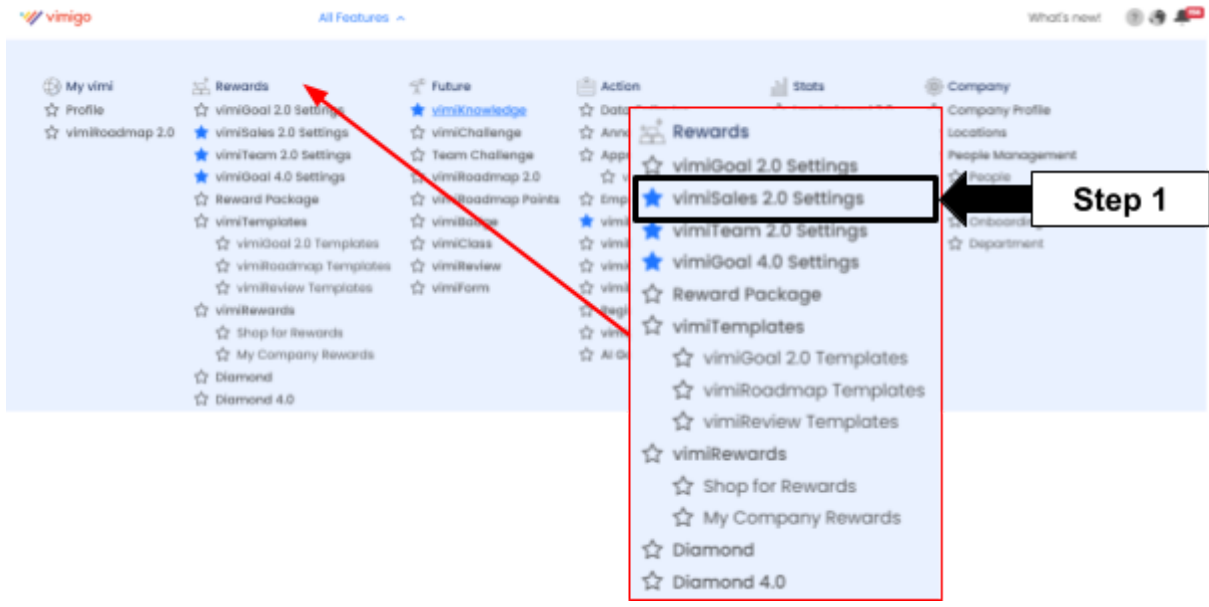
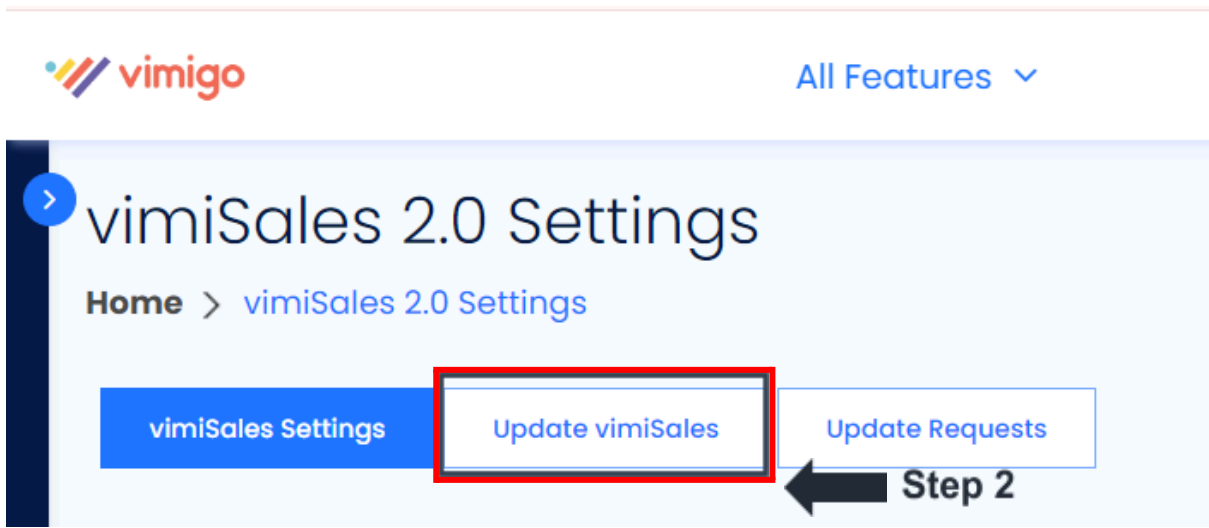


How to update vimiSales 2.0 amount?

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: **vimiSales 2.0 Settings** **Update vimiSales**



Step 3: **Update vimiSales** page Click on the on the row of the employee that you want to update Type out the sales on the **Update Sales** Column

Update vimiSales

Sales Department

<input type="checkbox"/>	UPDATE SALES AMOUNT	UPDATE COLLECTION AMOUNT	TARGET TYPE	EMPLOYEE
<input checked="" type="checkbox"/>	<input type="text" value="4000"/>	<input type="text"/>	\$	Admin 08 Sales Department

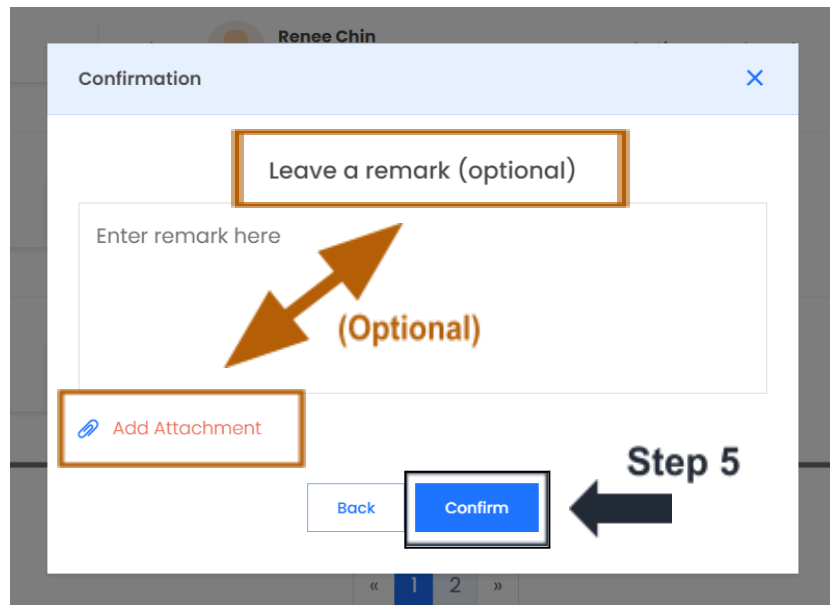
Step 3 (Arrow pointing to the 'UPDATE COLLECTION AMOUNT' column)

Step 4: **Update vimiSales** page Click on the **Update Sales** button that located on the bottom left of the page.

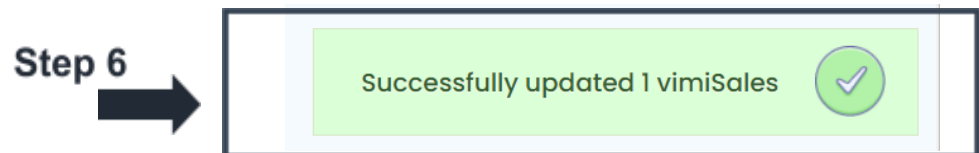
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$

Step 4 (Arrow pointing to the 'Update Sales' button)

Step 5: You may **leave any remark** or **add attachment** for each of the employees.
(Optional) Click on the **Confirm** to move to next page.

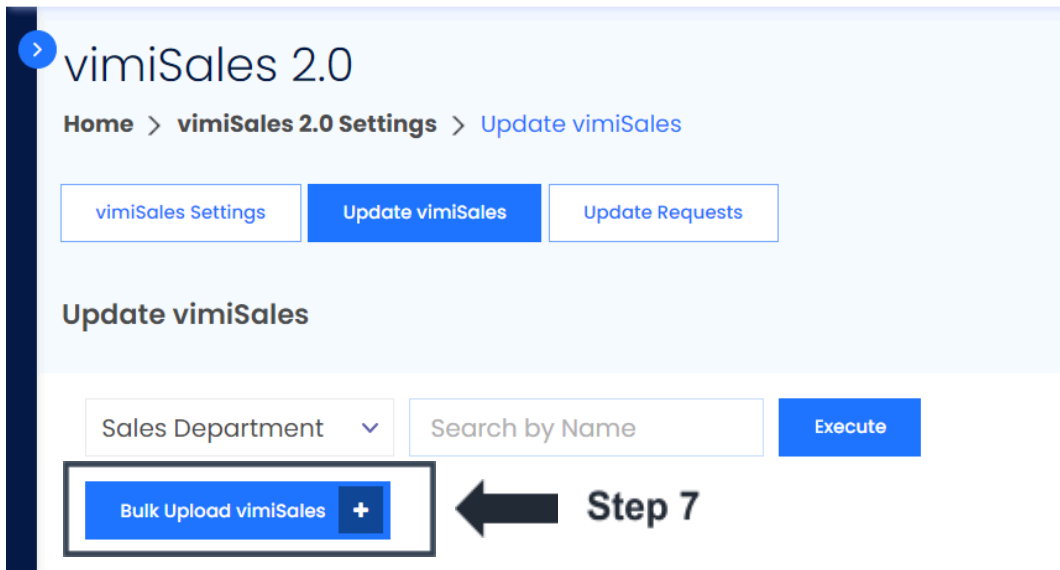


Step 6: **Update Sales** A message stated '**Successfully updated 1 vimiSales**' will appear on the upper right side of the page. You can see the **sales** are updated and the total **REWARD AMOUNT (MYR)** that the employee will get.

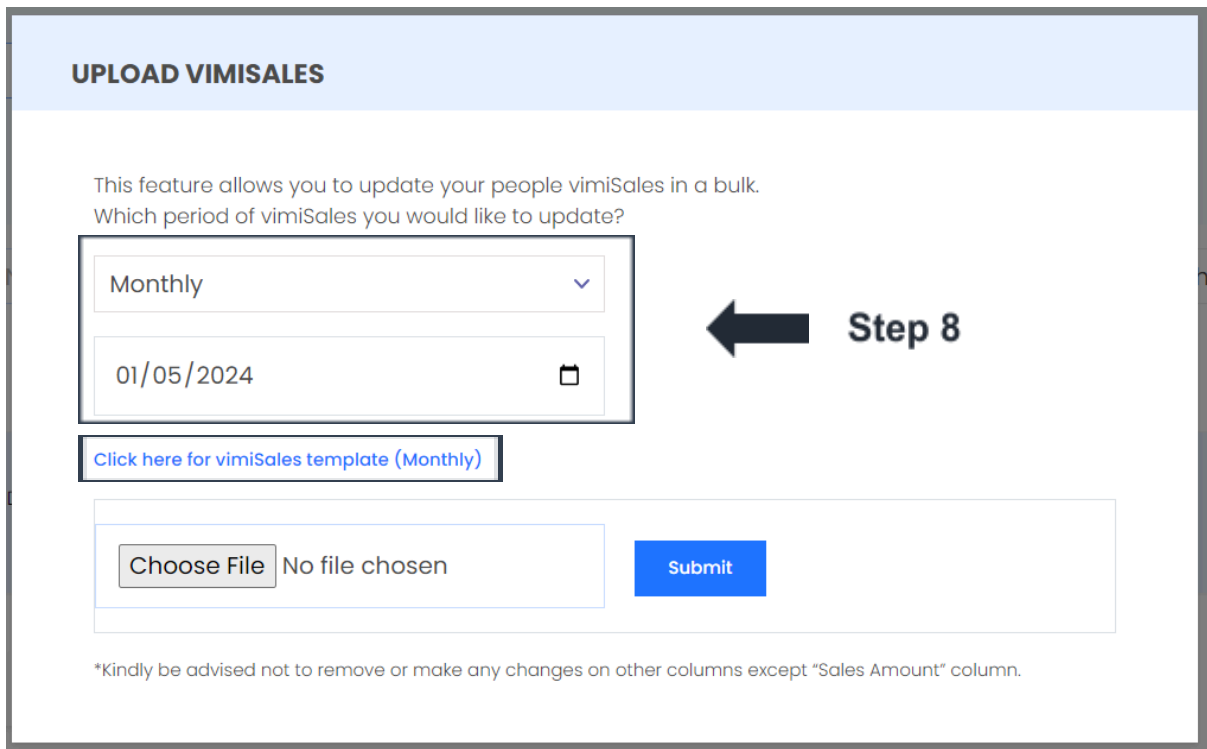


<input type="checkbox"/>	UPDATE SALES AMOUNT	UPDATE COLLECTION AMOUNT	TARGET TYPE	EMPLOYEE	STATUS	CURRENT MISSION	REWARD AMOUNT (RM / ₪)	COMMISSION	REMARK
<input type="checkbox"/>	4000.00		\$	Admin 08 Sales Department	Active	Below M1	20.00		Project: Get 30 Extra Sales from event!

Step 7: Click the **Bulk Update vimiSales** button to update the entire list of the employees



Step 8: Set the **Period** (Eg: Monthly or Quarterly) and **Date**. Click for the '**Click here for vimiSales template (Monthly)**



Step 9: An Excel file will be downloaded Open the **Downloaded Excel File**

Step 9.1: Enter the sales for the employees that you want to update at the **SALES_AMOUNT** column.

Step 9.2: **Please be AWARE!!! Do not change** any information other than the **SALES_AMOUNT** column.

CODE	vimiTeam	NAME	EMAIL	DEPARTMENT	COMMISSION	PERIOD	SALES_AMOUNT
rP7BD63o	-	Admin 08	adevtrial+vadmin@	Sales Department	Project: Get 30 Extra Sales fr	Monthly (01 May 24 - 31 May 24	4000
zW5olaPO	-	Admin 08	adevtrial+vadmin@	Sales Department	Nova Sales Commission	Monthly (01 May 24 - 31 May 24	
VWBw6b34	-	Admin 08	adevtrial+vadmin@	Sales Department	Dissy Sales Team Personal Co	Monthly (01 May 24 - 31 May 24	
QWN5oVjV	-	Shane	shane3.0@gmail.c	Sales Department	Sun Lun KK Mazda branch (CX	Monthly (01 May 24 - 31 May 24	
VWBw6b34	-	Shane	shane3.0@gmail.c	Sales Department	Dissy Sales Team Personal Co	Monthly (01 May 24 - 31 May 24	
bPQoyBWE	-	Shane	shane3.0@gmail.c	Sales Department	Personal Sales (Velocity Junio	Monthly (01 May 24 - 31 May 24	
djdj1ejK	-	Shane	shane3.0@gmail.c	Sales Department	Collection Sales (Q1)2024	Monthly (01 May 24 - 31 May 24	
zW5olaPO	-	Shane	shane3.0@gmail.c	Sales Department	Nova Sales Commission	Monthly (01 May 24 - 31 May 24	
z3aJOkPb	-	Shane	shane3.0@gmail.c	Sales Department	Collection Sales (Q1)2024 - C	Monthly (01 May 24 - 31 May 24	
rP7BD63o	-	Shane	shane3.0@gmail.c	Sales Department	Project: Get 30 Extra Sales fr	Monthly (01 May 24 - 31 May 24	1000000
VWXzDvP1	-	Shane	shane3.0@gmail.c	Sales Department	MBL	Monthly (01 May 24 - 31 May 24	
zW5olaPO	-	Ang Chen Earn	adevtrial+vimi186	Sales Department	Nova Sales Commission	Monthly (01 May 24 - 31 May 24	

↑
Step 9.2

↑
Step 9.1

Step 10: **Save the edited Excel File** **UPLOAD VIMISALES** Click **'Choose File'** and choose for the edited Excel File and **UPLOAD** **Submit**

UPLOAD VIMISALES

This feature allows you to update your people vimiSales in a bulk.
Which period of vimiSales you would like to update?

Monthly

01/05/2024

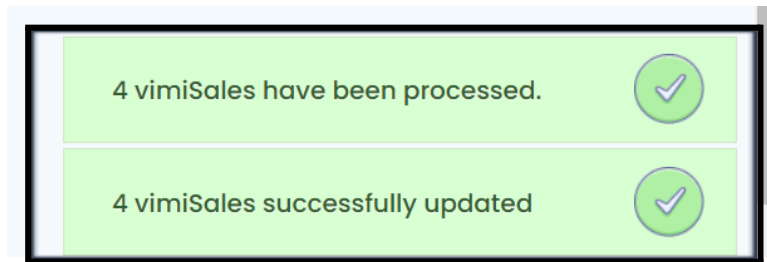
[Click here for vimiSales template \(Monthly\)](#)

2024-05-01...Template.xls

*Kindly be advised not to remove or make any changes on other columns except "Sales Amount" column.

↓ **Step 10**

Step 11: Updated messages will appear on the **upper right side of the vimiSales 2.0** page to show the updated status **vimiSales** amount is **successfully updated**.



←
Step 11