How to approve your staffs' vimiGoal (Multiple)

Step 1: Head over to **All Feature** Tab at the top of the website
Under **Rewards** list, click on **vimiGoal 2.0 Settings**



Step 2: vimiGoal 2.0 Settings page
Click Approve vimiGoal

wimigo	All Features 🖌		W
 vimiGoal 2.0 Settings Home > vimiGoal 2.0 Settings vimiGoal Settings 	Step 2		
vimiGoal Settings			
All Period 🗸 All Status	dd/mm/yyyy 🗖 Search	by Name Search by Employe	e Filter
Create New vimiGoal +			
Lorry Driver (Delivery)	Sales Person	HR Q1 2024 (Daily)	Customer Service (Daily)
View Ø	Edit 🖉 🗇 🛍	View @ D 🛍	View Ø D 🛍

Step 3: Select All Departments (Optional) to specify department
Filter

VimiGoal 2.0 Home > vimiGoal 2.0 Se	attings > Ap	prove vimiGoal								Step 3
vimiGoal Settings Ap	pprove vimiGoa									
All (89)		Completed (3)		Incomplete (86)	I	Approved (3)		Rejected (0)		Pending (0)
Bulk Update		All De	epartme	nts V Monthly	~	31/03/2024	D 8	Search by User	Search by	vimiGod

Step 4: Find the employee that you want to approve \Box **Click on the box** of the specific goal that is completed by the employee on the **Complete** column \Box '**Updated**' will appear with specific time frame.

VIMIGOAL SET	GOAL	PERIOD	POINTS	COMPLETE	RI
Demo	Amos Kang (GEO) vimigo 3.0	Ste	ep 4 人		
SALES	Sales Goal	Monthly (1 Apr 24 – 30 Apr 24)	50	✓ <u>21st May</u> <u>2024</u> <u>4:01pm</u> Updated	
SALES	Customer Feedback	Monthly (1 Apr 24 - 30 Apr 24)	50		

Step 5: Another situation, If the employee has not fully achieved the goal, employer can choose either **Mark Approve** or **Mark Reject** if the goal is not completed.

POINTS	COMPLETE	REMARKS	STATUS	ACTION
		S	tep 5	History
20	Updated!		In Progr	✓ Mark Approve
/ 35				× Mark Reject

Step 6: **'Approved'** will be **stated** on the action column after you mark approval.



Step 7: You also can approve **multiple goals** at the same time by clicking **Bulk Update**.

VimiGoal 2.0	ings > Approve vim	iGoal							
vimiGoal Settings Appr	rove vimiGoal								
AII (110)	Compl	eted (3)	Incomplete (107)	I	Approved (3	i)	Rejected (0)		Pending (0)
Bulk Update	🗲 ^s	Step 7	s v Monthly	~	30/05/2024		Search by User	Search by vimi	Goa Filter
VIMIGOAL SET	GOAL		PERIOD		POINTS	COMPLETE	REMARKS	STATUS	ACTION

Step 8: Select the multiple goals of the specific employees
Click Confirm

2	Bulk	k Update	Al	l Departments	 Monthly 	
	<mark>2</mark> goa	ls selected. Confirm	Cancel St	ep 8		
		VIMIGOAL SET	GOAL		PERIOD	
			AN Sales Department			
		语言Languageভাষা	সমস্ত মিটিংয়ের জন্য সময়মত		Monthly (1 Apr 24 - 30 Apr 24)	
		语言Languageভাষা	ít nhất 3 khách hàng giới th vụ∕cửa hàng tốt của bạn	niệu đánh giá dịch	Monthly (1 Apr 24 - 30 Apr 24)	
		SALES	Sales Goal		Monthly (1 Apr 24 - 30 Apr 24)	2 goals are selected
		SALES	Customer Feedback		Monthly (1 Apr 24 - 30 Apr 24)	at the same time.

Step 9: After click **Confirm**

Tick on the **Complete** box
Mark Approve
Apply to 2 vimiGoal items

Bulk Update vimiGoal	×
Select Actions that you wish to apply to all 2 selected vimiGoal items	
Complete	
Complete	9
Approval	-
✓ Mark Approve 🗱 Mark Reject	
Apply to 2 vimiGoal items	

Step 10: Messages will appear on the upper right side \Box The selected 2 goals will be ticked on the **Complete** column and **Approved**

Step 10		Succe	ssfully updated 2 (Goal status
	 ✓ 21st May 2024 4:21pm 		Approved	✓ Approved
	 ✓ 21st May. 2024 4:21pm 		Approved	✓ Approved