How to manually add and subtract vimiRoadmap Points?

Step 1: Head over to **All Features** Tab at the top of the website
Under **Company** list, click on **People.**

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Step 2: Click **View** to the person you want to manually add points.

People Hame > Feople								
Add People 🔒 Inconcept Poylo	d Imployees 🕴 Monoge	Poyrull User Role 🔸	Monoge Subsidiary Company	Import using faces			search	٩
User Limit: 298 / 500								
People				All Deportments 🗠	All Access Rights	 Active 	Y All Foots	v view
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							Step 2	

Step 3: Scroll down to **Self Development**
Under **vimiRoadmap Points**, click **Add Points**.

Self Development			
vimiRoadmap		vimiRoadmap Points	
View People's vimilitiadmop	1	Step 3	1
You have achieved 200 points so fart	No vimiRoadmap Achieved Yet	Current Balance 200.00	
Current In-Progress Learner		Achieved M2 in The 'A' Team 8h Jan 2023	100.00 pts
200.00/0pts Description Rank: Learner	100.00%	Achieved M2 in Daily, Weekly & Monthly vimiTeam average 8th Dec 2022	100.00 pts

Step 4: **People's vimiRoadmap Points** > Fill in all the details and either click **Add** or **Subtract.**

People's vimiRoadm	sap points Step 4	×
Amounts	(i)	
Description	(ii)	
	(iii) Add Subb	oct

- I. Add an amount that you want
- II. Write down the description to clarify the reason of the points
- III. Click on Add to add the points or click on Subtract to deduct the points

e.g. for Add, John completed a special task assigned by his supervisor. Therefore, the supervisor adds **100 points for him and adds the description with "**Completed xx task**".

e.g. for Subtract, John unsuccessful achieved at least M1 in March. Therefore, the supervisor subtracts **50 points for him and adds the description with "Unsuccessful achieved at least M1 in March".

Step 5: A message box stated "You have successfully updated vimiRoadmap Points for xxx" will appear on the upper right side of the profile page to show the updated status.



Step 6: You may also check the current balance & history in vimiRoadmap Points.

vimiRoadmap Points		
Add Points	:	
Current E 400 .	alance .00	
History		
Achieved M3 in The 'A' Team 4th Jun 2024	200.00 pts	Add
vimiRoadmap Points		
Add Points	:	
Current B	alance	
350.	00	
History		
Unsuccessful achieved in M4 4th Jun 2024	-50.00 pts	Subtract