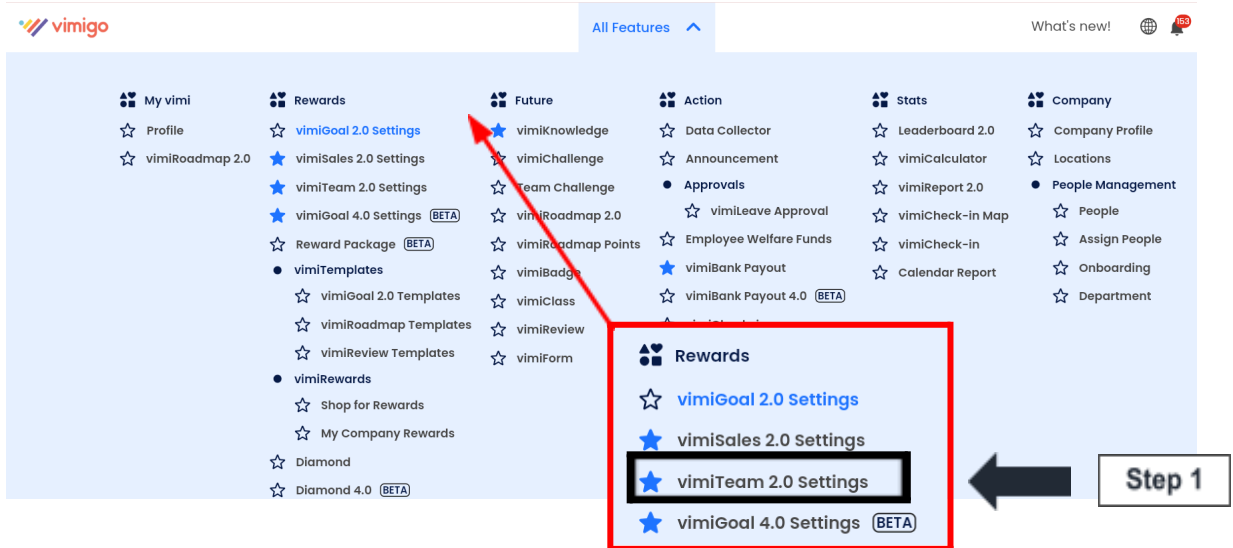
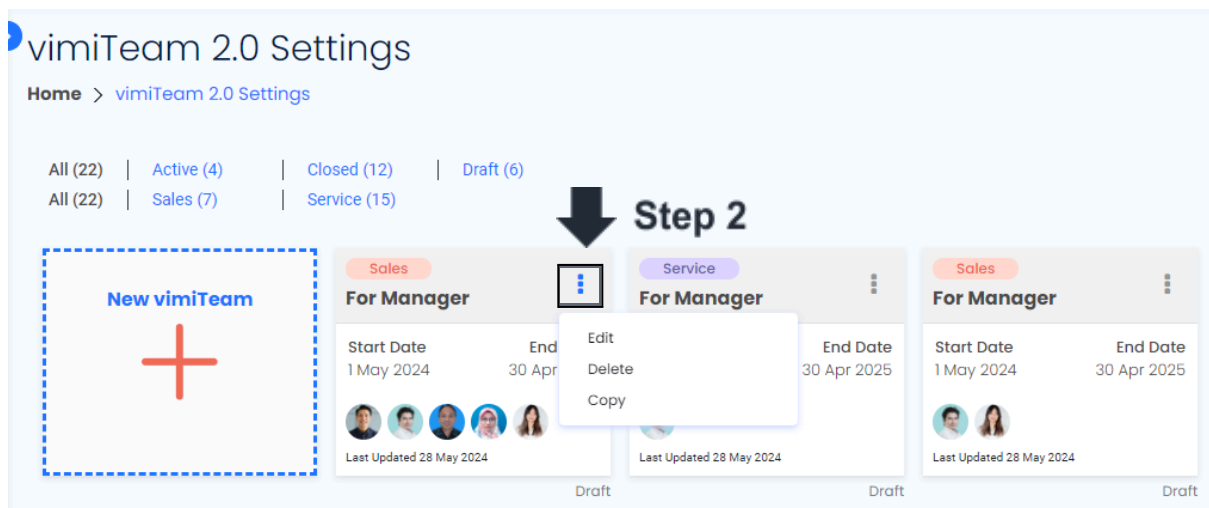


# How to edit vimiTeam 2.0 settings?

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**.

**vimiTeam 2.0 - Trial**  
 Home > vimiTeam 2.0 Settings > Trial

Dashboard | **vimiGoal** | vimiSales | vimiTeam Settings

**Trial**

Overall Performance (\$) **\$0.00** | Total Payout **\$0.00** | Overall Goals Performance **0.00%** | vimiTeam Ends in **330 Days | 25/04/25**

Showing for: 26th May 2024 - 25th June 2024

**vimiTeam Performance** | **vimiGoals** | **vimiTeam Support Settings Summary**

**vimiGoals** section: 0 Total Tasks, 0.00% Average Completion Rate of All Time.

**vimiTeam Support Settings Summary** section: Current: Not Achieved, Formula: vimiGo Commission

Mission/Label	Reward(\$)
M1	1000
M2	2000
M3	3000
M4	4000
M5	5000

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

**vimiTeam 2.0 - Trial**  
 Home > vimiTeam 2.0 Settings > Trial > vimiGoal Settings

Dashboard | **vimiGoal** | vimiSales | vimiTeam Settings

vimiGoal Settings | Approve vimiGoal

vimiGoal Settings

All Period | All Status | dd/mm/yyyy | Search by Name | Search by Employee | Filter

Create new vimiGoal | Link a individual vimiGoal

**Goal 1** | **Goal 2**

**Goal 1** (highlighted):

**Edit** button highlighted.

Start Date: 26 Apr 2024 | Period: Monthly | End Date: 25 Apr 2025

vimiGoal: Lorem ipsum 1 (10 / 33), Lorem ipsum 2 (20 / 67)

Assigned Employees: (+)

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

Goal 1 Apply Template

Period: Monthly Start Date: 26/04/2024 End Date: 25/04/2025

Repetition: 12  Apply Holidays & Off days

Navigation: Apr | **May** | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan

Step 5

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

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 6

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

Employees Assigned (13) ?



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



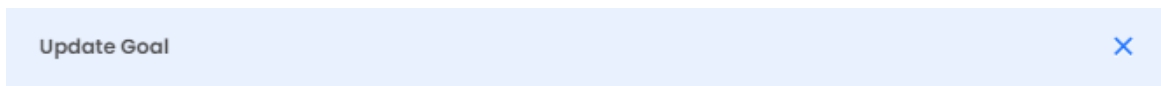
**Step 7**

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. \*\*



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.

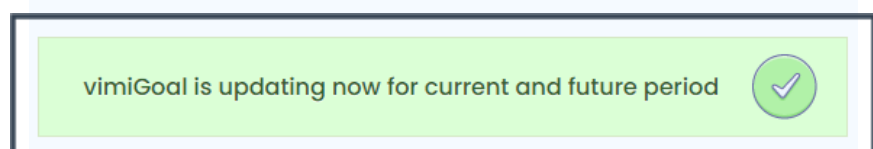


**Step 8**

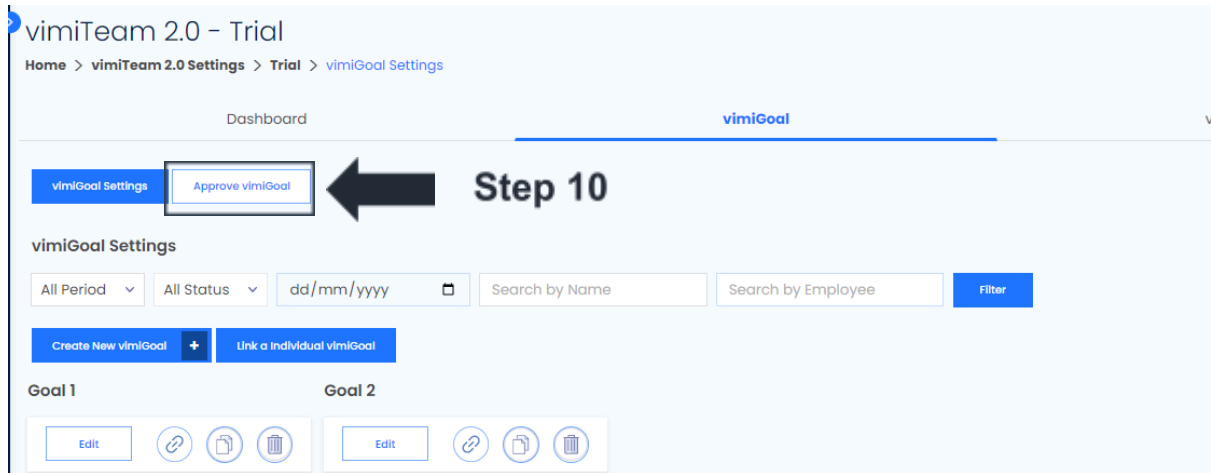
Step 9: **Edit Current & Future**  A message stated '**vimiGoal is updating now for current & future**' will appear.



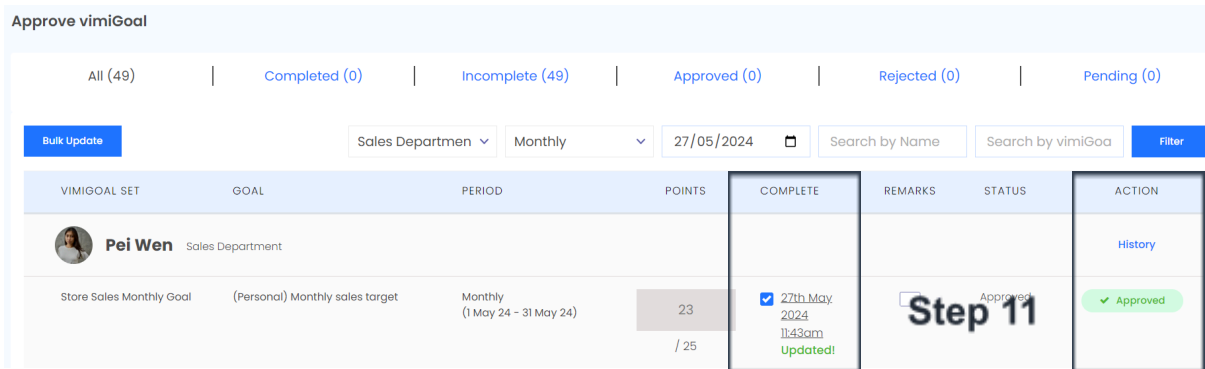
**Step 9**



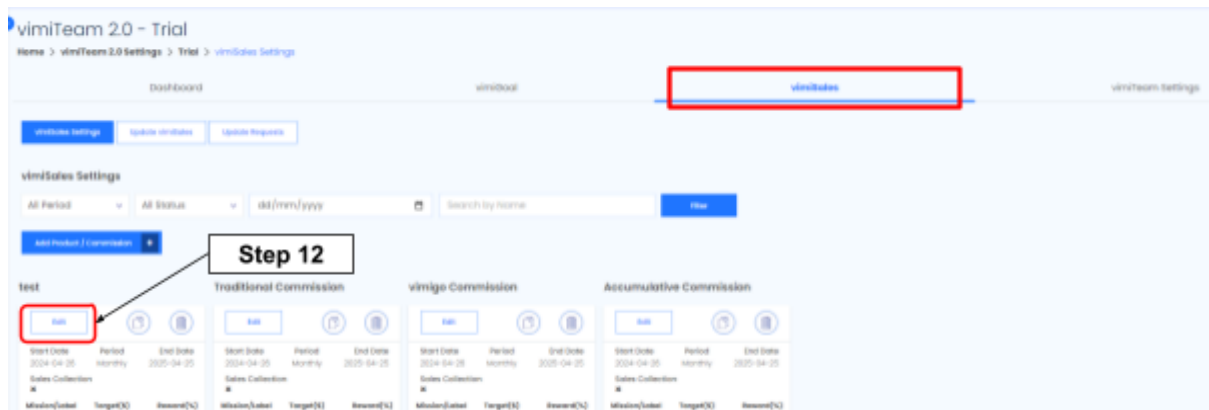
Step 10: Click on **Approve vimiGoal** to approve the goal of employees for the specific **vimiTeam**.



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	<input type="text" value="Below M1"/>		<input type="text" value="5"/>
M1	<input type="text" value="M1"/>	<input type="text" value="10000"/>	<input type="text" value="10"/>
M2	<input type="text" value="M2"/>	<input type="text" value="20000"/>	<input type="text" value="20"/>
M3	<input type="text" value="M3"/>	<input type="text" value="30000"/>	<input type="text" value="30"/>
M4	<input type="text" value="M4"/>	<input type="text" value="40000"/>	<input type="text" value="40"/>
M5	<input type="text" value="M5"/>	<input type="text" value="50000"/>	<input type="text" value="50"/>

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

Employees Assigned (2) ?

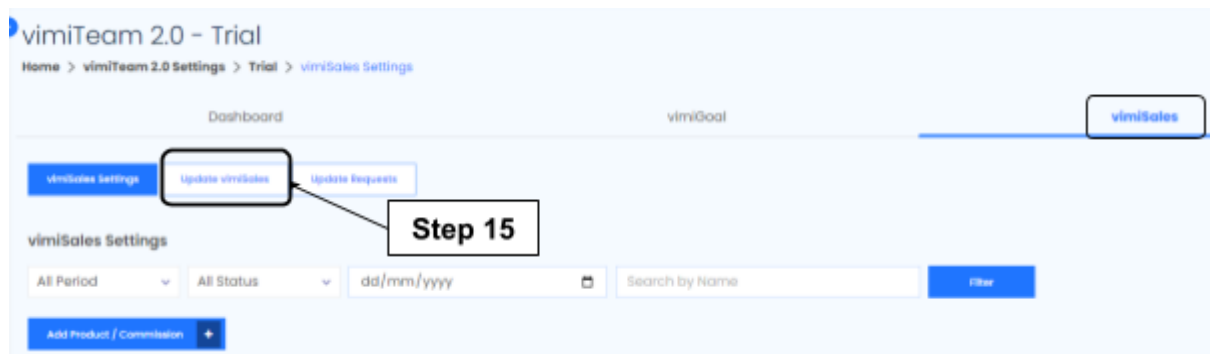


Active  Search by Name [Select All](#) [Deselect All](#)

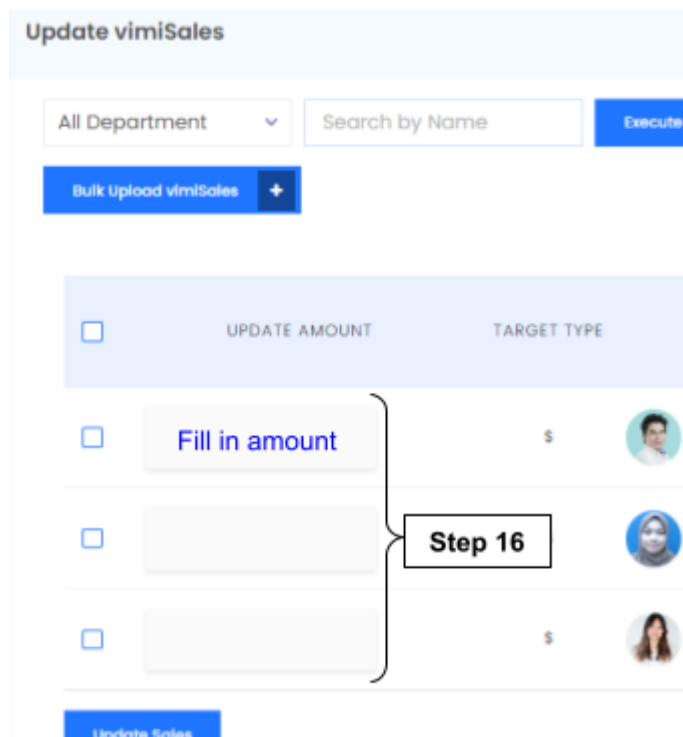
**Save** **Step 14**

vimiSales is updating now for current and future period

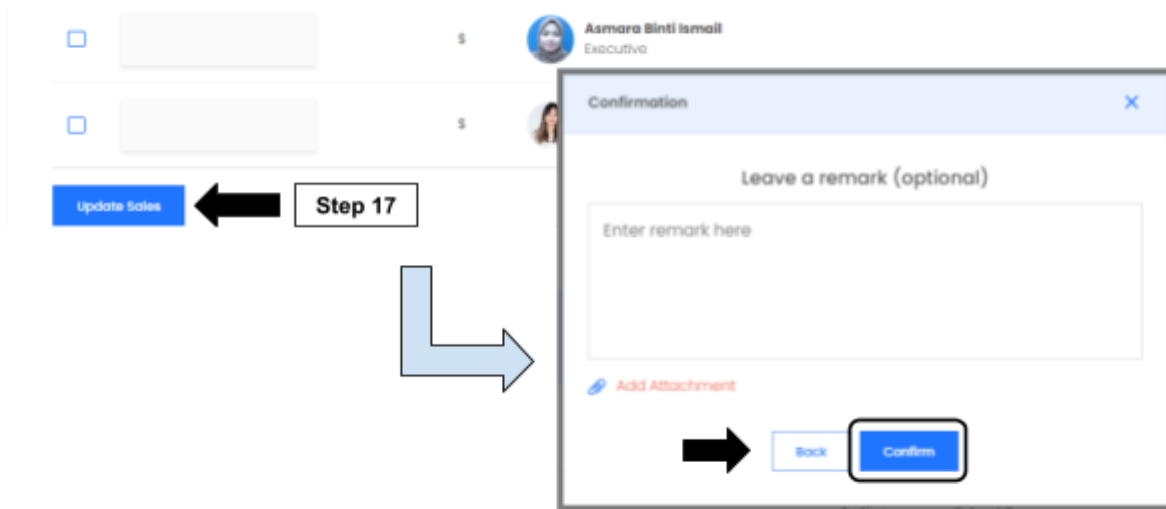
Step 15: vimiSales □ Update vimiSales.



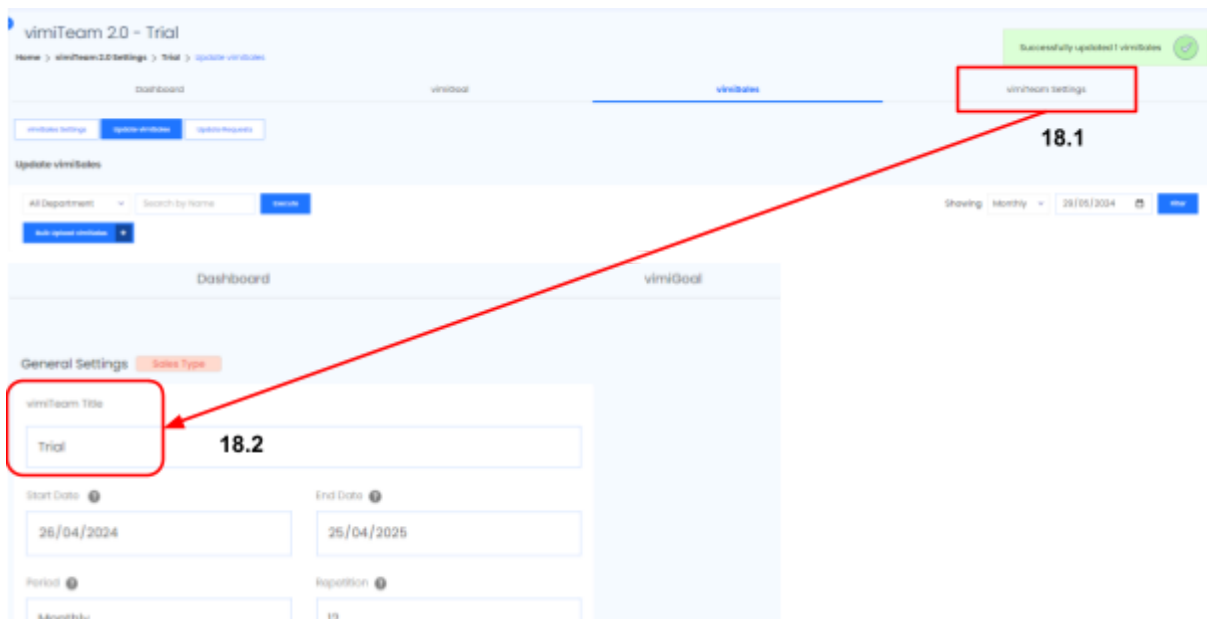
Step 16: Update vimiSales page □ Click on the **box** on the row of the employee that you want to update □ Type out the amount of sales on the **Update Sales** Column.



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**.

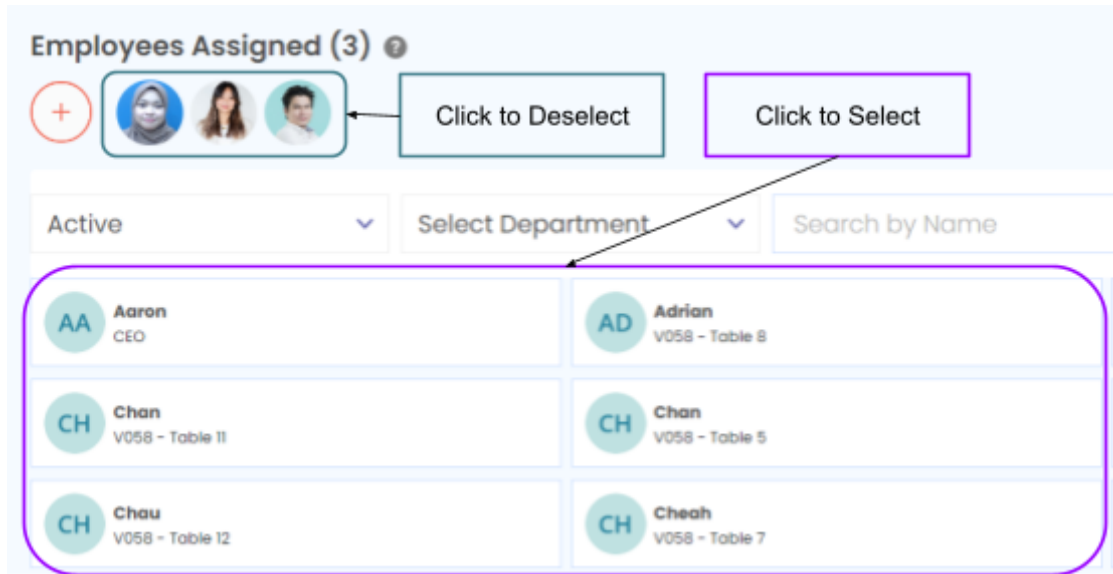


Step 18: **vimiTeam Settings** □ Edit the **vimiTeam Title** *if needed*.

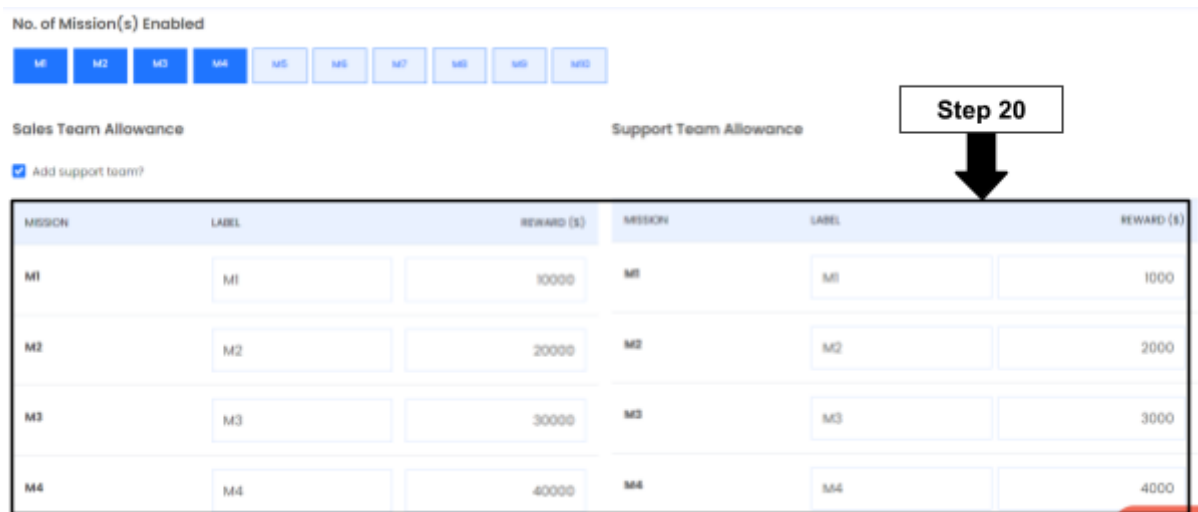




Step 19: Employees Assigned  You can **select or deselect the employee** that you want to add or remove from the vimiTeam.



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.

NAME	PERCENTAGE (%)
Asmara Binti Ismail Executive	20.00
Cheng Yi Yip Sales	30.00
Ricky Administration	50.00
Total	100%

NAME	PERCENTAGE (%)
Asmara Binti Ismail Executive	0.00
Cheng Yi Yip Sales	0.00
Ricky Administration	0.00
Total	0.00%

Reset all fields **Save**

**Step 21**

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

Update vimiTeam ✕

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 22**

**Edit Current** **Edit Future** **Edit Current & Future** Cancel

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.

**Step 23**

vimiTeam is updating now for current and future period