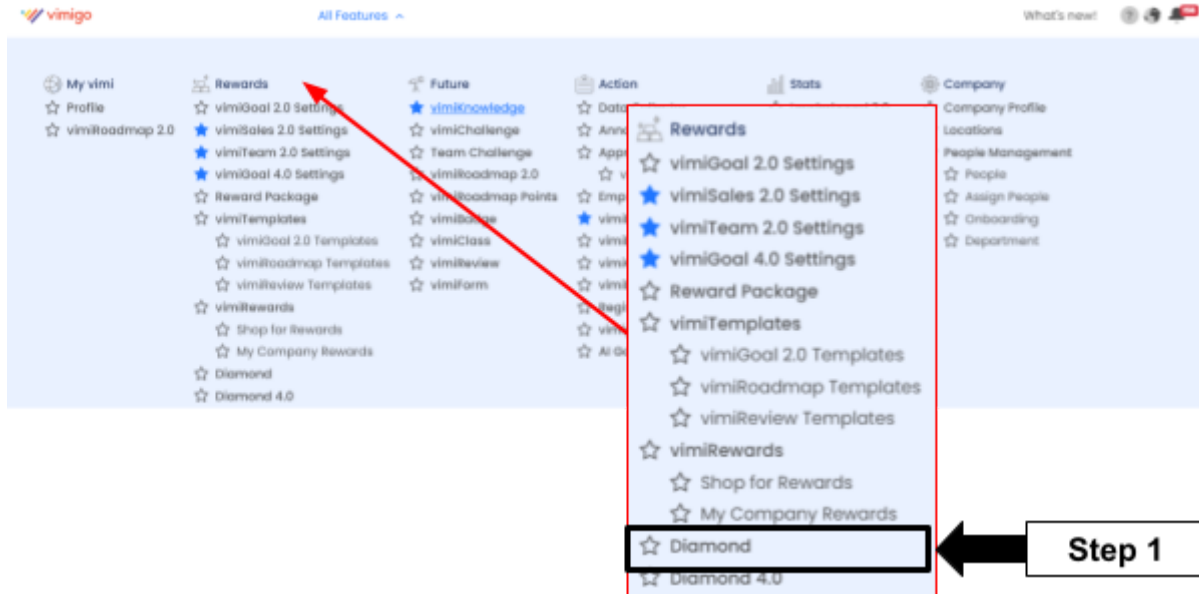


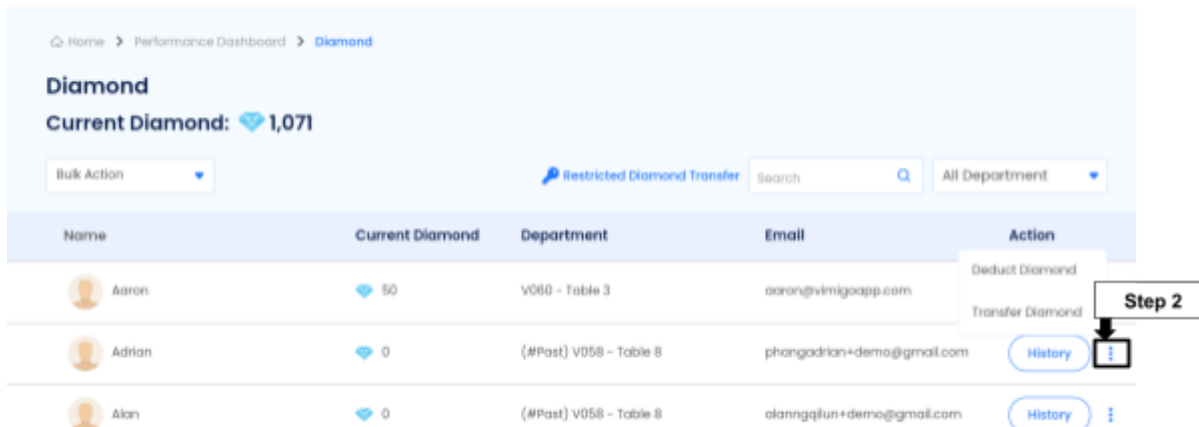
How to transfer or deduct employee/s' diamonds

Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Rewards** list, select **Diamond**.



one-by-one

Step 2: **Diamond** page → Click ☐ icon → Click either you want to transfer or deduct the diamond.



Step 3: Fill in the amount. → Click **Transfer Diamond** or **Deduct Diamond**.

Fill in the diamond amount that you **want to transfer**.

Fill in the diamond amount that you **want to deduct**.

Step 4: **Done Update** for one by one.

Diamond is successfully deducted x

Diamond
Current Diamond: 1,051

Name	Current Diamond	Department	Email	Action
Aaron	50	V060 - Table 3	aaron@vimigoapp.com	History
Adrian	0	(#Past) V058 - Table 8	phangadrian+demo@gmail.com	History

bulk update

Step 5: If you want to update by bulk, click **Bulk Action** to select **Deduct** or **Transfer**.

Diamond
Current Diamond: 1,051

Bulk Action dropdown menu:
- Deduct Diamond
- Transfer Diamond

Step 5 callout points to the Bulk Action dropdown.

	Current Diamond	Department	Email	Action
	50	V050 - Table 3	aaron@vimigoapp.com	History
Adrian	0	(#Past) V058 - Table 8	phangadrian+demo@gmail.com	History
Alan	0	(#Past) V058 - Table 8	alanningqilun+demo@gmail.com	History

Step 6: Select the employees that you want to transfer/deduct their diamond by tick the box.

Step 6 callout points to the checkboxes in the first column.

<input type="checkbox"/>	Chew	0	(#Past) V058 - Table 8	liangyong.cy+demo@gmail.com	History
<input checked="" type="checkbox"/>	Cheng Yi Yip	652	Sales	vipdemo@vimigoapp.com	History
<input type="checkbox"/>	Cheng Nan	0	Administration	chengnan.chia+demo@vimig...	History
<input type="checkbox"/>	Cheerine	0	(#Past) V058 - Table 2	rine.law+demo@quarz.com.my	History
<input checked="" type="checkbox"/>	Cheah	0	(#Past) V058 - Table 7	vimigoforce05+demo@vimig...	History
<input type="checkbox"/>	Chau	0	(#Past) V058 - Table 12	chau030219+demo@gmail.com	History

Step 7: Back to the top and click **Apply**.

The screenshot shows the 'Diamond' management page. At the top, the 'Current Diamond' is 1,051. Below this, there are 'Transfer Diamond', 'Apply', and 'Cancel' buttons. The 'Apply' button is highlighted with a red box, and a callout box labeled 'Step 6' points to it. Below the buttons is a table with columns: Name, Current Diamond, Department, Email, and Action. Three employees are listed: Chong Kent Hang, Chong, and Chin. At the bottom, there is a status bar showing 'Number of Selected Employees: 3 / 199' and a 'Need Help?' button.

Step 8: Fill in all the details and click **Preview** → Click **Transfer Diamond** if all is correct.

The image shows two side-by-side screenshots. The left screenshot is the 'Transfer Diamond' form. It shows '3 Selected' and 'Current Diamond: 1,021'. There is a text input field for 'Enter Diamond Amount' with the value '10'. Below it is a text area for 'Add Remark (Optional)' with the text 'Help me to prepare party.'. At the bottom, there are 'Cancel' and 'Preview' buttons. The 'Preview' button is highlighted with a red box. A callout box labeled 'Step 8' points to the 'Preview' button. The right screenshot is the 'Summary' dialog. It shows a table with columns 'Name' and 'Diamond Received'. The table lists three employees: Cheng Yi Yip (10), Cheah (10), and Charmaine (10). At the bottom, there is a 'Total' row showing 30. Below the table are 'Back' and 'Transfer Diamond' buttons. The 'Transfer Diamond' button is highlighted with a red box.

Step 9: Bulk Update done..

The screenshot shows the 'Diamond' management page after the transfer. A green success message is displayed at the top right: 'Diamond is successfully transferred to 3 people'. The 'Current Diamond' is now 1,021. Below this, there is a 'Bulk Action' dropdown menu. The table below shows the same three employees as in the previous steps. The 'Action' column for each employee now includes a 'History' button and a vertical ellipsis icon.