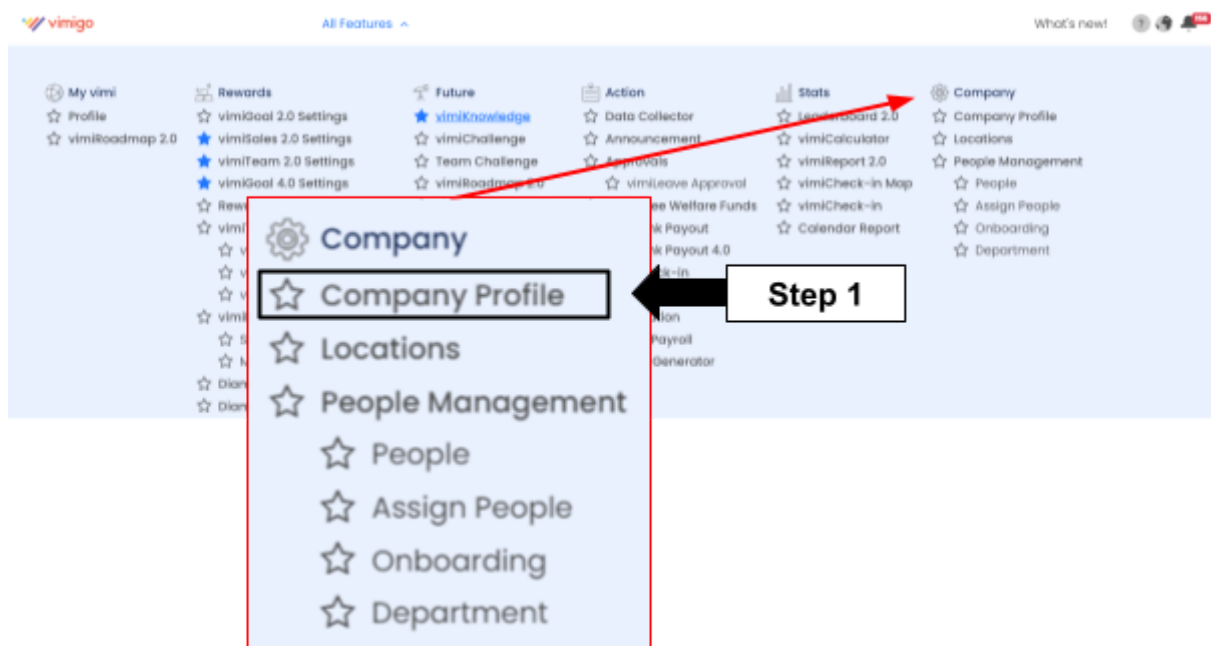


How to Set Up Vision & Mission

Vision can be defined as the company's future objectives. The company's desires to achieve in the future.

Mission, it can be defined as the company's business, fundamental goals and its action to reach those objectives. It should help the company to benefits its stakeholders and make sure their goals are aligned with the company.

Step 1: Head over to **All Feature** Tab at the top of the website ☐ Under Company list, click on **Company Profile**.



Step 2: **Company Profile** page □ Scroll down until you see **Vision** and **Mission** □
Type out your **Vision** and **Mission** □ Click **Update**

The screenshot shows the 'Vision & Mission' section of a user interface. It contains two text input fields: one for 'Vision' and one for 'Mission'. The 'Vision' field contains the text: 'Our vision is to assist SMEs to achieve their mission. 帮助中小型企业成功, 完成他们的愿景是我们的使命。'. The 'Mission' field contains two bullet points: 'i. Acquire 500 quality SME clients i. 完成拥有500强SME' and 'ii. Firstly to be No.1 in Malaysia, SEA as our target, and reaches worldwide as our destination ii. 全马第一作为起点, 东南亚做为目标, 全球做为终点.'. Below these fields is a 'Settings' section with a 'Language' dropdown menu set to '中文', a 'Disk Usage' indicator showing '0.82 of 101.00GB Used', and a 'Company Name Card Banner' upload area with a 'Choose File' button and 'No file chosen' text. At the bottom left of the settings area is a blue 'Update' button, which is highlighted with a pink rectangular box. A callout box on the right side of the page, containing the text 'Type out your Vision & Mission', has a bracket pointing to the two text input fields. A line also extends from the bottom of this callout box down to the 'Update' button, indicating the next step in the process.

Step 3: Lastly, a message stated '**Company successfully updated**' will appear on the upper right side.

