

# AFFILIATE MANUAL

PREPARED BY :  
FATBIT TECHNOLOGIES

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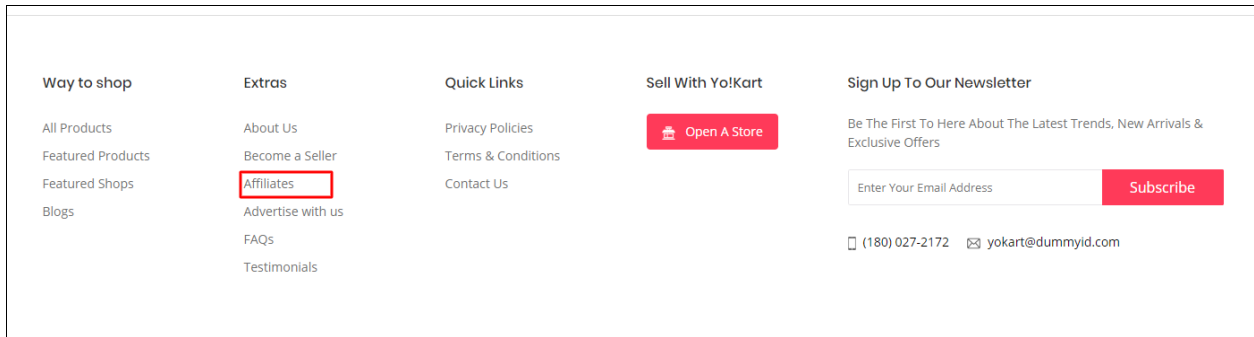
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# 1. Affiliate Module

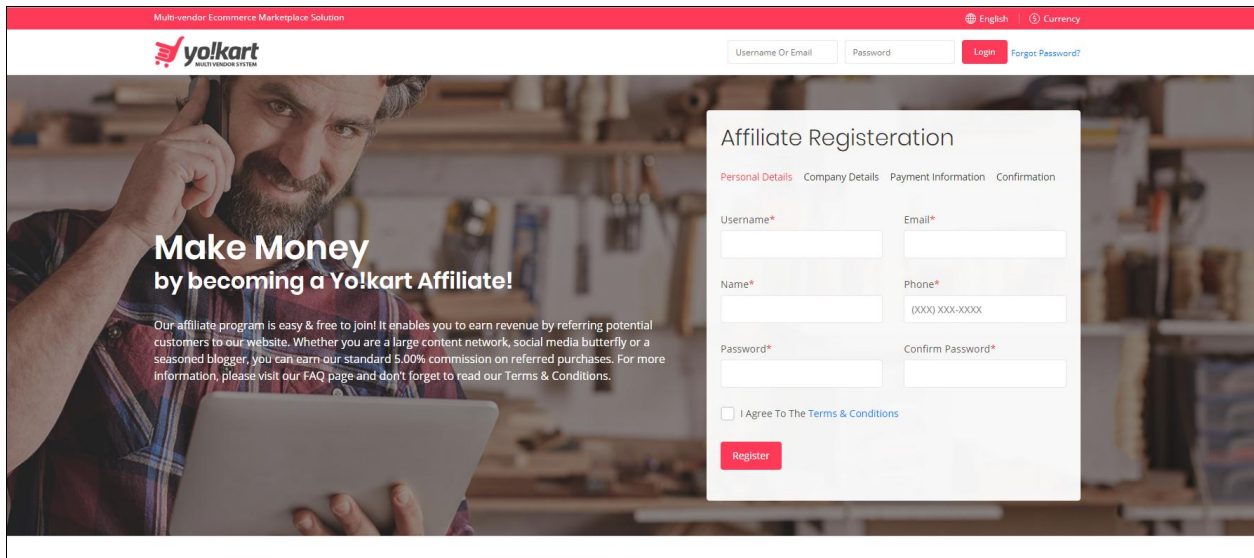
Users can register on the website as an Affiliate to earn money on the website. Affiliate users need to share the affiliate URL through which buyers can register themselves. Further, if the buyer is registered on the website and purchasing through the affiliate URL, then the Affiliate will get virtual credits to their wallet as per the settings defined by the admin through the admin console.

## 1.1. Registration

Users can register as an Affiliate by clicking on the link provided in the footer “Affiliates”.



Upon clicking the link, the user will be redirected to the Affiliate Registration page. On the registration page, the user needs to fill the multi-tab sign-up form to create an affiliate account.



For registration, users need to submit the following details.

1. Personal Details
  - Username
  - Email
  - Name
  - Password

- Confirm Password
- Phone Number
- 2. Company Details
  - Company
  - Website
  - Address Line 1
  - Address Line 2
  - Country
  - State
  - City
  - Postal Code
- 3. Payment Information
  - Tax ID
  - Payment Method
    - If Cheque
      - Cheque Payee Name
    - If Bank
      - Account Holder Name
      - Bank Account Number
      - Swift Code
      - Bank Address
    - If PayPal
      - PayPal Email Account

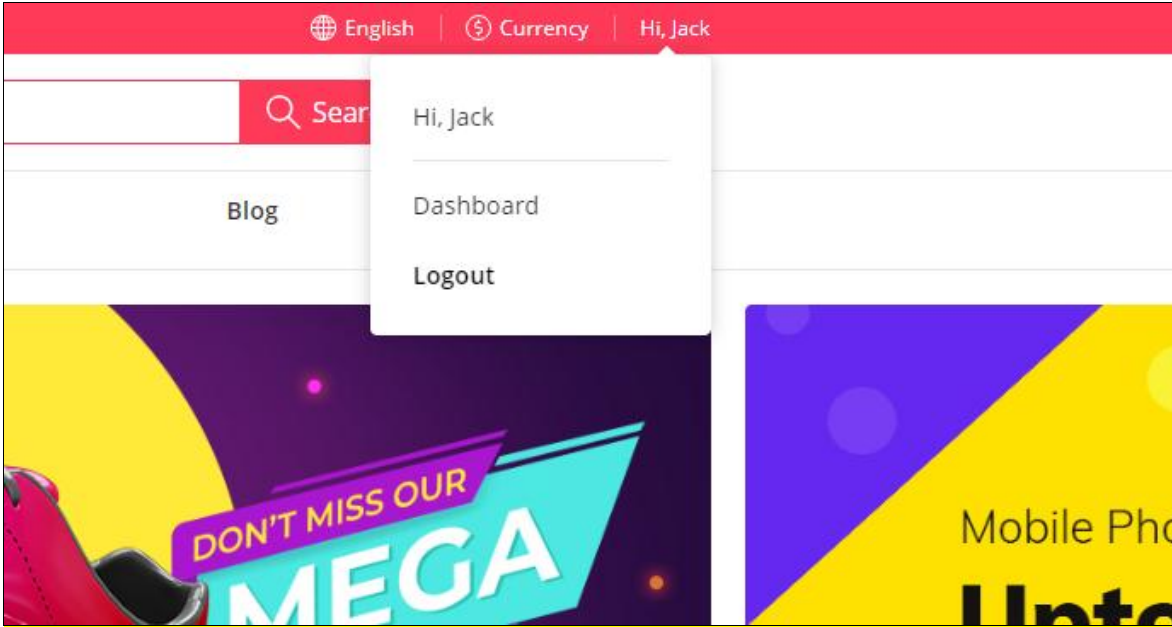
After successful registration, the affiliate user needs to verify the registered email, only then the system will allow logging into the website.

## 1.2. Login

The system contains a single login form for all the users including affiliate user. Upon clicking the Sign In option from the top navigation bar, a login popup window will be displayed. The affiliate user can login to the system here.

## 2. Dashboard

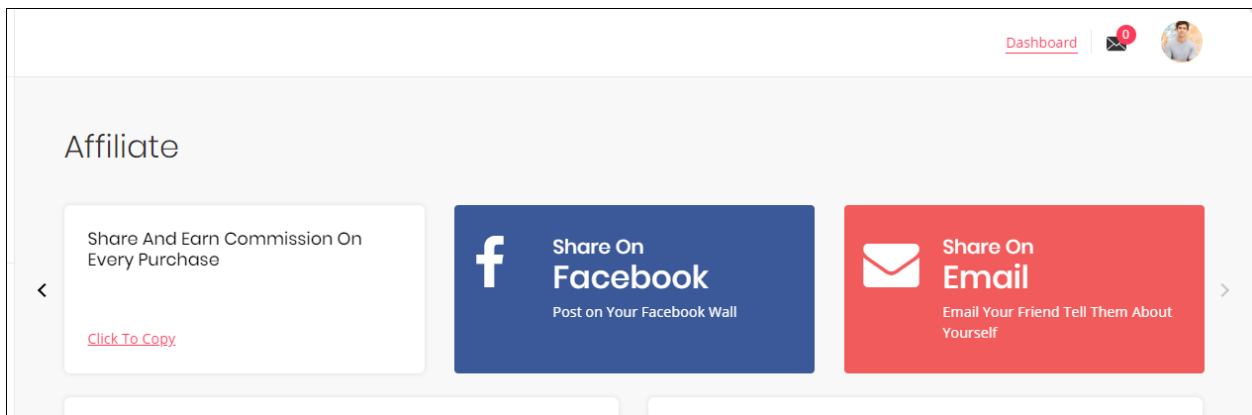
After successful login, the user needs to select the Dashboard option by clicking on their name displaying at top right corner.



Affiliate user will be redirected to their Dashboard area.

On the Dashboard area following areas are available

- a) Credits – Total credits vs. credits earned today via referrals.
- b) Revenue – Total revenue earned over Affiliate users timeline vs. revenue earned for the day
- c) Sharing Links- On the Dashboard area, the Affiliate user can share the Affiliate link by the following methods.
  - Copy the invitation link and share the URL.
  - Share the invitation link on Facebook /Email.



Referred by me – This section displays users that register using the shared link by the Affiliate user. Also such users will be assigned as users of that particular affiliate. The affiliate would receive commission for registration & purchases made by those assigned users on the website (Commission and Registration amount received would be set by the Admin).

Transaction History – In this section the Affiliate can view a list of latest transaction details (most recent first) for their wallet. The ‘View All’ link will navigate the Affiliate to the ‘My Credits’ tab.

The screenshot shows the yo!kart Affiliate dashboard. On the left is a navigation menu with options: My Referral, My Account, My Credits, Change Email / Password, and LANGUAGE & CURRENCY (English, Currency). The main content area is titled 'Affiliate' and contains several widgets:

- Credits:** Amount \$10.00, Credits Earned Today \$0.00.
- Revenue:** Total Revenue \$10.00, Today Revenue \$0.00.
- Share And Earn Commission On Every Purchase:** Includes a 'Click To Copy' link.
- Referred By Me:** A table with columns: User Detail, Registered On, Active, Verified. A 'View All' link is present.
- Transaction History:** A table with columns: Txn. Detail, Type, Balance, Status. A 'View All' link is present.

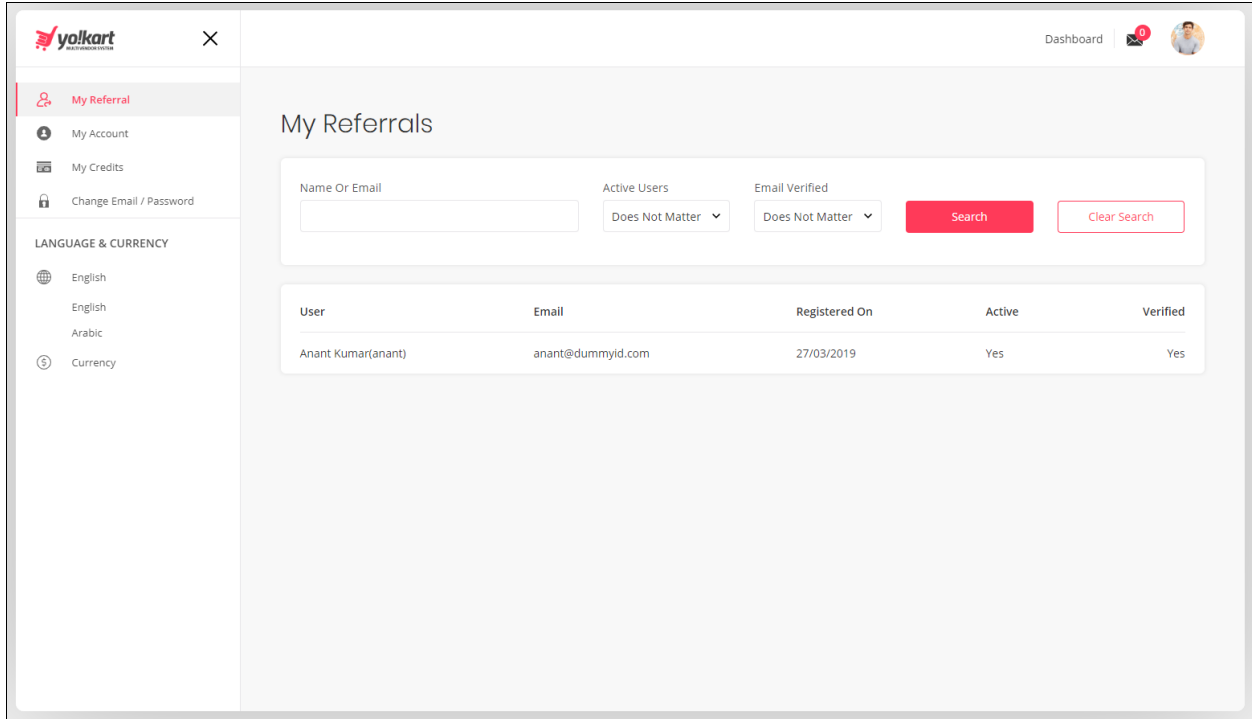
User Detail	Registered On	Active	Verified
Anant Kumar anant@dummysid.com	27/03/2019	Yes	Yes

Txn. Detail	Type	Balance	Status
27/03/2019 TN-0000068	Credit: \$10.00 Debit: \$0.00	\$10.00	Transaction Completed

### 3. Navigation Menu

#### 3.1. My Referral

My Referral tab shows the list of all the users who have registered through the Affiliate URL.



### 3.2. My Account

Affiliate users can manage account information such as profile details and payment information under this section.

#### My Account Tab

Affiliate user can edit profile details such as:

1. Username
2. Email
3. Full name
4. Date Of Birth
5. Phone no.
6. Company
7. Website
8. Address
9. Country
10. State
11. City
12. Postal Code

Affiliate user cannot edit their Username and Date of birth, as these are unique fields that are used in database records. Email Address cannot be edited from this page but the same can be done from the "Change Password" and "Change Email" section mentioned in this document.



The screenshot shows the 'Account Settings' page for a user named 'jack'. The page is divided into two tabs: 'My Account' (active) and 'Payment Info'. Under 'My Account', there is a profile picture with 'Change' and 'Remove' buttons. Below the profile picture are several form fields: Username (jack), Email (jack@dummysid.com), Full Name\* (Jack), Date Of Birth (1985-02-08), Phone\* (9876543210), Company, Website, Address Line1\* (228 Park Ave S, Cairo), Address Line2, Country\* (Egypt), State\* (Others), City (Cairo), and Postalcode\* (11765). A 'Save Changes' button is located at the bottom of the form. At the top right of the account settings area, there are two buttons: 'Request To Remove My Data' and 'Request My Data'.

Upon clicking the **Request to Remove My Data** button, affiliate user can submit a request with the admin to remove their account data like personal data, payment information etc. as per GDPR rule.

The screenshot shows a 'Truncate Request' dialog box. The dialog box has a title 'Truncate Request' and a message 'Truncate Request Approval Will Delete All Your Data. Truncate Anyway?'. There are two buttons: 'Yes' and 'Cancel'.

Upon clicking the **Request My Data** button, affiliate user can submit a request with the admin to share all their account data as per GDPR policies.



## Request Data

*Request System Owner To Get Your Account Information*

Email

Name

Purpose Of Request Data\*

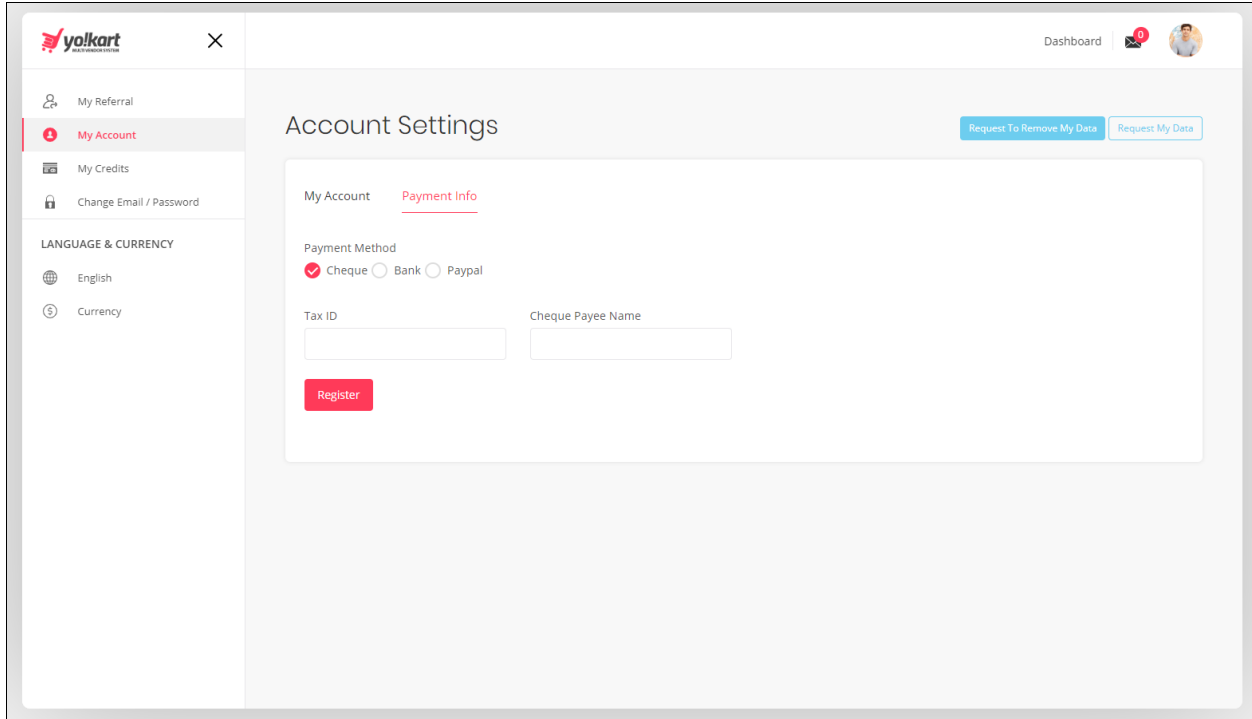
[Click Here](#) To Read The Policies Of Gdpr

### Payment Information Tab

Affiliate user can manage their payment information from this tab. Following details can be managed under the payment information tab.

1. Tax ID
2. Payment Method
  - If Cheque
    - Cheque Payee Name
  - If Bank
    - Account Holder Name
    - Bank Account Number
    - Swift Code
    - Bank Address
  - If PayPal
    - PayPal Email Account

These payment methods would be used while placing withdrawal requests from the My Credits page.



### 3.3. My Credits

List of all the transactions will be displayed under this section. Affiliate user can also send a fund withdrawal request to admin from this section. They can also search for a particular transaction by using following search filters:

1. Keyword
2. Transaction type (Credit/Debit/Both)
3. From date & To Date

**yo!kart** Dashboard

My Referral  
My Account  
**My Credits**  
Change Email / Password

LANGUAGE & CURRENCY  
English  
Currency

### My Credits

AVAILABLE BALANCE:  
**\$10.00**  
[Request Withdrawal](#)

Search Transactions

Keyword:  Both-debit/credit

From Date:  To Date:  [Search](#) [Clear](#)

Txn Id	Date	Credit	Debit	Balance	Comments	Status
TN-0000068	27/03/2019	\$10.00	\$0.00	\$10.00	Signup Commission Received.Anant Kumar Registered.	Transaction Completed

Upon clicking the **Request Withdrawal** button, affiliate user will be redirected to the Withdrawal Request page from where they can send funds withdrawal request to the admin. The Admin will transfer money to the affiliate user on the preferred payment method selected during making the withdrawal request.

**yo!kart** Dashboard

My Referral  
My Account  
**My Credits**  
Change Email / Password

LANGUAGE & CURRENCY  
English  
Currency

### My Credits

#### Request Withdrawal

Amount To Be Withdrawn (\$) \*

Current Wallet Balance \$10.00

Payment Method  
 Cheque  Bank  Paypal

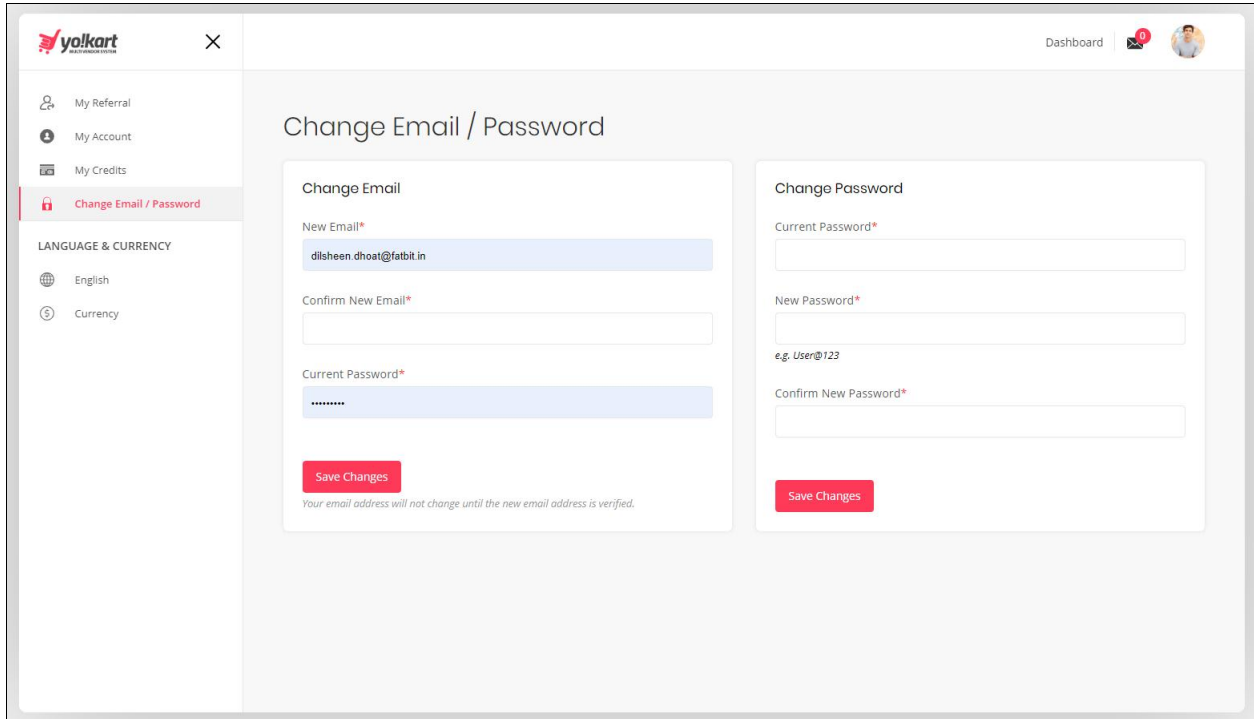
Cheque Payee Name

Other Info Instructions

[Send Request](#) [Cancel](#)

### 3.4. Change Email/ Password

Affiliate user can update their email address and password from this section. NOTE: Affiliate users will need to verify their new email address for changes to take effect in the system.



### 4. Language & Currency

From this section, Affiliate user can change the language and currency.

