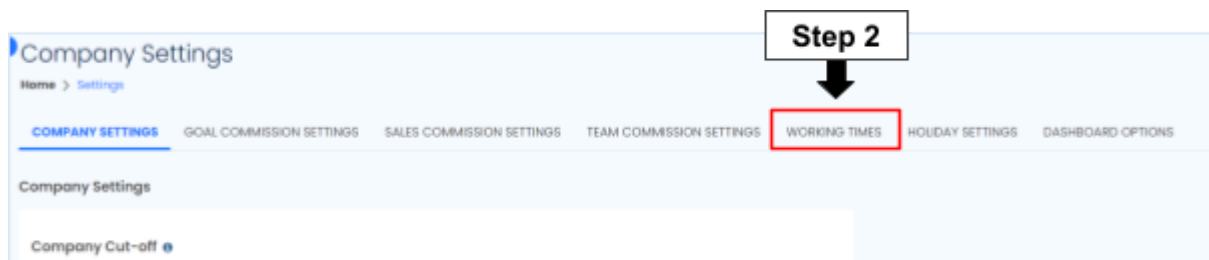


How to set working times in vimigo?

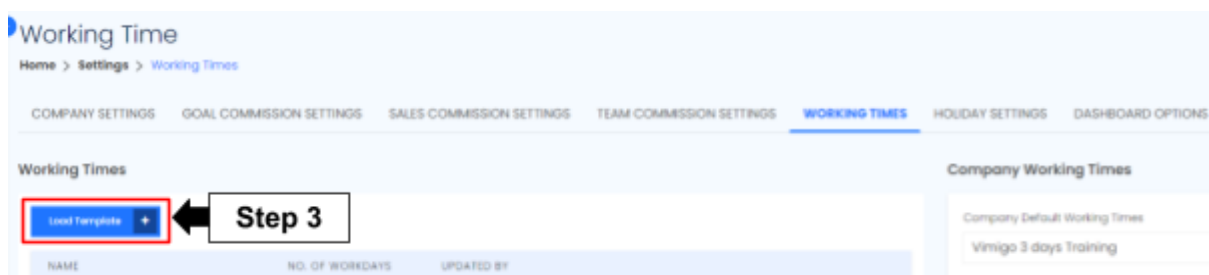
Step 1: Click **Side Menu Icon** ▶ at the upper left, then click on **Setting Icon** ⚙️ at the bottom left of the side menu bar. Next, click on **Company Settings**.



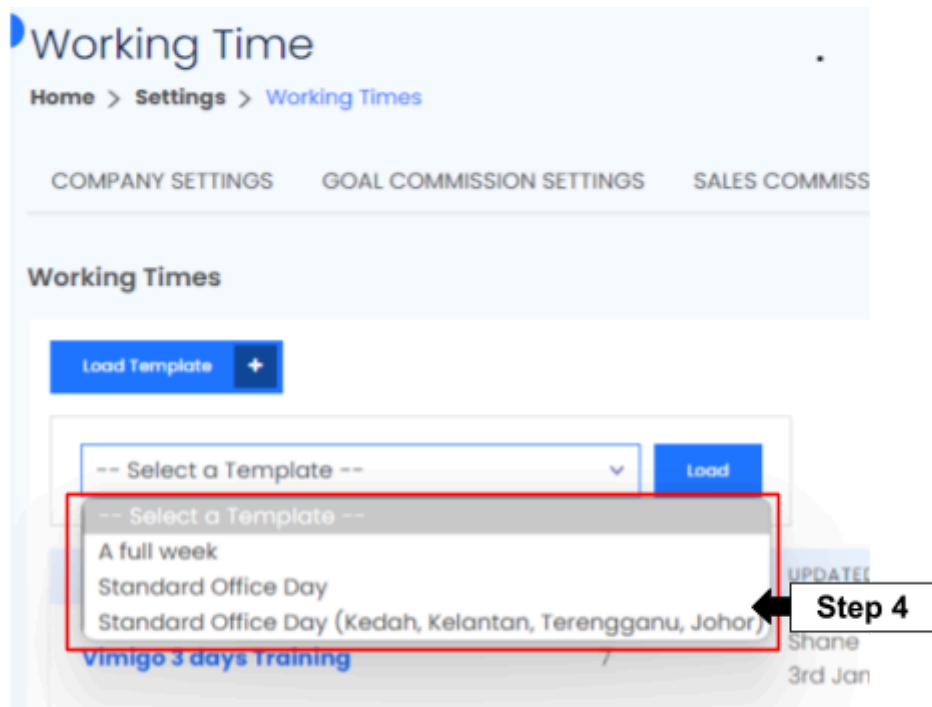
Step 2: Click on **WORKING TIMES**.



Step 3: Click on **Load Template**.

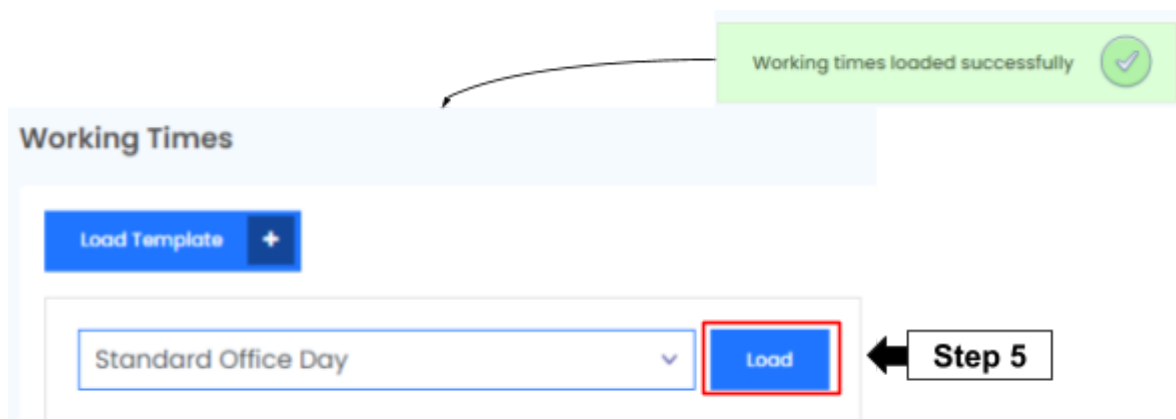


Step 4: Choose the template you prefer.



1. A full week – Monday to Saturday (6 days)
2. Standard Office Day – Monday to Friday (5 days)
3. Standard Office Day (Kedah, Kelantan, Terengganu, Johor) – Sunday to Thursday (5 days)

Step 5: Click on **Load**.



Step 6: Click **Edit** to edit time zone and company's working times.

The screenshot shows a table titled "Working Times" with the following data:

| NAME | NO. OF WORKDAYS | UPDATED BY | |
|------------------------|-----------------|----------------------------------|--|
| Vimigo 3 days Training | 7 | Shane 3rd Jan 2024, 6:23 pm | Edit Copy Delete |
| Standard Office Day | | Shane 23rd Mar 2023, 11:40 pm | Edit Copy Delete |

A box labeled "Step 6" has an arrow pointing to the "Edit" button for the "Standard Office Day" row, which is also highlighted with a red box.

Step 7: **Change** the template Name, Timezone and Start of week Click **Update**.

The screenshot shows the "Working Times" edit form with the following fields:

- Name: Standard Office Day
- Timezone: (+08:00) Asia/Kuala_Lumpur
- Start Of Week: Monday

A bracket on the right side of the form is labeled "Step 7". The "Update" button at the bottom left is highlighted with a red box.

Step 8: **Edit** the company's working times and delete working days Click **Update**.

The screenshot shows a table titled "Workday List" with the following data:

| WEEKDAY | FROM | TO | |
|-----------|-----------|-----------|------------------------|
| Monday | 08:00 | 17:00 | Remove |
| Tuesday | 08:00 | 17:00 | Remove |
| Wednesday | 08:00 | 17:00 | Remove |
| Thursday | 08:00 | 17:00 | Remove |
| Friday | 08:00 | 17:00 | Remove |
| Monday | Eg. 09:00 | Eg. 18:00 | |

A box labeled "Step 8" is positioned above the table. The "Update" button at the bottom left is highlighted with a red box. A bracket under the "FROM" and "TO" columns of the last row is labeled "Edit start time and end time". A bracket under the "Remove" button of the last row is labeled "Click to remove".