

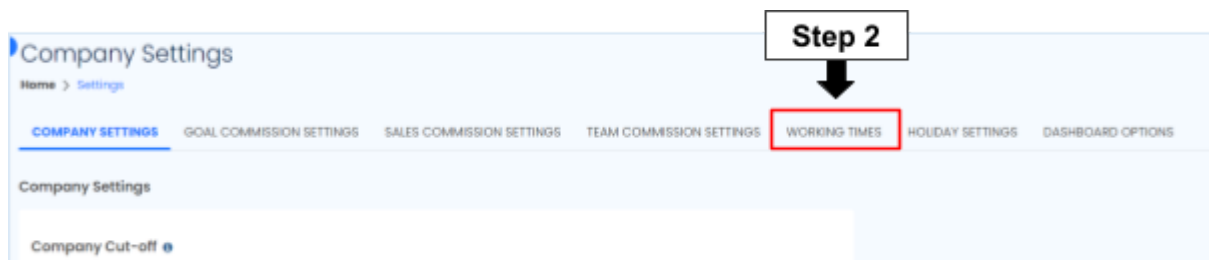


## How to set company department working times?

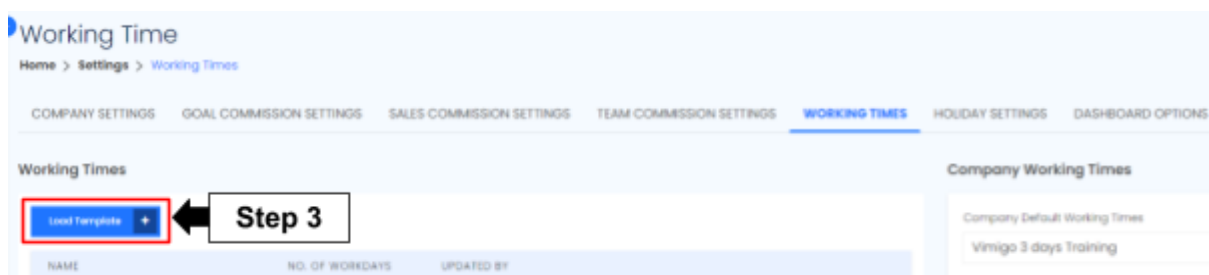
Step 1: Click **Side Menu Icon**  at the upper left, then click on **Setting Icon**  at the bottom left of the side menu bar. Next, click on **Company Settings**.



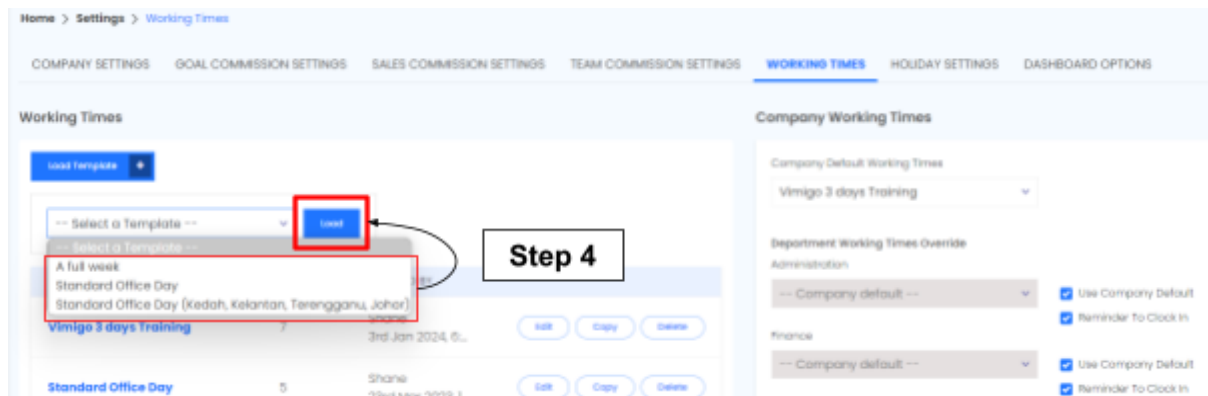
Step 2: Click on **WORKING TIMES**.



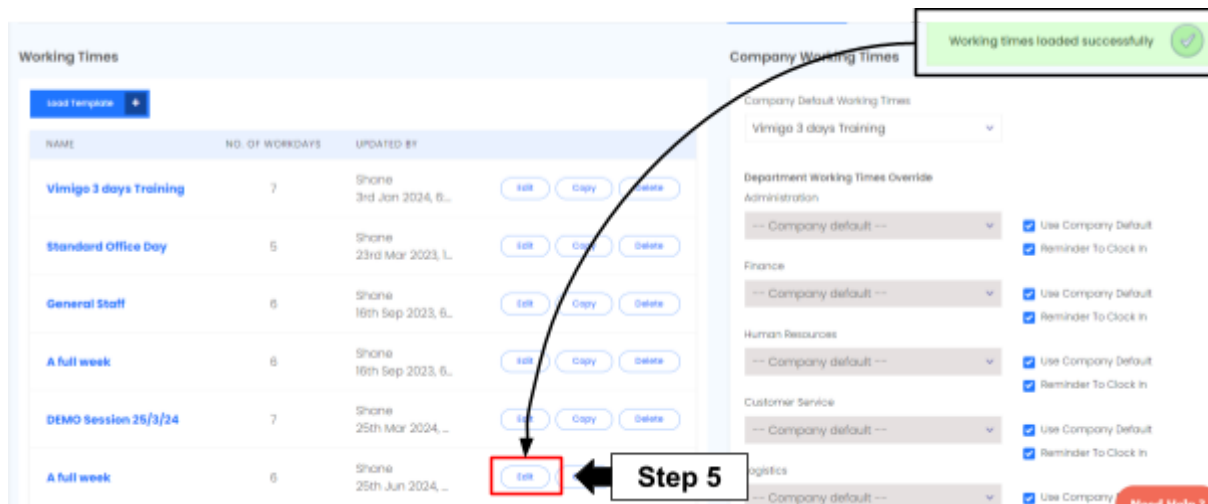
Step 3: Click on **Load Template**.



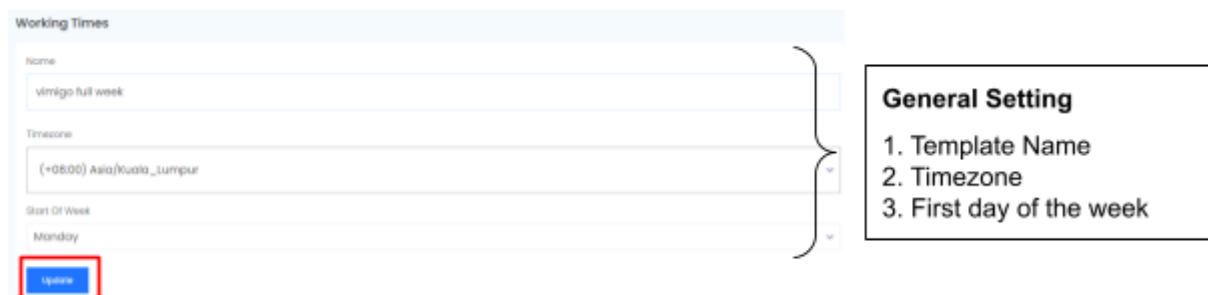
Step 4: Select a template and click **Load**.



Step 5: Click **Edit** the previous created template.



Step 6: Edit the general setting of the template and click **Update**.



Step 7: Edit the working day and working hours for each day and click **Update**.

Workday List

WEEKDAY	FROM	TO	
Monday	08:00	17:00	Remove
Tuesday	08:00	17:00	Remove
Wednesday	08:00	17:00	Remove
Thursday	08:00	17:00	Remove
Friday	08:00	17:00	Remove
Saturday	08:00	17:00	Remove
Sunday	09:00	18:00	Remove
Monday	Eg. 09:00	Eg. 18:00	

**Update**

**Workday List**  
Edit the working time each day. Can remove the work day if needed.

Step 8: Scroll up to the top and click **WORKING TIMES**.

Working Time

Home > Settings > Working Times > Edit

COMPANY SETTINGS GOAL COMMISSION SETTINGS SALES COMMISSION SETTINGS TEAM COMMISSION SETTINGS **WORKING TIMES** HOLIDAY SETTINGS DASHBOARD OPTIONS

Working Times

Name  
vimigo full week

Timezone  
(+08:00) Asia/Kuala\_Lumpur

Step 9: Under **Company Working Times**, select the previous edited template.

Working Time

Home > Settings > Working Times

COMPANY SETTINGS GOAL COMMISSION SETTINGS SALES COMMISSION SETTINGS TEAM COMMISSION SETTINGS **WORKING TIMES** HOLIDAY SETTINGS DASHBOARD OPTIONS

Working Times

Use Template

NAME	NO. OF WORKDAYS	UPDATED BY	
Vimigo 3 days Training	7	Shane 3rd Jan 2024, 6:23 pm	Edit Copy Delete
Standard Office Day	5	Shane 23rd Mar 2023, 9:40 p.	Edit Copy Delete

Company Working Times

Company Default Working Times

- Vimigo 3 days Training
- Select Default Workday
- Vimigo 3 days Training
- Standard Office Day
- General Staff
- A full week
- DEMO Session 25/3/24
- vimigo full week**

Use Company Default  
 Reminder To Clock In

Step 10: **Untick** the **Use Company Defaults** for the department that you wish to apply for a different working times template.  After all is done, scroll down to the bottom and click **Update**.

**Company Working Times**

Company Default Working Times  
vimigo full week

Department Working Times Override

Administration  
General Staff  Use Company Default  
 Reminder To Clock In

Finance  
-- Company default --  Use Company Default  
 Reminder To Clock In

Human Resources  
Standard Office Day  Use Company Default  
 Reminder To Clock In

Customer Service  
-- Company default --  Use Company Default  
 Reminder To Clock In

Logistics  
-- Company default --  Use Company Default  
 Reminder To Clock In

**Update**

Company working times successfully updated