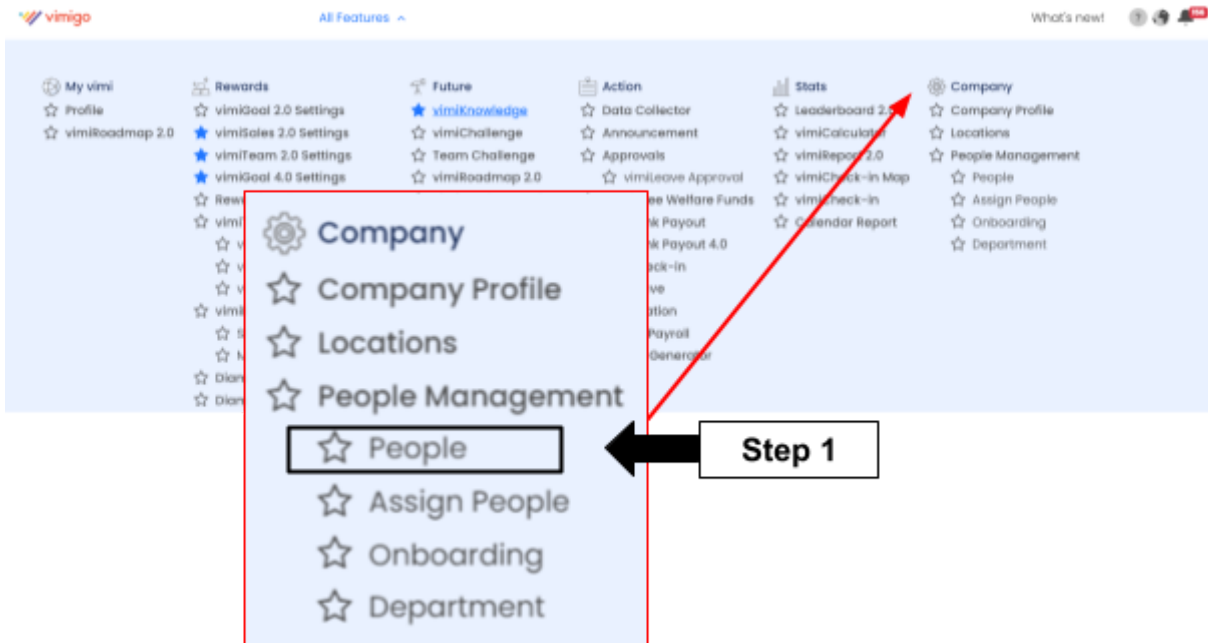
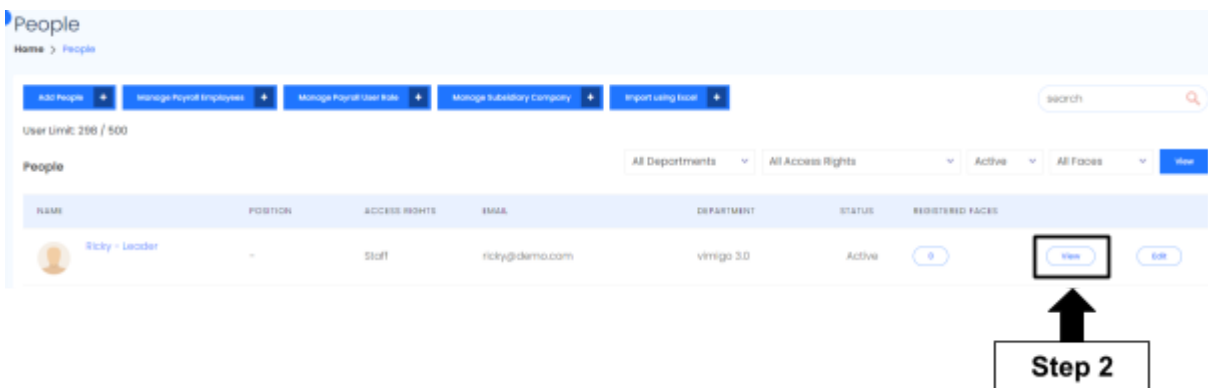


How to manually add and subtract vimiRoadmap Points?

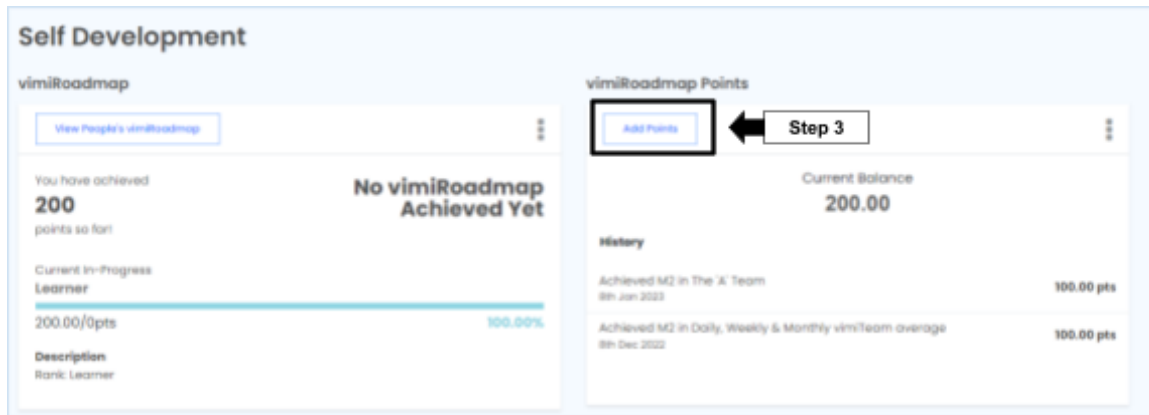
Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Company** list, click on **People**.



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



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



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

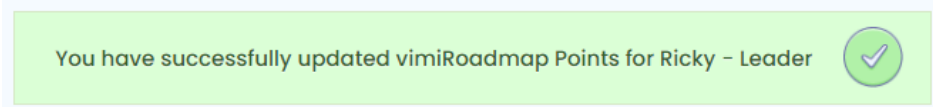
The screenshot shows the 'People's vimiRoadmap points' form. It has a title bar with 'People's vimiRoadmap points' and a 'Step 4' label. The form contains three input fields: 'Amounts' with a placeholder '(i)', 'Description' with a placeholder '(ii)', and a third field with a placeholder '(iii)'. At the bottom right, there are two buttons: 'Add' and 'Subtract', which are highlighted with a red box.

- 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.

The image displays two screenshots of the vimiRoadmap Points interface. The top screenshot shows a current balance of 400.00. Below the balance, under the 'History' section, there is a transaction: "Achieved M3 in The 'A' Team" dated "4th Jun 2024" with a value of "200.00 pts". A yellow box highlights this transaction, and a black arrow points from a yellow box labeled "Add" to the right side of the transaction. The bottom screenshot shows a current balance of 350.00. Below the balance, under the 'History' section, there is a transaction: "Unsuccessful achieved in M4" dated "4th Jun 2024" with a value of "-50.00 pts". A blue box highlights this transaction, and a black arrow points from a blue box labeled "Subtract" to the right side of the transaction.