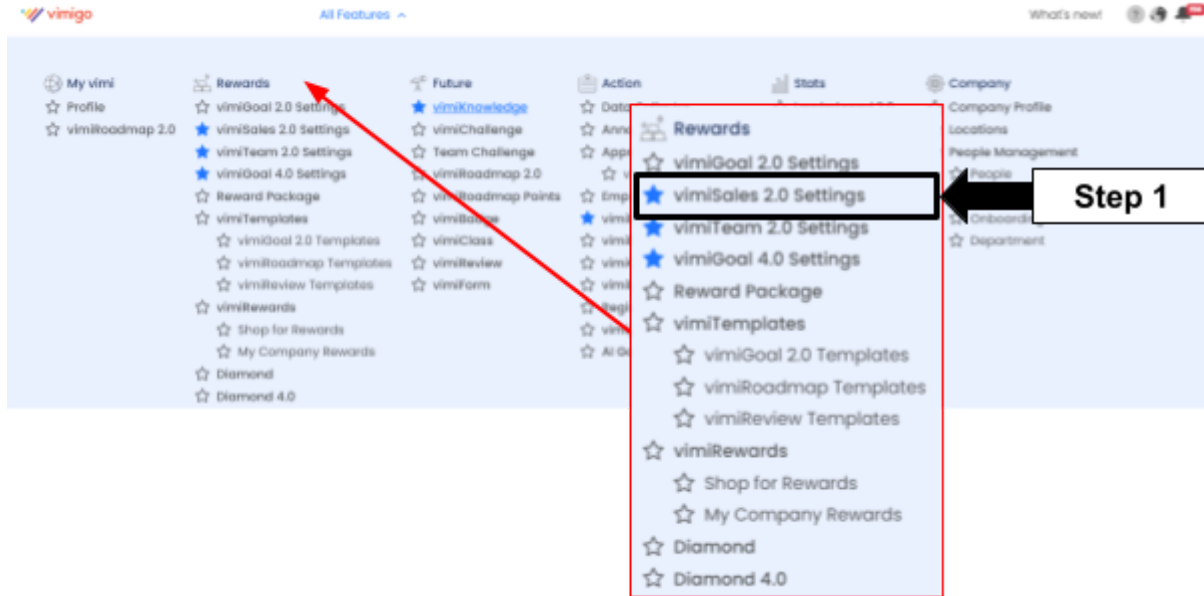
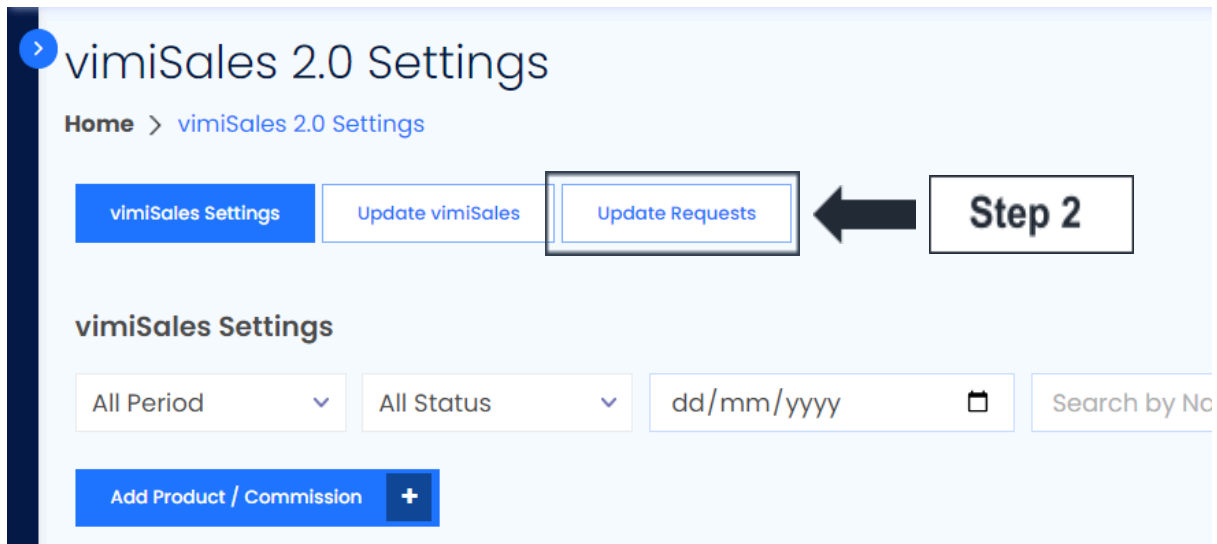


# How to take action on the vimiSales Update Requests?

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



Step 2: Under **vimiSales 2.0 Settings**, click **Update Requests**



### Step 3:

Step 3.1: You may click on either of the buttons to view the requests.

- I. **Pending:** Requests that have not been reviewed.
- II. **Approved:** Requests that have been approved.
- III. **Rejected:** Requests that have been rejected.
- IV. **Canceled:** Requests that have been canceled.

Step 3.2: You may **Update Bulk** for multiple requests at the same time.

Step 3.3: You may check on the **Remark** to view the appendices.

Step 3.4: You may make a decision on the Action section.

✓: Approved; ✗: Rejected; 🗑️ : Delete.

The screenshot shows the 'vimiSales 2.0 Update Requests' page. At the top, there are navigation links: 'vimiSales settings', 'Update vimiSales', and 'Update Requests'. Below this, the page title is 'vimiSales Update Requests' and there are filters for 'All (7)', 'Pending (3)', 'Approved (3)', 'Rejected (0)', and 'Cancelled (0)'. A 'Full Update' button is present. The table below has columns: APPLIED ON, SUBMITTED BY, SUBMITTED AMOUNT, TRANSACTION AMOUNT, TARGET TYPE, TYPE, COMMISSION, PERIOD, REMARK, STATUS, ACTION DATE, ACTION BY, and ACTION. Two rows are visible. The first row is for 'Tea' with a status of 'Approved' and an action button containing a checkmark, an X, and a trash icon. The second row is for 'Tea' with a status of 'Pending' and an action button containing a checkmark, an X, and a trash icon. Annotations with arrows point to the 'Pending (3)' filter (Step 3.1), the 'Full Update' button (Step 3.2), the 'Remark' column for the second row (Step 3.3), and the action button for the second row (Step 3.4).

APPLIED ON	SUBMITTED BY	SUBMITTED AMOUNT	TRANSACTION AMOUNT	TARGET TYPE	TYPE	COMMISSION	PERIOD	REMARK	STATUS	ACTION DATE	ACTION BY	ACTION
2024-03-30 20:03:50	Tea V058 - Table 02	150,000.00	+150,000.00	\$	New total	Recurring Sales	Monthly (01 Apr 2024 - 30 Apr 2024)		Approved	-	-	✓ ✗ 🗑️
2024-03-30 09:56:47	Tea V058 - Table 02	50,000.00	+50,000.00	\$	New total	Online Sales	Monthly (01 Mar 2024 - 31 Mar 2024)		Pending	-	-	✓ ✗ 🗑️