


# How to Manually Assign A Commission to Your Affiliates

You can assign the commission on any sales records manually. Please follow the instructions below...

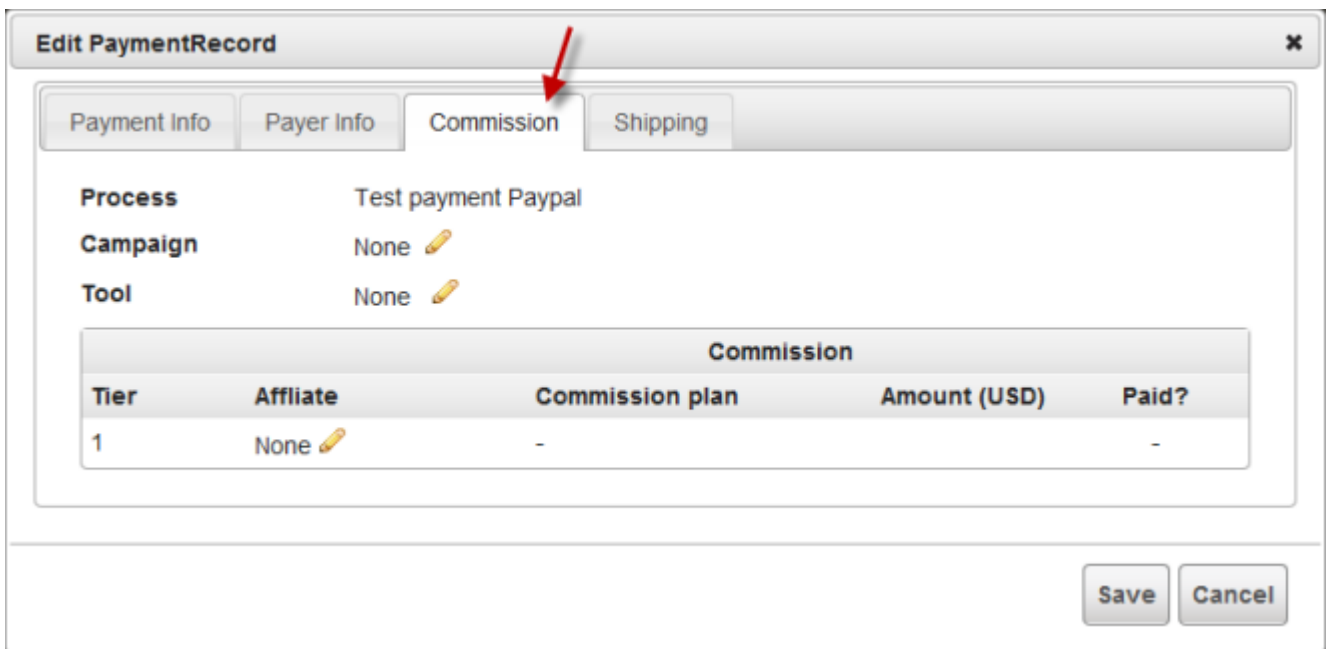
**Step 1:** Go to the sale record and click "**More**" to see all sales records.

Last 10 of 221 Sales		Product	Affiliate	Gross
Nov 01 04:18	vanda_kha@hotmail.com	level 1 product		0.10
Oct 31 07:53	vanda_kha@hotmail.com	New Paypal Product		0.10 THB (0.00)
				 <a href="#">more...</a>



**Step 2:** Click on the "**Transaction**". If you cannot find the records, use the search function.


Date	Transaction <small>(Transaction/SubscriptionID)</small>	Customer <small>(Name/Email/Approved-email/IP)</small>	Product <small>(Product/PaymentPlan)</small>	Amount <small>(Gross/Comm)</small>	Sale Info <small>(Affiliate/Tool/Campaign/Ref)</small>	
Tue Nov 01 2011 04:43:25 Nov 01, 2011 EDT	<a href="#">2WR787586M2023100</a>	Thanyalak Donubon upgradememsite@fastestcheckout.com (payment)vanda_kha@hotmail.com 61.7.176.242	level 2 product Buyonce level 2	0	Test payment Paypal	<input type="button" value="Edit"/> <input type="button" value="Refund"/>
Tue Nov 01 2011 04:41:47 Nov 01, 2011 EDT	<a href="#">56A51255JN3791502</a>	Thanyalak Donubon upgradememsite@fastestcheckout.com (payment)vanda_kha@hotmail.com 61.7.176.242	level 1 product buyonce level 1	0	Test payment Paypal	<input type="button" value="Edit"/> <input type="button" value="Refund"/>
Tue Nov 01 2011 04:26:26 Nov 01, 2011 EDT	<a href="#">7RW70790EX460706V</a>	Thanyalak Donubon level2buyonce2@fastestcheckout.com (payment)vanda_kha@hotmail.com 61.7.176.242	level 2 product Buyonce level 2	0	Test payment Paypal	<input type="button" value="Edit"/> <input type="button" value="Refund"/>

**Step 3:** Inside the "Edit Payment Record" pop-up, go to the "Commission" tab.



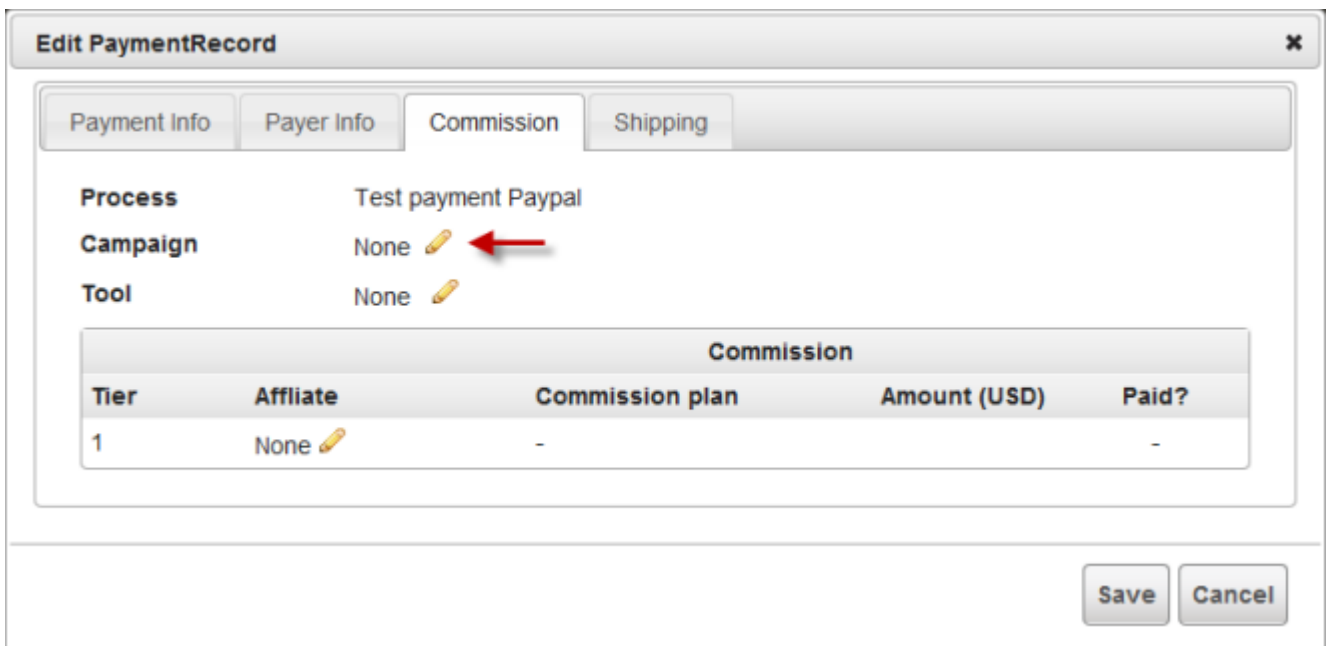
The screenshot shows the "Edit PaymentRecord" window with the "Commission" tab selected. The window contains the following information:

- Process:** Test payment Paypal
- Campaign:** None 
- Tool:** None 




Commission				
Tier	Affiliate	Commission plan	Amount (USD)	Paid?
1	None 	-	-	-


Buttons: Save, Cancel

**Step 4:** To select the campaign, click on the "Campaign" pencil icon.



The screenshot shows the "Edit PaymentRecord" window with the "Campaign" pencil icon highlighted by a red arrow. The window contains the following information:

- Process:** Test payment Paypal
- Campaign:** None  
- Tool:** None 

Commission				
Tier	Affiliate	Commission plan	Amount (USD)	Paid?
1	None 	-	-	-

Buttons: Save, Cancel

**Step 5:** Choose the "Campaign" from the drop-down menu.

The screenshot shows the 'Edit PaymentRecord' window with the 'Commission' tab selected. The 'Process' is 'Test payment Paypal'. The 'Campaign' dropdown menu is open, showing options: 'None', 'None', 'Jared the Bunny (test campaign)', and 'Katube Jared'. The 'Jared the Bunny (test campaign)' option is highlighted in blue, and a red arrow points to it. Below the dropdown is a table with the following data:

Commission				
Tier	Affiliate	Commission plan	Amount (USD)	Paid?
1	None	-		-

At the bottom right of the window are 'Save' and 'Cancel' buttons.

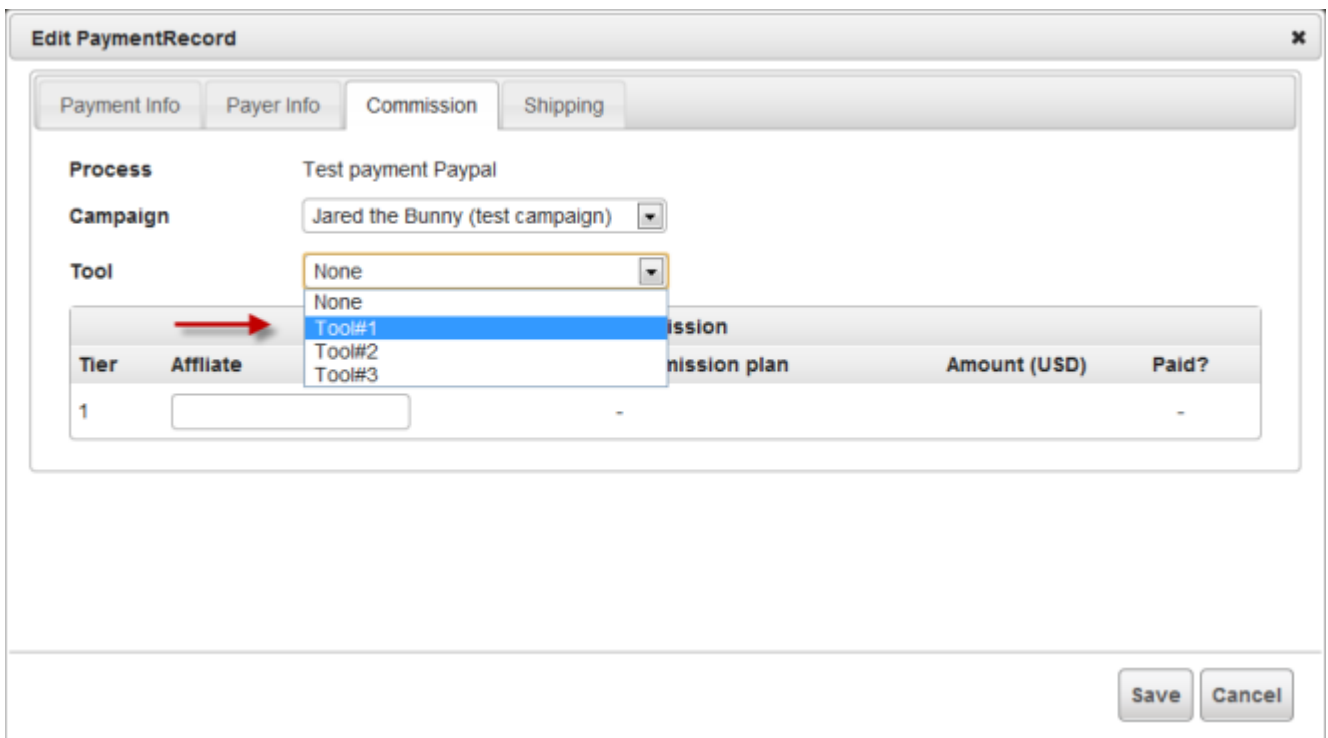
**Step 6:** To see all tools of the campaigns, click on the "Tools" pencil icon.

The screenshot shows the 'Edit PaymentRecord' window with the 'Commission' tab selected. The 'Process' is 'Test payment Paypal'. The 'Campaign' dropdown menu is now closed and shows 'Jared the Bunny (test campaign)'. The 'Tool' dropdown menu is open, showing the option 'None'. A red arrow points to the 'None' option. Below the dropdown is a table with the following data:

Commission				
Tier	Affiliate	Commission plan	Amount (USD)	Paid?
1	None	-		-

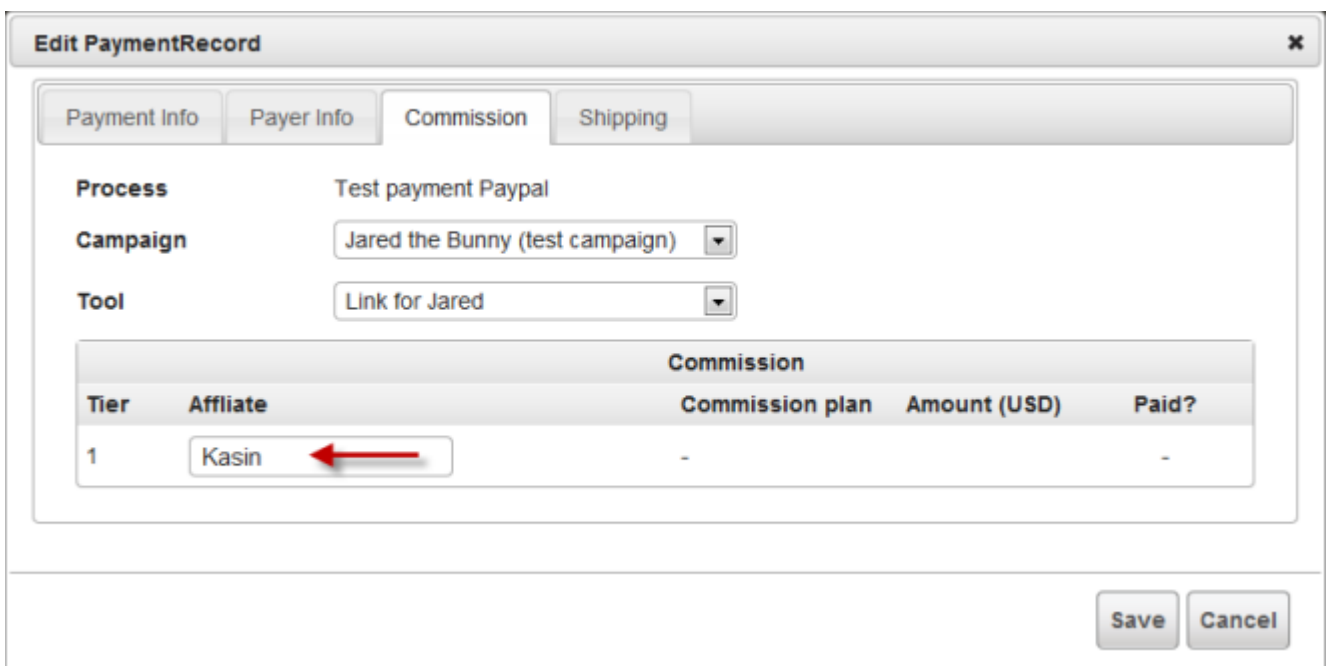
At the bottom right of the window are 'Save' and 'Cancel' buttons.

**Step 7:** Choose "Tools" from the drop-down menu.



The screenshot shows the 'Edit PaymentRecord' window with the 'Commission' tab selected. The 'Process' is 'Test payment Paypal' and the 'Campaign' is 'Jared the Bunny (test campaign)'. The 'Tool' dropdown menu is open, showing options: 'None', 'None', 'Tool#1', 'Tool#2', and 'Tool#3'. 'Tool#1' is highlighted with a blue background. A red arrow points to the 'Tool#1' option. Below the dropdown is a table with columns: Tier, Affiliate, Commission plan, Amount (USD), and Paid?. The table has one row with Tier '1', an empty Affiliate box, and dashes in the other columns. At the bottom right are 'Save' and 'Cancel' buttons.

**Step 8:** Type in the name of the affiliate in the "Affiliate" box. Then "Save" these settings.



The screenshot shows the 'Edit PaymentRecord' window with the 'Commission' tab selected. The 'Process' is 'Test payment Paypal' and the 'Campaign' is 'Jared the Bunny (test campaign)'. The 'Tool' dropdown menu is now closed and shows 'Link for Jared'. Below it is a table with columns: Tier, Affiliate, Commission plan, Amount (USD), and Paid?. The table has one row with Tier '1', 'Kasin' in the Affiliate box, and dashes in the other columns. A red arrow points to the 'Kasin' text. At the bottom right are 'Save' and 'Cancel' buttons.