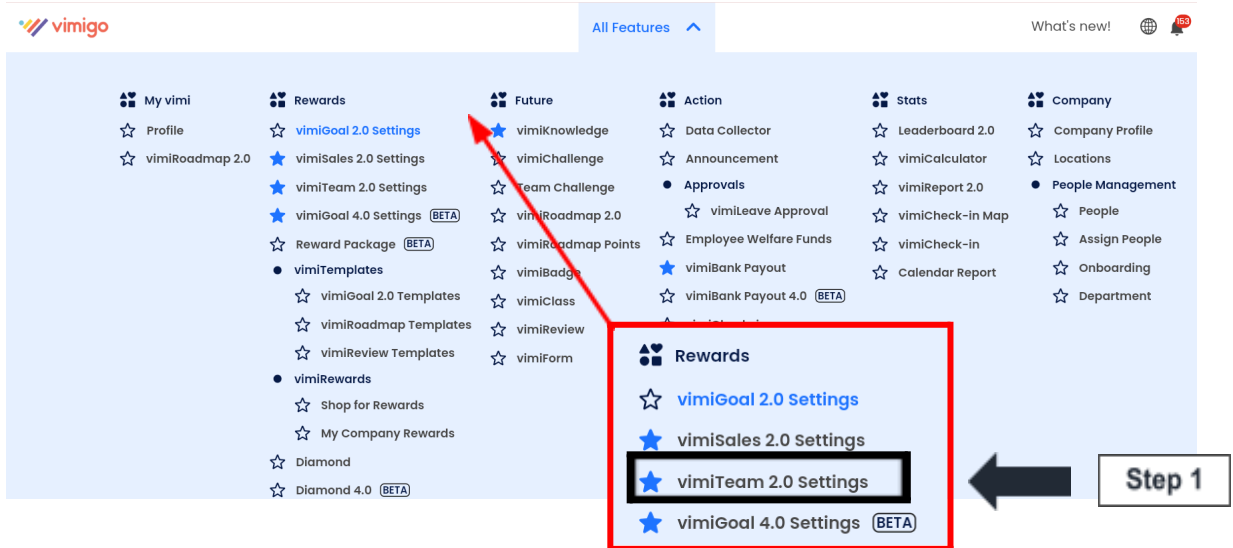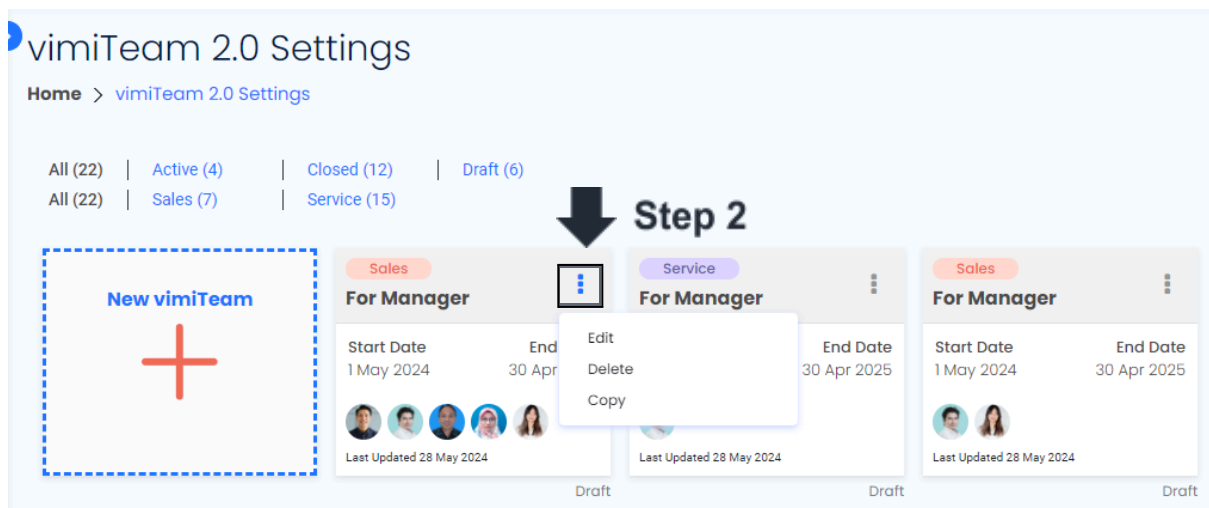# How to edit vimiTeam 2.0 settings?

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: Click on the **3 dotted** icon ☐ Select **Edit.**

Step 3: Dashboard ☐ Monitor the performances of the employees (vimiTeam Performances) ☐ Click **vimiGoal.**

Step 4: Find the vimiGoal that you want to edit ☐ Click **Edit**.

Step 5: Edit and make changes on the details (**VIMIGOAL, DESCRIPTION, POINTS & SCORING**) of vimiGoal.

VIMIGOAL	DESCRIPTION	POINTS	%	SCORING	ACTION
1. Increase sales revenue by 10% within the next year.		20	20.00	☐	🗑
2. Achieve a customer satisfaction rating of 90% or above by the end of the year.		20	20.00	☐	🗑
3. Attend at least 4 industry conferences or networking events to expand professional network within the next 12		20	20.00	☐	🗑
4. Convert at least 20% of leads generated through marketing efforts into sales within the next year.		20	20.00	☐	🗑
5. Obtain a professional certification in sales or a related field within the next 12 months.		20	20.00	☐	🗑

Goal 1 · Period: Monthly · Start Date: 26/04/2024 · End Date: 25/04/2025 · Repetition: 12 · Apply Holidays & Off days · Apply Template

Step 6: Edit the **REWARDS & COMPLETION RATE REQUIRED (%)** *if needed.*

Give Some Rewards!

REWARD TYPE	REWARDS	COMPLETION RATE REQUIRED (%)	ACTION
Diamond	30	60	🗑
Diamond	50	70	🗑

Step 7: Click on **Save** button on the bottom of the page.

Employees Assigned (13) ?

Active ⌄   Select Departmer ⌄   Search by Name   Select All Deselect All

Save   ̶c̶e̶l̶

Step 7

Step 8: **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. ***

Update Goal   ✕
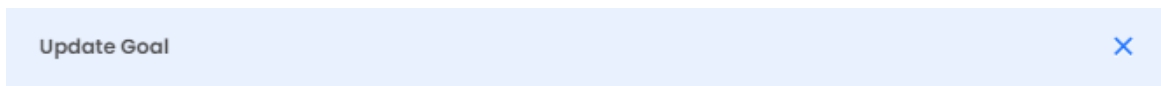
Choose the option below to apply your changes for specific configurations.

Please be reminded that these changes will overwrite the existing current or future settings or both commission settings.
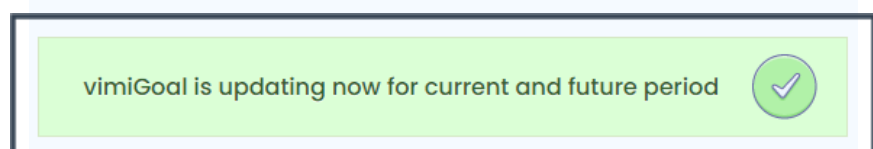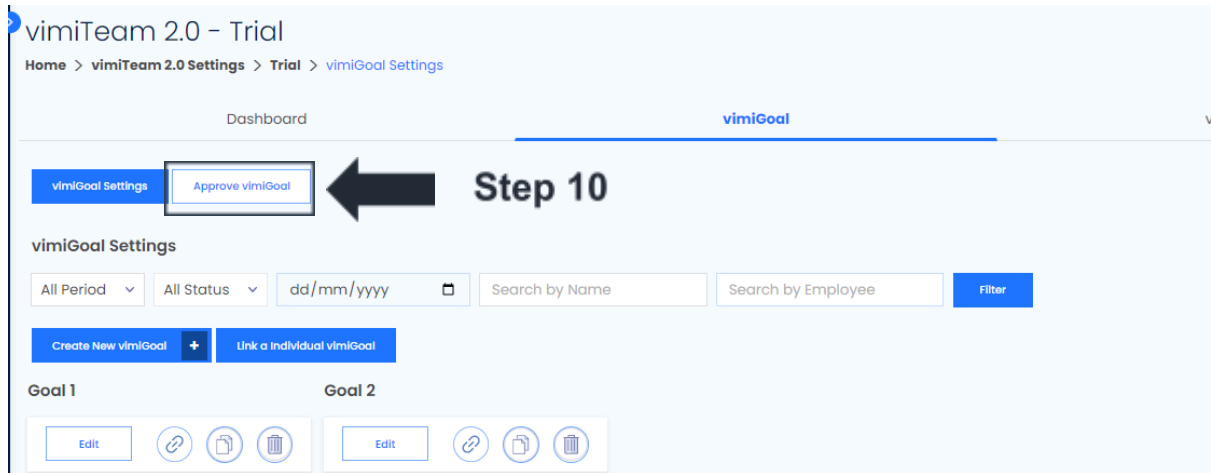
Step 8

Edit Current   Edit Future   Edit Current & Future   Cancel

Step 9: **Edit Current & Future** ⬚ A message stated '**vimiGoal is updating now for current & future**' will appear.

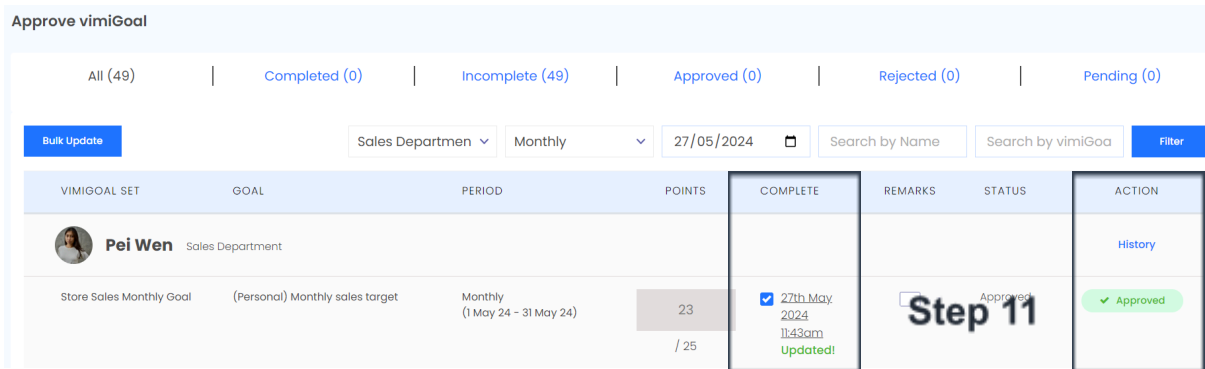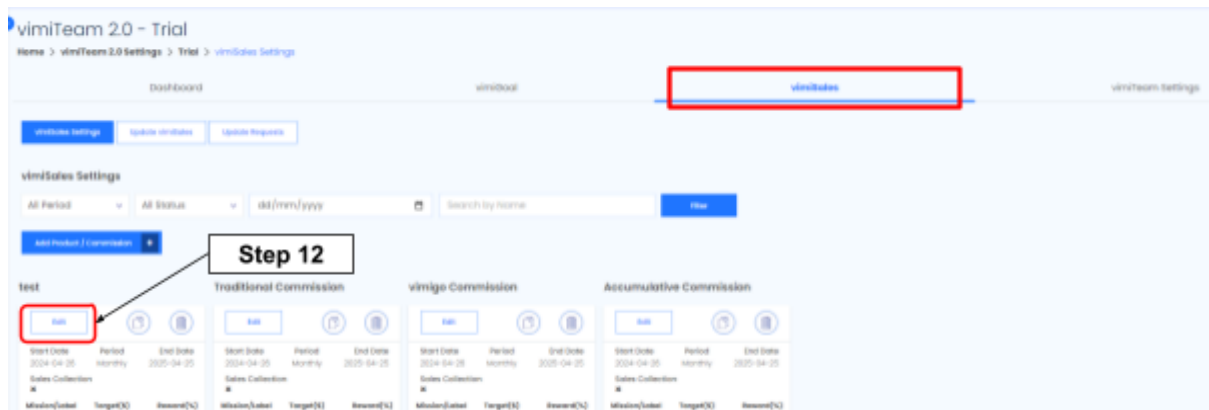vimiGoal is updating now for current and future period ✓

Step 9

Step 10: Click on **Approve vimiGoal** to approve the goal of employees for the specific **vimiTeam.**

Step 11: Tick on the box of the **COMPLETE** column ☐ **Mark Approve** to approve the goal of the employee.

Step 12: **vimiSales** ☐ Click on **Edit** button.

Step 13: Edit the details [**No. of Mission(s) Enabled, LABEL, TARGET (MYR), REWARD (%)**]

No. of Mission(s) Enabled

| M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | **Step 13** |

MISSION	LABEL	TARGET ($)	SALES REWARD (%)
Below M1	Below M1		5
M1	M1	10000	10
M2	M2	20000	20
M3	M3	30000	30
M4	M4	40000	40
M5	M5	50000	50

Step 14: Click **Save** button that below the **Employees Assigned.**

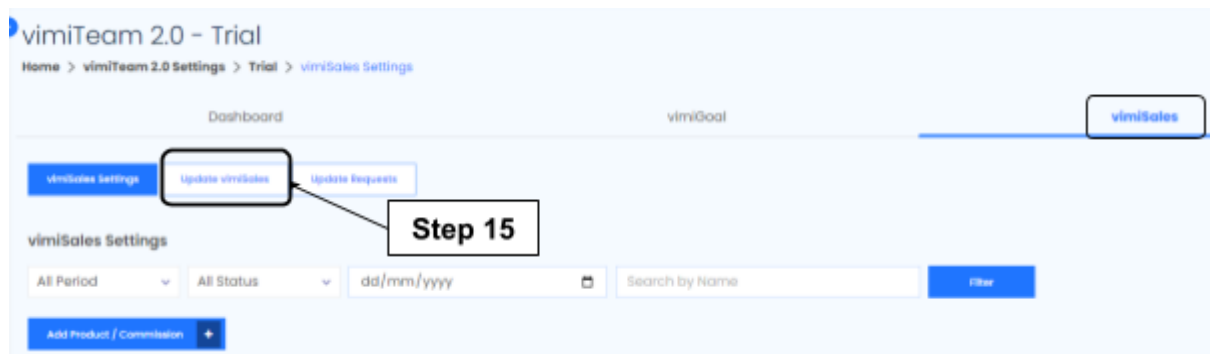Employees Assigned (2) ⑦

（＋）

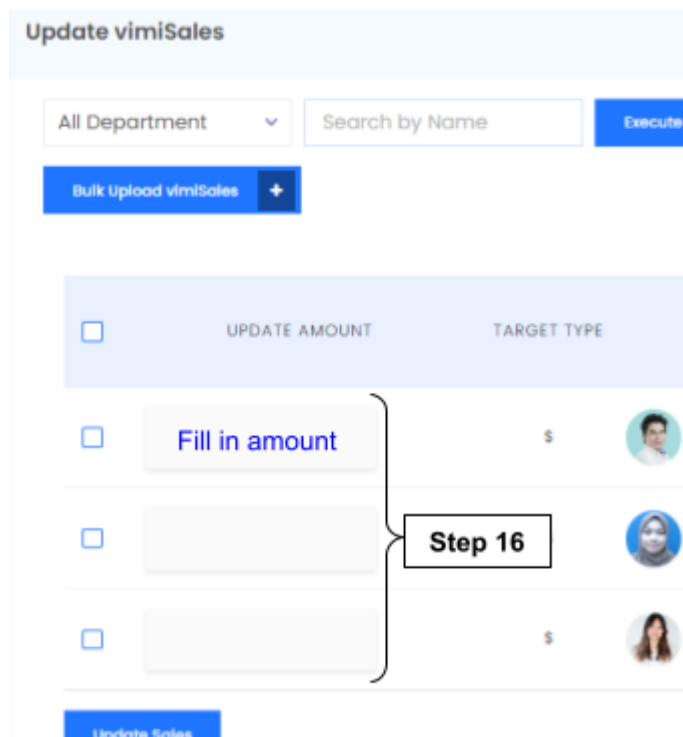| Active ⌄ | Select Departmei ⌄ | Search by Name | Select All   Deselect All |

| Save | ⬅ **Step 14** |

vimiSales is updating now for current and future period ✓

Step 15: **vimiSales □ Update vimiSales**.

Step 16: **Update vimiSales** page □ Click on the **box** on the row of the employee that you want to update □ Type out the amount of sales on the **Update Sales** Column.

Step 17: **Update vimiSales** page ☐ Click on the **Update Sales** button that located on the bottom left of the page. ☐ Attach the file (Optional) and click **Confirm.**
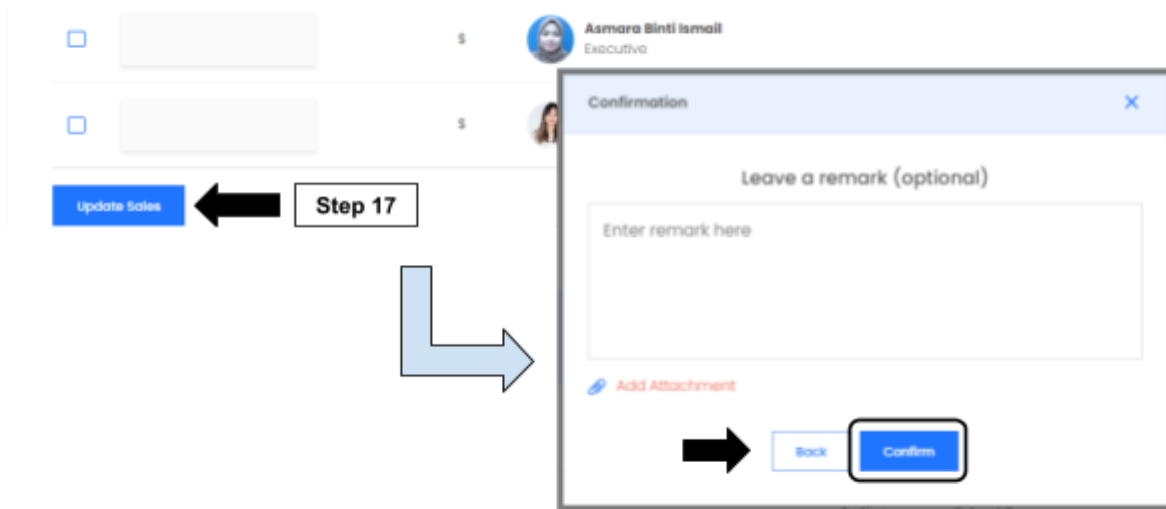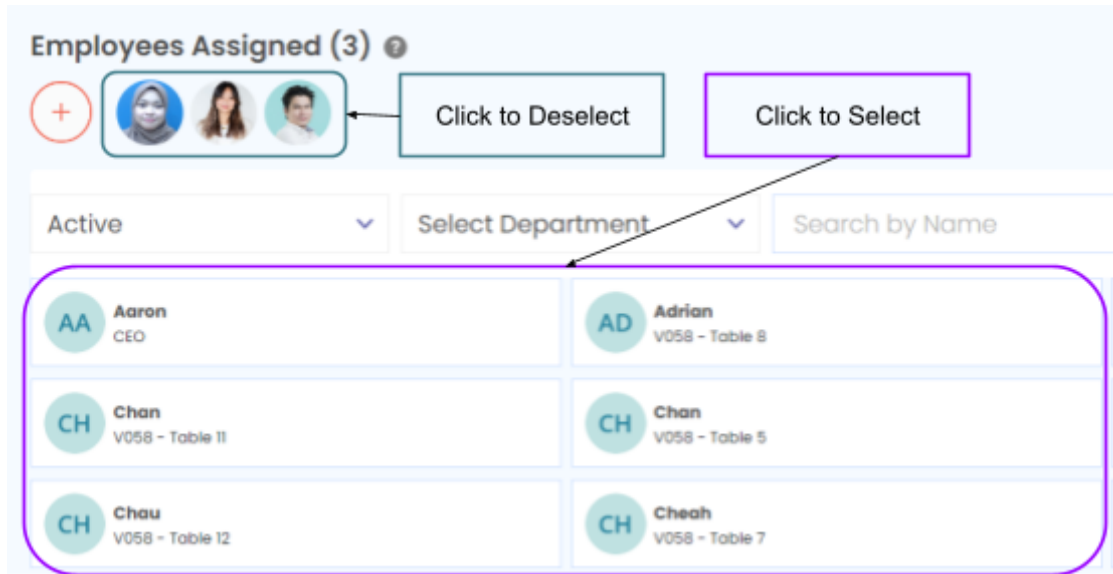

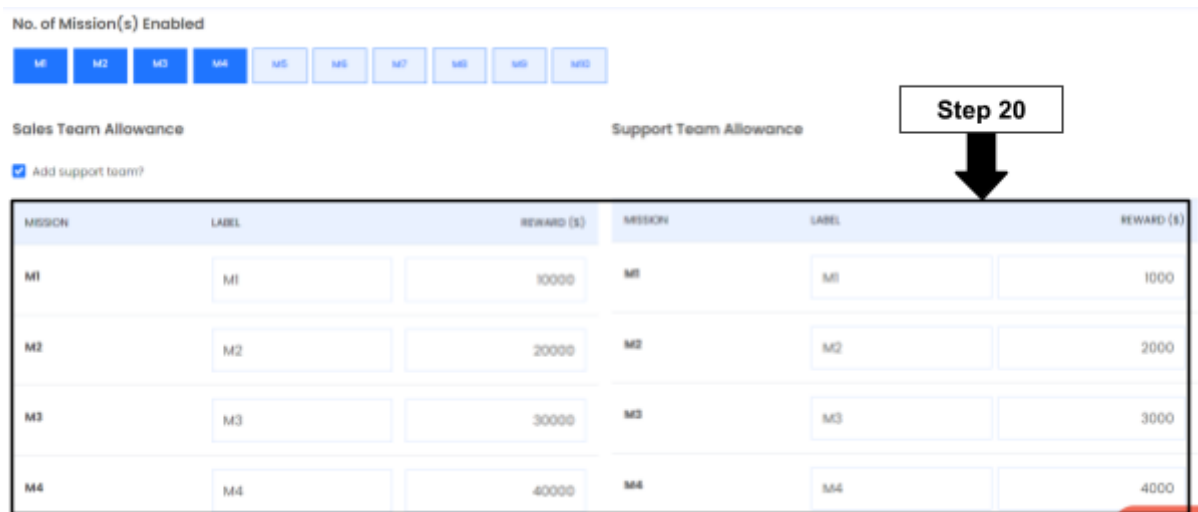Step 18: **vimiTeam Settings** ☐ Edit the **vimiTeam Title** *if needed*.
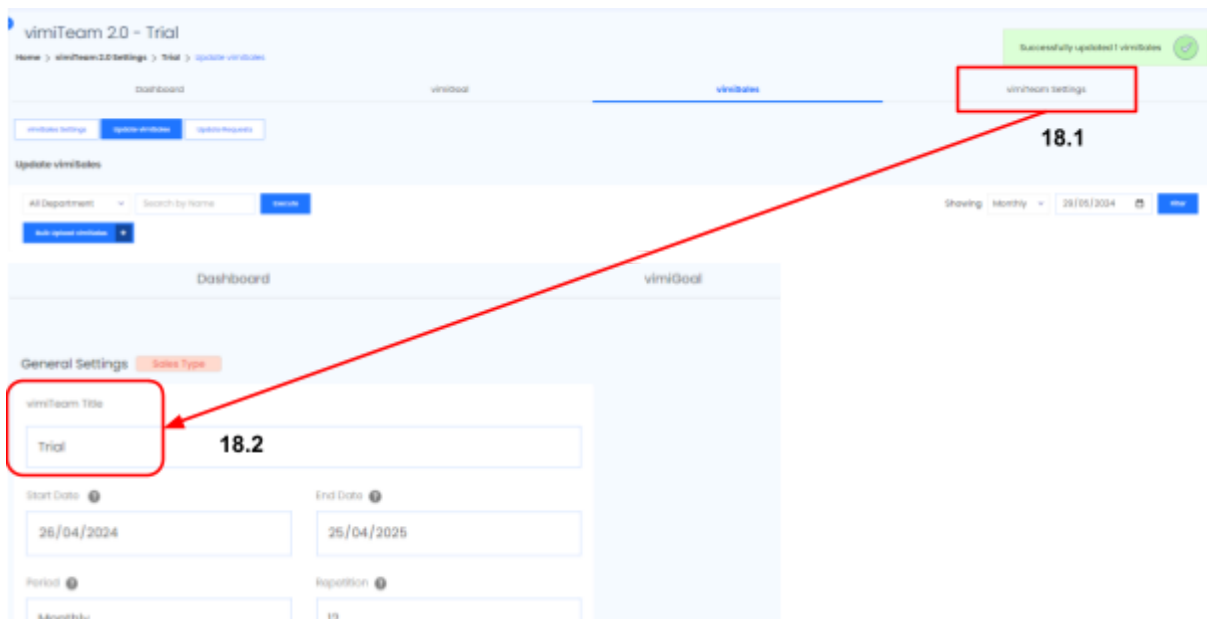
Step 19: Employees Assigned ☐ You can **select or deselect the employee** that you want to add or remove from the vimiTeam.

Step 20: Edit the **Sales Team Allowance** and **Support Team Allowance** *if needed*.

Step 21: Edit the **PERCENTAGE (%)** of **Rewards Allocation (Sales) & Rewards Allocation (Support)** *if needed*. Click **Save** located on the bottom of the page.

Step 22: **3 types** of edit buttons will appear: **Edit Current**, **Edit Future**, **Edit Current & Future**.

Step 23: Click **Edit Current & Future** ☐ Lastly, a message stated '**vimiTeam is updating now for current and future period**' will appear on the upper right side of the page.