



# Delavo™ Procedures

## Members Area: Promote

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# INTRODUCTION

Once you purchase a product through a Delavo™ powered web site you'll get an account at the owner's (admin's) Delavo™ system. You may also get a Delavo™ account by receiving free products, accepting an invitation or signing up for the admin's affiliate program.

The image shows a vertical stack of three web forms. The top form is titled 'AUTHORIZATION' and contains input fields for 'E-mail' and 'Password', a checkbox labeled 'remember me', and a 'Log in' button. The middle form is titled 'NOT A MEMBER? JOIN NOW!' and contains a 'Click to register!' button. The bottom form is titled 'FORGOTTEN PASSWORD?' and contains an 'E-mail' input field and a 'Send me my password!' button.

To log in to your Delavo™ account, enter your log in details: the email that is registered with Delavo™ as well as the password associated with this Delavo™ system.

If you would like Delavo™ to remember your log in details, check the "remember me" box.

If you are not yet a member of this Delavo™ system, you can join here.

If you forget your log in information, enter the email address you use to access Delavo™ in the "Forgotten password?" text area then click on "Send me my password". The password tied to that email address will be emailed to you.

After entering your log in details, click on the "Log in" button.

This manual is intended to show you how to set up your Profile located at the Profile section in the main menu bar. This is where your data needed by admin and/or Delavo™ is managed.

There are separate manuals available for other areas:

- Account
- Promote

## MAIN TOOLBAR INTRODUCTION

Log into your Delavo™ account. Once you've logged in you should see the following menu.



**PLEASE NOTE:** Depending on the privileges that admin has granted to you, you may have a “Mode” icon. In that case, make sure you are in the Members area to be access the “Profile” tab in the members area.

**PLEASE NOTE:** In the upper right, you will see your name as well as a number which represents what user number you are in this particular Delavo™ system. This is also your customer number and affiliate ID.



# MY GROUPS



From this screen you can view which affiliate programs you are a part of and can promote.

Once you have logged in, click on "Promote" in the main menu bar. Then click on the "My groups".

The MY GROUPS interface will open.

MY AFFILIATE PROGRAMS				
Affiliate program	Expires	Expired	Not approved	Renew
Affiliates				
JV Partners	01.01.21			
Special Affiliate Program				

**AFFILIATE PROGRAM:** Displays the names of the affiliate programs you participate in.

**EXPIRES:** Displays the date that your participation in the affiliate program expires. If there is no date, then there is no expiration date for your participation. The date format is dd/mm/yy.

**EXPIRED:** An **expired** displayed in this field indicates that your participation in the affiliate program has expired.

**NOT APPROVED:** A Not Approved in this field indicates that you have not been approved to participate in this affiliate program.

**RENEW:** Click on renew to reactivate your expired participation for this affiliate program if allowed.

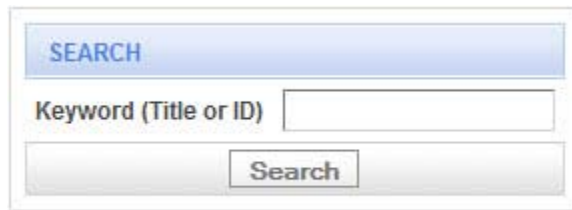
# LINKS



From this screen you can search and/or view information, such as the description, order link, promotion material and campaign details for all products that you have access to.

Once you have logged in, click on "Promote" in the main menu bar. Then click on the "Links".

The LINKS interface will open.



**SEARCH:** You can make a search in the listing by Package ID. Type a Package ID and click search. You can also make a search in the listing by Title. Type a Package Title and click search.

PROMO LINKS FOR PACKAGES				
ID	Title	Locked	Campaign	
18	How to drive traffic to any site		<input type="text"/>	<a href="#">order link</a>   <a href="#">promotion</a>
4	Membership		Example campaign <input type="text"/>	<a href="#">order link</a>   <a href="#">promotion</a>

**ID:** Displays the unique ID number of the package.

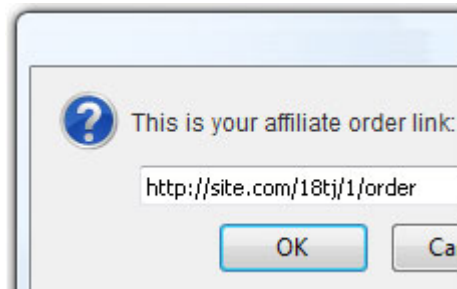
**TITLE:** Displays the title (name) of the package.

**LOCKED:** Displays whether the package is locked. If there is nothing displayed, the

package is not locked.

**CAMPAIGN:** Select a campaign for this package from the drop down menu. You can select different campaigns for different packages.

**ORDER LINK:** Clicking on "view" will trigger an alert box displaying the URL to the the Order page that you can copy & paste.



**PROMOTION:** Click on view to open a new window with links to promotional material for this package (if available).

# CAMPAIGNS



From this screen you can create a campaign so that you can track your promotional activities.

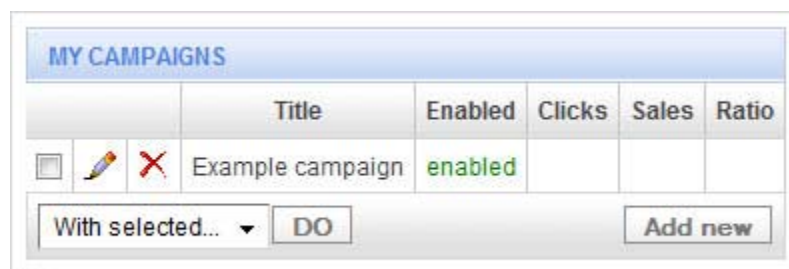
Once you have logged in, click on "Promote" in the main menu bar. Then click on the "Campaigns".



**PLEASE NOTE:** This section provides instructions on creating the campaign place holder only. To add products to your campaign, click on "Promote" in the main menu bar. Then click on the "Links". Click on the drop down box under "Campaign", then select the campaign name you wish to associate with the product as in the example campaign below.



PROMO LINKS FOR PACKAGES				
ID	Title	Locked	Campaign	
18	How to drive traffic to any site			<a href="#">order link</a>   <a href="#">promotion</a>
4	Membership		Example campaign	<a href="#">order link</a>   <a href="#">promotion</a>

The LINKS interface will open.



MY CAMPAIGNS					
	Title	Enabled	Clicks	Sales	Ratio
<input type="checkbox"/>  	Example campaign	enabled			

With selected...

Click on the pencil icon to edit this campaign, Click on the red X to delete this campaign.

**TITLE:** The Title of the campaign is displayed here.

**ENABLED:** Enabled is displayed here if this campaign has been enabled.

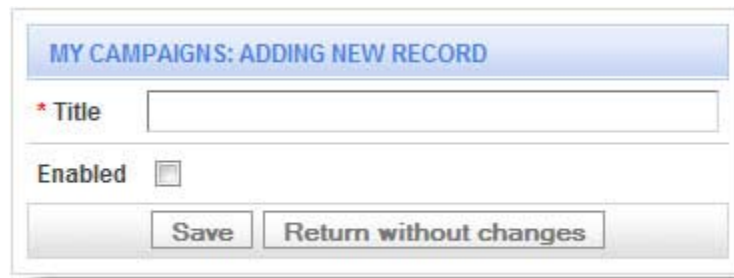
**CLICKS:** This displays the number of clicks for this campaign.

**SALES:** The number of sales for this campaign is displayed here.

**RATIO:** This displays the ratio of the number of clicks to the number of sales for this campaign.

**WITH SELECTED:** To DELETE a Campaign use the check boxes in the first column to select one or more item(s) in the listing. Then use the dropdown menu to select DELETE, and click on the "DO" button to delete the order.

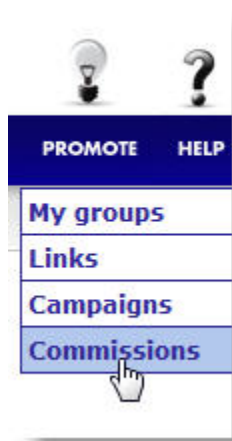
**ADD NEW:** To ADD a Campaign, click on "Add New".



The image shows a web form titled "MY CAMPAIGNS: ADDING NEW RECORD". It features a text input field labeled "\* Title", a checkbox labeled "Enabled", and two buttons at the bottom: "Save" and "Return without changes".

Type in the Title of your new campaign. If you would like this campaign to be enabled, place a check in the check box. Click on Save to add this campaign. If you do not want to add this campaign, click on Return without changes.

# COMMISSIONS



From this screen you can track the type and amount of commissions paid and/or due to you.

Once you have logged in, click on "Promote" in the main menu bar. Then click on "Commissions".

The COMMISSIONS interface will open.

All	\$0	Paid	\$0	Unpaid	\$0	Payable	\$0
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**All:** The total dollar amount of your commissions.

**Paid:** The total dollar amount of your commissions that have been paid.

**Unpaid:** The total dollar amount of your commissions that have not yet been paid.

**Payable:** The dollar amount of your commissions which are currently payable.

MY COMMISSIONS						
ID	Date	Type	Amount	Description	Paid	Guarantee
2	20.05.09	tier1	\$8.50	How to drive traffic to any site		20.05.09

**ID:** Displays the unique ID for this commission.

**DATE:** Displays the date of the sale. The date format is dd/mm/yy.

**TYPE:** This displays the type of commission. This could be either tier 1 or tier 2.

**AMOUNT:** This displays the amount of the commission.

**DESCRIPTION:** This displays the description of the product sold.

**PAID:** This displays whether the commission has been paid or not.

**GUARANTEE:** This displays when the guarantee expires. The date is displayed in dd/mm/yy format.