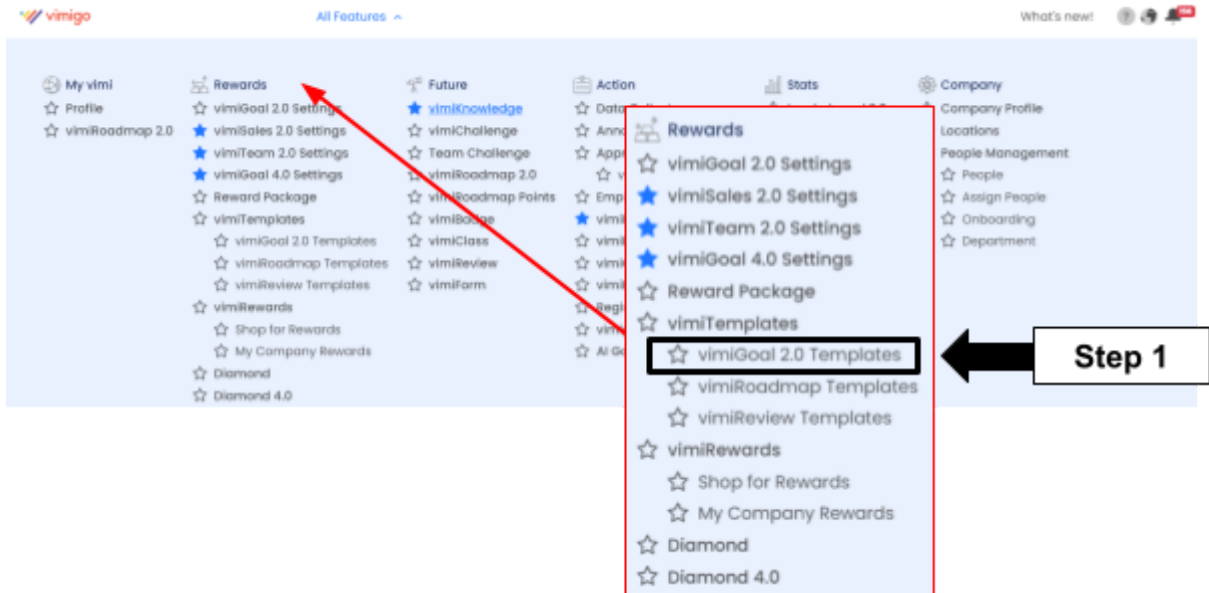
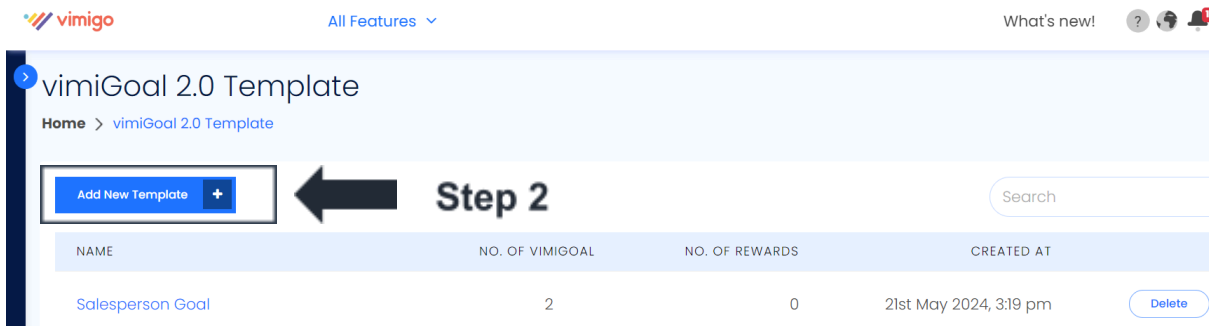


# How to create vimiGoal template

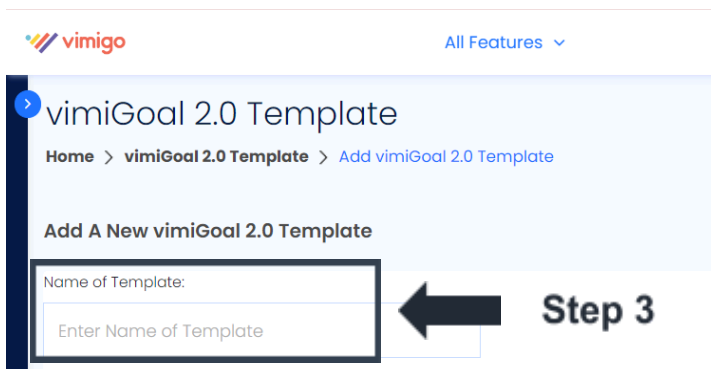
Step 1: Head over to **All Feature Tab** at the top of the website ☐ Under **Rewards** list, click on **vimiGoal 2.0 Templates**



Step 2: **vimiGoal 2.0 Template** page ☐ Click **Add New Template**.



Step 3: Under **Add A New vimiGoal 2.0 Template**, enter the name of the template on the space provided.



## Step 4: Setting the details of the goals

Step 4.1: Enter the **VimiGoal** in the 1st column. VimiGoal is the summary of the job task to let employees see on a mobile phone.

Step 4.2: Enter the **Description** in the 2<sup>nd</sup> column. The description is to state more detailed information about the goal.

Step 4.3: Enter the **Points** in the 3<sup>rd</sup> column. Points are how many points the employee can achieve after completing the goal.

Step 4.4: Enable the **Scoring** option if needed in the 4<sup>th</sup> column. It is used to let employees decide how many points they can achieve if they don't fully meet the goal.

Step 4.5: **6 dotted symbol** helps in arranging the goal following its priority while **Dustbin icon** helps in removing the wrongly set goal.

Step 4.1	Step 4.2	Step 4.3	Step 4.4	
VIMIGOAL	DESCRIPTION	POINTS	%	SCORING ACTION
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: 8px;">Step 4.5</div>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px; margin: 0 auto;"></div>	0	<input type="checkbox"/> <div style="text-align: right; font-size: 8px;">Step 4.5</div>
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: 8px;">Step 4.5</div>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px; margin: 0 auto;"></div>	0	<input type="checkbox"/> <div style="text-align: right; font-size: 8px;">Step 4.5</div>
<b>TOTAL POINTS</b>		0.00		

Step 5: **'Give Some Rewards!'** is used to decide what's the reward and how much the employee can receive based on their completion rate.

Step 5.1: There are 3 types of rewards which are text that helps in rewarding any type of text-related rewards (eg: movie tickets), vimiBank that helps in rewarding monetary rewards (eg: RM100) and Diamond which is non-monetary rewards.

Step 5.2: Fill in the **Rewards** column and the **Completion Rate** Required.

Give Some Rewards!			
REWARD TYPE	REWARDS	COMPLETION RATE REQUIRED (%)	ACTION
Text	Free 5 Chagee Drinks	50	
vimiBank	500.00	80	
Diamond	1	100	
<b>Step 5.1</b>		<b>Step 5.2</b>	

[Save Template](#)

Step 6: Click on **Save Template** after everything is done.

Give Some Rewards!

REWARD TYPE	REWARDS
Text	Free 5 Chagee Drinks
vimiBank	500.00
Diamond	1
Text	

**Save Template** ← Step 6

Step 7: Lastly, a message stated '**Successfully created vimiGoal Template**' will appear on the upper right side.

