ALL SELECTION	SEND BULK NOTFICATION			
=	Date of issuing	Awardee original identity	Badge image	Functions	
1	2022-12-12T15:00:00+00:00	zarka.denes@gtk.bme.hu	tear Tree	info ()	SEND VIA E-MAIL+
2	2022-12-12T15:00:00+00:00	zarka.denes@gtk.bme.hu	Tere Tere	info ()	SEND VIA E-MAIL+
	2022-12-09T14:11:00+00:00	roman@edu-inno.bme.hu	apartitization Demo	info ()	SEND VIA E-MAIL+
3			44		
3 2 4	2022-12-09T10:42:00+00:00	roman@edu-inno.bme.hu	Alt And Alt	info ()	SEND VIA E-MAIL+

 After sending the badge to its Earner, you will be directed tho the Organisation management page.



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THANK YOU FOR CHOOSING THE DISCOPLAYER PLATFORM! If you have any questions, please contact us at <u>dcp@mti.bme.hu</u>.

