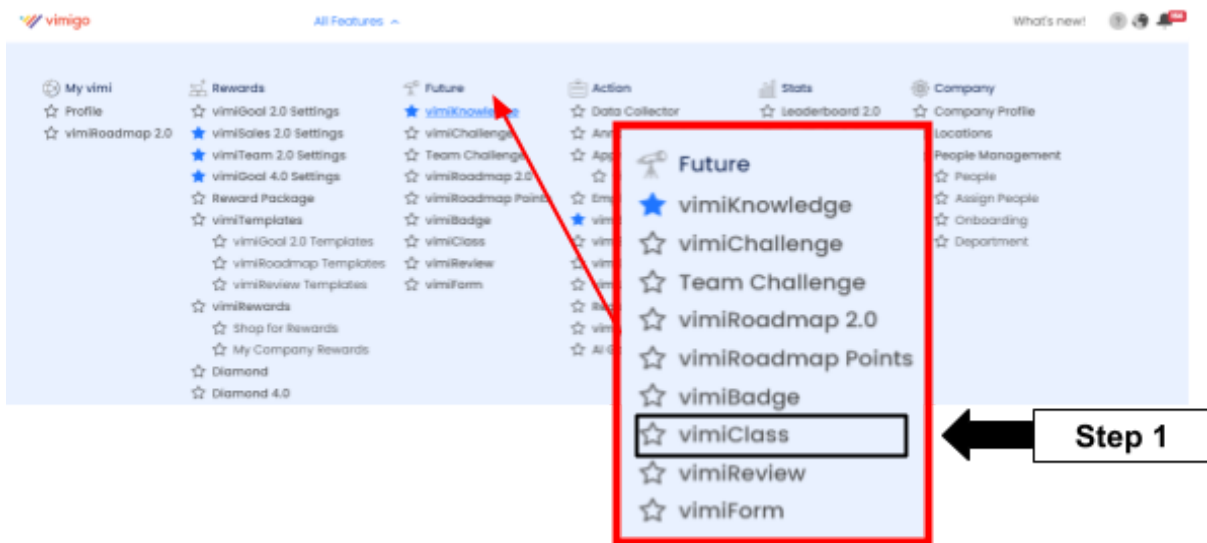# What is vimiClass?

- used to categorize employees.
- allows to automatically assign vimiClass Medal to employees periodically.

How to set vimiClass?

Step 1: Head over to **All Features** Tab at the top of the website ◻ Under **Future** list, click on **vimiClass.**

Step 2: **Setting** Page. Click **Yes** to enable vimiClass.

Step 3: Month to cycle, **click the box to select how many months** to award your employee. This allows you to automatically assign vimiClass Medal to employees periodically.

Step 4: Set your medal **name**.

Step 5: Set the **percentage for each vimiGoal required** to achieve. This allows you to set the minimum percentage of vimiGoals that need to be completed to achieve medal Class A, B, and C.

e.g. James who completed 91% of vimiGoals will achieve medal class A because medal class A will be awarded to employees who completed 90% and onwards of vimiGoal.

Step 6: Fill in the medal description. You can **enter the benefits or rewards** for each class and also **requirements of the relevant medals** here.

e.g. Employee who achieves medal class A is eligible to get 10 days of additional annual leave.

Step 7: Click on **Save Changes**. ☐ **Successful**