



InstaMember USER'S GUIDE

The InstaMember Dashboard

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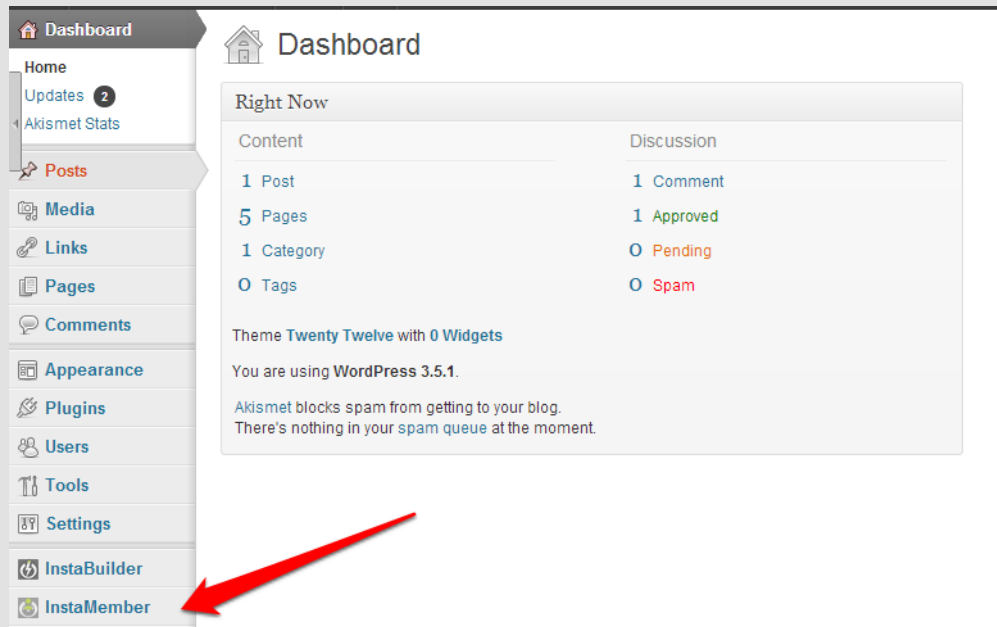
This guide will help you get familiarized on the **InstaMember Dashboard**. It also contains detailed information that can help you navigate through the site using the dashboard.

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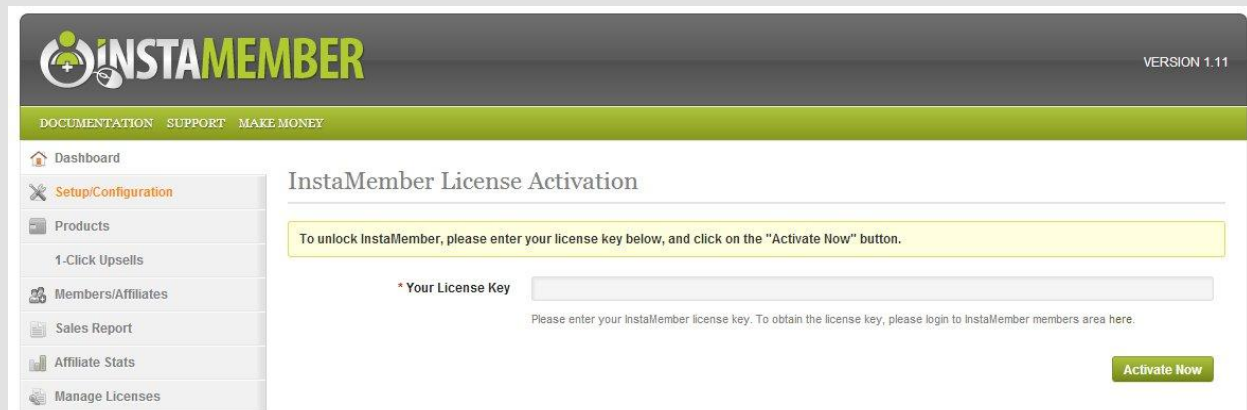
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The InstaMember Dashboard

1. Login to your wordpress admin area.
2. If you have already installed InstaMember, you can see the InstaMember menu on the list of wordpress menu options on the left hand side. If you have not done it yet, please refer to this link on how to install InstaMember.



3. When using or activating the InstaMember plugins for the first time, you will be prompted to enter your license activation key accessible on the member's area. You will see a screen similar to the one below.



4. Click the InstaMember menu to open the InstaMember Dashboard.

Welcome To InstaMember



Quick Links

- Setup/Config
- Add Product
- Add Member
- Sales Report

Summary

Today Summary

Total Sales: **0**
 Sales by Affiliates: **0**
 Total Revenue: **0.00 USD**
 Revenue by Affiliates: **0.00 USD**

Yesterday Summary

Total Sales: **3**
 Sales by Affiliates: **0**
 Total Revenue: **100.00 USD**
 Revenue by Affiliates: **0.00 USD**

Last 7 Days Summary

Total Sales: **3**
 Sales by Affiliates: **0**
 Total Revenue: **100.00 USD**
 Revenue by Affiliates: **0.00 USD**

Recent 10 Sales

No Sales			
Date	Username	Product	Amount

Recent 10 Members

jijai	jijai@poi@gmail.com	05/12/2013
Username	Email	Date

Last 10 Members Login

Date	Username	IP Address	Referrer
No Access Log			
Date	Username	IP Address	Referrer

The Dashboard will show you a graph containing the recent income and members for the last 7 days. On the right side of the graph is the legend used in the graph. You can also find quick links on the far right side of the dashboard, containing the links on the Setup Configuration, Add Product, Add Member and Sales Report.

Below the graph is the summary of your income divided into three columns: Today, Yesterday and on the Last 7 Days. Each column contains the total sales, sales by affiliates, total revenue and revenue by affiliates for that specific period.

On the bottom most part of the dashboard are threetables containing data on the 10 recent sales made, 10 recent members of your site and the 10 most recent logins to the site.

The menu on the left are to be used in navigating through the different options you have to set to create, customize and setup your membership site.

- **Setup/Configuration** – it contains menus of the different configuration to setup your membership site
 - **General** - this is where you can setup the basic configuration, membership configuration, affiliate program configuration, licensing server configuration, and other advanced configuration you want for you membership site.
 - **Payments** – this is where you will be setting up the payment gateways you want to integrate to you site. You have the flexibility to choose from the different payment options, either direct or by using third party payment system like clickbank and the likes.
 - **Email** – this is where you will be setting up your email preferences and the email templates you want to use in different email notifications.
 - **Integrations** – this contains options for autoresponder integrations and other integrations such as Amazon s3, Facebook and recaptcha.
 - **Form Editor** - this is where you will be setting up the different forms that the users will be using. You have the option to setup your membership and affiliate registration forms, edit profile form and the member login form.
 - **Block Email/IP Addresses** – this is where you can set up the blocking of specific IP and email addresses as well as their corresponding messages.
- **Products** – this is where you can setup different products you want to sell in your site.
- **1-Click Upsells** – is the option you would want to setup if you would like to have upsells on the different products you have in your site.
- **Members/Affiliates** – this is where you can manage the different members and affiliate members that had registered in your membership system.
- **Sales Report** – this is where you can access the option to generate sales report. It provides you with different options to filter out data that you would like to be generated on the sales report.
- **Affiliate Stats** – this is where you can track of your affiliate statistics. It comes also with options to filter out data depending on your criteria. Additionally, this section also has the payout menu where you can track the payouts for the current period.

- **Manage Licenses** – this is where you will be managing the licenses of the different products you have.
- **Support Desk** – this is where you can setup and customize settings for your customer support area.
- **Broadcast Emails** – this where you can create and send emails to different members of your membership site
- **Membership URLs** – this enlists the relevant urls that can be used in navigating through your membership site.

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>