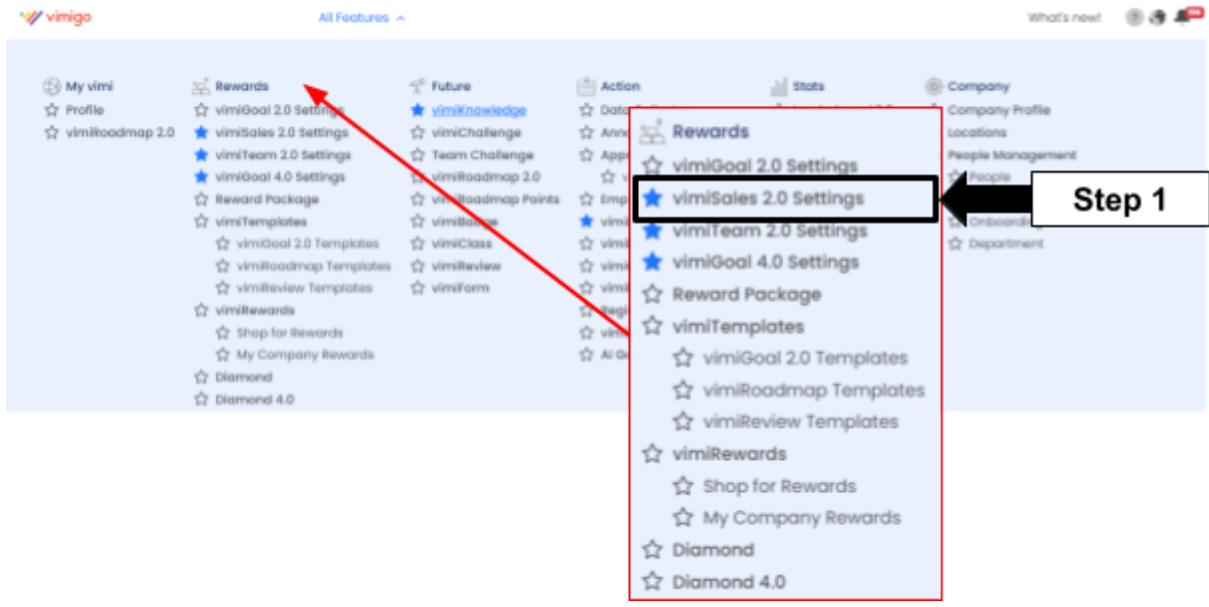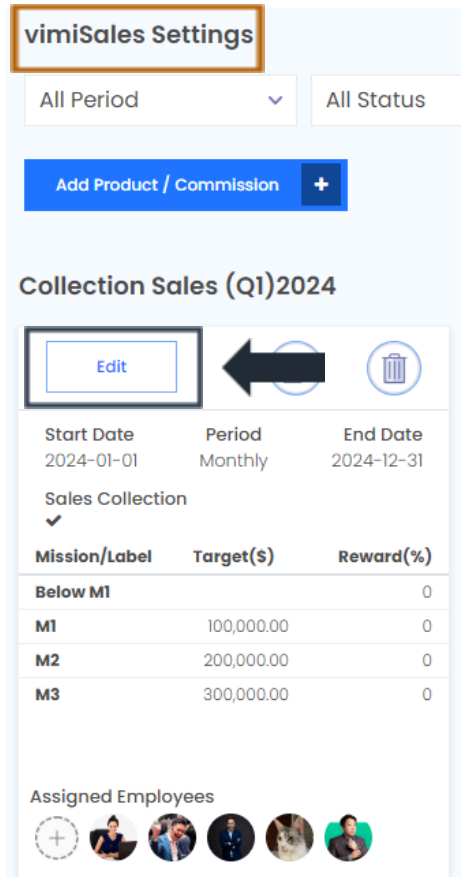# How to edit vimiSales 2.0 settings?

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 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.

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

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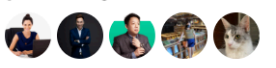

Step 6: Click **Save** button that below the **Employees Assigned**

Step 7: **Save** ⬜ 3 types of edit buttons will appear: **Edit Current**, **Edit Future**, **Edit Current & Future**.
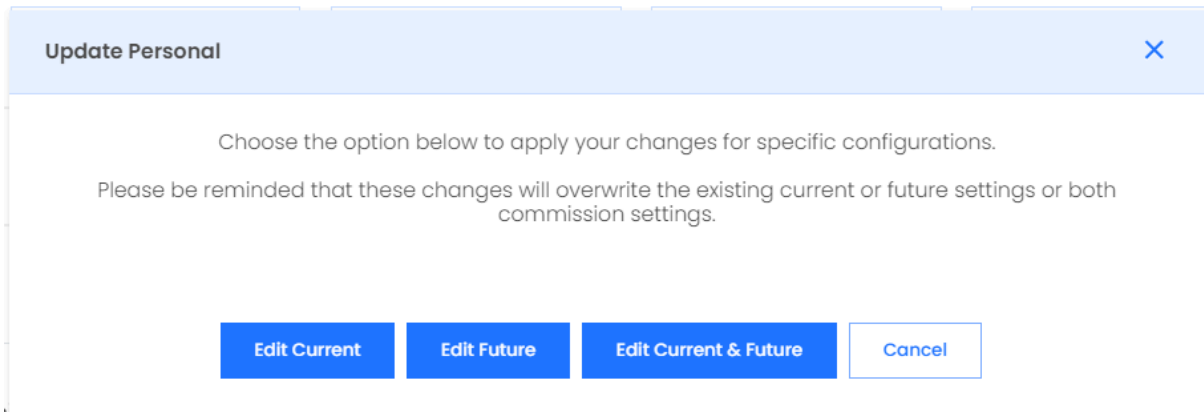
 ❖ *Edit Current*: Allow you to make and save all the changes for the current month you are editing at.
 ❖ *Edit Future*: Allow you to remain everything for the current month and start to make changes for the future month. (Eg: You are editing November, your changes will only start from December)
 ❖ *Edit 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.