How to link vimiGoal with vimiTeam?

To copy and link an individual vimiGoal, you **must meet the following conditions**:

1. The users of the selected goal set must belong in the same team
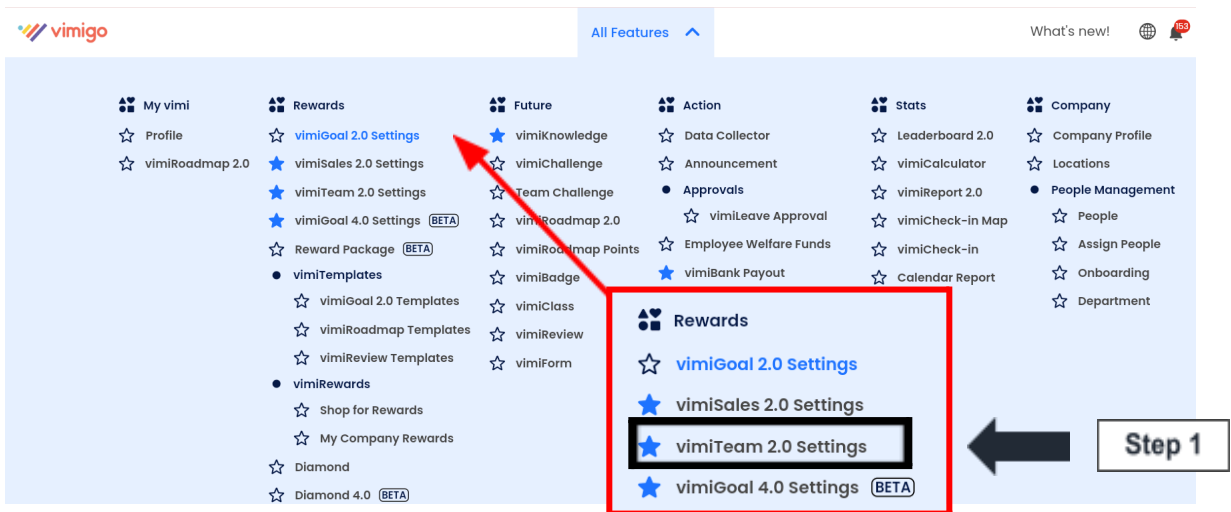2. The date of the selected goal set must be the same or within the team's start and end dates

*** Please take note, if the selected goal set has **an existing closed record on the previous month(s), only the current and future active records** will be copied into the team.

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.

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

       * **Type**: There are 2 **Type** 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**).

*** Please take note, to link an individual vimiGoal, the **date of the selected goal set must be the same or within the teams start and end dates**. ***

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

Step 7: Click **Link a individual vimiGoal.**

Step 8: Select a **vimiGoal** that you want to **link with vimiTeam.**

Step 9: A message stated **"You are trying to link and copy "xxx" from Individual vimiGoal to this team, "xxx". This action is not reversible. Are you sure you want to continue?"** will appear. Click **"OK".**

Step 10: A message stated **'Successfully linked xxx to xxx'** will appear on the upper right side.

What's new!

Successfully linked HR - copy - copy to New Team 2022

Step 10

All Status   Search by Name   Filter