



# InstaMember USER'S GUIDE

## Affiliate Stats Options

## The Affiliate Stats Option

The **Affiliate Stats** option is where you can access and manage affiliate statistics including the payouts made depending on the criteria or filters you have set.

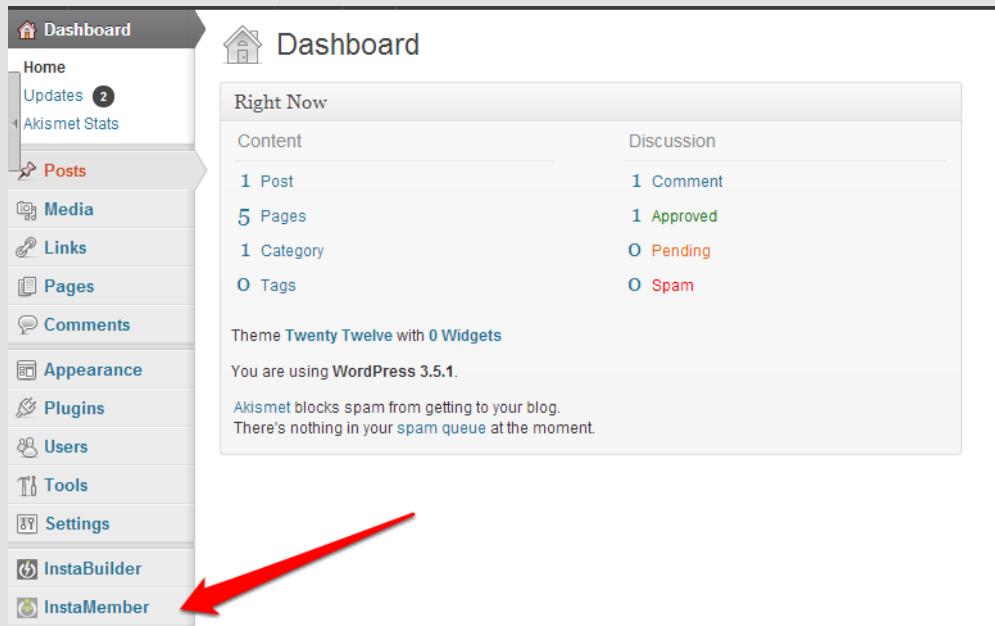
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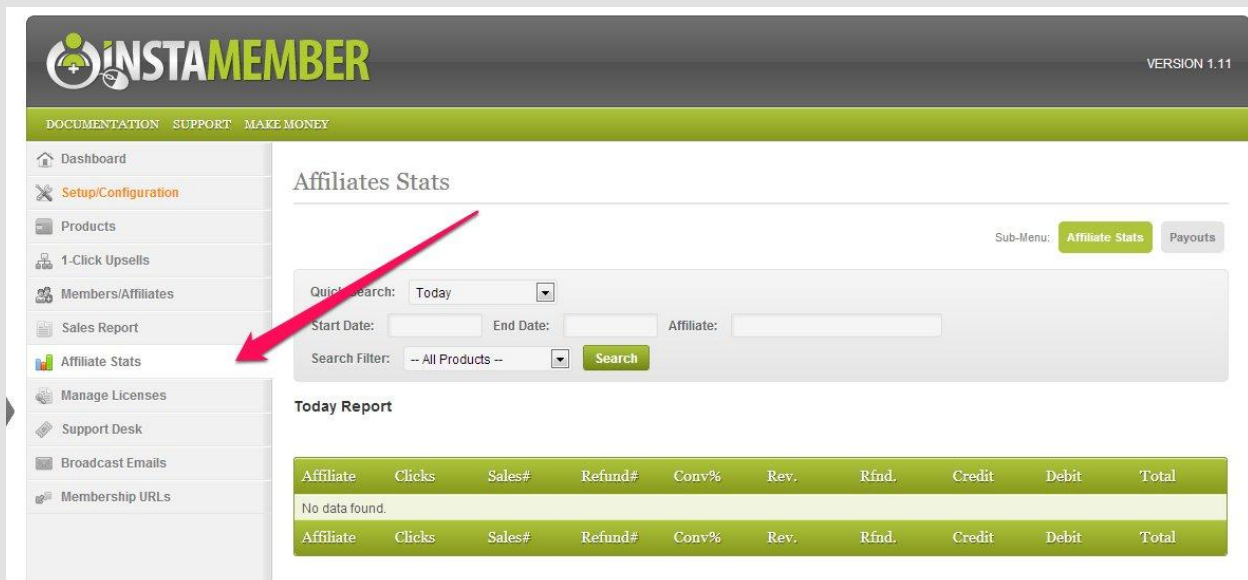
## Affiliate Stats Options

*This guide assumes that you have already logged in and successfully installed InstaMember to your wordpress site and that you have product with affiliate program and affiliate members.*

1. Navigate to your Instamember Dashboard by clicking the **Instamember** menu option on your wordpress dashboard.



2. Click the '**Affiliate Stats**' option.



3. To check for a specific affiliate stats report, you have to use the following filters:
  - **Quick Search** – this is a dropdown field that by default is set to show the current day's affiliate related report. Other options include, yesterday, last 7 days, last 30 days and choose a range wherein you can set a specific time frame for affiliate stats report checking.
  - **Start Date & End Date** – these input fields are intended to be used when you choose to set quick search to choose a range to filter our search results for affiliate stats report.
  - **Affiliate** – this is a powerful InstaMember option where you can enter a specific affiliate name to filter out the list of affiliate stats report that matches the affiliate name provided.
  - **Search Filter:**
    - The dropdown contains all existing products of the site. Choose any of the products from the dropdown to show only the affiliate stats report of any specific product along with the aforementioned filters.
4. To delete an affiliate stats report, simply hover your cursor below the affiliate's name and click delete. Or you can simply check the checkbox that corresponds to the member username you want to delete then from the bulk actions dropdown select delete then hit apply to implement the action.
5. To check for payout status, click the **Payout** button on the top right portion of the **Affiliate Stats** option page.

**INSTAMEMBER** VERSION 1.11

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### Affiliates Stats

Sub-Menu: **Affiliate Stats** Payouts

Quick Search: Today

Start Date: End Date: Affiliate:

Search Filter: -- All Products -- Search

**Today Report**

Affiliate	Clicks	Sales#	Refund#	Conv%	Rev.	Rfnd.	Credit	Debit	Total
No data found.									
Affiliate	Clicks	Sales#	Refund#	Conv%	Rev.	Rfnd.	Credit	Debit	Total

## Affiliate Payouts

Sub-Menu: [Affiliate Stats](#) [Payouts](#)

Available Payouts For Today: **Sunday, May 12, 2013**

Bulk Actions

<input type="checkbox"/>	Affiliate	Commission (credit)	Correction (debit)	Payout
No available payouts.				
<input type="checkbox"/>	Affiliate	Commission (credit)	Correction (debit)	Payout

Bulk Actions

- This page will show an overview of the available payouts of affiliate members. This option is useful for instances that the system was not able to track a payout that has already been paid. So to mark an affiliate's payout to be paid, simply check the affiliates where the paid payout is applicable and from the bulk actions dropdown, choose mark as paid. Click apply to implement the action.

## **BROUGHT TO YOU BY: SUZANNA THERESIA**

If you have any questions or input on how we could improve this manual, please contact our support team at <http://asksuzannatheresia.com>