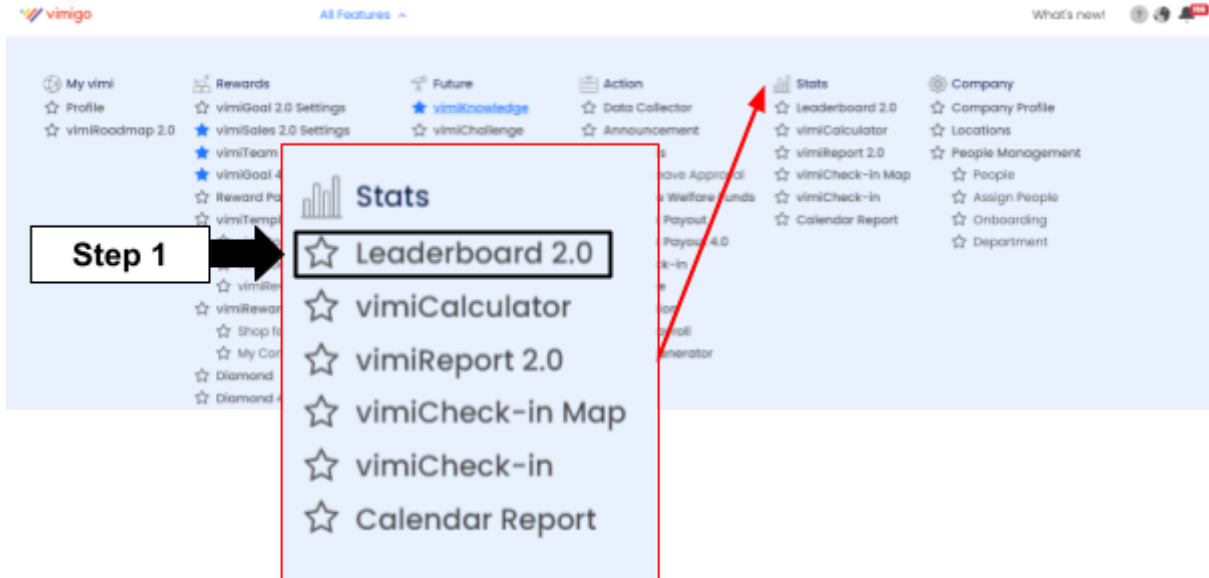
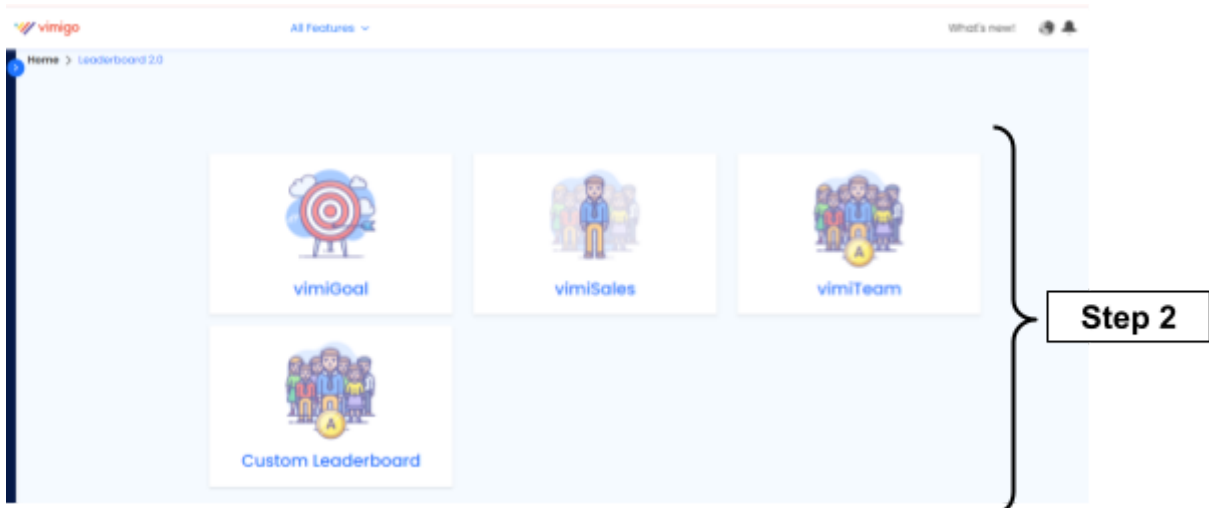


# How to create a Custom Leaderboard?

Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Stats** list, click on **Leaderboard 2.0**.

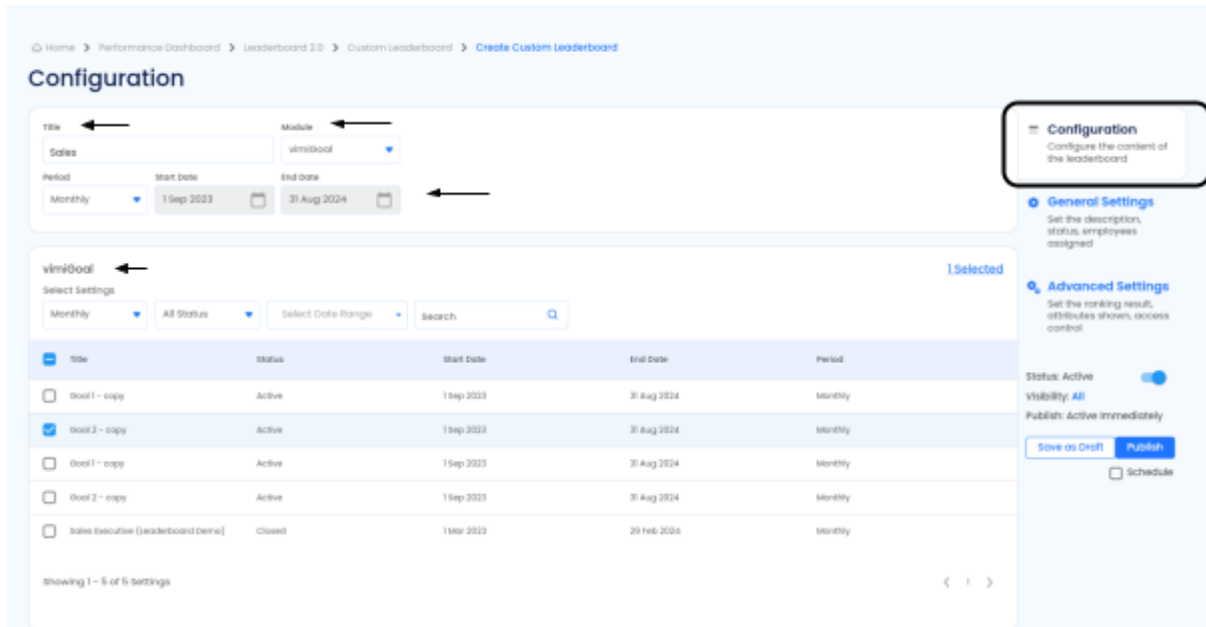


Step 2: Click on '**Custom Leaderboard**'.



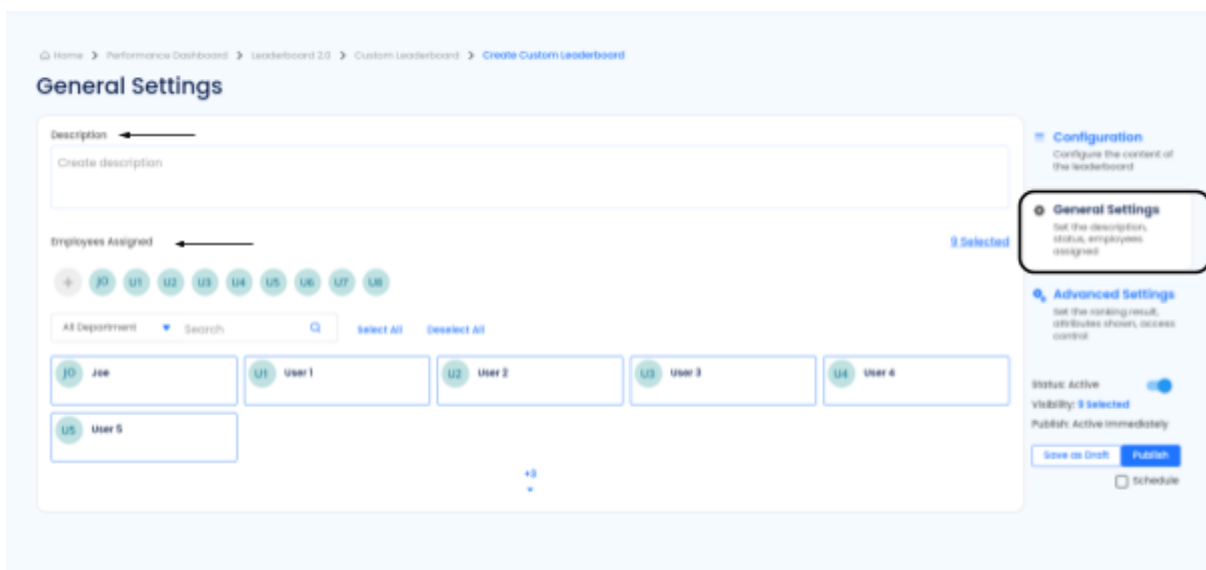
Step 3: Insert all the information which under '**Configuration**' as shown below

1. **Title:** Name of the Leaderboard
2. **Module:** Can choose vimiGoal, vimiSales or vimiTeam
3. **Period:** Either Daily, Monthly, Quarterly, Yearly or etc
4. Then tick the selected vimiGoal/vimiSales/vimiTeam template.



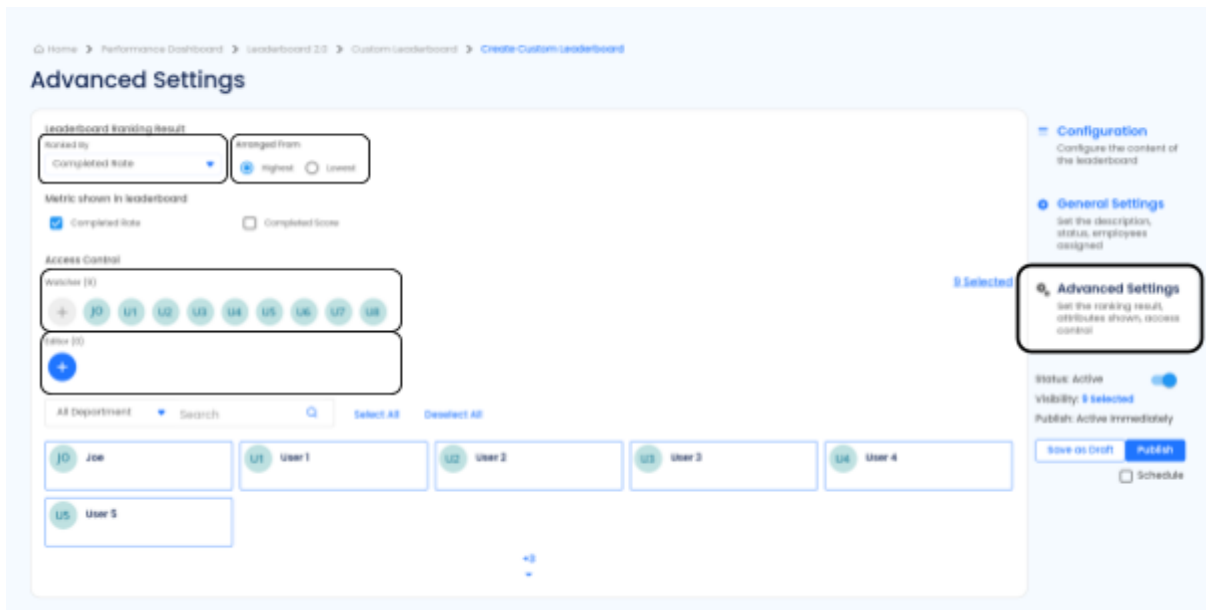
Step 4: Go to '**General Settings**'

1. Insert '**Description**' for the leaderboard
2. **Assign employees** that need to be involved in the leaderboard.



## Step 5: Go to 'Advanced Settings'

1. Choose Leaderboard Ranking Result - either ranked by 'Completed Rate' or 'Completed Score'
2. Choose the ranking arranged from 'Highest' or 'Lowest'
3. Add 'Watcher' (can be the participants of the leaderboard and the management team)
4. Add 'Editor' (the person who has authority to edit the custom leaderboard)



## Step 6: Select for Immediate 'Publish' or 'Schedule' for the release of leaderboard.

