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AFFILIATE PLUS

STANDARD EDITION

USER GUIDE

Version 4.4

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1. INTRODUCTION

Selling products on commission is regarded as a great way to market products. It's an efficient sales channel since Customers are more likely to buy products recommended by their friends. Many stores have applied this kind of selling and experience great success. Realizing that demand, we release Affiliate Plus - an advanced Magento extension that allows web-shop owners to sell products on commission. Those who sign up affiliate system will receive commissions when their friends click on the referral links and purchase products. Why don't you start a lucrative business by adding this Affiliate plus module to your cart?

Outstanding features

For Affiliates

✓ Easily manage affiliate accounts

- Able to post banners, script / code on websites, forum, blogs as well as share on social networks such as Facebook, Twitter and Google+, etc.
- Able to manage payments, commissions and referrers
- Ability to manage transactions related to their affiliate accounts
- Ability to manage withdrawal
- Track the number of lifetime customers (Updated in v4.4)
- Create sub-store link including chosen products (Updated in v4.4)

✓ Manage commission

- Commission is calculated based upon commission rate
- Automatically adding commission to the referrer's account once a transaction is complete
- Ability to request withdrawal when his commission has reached the threshold of withdrawal

For Admins

✓ Manage banners

- Can assign links to banners
- Can use flash or images for banners
- New layout for banner listing page: more professional and friendly

✓ **Manage accounts**

- Sign-up page for affiliates is separated from customer registration page
- Affiliates must be approved by admin after registration
- View/ edit accounts' information (name, email, key shop, balance, withdrawal release level...)
- View other information of accounts such as transactions and payments
- Manually add/subtract commission of affiliates (Updated in v4.4)
- Manually add/remove Lifetime Customers of affiliates (Updated in v4.4)

✓ **Manage transactions & payments**

- View all transactions and their status
- Update status of payment once it is made
- PayPal withdrawal methods: using API and Manual
- Manually add New Transaction for specific affiliates (Updated in v4.4)

✓ **Support multi-store**

- Able to manage accounts, commissions, transactions in each store separately or all stores alltogether
- Banners may be saved for each store and different from others in stores. They can also be saved for all stores to utilize

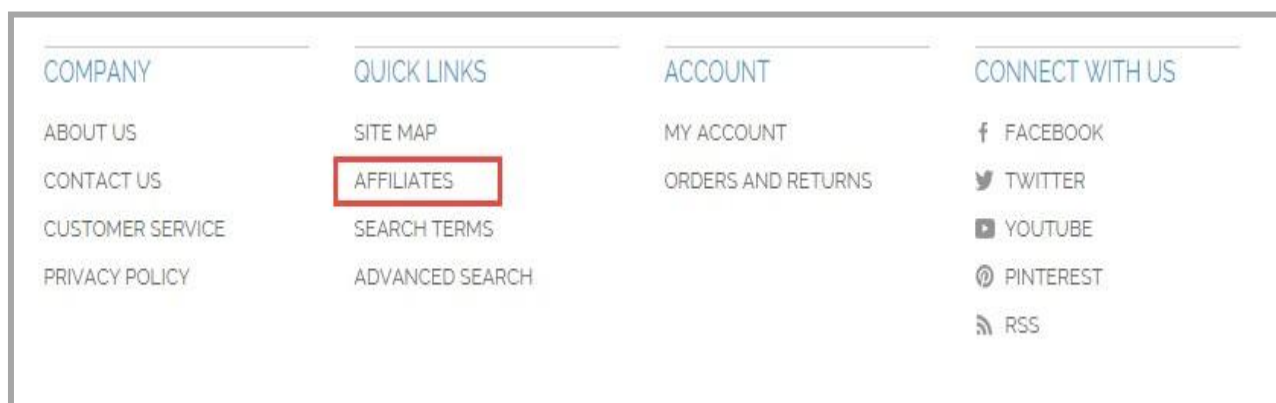
Others

- ✓ Support responsive themes
- ✓ Easy to install and configure
- ✓ User-friendly interface

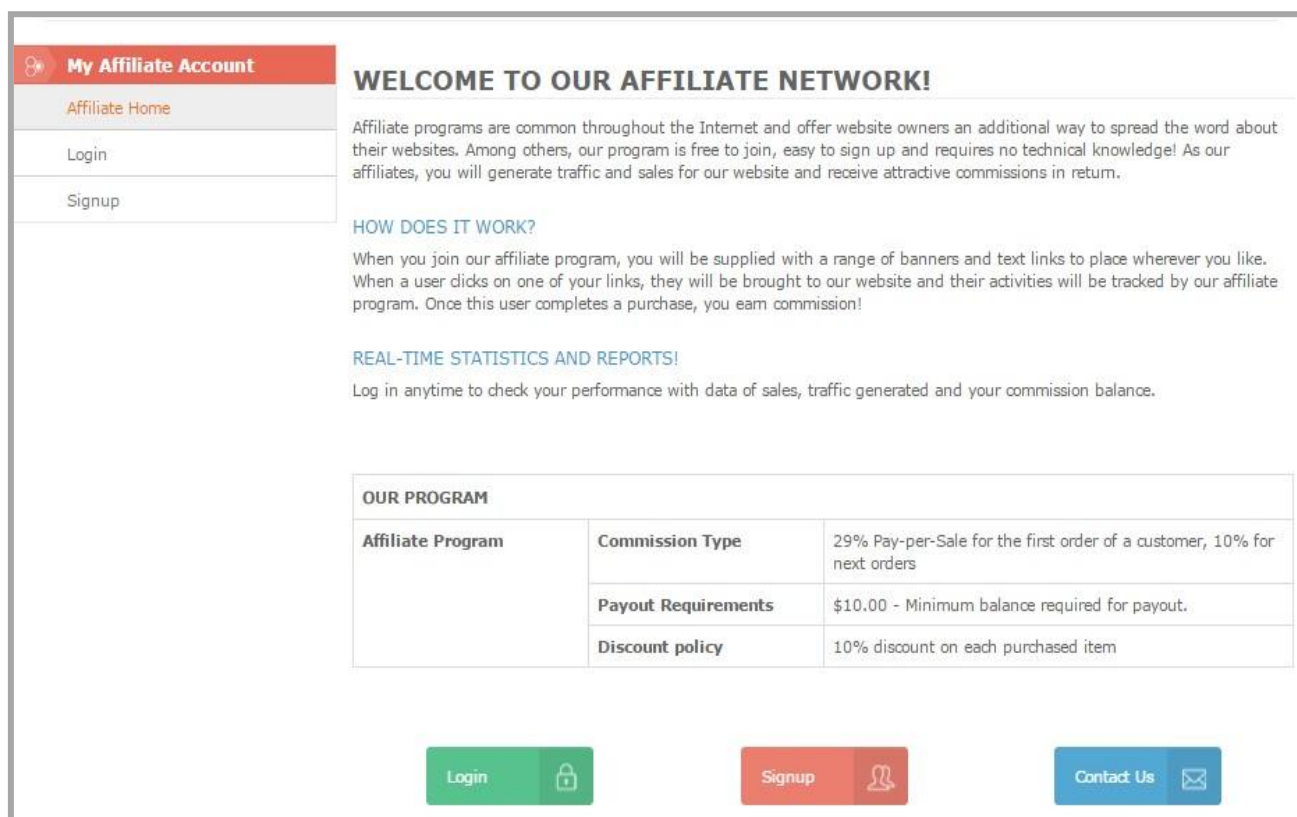
2. HOW TO USE

2.1. Welcome Page

- ❖ After successfully installing the module, you can place the affiliate's link in the footer or at the top of your site.

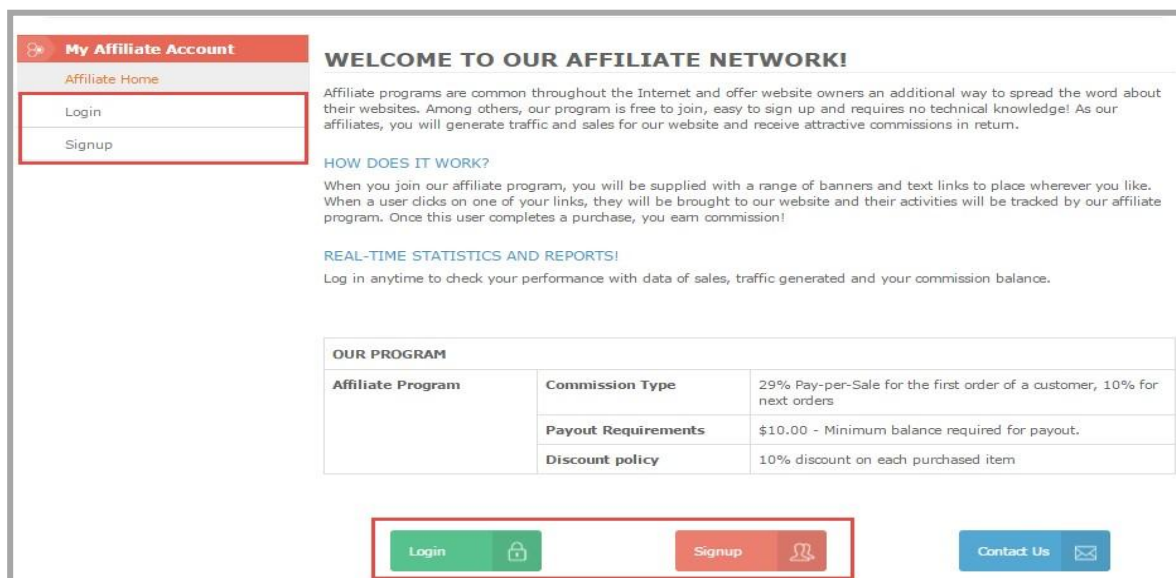


- ❖ When a visitor clicks on this link, he can view the **Affiliate Home** page of the Affiliate system. This is a CMS page so you can customize its content to suit your needs (See the instruction in the next part).



2.2. Sign up for an Affiliate Account

Customers can view the link to sign up for an affiliate program on the left of the welcome page.



My Affiliate Account

- Affiliate Home
- Login
- Signup

WELCOME TO OUR AFFILIATE NETWORK!

Affiliate programs are common throughout the Internet and offer website owners an additional way to spread the word about their websites. Among others, our program is free to join, easy to sign up and requires no technical knowledge! As our affiliates, you will generate traffic and sales for our website and receive attractive commissions in return.

HOW DOES IT WORK?

When you join our affiliate program, you will be supplied with a range of banners and text links to place wherever you like. When a user clicks on one of your links, they will be brought to our website and their activities will be tracked by our affiliate program. Once this user completes a purchase, you earn commission!

REAL-TIME STATISTICS AND REPORTS!

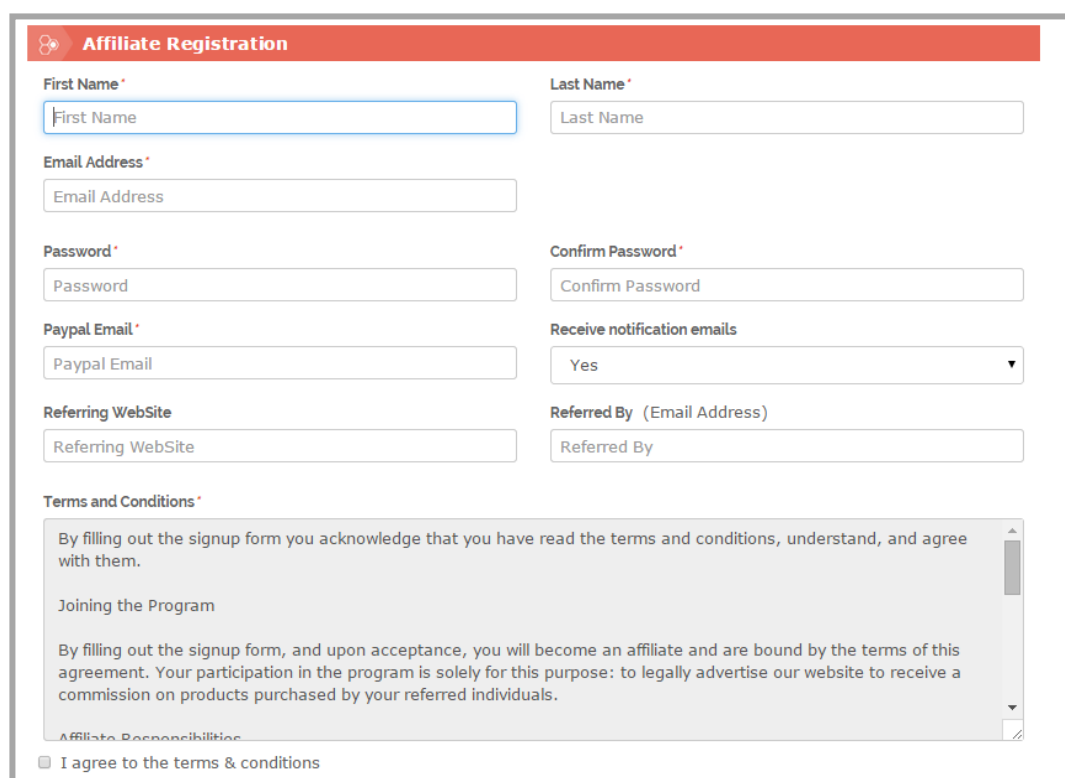
Log in anytime to check your performance with data of sales, traffic generated and your commission balance.

OUR PROGRAM		
Affiliate Program	Commission Type	29% Pay-per-Sale for the first order of a customer, 10% for next orders
	Payout Requirements	\$10.00 - Minimum balance required for payout.
	Discount policy	10% discount on each purchased item

[Login](#) [Signup](#) [Contact Us](#)

When visitors click on the **Sign-up** tab, they will be redirected to the **Affiliate Registration** page. After providing all required information, visitors should click on the **Save** button to complete their registration. There are different forms following some scenarios.

- Form 1: When visitors have not registered any accounts in your store, they will be required to fill in all information as below.



Affiliate Registration

First Name *
Last Name *

Email Address *

Password *
Confirm Password *

Paypal Email *

Referring WebSite

Referred By (Email Address)

Receive notification emails
Yes

Terms and Conditions *

By filling out the signup form you acknowledge that you have read the terms and conditions, understand, and agree with them.

Joining the Program

By filling out the signup form, and upon acceptance, you will become an affiliate and are bound by the terms of this agreement. Your participation in the program is solely for this purpose: to legally advertise our website to receive a commission on products purchased by your referred individuals.

Affiliate Responsibilities

I agree to the terms & conditions

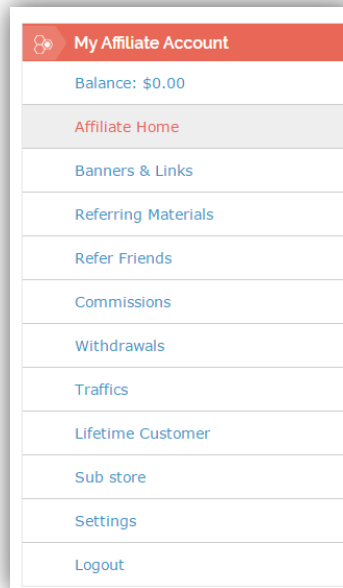
- Form 2: When visitors have had a customer account already but have not registered as an Affiliate yet, they will need to fill in additional information required to join your Affiliate program.

- If Customers have already had an Affiliate account on your site, the Affiliate system will require them to log in:

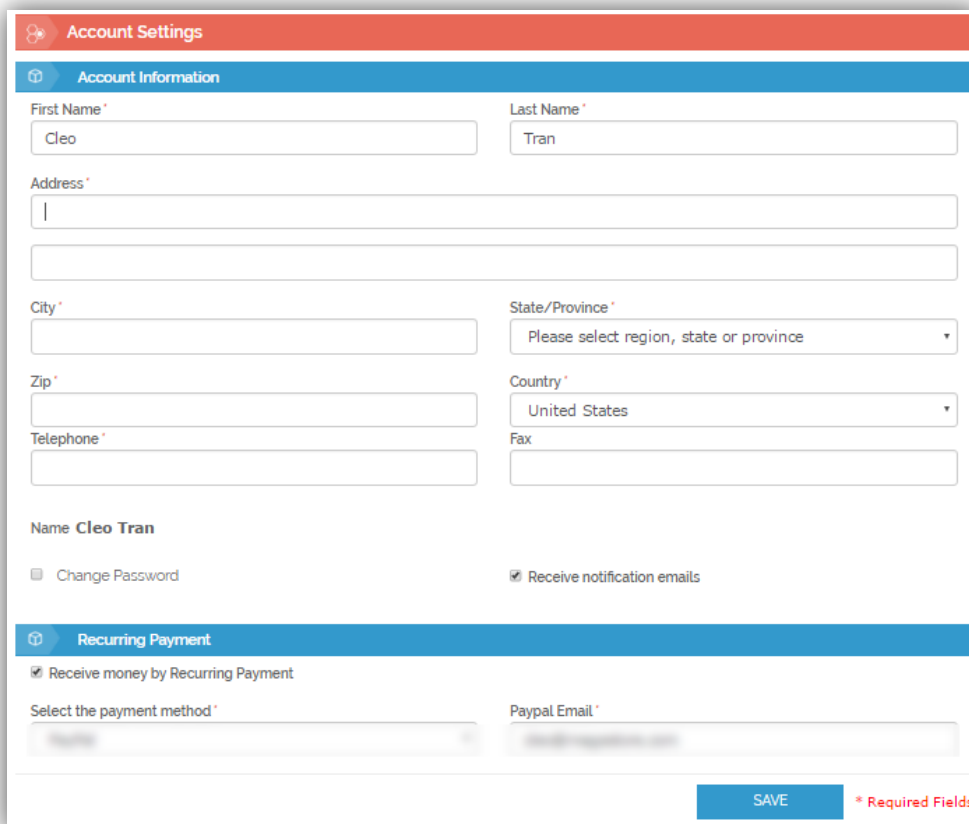
After clicking on the **Login** button, Customers will be redirected to the **Affiliate Welcome** page.

2.3. How to Manage Affiliate Info

- ❖ After logging in to the system, Customers can view their affiliate information in a common page where they will see various menu tabs of Affiliate program including Affiliate Home, Banners & Links, Refer Friends, Commissions, Withdrawals, Traffics, Settings and Logout.



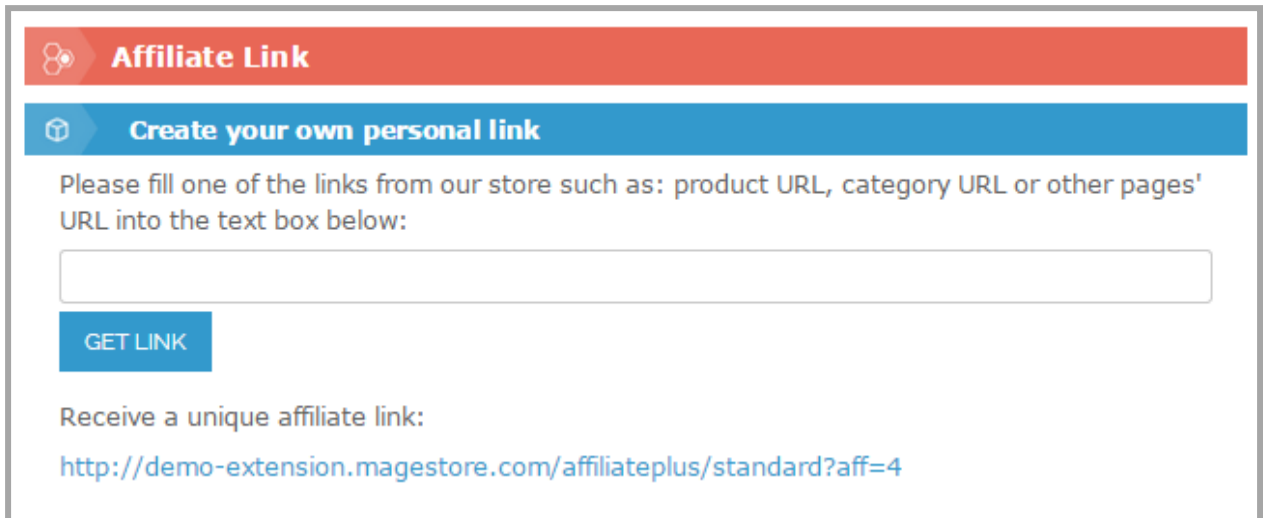
- ❖ Customers can change their personal information in the **Settings** tab.

A screenshot of the "Account Settings" page. The page has a red header with a gear icon and the text "Account Settings". Below the header is a blue sub-header "Account Information". The form contains several input fields: "First Name" (Cleo), "Last Name" (Tran), "Address" (empty), "City" (empty), "State/Province" (dropdown menu with "Please select region, state or province"), "Zip" (empty), "Country" (dropdown menu with "United States"), "Telephone" (empty), and "Fax" (empty). Below these fields, the name "Cleo Tran" is displayed. There are two checkboxes: "Change Password" (unchecked) and "Receive notification emails" (checked). Below the "Account Information" section is another blue sub-header "Recurring Payment". Under this section, there is a checked checkbox "Receive money by Recurring Payment". Below this are two more input fields: "Select the payment method" (dropdown menu) and "Paypal Email" (empty). At the bottom right of the form, there is a blue "SAVE" button and a red asterisk followed by the text "* Required Fields".

2.4. How to Use Banners & Links

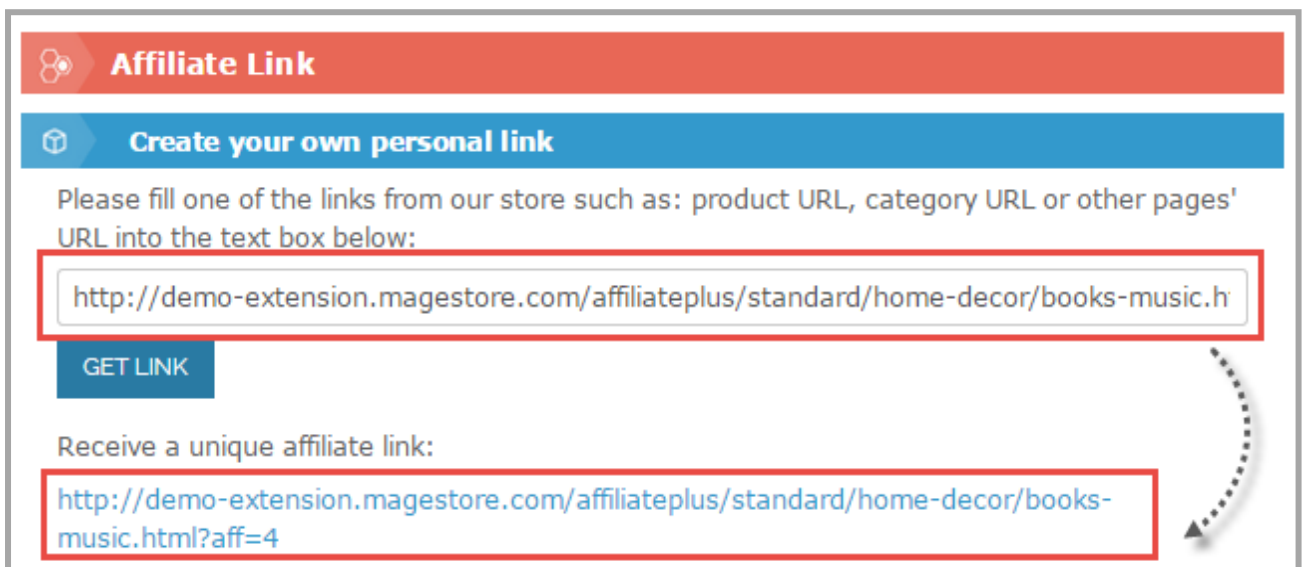
The **Banners & Links** tab provides affiliates with all banners and custom links which they can add to their websites, blogs or forums. This page contains 2 sections as follows:

- ❖ The **Affiliate Link** section:



The screenshot shows the 'Affiliate Link' section with a sub-header 'Create your own personal link'. Below this, there is a text box for entering a URL, a 'GET LINK' button, and a resulting unique affiliate link: <http://demo-extension.magestore.com/affiliateplus/standard?aff=4>.

Here affiliates can copy any links on your website such as product URLs, category URLs, etc. and then paste into the textbox. After clicking on **Get Link**, affiliate will have unique links identified by their affiliate ID to share anywhere else.



This screenshot is similar to the previous one but highlights the input and output with red boxes. The input text box contains the URL: <http://demo-extension.magestore.com/affiliateplus/standard/home-decor/books-music.h>. The 'GET LINK' button is visible below it. The resulting unique affiliate link is: <http://demo-extension.magestore.com/affiliateplus/standard/home-decor/books-music.html?aff=4>. A dashed arrow points from the input box to the output box.


❖ The **Banners** section:

- In this section, affiliates can filter banners by banner size or banner type (Image or Text).

Banners

Filter: All 910x390 900x300 800x270 910x230 Image Text Flash

Title: Banner for Women Clothes
Type: Image
Size: 910x390
Clicks (unique/ raw): 0/ 0
Impressions (unique/ raw): 0/ 0
Link: <http://demo-extension.magestore.com/affiliateplus/standard1.9/women.html?aff=1&bannerid=1>



Copy and paste this source code into your website or forum.

[G+](#) [Tweet](#) [Share](#)

- Each banner has a source code for affiliates to put on websites. In addition, affiliates are able to share banner links on social networks like Google+, Twitter, Facebook by clicking the corresponding icons.

Copy and paste this source code into your website or forum.

```
<a href="http://demo-extension.magestore.com/affiliateplus/standard1.9/women.html?aff=1&bannerid=1" target="_blank"></a>
```

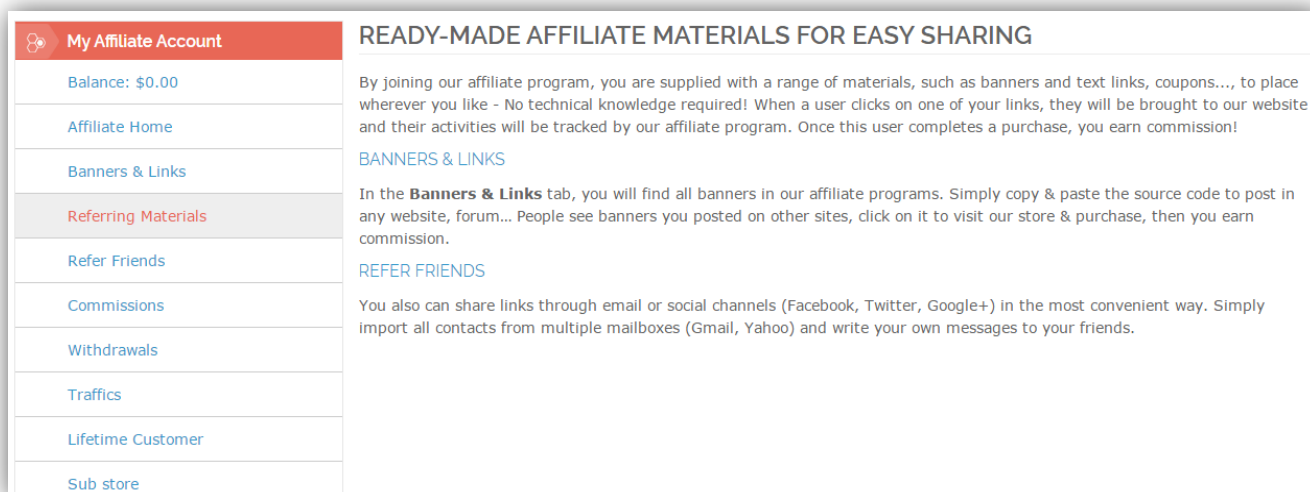
[G+](#) [Tweet](#) [Share](#)

- Affiliates can easily track clicks and impressions of each banner.

Title: Banner for Women Clothes
Type: Image
Size: 910x390
Clicks (unique/ raw): 0/ 0
Impressions (unique/ raw): 0/ 0
Link: <http://demo-extension.magestore.com/affiliateplus/standard1.9/women.html?aff=4&bannerid=1>

2.5. How to use Referring Materials

The system provides customers with information of Affiliate system, links, and banners to share on forums or social networks.



The screenshot shows a user interface for an affiliate account. On the left is a navigation menu with items: My Affiliate Account, Balance: \$0.00, Affiliate Home, Banners & Links, Referring Materials (highlighted), Refer Friends, Commissions, Withdrawals, Traffics, Lifetime Customer, and Sub store. The main content area is titled 'READY-MADE AFFILIATE MATERIALS FOR EASY SHARING'. It contains introductory text about the affiliate program, a section for 'BANNERS & LINKS' explaining how to use banners, and a section for 'REFER FRIENDS' explaining how to share links through email or social media.

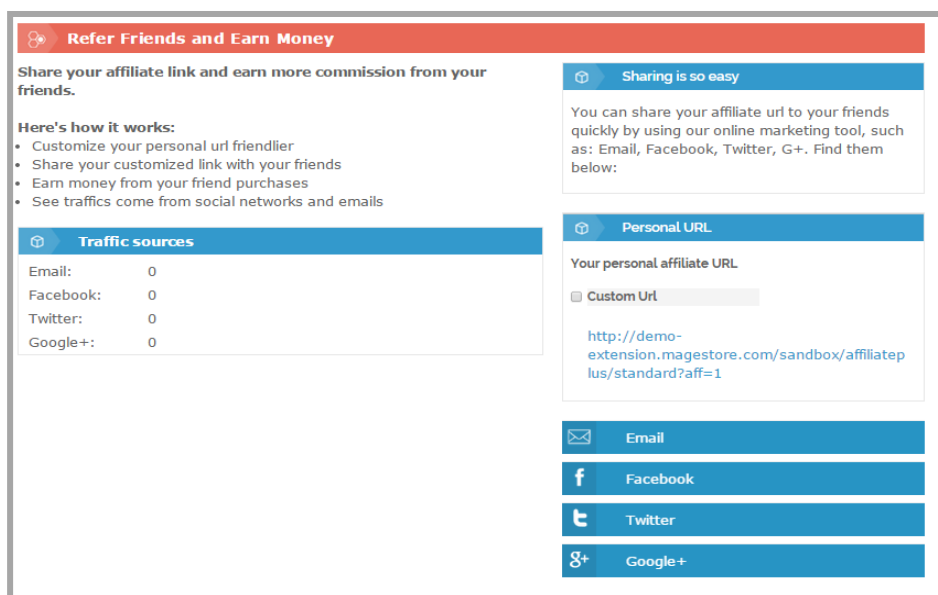
The **Referring Materials** tab can be set as enabled/disabled. You are allowed to edit content of the tab by creating new CMS pages in backend. Eg: you explain more about system, links or banners for your Customers.

2.6. How to Refer Friends

2.6.1. On My Account/Affiliate Menu

First of all,

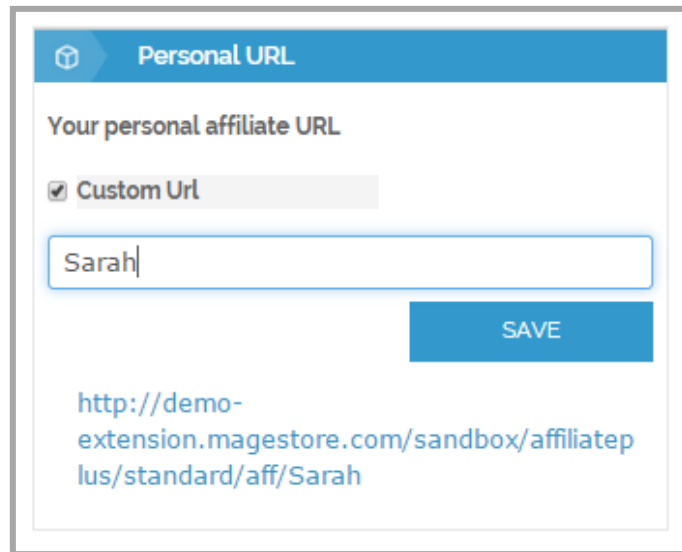
- Go to **My account** → **Affiliates**
- Click on **Refer Friends** tab



The screenshot shows the 'Refer Friends and Earn Money' dashboard. It features a header with the title and a sub-header 'Share your affiliate link and earn more commission from your friends.' Below this, there is a section 'Here's how it works:' with a list of four bullet points: 'Customize your personal url friendlier', 'Share your customized link with your friends', 'Earn money from your friend purchases', and 'See traffics come from social networks and emails'. To the left, there is a 'Traffic sources' table with columns for Email, Facebook, Twitter, and Google+, each showing a value of 0. On the right, there is a 'Personal URL' section with a text input field for 'Your personal affiliate URL' containing a sample URL: 'http://demo-extension.magestore.com/sandbox/affiliateplus/standard?aff=1'. Below this, there are five social sharing buttons: Email, Facebook, Twitter, and Google+.

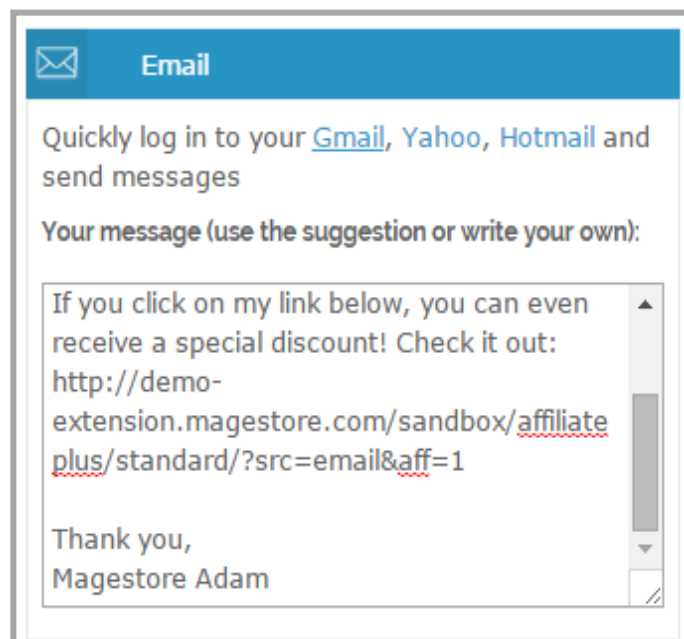
As it's called, affiliates can refer their friends by sharing an affiliate link through email or social channels (Facebook, Twitter, Google+).

Before sharing the affiliate link, affiliates can choose to customize the link to make it friendlier. In order to do this, they mark the **Custom URL** checkbox, entering their referred links before clicking on the **Save** button:



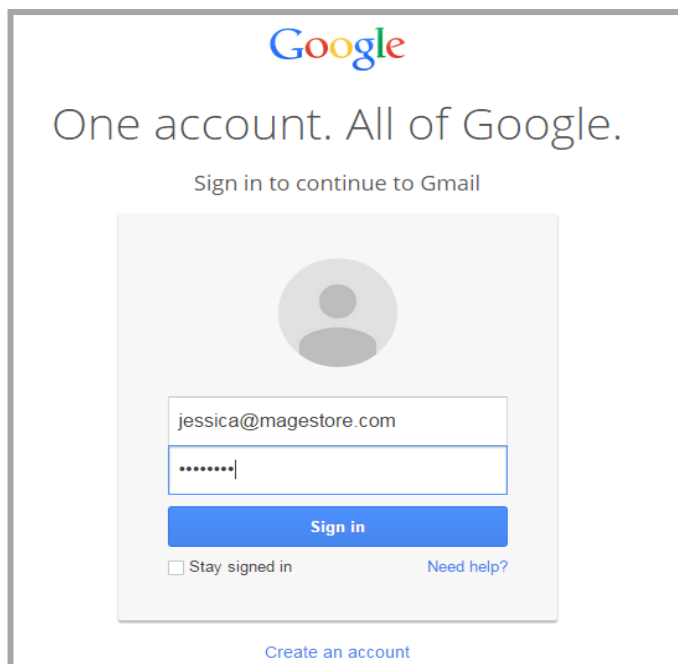
The screenshot shows a form titled "Personal URL" with a blue header. Below the header, the text "Your personal affiliate URL" is displayed. A checkbox labeled "Custom Url" is checked. Below the checkbox is a text input field containing the name "Sarah". To the right of the input field is a blue "SAVE" button. Below the input field, the resulting URL is shown: <http://demo-extension.magestore.com/sandbox/affiliateplus/standard/aff/Sarah>

To refer friends via email, affiliates can click on **Email** tab. Then a form for sending email will be displayed like this:



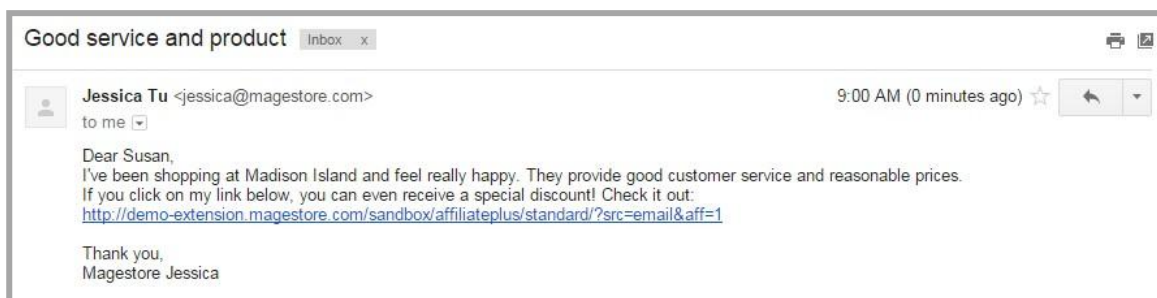
The screenshot shows an "Email" form with a blue header and an envelope icon. The text "Quickly log in to your [Gmail](#), [Yahoo](#), [Hotmail](#) and send messages" is displayed. Below this, the text "Your message (use the suggestion or write your own):" is shown. A text area contains the following message: "If you click on my link below, you can even receive a special discount! Check it out: <http://demo-extension.magestore.com/sandbox/affiliateplus/standard/?src=email&aff=1>". Below the text area, the message "Thank you, Magestore Adam" is displayed. A small icon of a pen and paper is visible in the bottom right corner of the text area.

- ❖ As you can see, affiliates can log in to their e-mail accounts in **Gmai**, **Yahoo** or **Hotmail**.
A login popup will be shown for them to sign in an e-mail account.



After logging in, Customers choose their targeted email addresses, in order to avoid spamming. Then, Customers can compose the email or use the available content. The email's subject can be edited before clicking on Send Email.

The email sent to affiliates' friends is similar to the following:



- ❖ Besides email, affiliates can share links via social channels (Facebook, Twitter, or Google+).
- To share links on Facebook, affiliates just click on **Facebook** tab. Then the form to edit status and post it to their Facebook will appear:

The screenshot shows a social sharing interface with four tabs: Email, Facebook, Twitter, and Google+. The Facebook tab is selected and highlighted in blue. Below the tab is a text area containing the following text: "I've been shopping at Madison Island and feel really happy. They provide good customer service and reasonable prices. If you click on my link, you can even receive a special discount! Check it out: http://demo-". To the right of the text area is a blue button with the Facebook logo and the word "Share", which is highlighted with a red rectangular box.

After clicking on the **Share** button, affiliates will see a popup to log in to Facebook.

The screenshot shows a Facebook login popup window. At the top, it says "Log in to use your Facebook account with ReferFriendSandbox." Below this are two input fields: "Email:" and "Password:". Under the password field is a checkbox labeled "Keep me logged in" which is checked. Below the checkbox is a link that says "Forgot your password?". At the bottom left is a link "Sign up for Facebook". At the bottom right are two buttons: "Log in" and "Cancel".

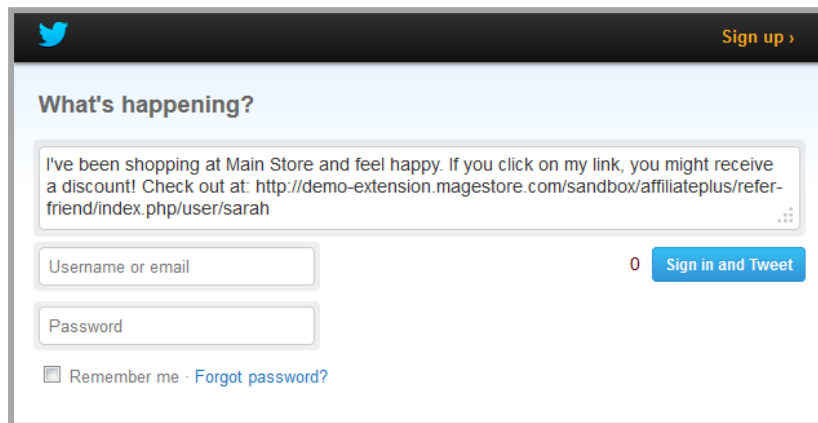
Finally, affiliates need to grant permission to post status on their timelines before they can see the affiliate link posted as the following:

The screenshot shows a Facebook status post. The user's name is "Sarah Nguyen" and there is a profile picture. The text of the post is: "I've been shopping at Main Store and feel really happy. They provide a good customer service and comfortable prices. If you click on my link, you might even receive a special discount! Check out at: <http://demo-extension.magestore.com/sandbox/affiliateplus/refer-friend/index.php/user/sarah>". At the bottom of the post, it says "Like · Comment · Share · about a minute ago via Magestore · [share icon]".

- Similarly, to share links on Twitter, affiliates click on the **Twitter** tab, edit the message and click on **Tweet** button:



Then a popup will appear for affiliates to log in to Twitter and edit the status

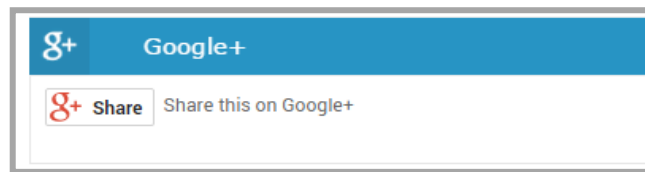


again.

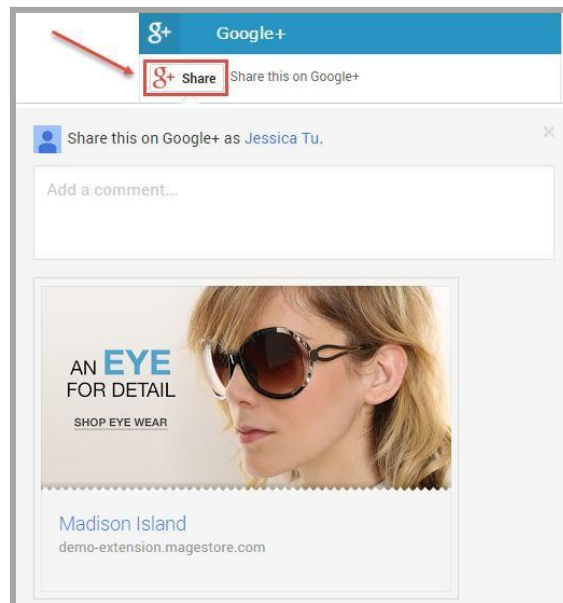
Finally, when affiliates click on the **Tweet** button, the status will be posted on their Twitter right away.



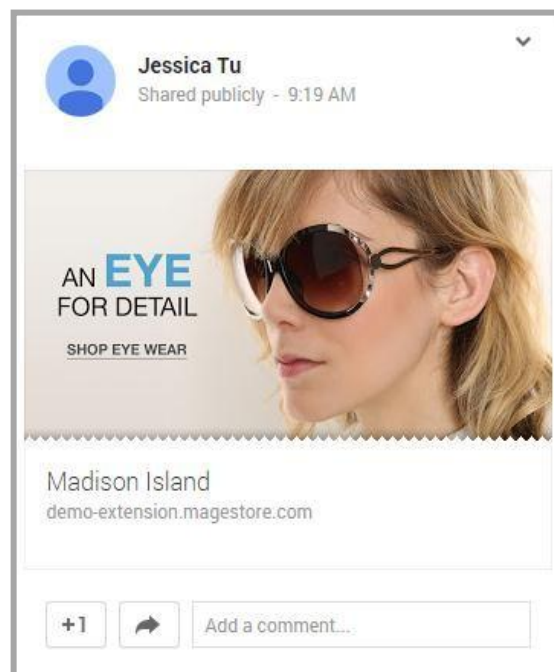
- To share affiliate links on Google+, affiliates first click on the **Google+** tab:



Next, they click on the **G+ Share** button. A popup form to edit status to post on Google+ will be displayed as below:



Finally, after affiliates click on **Share**, the affiliate link will be posted on Google+.



- ❖ Also in this **Refer Friends** page, affiliates can view information of traffic from different sources:

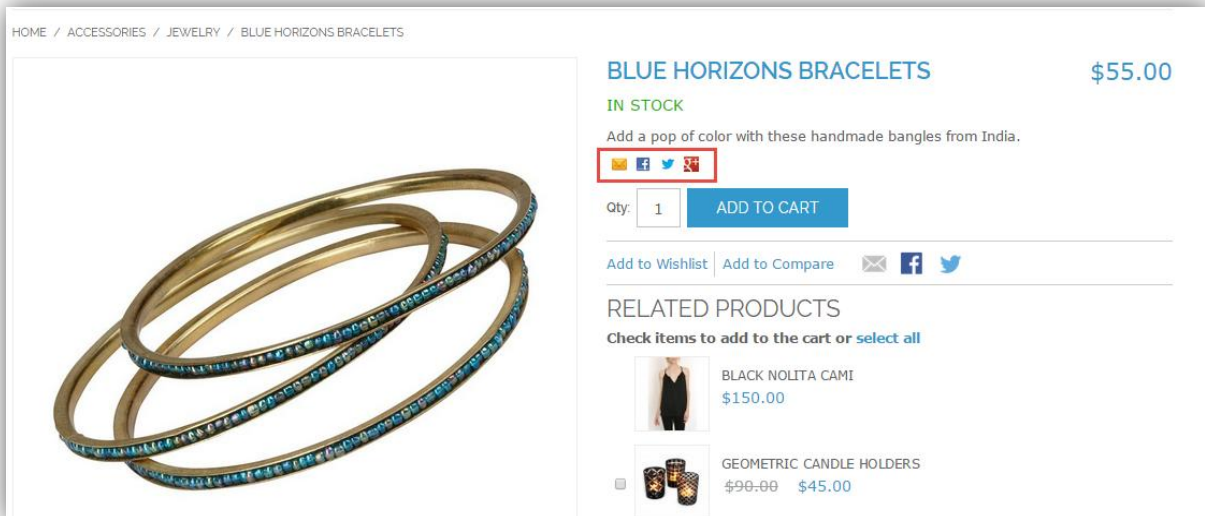
Traffic sources	
Email:	190
Facebook:	67
Twitter:	34
Google+ :	99

2.6.2. On Category page and Product Detail page

Affiliates can also share an affiliate link with their friends through email or social channels (Facebook, Twitter, Google+) right on **Category** pages and **Product Detail** pages.

First of all, please take a look at these two page types and pay special attention to those icons in the red box:

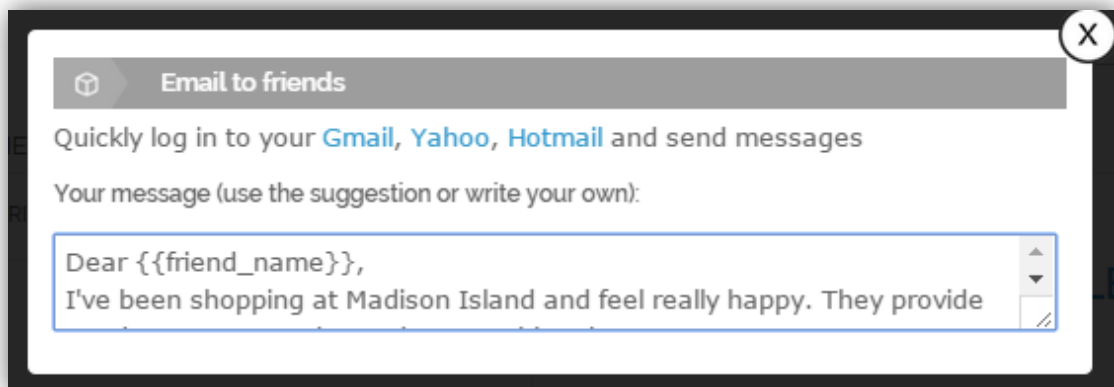
Category page



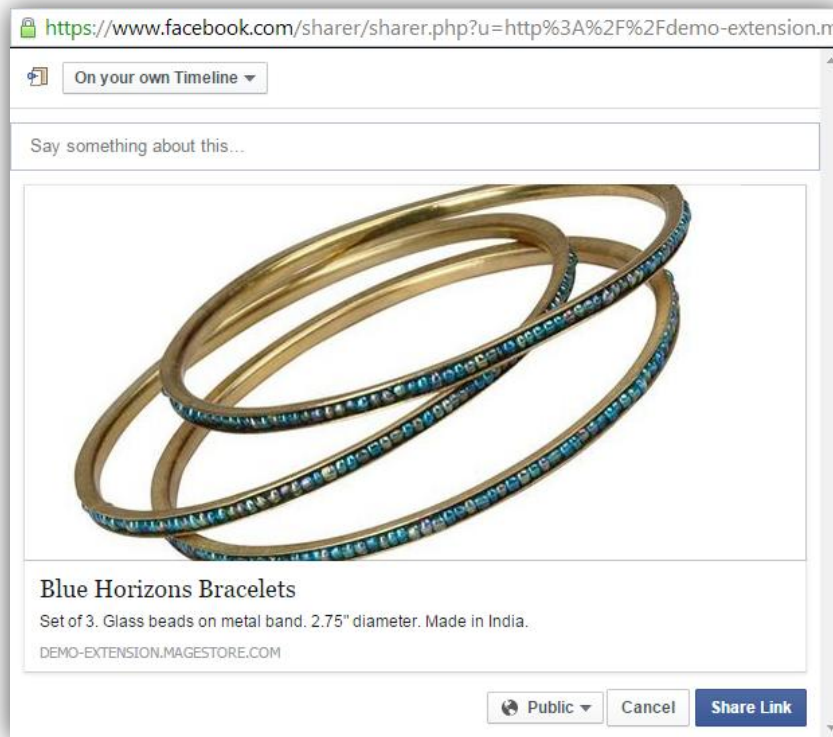
Product Detail page

As you can see, there are 4 symbols right below a product's name that stand for email and social channels including Facebook, Twitter and Google+. If affiliates want to share links via a channel they like, they can click on its symbol. After that, the System will show corresponding form for them to share the affiliate link as below:

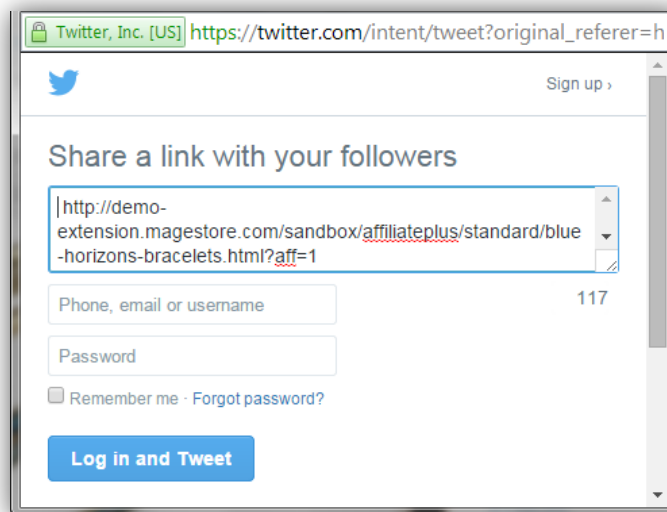
❖ *Email form:*



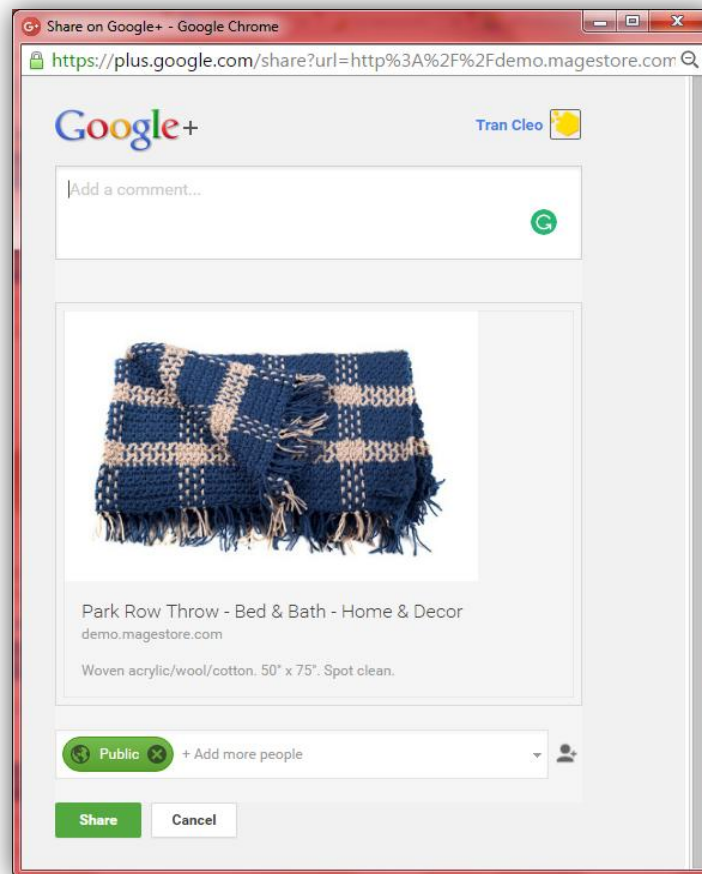
❖ *Facebook form:*



❖ *Twitter form:*



❖ *Google+ form:*



In each form, steps for sharing are similar to those in the **Refer Friend** page.

2.7. How to Manage Commissions

2.7.1. Manage Commissions

- ❖ When an invited Customer makes a purchase via the referral link of an affiliate account, he will receive a discount (you can configure this discount in backend).

SUBTOTAL	\$340.00
TAX	\$25.25
AFFILIATE DISCOUNT	-\$34.00
GRAND TOTAL	\$331.25

[PROCEED TO CHECKOUT](#)

- ❖ Simultaneously when the order status is complete, the affiliate will gain commission, the level of which is configured by you in backend. Affiliates can follow their commission balances by clicking on the **Commissions** tab.

Commissions

My Balance: \$71.45 [REQUEST WITHDRAWAL](#)

Total Transactions: 8	Total Earnings: \$206.45
Sales Transactions: 6	Sales Earnings: \$167.75
Tier Transactions: 2	Tier Earnings: \$38.70

Value of items sold (Pay per Sale) [Tier Commissions](#)

[RESET FILTER](#) [SEARCH](#)

8 Item(s) Show: 10 per page

No.	Date	Products Name	Total Amount	Commission	Status
	From: <input type="text"/>	<input type="text"/>			<input type="text"/>
	To: <input type="text"/>				
#8	Dec 2, 2014	Plaid Cotton Shirt	\$160.00	\$21.60	Completed
#7	Dec 2, 2014	Plaid Cotton Shirt	\$480.00	\$21.60	Completed

Here affiliates can view their current commission balance and other information such as purchased date, purchased product, total amount, commission, additional commission and status. They can also search commission by date, product name and status.

2.7.2. Use Commissions

Depending on your settings in backend, affiliates can use their commission balance in 2 different ways:

- ❖ Request withdrawal to receive money (please see section 2.8 for more details)

Withdrawal History

My Balance: \$136.45 [REQUEST WITHDRAWAL](#)


[RESET FILTER](#) [SEARCH](#)

6 Item(s) Show: 10 per page

No.	Requested Date	Amount	Tax	Fee	Status	Action
#6	Dec 17, 2014	\$60.00	\$0.00	\$0.00	Canceled	View
#5	Dec 3, 2014	\$70.00	\$0.00	\$0.00	Completed	View

- ❖ Use commission as store credit to pay for future purchases at your store

SHOPPING CART PROCEED TO CHECKOUT

PRODUCT	PRICE	QTY	SUBTOTAL
 TORI TANK SKU: wtk005 Color: Indigo Size: L	\$60.00	1	\$60.00

DISCOUNT CODES [APPLY](#)

AFFILIATE STORE CREDIT

Check out with affiliate account balance (\$136.45)

Enter an amount in your balance to spend on this order

[EMPTY CART](#) [UPDATE SHOPPING CART](#) -OR- [CONTINUE SHOPPING](#) APPLY

2.8. How to Manage Withdrawals

2.8.1. Request withdrawal

Affiliates can request payment if their account balances are more than the minimum amount configured in backend. In the left navigation **My Affiliate Account**, click on tab **Withdrawals**. The **Withdrawals History** page will be shown as below.

- ❖ Step 1: Specify the withdrawal amount

Affiliates enter the amount that they want to receive and click on the **Request Withdrawal** button.

My Affiliate Account | **Withdrawal History**

Balance: \$78.58 | My Balance: \$78.58

[REQUEST WITHDRAWAL](#)

[RESET FILTER](#) [SEARCH](#)

7 Item(s) | Show: 10 per page

No.	Requested Date	Amount	Tax	Fee	Status	Action
	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	
#7	Dec 17, 2014	\$65.00	\$0.00	\$0.00	Completed	View
#6	Dec 17, 2014	\$60.00	\$0.00	\$0.00	Canceled	View
#5	Dec 3, 2014	\$70.00	\$0.00	\$0.00	Completed	View

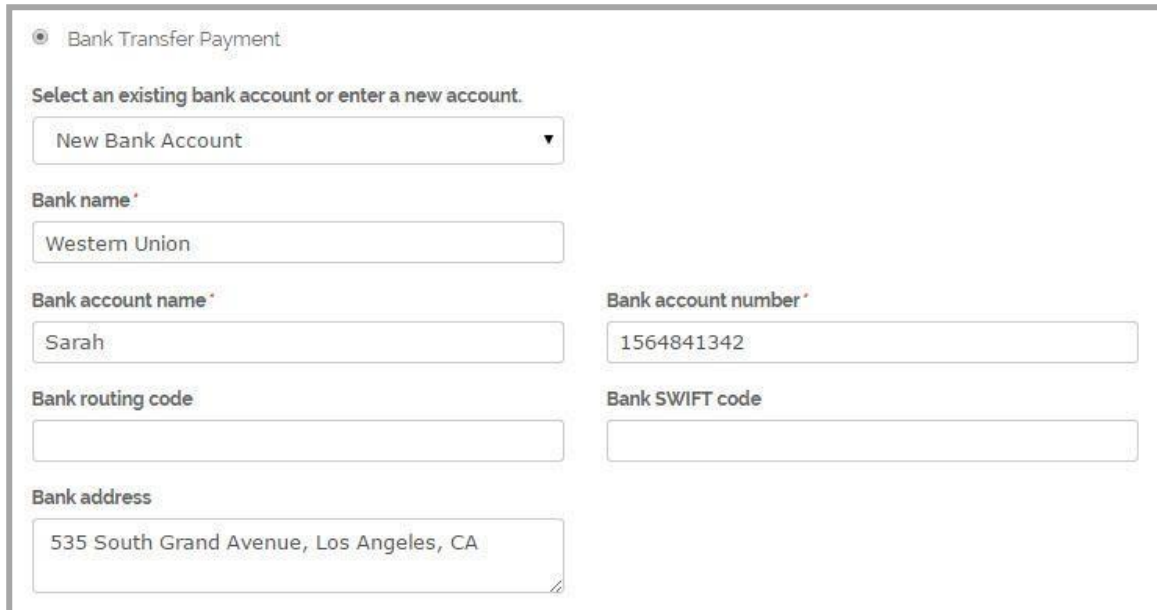
❖ Step 2: Choose a preferred payment method

Affiliates will be redirected to **Request Withdrawal** page. On this page, the module provides some payment methods for affiliates to withdraw including PayPal, Offline payment, Bank Transfer Payment and Moneybookers.

- **PayPal:** This is the default payment method of Affiliate System. If affiliates choose this method, they are required to provide their PayPal email.

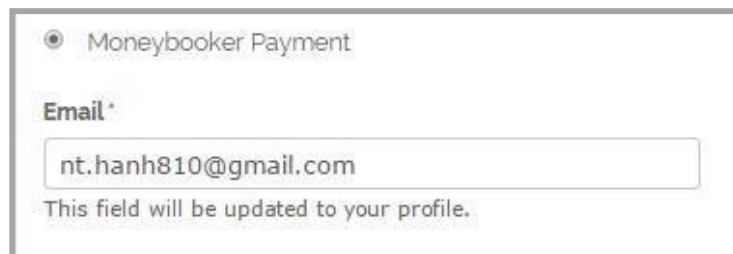
- **Offline Payment:** affiliates can use the offline payment method to request payment. In this case, they need to provide their existing address in the system or enter a new address.

- **Bank Transfer Payment:** affiliates can use the bank transfer payment method to request his payment. Their bank account information is required for this payment method. They can use their bank account saved in the system or enter a new bank account.



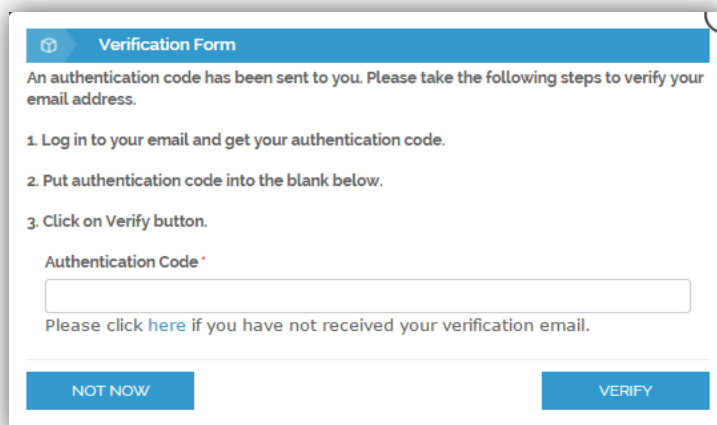
The screenshot shows a form titled "Bank Transfer Payment" with a radio button selected. Below the title is the instruction "Select an existing bank account or enter a new account." followed by a dropdown menu currently showing "New Bank Account". The form contains several input fields: "Bank name" with the value "Western Union", "Bank account name" with "Sarah", "Bank account number" with "1564841342", "Bank routing code" (empty), "Bank SWIFT code" (empty), and "Bank address" with "535 South Grand Avenue, Los Angeles, CA".

- **Moneybookers:** affiliates can request withdrawals via Moneybookers (Skills) payment gateway. The email account registered with Moneybookers is required to continue processing payment.



The screenshot shows a form titled "Moneybooker Payment" with a radio button selected. Below the title is the label "Email" followed by an input field containing the email address "nt.hanh810@gmail.com". Below the input field is the text "This field will be updated to your profile."

- ❖ Step 3: Validate affiliates' payment info (Validations are required or not depending on your settings in backend)
 - After affiliates click on the **Send Request** button, the system will automatically email them an authentication code and show the **Verification Form** popup as below:



Verification Form

An authentication code has been sent to you. Please take the following steps to verify your email address.

1. Log in to your email and get your authentication code.
2. Put authentication code into the blank below.
3. Click on Verify button.

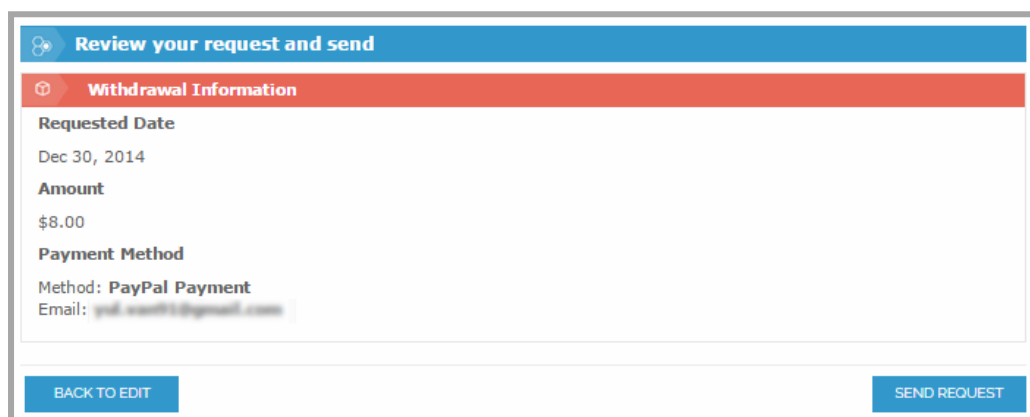
Authentication Code *

Please click [here](#) if you have not received your verification email.

NOT NOW VERIFY

- After entering the code in their email in the **Authentication Code** field, affiliates should click on the **Verify** button to continue. After that, they will be redirected to the **Review your request and send** page.
- ❖ Step 4: Review and confirm withdrawal request

On this page, affiliates can review some information of the request such as date, amount, and method. If they want to edit any information, simply click on the **Back to Edit** button. Otherwise, they can click **Send Request** to send the withdrawal request to admin for approval. After that, the system will automatically subtract money from their commission balance.



Review your request and send

Withdrawal Information

Requested Date
Dec 30, 2014

Amount
\$8.00

Payment Method
Method: PayPal Payment
Email: yaf.vent@gmail.com

BACK TO EDIT SEND REQUEST

2.8.2. View request details

After sending the withdrawal request, the affiliate will instantly be navigated to the **Withdrawal History** page.

Your request has been sent to admin for approval.

My Affiliate Account
 Balance: \$8.58
 Affiliate Home
 My Programs
 Banners & Links
 Referring Materials
 Coupons
 Refer Friends

Withdrawal History
 My Balance: \$8.58
 Request amount: **REQUEST WITHDRAWAL**
 RESET FILTER SEARCH
 8 Item(s) Show: 10 per page

No.	Requested Date	Amount	Tax	Fee	Status	Action
	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>		

This is a grid view of withdrawal history that shows some information such as requested date, amount, fee, status and action.

❖ View a withdrawal's details:

Affiliates click on **View** in the **Action** column and **Withdrawal detail** is shown as below:

Transaction detail

Transaction Information

Status: Completed
 Requested Date: Dec 17, 2014
 Amount: \$65.00
 Payment: Method: **Store Credit**
 Pay for Order: #145000014

❖ Cancel a withdrawal:

If affiliates have a pending withdrawal, they cannot request a new one.

You are having a pending request!

My Affiliate Account
 Balance: \$290.08
 Affiliate Home
 Banners & Links
 Referring Materials
 Refer Friends
 Commissions
 Withdrawals
 Traffics
 Settings
 Logout

Withdrawal History
 My Balance: \$290.08
 Request amount: **REQUEST WITHDRAWAL**
 RESET FILTER SEARCH
 3 Item(s) Show: 10 per page

No.	Requested Date	Amount	Tax	Fee	Status	Action
	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>		
#3	Feb 3, 2015	\$50.00	\$0.00	N/A	Pending	View Cancel

To cancel the pending withdrawal, click **Cancel** on the **Action** column and **Yes** on the confirming notification. After that, the requested amount will be added back to affiliates' commission balance.

Your request has been cancelled successfully!

My Affiliate Account

- Balance: \$340.08
- Affiliate Home
- Banners & Links
- Referring Materials
- Refer Friends
- Commissions
- Withdrawals
- Traffics
- Settings
- Logout

Withdrawal History

My Balance: \$340.08 [REQUEST WITHDRAWAL](#)

[RESET FILTER](#) [SEARCH](#)

3 Item(s) Show: 10 per page

No.	Requested Date	Amount	Tax	Fee	Status	Action
	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	
#3	Feb 3, 2015	\$50.00	\$0.00	\$0.00	Canceled	View
#2	Dec 17, 2014	\$10.00	\$0.00	\$2.00	Completed	View

❖ Search withdrawal history:

Affiliates can search for withdrawals easily by using the filter at the top of each column, such as withdrawals which have status “Completed”:

Withdrawal History

My Balance: \$8.58 [REQUEST WITHDRAWAL](#)

[RESET FILTER](#) [SEARCH](#)

2 Item(s) Show: 10 per page

No.	Requested Date	Amount	Tax	Fee	Status	Action
	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text" value="Complete"/>	
#7	Dec 17, 2014	\$65.00	\$0.00	\$0.00	Completed	View
#5	Dec 3, 2014	\$70.00	\$0.00	\$0.00	Completed	View

2.8.3. Set Recurring Payment

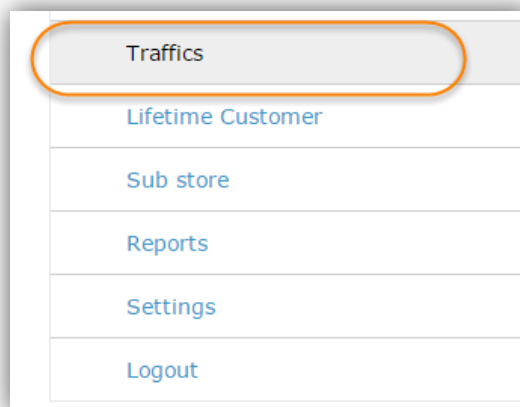
This useful feature allows affiliates to receive money periodically by week, month, year or in his custom time.

The screenshot shows the 'Account Settings' page. On the left, a sidebar menu has 'Settings' highlighted with a red box. The main content area is titled 'Account Settings' and is divided into two sections: 'Account Information' and 'Recurring Payment'. In the 'Account Information' section, there are input fields for 'First Name' (containing 'Demo') and 'Last Name' (containing 'Magestore'). Below these is a dropdown menu for 'Select an address from your address book or enter a new address.' (containing 'Demo Magestore, Magestore Demo, 311 Truong Trir'). The name 'Name Demo Magestore' is displayed. There are checkboxes for 'Change Password' and 'Receive notification emails'. In the 'Recurring Payment' section, the checkbox 'Receive money by Recurring Payment' is checked. Below it is a dropdown menu for 'Select the payment method:' (containing 'PayPal', 'MoneyBookers', and 'yui.van91@gmail.com'). At the bottom right, there is a blue 'SAVE' button and a red asterisk '* Required Fields'.

In the **Settings** tab, affiliates need to choose a method for recurring payment and enter required information such as their email address, then click the **Save** button.

2.9. How to View Traffics

- ❖ By clicking on the **Traffics** tab on the left menu, affiliates can view the summary of commissions and traffics that they generated (the number of clicks on website banners):



- ❖ This **Traffic Summary** page lists commissions, number of clicks and number of unique clicks. Affiliates can sort commissions by **Clicks**, **Unique clicks**, **Store View**, **Landing Page** or **Traffic Source**.

Traffic Summary					
	Today	This week	This month	This year	All time
Commissions	\$0.00	\$0.00	\$167.75	\$167.75	\$167.75

Traffic Source						
					RESET FILTER	SEARCH
6 Item(s)					Show: 30	per page
Traffic Source	Clicks	Unique Clicks	Store View	Landing Page		
<input type="text"/>			<input type="text"/>	<input type="text"/>		
http://www.magestore.com/affiliateplus/	1	0	English	/men/shirts/plaid-cotton-shirt-470.html		
http://demo-extension.magestore.com/sandbox/affiliateplus	1	1	English	/men.html		
http://demo-extension.magestore.com/sandbox/affiliateplus/	1	1	English	/park-avenue-pleat-front-trousers-663.html		

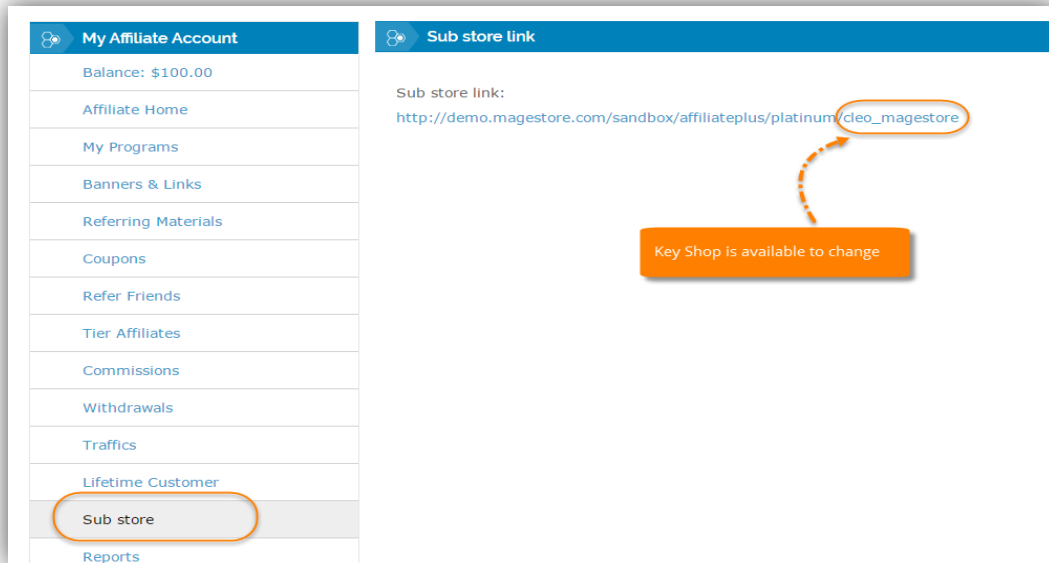
2.10. How to manage Lifetime Customer

Affiliates can access **Lifetime Customer** section to figure out how many lifetime customers they are having. The list will show **Customer Name** (if any) and **Customer Email**.

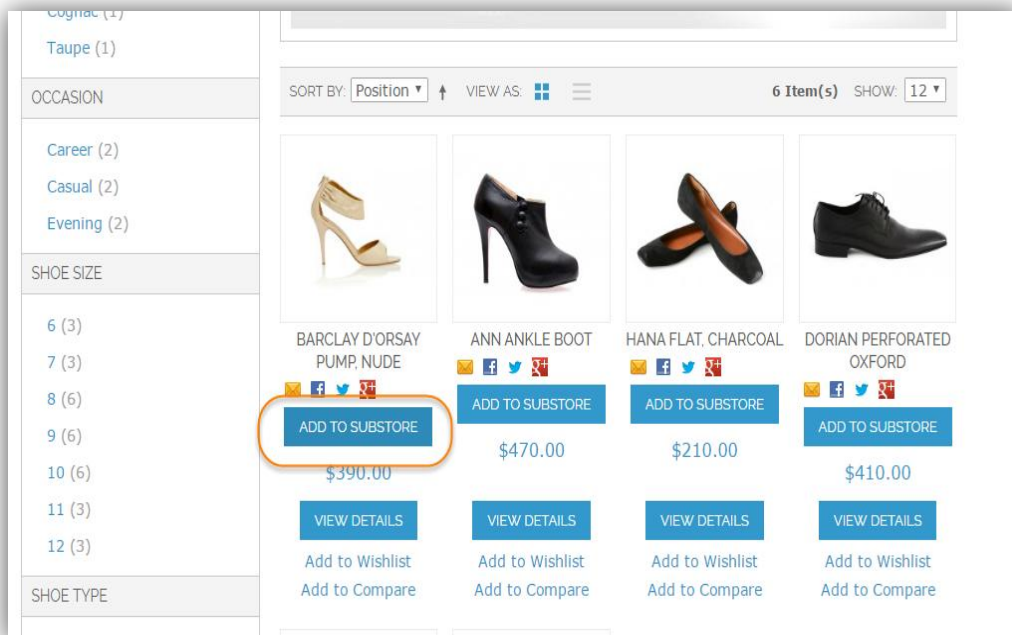
My Affiliate Account		Lifetime Customer											
Balance: \$100.00													
Affiliate Home													
My Programs		1 Item(s)											
Banners & Links		Show: 10 per page											
Referring Materials		<table border="1"> <thead> <tr> <th>No.</th> <th>Customer Name</th> <th>Customer Email</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>#4</td> <td>N/A</td> <td>cleo@trueplus.vn</td> </tr> </tbody> </table>			No.	Customer Name	Customer Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	#4	N/A	cleo@trueplus.vn
No.	Customer Name	Customer Email											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
#4	N/A	cleo@trueplus.vn											
Coupons		1 Item(s)											
Refer Friends		Show: 10 per page											
Tier Affiliates													
Commissions													
Withdrawals													
Traffics													
Lifetime Customer													
Sub store													

2.11. How to manage Sub-store

This new feature has been available to use from version 4.4. Affiliate can choose specific products to be shown in their sub-store link. The sub-store link will include the Key Shop which is set/edit in the backend by admin. To change the Key Shop, affiliate should contact admin for special requirement. (Refer to **Section 3.1** for more details)



In order to add product in to the sub-store, affiliates can go to listing page/ product page, select option Add to Sub-store.



Please note that in version 4.4, this feature does not support in removing products from the sub-store link. Affiliates can only add new products but editing/removing them.

3. HOW TO CONFIGURE

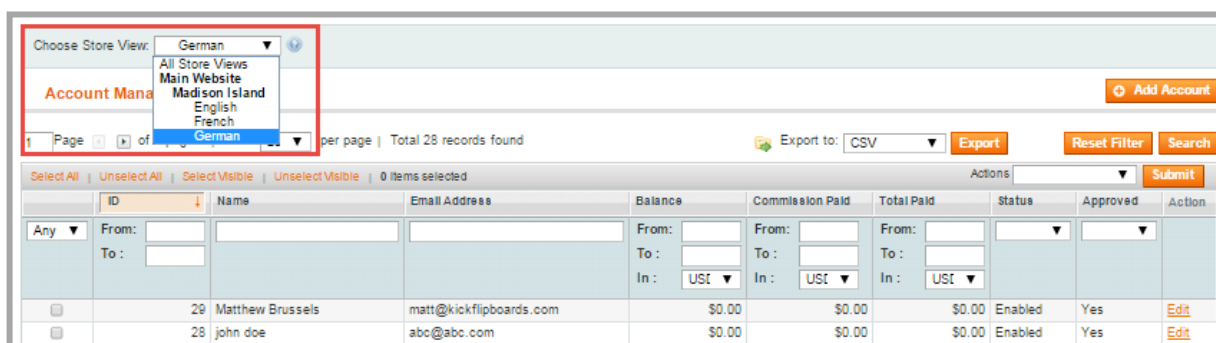
In back-end, you can set discount for referred customers, commission for affiliates as well as manage all information of affiliate accounts, banners, transactions and withdrawals. Now let's go into details.

3.1. How to Manage Affiliate accounts

Log in to **Back-end** → **Affiliate plus** → **Manage Accounts**.



On this page, you can review the list of affiliate accounts as well as create a new account. Affiliate accounts can be managed by each store view.



❖ **Add Account:**

To create a new account, you can click on the **Add Account** button, which will redirect you to the **Add Account** page. Then you should fill in all required data in 2 tabs, including Name, Email Address and Paypal Email Address. After that, remember to click on the **Save Account** or **Save And Continue Edit** button to save your work.

Account Information

- General Information
- Payment Information
- Programs

Add Account Back

General Information

Status: Enabled [STORE VIEW]

First Name *

Last Name *

Email Address *

Key Shop *

Password
▲ Password can be changed by an affiliate.

Referring Website
▲ Enter URL of the website on which affiliates will place your banners and links.

Upper tier [Change](#)

Level
▲ Depending on upper tier's level

Receive notification emails: Yes

Associate to Website: Main Website
▲ For creating a new affiliate account which does not exist in customer database

❖ **Edit Account:**

Click on any account listed in grid to edit. An affiliate account's information and performance will be shown in 4 tabs: **General Information**, **Payment Information**, **History Transaction** and **History Withdrawal**.

- **General Information** tab:

Account Information

- General Information**
- Payment Information
- History transaction
- History Withdrawal
- Lifetime Customer

General Information

Status: Enabled [STORE VIEW]

First Name *: Cleo

Last Name *: Tran

Email Address *: cleo@magestore.com

Key Shop *

Customer Account: [Cleo Tran](#)

Referring Website
▲ Enter URL of the website on which affiliates will place your banners and links.

Receive notification emails: Yes

The Key Shop field is required for affiliates to create sub-store link in the frontend (Refer to **Section 2.11** for details). Admin can set the Key Shop and change it later if any request from affiliates.

- **Payment Information tab:**

Account Information	Payment Information
General Information	Update Balance <input type="text"/>
Payment Information	▲ enter the negative number (-10) to subtract
History transaction	PayPal Email Address * <input type="text" value="cleo@magestore.com"/>
History Withdrawal	Moneybooker Email Address <input type="text"/>
Lifetime Customer	Enable Recurring Payment <input type="text" value="Yes"/>
	Recurring Payment Method <input type="text" value="PayPal"/>
	Total Clicks 0
	Unique Clicks 0
	Balance \$0.00
	Total Commission \$0.00
	Commission Paid \$0.00

- **History transaction tab:**

Choose Store View:

Account Information

- General Information
- Payment Information
- History transaction**
- History Withdrawal
- Lifetime Customer

Edit Account 'Cleo Tran' [Back](#) [Reset](#) [Delete Account](#) [Save Account](#) [Save And Continue Edit](#) [Payout](#)

1 Page of 1 pages | View 20 per page | Total 3 records found [Reset Filter](#) [Search](#)

ID	Customer Email	Order	Product Name	Order Subtotal	Commission	Affiliate Discount	Level	Date Created	Order Status
11	cleo@trueplus.vn	145000180	Silver Desert Necklace	\$210.00	\$0.00	\$0.00		Sep 13, 2016	Canceled
12	cleo@trueplus.vn	145000181	Camegie Alpaca Throw	\$275.00	\$137.50	\$0.00		Sep 13, 2016	On Hold
13	N/A	N/A	N/A	\$0.00	\$100.00	\$0.00		Sep 14, 2016	Complete

- **History Withdrawal tab:**

Choose Store View:

Account Information

- General Information
- Payment Information
- History transaction
- History Withdrawal**
- Lifetime Customer

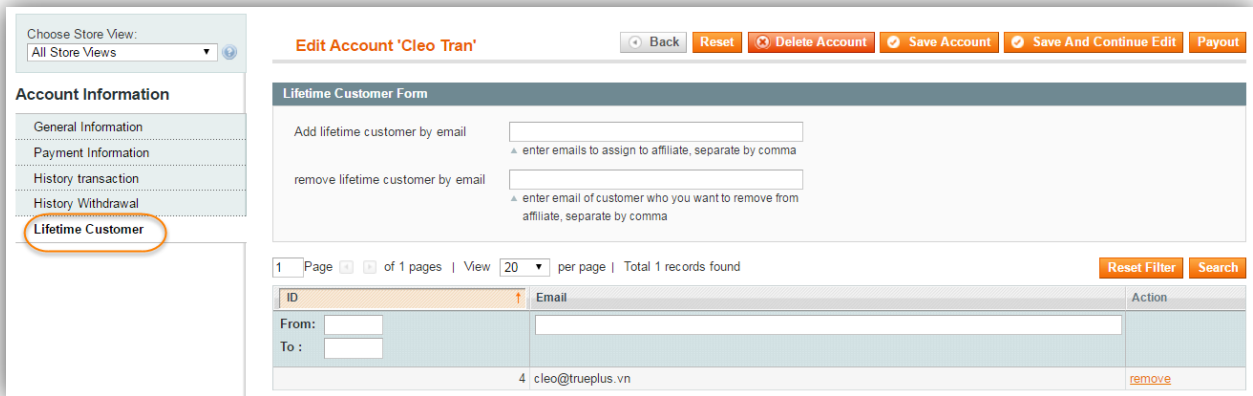
Edit Account 'Cleo Tran' [Back](#) [Reset](#) [Delete Account](#) [Save Account](#) [Save And Continue Edit](#)

1 Page of 1 pages | View 20 per page | Total 0 records found [Reset Filter](#) [Search](#)

ID	Account Email	Amount	Fee	Date Requested	Status
From:		From:	From:	From:	
To:		To:	To:	To:	
In:		In:	In:		

No records found.

- **Lifetime Customers** tab:

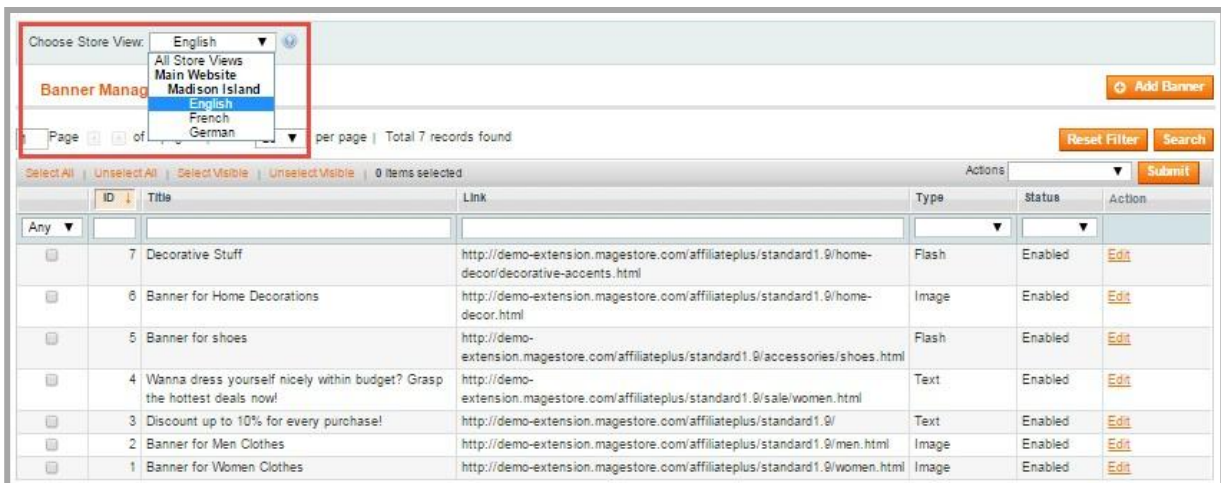


You can edit information in the **General Information** tab. Then remember to click on the **Save Account** or **Save And Continue Edit** button to save your work.

3.2. How to Manage Banners

To manage banners and links, go to **Affiliate plus** → **Manage Banners**.

- ❖ You can enable/ disable banners for different store views by choosing a specific store on the left panel.



- ❖ **Add Banner:** click on the **Add Banner** button and fill in the form with necessary information.

- **Title:** set the banner's name
- **Banner Type:** choose 1 among 3 types of the banner (image, flash or text link)
- **Source File:** select an image and upload to use as banner. This field is only available for image and flash banners.

- **Width:** set the width for the banner (only available for image and flash banners).
- **Height:** set the height for the banner (only available for image and flash banners).
- **Link:** set a landing page URL for the banner.
- **Status:** enable or disable the banner

❖ **Edit banner:** click on any banner on the management grid, you can edit its information similarly as when adding new banners. You also can review the number of clicks and impressions of the banner.

3.3. How to Manage Transactions

Go to **Affiliate Plus** → **Manage Transactions**.

- ❖ You can obtain information of orders through an affiliate such as order value, discount, commission and recipient as well as the states of orders.

ID	Product Name	Affiliate Email	Customer Email	Order	Total Amount	Commission	Discount	Time	Status	Store view	Action
3	The Only Children: Paisley T-Shirt	anhnt190@gmail.com	eric@gmail.com	100000006	\$130.00	\$5.00	-\$7.00	Nov 29, 2012	Completed	Main Website Main Store English	View
2	BlackBerry 8100 Pearl	anhnt190@gmail.com	eric@gmail.com	100000005	\$349.99	\$8.40	-\$70.00	Nov 29, 2012	Completed	Main Website Main Store English	View
1	Apple MacBook Pro MA464LL/A 15.4" Notebook PC	anhnt190@gmail.com	eric@gmail.com	100000004	\$2,299.99	\$55.20	-\$460.00	Nov 29, 2012	Completed	Main Website Main Store English	View

- ❖ You can easily filter transactions by store view.

ID	Product Name	Affiliate Email	Customer Email	Order ID	Order subtotal	Commission	Discount	Created Date	Status	Store view	Action
1	Pearl Stud Earrings Madison 8GB Digital Media Player	demo@magestore.com	order@magestore.com	145000006	\$870.00	\$350.08	-\$33.50	Dec 17, 2014 6:34:32 PM	Complete	Main Website Madison Island English French German	View

- ❖ Simply click on any transaction to view its details.

Transaction Information	
General Information	
Affiliate Account	anhnt190@gmail.com
Customer Email	eric@gmail.com
Order	100000006
Product(s)	The Only Children: Paisley T-Shirt
Commission	\$5.00
Discount	-\$7.00
Total Amount	\$130.00
Status	Completed

- ❖ **Add New Transaction:** Admin can create transaction manually by clicking on **Add New**, select the specific order and edit transaction information including Affiliate Account Email and the commission. Then, remember to choose **Save Transaction** or **Save and View**.

Transaction Information

Select Order

Transaction Information

Tier's transactions

View Transaction [Back] [Reset] [Save Transaction] [Save and View]

1 Page of 10 pages | View 20 per page | Total 195 records found [Reset Filter] [Search]

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action
40000002	Private Sales Website Private Sales Store Private Sales View [deleted]	Apr 24, 2013 7:32:54 AM	Pearl Glory	Pearl Glory	\$1,566.11	\$1,566.11	Processing	View
400000001	Private Sales Website Private Sales Store Private Sales View [deleted]	Apr 24, 2013 7:21:49 AM	Pearl Glory	Pearl Glory	\$724.62	\$724.62	On Hold	View
200000001	Main Website Madison Island French	Apr 4, 2015 3:18:04 PM	Ely Veinard	Ely Veinard	\$139.00	\$139.00	Pending	View

Transaction Information

Select Order

Transaction Information

Tier's transactions

View Transaction [Back] [Reset] [Save Transaction] [Save and View]

General Information

Affiliate Account Email * Cleo Tran - cleo@magestore.com

Program(s) [Affiliate Program](#)

Commission

Total Amount * 228.9000

Status * Completed

3.4. How to Manage Withdrawals

Go to **Affiliate Plus** → **Manage Withdrawals**. This page lists all withdrawals requested by affiliates. You can view and filter by store view, affiliate account, amount, tax, fee, method, recurring, requested date and status.

Choose Store View: English

Withdrawal Manager [Add Withdrawal]

1 Page of 3 records found [Reset Filter] [Search]

ID	Affiliate Account	Amount	Tax	Fee	Withdrawal Method	Is Recurring	Requested Date	Status	Action
3	demo@magestore.com	\$50.00	\$0.00	\$0.00	Method: Bank Transfer Payment	No	Feb 4, 2015	Canceled	Edit
2	demo@magestore.com	\$10.00	\$0.00	\$2.00	Method: Bank Transfer Payment	No	Dec 18, 2014	Completed	Edit
1	demo@magestore.com	\$10.00	\$0.00	\$0.00	Method: Bank Transfer Payment	No	Dec 18, 2014	Canceled	Edit

3.4.1. Add Withdrawal:

Click on the **Add Withdrawal** button at the top left of the page. Then you will be navigated to the **Select Account** page shown as below:

ID	Name	Email Address	Balance	Total Commission	Commission Paid	Status	Approved
176	Cleo Tran	cleo@magestore.com	\$0.00	\$0.00	\$0.00	Enabled	Yes
175	Milan Patel	milan.p@innovify.in	\$0.00	\$0.00	\$0.00	Enabled	Yes
174	sumil sanghavi	sumil.s@innovify.in	\$25.65	\$0.00	\$0.00	Enabled	Yes
173	Mikhail Dev	ololo@email.com	\$0.00	\$0.00	\$0.00	Disabled	No
171	gin tran	gin@simicart.com	\$0.00	\$0.00	\$0.00	Enabled	Yes
170	test 1	test@magestore.com	\$0.00	\$0.00	\$0.00	Disabled	No

This page shows all affiliate accounts in the system. You can search and choose an account that you want to add withdrawal by clicking on it. The system will show you the **Add Withdrawal** page.

Add Withdrawal for 'Cleo Tran'

Withdrawal information

Affiliate Account: cleo@magestore.com

Balance: \$100.00

Withdrawal Amount * : 40
▲ Including fee

Payment Method * : PayPal Payment

Fee:

Payment Method Information

Paypal Email * : cleo@magestore.com
▲ You can change this email address on the Edit Account page.

Transaction ID:

You should pay attention to some following fields:

- ❖ **Amount:** the amount of money that you want to pay for an affiliate. It should be equal or greater than the minimum requested amount in **Settings**.
- ❖ **Fee:** the money that you or the affiliate has to pay (you can configure the one who pays fee)
- ❖ **Payment Method:** choose one of the following methods to process the payment: PayPal, Offline payment, Bank Transfer payment or Moneybookers.
- ❖ After choosing a payment method, the system will automatically fill up **Payment**

Method Information with information that the affiliate registered in frontend.

After entering all the data, you can choose one of the two ways to transfer the money that are **Auto-pay through the payment gateway** and **Pay manual**.

- ❖ **Auto-pay through the payment gateway:** If you choose PayPal payment or Moneybookers payment method, the system gives you this option to transfer the withdrawal faster. It automatically pays through the gateway.

Withdrawal information	
Affiliate Account	cleo@magestore.com
Balance	\$100.00
Withdrawal Amount *	40 ▲ Including fee
Payment Method *	PayPal Payment PayPal Payment Check by mail Bank Transfer Payment Moneybooker Payment
Fee	

Payment Method Information	
Paypal Email *	cleo@magestore.com ▲ You can change this email address on the Edit Account page.
Transaction ID	

Simply click on the **Pay Now** button then you will be navigated to the **Review your payment and pay** page to confirm the data.

System will transfer money to your affiliate account immediately through by the gateway!

Review your payment and pay [Back] [Pay]

Review your payment and pay	
To Account	demo.magestore@gmail.com
Amount	\$50.00
Estimated Fee	\$0.98
Payment Info	Method: PayPal Payment Email: sarah_1354501010_per@gmail.com

After reviewing all the information, you need to click **Pay** button to transfer money to the affiliate.

- ❖ **Pay manual:** if you don't want to pay automatically through the payment gateways, you can click on the **Save and Pay Manual** button to save the withdrawal's information.

Withdrawal was successfully saved

Choose Store View: All Store Views

Withdrawals Manager Add Withdrawal

Page 1 of 1 pages | View 20 per page | Total 3 records found Reset Filter Search

ID	Affiliate Account	Amount	Fee	Withdrawal Method	Time	Status	Action
3	demo.magestore@gmail.com	\$50.00	\$2.00	Method: PayPal Payment Email: sarah_1354501010_per@gmail.com	Dec 4, 2012	Waiting	Edit
2	demo.magestore@gmail.com	\$100.00	\$0.00	Method: PayPal Payment Email: sarah_1354501010_per@gmail.com	Dec 4, 2012	Completed	Edit
1	demo.magestore@gmail.com	\$100.00	\$0.00	Method: PayPal Payment Email: sarah_1354501010_per@gmail.com	Dec 4, 2012	Canceled	Edit

After saving, the amount will be automatically subtracted from the affiliate balance. You can change the status of Withdrawal to “Complete” by editing it and clicking on the **Complete Manual** button. Then you can transfer the money in other ways.

3.4.2. Edit Withdrawal:

Please note that you can only edit withdrawals with the “**Pending**” status. For withdrawals in other status, you only can view their information.

On the grid of withdrawals, you can choose a pending withdrawal to edit by clicking on its row or link **Edit** in column **Action**. You will be navigated to the **Edit Withdrawal** page.

Edit Withdrawal for 'Magestore Demo' Back Cancel Complete Manual

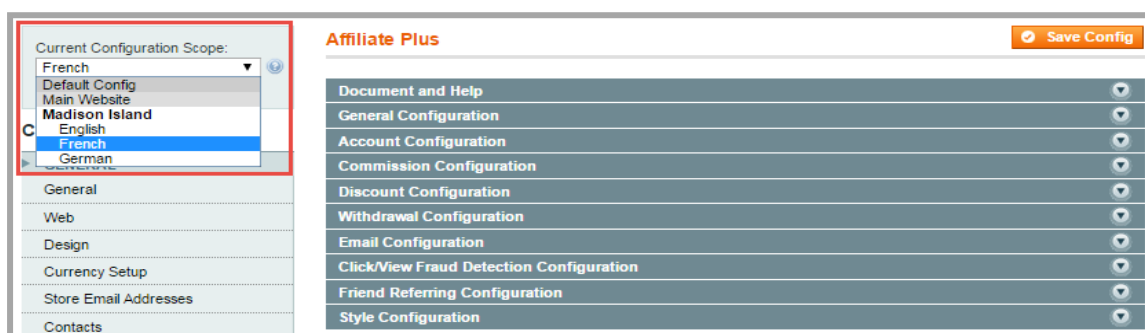
Withdrawal information	
Affiliate Account	demo.magestore@gmail.com
Amount *	50.0000 <small>▲ Not including fee</small>
Fee	0.0000
Paypal Email *	sarah_1354501010_per@gmail.com
	Pay Now <small>▲ Automatic Payout for Affiliate through Paygate</small>
Transaction ID	
Status	Pending
Requested time	Dec 5, 2012

- ❖ On this page you can edit information including Amount, Fee, Payment Method. You also can cancel, complete or delete the withdrawal.

- ❖ After editing, remember to click **Save and Pay Manual** button to save your work.
- ❖ To complete the withdrawal process, click on the **Complete** button. The system will automatically subtract the money from affiliate's balance. Then you can transfer the money to the affiliate by other ways.
- ❖ If you cancel the withdrawal, the system will automatically return the amount to affiliate's commission balance.

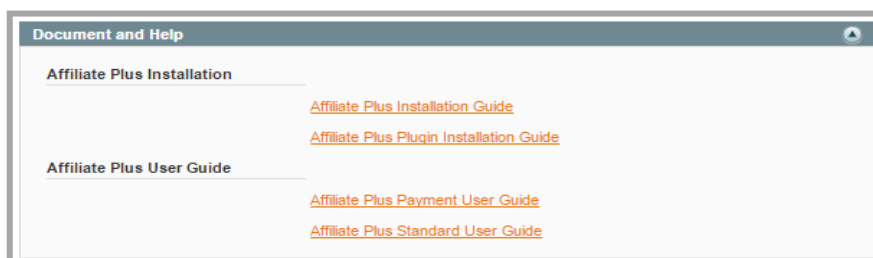
3.5. How to Configure General Settings

Go to **Affiliate Plus** → **Settings**, you can see 10 tabs to configure functions of Affiliate Plus for each store view.



❖ **Doc and Help** tab:

Here you will find the installation manual and user guides that explain about how to set up and configure the Affiliate Plus module.



❖ **General Information tab:**

The screenshot shows the 'Affiliate Plus' configuration page. It has a header 'Affiliate Plus' and a sub-header 'General Configuration'. The settings are as follows:

- Enable Affiliate Plus Module:** Yes (dropdown), [STORE VIEW]
- Show Affiliate link in frontend:** Yes (dropdown), [STORE VIEW]
- Welcome page using CMS:** Affiliate (dropdown), [STORE VIEW]. Subtext: Select Welcome page of your Affiliate system.
- Show Material page:** Yes (dropdown), [STORE VIEW]
- Material page using CMS:** Affiliate Material Page (dropdown), [STORE VIEW]. Subtext: Create CMS page and manage there.
- Cookie Expiration (Days):** 45 (input), [STORE VIEW]. Subtext: The number of days for admin to store cookies of this program. Affiliates and invited customers can receive commission and discount for purchases made through affiliate link within this time.
- Affiliate URL:**
 - Affiliate URL Parameter:** aff (input), [STORE VIEW]. Subtext: Please don't use parameter as id because it will overried default parameter of system. Leave blank for default value (acc).

No	Field	Sample	Description
1	Enable Affiliate Plus Module	Yes	Allow using the Affiliate Plus module on your website.
2	Show Affiliate link in frontend	Yes	The link to view Affiliate program will be shown in front-end.
3	Welcome page using CMS		Choose the Affiliate Welcome Page from your CMS pages. You can modify the default page of Affiliate Plus to customize content that fits your store (go to CMS→ Pages→ find the Affiliate page to edit).
4	Show Material page	Yes	Allow showing the Material page in affiliates" dashboard.
5	Material page using CMS		This configuration is only available if you enable Material page in front-end. You should create a CMS page for this purpose first (go to CMS→ Pages→ Add New Page) and then choose it here.
6	Cookie Expiry (days)	30	The number of days that the system stores cookies of Affiliate program and tracks transactions for affiliates. For example, you can set a 30-day period. If a referred visitor comes to your site through an affiliate link and completes any order within 30 days, he will receive discount and the affiliate will earn commission. After this period the affiliate won"t receive commission, the referred customer cannot buy products with discount.

Affiliate URL			
7	Affiliate URL Parameter	aff	Use “aff” as parameter of affiliate URLs instead of the default one (acc).
8	Value Type of Affiliate URL Parameter	Affiliate ID	Use affiliates’ ID as value of their URL parameter to make links shorter and friendlier. For example: <i>http://demo-extension.magestore.com/affiliateplus/standard/index.php/?aff=42</i>

❖ **Account Configuration** tab:

Account Configuration

Affiliate Sign-up

Auto create Affiliate account when Customer registers: [STORE VIEW]

Terms and Conditions: [STORE VIEW]
▲ Leave blank for not showing Terms and Conditions

Sign-up description: [STORE VIEW]

Require address to sign up: [STORE VIEW]

Require PayPal email address to sign up: [STORE VIEW]

Need admin's approval: [STORE VIEW]

Notification after signing up: [STORE VIEW]

Account Balance

Account Balance Scope: [GLOBAL]
▲ Select website(s) on which affiliates can use commissions to purchase items.

No	Field	Sample	Description
<i>Sign-Up Affiliate Account</i>			
1	Auto create Affiliate account when Customer registers	Yes	When visitors sign up for customer accounts, the system will automatically create affiliate accounts for them.
2	Terms and Conditions		Fill in terms and conditions used for your affiliate program. Leave blank for not showing Terms and Conditions when affiliates register.
3	Signup description		Fill in the description shown in the affiliate sign-up form.
4	Require address when signing up	No	Users aren't required to provide their address information when signing up an affiliate account.
5	Require PayPal email when signing up	Yes	Users are required to provide their PayPal email address when signing up an affiliate account.
6	Need admin's approval	Yes	Affiliate accounts need to be approved by admin after users register.
7	Notification after signing up		Fill in the notification message shown to users after signing up successfully.
<i>Account Balance</i>			
8	Account Balance Scope	Store	Affiliates only can use their commission balance in the store view that they registered account.

❖ **Commission Configuration** tab:

No	Field	Sample	Description
Pay per Sales/Profit Commission			
1	Pay commission	Pay per Sales	Commission is paid based on value of sales orders.
2	Commission type	Fixed	Commission is a fixed amount.
3	Commission value	10	The amount of commission that an affiliate can receive for each successful order, for example \$10 in this case.
4	Use different commission from 2nd order of a customer	Yes	Pay affiliates different commission from 2nd order of a Customer.
5	Commission Type (from 2nd order)	Fixed	Commission from 2 nd order is a fixed amount.
6	Commission Value (from 2nd order)	5	The amount of commission that an affiliate can receive for each successful order starting from the 2 nd one, for example \$5 in this case
Lifetime Sales Commission			
7	Lifetime Sales Commissions	Yes	Enable calculation commissions based on lifetime sales. Once an affiliate has succeeded in referring a friend to your store, he can be entitled to the whole-life commissions from that friend's transactions. For example, when a Customer is introduced to buy your products through affiliate A for his first time and through affiliates B, C the second time, third time, etc., the system adds commission for A only.

Process Commission			
8	Allow affiliate to get commission from his purchase	Yes	Affiliates receive commission even when they complete a purchase on-site
9	Add commission to account when order status is	Complete	When an order is in this status, its commission will be added to the affiliate's balance
10	Holding period (days)	1	Commission will be hold back and not added to affiliates' balance in 1 day after status of referred orders qualifies the configuration above (orders complete in this case).
11	Subtract commission from account balance when credit memo is created	Yes	Allow subtracting commission from balance when credit memo is created
12	Subtract commission from account balance when order status is	Canceled	When an order is in this status, commission will be subtracted from balance

❖ **Discount Configuration** tab:

Discount Configuration		
When there's shopping cart discount, apply	Both Affiliate program Discount and Shopping ca ▼	[STORE VIEW]
Discount Type	Percentage ▼	[STORE VIEW]
Discount Value	10	[STORE VIEW]
Use different discount from 2nd order of a Customer	No ▼ ▲ Select "No" to apply above discount for all orders	[STORE VIEW]
Discount displayed	On shopping cart page ▼	[STORE VIEW]

No	Field	Sample	Description
1	When there's Shopping Cart Discount, apply	Both Affiliate program discount and Shopping Cart discount	Referred customers can apply both affiliate discount and other discounts from default promotion price rules.
2	Discount Type	Fixed	Discount for referred customers is a fixed amount.
3	Discount Value	10	The amount of discount that referred customers can receive for each sale, for example \$10.
4	Use different discount from the 2nd order of a Customer	Yes	Allow configuring different discount from the 2nd order of a referred customer.
5	Discount Type (from 2nd order)	Fixed	Discount for referred customers from 2nd order is a fixed amount.
6	Discount Value (from 2nd order)	0	The amount of discount that referred customers can receive for each order starting from the 2 nd one, for example no discount in this case.
7	Discount displayed	On Shopping Cart page	Referred customers can see affiliate program's discount on Shopping Cart page.

❖ **Withdrawals Configuration** tab:

Withdrawal Configuration

Default payment method: [STORE VIEW]
▲ Select default payment method when affiliates request payment

Use commission as store credit: [STORE VIEW]
▲ Allow affiliates to use commission to check out at your store

Allow withdrawal request: [STORE VIEW]

The minimum balance in affiliate account to request withdrawal: [STORE VIEW]

Tax class for withdrawal: [WEBSITE]

Subtract affiliate account balance immediately when a withdrawal request is created: [STORE VIEW]

Who pays transaction fee: [STORE VIEW]

Allow affiliates to cancel withdrawal request within: [STORE VIEW]
▲ days. 0 or empty is unlimited.

No	Field	Sample	Description
1	Default payment method	PayPal Payment	Use PayPal as the default payment method when affiliates request withdrawals
2	Use commission as store credit	Yes	Allow affiliates to use commission as store credit to purchase products on your site.
3	Allow requesting withdrawals	Yes	Allow affiliates to exchange commission to money by requesting withdrawals.
4	The minimum balance in affiliate account to request withdrawal	50	Affiliates have to withdraw at least \$50 each time they send a withdrawal request.
5	Tax Class for Withdrawal	None	Don't apply any tax class to calculate tax for withdrawals.
6	Subtract account balance immediately when a request withdrawal is created	Yes	Affiliates' commission balance will be subtracted right away when a withdrawal is requested.
7	Who pays transaction fee	Payer	Payer (Admin) will be the one who covers transaction fee when paying commission.

8	Allow affiliates to cancel withdrawal request within	1	Affiliates can cancel their pending withdrawal request within 1 day.
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❖ **Email Configuration** tab:

No	Field	Sample	Description
System Email Sender			
1	Sender Name	Madison Island	Set the sender name used when the system sends emails to affiliates.
2	Sender Email	demo@magestore.com	Set the email address used to send emails from system to affiliates. If blank, the affiliate system will use general store email address.
Sign up Affiliate email			
3	Send email to new affiliate	Yes	Allow sending email to new affiliates.
4	Email template sent to newly registered affiliates		
5	Email template sent to newly approved affiliates		
6	Send email to admin when a new affiliate registers	Yes	Allow sending email to admin when a new affiliate registers.
7	Email template sent to admin when a new affiliate registers		
Process Transactions Email			
8	Send email to affiliates when a transaction is created	Yes	Allow sending emails to affiliates when a transaction is created.
9	Email template sent to affiliates when a transaction is created		
10	Send email to admin when a transaction is created	Yes	Allow sending email to admin when a transaction is created.
11	Email template sent to admin when a transaction is created		

12	Send email to affiliates when a transaction status is changed (canceled, completed or reduced commission)	Yes	Allow sending email to affiliate when a transaction status is changed.
13	Email template sent to affiliates when a transaction status is changed (canceled or completed)		
14	Email template sent to affiliates when commission of a transaction is reduced		
Withdrawal Email			
15	Send email to admin when an affiliate requests withdrawal	Yes	Allow sending email to admin when an affiliate requests withdrawal.
16	Email template sent to admin when an affiliate requests withdrawal		
17	Email template sent to affiliate when withdrawal is processed		
18	Email template of Payment verification		

❖ **Click/View Fraud Detection Configuration** tab:

No	Field	Sample	Description
1	Use standard Magento image link to track banner	No	Don't allow using standard Magento image link to track banner
2	IP Reset Time (days)	7	After 7 days, a new click/view from each IP will be counted as a unique click/view.
3	Detect by Iframe	Yes	Enable detecting by Iframe
4	Detect by Cookie	Yes	Enable detecting by Cookie
5	Detect by Software	Yes	Enable detecting by Software
6	Detect Proxy by Header	Yes	Enable detecting Proxy by Header

7	Select Header Variables for Proxy Detection		
8	Detect Proxy by gethostbyaddr Function	No	Disable detecting Proxy by gethostbyaddr Function
9	Detect Proxy by IP Bank		

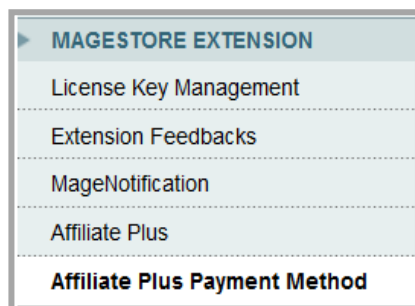
❖ **Refer Friends Configuration** tab:

No	Field	Options	Description
Refer Friends link			
1	Allow referring friends via	Email, Facebook, Twitter, Google	Enable affiliates to share links and refer traffic through email, Facebook, Twitter and Google+
2	Show on product listing page	Yes	Show sharing icons for affiliates on product listing pages to refer friends
3	Show on product details page	Yes	Show sharing icons for affiliates on product detail pages to refer friends
4	Show on My account/ Affiliate Menu	Yes	Show the Refer Friends tab on Affiliate Menu in My Account
Refer Friends page			
5	Referring URL Prefix	user/	When affiliates customize your website's URLs before sharing, "user/" is used as the prefix in customized URLs.

No	Field	Options	Description
6	Description		This is the description shown on the Refer Friends page. Texts can be written in HTML for better display.
7	Sharing Message		This is the description shown on the Sharing box's header. Texts can be written in HTML for better display.
8	Default Subject of Invitation Email		The default invitation email subject used when affiliates send emails to friends.
9	Default Content of Invitation Email		The default invitation email content used when affiliates send emails to friends.
Social Configuration			
10	Default Message Shared on Facebook		This is the default message that affiliates post on Facebook.
11	Facebook Application ID		APP ID and APP Secret provided by Facebook when registering the domain with Facebook.
12	Facebook Application Secret		
13	Default Message Shared on Twitter		This is the default message that affiliates tweet on Twitter.

3.6. How to Configure Multiple Payment Methods

- ❖ Log into **Back-end** → **System** → **Configuration**.
- ❖ Choose tab **Magestore Extension** → **Affiliate Plus Payment Method**.



- Tab **Recurring Payment Configuration**:

Recurring Payment Configuration		
Active	<input type="text" value="Yes"/>	[STORE VIEW]
Period of auto payout	<input type="text" value="Monthly"/>	[STORE VIEW]
Recurring pay for account that has a pending request	<input type="text" value="Yes"/>	[STORE VIEW]
Auto complete Withdrawal	<input type="text" value="Yes"/>	[STORE VIEW]
	<small>▲ Yes if you want to transfer money to your affiliate account immediately through the paygate</small>	
Payout type	<input type="text" value="Percentage"/>	[STORE VIEW]
Payout Amount	<input type="text" value="0"/>	[STORE VIEW]
Maximum accounts	<input type="text" value="0"/>	[STORE VIEW]
	<small>▲ Maximum accounts can receive payout per cron. Put 0 for unlimited accounts.</small>	
Send Email to Admins	<input type="text" value="Yes"/>	[STORE VIEW]
Email template sent to Admins	<input type="text" value="Email template sent to admin when withdrawal b"/>	[STORE VIEW]
Send Email Notification to Affiliate	<input type="text" value="Yes"/>	[STORE VIEW]
Email template sent to Affiliate	<input type="text" value="Email template sent to affiliate when withdrawal I"/>	[STORE VIEW]

No.	Field	Sample	Description
1	Activate	Yes	Activate the recurring payment method for affiliates when redeeming commissions
2	Period	Custom Period	Automatically pay affiliates a fixed amount on this regular basis for commission
3	Custom payout days	5	The period of time between recurring payments.

No.	Field	Sample	Description
4	Auto complete Withdrawal	Yes	When the system creates recurring payments, it automatically completes and pays affiliates instead of putting these payments in pending status to wait for admin's approval.
5	Payout type	Percentage	Type of payout
6	Payout Amount	10	The value of payout amount
7	Maximum accounts	50	Up to 50 accounts can receive payout per cron. Put 0 for unlimited accounts.
8	Send Email to Admins	Yes	The system automatically sends emails to admin when recurring payments are made.
9	Email template sent to Admins		Choose template of email sent to admin
10	Send Email Notification to Affiliate	Yes	The system automatically sends emails to affiliates when recurring payments are made.
11	Email template sent to Affiliate		Choose template of email sent to affiliates

- **Tab Offline Payment Method:**

Offline Payment Method

Active [STORE VIEW]

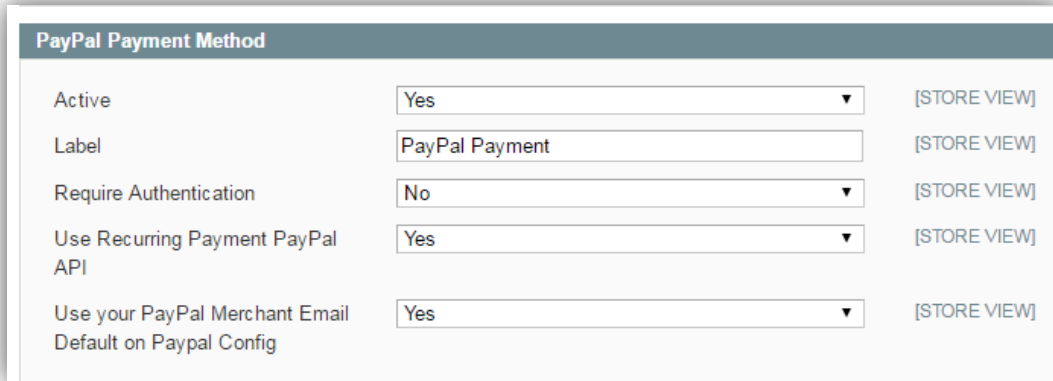
Label [STORE VIEW]

Require Authentication [STORE VIEW]

No.	Field	Sample	Description
1	Activate	Yes	Enable this method
2	Label	Offline Payment	Label of the payment method will be shown in front-end.

3	Require Authentication	No	Affiliates are not required to authenticate their payment information when using this method.
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- **Tab PayPal Payment Method:**

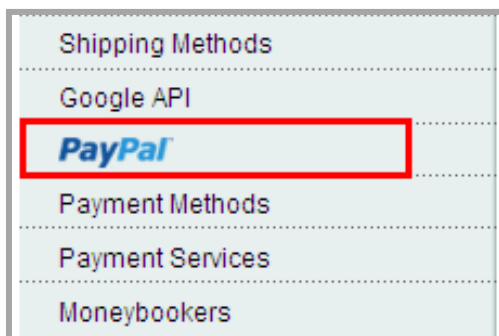


PayPal Payment Method		
Active	Yes	[STORE VIEW]
Label	PayPal Payment	[STORE VIEW]
Require Authentication	No	[STORE VIEW]
Use Recurring Payment PayPal API	Yes	[STORE VIEW]
Use your PayPal Merchant Email Default on Paypal Config	Yes	[STORE VIEW]

No.	Field	Sample	Description
1	Activate	Yes	Activate this method
2	Label	PayPal Payment	Label of this payment method will be shown in front-end.
3	Require Authentication	Yes	Affiliates have to authenticate their payment information via email
4	Use Recurring Payment PayPal API	Yes	Use this method for Recurring Payment
5	Use your PayPal Merchant Email Default on PayPal Config	No	Use a different PayPal email from your default merchant account. You can fill in new PayPal email/API Username/API Password/API Signature.

If you use your default PayPal Merchant Email settings, you can follow below steps to configure PayPal:

- ❖ Log into **Back-end** → **System** → **Configuration**.
- ❖ Select the **PayPal** tab on the left menu



Merchant Account

Merchant Country: [WEBSITE]
▲ If not specified, Default Country from General Config will be used

Email Associated with PayPal Merchant Account: [WEBSITE]
▲ [Start accepting payments via PayPal!](#)

API/Integration Settings

API Authentication Methods: [WEBSITE]

API Username: [WEBSITE]

API Password: [WEBSITE]

API Signature: [WEBSITE]

Sandbox Mode: [WEBSITE]

API Uses Proxy: [WEBSITE]

No	Field	Value	Description
1	Merchant Country		The country which you used to register your PayPal account
2	Email Associated with PayPal Merchant Account		Your PayPal account
3	API Authentication Methods	API Signature	The method to confirm PayPal account

4	API Username		The values which PayPal provides you after you click on Get Credentials from PayPal to register PayPal account.
5	API Password		
6	API Signature		
7	Sandbox Mode	Yes	You choose to use the Sandbox Mode
8	API Uses Proxy	Yes	You choose to use Proxy

- **Tab Bank Transfer Payment Method:**

Bank Transfer Payment Method

Active [STORE VIEW]

Label [STORE VIEW]

Require Authentication [STORE VIEW]

No.	Field	Sample	Description
1	Activate	Yes	Activate this method
2	Label	Bank Transfer Payment	Label of this payment method will be shown in front-end
3	Require Authentication	Yes	Affiliates have to authenticate their payment information via email

- **Tab Moneybookers Payment Method (Skrills):**

Moneybooker Payment Method

Active [STORE VIEW]

Label [STORE VIEW]

Require Authentication [STORE VIEW]

Use Recurring Payment [STORE VIEW]
Moneybookers API

Use your MoneyBookers Merchant [STORE VIEW]
Email Default on Moneybookers Config

Moneybookers merchant email [STORE VIEW]

API/MQI Password [STORE VIEW]

[Check Moneybooker Account](#)

Subject of notification email [STORE VIEW]

Content of notification email [STORE VIEW]

No.	Field	Sample	Description
1	Activate	Yes	Activate this method
2	Label	Moneybookers Payment	Label of this payment method will be shown in front-end.
3	Require Authentication	Yes	Affiliates have to authenticate their payment information via email
4	Use Recurring Payment Moneybookers API	Yes	Use this method for Recurring Payment
5	Use your MoneyBookers Merchant Email Default on Moneybookers Config	Yes	Use a different Skrills email from your default merchant account, then fill out your new Moneybookers account

-----THE END-----