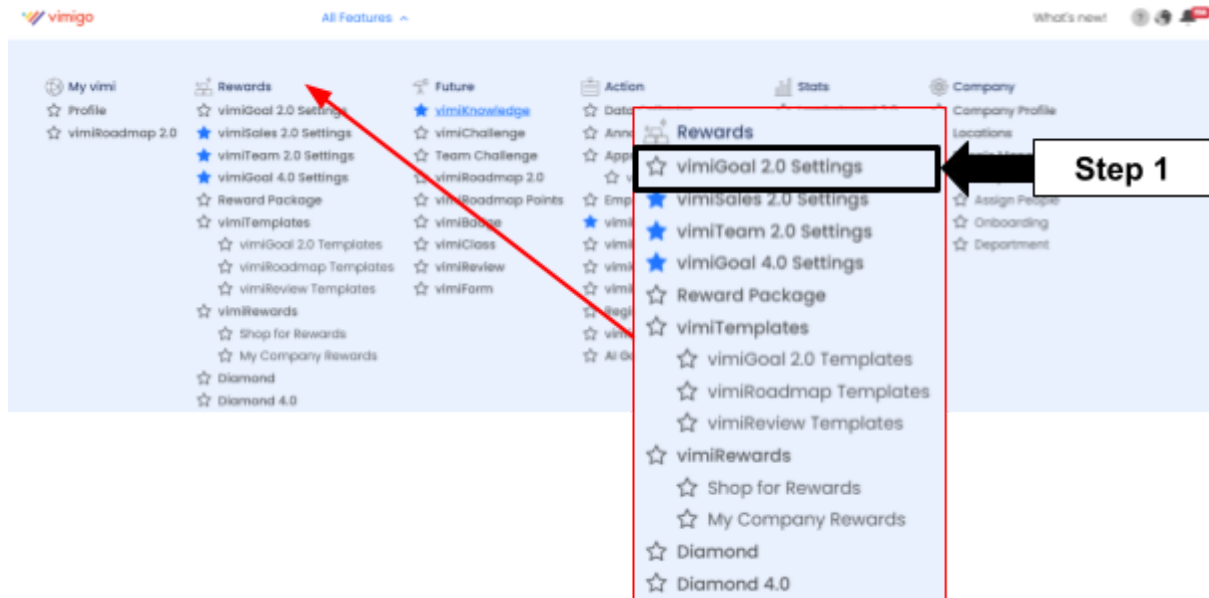
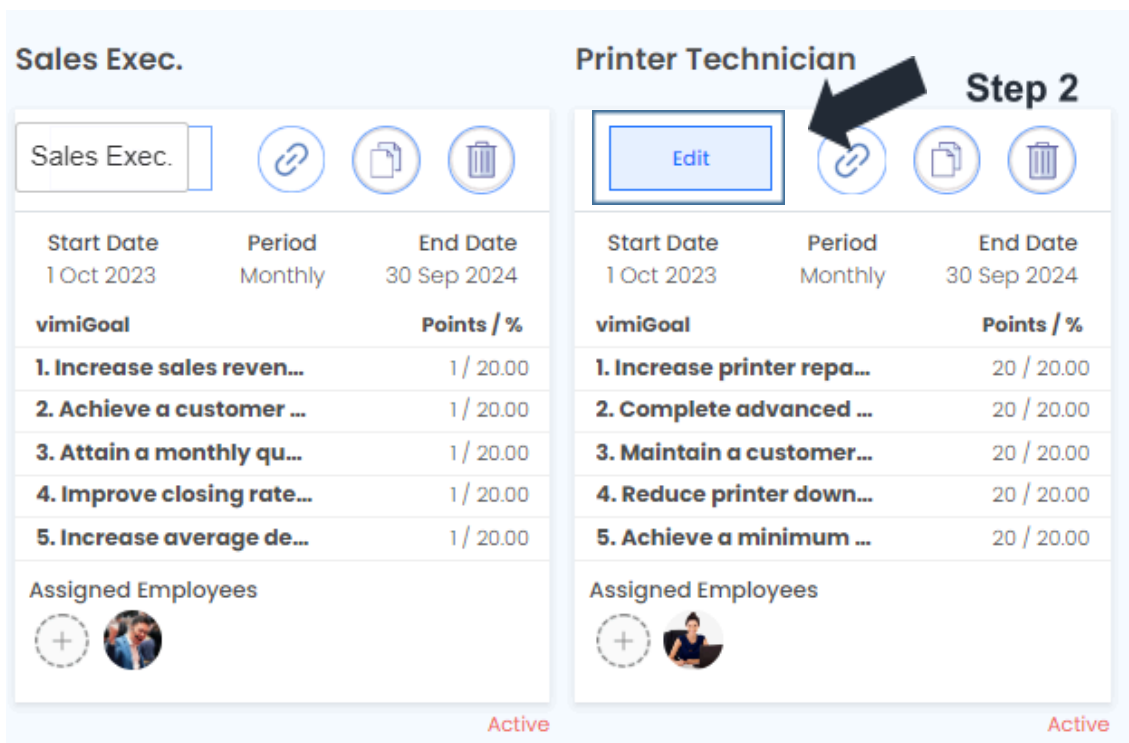


# How to save vimiGoal settings as template

Step 1: Head over to **All Feature** Tab at the top of the website  Under **Rewards** list, click on **vimiGoal 2.0 Settings**



Step 2: Click on **Edit** on the vimiGoal that you want to make into a template



Step 3: Make sure you have selected the correct **vimiGoal** and everything details (**VIMIGOAL, DESCRIPTION, POINTS & SCORING**) are correct as well.

Printer Technician

Period: Monthly | Start Date: 01/10/2023 | End Date: 30/09/2024

Repetition: 12 | Apply Holidays & Off days:  | Manual Closing:

Calendar: Oct, Nov, Dec, Jan, Feb, Mar, Apr, **May**, Jun, Jul, Aug, Sep

VIMIGOAL	DESCRIPTION	POINTS	%	SCORING	ACTION
1. Increase printer repair efficiency by 20% within the first year.		20	20.00	<input type="checkbox"/>	
2. Complete advanced troubleshooting training within six months to enhance technical skills.		20	20.00	<input checked="" type="checkbox"/>	
3. Maintain a customer satisfaction rating of 90% or above through prompt and effective printer repairs.		20	20.00	<input type="checkbox"/>	

Step 4: The 'Give Some Rewards' settings will be used in the template as well, so make sure the details (**REWARDS & COMPLETION RATE REQUIRED**) are correct.

Give Some Rewards!

REWARD TYPE	REWARDS	COMPLETION RATE REQUIRED (%)	ACTION
Diamond	20	60	
Text	Lunch provided 1 weeks	90	
Text			

Save As Template

Step 5: Once everything is completed and confirmed, click the **Save As Template** button below the 'Give Some Rewards' settings.

Give Some Rewards!

REWARD TYPE	REWARDS	COMPLETION RATE REQUIRED (%)	ACTION
Diamond	20	60	
Text	Lunch provided 1 weeks	90	
Text			

Step 5 →

Step 6: Create a name for the template □ Click either '**Save and View Template**' or '**Save and Return to Configure vimiGoal**' button

Create vimiGoal Template

Enter a Template Name

Save and View Templates   Save and Return to Configure vimiGoal

Step 6 ←

Step 7: **Save and Return to Configure vimiGoal** □ **OK**

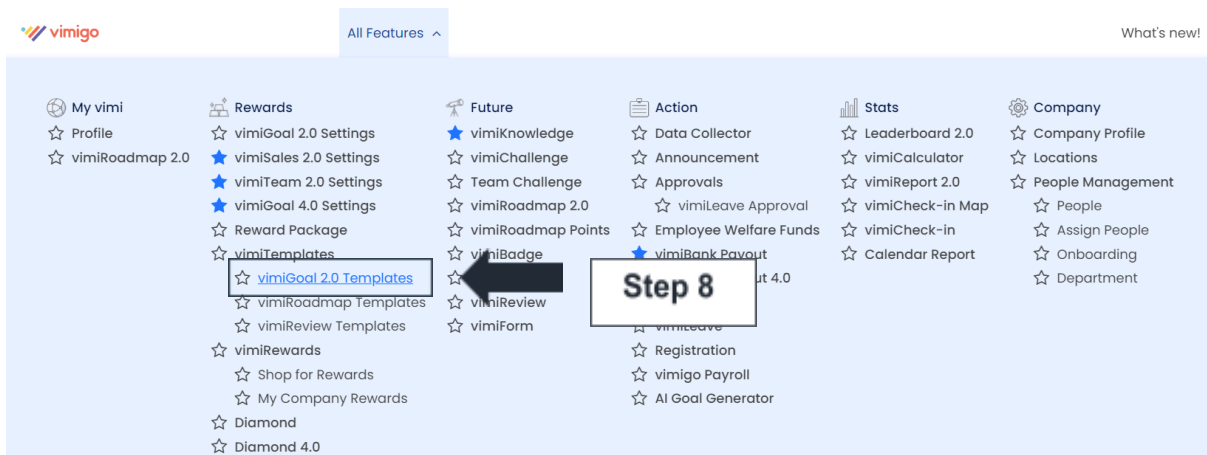
admin.vimigoapp.com says

Successfully created vimiGoal Template

OK

Step 7 ←

## Step 8: Go All Features vimiGoal 2.0 Templates



## Step 9: vimiGoal 2.0 Template Lastly, the newly created template is on the 1<sup>st</sup> row.

