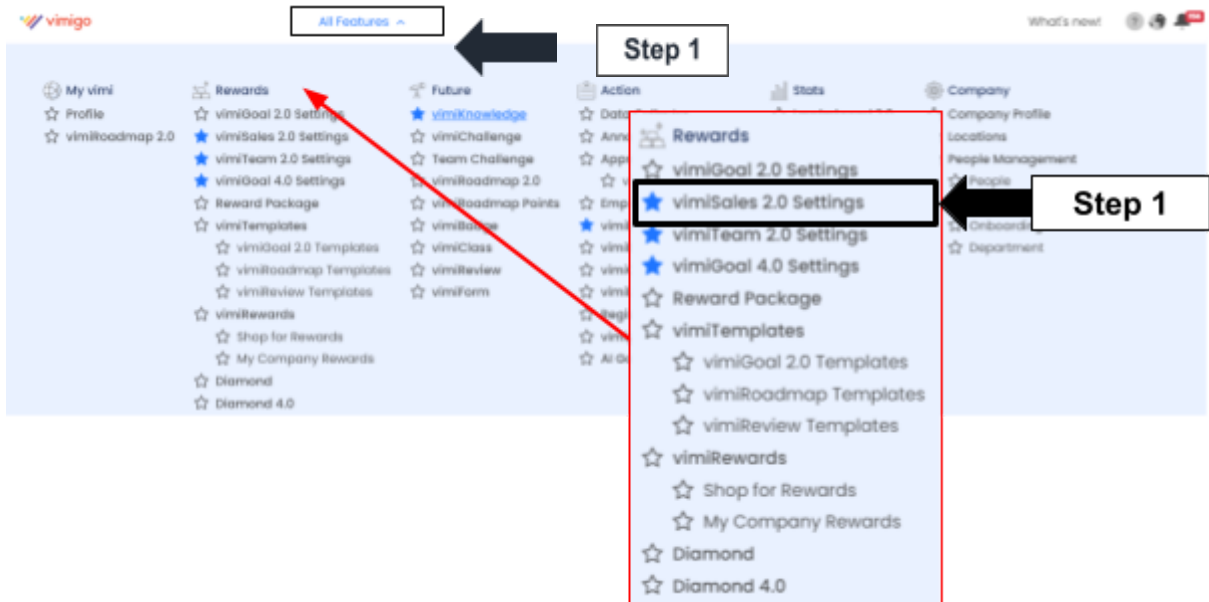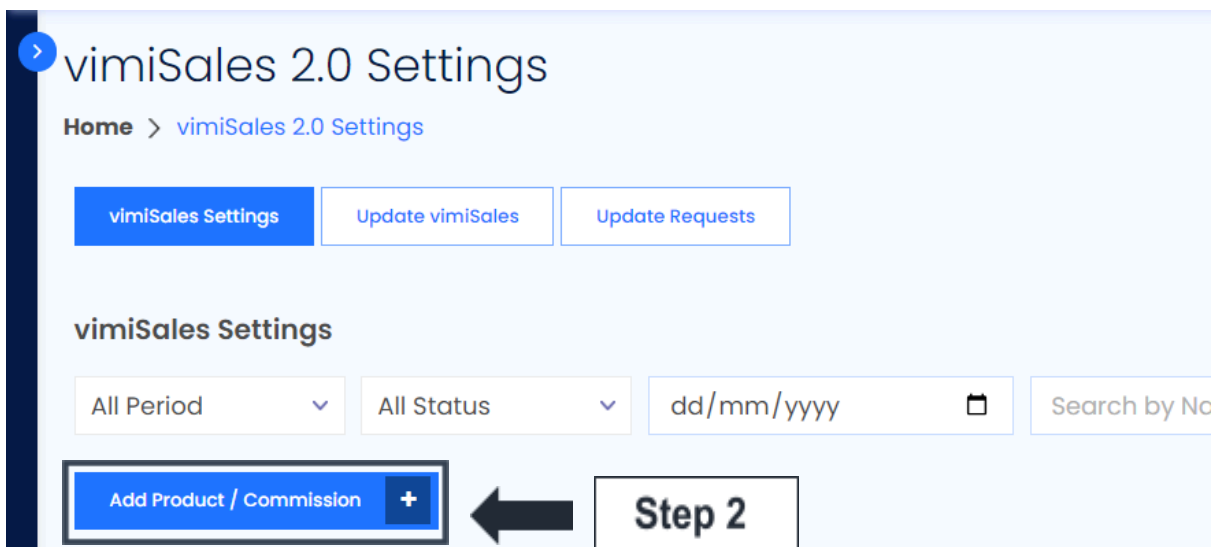# How to create vimiSales settings with Multiply

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** for multiply.

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)**. For multiply case, normally (**QTY = quantity**) will be chosen for Target Type

Step 3.6: Select a **Reward Type**. Choose **[Multiply (x MYR)]** as the Reward Type for this case.

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 the details of **vimiSales**

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

        Step 4.2: Set the vimiSales **TARGET (QTY)**. (Eg: 10 for M1 & 20 for M2)

        Step 4.3: Enter the **REWARD (MULTIPLY (x MYR))**. (50 for M1 & 100 for M2)

            *** The calculation for the **REWARD** of **M1 = TARGET (QTY)** x **REWARD**

$$= 10 \times RM50$$

$$= RM500$$

No. of Mission(s) Enabled

M1	M2	M3	M4	M5

MISSION	LABEL	TARGET (QTY)	SALES REWARD (MULTIPLY (x $))
Below M1			0
M1		10	50
M2		20	100
M3		30	150
M4		40	200
M5		50	250

    Step 4.1   **Step 4.2**   **Step 4.3**

Step 5: **Employees Assigned** ▯ **Select Department** (Eg: Sales) ▯ Select Employees. You can simply **select** or **deselect** employees by clicking their images.

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 messages stated '**vimiSales is creating now**' will appear on the upper right side of the page.

Step 9: Finally, the newly created **vimiSales** will be shown on the **vimiSales 2.0 Settings** page.