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User's Manual

Project name: TrueLoaded

Module: Configuration

Affiliate Program

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version 1.2

o s C o m m e r c e m o d u l e s
I n t e g r a t i o n w i t h E R P s y s t e m s
S e r v i c e s
S k i n s

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Introduction

From the Admin Panel > Configuration > Affiliate Program section you can set up your Affiliates Program options.



	Title	Value
Administrator	E-Mail Address	affiliate@localhost.com
Configuration	Affiliate admin access group	Affiliate Group
	Affiliate Pay Per Sale Payment % Rate	10
My Store	Payment Threshold	1
Minimum Values	Cookie Lifetime	7200
Maximum Values	Billing Time	0
Images	Order Min Status	Allow Download, Delivered
Customer Details	Pay Affiliates with check	true
Shipping/Packaging	Pay Affiliates with PayPal	true
Product Listing	Pay Affiliates by Bank	true
Stock	Individual Affiliate Percentage	true
Logging	Use Affiliate-tier	false
Cache	Number of Tierlevels	0
E-Mail Options	Percentage Rate for the Tierlevels	8.00;5.00;1.00
Download		
GZip Compression		
Sessions		
Affiliate Program		
Site Maintenance		

Affiliate Programme allows other companies and web sites to register as Affiliates 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 in the web-store, 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.

Updating E-Mail Address

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Since the **E-Mail Address** item is highlighted, click the **Edit** button on the right.



Title	Value	Action	E-Mail Address
E-Mail Address	affiliate@localhost.com	▶	<input type="text" value="affiliate@localhost.com"/> <input type="button" value="edit"/>
Affiliate admin access group	Affiliate Group	ⓘ	
Affiliate Pay Per Sale Payment % Rate	10	ⓘ	The E Mail Add for the Affiliate Programm
Payment Threshold	1	ⓘ	
Cookie Lifetime	7200	ⓘ	
Billing Time	0	ⓘ	Date Added:

3. In the field, specify e-mail address for Affiliate. The notifications about affiliate's activities will be sent to this address.
4. Click the **Update** button.

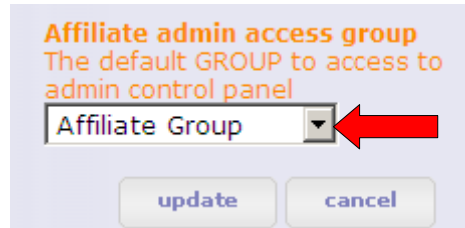
Updating Affiliate Admin Access Group

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Affiliate Admin Access Group** item in the list and click the **Edit** button on the right.



Title	Value	Action	Affiliate admin access group
E-Mail Address	affiliate@localhost.com	ⓘ	
Affiliate admin access group	Affiliate Group	▶	<input type="text" value="Affiliate Group"/> <input type="button" value="edit"/>
Affiliate Pay Per Sale Payment % Rate	10	ⓘ	The default GR to access to a control panel
Payment Threshold	1	ⓘ	
Cookie Lifetime	7200	ⓘ	

3. Choose a default affiliates GROUP from the pop-up list. This group will have access to admin control panel. (See “**Creating Administrator**” manual for additional information on how to create Admin Groups).



4. Click the **Update** button.

Updating Affiliate Pay Per Sale Payment % Rate

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Affiliate Pay Per Sale Payment % Rate** item in the list and click the **Edit** button on the right.

Title	Value	Action	Affiliate Pay Per Sale Payment % Rate
E-Mail Address	affiliate@localhost.com	ⓘ	 edit Percentage Rate of the Affiliate Program
Affiliate admin access group	Affiliate Group	ⓘ	
Affiliate Pay Per Sale Payment % Rate	10	▶	
Payment Threshold	1	ⓘ	
Cookie Lifetime	7200	ⓘ	

3. In the field, specify percentage rate for the Affiliate Program. For example, specifying '10' in the field means 10% of each order's payment will be transferred to the Affiliate.
4. Click the **Update** button.

Updating Payment Threshold

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Payment Threshold** item in the list and click the **Edit** button on the right.



Title	Value	Action	Payment Threshold
E-Mail Address	affiliate@localhost.com	(i)	edit
Affiliate admin access group	Affiliate Group	(i)	
Affiliate Pay Per Sale Payment % Rate	10	(i)	Payment Thresh for paying affilia
Payment Threshold	1	(▶)	
Cookie Lifetime	7200	(i)	Date Added:

- In the field, specify the payment threshold for paying affiliates. For example, specify '100' in the field. If your country of origin is UK the payment threshold is £100. When a total sum of affiliate's funds becomes equal to £100, the money will be transferred to affiliate.
- Click the **Update** button.

Updating Cookie Lifetime

- From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
- Select the **Cookie Lifetime** item in the list and click the **Edit** button on the right.



Title	Value	Action	Cookie Lifetime
E-Mail Address	affiliate@localhost.com	(i)	edit
Affiliate admin access group	Affiliate Group	(i)	
Affiliate Pay Per Sale Payment % Rate	10	(i)	How long does click count (seconds) if customer come back
Payment Threshold	1	(i)	
Cookie Lifetime	7200	(▶)	
Billing Time	0	(i)	

- In the field, specify the number of seconds defining how long the information about affiliate's visit to the website will be stored in cookies.

This feature is very profitable for affiliates because it gives a possibility to receive percentage of the orders' payment during the specified period of time. For example, specify '7200' in the field. (7200 seconds = 2 hours). If a customer has visited the store through the affiliate's link (or banner) and purchased a product, the affiliate gets its % of that payment. If next time the customer visits the store in a standard way (not through the affiliate's link or banner) and purchases product during 2 hours after his FIRST visit, the affiliate will receive its % from each order's payment.

- Click the **Update** button.

Updating Billing Time

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Billing Time** item in the list and click the **Edit** button on the right.



Title	Value	Action	Billing Time
E-Mail Address	affiliate@localhost.com	ⓘ	<input type="button" value="edit"/> <p>Orders billed must be at least "30" days old. This is needed if an order is refunded.</p> <p>Date Added:</p>
Affiliate admin access group	Affiliate Group	ⓘ	
Affiliate Pay Per Sale Payment % Rate	10	ⓘ	
Payment Threshold	1	ⓘ	
Cookie Lifetime	7200	ⓘ	
Billing Time	0	▶	
Order Min Status	Allow Download, Delivered	ⓘ	

3. In the field, specify the number of days for orders billed. This is needed if an order is refunded. For example, specify '30' in the field. Product payment percentage will be transferred to Affiliate after 30 days expiry, if the order is not canceled during this period.
4. Click the **Update** button.

Updating Order Min Status

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Order Min Status** item in the list and click the **Edit** button on the right.



Title	Value	Action	Order Min Status
E-Mail Address	affiliate@localhost.com	ⓘ	<input type="button" value="edit"/> <p>The status an order must have at least to be billed</p> <p>Date Added: 07/17/2003 Last Modified: 02/14/2005</p>
Affiliate admin access group	Affiliate Group	ⓘ	
Affiliate Pay Per Sale Payment % Rate	10	ⓘ	
Payment Threshold	1	ⓘ	
Cookie Lifetime	7200	ⓘ	
Billing Time	0	ⓘ	
Order Min Status	Allow Download, Delivered	▶	
Pay Affiliates with check	true	ⓘ	

3. Select the checkboxes adjacent to the Statuses names to specify the minimum status an order must have to be billed. For example, if you select the **Allow Download** and **Delivered** checkboxes, the orders having any of these statuses will be billed.
4. Click the **Update** button.

Updating Pay Affiliates with Check

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Pay Affiliate with Check** item in the list and click the **Edit** button on the right.




Title	Value	Action
E-Mail Address	affiliate@localhost.com	ⓘ
Affiliate admin access group	Affiliate Group	ⓘ
Affiliate Pay Per Sale Payment % Rate	10	ⓘ
Payment Threshold	1	ⓘ
Cookie Lifetime	7200	ⓘ
Billing Time	0	ⓘ
Order Min Status	Allow Download, Delivered	ⓘ
Pay Affiliates with check	true	▶
Pay Affiliates with PayPal	true	ⓘ

- Select the **True** button to allow paying affiliates with check.
 - Select the **False** button if you do not allow paying affiliates with check.
3. Click the **Update** button.

Updating Pay Affiliates with PayPal


1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Pay Affiliate with Pay Pal** item in the list and click the **Edit** button on the right.

E-Mail Address	affiliate@localhost.com	(i)	 <input type="button" value="edit"/> Pay Affiliates with PayPal Date Added: 07/17/2003
Affiliate admin access group	Affiliate Group	(i)	
Affiliate Pay Per Sale Payment % Rate	10	(i)	
Payment Threshold	1	(i)	
Cookie Lifetime	7200	(i)	
Billing Time	0	(i)	
Order Min Status	Allow Download, Delivered	(i)	
Pay Affiliates with check	true	(i)	
Pay Affiliates with PayPal	true	▶	
Pay Affiliates by Bank	true	(i)	

- Select the **True** button to allow paying affiliates with PayPal.
 - Select the **False** button if you do not allow paying affiliates with PayPal.
3. Click the **Update** button.

Updating Pay Affiliates by Bank


1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Pay Affiliates by Bank** item in the list and click the **Edit** button on the right.

E-Mail Address	affiliate@localhost.com	(i)	 <input type="button" value="edit"/> Pay Affiliates by Bank Date Added: 07/17/2003
Affiliate admin access group	Affiliate Group	(i)	
Affiliate Pay Per Sale Payment % Rate	10	(i)	
Payment Threshold	1	(i)	
Cookie Lifetime	7200	(i)	
Billing Time	0	(i)	
Order Min Status	Allow Download, Delivered	(i)	
Pay Affiliates with check	true	(i)	
Pay Affiliates with PayPal	true	(i)	
Pay Affiliates by Bank	true	▶	
Individual Affiliate Percentage	true	(i)	

- Select the **True** button to allow paying affiliates by Bank.
 - Select the **False** button if you do not allow paying affiliates by Bank.
3. Click the **Update** button.

Updating Individual Affiliate Percentage

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Individual Affiliate Percentage** item in the list and click the **Edit** button on the right.

Title	Value	Action	Individual Affiliate Percentage
E-Mail Address	affiliate@localhost.com		 Allow per Affiliate provision Date Added: 07/17/2003 Last Modified: 06/03/2004
Affiliate admin access group	Affiliate Group		
Affiliate Pay Per Sale Payment % Rate	10		
Payment Threshold	1		
Cookie Lifetime	7200		
Billing Time	0		
Order Min Status	Allow Download, Delivered		
Pay Affiliates with check	true		
Pay Affiliates with PayPal	true		
Pay Affiliates by Bank	true		
Individual Affiliate Percentage	true		
Use Affiliate-tier	false		

- Select the **True** button to allow per affiliate provision. It gives a possibility to assign percentage rate to each affiliate individually. (See “**Affiliates**” manual for additional information on how to create affiliates)
 - Select the **False** button if you do not want to activate this feature.
3. Click the **Update** button.

Updating Use Affiliate-tier

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Use Affiliate-tier** item in the list and click the **Edit** button on the right.

Title	Value	Action	Use Affiliate tier
E-Mail Address	affiliate@localhost.com		<input type="button" value="edit"/>
Affiliate admin access group	Affiliate Group		
Affiliate Pay Per Sale Payment % Rate	10		Multilevel Affiliate provisions
Payment Threshold	1		
Cookie Lifetime	7200		Date Added: 07/17/2003
Billing Time	0		Last Modified: 07/17/2003
Order Min Status	Allow Download, Delivered		
Pay Affiliates with check	true		
Pay Affiliates with PayPal	true		
Pay Affiliates by Bank	true		
Individual Affiliate Percentage	true		
Use Affiliate-tier	false		
Number of Tierlevels	0		

- Select the **True** button to activate the multilevel affiliate provision. This feature allows a Main Affiliate to have the Multilevel Affiliates. The Main Affiliate will receive the main percentage of payment, the sub-level Affiliates will receive less percentage assigned in the **Percentage Rate for the Tierlevels** section (see below).
 - Select the **False** button if you do not want to activate multilevel affiliates feature.
3. Click the **Update** button.

Updating Number of Tierlevels

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Number of Tierlevels** item in the list and click the **Edit** button on the right.

Title	Value	Action	Number of Tierlevels
E-Mail Address	affiliate@localhost.com		<input type="button" value="edit"/>
Affiliate admin access group	Affiliate Group		
Affiliate Pay Per Sale Payment % Rate	10		Number of Tierlevels
Payment Threshold	1		
Cookie Lifetime	7200		Date Added: 07/17/2003
Billing Time	0		
Order Min Status	Allow Download, Delivered		
Pay Affiliates with check	true		
Pay Affiliates with PayPal	true		
Pay Affiliates by Bank	true		
Individual Affiliate Percentage	true		
Use Affiliate-tier	false		
Number of Tierlevels	0		
Percentage Rate for the Tierlevels	8.00;5.00;1.00		

3. In the field, specify the number of tierlevels for Multilevel Affiliates. For example, if you specify '3' in the field, the Main Affiliate will be able to have not more than 3 sub-level affiliates. The third-level affiliates will not be able to have any tierlevels.
4. Click the **Update** button.

Updating Percentage Rate for the Tierlevels

1. From the Admin Panel click the **Configuration** link and select the **Affiliate Program** item.
2. Select the **Percentage Rate for the Tierlevels** item in the list and click the **Edit** button on the right.

Title	Value	Action	Percentage Rate for the Tierlevels
E-Mail Address	affiliate@localhost.com	ⓘ	 edit Percent Rates for the tierlevels Example: 8.00;5.00;1.00 Date Added: 07/17/2003
Affiliate admin access group	Affiliate Group	ⓘ	
Affiliate Pay Per Sale Payment % Rate	10	ⓘ	
Payment Threshold	1	ⓘ	
Cookie Lifetime	7200	ⓘ	
Billing Time	0	ⓘ	
Order Min Status	Allow Download, Delivered	ⓘ	
Pay Affiliates with check	true	ⓘ	
Pay Affiliates with PayPal	true	ⓘ	
Pay Affiliates by Bank	true	ⓘ	
Individual Affiliate Percentage	true	ⓘ	
Use Affiliate-tier	false	ⓘ	
Number of Tierlevels	0	ⓘ	
Percentage Rate for the Tierlevels	8.00;5.00;1.00	▶	

3. In the field, specify percentage rate for the tierlevels. For example, if the Affiliate has three tierlevels, specify three descending numbers separated by semi column in the field (i.e. *8.00;5.00;1.00*). As a result, the first-level Affiliates will receive 8 % of the Main Affiliate's % fee, the second-level affiliates – 5%, and the third-level affiliates – 1%.
4. Click the **Update** button.