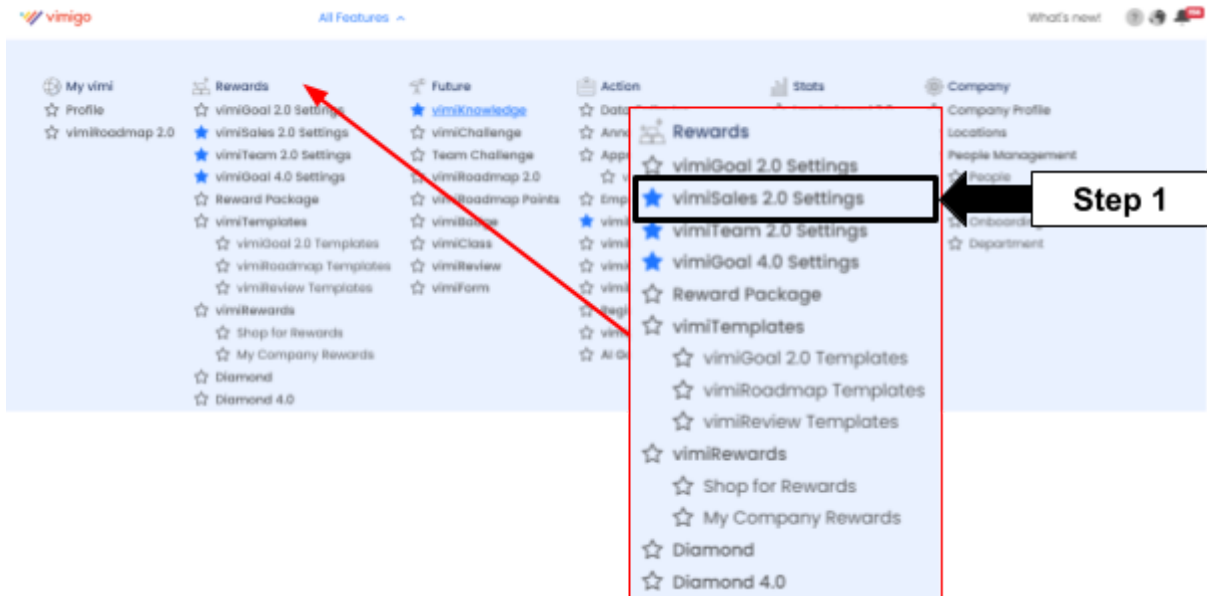
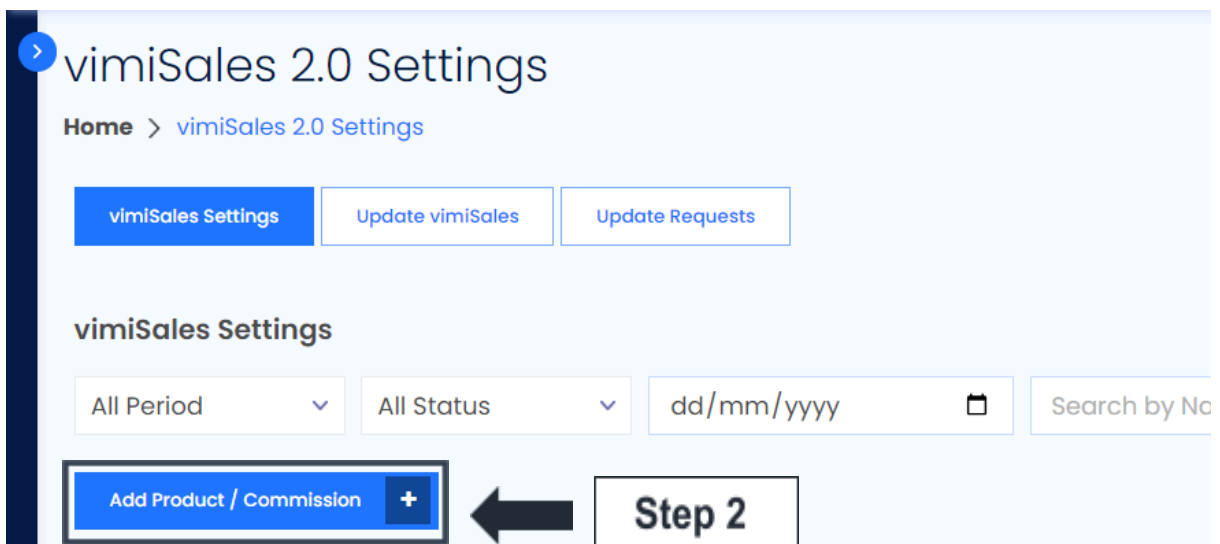


## How to create vimiSales 2.0 settings

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



Step 2: Under **vimiSales 2.0 Settings**, click **Product / Commission**



### Step 3: Settings for vimiSales

Step 3.1: Create a name for the **vimiSales**.

Step 3.2: Select a **Formula** of the commission method.

Step 3.3: Enter the **Start Date** and **End Date** (Eg: Start with the 1<sup>st</sup> day of the month).

Step 3.4: Setting the **Period** and **Repetition**. Repetition can be defined as how many times you want the goal to be repeated.

Step 3.5: Select a **Target Type** (MYR, QTY, DAY).

> MYR = Malaysia Ringgit (Monetary value). QTY = Quantity. DAY = Number of days

Step 3.6: Select a **Reward Type** [ %, MYR, Multiply (x MYR) ]

Step 3.7: Select a **Method Type**. Choose either **Update Total** or **Update Accumulative**.

**\*\*Update Total:** the new amount will overwrite the current sales amount. (Example: I updated RM 1,000 in sales in the morning. Later in the afternoon, I updated RM 2,500 in sales again. On my 'current sales achievement,' it will show RM 2,500 as this is the latest sales update.)

**Update Accumulative:** the new amount will keep adding to the current sales amount. (Example: I updated RM 10,000 in sales in the morning. Later in the afternoon, I updated RM 2,500 in sales again. On my 'current sales achievement,' it will show RM 12,500.)

Step 3.8: Select a **Required Approval**. Choose either **company default**, **department default** or **custom**.

The image shows a screenshot of a 'New Commission' form with various fields and annotations for steps 3.1 through 3.8. The form is titled 'New Commission' and has a red 'X' in the top right corner. The fields and their values are as follows:

- Step 3.1 (Name):** 'New Commission' (indicated by a left-pointing arrow)
- Step 3.2:** 'Formula' dropdown set to 'vimigo Commission' (indicated by a left-pointing arrow)
- Step 3.3:** 'Start Date' (01/04/2024) and 'End Date' (30/06/2024) (indicated by a downward-pointing arrow)
- Step 3.4:** 'Period' dropdown set to 'Quarterly' and 'Repetition' input set to '1' (indicated by a left-pointing arrow)
- Step 3.5:** 'Target Type' dropdown set to 'DAY' (indicated by a left-pointing arrow)
- Step 3.6:** 'Reward Type' dropdown set to '\$' (indicated by a left-pointing arrow)
- Step 3.7:** 'Method Type' dropdown set to 'Update Accumulative' (indicated by a left-pointing arrow)
- Step 3.8:** 'Require Approval' dropdown set to 'Company Default' (indicated by a left-pointing arrow)

Additional form elements include checkboxes for 'Manual Closing', 'Apply Holidays & Off days', and 'Has Sales Collection'.

#### Step 4: Set for **No. of Mission(s) Enabled**

Step 4.1: Set a **LABEL** name for each level if needed

Step 4.2: Set the vimiSales **TARGET (MYR)**. (Eg: RM10000 for M1 & RM20000 for M2)

Step 4.3: Enter the **REWARD (%)**. (Eg: 0.8% for M1 & 1.0% for M2)

#### No. of Mission(s) Enabled

M1	M2	M3	M4	M5
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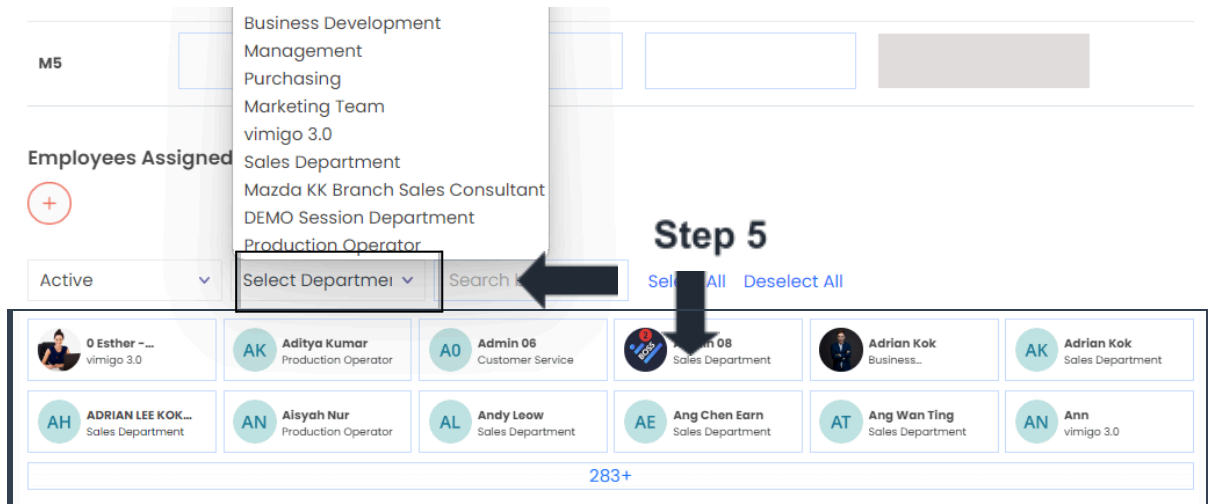
MISSION	LABEL	TARGET ( DAY )	SALES REWARD ( \$ )
Below M1	<input type="text"/>		<input type="text"/>
M1	<input type="text"/>	<input type="text"/>	<input type="text"/>
M2	<input type="text"/>	<input type="text"/>	<input type="text"/>
M3	<input type="text"/>	<input type="text"/>	<input type="text"/>
M4	<input type="text"/>	<input type="text"/>	<input type="text"/>
M5	<input type="text"/>	<input type="text"/>	<input type="text"/>

↑  
Step 4.1

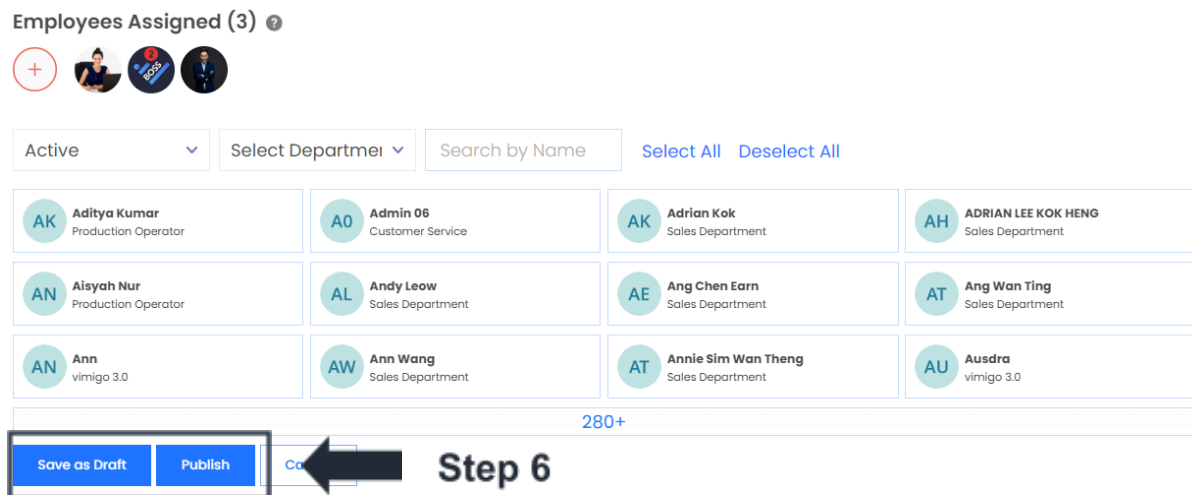
↑  
Step 4.2

↑  
Step 4.3

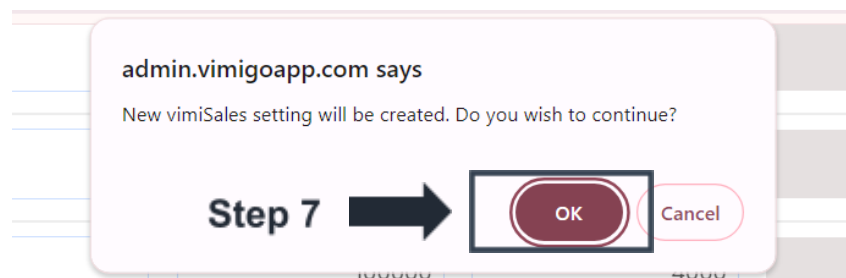
Step 5: **Employees Assigned**  **Select Department** (Eg: Sales)  **Select Employees**



Step 6: Click **Save as Draft** if the vimiSales is not ready/ Click **Publish** button when the vimiSales is ready to publish.



Step 7: **Publish** button  A message stated '**New vimiSales setting will be created. Do you wish to continue?**' will appear on the top  Click '**OK**'



Step 8: A message stating 'vimiSales is creating now' will appear on the upper right side of the page. The newly created vimiSales will be shown

### New Commission

New Commission Edit

Start Date: 2024-04-01 | Period: Quarterly | End Date: 2024-06-30

Sales Collection

Mission/Label	Target(Day)	Reward(RM)
0		0.00
M1	50000	2,000.00
M2	100000	4,000.00
M3	150000	6,000.00

Assigned Employees

Active

vimiSales is creating now.

