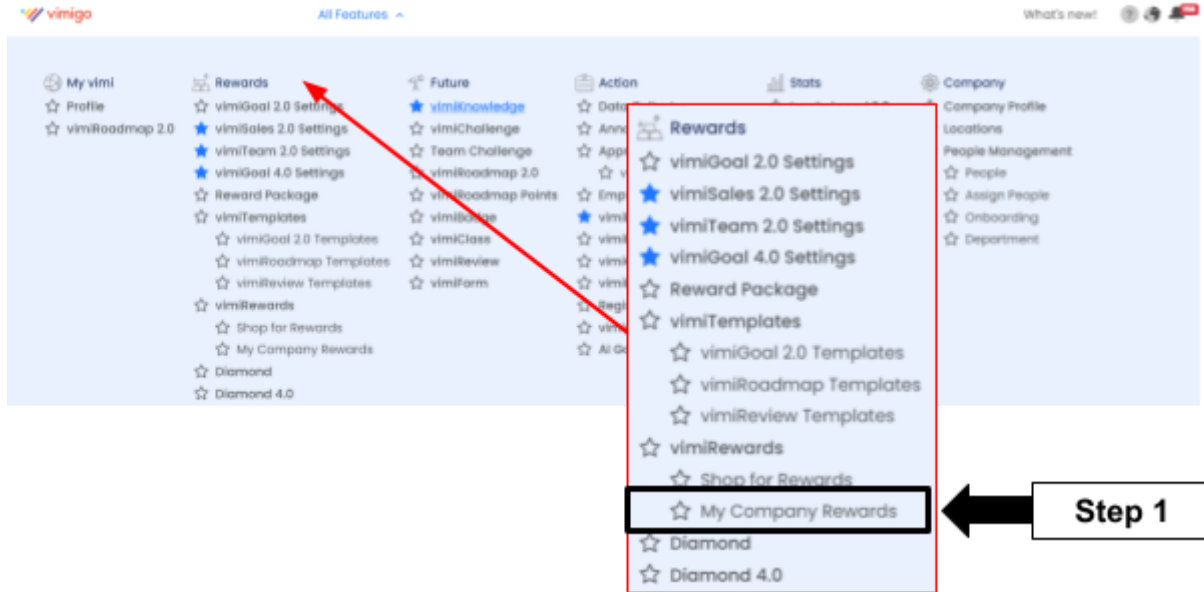
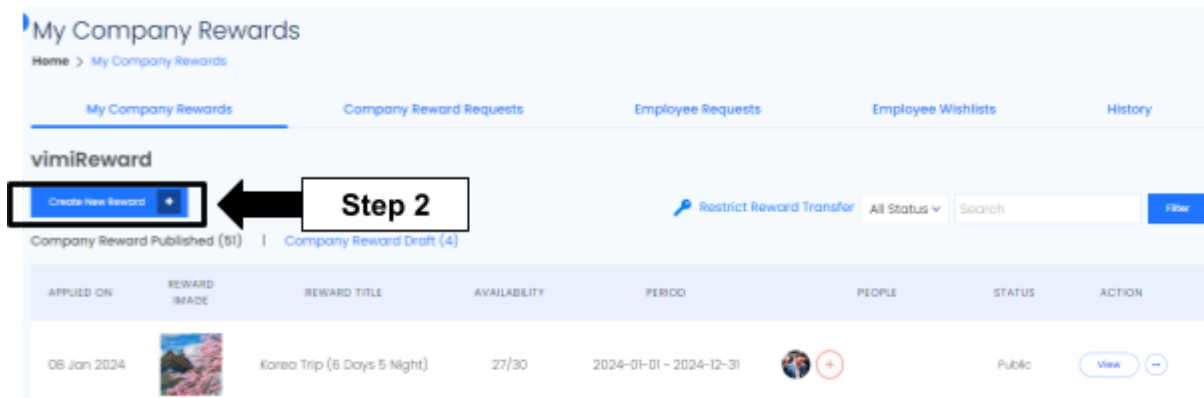


How to Create My Company Rewards

Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Rewards** list, click on **My Company Rewards**



Step 2: **vimiReward** page → Click **Create New Reward**



Step 3: **Create New Rewards** → Give your **New Rewards** a **Business Name** and **Reward Title**

Create Rewards

Home > My Company Rewards > Create Rewards

Create New Rewards

Step 3

Business Name *

Vimigo

Reward Title *

RM 150 Voucher

Step 4: Remember to **Upload Thumbnail Image & Reward Banner Image**

Reward Preview Image

Upload Thumbnail Image

Reward Banner Image
recommended size 355px *
200px


Choose File reward banner.png

Step 4

Step 5: Key in your **Start Date, End Date, Discounted Price and Original Price**

Reward Preview Image

Upload Thumbnail Image



Reward Banner Image
recommended size 355px *
200px

Choose File reward banner.png

Step 5

Start Date * 2022-02-15

End Date * 2022-03-15

Discounted Price * 120

Original Price * 150

Step 6: Choose your correct **Category**

Step 6

Category *

Services

F & B

Services

Shopping

Travel

Entertainment

Limited Edition

Others

Step 7: Key in **Quantity**, **Visibility (Private or Public)**, **Highlight** as well as **Location**

> Quantity *

5

↑

Visibility *

Public

↑

Highlight *

Cash

← **Step 7**

↓

Location *

* HQ

Step 8: Fill in **Description** of your reward in any format

> Description *

File Edit Insert View Format Table Tools

← → **B** *I* U [List Icons]

Formats

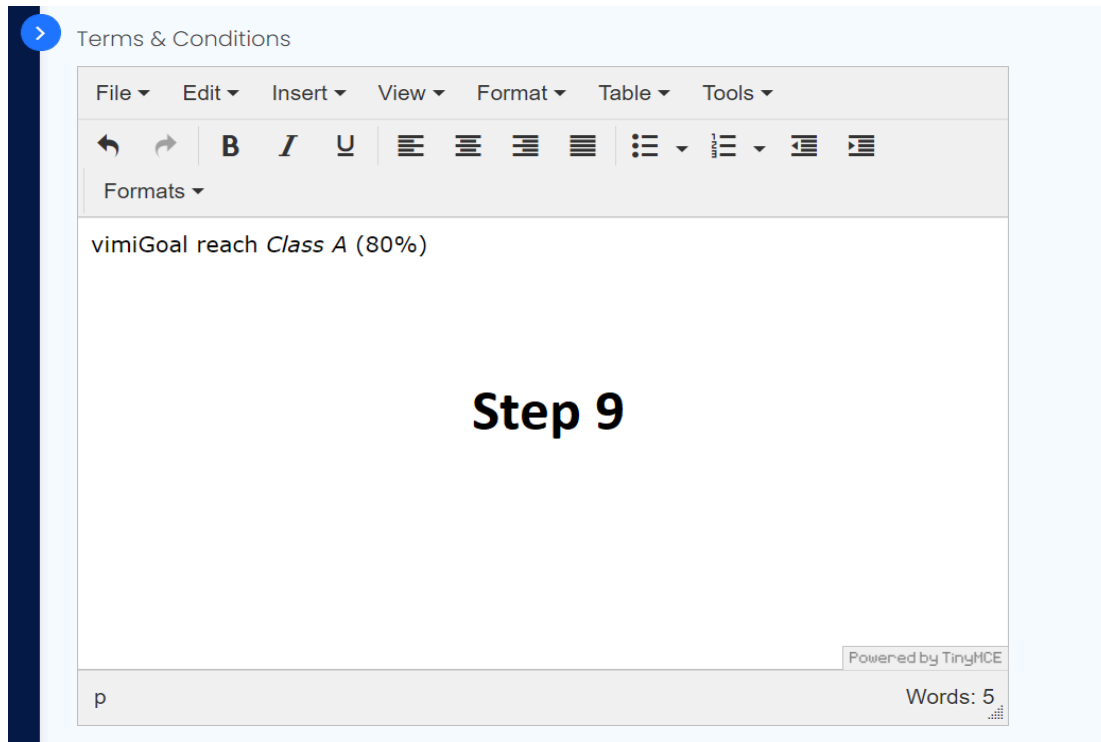
Redeem your rewards from **HR**

Step 8

Powered by TinyMCE

p » strong Words: 5

Step 9: Fill in **Terms & Conditions** of your reward in any format



Terms & Conditions

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ **B** *I* U [List icons] [Align icons]

Formats ▾

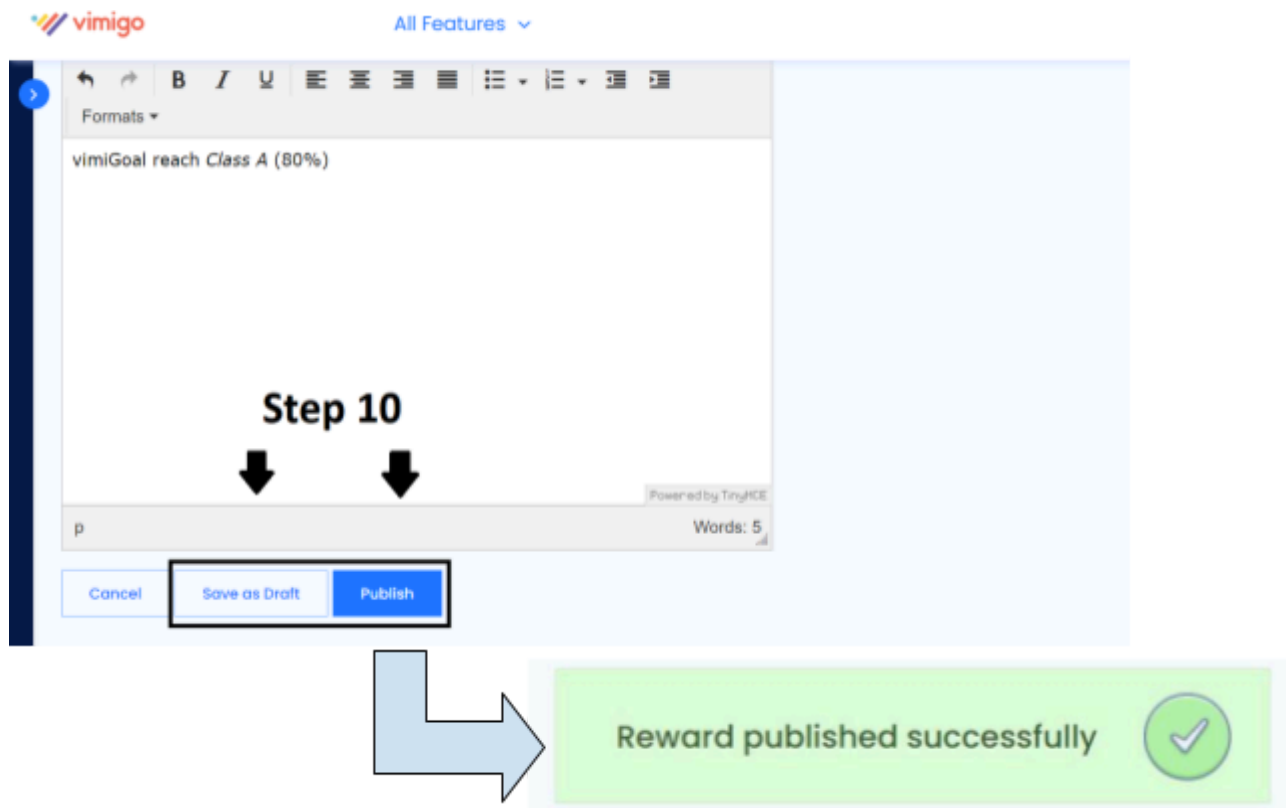
vimiGoal reach *Class A* (80%)

Step 9

Powered by TinyMCE

p Words: 5

Step 10: Click **Publish** once everything is done or **Save as Draft** to have further adjust and a pop out message shows that **Reward Published Successfully** if you click **Publish**



vimigo All Features ▾

↶ ↷ **B** *I* U [List icons] [Align icons]

Formats ▾

vimiGoal reach *Class A* (80%)

Step 10

Powered by TinyMCE

p Words: 5

Cancel Save as Draft Publish

Reward published successfully ✓

Step 11: A newly created **Company Reward** will be shown and you may **Choose** the employees you want to reward, change the status to either **Private** or **Public**, action like **View** or **Edit**

Step 11

APPLIED ON	REWARD IMAGE	REWARD TITLE	AVAILABILITY	PERIOD	PEOPLE	STATUS	ACTION
02 Mar 2022		RM 150 Voucher	5/5	2022-02-15 ~ 2022-03-15		Public	Private View Edit
17 Feb 2022		RM100 voucher	47/50	2022-02-01 ~ 2022-02-28	JO	Expired	View Edit

[Need Help ?](#)