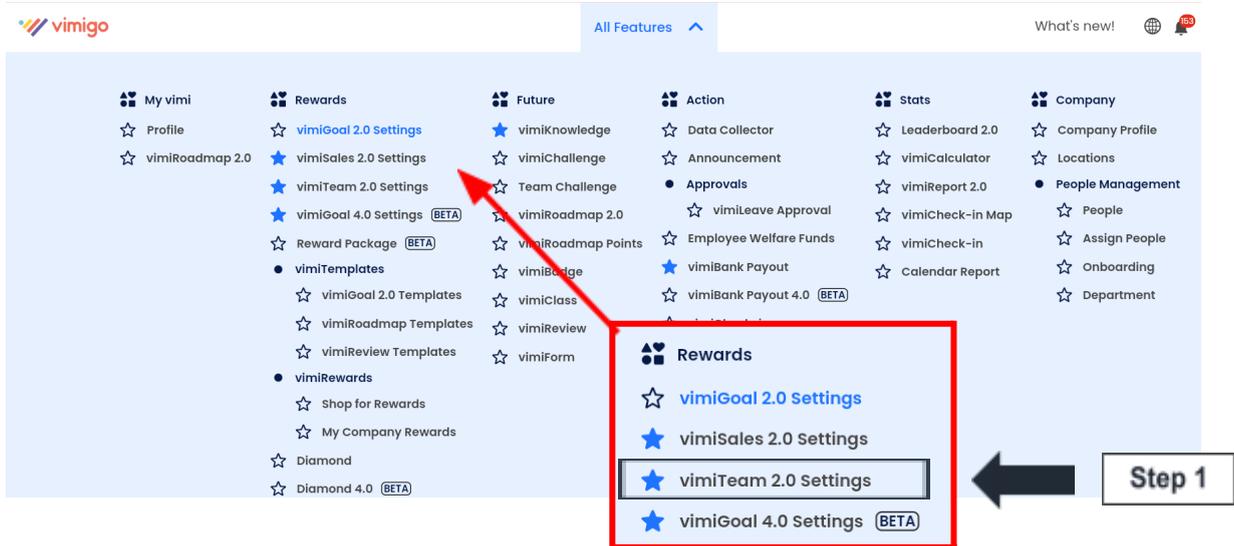
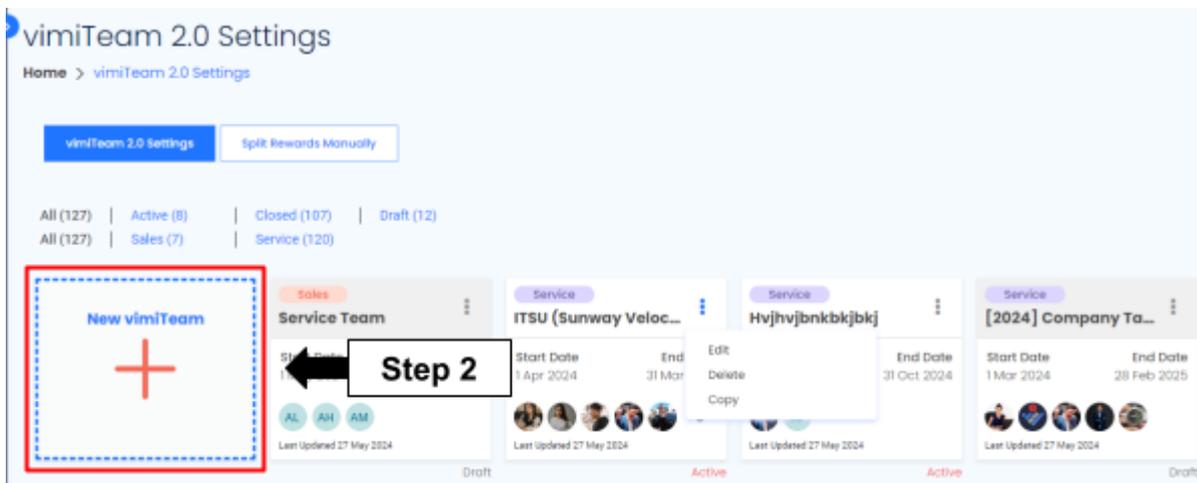


How to create vimiTeam settings?

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



Step 2: vimiTeam 2.0 settings Select **New vimiTeam**



Step 3: **vimiTeam Title** □ Give your **vimiTeam** a **title**.

The screenshot shows the 'vimiTeam 2.0' settings interface. At the top, there are four steps: 1. vimiTeam Information (Step 1 of 4), 2. Set vimiGoal (Step 2 of 4), 3. Set vimiSales (Step 3 of 4), and 4. vimiTeam Settings (Step 4 of 4). The first step is highlighted in blue. Below the steps, there is a section titled 'vimiTeam Title' with a text input field containing the placeholder 'Insert vimiTeam name...'. A large black arrow points to the right towards the text 'Step 3'.

Step 4: **Select Template** □ Select a template to decide which **formula** to be used. Normally choose '**Custom**'.

The screenshot shows the 'Select Template' page. It features a grid of nine template options, each with an icon: Saloon (hair dryer), Retail (shopping basket), Manufacturing (factory), F & B (burger and drink), Property (house), MLM (pyramid), Designer (bar chart), Services (people with speech bubbles), and Custom (rocket). To the right of the grid is a section titled 'Formulas Used' with the text: 'Mouse over or select a template from the left to see formulas used to calculate the commission'. A large black arrow points to the right towards the text 'Step 4'.

Step 5: **Additional Settings** □ Enter all the details (**Start Date, End Date, Period, Repetition, Type & Mission Type**)

* **Type:** There are 2 **types** to be selected (**Sales & Services**).

Sales type will **have vimiSales** but **Services type** do not have vimiSales.

* **Mission Type:** There are 3 **Mission Type** to be selected (**MYR, QTY & DAY**).

The screenshot shows the 'Additional Settings' page. It contains several input fields and dropdown menus: 'Start Date' (calendar icon, placeholder 'dd/mm/yyyy'), 'End Date' (calendar icon, placeholder 'dd/mm/yyyy'), 'Period' (dropdown menu, 'Monthly'), 'Repetition (Maximum 99)' (text input field), 'Type' (dropdown menu, 'Sales'), 'Mission Type' (dropdown menu, '\$'), and 'Exclude Goal' (dropdown menu, 'No'). A large black arrow points to the right towards the text 'Step 5'.

Step 6: **Employees Assigned** Select the employees for the **vimiTeam** **Next** button.

Employees Assigned (3)

Active Select Department Search by Name

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

283+

Step 7: **Set vimiGoal** **Create New vimiGoal**

** The vimiGoal for vimiTeam is **different** with the vimiGoal that is outside the vimiTeam. The vimiGoal outside the vimiTeam will not affect the results of the vimiGoal inside the vimiTeam.*

vimiTeam 2.0

Home > vimiTeam 2.0 Settings > vimiTeam Information > Set vimiGoal

vimiTeam Information Step 1 of 4 **Set vimiGoal Step 2 of 4** Set vimiSales Step 3 of 4 vimiTeam Settings Step 4 of 4

vimiGoal 2.0

Step 7

| Goal 1 | | | Goal 2 | | |
|---------------|---------|-------------|-------------------|---------|-------------|
| Start Date | Period | End Date | Start Date | Period | End Date |
| 1 May 2024 | Monthly | 30 Apr 2025 | 1 May 2024 | Monthly | 30 Apr 2025 |
| vimiGoal | | Points / % | vimiGoal | | Points / % |
| Lorem ipsum 1 | | 10 / 33 | Aliquam maximus 1 | | 1 / 33 |
| Lorem ipsum 2 | | 20 / 67 | Aliquam maximus 2 | | 2 / 67 |

Assigned Employees

Step 8: Click 'Apply Template'.

The screenshot shows the 'New Goal' form. At the top, there is a text input field labeled 'New Goal'. To its right, the text 'Step 8' is followed by a large black arrow pointing to a blue button labeled 'Apply Template', which is enclosed in a black rectangular box. Below this, the form contains several fields: 'Period' (a dropdown menu set to 'Monthly'), 'Start Date' (a date input field with '01/05/2024' and a calendar icon), and 'End Date' (a date input field with a placeholder 'dd/mm/yyyy' and a status indicator 'generating...'). Underneath, there is a 'Repetition' field with the value '12', and two checkboxes: 'Apply Holidays & Off days' and 'Manual Closing', both of which are currently unchecked. At the bottom of the form, there is a table with the following columns: 'VIMIGOAL', 'DESCRIPTION', 'POINTS', '%', 'SCORING', and 'ACTION'. The table is currently empty. Below the table, the text 'TOTAL POINTS' is followed by the value '0.00'.

Step 9: Select the *previously created template* that you want to use **Apply Template**.

The screenshot shows a dialog box titled 'Apply vimiGoal Template'. Inside the dialog, there is a list of templates. The first item is 'Server - 6 months', which is highlighted with a blue background. Other items in the list include 'SMART Goal of Restaurant Manager', 'Online Marketing Specialist - 2 years', 'Bartender - 1 year', 'Quality Assurance Inspector - 6 months', 'Printer Technician - 2 years', 'Customer Service Representative - 2 years', 'Sales Executive - 1 year', 'Production Planner - 6 months', 'Graphic Designer - 2 years', 'Warehouse Supervisor - 1 year', 'Purchasing Officer - 6 months', 'E-commerce Associate - 1 year', 'Inventory Coordinator - 1 year', 'Sales Associate - 1 year', 'Store Manager - 3 years', 'Regional Sales Manager - 4 years', 'BILLING DEPARTMENT', 'Logistics Coordinator - 1 year', and '餐馆司机-6个月'. At the bottom of the dialog, the text 'Step 9' is followed by a large black arrow pointing to a blue button labeled 'Apply Template', which is enclosed in a black rectangular box.

Step 10: Check all the details (**VIMIGOAL, DESCRIPTION, POINTS & SCORING**) of the vimiGoal and make sure it is correct.

| VIMIGOAL | DESCRIPTION | POINTS | % | SCORING | ACTION |
|--|-------------|--------|-------|--------------------------|--------|
| 1. Increase customer satisfaction ratings by 10% in 6 months through prompt and efficient service delivery. | | 1 | 20.00 | <input type="checkbox"/> | |
| 2. Reduce average response time to customer inquiries by 20% within 6 months to ensure a quicker and more efficient. | | 1 | 20.00 | <input type="checkbox"/> | |
| 3. Achieve a minimum of 95% accuracy in order fulfillment within 6 months to minimize errors and ensure customer. | | 1 | 20.00 | <input type="checkbox"/> | |
| 4. Upsell menu items to customers and increase average sales per customer by 15% within 6 months to boost. | | 1 | 20.00 | <input type="checkbox"/> | |
| 5. Complete mandatory food safety certification within 3 months to ensure compliance with industry standards and. | | 1 | 20.00 | <input type="checkbox"/> | |

Step 10

Step 11: **Give Some Rewards!** Check and make sure the details (**REWARDS & COMPLETION RATE REQUIRED (%)**) are correct.

Give Some Rewards!

| REWARD TYPE | REWARDS | COMPLETION RATE REQUIRED (%) | ACTION |
|-------------|---------|------------------------------|--------|
| Text | | <input type="checkbox"/> | |

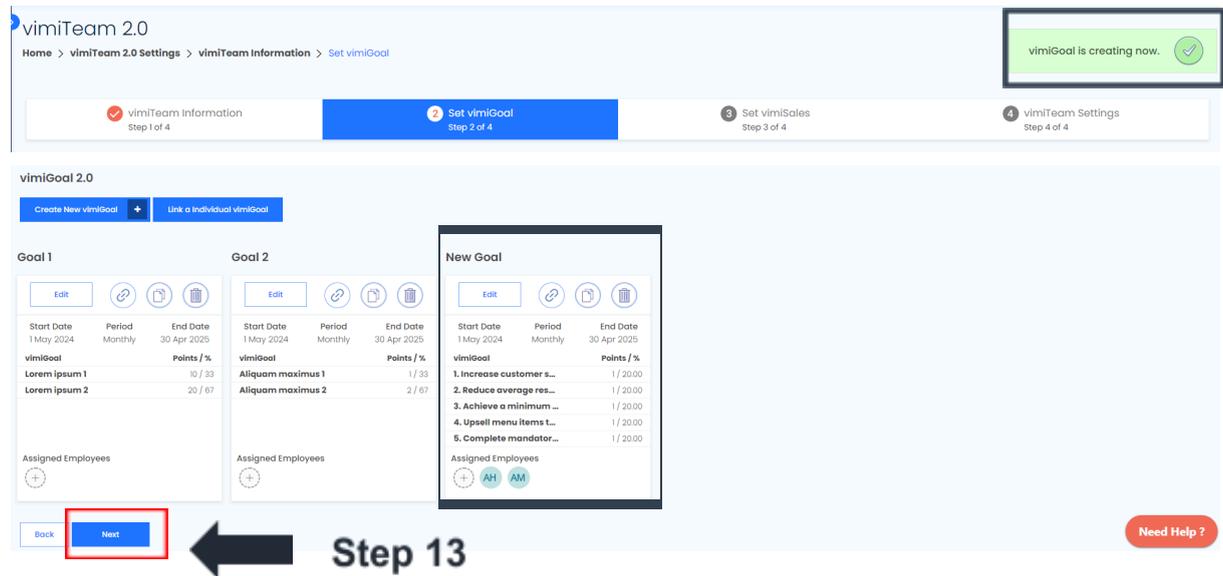
Step 11

Save As Template

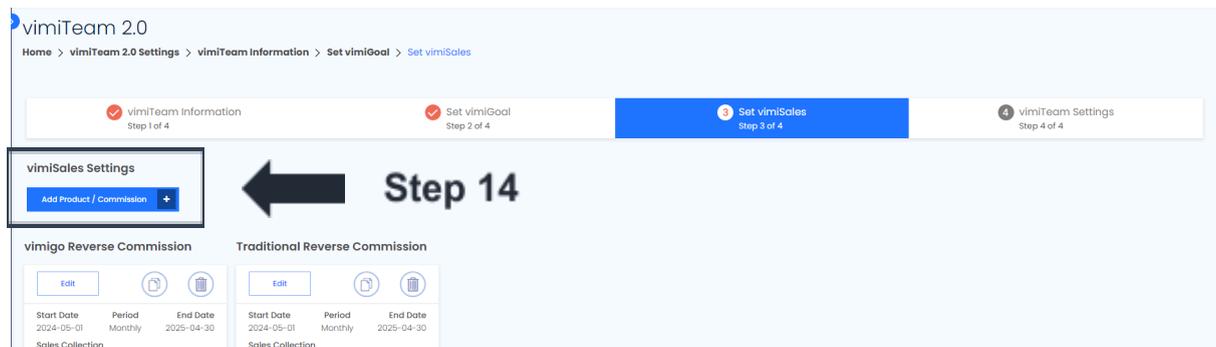
Step 12: Employees Assigned Select the correct department and employees **Save as Draft**



Step 13: The newly created vimiGoal will be shown **Next**



Step 14: Set vimiSales **Add Product / Commission**



Step 15: Set the details (**Formula, Start Date, Repetition, Reward Type**) of the **vimiSales**.

✕
New Commission

Formula ?
 vimigo Reverse Commission

Period ? Start Date ? End Date ?
 Monthly 01/05/2024 31/05/2024

Repetition ?
 1

Target Type ? Reward Type ? Method Type ?
 \$ % Update Total

Require Approval ?
 Company Default Apply Holidays & Off days Has Sales Collection
 Manual Closing

Step 15

Step 16: Set the **number of mission** Set the **LABEL, TARGET (MYR) & REWARD (MYR)** for each **MISSION**.

No. of Mission(s) Enabled

M1

M2

M3

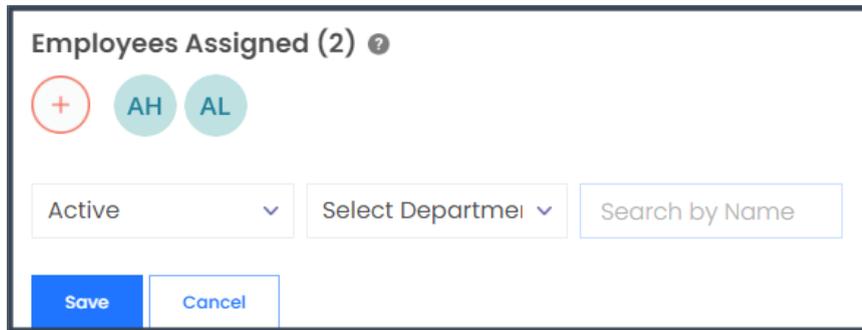
M4

M5

| MISSION | LABEL | TARGET (\$) | SALES REWARD (%) |
|----------|---------------------------------------|----------------------|--------------------------------|
| Below M1 | <input type="text" value="Below M1"/> | | <input type="text" value="0"/> |
| M1 | <input type="text" value="M1"/> | <input type="text"/> | <input type="text"/> |
| M2 | <input type="text" value="M2"/> | <input type="text"/> | <input type="text"/> |
| M3 | <input type="text" value="M3"/> | <input type="text"/> | <input type="text"/> |

Step 16

Step 17: **Employees Assigned** Select the correct department and employees **Save**



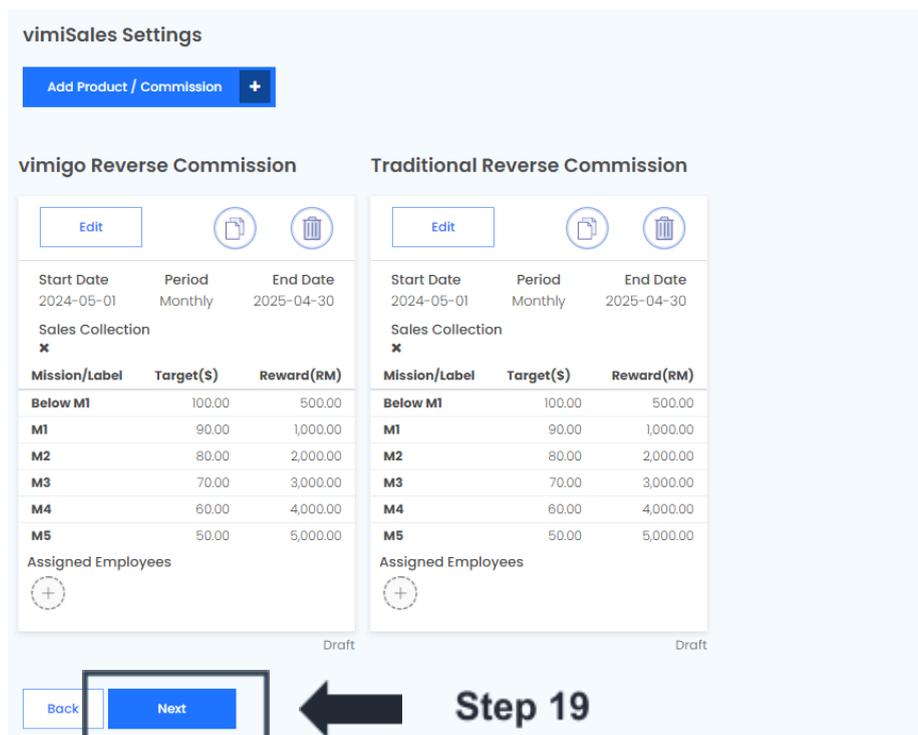
← **Step 17**

Select All Deselect All

Step 18: A message stated ' **New vimiSales will be created. Do you wish to continue?** ' will appear on the middle top of the page Click **OK**.



Step 19: The newly created **vimiSales** will be shown **Next**



vimiSales Settings

Add Product / Commission +

vimigo Reverse Commission **Traditional Reverse Commission**

| Start Date | Period | End Date | Start Date | Period | End Date |
|------------|---------|------------|------------|---------|------------|
| 2024-05-01 | Monthly | 2025-04-30 | 2024-05-01 | Monthly | 2025-04-30 |

Sales Collection ✖

| Mission/Label | Target(\$) | Reward(RM) | Mission/Label | Target(\$) | Reward(RM) |
|---------------|------------|------------|---------------|------------|------------|
| Below M1 | 100.00 | 500.00 | Below M1 | 100.00 | 500.00 |
| M1 | 90.00 | 1,000.00 | M1 | 90.00 | 1,000.00 |
| M2 | 80.00 | 2,000.00 | M2 | 80.00 | 2,000.00 |
| M3 | 70.00 | 3,000.00 | M3 | 70.00 | 3,000.00 |
| M4 | 60.00 | 4,000.00 | M4 | 60.00 | 4,000.00 |
| M5 | 50.00 | 5,000.00 | M5 | 50.00 | 5,000.00 |

Assigned Employees

Draft Draft

Back **Next**

← **Step 19**

Step 20: Set for the Sales Team Allowance and Support Team Allowance.

*** Please be aware that if the Sales Team has 6 employees, 5 employees have hit the target sales and qualified into M3 but 1 of the employees has only hit the target sales until M2, all the 6 employees will be rewarded for M2 reward only. ***

No. of Mission(s) Enabled

M1 M2 M3 M4 M5

Split Reward Manually

Split Reward Manually

Step 20

| Sales Team Allowance | | | Support Team Allowance | | |
|----------------------|-------|-------------|------------------------|-------|-------------|
| MISSION | LABEL | REWARD (\$) | MISSION | LABEL | REWARD (\$) |
| M1 | M1 | 10000 | M1 | M1 | 1000 |
| M2 | M2 | 20000 | M2 | M2 | 2000 |
| M3 | M3 | 30000 | M3 | M3 | 3000 |
| M4 | M4 | 40000 | M4 | M4 | 4000 |

Step 21: Rewards Allocation (Sales) Set the **PERCENTAGE (%)** of each employee **Rewards Allocation (Support)** Set the **PERCENTAGES (%)** of each employee.

| Rewards Allocation (Sales) | | Rewards Allocation (Support) | |
|--------------------------------|----------------|------------------------------------|----------------|
| NAME | PERCENTAGE (%) | NAME | PERCENTAGE (%) |
| Justin Sales & Marketing | 12.5 | Justin Sales & Marketing | |
| Miao Ling Sales & Marketing | 12.5 | Kong Kar chin Sales & Marketing | 25 |
| Ruilong Sales & Marketing | 12.5 | Miao Ling Sales & Marketing | |
| Shengyu Sales & Marketing | 12.5 | Ruilong Sales & Marketing | |
| Xiao Feng Sales & Marketing | 25 | Shengyu Sales & Marketing | |
| Yuan Hao Sales & Marketing | 25 | Xiao Feng Sales & Marketing | |
| Total | 100.00% | Yuan Hao Sales & Marketing | |
| | | Total | 25.00% |

Step 21

Step 22: Click **Save as Draft** button if the vimiTeam is not completely set / Click **Publish** button when everything in the vimiTeam is ready to publish.

