**Three steps to get started**

This is a very basic setup sequence.  You can explore in the rest of the solution, though please be aware some of the functionality is not activated yet.  We'll continue to add to your experience over the next few weeks.

**Step 1:  Getting set up**

* Follow the link provided in your welcome email, and use the temporary password to login in
* Link your primary Google account to Vimbli (Google Apps for business or personal accounts work. Please pick only one.) Vimbli never stores your Google login info, the transaction is handled by Google via OAUTH2.0.
* Update your password.
* You now see a screen telling you don't have an active mission.

***Vimbli terminology:*** Mission.

In Vimbli, a mission represents a short-term objective you view as important. It is typically 4-12 weeks long, with defined success metrics, a sponsor, connections and keys to success.

**Step 2:  Finding your feet**

* We suggest first clicking “Reflection” on the left-hand menu to reflect on your day. You'll receive a daily reminder via email. Studies have shown taking time to reflect regularly [INSERT top 2 benefits].
* Next, select “Journey” to start a mission.  We suggest personalizing a shared mission. Depending on the group you are in your group manager shared one or more pre-populated missions with you, these are called “shared missions”.  You'll find the shared mission(s) by using the gold button towards the top right, if you don’t have a shared mission you’ll go directly to a new mission.
* At this point, **SKIP**:
* Add a sponsor
* Add Connections
* **DO** add the following details of your mission
* A name describing your mission.  This could be a code word or just something memorable.
* Start / End date
* A description of the mission for context
* Definition of what success will look like
* (SKIP sponsor)
* (SKIP connections)
* Add Keys to Success
* Use Vimbli for 2-3 days
* You can manage your mission details by clicking on Journey in the left-hand menu:
* Drag the color dots to reflect your current progress. The equivalent hours will be shown to the right of the bar, while your goal for the total mission is shown on the left side.
* To add details or see the calendar or email content that feeds into this dashboard, click Timeline > Refine in the left-hand menu. Delete or edit calendar events / email, or add an activity.
* Generate a status report by going to Journey (your mission dashboard) and selecting “Share” on the right-hand side. A summary of your mission status will be emailed to you.

***Vimbli terminology:*** Sponsor.

Someone who cares about your success and who is willing to invest in you. This is typically the hiring manager, or a proxy, in the corporate onboarding context.

**Step 3:  Add a sponsor**

* Choose your Sponsor and discuss with this person the focus of your Mission
* In Vimbli, select “Journey” and:
* Fill in the Sponsor field. This person must be in your Google contacts list. If they aren’t, add their name, email and phone number and then manually synch.
* Add Connections. These are the people who you will need to connect with to complete your mission. They will also need to be a Google contact.
* Refine the Keys to Success to reflect any input from your sponsor
* Use Vimbli
* Use the Timeline to review, edit and add to the data that feeds into your dashboard
* Share your progress with your sponsor either in person or by email
* Generate status reports by going to Journey and selecting “Share” on the right-hand side. A summary of your mission status will be emailed to you, which you can review and forward to your sponsor
* Reflect on your progress and rate your experiences
* Make regular adjustments to your mission