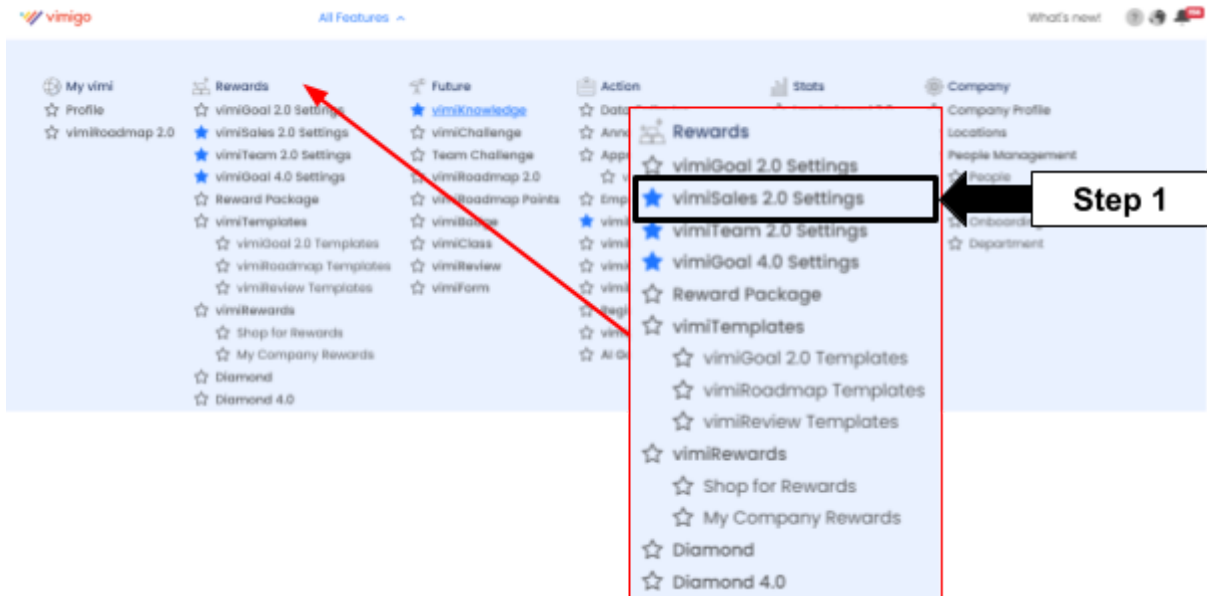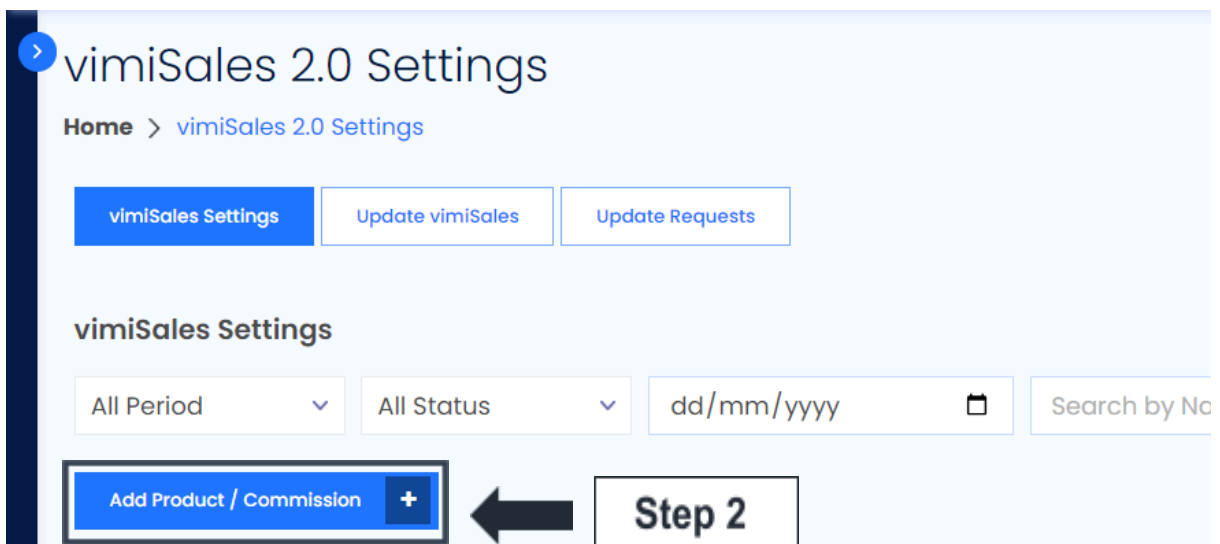# How to create vimiSales 2.0 settings

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

Step 2: Under **vimiSales 2.0 Settings, click Product / Commission**

Step 3: Settings for **vimiSales**

Step 3.1: Create a name for the **vimiSales**.

Step 3.2: Select a **Formula** of the commission method.

Step 3.3: Enter the **Start Date** and **End Date** (Eg: Start with the 1st day of the month.

Step 3.4: Setting the **Period** and **Repetition**. Repetition can be defined as how many times you want the goal to be repeated.

Step 3.5: Select a **Target Type** (MYR, QTY, DAY).

 > *MYR = Malaysia Ringgit (Monetary value). QTY = Quantity. DAY = Number of days*

Step 3.6: Select a **Reward Type** [%, MYR, Multiply (x MYR)]

Step 3.7: Select a **Method Type**. Choose either **Update Total** or **Update Accumulative**.

(Update Total:** *the new amount will overwrite the current sales amount. (Example: I updated RM 1,000 in sales in the morning. Later in the afternoon, I updated RM 2,500 in sales again. On my 'current sales achievement,' it will show RM 2,500 as this is the latest sales update.)*

Update Accumulative: *the new amount will keep adding to the current sales amount. (Example: I updated RM 10,000 in sales in the morning. Later in the afternoon, I updated RM 2,500 in sales again. On my 'current sales achievement,' it will show RM 12,500.)*

Step 3.8: Select a **Required Approval**. Choose either **company default, department default** or **custom**.

Step 4: Set for **No. of Mission(s) Enabled**

Step 4.1: Set a **LABEL** name for each level if needed

Step 4.2: Set the vimiSales **TARGET (MYR)**. (Eg: RM10000 for M1 & RM20000 for M2)

Step 4.3: Enter the **REWARD (%)**. (Eg: 0.8% for M1 & 1.0% for M2)
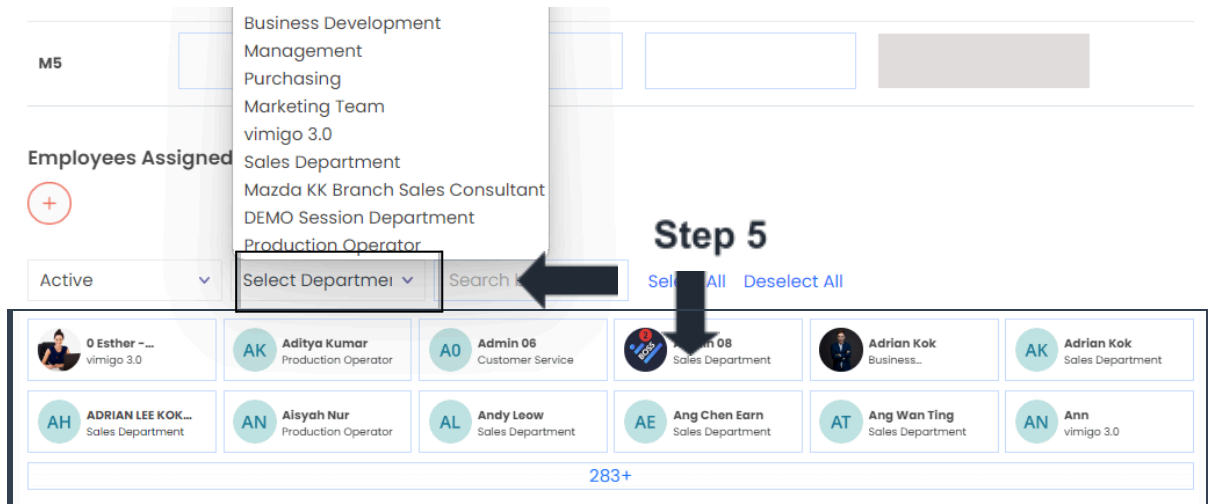
No. of Mission(s) Enabled

| M1 | M2 | M3 | M4 | M5 |

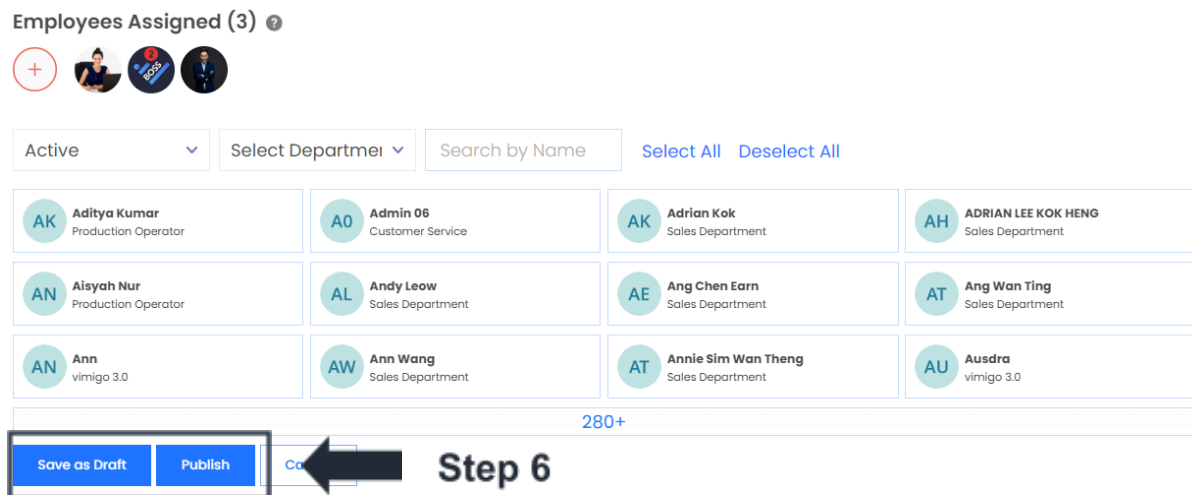| MISSION	LABEL	TARGET (DAY)	SALES REWARD ($)
Below M1			
M1			
M2			
M3			
M4			
M5			

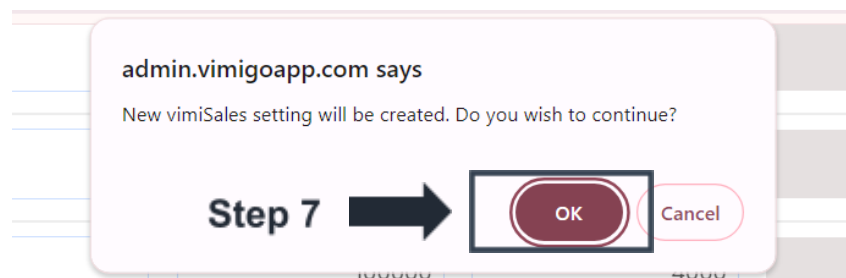↑ Step 4.1   ↑ Step 4.2   ↑ Step 4.3

Step 5: **Employees Assigned** ⬜ **Select Department** (Eg: Sales) ⬜ Select Employees

Step 6: Click **Save as Draft** if the vimiSales is not ready/ Click **Publish** button when the vimiSales is ready to publish.

Step 7: **Publish** button ⬜ A message stated '***New vimiSales setting will be created. Do you wish to continue?***' will appear on the top ⬜ Click '**OK**'

Step 8: A message stating '**vimiSales is creating now**' will appear on the upper right side of the page. The newly created vimiSales will be shown

vimiSales is creating now.

New Commission

Edit

Start Date	Period	End Date
2024-04-01	Quarterly	2024-06-30

Sales Collection
✖

Mission/Label	Target(Day)	Reward(RM)
0		0.00
M1	50000	2,000.00
M2	100000	4,000.00
M3	150000	6,000.00

Assigned Employees

Active

Step 8