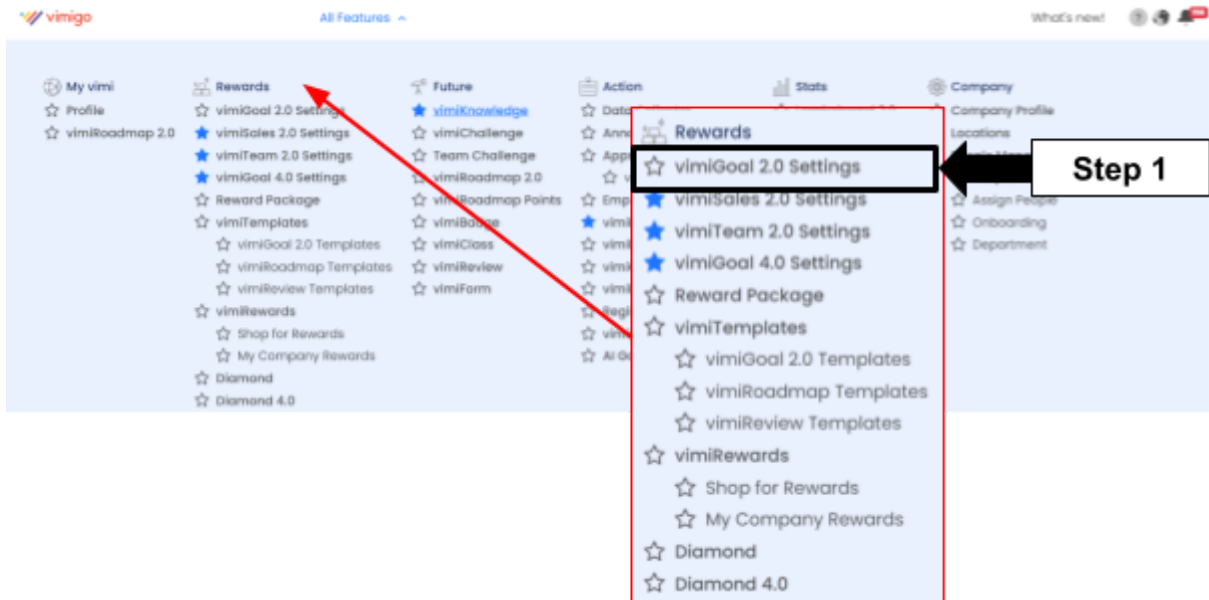
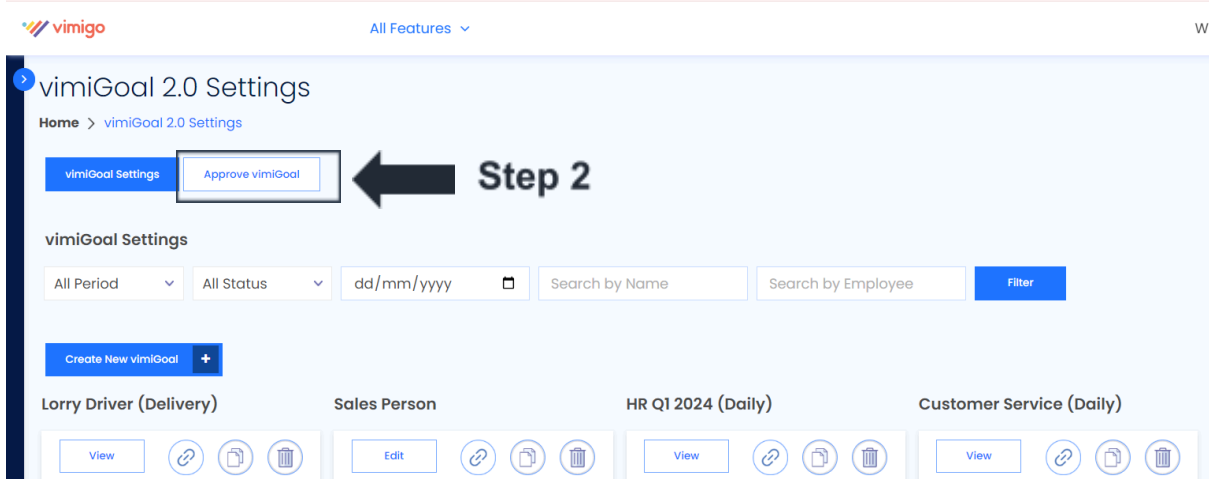


How to approve your staffs' vimiGoal (Multiple)

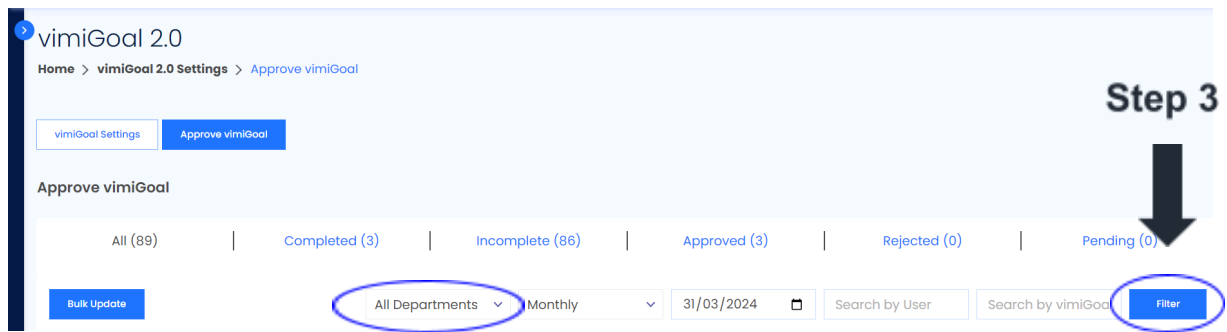
Step 1: Head over to **All Feature** Tab at the top of the website Under **Rewards** list, click on **vimiGoal 2.0 Settings**



Step 2: **vimiGoal 2.0 Settings** page Click **Approve vimiGoal**



Step 3: Select **All Departments** (Optional) to specify department **Filter**



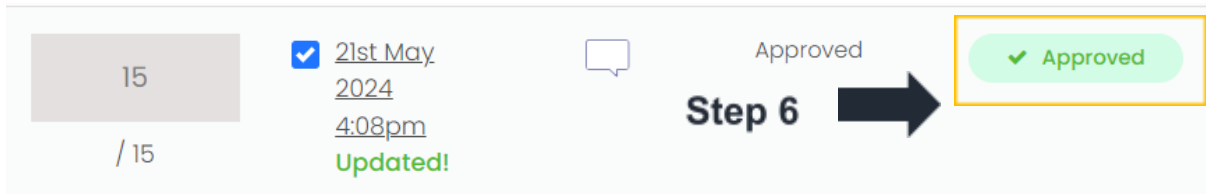
Step 4: Find the employee that you want to approve **Click on the box** of the specific goal that is completed by the employee on the **Complete** column **'Updated'** will appear with specific time frame.

VIMIGOAL SET	GOAL	PERIOD	POINTS	COMPLETE	REMARKS
Demo Amos Kang (GEO) vimiGo 3.0					
SALES	Sales Goal	Monthly (1 Apr 24 - 30 Apr 24)	50	<input checked="" type="checkbox"/>	21st May, 2024 4:01pm Updated!
SALES	Customer Feedback	Monthly (1 Apr 24 - 30 Apr 24)	50	<input type="checkbox"/>	

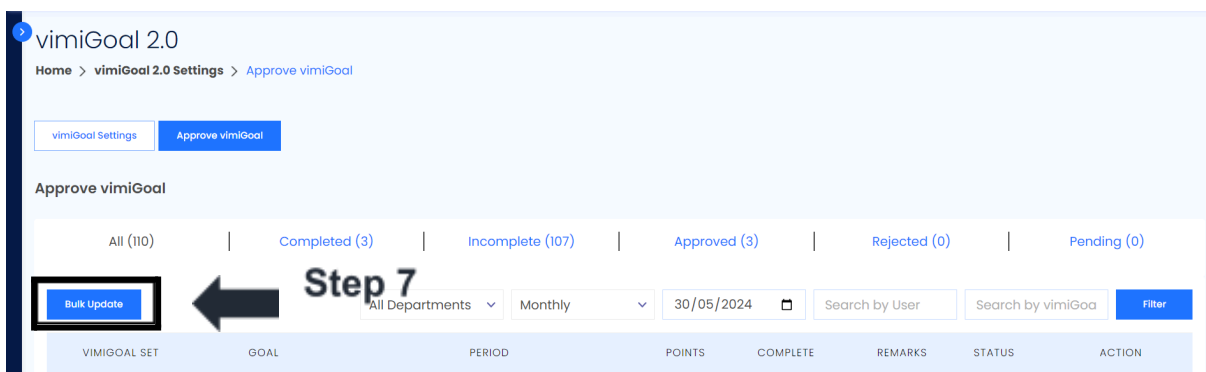
Step 5: Another situation, If the employee has not fully achieved the goal, employer can choose either **Mark Approve** or **Mark Reject** if the goal is not completed.

POINTS	COMPLETE	REMARKS	STATUS	ACTION
20 / 35	<input type="checkbox"/> Updated!		In Progress	History <input checked="" type="button" value="Mark Approve"/> <input checked="" type="button" value="Mark Reject"/>

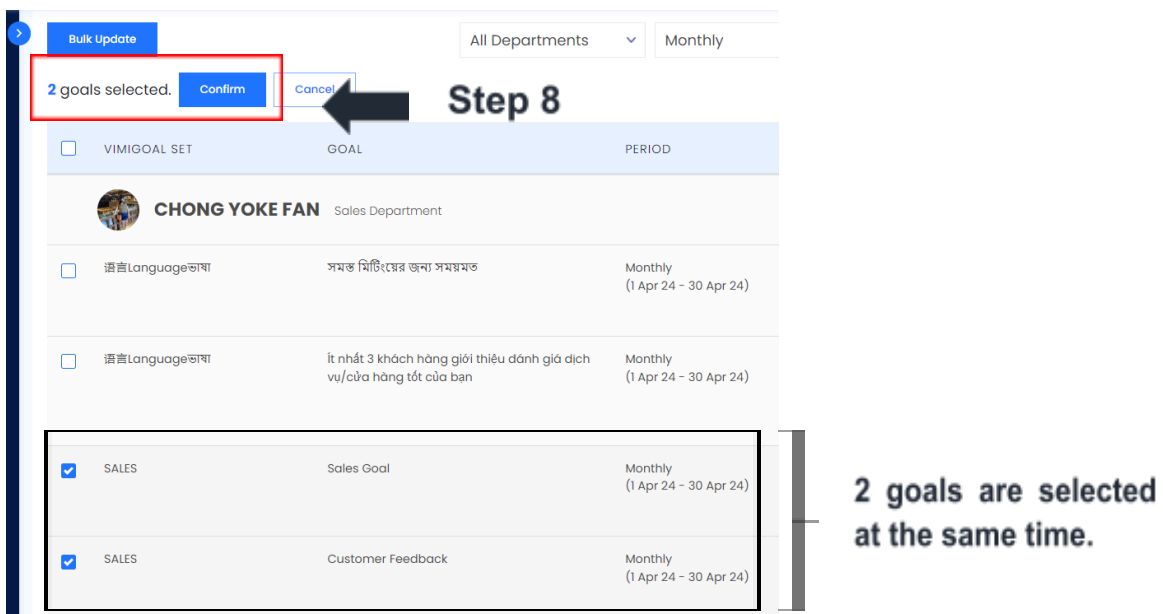
Step 6: 'Approved' will be **stated** on the action column after you mark approval.



Step 7: You also can approve **multiple goals** at the same time by clicking **Bulk Update**.



Step 8: Select the multiple goals of the specific employees Click **Confirm**



Step 9: After click **Confirm** Tick on the **Complete** box **Mark Approve** **Apply to 2 vimiGoal items**



Step 10: Messages will appear on the upper right side The selected 2 goals will be ticked on the **Complete** column and **Approved**

