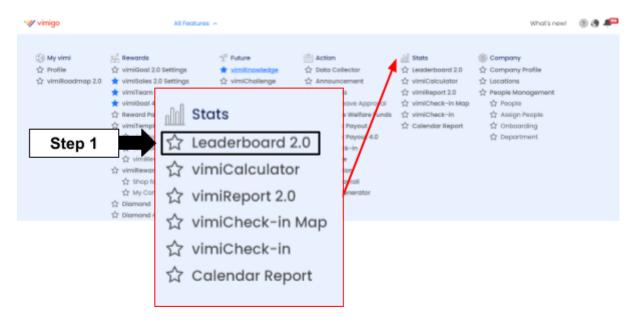
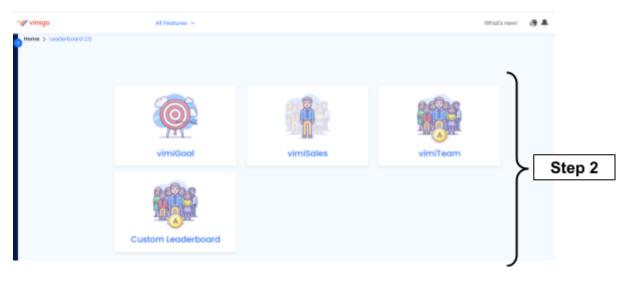
How to create a Custom Leaderboard?

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.

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Step 4: Go to 'General Settings'

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

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Create description						Configure the content of the leaderboard
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Step 5: Go to 'Advanced Settings'

- 1. Choose Leaderboard Ranking Result either ranked by `<u>Completed Rate</u>' or `<u>Completed Score</u>'
- 2. Choose the ranking arranged from '*<u>Highest</u>'* 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)

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

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