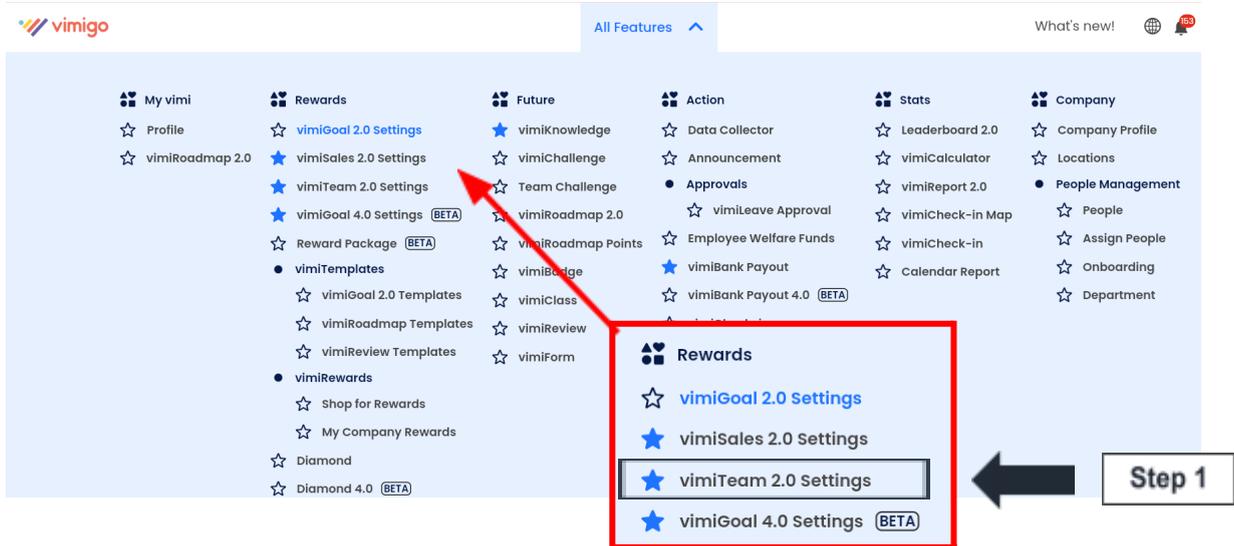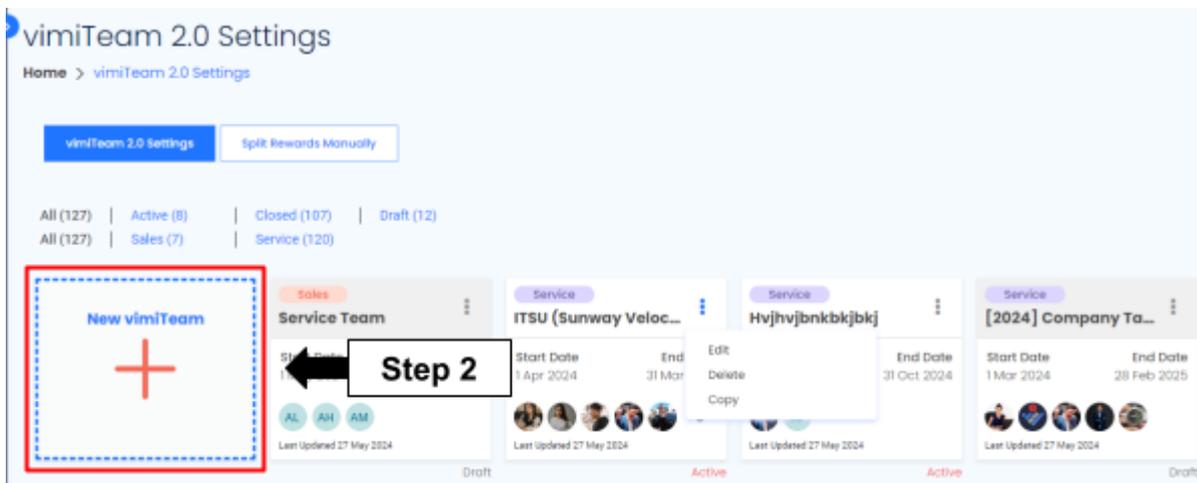# How to create vimiTeam settings?

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

Step 2: vimiTeam 2.0 settings ▢ Select **New vimiTeam**

Step 3: **vimiTeam Title** ⬚ Give your **vimiTeam** a **title**.

Step 4: **Select Template** ⬚ Select a template to decide which **formula** to be used. Normally choose '**Custom**'.

Step 5: Additional Settings ⬚ Enter all the details (**Start Date, End Date, Period, Repetition, Type & Mission Type**)

* **Type**: There are 2 **types** to be selected (**Sales** & **Services**).

Sales type will have vimiSales but Services type do not have vimiSales.

* **Mission Type**: There are 3 **Mission Type** to be selected (**MYR**, **QTY** & **DAY**).

Step 6: **Employees Assigned** ☐ Select the employees for the **vimiTeam** ☐ **Next** button.

Step 7: **Set vimiGoal** ☐ **Create New vimiGoal**

*The vimiGoal for vimiTeam is **different** with the vimiGoal that is outside the vimiTeam. The vimiGoal outside the vimiTeam will not affect the results of the vimiGoal inside the vimiTeam.*

Step 8: Click '**Apply Template**'.

Step 9: **Select** the *previously created template* that you want to use ☐ **Apply Template**.

Step 10: Check all the details (**VIMIGOAL, DESCRIPTION, POINTS & SCORING**) of the vimiGoal and make sure it is correct.

VIMIGOAL	DESCRIPTION	POINTS	%	SCORING	ACTION
1. Increase customer satisfaction ratings by 10% in 6 months through prompt and efficient service delivery		1	20.00	☐	🗑
2. Reduce average response time to customer inquiries by 20% within 6 months to ensure a quicker and more efficient		1	20.00	☐	🗑
3. Achieve a minimum of 95% accuracy in order fulfillment within 6 months to minimize errors and ensure customer		1	20.00	☐	🗑
4. Upsell menu items to customers and increase average sales per customer by 15% within 6 months to boost		1	20.00	☐	🗑
5. Complete mandatory food safety certification within 3 months to ensure compliance with industry standards and		1	20.00	☐	🗑

Step 10

Step 11: **Give Some Rewards!** ☐ Check and make sure the details (**REWARDS** & **COMPLETION RATE REQUIRED (%)**) are correct.

Give Some Rewards!

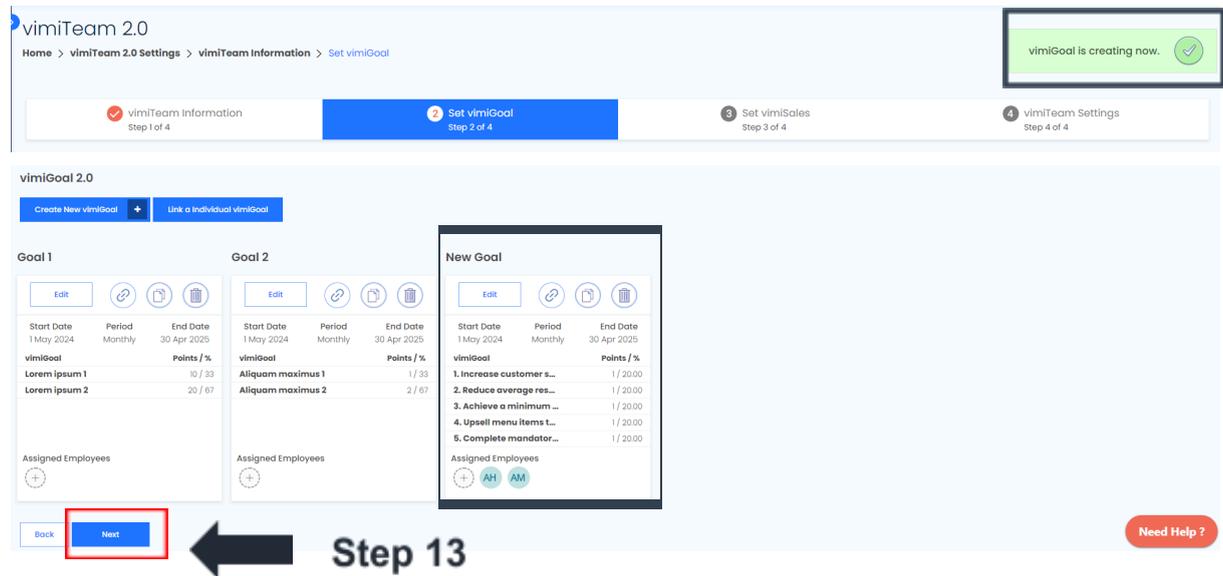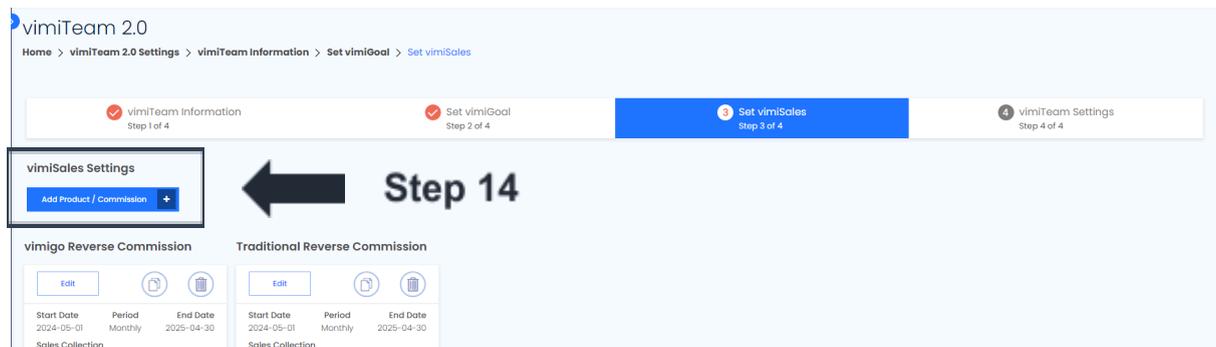| REWARD TYPE	REWARDS	COMPLETION RATE REQUIRED (%)	ACTION
Text ⌄			🗑

Save As Template

Step 11

Step 12: **Employees Assigned** ☐ Select the correct department and employees ☐ **Save as Draft**

Step 13: The newly created **vimiGoal** will be shown ☐ **Next**

Step 14: **Set vimiSales** ☐ **Add Product / Commission**

Step 15: Set the details (**Formula, Start Date, Repetition, Reward Type**) of the **vimiSales.**

New Commission	✕

Formula ❓

vimigo Reverse Commission ▾

Period ❓

Monthly ▾

Start Date ❓

01/05/2024 📅

End Date ❓

31/05/2024

Repetition ❓

1

Target Type ❓

$ ▾

Reward Type ❓

% ▾

Method Type ❓

Update Total ▾

Require Approval ❓

Company Default ▾

☐ Apply Holidays & Off days   ☐ Has Sales Collection

☐ Manual Closing

Step 15

Step 16: Set the **number of mission** ☐ Set the **LABEL, TARGET (MYR) & REWARD (MYR)** for each **MISSION.**
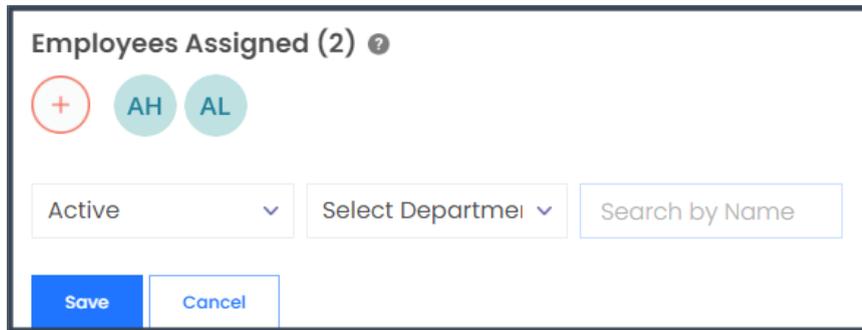
No. of Mission(s) Enabled

M1	M2	M3	M4	M5

MISSION	LABEL	TARGET ($)	SALES REWARD (%)
Below M1	Below M1		0
M1	M1		
M2	M2		
M3	M3		

Step 16
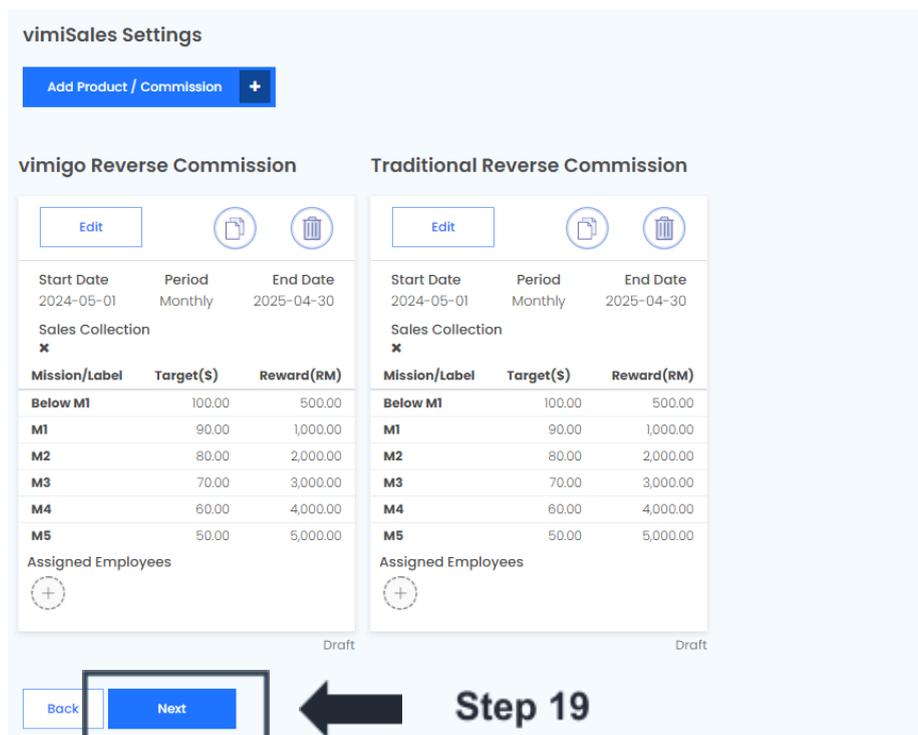
Step 17: **Employees Assigned** ☐ Select the correct department and employees ☐ **Save**

Step 18: A message stated ' **New vimiSales will be created. Do you wish to continue?**' will appear on the middle top of the page ☐ Click **OK.**

Step 19: The newly created **vimiSales** will be shown ☐ **Next**

Step 20: Set for the **Sales Team Allowance** and **Support Team Allowance.**

> ***** Please be aware that if the Sales Team has 6 employees, 5 employees have hit the target sales and qualified into M3 but 1 of the employees has only hit the target sales until M2, all the 6 employees will be rewarded for M2 reward only. *****

Step 21: **Rewards Allocation (Sales)** ▢ Set the **PERCENTAGE (%)** of each employee ▢ **Rewards Allocation (Support)** ▢ Set the **PERCENTAGES (%)** of each employee.

Step 22: Click **Save as Draft** button if the vimiTeam is not completely set / Click **Publish** button when everything in the vimiTeam is ready to publish.