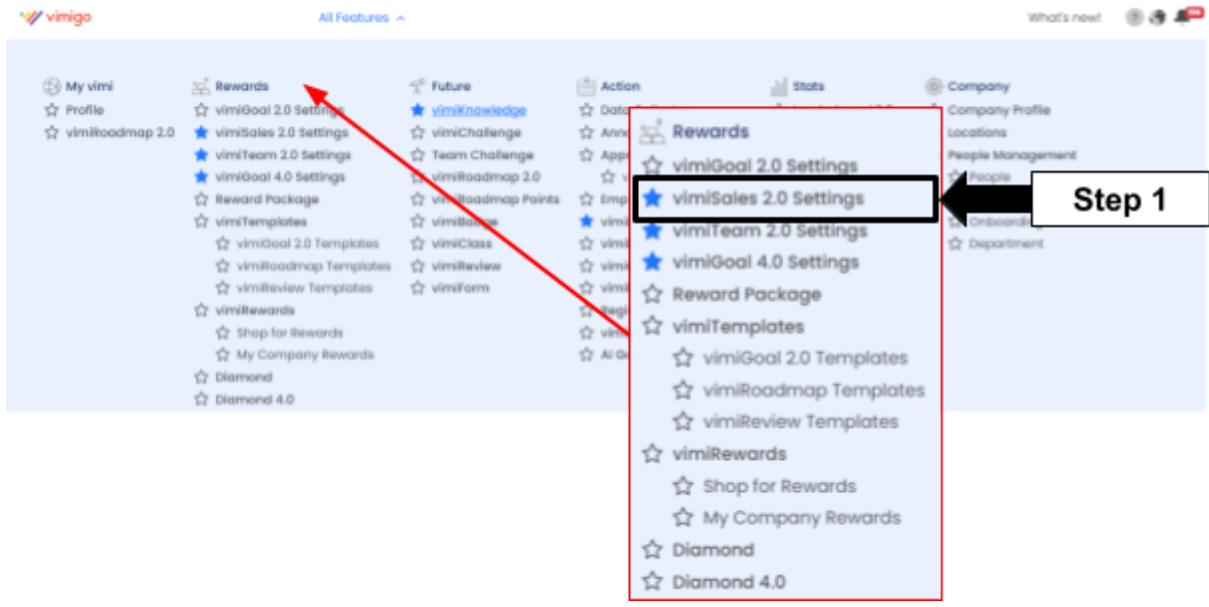
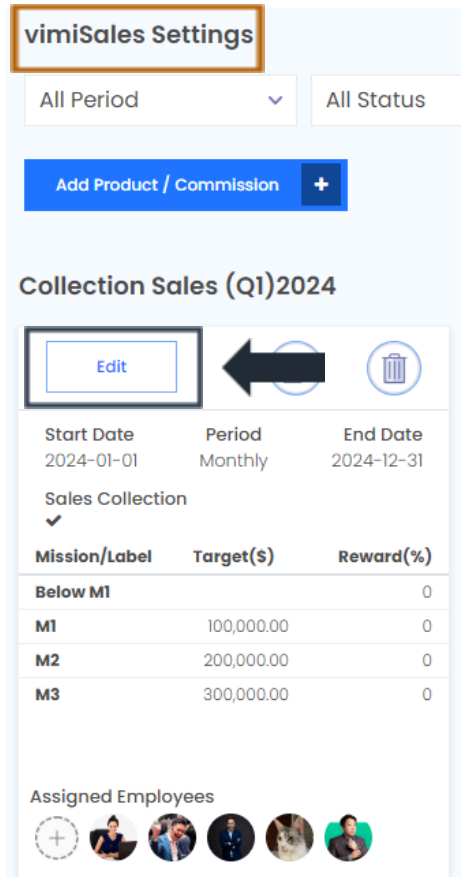


How to edit vimiSales 2.0 settings?

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**, find the vimiSales that you want to edit Click **Edit**.



Step 2

Step 3: Few of the details (**Formula, Period, Start Date, End Date, Target Type, Reward Type & Method Type**) are not allowed to be changed. Only **Repetition** and **Require Approval** are editable.

Collection Sales (Q1)2024

Formula: vimigo Commission

Period: Monthly

Start Date: 01/01/2024

End Date: 31/12/2024

Repetition: 12

Target Type: \$

Reward Type: %

Method Type: Update Total

Require Approval: Company Default

Apply Holidays & Off days

Has Sales Collection

Step 4: Edit the details [**No. of Mission(s) Enabled, LABEL, TARGET (MYR), REWARD (%)**]

Manual Closing



No. of Mission(s) Enabled

No. of Mission(s) Enabled				
M1	M2	M3	M4	M5
MISSION	LABEL	TARGET (\$)	SALES REWARD (%)	
Below M1	Below M1		0	
M1	M1	100000	1	
M2	M2	200000	2	
M3	M3	300000	3	
M4	M4	400000	4	
			The reward is required.	
M5	M5	500000	5	
			The reward is required.	

← Step 4













Step 5: **Employees Assigned** You can simply **select** or **deselect** employees by clicking their name/images to assign vimiSales for them.

Select Employees ↓

Employees Assigned (5)  


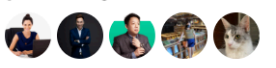
Step 5: Deselect Employees ←

Active Select Department Search by Name [Select All](#) [Deselect All](#)













 Aditya Kumar Production Operator	 Admin 06 Customer Service	 Admin 08 Sales Department	 Adrian Kok Sales Department
 ADRIAN LEE KOK HENG Sales Department	 Aisyah Nur Production Operator	 Andy Leow Sales Department	 Ang Chen Earn Sales Department
 Ang Wan Ting Sales Department	 Ann vimigo 3.0	 Ann Wang Sales Department	 Annie Sim Wan Theng Sales Department

279+

Step 6: Click **Save** button that below the **Employees Assigned**

Employees Assigned (5)  

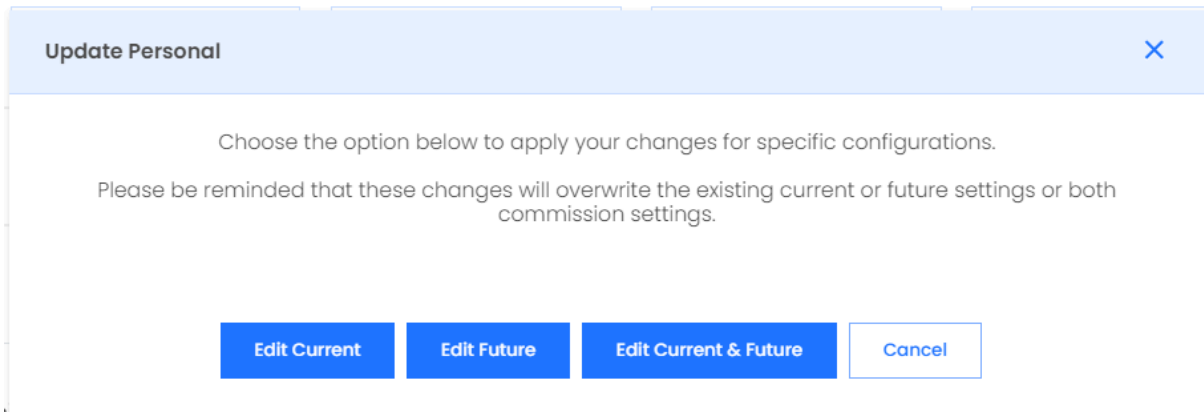
Active Select Department Search by Name [Select All](#) [Deselect All](#)

 Aditya Kumar Production Operator	 Admin 06 Customer Service	 Admin 08 Sales Department	 Adrian Kok Sales Department
 ADRIAN LEE KOK HENG Sales Department	 Aisyah Nur Production Operator	 Andy Leow Sales Department	 Ang Chen Earn Sales Department
 Ang Wan Ting Sales Department	 Ann vimigo 3.0	 Ann Wang Sales Department	 Annie Sim Wan Theng Sales Department

279+

Step 6 ←

Step 7: **Save** □ 3 types of edit buttons will appear: **Edit Current**, **Edit Future**, **Edit Current & Future**.



- ❖ **Edit Current:** Allow you to make and save all the changes for the current month you are editing at.
- ❖ **Edit Future:** Allow you to remain everything for the current month and start to make changes for the future month. (Eg: You are editing November, your changes will only start from December)
- ❖ **Edit Current & Future: Everything** will directly change from the current month until the future.

Step 8: **Edit Current & Future** □ Lastly, a message stated '**vimiSales is updating now for current & future**' will appear.

Step 8 →

