## How to manage company's diamond bank?

Step 1: Head over to **All Features** Tab at the top of the website [] Under **Rewards** list, select **Diamond.** 



Step 2: Diamond page  $\rightarrow$  Click Manage Diamond.

Gramond     Current Diamond:	ond	Restricted Diamond Transfer	Step 2  Step 2 Al De	kanage Diamond
Name	Current Diamond	Department	Email	Action
() Joe	💎 23,666	Administration	sheuepin+workshop.givimigo.app.com	History
() User 1	💎 2,000	Scres	userl+workshop.grvimigoapp.com	History
() User 2	n 1000	Soles	user2+workshop@vimigoapp.com	History
🕐 User 3	🤝 1,000	Soles	user3+workshop@vimigoapp.com	History :

Manage Diamond	×	Manage Diamond	×
Generate New Diamond Delete Diamond		Generate New Diamond	Delete Diamond diamond from your wallet, t be undone.
Current Diamond: © 23,666		Current Diamond: • 2	3.666
50	Step	3 Enter your amou	
Ne			Next
FIII in the amount that you want to add	I	FIII in the amount that you	want to deduct

Step 3: Update the total amount of the diamond.  $\rightarrow$  Click **Update**.

Step 4: Click Confirm.



Step 5: Done Update.

Home > Performance Dashboard > Diamond		(	Successfully	generated new dia	mond(s) ×
Diamond Current Diamond: 💎 23,766				🏚 Manage Diar	mond
Bulk Action	P Restricted Diamond Transfer	Search	٩	All Department	