



**Address:** 24 Luna Close :: Swindon  
Wiltshire SN25 2LZ  
United Kingdom  
**Phone:** +44 (0) 8000112569  
**Email:** [info@datalinkuk.com](mailto:info@datalinkuk.com)  
**Internet:** <http://www.datalinkuk.com>

## User's Manual

**Project name:** TrueLoaded  
**Module:** Affiliates

Connecting Ecommerce and ERP

**Project Leader:** Vladislav Malyshev

**QA:** Alexey Manuylov

**Technical Writer:** Yana Lovyagina

Version 1.1



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## Introduction

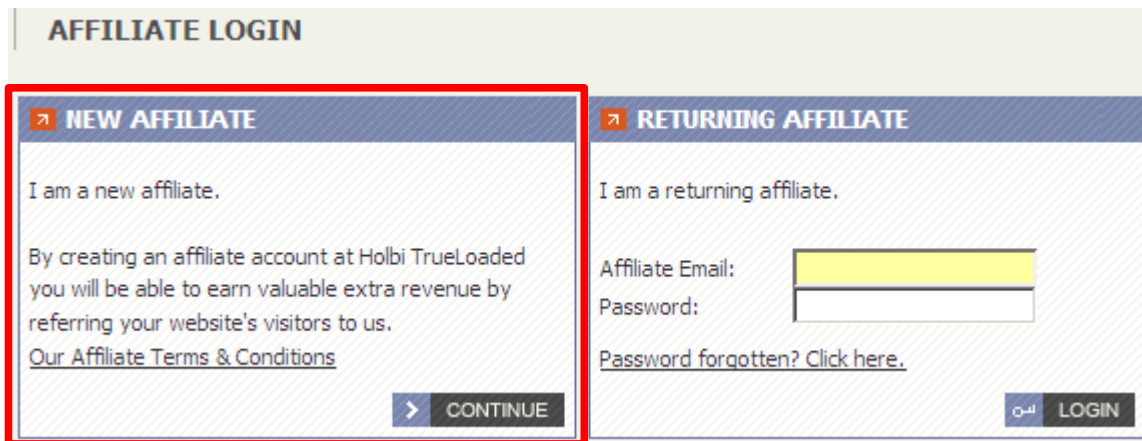
The Affiliates module allows for management of the attached modules (partner programs) referred to as **Affiliates**.

Affiliate Programme allows other companies and web sites to register in your web-store and promote your products to their customers for a commission fee.

Affiliates are registered on the web-store frontend. To register an affiliate, a user should click the **Affiliate Log In** link in the **Affiliate Program** box,



...and then click the **Continue** button in the **New Affiliate** box. In the form open on the screen, he/she should fill all the fields in with information about affiliate.



When the Affiliate has registered in your web-store, it appears in the backend (Admin Panel) > **Affiliates** section, where you can edit it, track its activities and profits and what is more - give it special rights for managing the affiliate's web-shop.



**Note:** Affiliates Email addresses should be unique. After registration has been completed, a notifying email is sent to Affiliate. New Affiliate's account is NOT active until it is approved by Administrator.

## Affiliate Summary

The Affiliate Summary page demonstrates general information about affiliates (the number of affiliates, total affiliates visits, etc.). You can view the following information here:

### Affiliate Summary

Number of Affiliates:	1	Total Affiliate Visits: [?] 4
Total Banner Impressions: [?] n/a		Conversion: [?] 0%
Total Affiliate Transactions: [?] 0		Average Affiliate Payout/Sale: [?] £0.00
Total Affiliate Sales: [?] £0.00		<b>Total Affiliate Commission : [?] £0.00</b>
Commission Rate: [?] 10 %		

Click on [?] to see a description of each category.

[build banner](#)

[clickthrough report](#)

[sales report](#)

- **Total Banner Impression:** displays the total number of times a banner or link has been displayed in the given time period.
- **Total Affiliate Transactions:** represents the total number of successful transactions credited to your account.
- **Total Affiliate Sales:** represents the total sales value of delivered orders credited to your account.
- **Commission Rate:** represents the rate you are paid for sales in a percentage terms.
- **Total Affiliate Visit:** represents the total number of click-throughs by visitors from your website.
- **Conversion:** represents the percentage of visitors (click-throughs) completing a transaction.
- **Average Affiliate Payout/Sale:** represents the average sales value credited to your account.
- **Total Affiliate Commission:** represents the total commission owed to you.

## Creating A New Banner

Apart from displaying of general information about affiliates, the Affiliate Summary page allows updating the Affiliate's banners as well as creating the new ones.

1. From the Affiliate Summary page click the **Build Banner** button to open the Affiliate Banner Manager page.

**Affiliate Summary**

Number of Affiliates: 1	Total Affiliate Visits: [?] 4
Total Banner Impressions: [?] n/a	Conversion: [?] 0%
Total Affiliate Transactions: [?] 0	Average Affiliate Payout/Sale: [?] £0.00
Total Affiliate Sales: [?] £0.00	<b>Total Affiliate Commission : [?] £0.00</b>
Commission Rate: [?] 10 %	

---

Click on [?] to see a description of each category.

---

build banner
clickthrough report
sales report

2. From this page you can create a new banner or edit existent one. To create a new banner for the affiliate, click the **New Banner** button.

**Affiliates :: Affiliate Banner Manager** osCommerce

Banners	Product ID	Statistics	Action
<input type="checkbox"/> Holbi TrueLoaded		0 / 4	▶
<input type="checkbox"/> osCommerce stores		0 / 0	ⓘ
<input type="checkbox"/> test banner	12	0 / 0	ⓘ

Displaying 1 to 3 (of 3 banners)

new banner

3. On the Edit Banner page you should specify a name of banner in the **Banner Title** field (required).

Banner Title:  \* Required

Product ID

If you want to link the Banner to a specific product enter its P  
want to link to the default page enter "0"

Image:  Browse... , or enter lo  
/var/www/html/uniformsrcool/images/

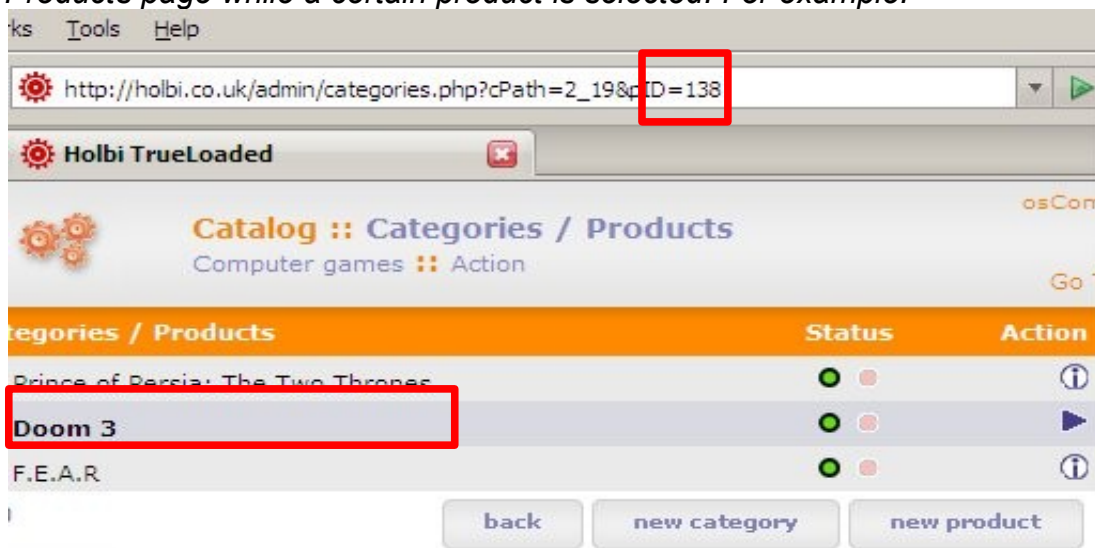
- 3. If you want to link the Banner to a certain product, specify product's ID in the **Product ID** field. If you want to link it to the default page, specify "0".

Banner Title:  \* Required

Product ID

If you want to link the Banner to a specific product enter its Product  
default page enter "0"

*Note: The product's ID can be viewed at the end of the Address Line from the Catalog > Categories/Products page while a certain product is selected. For example:*



- 4. To upload a banner's image, click the **Browse** button adjacent to the **Image** field and select an image stored on your PC.

If you want to link the Banner to a specific product enter its  
want to link to the default page enter "0"

Image:  Browse... , or enter  
/var/www/html/uniformsrcool/images,

Or, you can specify the local file name in the field below. For example, *my banner.jpg*

Image:   , or enter local file below  
</var/www/html/uniformsrcool/images/banner.jpg>

5. In the **Image Target (Save To)** field, specify a name of directory to save the image to. For example, *banners*.

Image Target (Save To):

6. After clicking the **Update** button, a new banner will show up in the Banners list. You can edit it at any time by clicking the **Edit** button on the right.



For quick access to the Banners list, click the **Banners** link in the Affiliates section of Admin Panel.



## Viewing Affiliates Clickthrough Report

From the Affiliates Summary page click the **Clickthrough Report** button, in order to view detailed report about affiliates activities.

**Affiliate Summary**

Number of Affiliates: 1	Total Affiliate Visits: [?] 4
Total Banner Impressions: [?] n/a	Conversion: [?] 0%
Total Affiliate Transactions: [?] 0	Average Affiliate Payout/Sale: [?] £0.00
Total Affiliate Sales: [?] £0.00	<b>Total Affiliate Commission : [?] £0.00</b>
Commission Rate: [?] 10 %	

---

Click on [?] to see a description of each category.

---

build banner
**clickthrough report**
sales report

You can view the following information here: from which **Affiliate** and/or **IP Address** a customer has visited your web-store, when (**Date**) and by which URL (**Referring URL**) he/she visited your web-store, what product was chosen (**Clicked Product**) and what browser the customer was using to visit the web-store (**Browser**).

*Note: This page is informative, you can just view the information here but not change it.*

Affiliate/IP Address	Date/Referring URL	Clicked Product	Browser
192.168.1.36	22/08/2006	Startpage	Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 2.0.50727)
192.168.1.40	20/06/2006	Startpage	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US rv:1.7.10) Gecko/20050716 Firefox/1.0.6
192.168.1.36	16/06/2006	Startpage	Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 2.0.50727)
192.168.1.36	15/06/2006	Startpage	Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 2.0.50727)

For quick access to the Clickthrough Report screen, use the **Clicks** link in the Affiliates section of Admin Panel.



### Viewing Affiliates Sales Report

From the Affiliates Summary page click the **Sales Report** button in order to view a detailed report about affiliates sales.

A screenshot of the 'Affiliate Summary' page. The page features a table of summary statistics and three buttons at the bottom: 'build banner', 'clickthrough report', and 'sales report'. A red arrow points to the 'sales report' button. The statistics table is as follows:

<b>Affiliate Summary</b>	
Number of Affiliates:	1
Total Banner Impressions: [?] n/a	Total Affiliate Visits: [?] 4
Total Affiliate Transactions: [?] 0	Conversion: [?] 0%
Total Affiliate Sales: [?] £0.00	Average Affiliate Payout/Sale: [?] £0.00
Commission Rate: [?] 10 %	<b>Total Affiliate Commission : [?] £0.00</b>

Click on [?] to see a description of each category.

You can view the following information here: from which Affiliate a product was bought (**Affiliate**), the date when the product was bought (**Date**), the ID of an order made (**Order\_ID**), the total price of the order (**Value**), commission fee in percentage terms (**Commission Rate**), commission fee in money terms (**Sales**), and purchase status (**Status**).

*Note: This page is informative, you can just view the information here but not change it.*

Affiliate	Date	Order_ID	Value	Commission Rate	Sales	Status
	20/06/2006	16	£37.66	10.00%	£3.77	Deleted (Admin)
	<b>20/06/2006</b>	<b>15</b>	<b>£70.66</b>	<b>10.00%</b>	<b>£7.07</b>	<b>Deleted (Admin)</b>
	16/06/2006	9	£160.00	10.00%	£16.00	Deleted (Admin)
	<b>16/05/2006</b>	<b>252</b>	<b>£80.67</b>	<b>10.00%</b>	<b>£8.07</b>	<b>Deleted (Admin)</b>
	16/05/2006	251	£3,345.80	10.00%	£334.58	Deleted (Admin)
	<b>15/05/2006</b>	<b>250</b>	<b>£124.30</b>	<b>12.90%</b>	<b>£16.03</b>	<b>Deleted (Admin)</b>
	15/05/2006	249	£11.08	12.90%	£1.43	Deleted (Admin)
	<b>20/04/2006</b>	<b>235</b>	<b>£160.00</b>	<b>10.00%</b>	<b>£16.00</b>	<b>Deleted (Admin)</b>
	20/04/2006	234	£160.00	10.00%	£16.00	Deleted (Admin)
	<b>19/04/2006</b>	<b>233</b>	<b>£0.50</b>	<b>10.00%</b>	<b>£0.05</b>	<b>Deleted (Admin)</b>

For quick access to the Sales Report screen click the **Sales** link in the Affiliates section of the Admin Panel.

Paypal IPN

Affiliates

Summary

Affiliates

Payment

**Sales**

Clicks

Banners

Contact

Define Affiliate info page

Define Affiliate terms page

-----  
 Displaying 1 to 4 (of 4 clickthroughs)

## Affiliates

From the Affiliates page you can view a list of all affiliates ever registered in the web-store. The following information is displayed here: **Affiliate ID** number, **Last Name** and **First Name** of the affiliate's owner, commission fee in percentage terms (**Commission**) which is paid if the product was bought through this affiliate, affiliate's website address (**Homepage**), affiliate's **Status** (green light – Active, red light – Inactive), affiliate's statistics (**Action**) – click the “graph” icon to view statistics.

Affiliate ID	Last Name	First Name	Commission	Homepage	Status	Action
1	Test	Test	10 %	http://www.google.com		

Displaying 1 to 1 (of 1 affiliates) Page 1 of 1

From this page the affiliate can also be edited (**Edit** button), deleted (**Delete** button), and sent an email (**Email** button).



## Editing Affiliate

Each affiliate can be edited from the **Affiliates** page. To do that, select an affiliate and click the **Edit** button to the right.

Affiliate ID	Last Name	First Name	Commission	Homepage	Status	Action	Test Test
1	Test	Test	10 %	<a href="http://www.google.com">http://www.google.com</a>	<span style="color: green;">●</span> <span style="color: red;">●</span>		  

Displaying 1 to 1 (of 1 affiliates) Page 1 of 1

1. The Edit Affiliate page will open demonstrating required and not required fields. Here you can correct such personal data as owner's Gender, First/Last Name, "To" and "From" Email addresses, and Store Name.

**Personal**

Gender:  Male  Female

First Name:  \* Required

Last Name:  \* Required

E-Mail Address:  \* Required

From E-Mail Address:  \* Required

Store name:

2. Select the checkbox adjacent to the **Can have own descriptions** title to allow an affiliate to edit descriptions for the products in the web-store.

From E-Mail Address:  \* Required

Store name:

Can have own descriptions:

- 3. The “Original” **Template** is selected by default. You can choose another one in the dropdown list (if any).

Store name

Can have own descriptions:

Template:

- 4. Select a **Status** (if **Active** status is selected, the Affiliate will be enabled).

Can have own descriptions:

Template:

Status:  Active  Not Active

- 5. In the box below the Status, there are a few questions about affiliate's rights in your web-store. If you select the **Not Active** button opposite the question, that means you answer “No”, if you select the **Active** button – you answer “Yes”. For example, *Can manage payments?* - No (Not Active).

Can manage payments?:  Active  Not Active

Can manage infoboxes?:  Active  Not Active

Can manage logo?:  Active  Not Active

Can manage stylesheet?:  Active  Not Active

Can manage banners?:  Active  Not Active

Can set own product info page?:  Active  Not Active

The meanings of the questions are as follows:

- ◆ **Can manage payments?** - select **Active** to allow an affiliate to manage (setup, install, remove) payment methods used in the web-store.
- ◆ **Can manage infoboxes?** - select **Active** to allow an affiliate to manage informational boxes in the web-store.
- ◆ **Can manage logo?** - select **Active** to allow affiliate to change a logo of the web-store.
- ◆ **Can manage stylesheet?** - select **Active** to allow affiliate to change webpages design.
- ◆ **Can manage banners?** - select **Active** to allow affiliate to manage banners.
- ◆ **Can set own product info page?** - select **Active** to allow affiliate to design its own product info pages in the web-store.

- 6. In the **Individual Commission** box specify a commission fee for Affiliate in percentage terms, in the **Pay Per Sale Payment % Rate** field.

**Individual Commission**

Pay Per Sale Payment % Rate

- 7. In the **Company** box specify the affiliate's **Company name** and **Tax-ID** (company VAT ID) in appropriate fields, if any.

**Company**

Company name:	<input type="text"/>
Tax-Id.:	<input type="text"/>

- 8. In the **You get your money by** box, specify affiliate's payment method data for sending it the commission rate. For example, *PayPal Account Email*:

**You get your money by:**

Check Payee Name:	<input type="text"/>
PayPal Account Email:	<input type="text" value="info@holbi.co.uk"/>
Bank Name:	<input type="text"/>
ABA/BSB number (branch number)	<input type="text"/>
SWIFT Code	<input type="text"/>
Account Name:	<input type="text"/>
Account Number:	<input type="text"/>

- 9. In the **Address** box, specify the affiliate owner's address in appropriate fields (Street, City, Country, etc.). *Note: You can either select a State name in the dropdown list or select the **Type Below** item and type a state name in the field below.*

**Address**

Street Address:	<input type="text" value="5 Jupiter House Cavella"/>	* Required
Address line2:	<input type="text" value="Aldermaston"/>	
City:	<input type="text" value="Reading"/>	* Required
Post Code:	<input type="text" value="RG7 8NN"/>	* Required
Country:	<input type="text" value="United Kingdom"/>	
State:	<input type="text" value="Type Below"/>	
	<input type="text" value="Berkshire"/>	

- 10. In the **Contact** box, specify affiliate's contact information (Phone Number, Fax Number, and Homepage (required field)).

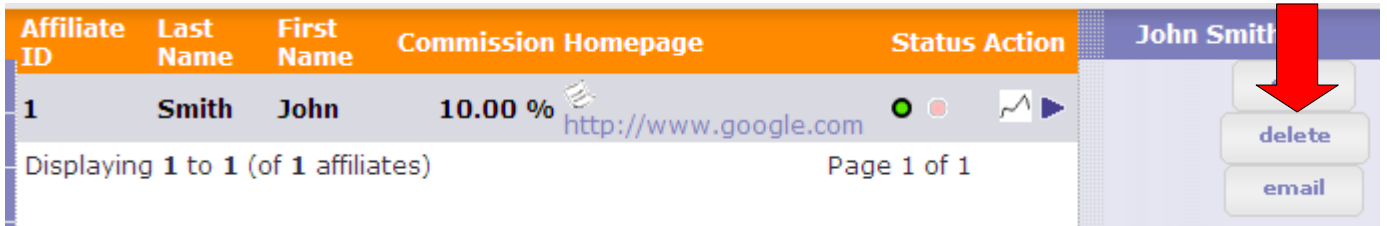
**Contact**

Telephone Number:	<input type="text" value="7777-7777-7777"/>	
Fax Number:	<input type="text"/>	
Homepage	<input type="text" value="http://www.google.cor"/>	* Required

- 11. When you have finished editing Affiliate's data, click the **Update** button.

## Deleting Affiliate

1. From the Affiliates page you can delete an affiliate. To do that, select an affiliate and click the **Delete** button to the right.

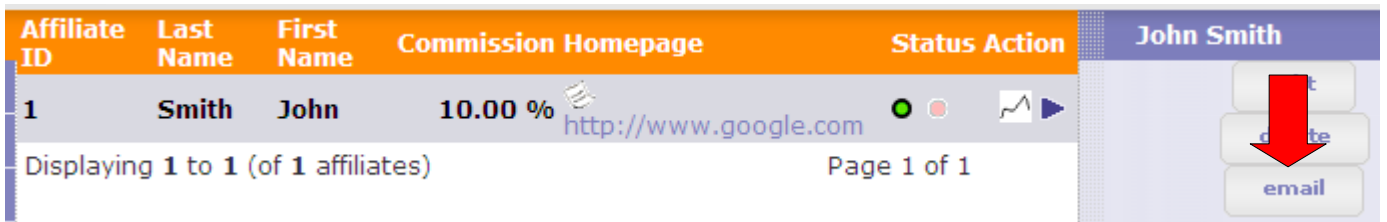


2. Click the **Delete** button again to confirm deletion.



## Emailing Affiliates

1. From the Affiliates page you can send an email to Affiliate. To do that, select an affiliate and click the **Email** button to the right.



2. In the **Affiliate** dropdown list you can select the affiliate's name.
3. In the **From** field specify the "from" email address.
4. In the **Subject** field specify a subject of the letter.
5. In the **Message** box type your message.
6. Click the **Send Mail** button when your email is ready.

Affiliate:

From:

Subject:

Message: Dear John,



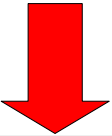
- 7. In the next page preview your email details and click the **Send Mail** button to send the letter to affiliate.

**Affiliate:**  
info@holbi.co.uk

**From:**  
affiliate@localhost.com

**Subject:**  
Shop Information

**Message:**  
Dear John,



## Affiliate Payment

- From the Admin Panel of web-store click the **Affiliates** link and select the **Payment** section.



The Affiliate Payment page demonstrates information about payments for affiliates. Here you can see the following data:

- ◆ **Affiliate Name** - through which affiliate a product was purchased
- ◆ **Payment (excl.)** - payment for a product excluding tax
- ◆ **Payment (incl.)** - payment for a product including tax
- ◆ **Date Billed** - a date when the payment was billed
- ◆ **Status** - status of the payment (pending, paid)

- You can change payment's status from this page. To do that, select a payment in the list and click the **Edit** button.

Affiliate	Payment (excl.)	Payment (incl.)	Date Billed	Status	Action
Ed Shutenko	£17.46	£19.21	16/05/2006	Paid	<a href="#">edit</a> <a href="#">delete</a> <a href="#">invoice</a>
Test Test	£85.00	£85.00	06/04/2005	Pending	<a href="#">start billing</a>

Displaying 1 to 2 (of 2 payments) Page 1 of 1

- From the Edit Payment page change the Status. For example, change *Pending* to *Paid*.
- Select the **Notify Affiliate** checkbox to send affiliate a notification email about updates.
- Click the **Update** button to save changes.
- To bill the payment, select an affiliate in the list and click the **Start Billing** button.

Affiliate	Payment (excl.)	Payment (incl.)	Date Billed	Status	Action
Ed Shutenko	£17.46	£19.21	16/05/2006	Paid	<a href="#">edit</a> <a href="#">delete</a> <a href="#">invoice</a>
Test Test	£85.00	£85.00	06/04/2005	Pend	<a href="#">start billing</a>

Displaying 1 to 2 (of 2 payments) Page 1 of 1


- 7. You can print invoice for affiliate from the Affiliate Payment page by clicking the **Invoice** button to the right.

Affiliate	Payment (excl.)	Payment (incl.)	Date Billed	Status	Action
Ed Shutenko	£17.46	£19.21	16/05/2006	Paid	
<b>Test Test</b>	<b>£85.00</b>	<b>£85.00</b>	<b>06/04/2005</b>	<b>Pending</b>	

Displaying 1 to 2 (of 2 payments) Page 1 of 1

[start billing](#)

[invoice](#)



- 7. To delete affiliate's payment, select the affiliate and click the **Delete** button. Then, click the **Delete** button again to confirm.


Affiliate	Payment (excl.)	Payment (incl.)	Date Billed	Status	Action
Ed Shutenko	£17.46	£19.21	16/05/2006	Paid	
<b>Test Test</b>	<b>£85.00</b>	<b>£85.00</b>	<b>06/04/2005</b>	<b>Pending</b>	

Displaying 1 to 2 (of 2 payments) Page 1 of 1

[start billing](#)

[delete](#)

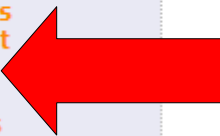
[invoice](#)



## Sales

From the Admin Panel click the **Affiliates** link and select the **Sales** section.

- Affiliates
  - Summary
  - Affiliates
  - Payment
  - Sales**
  - Clicks
  - Banners
  - Contact
  - Define Affiliate info page
  - Define Affiliate terms page

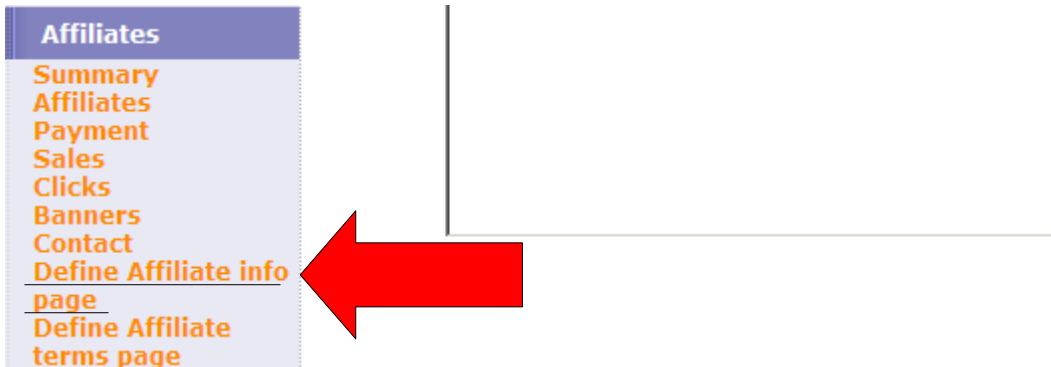


**Affiliates Sales** page demonstrates information about sales (orders) made through affiliates registered in your web-store. You can not change anything on this page but just view the information. You are represented the following data here: through which affiliate a product was purchased (**Affiliate**), the date when a product was purchased (**Date**), ID of an order made (**Order ID**), order total price (**Value**), commission fee in percentage terms (**Commission Rate**), commission fee in money terms (**Sales**), and status of the order (**Status**).

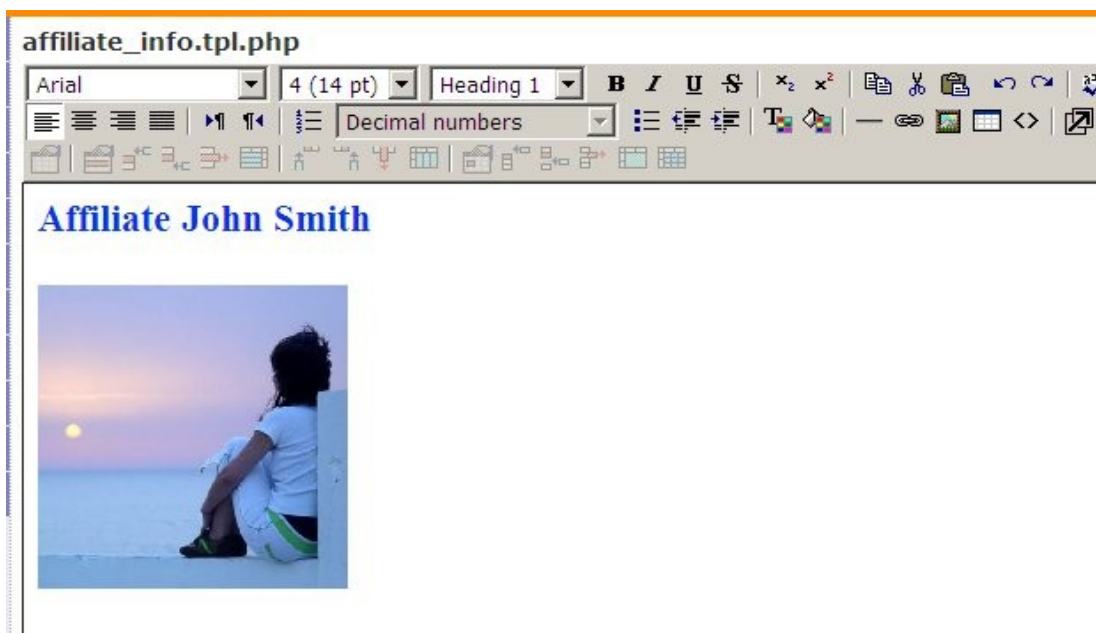
This section is an analog of Summary > Sales Reports page.

## Define Affiliate Info Page

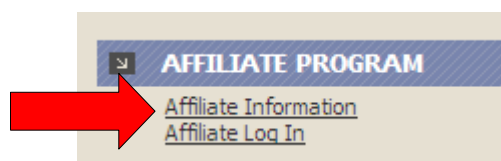
1. From the Admin Panel click the **Affiliates** link and select the **Define Affiliate Info Page** section.



2. In this section you have a possibility to design the **affiliate\_info.tpl.php** page (the Affiliate Info page). You can type a specific text in the box and design it by means of the tools displayed in the upper panel. For example, you can set up color, font, size, as well as insert image, weblink, etc. The text should contain information about affiliate.



3. Click the **Save** button to save your settings.
4. Go to web-store frontend and click the **Affiliates Information** link in the **Affiliate Program** box.

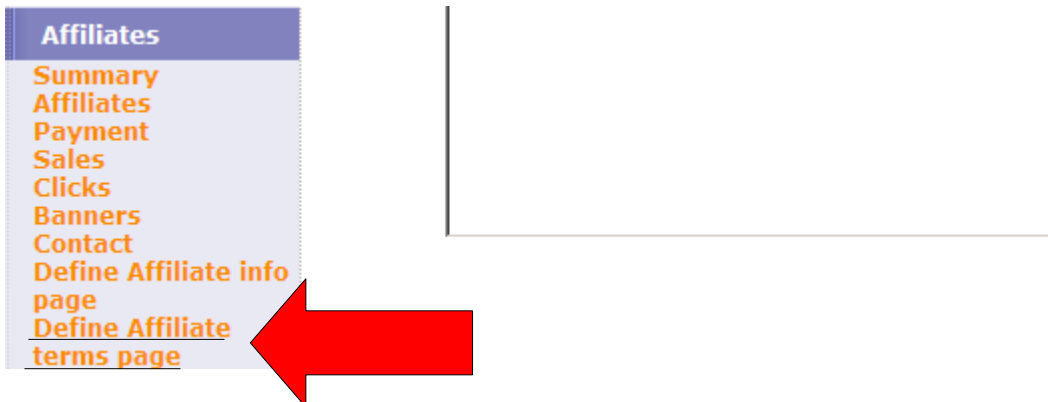


5. The affiliate info page will open on the screen. You can view your settings made in the Admin Panel.

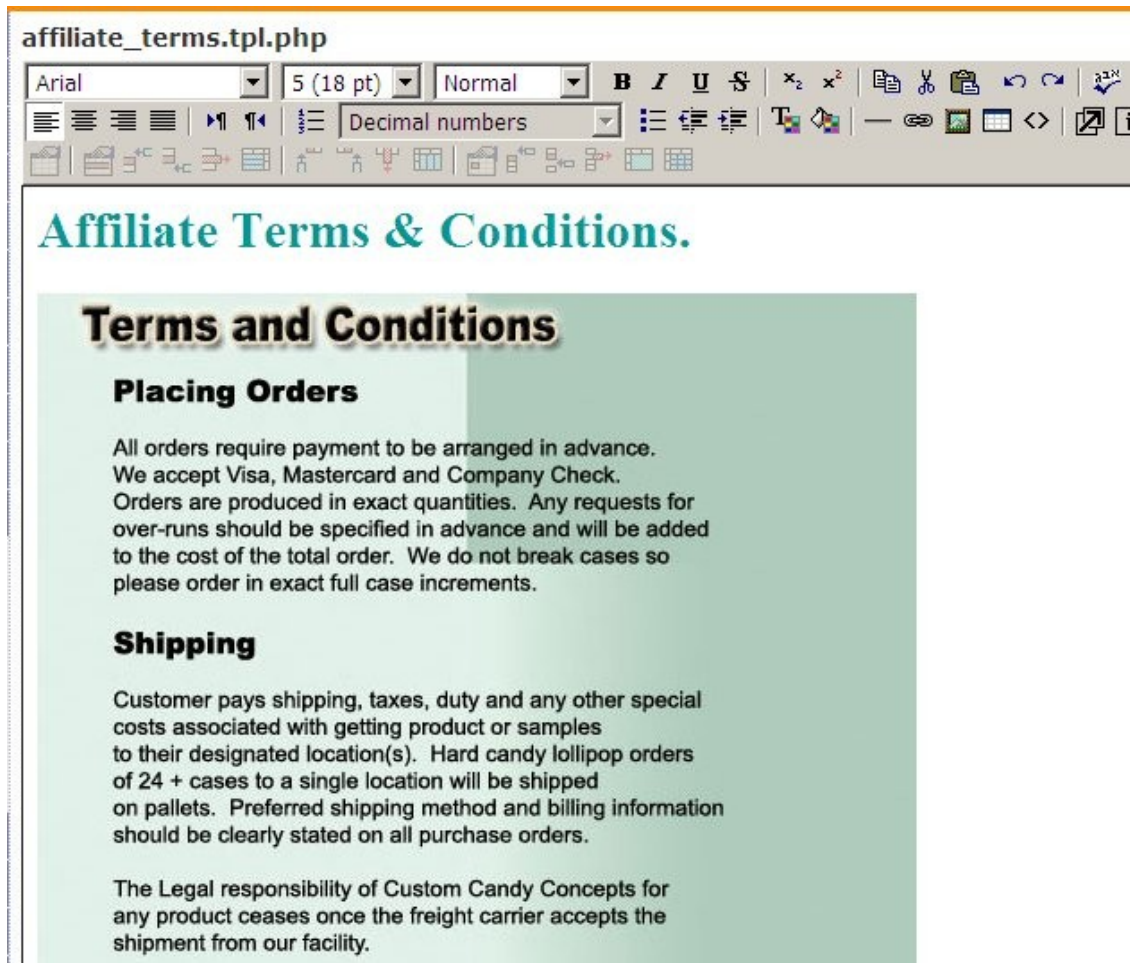


## Define Affiliate Terms Page

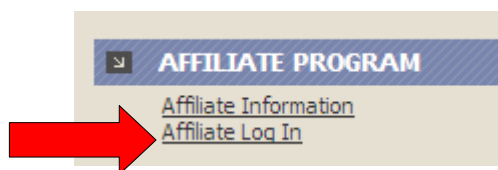
1. From the Admin Panel click the **Affiliates** link and select the **Define Affiliate Terms Page** section.



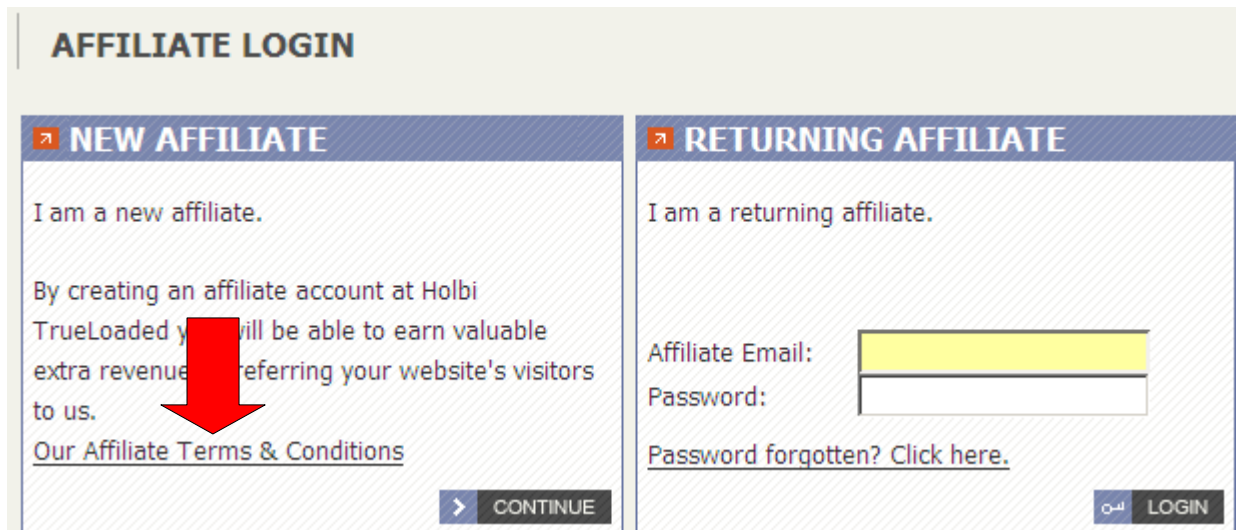
2. In this section you have a possibility to design the **affiliate\_terms.tpl.php** page (the Affiliate Terms & Conditions page). You can type a specific text in the box and design it by means of the tools displayed in the upper panel. For example, you can set up color, font, size, as well as insert image, weblink, etc. The text should contain information about terms and conditions for new affiliates registering in your web-store.



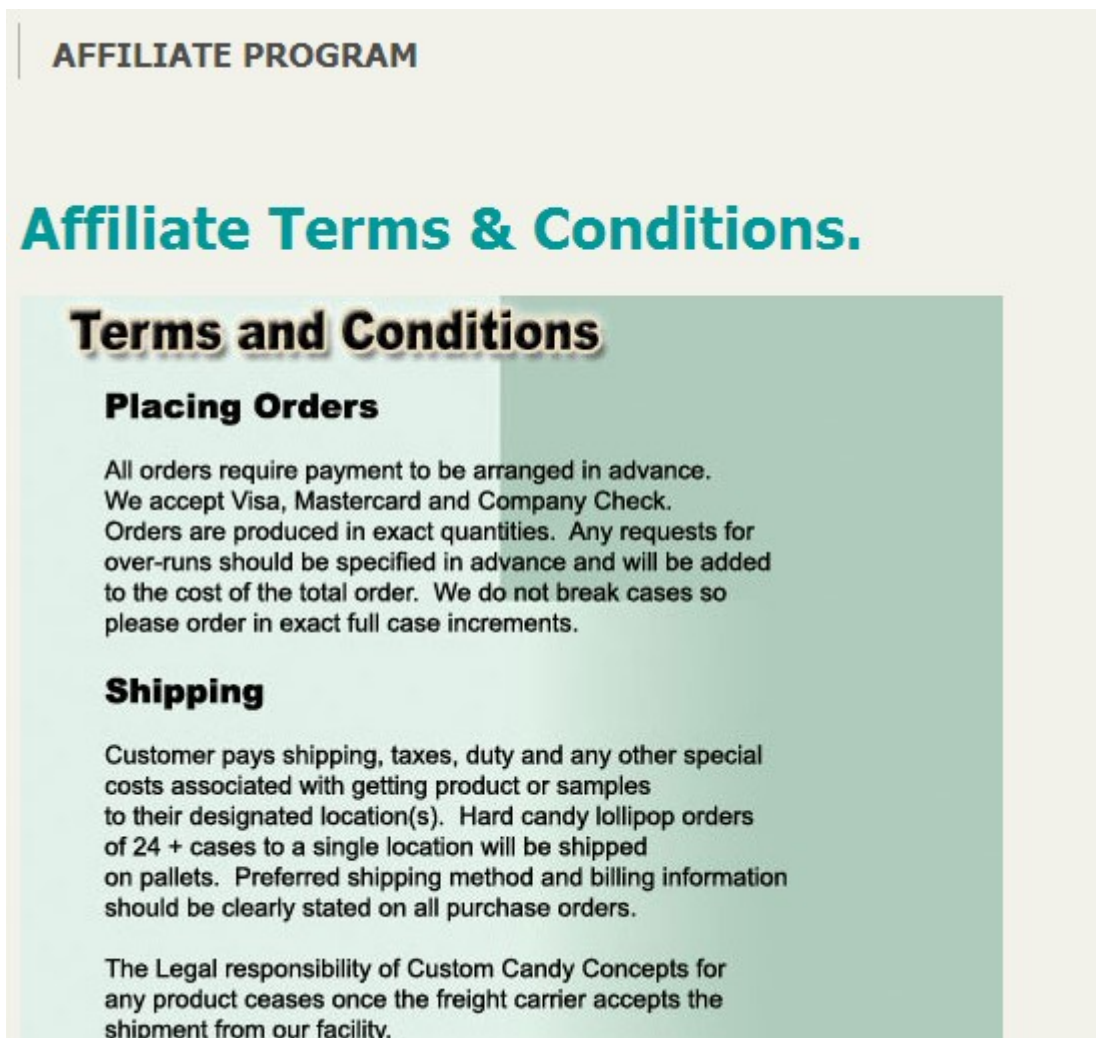
- 3. Click the **Save** button to save your settings.
- 4. Go to the web-store frontend and click the **Affiliates Log In** link in the **Affiliate Program** box.



- 5. The Affiliate Login page will open on the screen. In the **New Affiliate** box, click the **Our Affiliate Terms & Conditions** link.



- 6. The affiliate terms page will open on the screen. You can view your settings made in the Admin Panel.

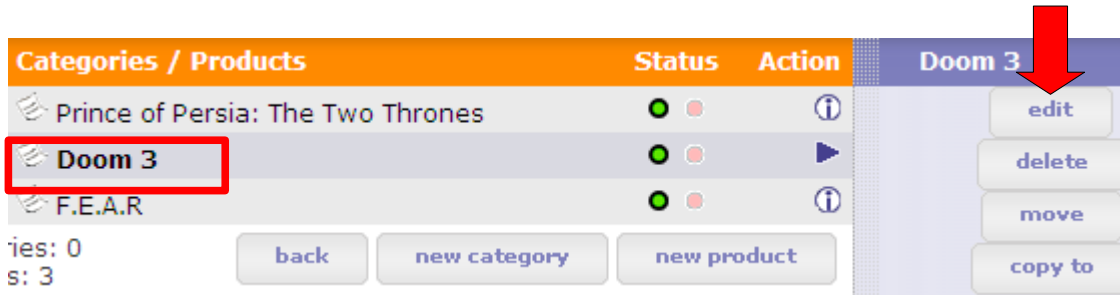


## Affiliate's Front End

Affiliate's User Part (frontend) can look different than the main web-store (e.g. by the number of Categories and Products), but there is the same Admin Part that allows an Administrator to manage products and categories in the Affiliates User Part.

All Categories and Products are displayed on Affiliate's frontend by default. An Administrator can «hide» the products on affiliate's frontend from the Admin Panel. For example, from the Admin Panel > Products/Categories section open the *Computer Games* > *Actions* category and select a product in the list (e.g. *Doom 3*).

1. Click the **Edit** button.



2. Open the **Affiliates** tab.



3. If the checkbox adjacent to the Affiliate's name (for example, *John Smith*) is selected, the product is visible on affiliate's frontend:



Unselect the checkbox to «hide» the product on affiliate's frontend.

4. Click the **Preview** button, and then – the **Update** button.

## Managing Affiliate's Admin Panel

After Affiliate has registered in the web-store, it will receive an email with Login and Password to access the Affiliate's Admin panel. When a store owner (as a Top Administrator) has approved a new Affiliate, it can access the Admin Part.

1. Go to Admin Part.
2. Click the **Affiliate login** link and specify email address and password in appropriate fields.

This is a screenshot of the login form. It contains two input fields: 'E-Mail Address:' and 'Password:'. A red arrow points to the 'Affiliate login.' link. Below the password field is a 'confirm' button. There are also links for 'Affiliate login.' and 'Password forgotten?'.

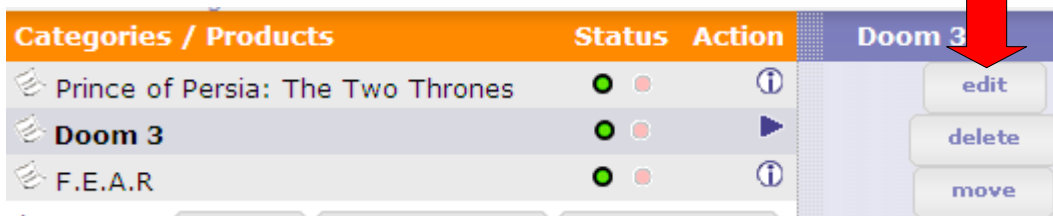
3. Then, click the **Confirm** button (or press the Enter key).

This is a screenshot of the login form with the fields filled. The 'E-Mail Address:' field contains 'affiliate@holbi.co.uk' and the 'Password:' field contains '\*\*\*\*\*'. The 'confirm' button is visible at the bottom right.

## Managing Products

The Affiliate's Admin panel looks different than the web-store owner's one. In the Affiliate's Admin Part, not all the sections are available because it depends on the rights given Affiliate by a Top Administrator.

1. Go to the Catalog/Products section and select a products. Then, click the **Edit** button.



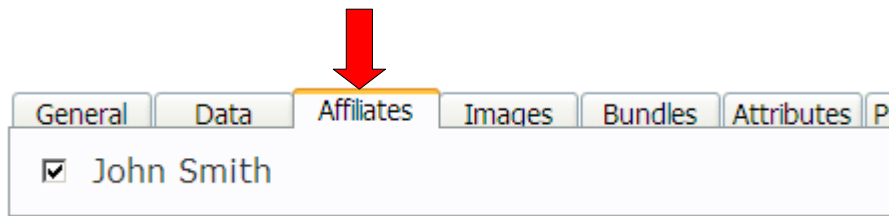
2. From the Product Edit screen an Affiliate can change product's name and description. For example:



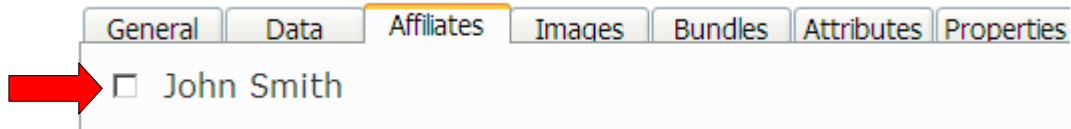
3. Click the **Preview**, and then – the **Update** button.
4. Go to the frontend and view the changes.



5. Also, you (as Affiliate) can “hide” the product on the Affiliate's frontend. To do that, access the product's edit mode and click the **Affiliates** tab.



6. Unselect the checkbox adjacent to the Affiliate's name.



7. Click the **Preview**, and then – the **Update** button.

*Note: To return the product to the Affiliates Front End, select this check box again.*

## Managing Payment/Shipping Modules

An Affiliate can manage Shipping and Payment modules from the Affiliate's Admin Panel (if it was given such permissions). Click the **Modules** link, select any payment or shipping module and click the **Remove** button to the right to disable the module on Affiliate's Front End.

If you want to make the module available, click the **Install** button.

Modules	Sort Order	Action
<b>Authorize.net</b>		▶
Credit Card	0	ⓘ
Cash on Delivery	0	ⓘ
EFSNet		ⓘ
The WebMakers Corner FREE CHARGE CARD		ⓘ
GeoTrust QuickPayments		ⓘ

Modules	Sort Order	Action
<b>German Post</b>		▶
Federal Express	0	ⓘ
Fixed Domestic/International Shipping Per Product		ⓘ

## Managing Customers/Orders

1. An Affiliate can view the customers registered in the webshop. To do that, go to the Customers/Orders section. On this page the Affiliate has a possibility to view the Customer's details (**Edit** button) and Customer's Orders details (**Orders** button), and to send email to the Customer (**Email** button).

**Customers/Orders :: Customers**

Search:  Groups:

Last Name	First Name	E-mail	Account Created	Action
Koshelev	Vladislav	vkoshelev@holbi.co.uk	06/29/2005	▶
Krolivets	Andrew	akrolivets@holbi.co.uk	06/16/2006	ⓘ
Li	Lilia	inna.suprun@gmail.com	08/21/2006	ⓘ
Malyshev	Vladislav	vmalyshev@holbi.co.uk	10/25/2004	ⓘ
Schulz	Lusy	ylovyagina@holbi.co.uk	10/30/2008	ⓘ
Shk	Bob	eshutenko@gmail.com	08/22/2006	ⓘ
Smith	John	yanablin@gmail.com	10/27/2008	ⓘ
Test	Ed	eshutenko@trianic.com	05/15/2006	ⓘ
Vasiliev	Igar	ivasiliev@holbi.co.uk	08/17/2006	ⓘ

**Vladislav Koshelev**

Account Created: 06/29/2005

Last Modified: 08/18/2006

Last Logon:

Number of Logons:

2. The **Orders** section displays all the orders ever made in the webshop.

**Customers/Orders :: Orders**

Current time: 02/16/2009 14:01:21

Customers	Order Total	Date Purchased	Status	Action
Lusy Schulz	£5.00	10/30/2008 14:58:53	Pending	▶
Lusy Schulz	£182.05	10/30/2008 14:55:47	Processing	ⓘ
John Smith	£93.33	10/27/2008 15:40:19	Pending	ⓘ
John Smith	£40.74	10/27/2008 15:33:19	Delivered	ⓘ

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3. From this screen the Affiliate can view Order's details (**Edit** button), view/print invoice (**Invoice** button), and view/print packing slip (**Packing Slip** button).