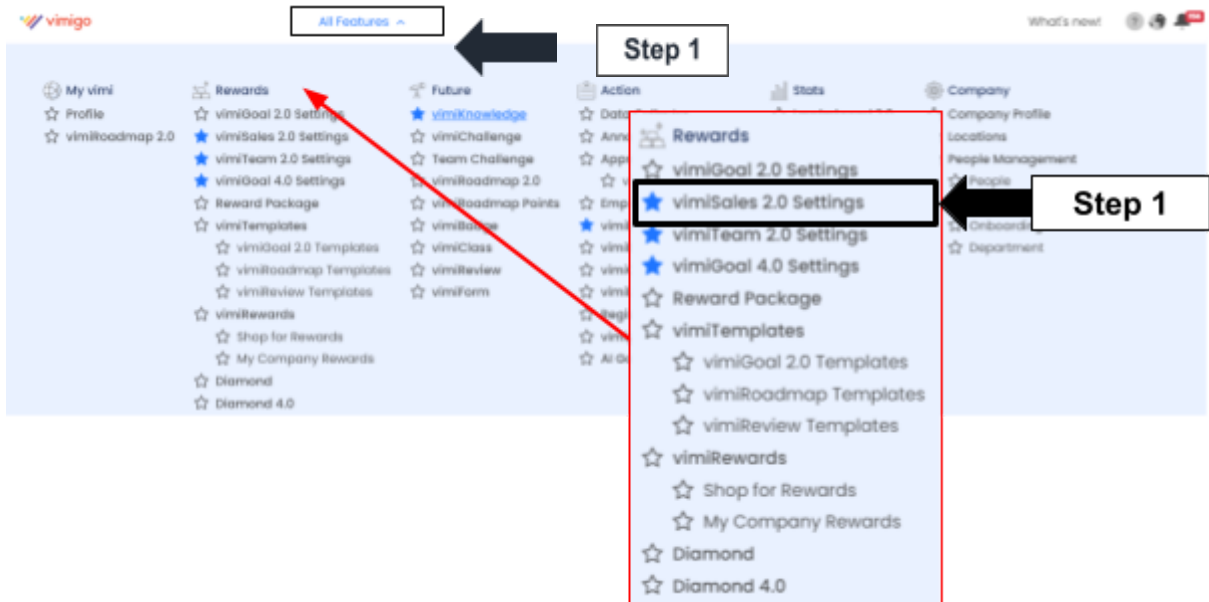
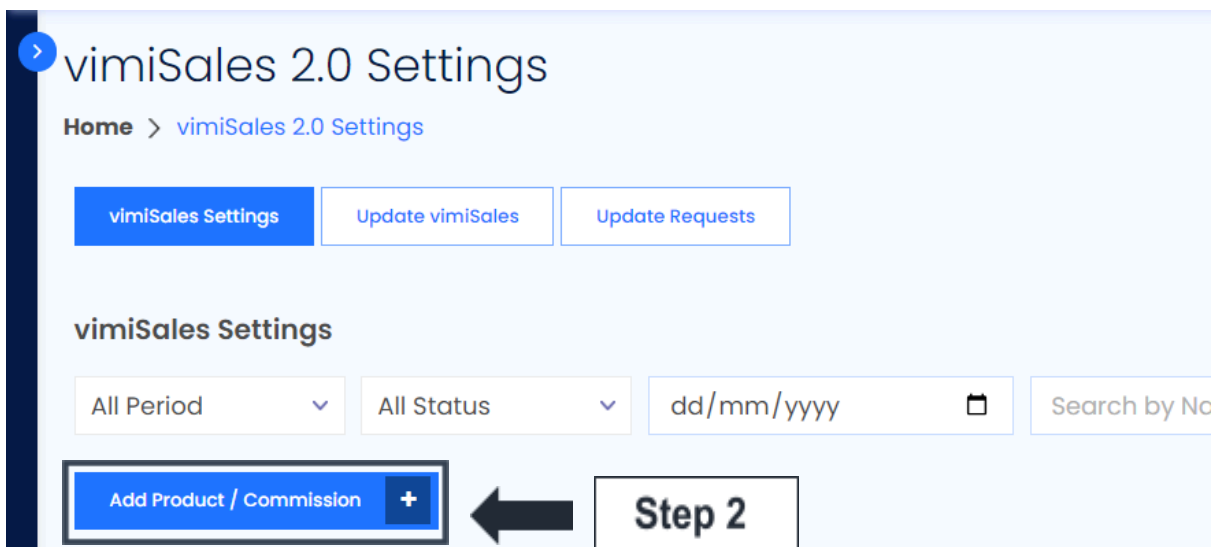


How to create vimiSales settings with Multiply

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 for multiply.

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 1st 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)**. For multiply case, normally (**QTY = quantity**) will be chosen for Target Type

Step 3.6: Select a **Reward Type**. Choose [**Multiply (x MYR)**] as the Reward Type for this case.

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 configuration form for vimiSales. The form is titled "Multiply Example" and has a close button (X) in the top right corner. The form is divided into several sections, each with a callout arrow pointing to a specific step:

- Step 3.1 (Name):** Points to the "Multiply Example" title field.
- Step 3.2:** Points to the "Formula" dropdown menu, which is set to "Traditional Commission".
- Step 3.3:** Points to the "Start Date" and "End Date" fields, which are set to "01/01/2024" and "31/12/2024" respectively.
- Step 3.4:** Points to the "Period" dropdown menu, which is set to "Monthly", and the "Repetition" input field, which is set to "12".
- Step 3.5:** Points to the "Target Type" dropdown menu, which is set to "QTY".
- Step 3.6:** Points to the "Reward Type" dropdown menu, which is set to "Multiply (x \$)".
- Step 3.7:** Points to the "Method Type" dropdown menu, which is set to "Update Total".
- Step 3.8:** Points to the "Require Approval" dropdown menu, which is set to "Company Default".

At the bottom of the form, there are three checkboxes: "Manual Closing" (unchecked), "Apply Holidays & Off days" (unchecked), and "Has Sales Collection" (unchecked).

Step 4: Set the details of vimiSales

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

Step 4.2: Set the vimiSales **TARGET (QTY)**. (Eg: 10 for M1 & 20 for M2)

Step 4.3: Enter the **REWARD (MULTIPLY (x MYR))**. (50 for M1 & 100 for M2)

*** The calculation for the **REWARD** of **M1** = **TARGET (QTY)** x **REWARD**

$$= 10 \times \text{RM}50$$

$$= \text{RM}500$$

No. of Mission(s) Enabled



MISSION	LABEL	TARGET (QTY)	SALES REWARD (MULTIPLY (x \$))
Below M1	<input type="text"/>		0
M1	<input type="text"/>	10	50
M2	<input type="text"/>	20	100
M3	<input type="text"/>	30	150
M4	<input type="text"/>	40	200
M5	<input type="text"/>	50	250

↑
Step 4.1

↑
Step 4.2

↑
Step 4.3

Step 5: **Employees Assigned** **Select Department** (Eg: Sales) **Select Employees**. You can simply **select** or **deselect** employees by clicking their images.

Select Employees ↓

Step 5: Deselect Employees ←

Employees Assigned (3) ?

+ [vimiSales] AH AT

Active | Sales Departmen | Search by Name | Select All | Deselect All

AK Adrian Kok Sales Department	AL Andy Leow Sales Department	AE Ang Chen Earn Sales Department	AT Ang Wan Ting Sales Department
AW Ann Wang Sales Department	BS Bay Teong Sitt Sales Department	BK BEH HEE KIANG Sales Department	BT Benji Teoh Sales Department
BK BENNY KUNG Sales Department	BH Bernard heng Sales Department	BH Boon Hui Sales Department	CL C HLO Sales Department

207+

Save as Draft | Publish | Cancel

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

Employees Assigned (3) ?

+ [vimiSales] AH AT

Active | Sales Departmen | Search by Name | Select All | Deselect All

AK Adrian Kok Sales Department	AL Andy Leow Sales Department	AE Ang Chen Earn Sales Department	AT Ang Wan Ting Sales Department
AW Ann Wang Sales Department	BS Bay Teong Sitt Sales Department	BK BEH HEE KIANG Sales Department	BT Benji Teoh Sales Department
BK BENNY KUNG Sales Department	BH Bernard heng Sales Department	BH Boon Hui Sales Department	CL C HLO Sales Department

207+

Save as Draft | Publish | Cancel

Step 6 ←

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**'.

M1			
M2			
M3			

admin.vimigoapp.com says

New vimiSales setting will be created. Do you wish to continue?

Step 7 →

Step 8: A messages stated '**vimiSales is creating now**' will appear on the upper right side of the page.

Step 8



Step 9: Finally, the newly created **vimiSales** will be shown on the **vimiSales 2.0 Settings** page.

vimiSales Settings

All Period



All Status

Add Product / Commission



Multiply Example

Edit



Start Date Period End Date
2024-01-01 Monthly 2024-12-31

Sales Collection
x

Mission/Label	Target(QTY)	Reward(x RM)
Below M1		0.00
M1	10	50.00
M2	20	100.00
M3	30	150.00
M4	40	200.00
M5	50	250.00

Assigned Employees



Active



Step 9