cleverbridge

Affiliate Center Guide

How to Use the cleverbridge Affiliate Center

Version 2.3

Learn about:

- Signing up as an affiliate
- Using the Affiliate Center

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Overview

The Affiliate Center is a cleverbridge-hosted, web-based tool used to:

- Access reports
- Access marketing materials for products
- Create tracking tools
- Update profile data

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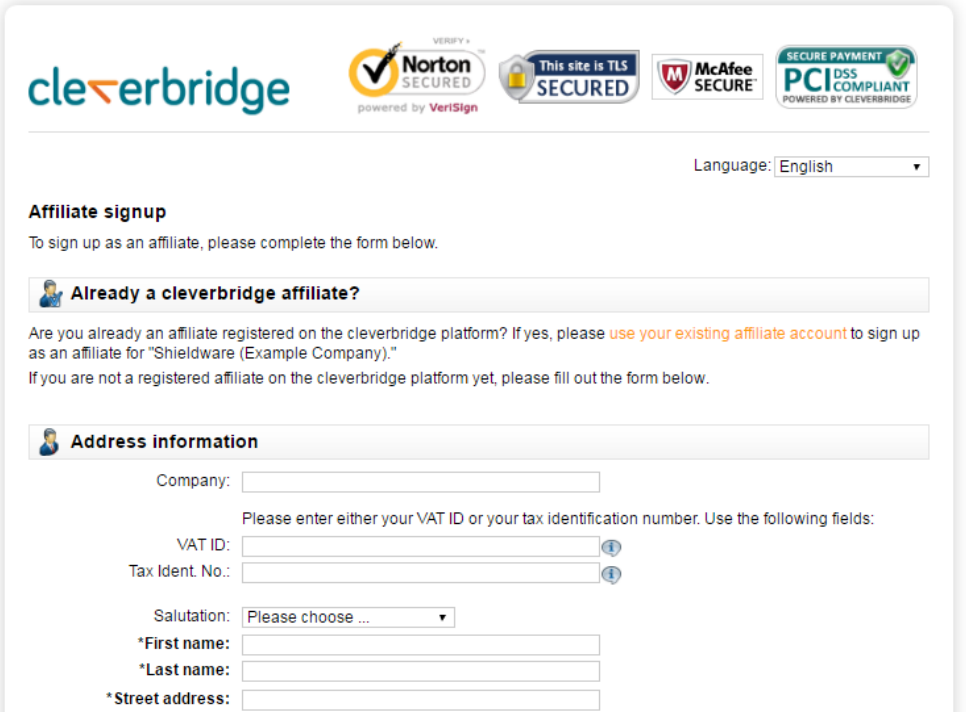
Affiliate Signup

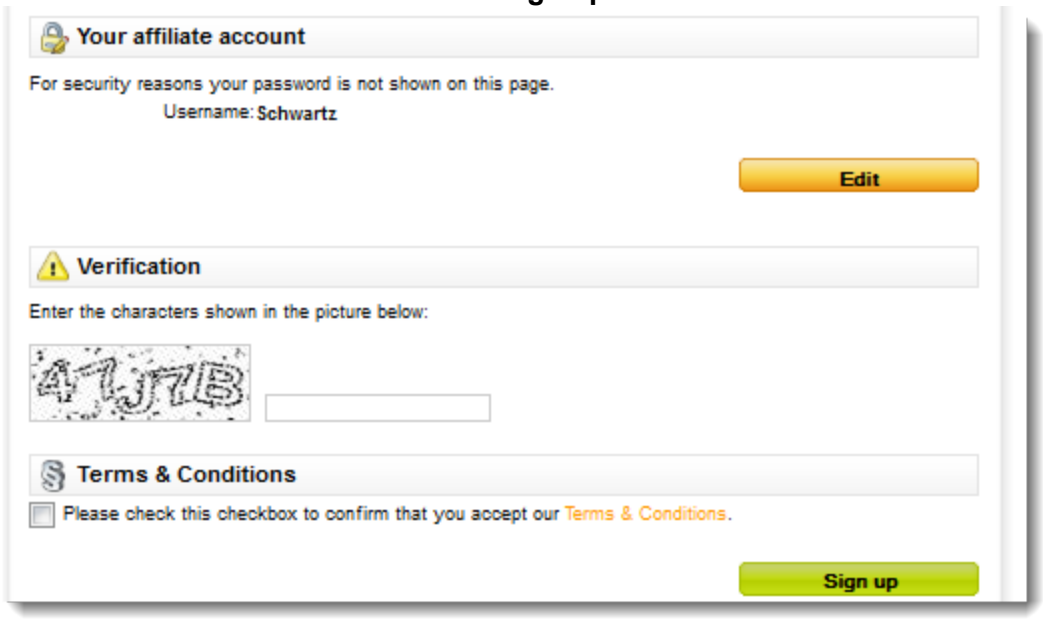
The vendor invites you to sign up as an affiliate by sending you a URL to the Affiliate Signup page.

1. Fill out the signup form. The required fields are indicated with an asterisk



2. Click **Next**.
3. Confirm the data and edit if necessary.

4. Enter the character verification and click **Sign up**.



The Affiliate Center opens to the Welcome page.

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Affiliate Center Overview

When you log in, the Welcome page displays with menu options, an order overview, and a list of the most recent transactions. It includes the following tabs:

- Dashboard
- Reports
- Get Links
- My Details
- Resources

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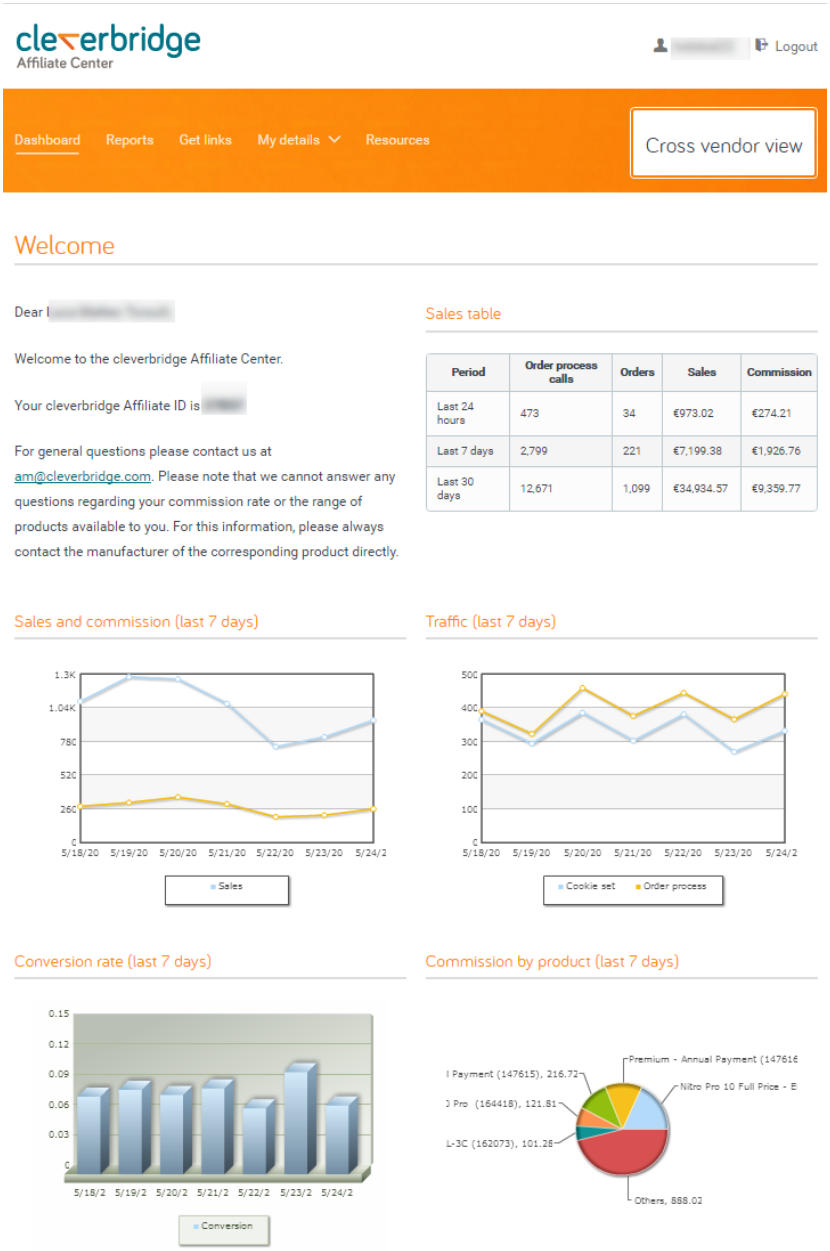
Dashboard

The Affiliate Center Dashboard displays key reports showing revenue and statistics for the last 24 hours, the last 7 days, and the last 30 days. The Dashboard sales table displays order process calls and orders.

Order process calls are recorded when a customer clicks the affiliate link, proceeds to the cart, and engages with it in some way, such as by changing the quantity or adding another product. These calls are recorded even if the customer does not complete the purchase.

Orders are recorded when the customer completes the transaction by purchasing the product, and this is when the affiliate earns the commission.



Reports

The Reports page provides affiliates with a variety of report types, tools for refining report results, and tools for controlling the output of the report. This data is updated in real time.

Affiliates can select a report type and enter filter parameters. They can control the output of the report by clicking a report type tab for line chart, bar chart, Gantt chart, and plain table. They can also select to export the report as a CSV file.

The following table describes the types of reports available in the Affiliate Center. Report results can be customized and grouped by the time period that is selected.

Report	Description
Transaction details	Displays full transaction details for revenue generated by the affiliate. Details included are reference number, date and time of the order, product name, and number of licenses purchased.
Order value and commission	Displays sales revenue and the affiliate's commission.
Report by product	Displays the total order value and commission generated by product, along with the number of licenses sold.
Report by tracking parameter	Displays the total order value, the number of licenses sold, and the commission generated based on a tracking parameter, if a tracking parameter was added to the link by the affiliate. The tracking parameter must be in the form `&x-at=XXX` to display in the Affiliate Center.
Commission by region	Displays the affiliate's profit sorted by customer region.
Commission by country	Displays the affiliate's profit sorted by customer country.
Traffic generated	Displays the cookie and user sessions that are based on the number of times the affiliate’s link was clicked by a potential customer.
Commission rate by product	Displays all products associated with the affiliate's account and the corresponding commission rate.

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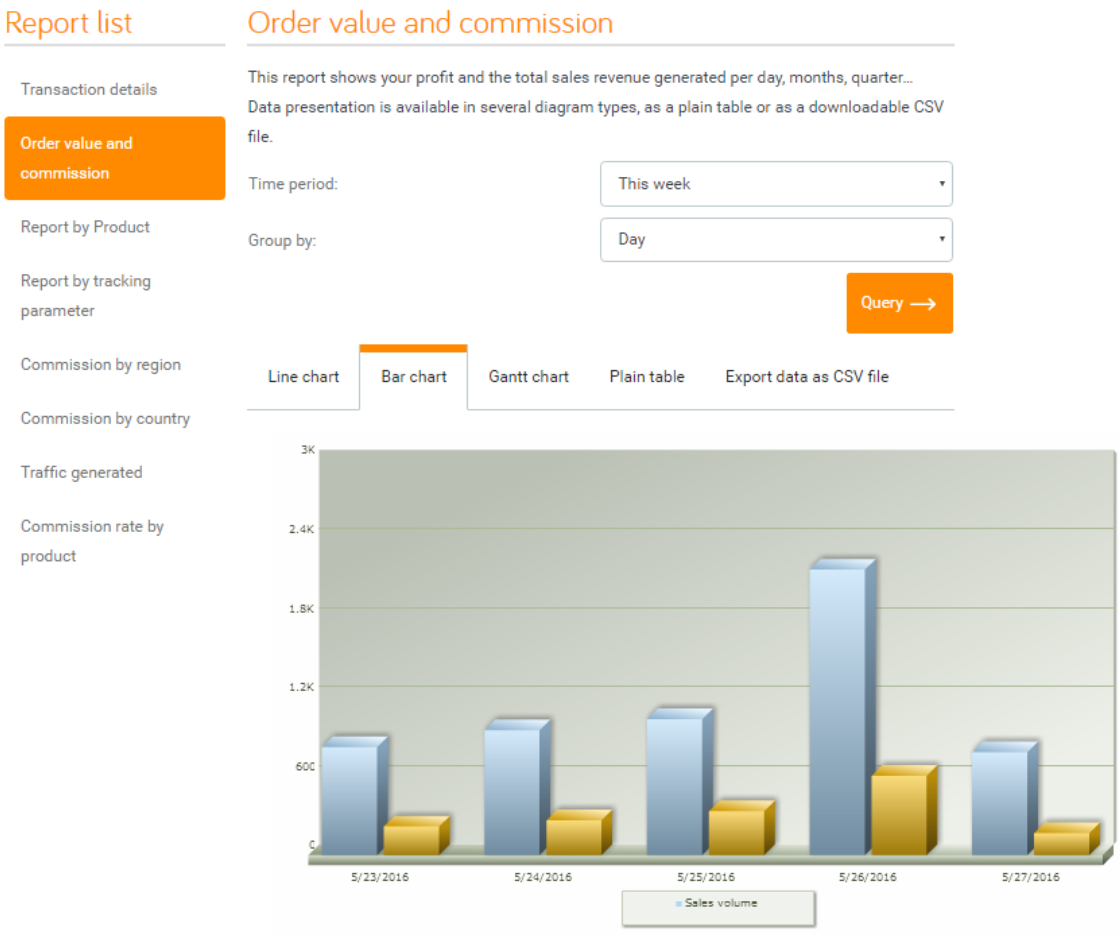
Examples of Affiliate Center Reports

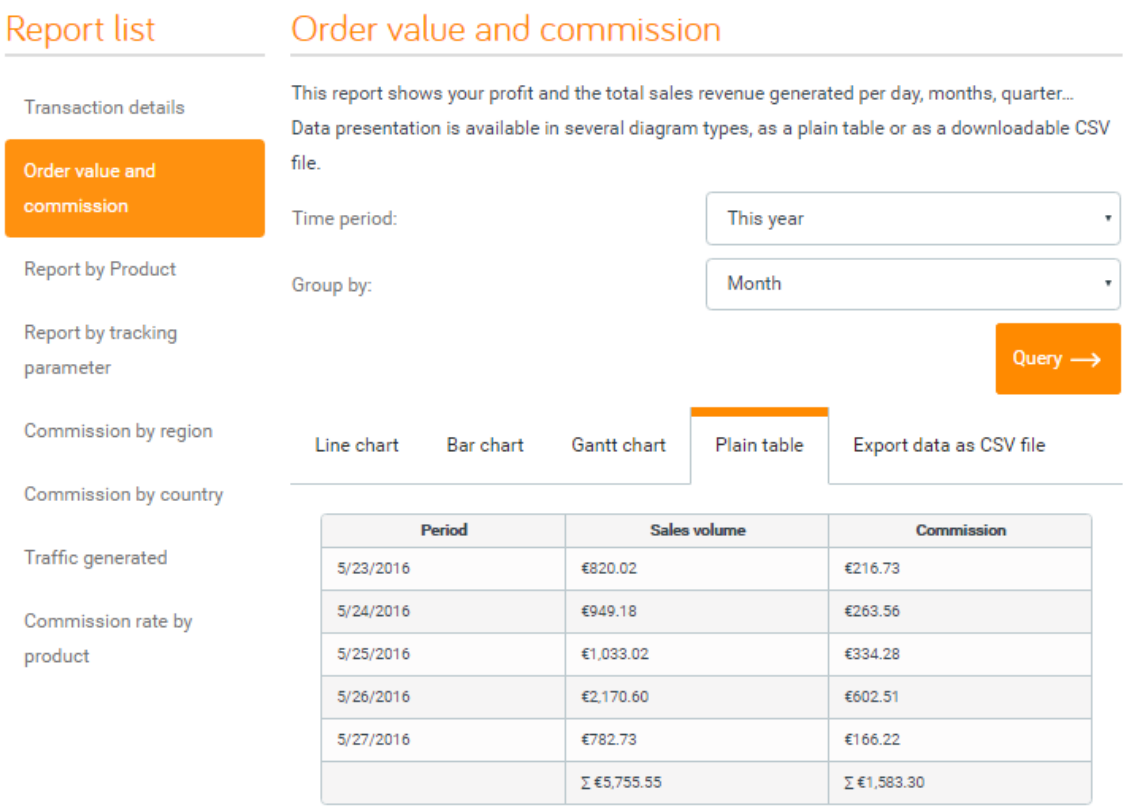
Example Report 1: Order Value and Commission Report

The Order value and commission report displays the affiliate's profit based on the time parameters selected.

Below is a sample report in bar chart view:

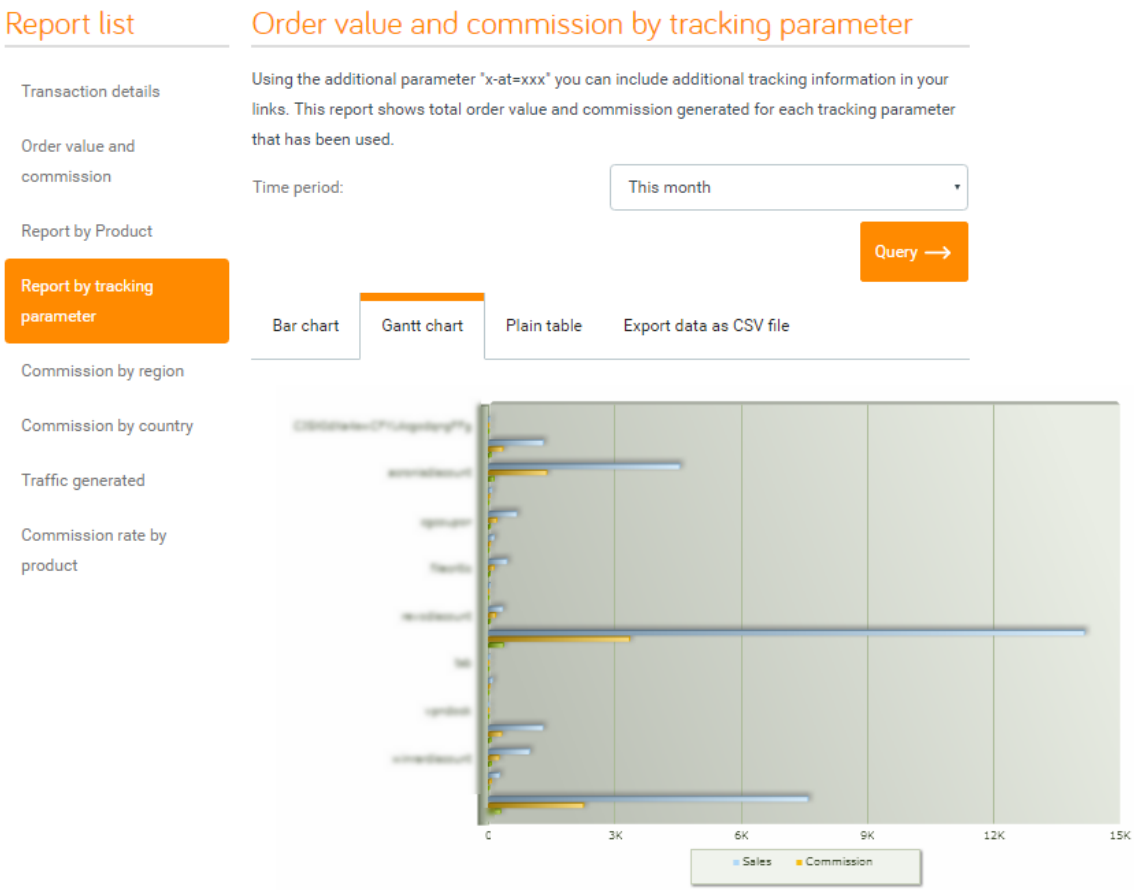


Below is a sample report in plain table view:



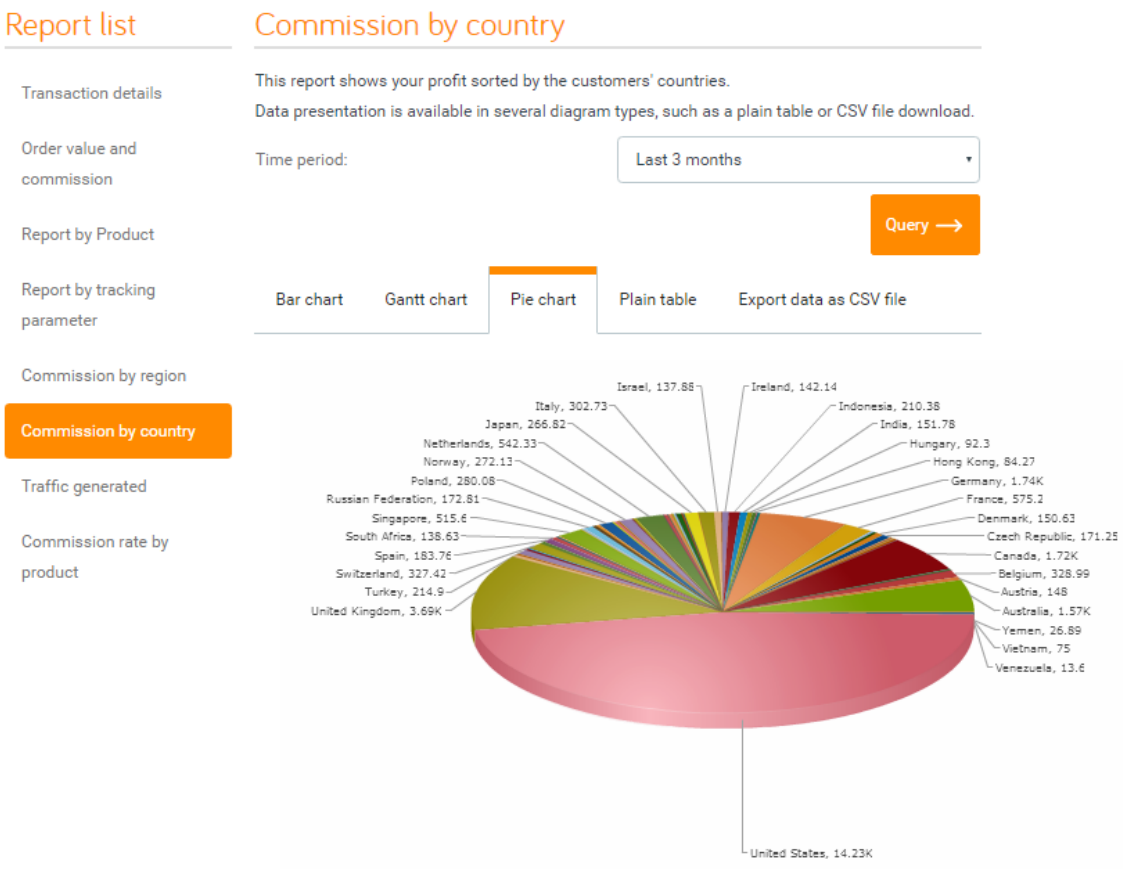
Example Report 2: Report by Tracking Parameter

The tracking parameter report displays the affiliate's profit based on additional parameters used in links, such as order or download links.



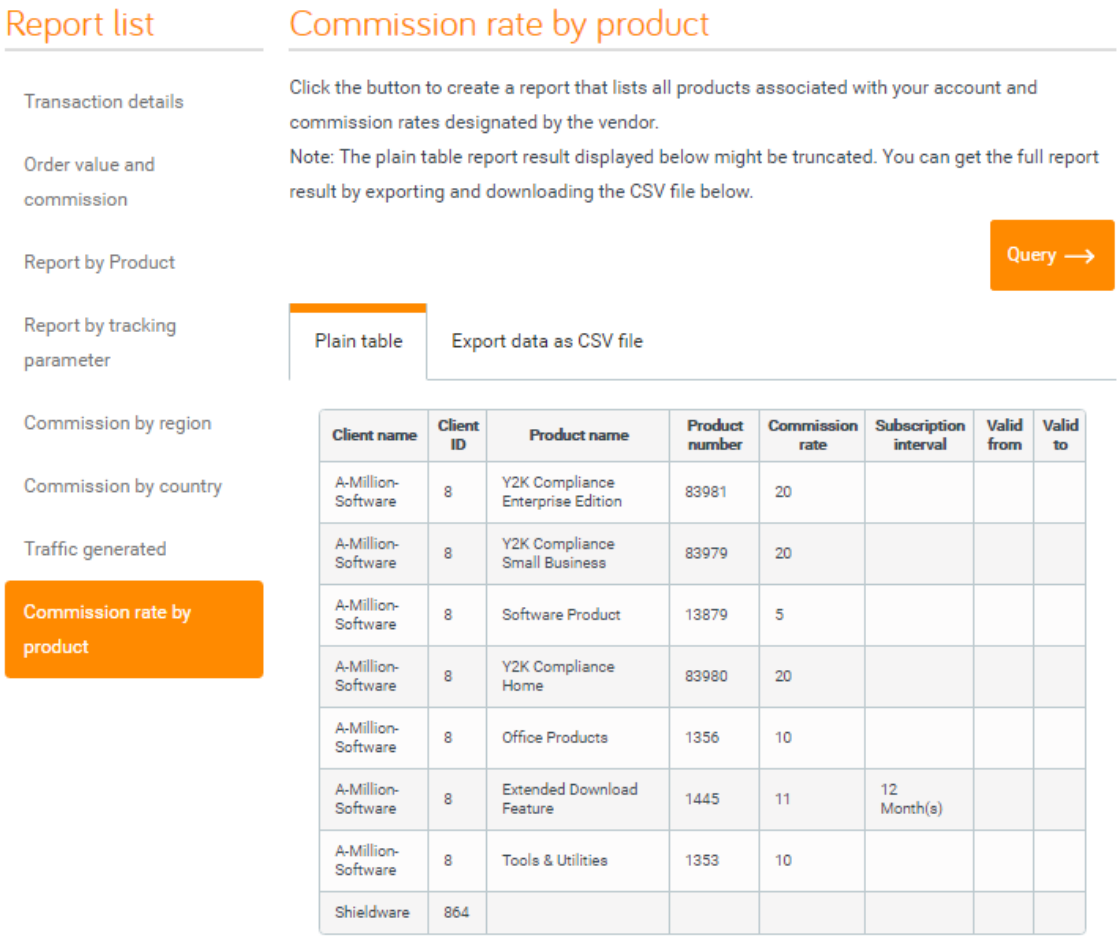
Example Report 3: Commission by Country Report

The Commission by Country report displays the affiliate's profit based on customers' regions.



Example Report 4: Commission Rate by Product

The Commission Rate by Product report displays all products associated with the affiliate's account and corresponding commission rates.



Client name	Client ID	Product name	Product number	Commission rate	Subscription interval	Valid from	Valid to
A-Million-Software	8	Y2K Compliance Enterprise Edition	83981	20			
A-Million-Software	8	Y2K Compliance Small Business	83979	20			
A-Million-Software	8	Software Product	13879	5			
A-Million-Software	8	Y2K Compliance Home	83980	20			
A-Million-Software	8	Office Products	1356	10			
A-Million-Software	8	Extended Download Feature	1445	11	12 Month(s)		
A-Million-Software	8	Tools & Utilities	1353	10			
Shieldware	864						

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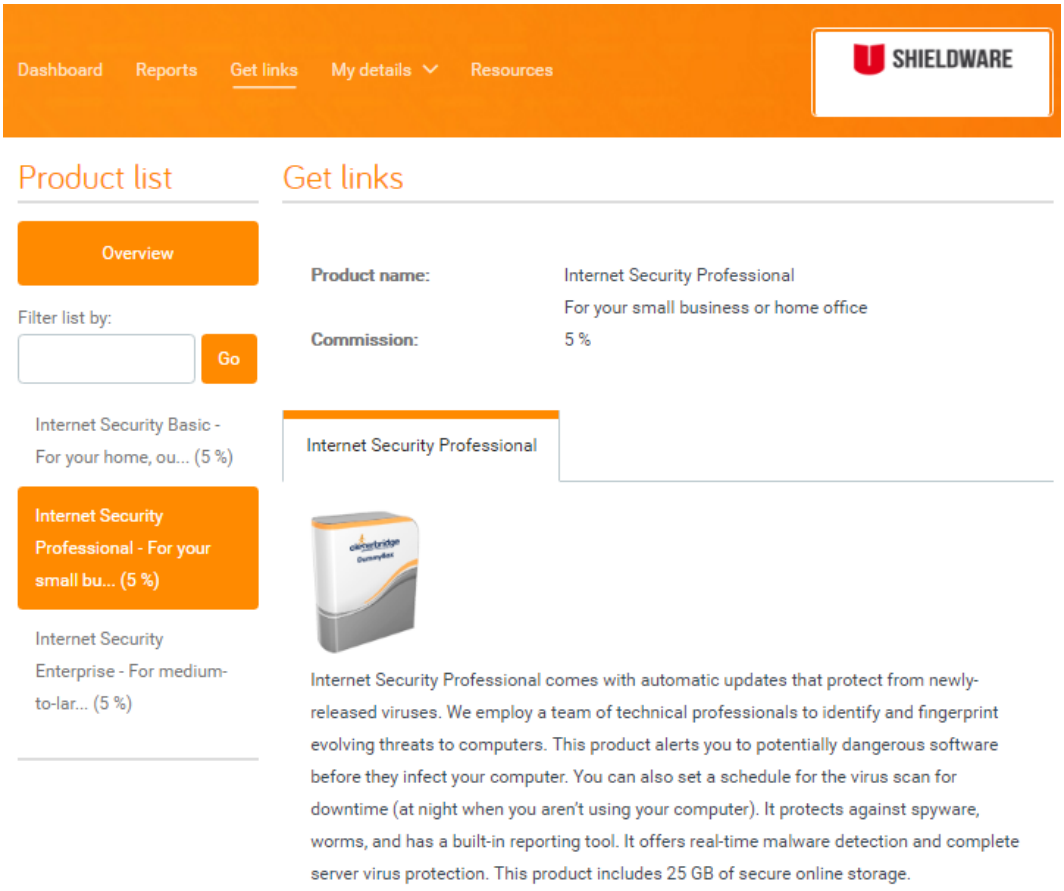
Get Links

The Get Links page provides you with:

- Products that are available for you to promote
- Campaign materials for a product, such as banner and text campaigns, in the form of source code that you can copy
- A link generator that you can use to create direct purchase links for a product, if available to you
- The ability to edit campaign source code or a generated link for the inclusion of an x-parameter for revenue-tracking purposes.

Product List

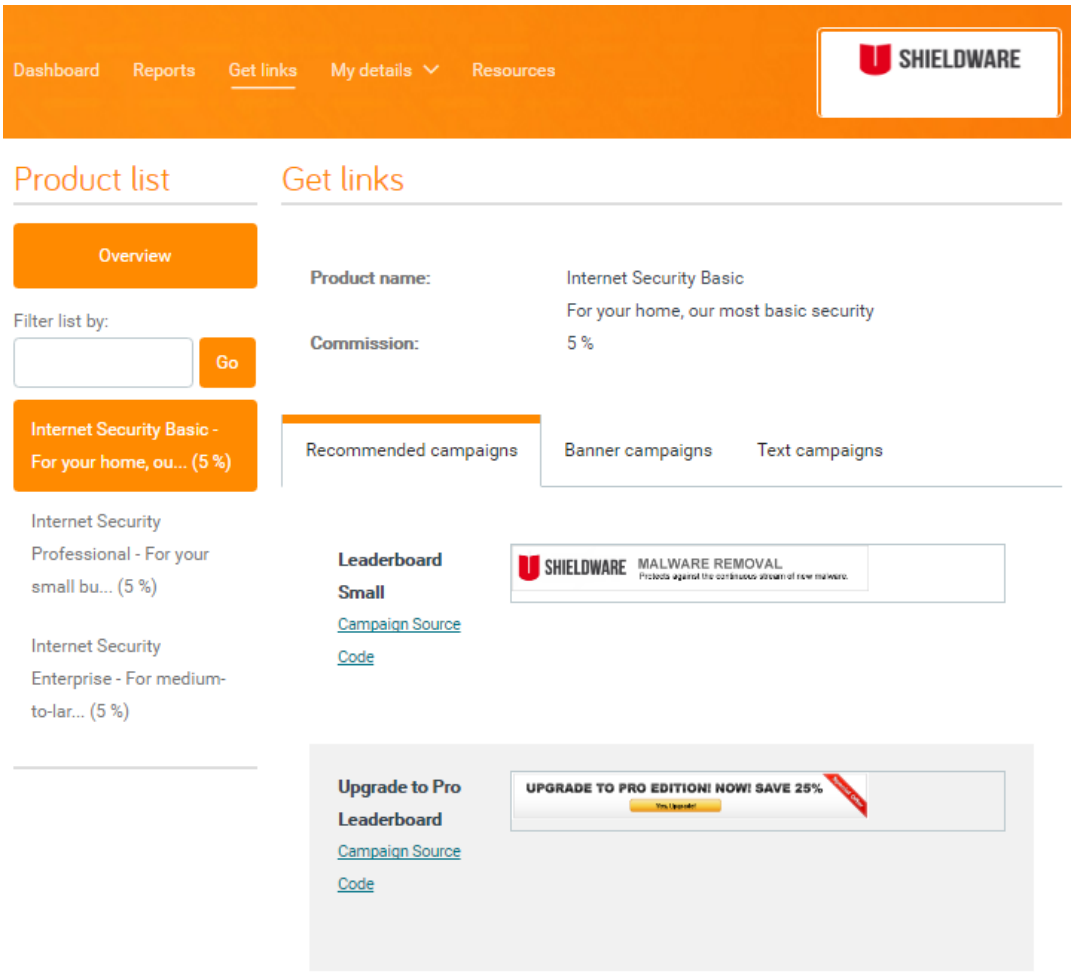
A list of products that are available for you to promote is located on the left side. You can filter the products by a search term. Clicking a product in the list displays the product information on the right, including the commission.



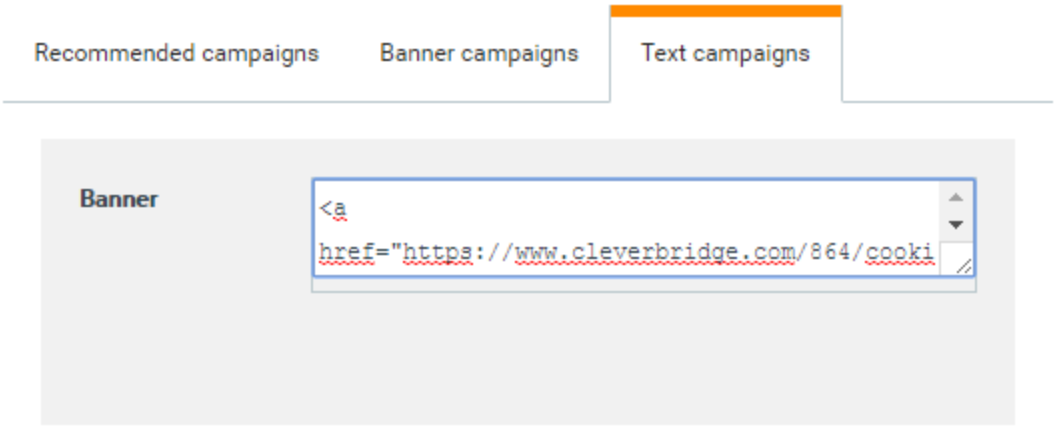
Campaign Materials

Below the product information is a section for campaign materials, if the vendor has provided them for you. You can choose one of the recommended campaigns or browse through all available banner and text campaigns.

The following image shows banner campaigns for a product:

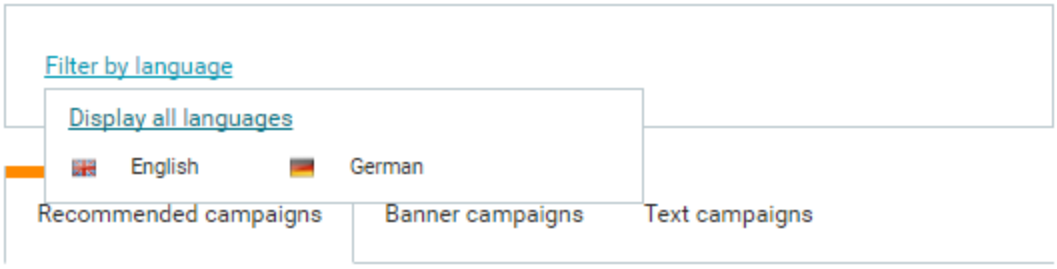


The following image shows a text campaign for a product:



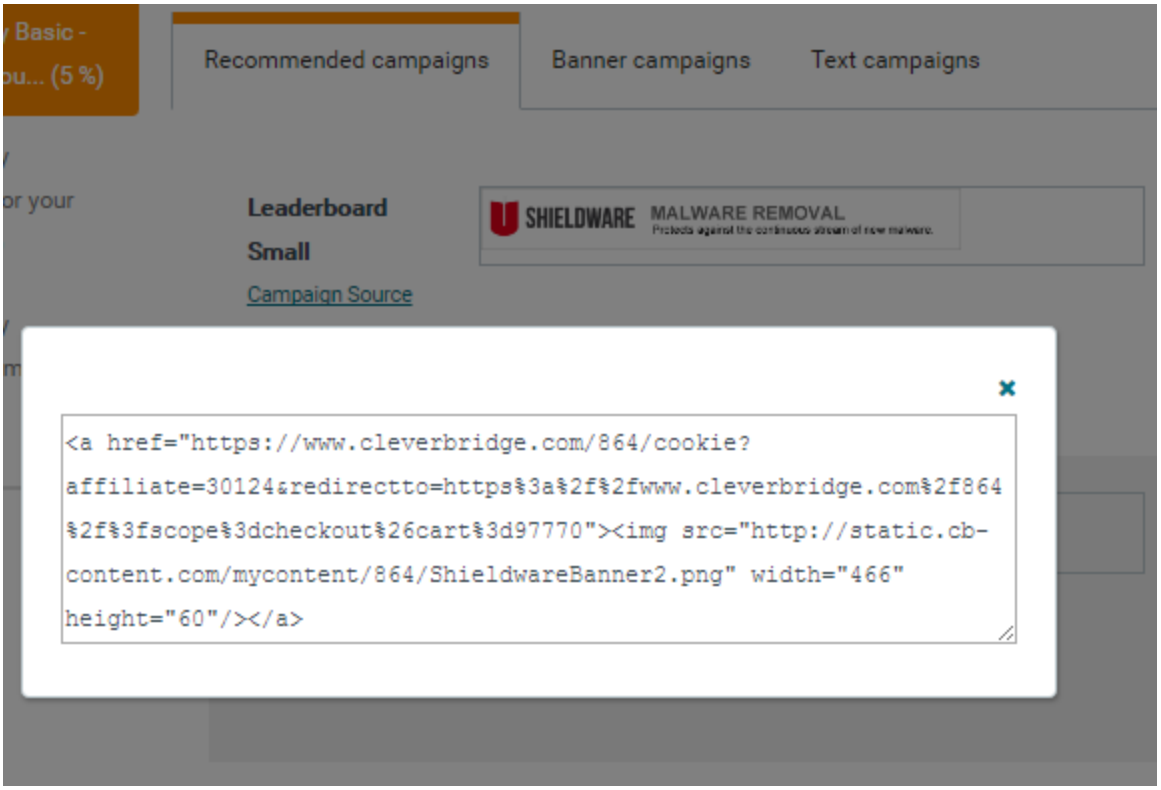
Language Filter

If campaigns are set up in more than one language, you can filter them by language.



Campaign Source Code

When you click Campaign Source Code, you are presented with HTML code customized with your affiliate ID. This code can be included on your website.



Revenue Tracking

You can track the origin of orders and view the results in the *Report by tracking parameter* report, which shows the total order value and commission generated for every tracking parameter that has been used. In the cleverbridge platform, revenue tracking is done through the use of x-parameters, which are components of URLs that are used to pass information through the checkout process. You can use the x-parameter of `&x-at=` to include additional tracking information in campaign URLs.

Example

Examples of affiliate x-parameters are:

- `&x-at=bluebanner`
- `&x-at=upgradebanner`
- `&x-at=textlink4`

You can add *one* x-parameter to a URL to provide revenue tracking for individual campaigns. The x-parameter can be added to a pre-defined campaign source code. To edit the campaign source code and manually add an x-parameter:

1. Open the campaign source code.
2. Insert the x-parameter directly before the `&redirect` URL component.

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Example

The x-parameter is highlighted in yellow:

```
<a href="https://www.cleverbridge.com/864/cookie?affiliate=21599&x-
at=upgradebanner
&redirectto=https%3a%2f%2fwww.cleverbridge.com%2f864%2f%3fscope%3dcheckout%
26cart%3d97772"><img src="http://static.cb-
content.com/mycontent/864/BannerRecommendationDummy.png" width="708"
height="94"/></a>
```

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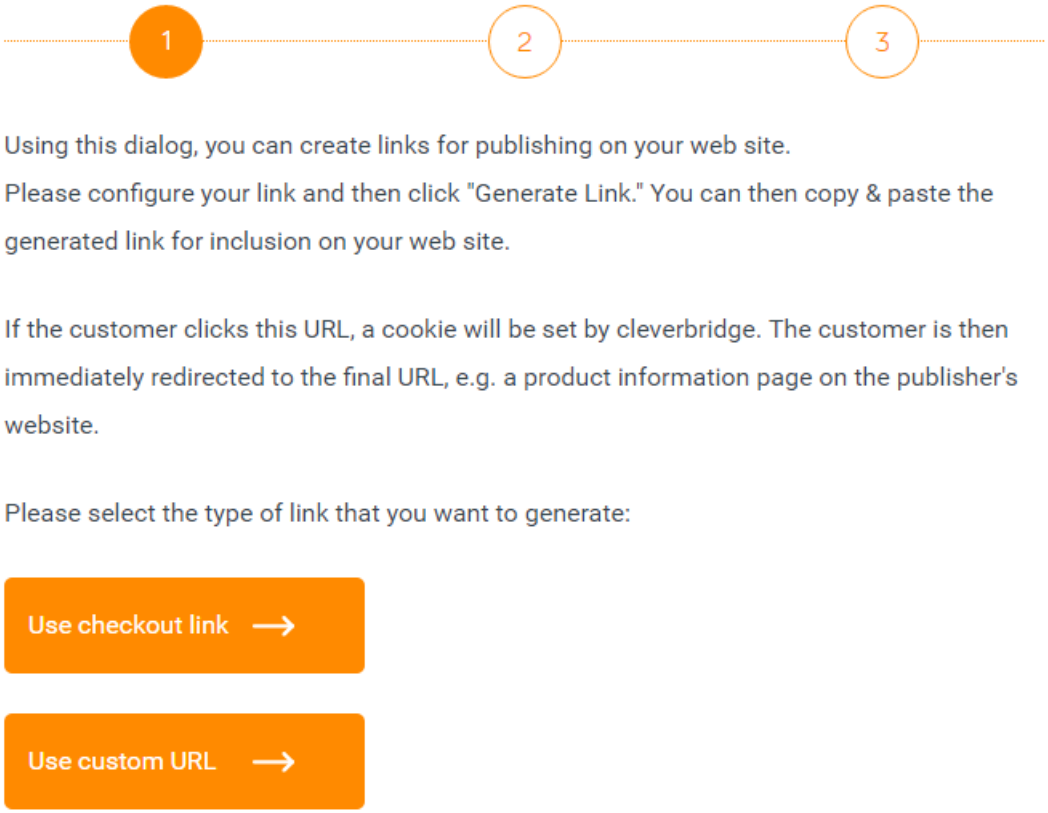
Link Generator

If enabled for a product, a link generator displays at the bottom of the page so that you can create a direct link to:

- A checkout page (**Use checkout link**)
- The vendor's website or landing page (**Use custom URL**)

You can select from various options and then click the **Generate Link** button to view and copy the link.



Tracking with Browser Cookies

As a best practice, use cookie-based tracking through a redirect URL. This will drop a cookie in case the customer doesn't make purchase at that moment, but decides to up to 365 days later. In this case, your affiliate account will still get credit for the sale. To track with browser cookies:

1. On the Get Links page, select a product from the list on the left.
2. Select **Use checkout link** or **Use custom URL**, depending on which kind of link you wish to generate.
3. Optionally, in the **Redirect to** field, paste the URL.

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> **Note**
> Instead of inserting the checkout link, you can redirect your customers to the vendor's website or a product's landing page. The following format must be used: `https://www.xyz.com`.

4. Click **Generate link**.
5. Copy the URL.

Example

```
https://www.cleverbridge.com/864/cookie?affiliate=21599&redirectto=
https%3a%2f%2fwww.cleverbridge.com%2f864%2f%3faffiliate%3d21599%26s
cope%3dcheckout%26cart%3d97773
```

Adding X-Parameters to a Generated Link

You can add *one* x-parameter to a URL to provide revenue tracking for individual campaigns. You can edit the generated link and manually add an x-parameter. To add an x-parameter:

1. Generate an affiliate cookie URL link.
2. Insert the x-parameter directly before the `&redirect` URL component.

Example

The x-parameter is highlighted in yellow:

```
https://www.cleverbridge.com/864/cookie?affiliate=21599&x-at=textlink4
&redirectto=https%3a%2f%2fwww.cleverbridge.com%2f864%2f%3fscope%3dcheckout%
26cart%3d97772
```

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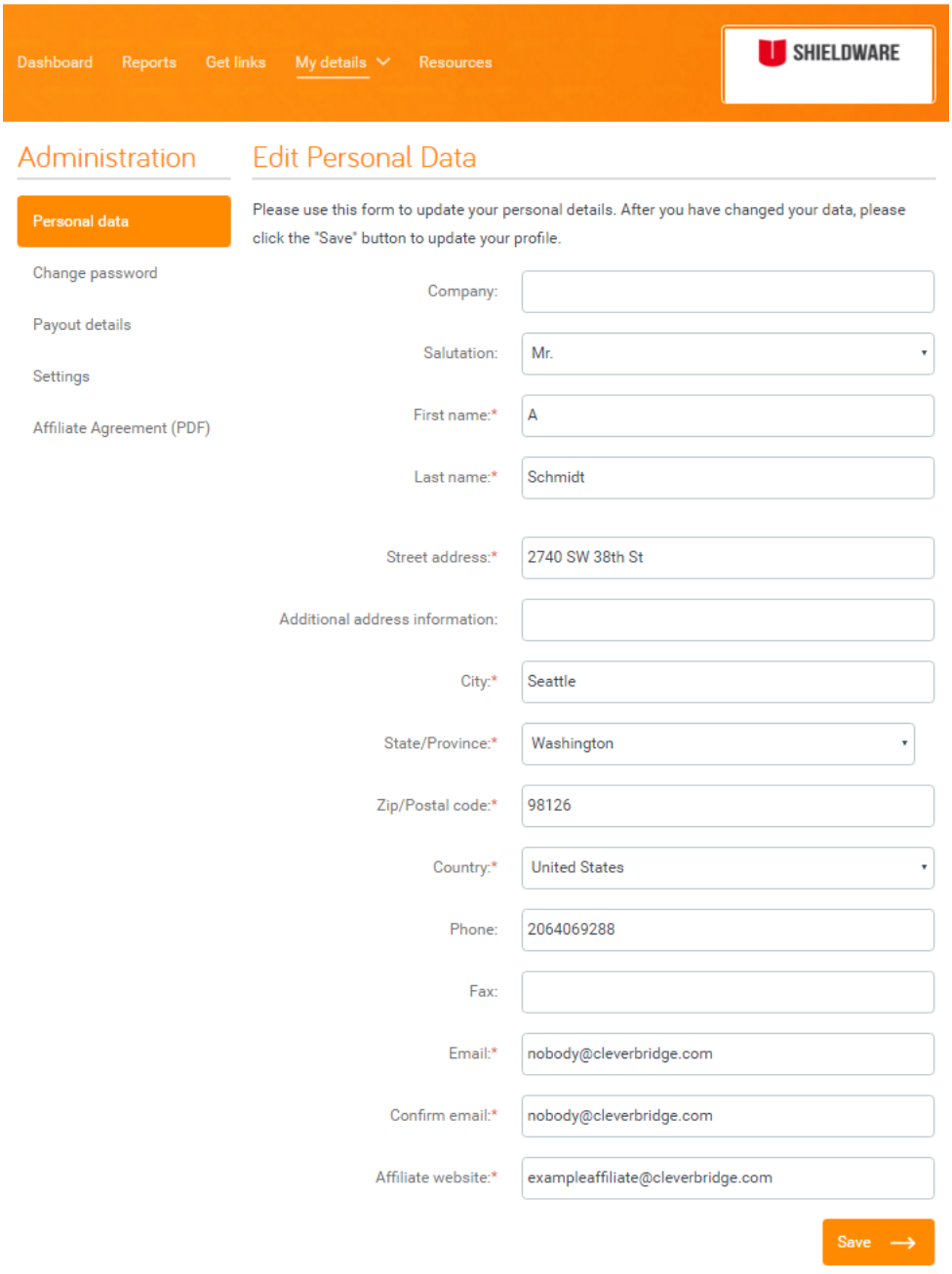
My Details

The My Details page provides forms for updating administrative details. You can also create and add third-party tracking codes that run on the confirmation page of paid orders and measure the effectiveness of paid search campaigns.

Administration

In the Administration tab, you can update various personal and payment details.



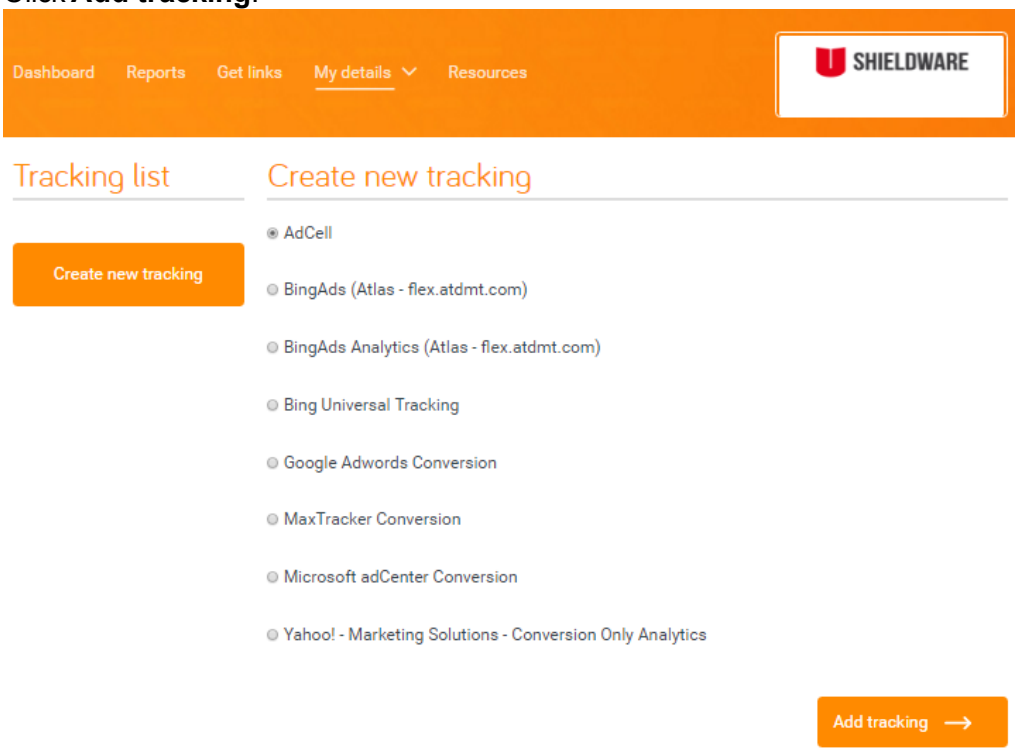
The following table describes the administration data updates available:

Data Type	Description
Personal data	Updates contact information and website.
Change password	Changes the password.
Payout details	Updates the currency and payment type.
Settings	Options for receiving email notifications for orders and for enabling Flash-based reports.

Third-Party Tracking

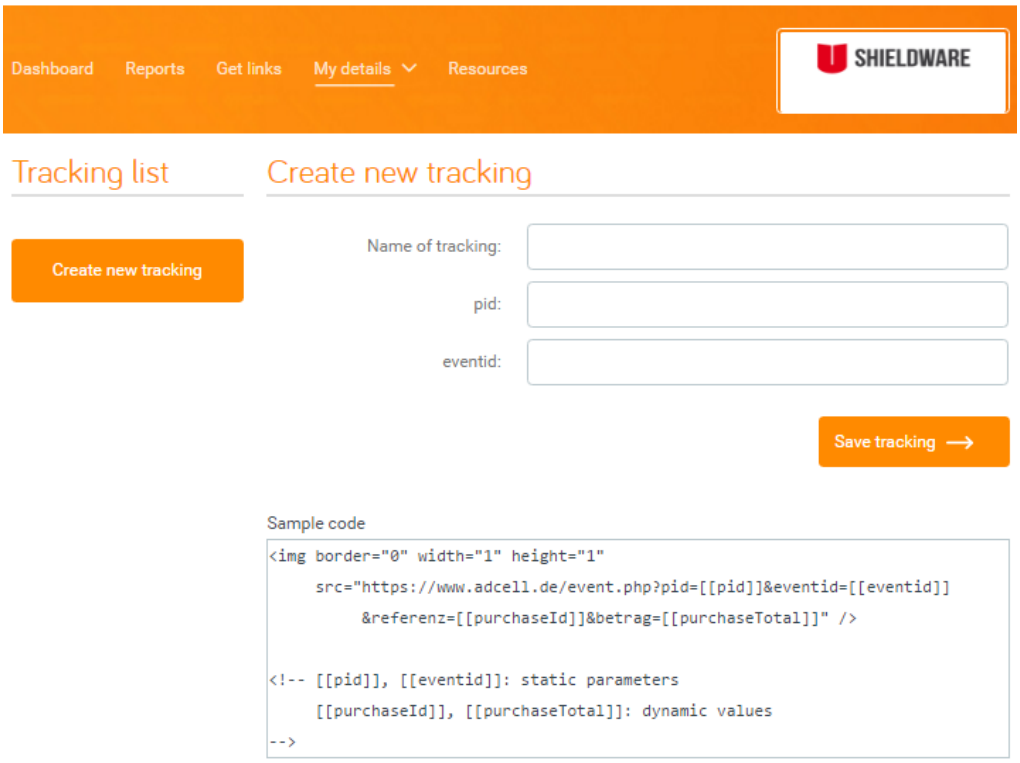
You can create new tracking codes to measure the effectiveness of your paid search campaigns.

1. In the My Details page, select the **Third-Party Tracking** tab.
2. Select the new tracking type.
3. Click **Add tracking**.



4. Enter the unique details from your third-party account. You must log in to your third-party account to find the unique values, such as conversion ID and conversion label, to enter in the Affiliate Center.
5. Click **Save tracking**. After saving, the code runs on the confirmation page of paid

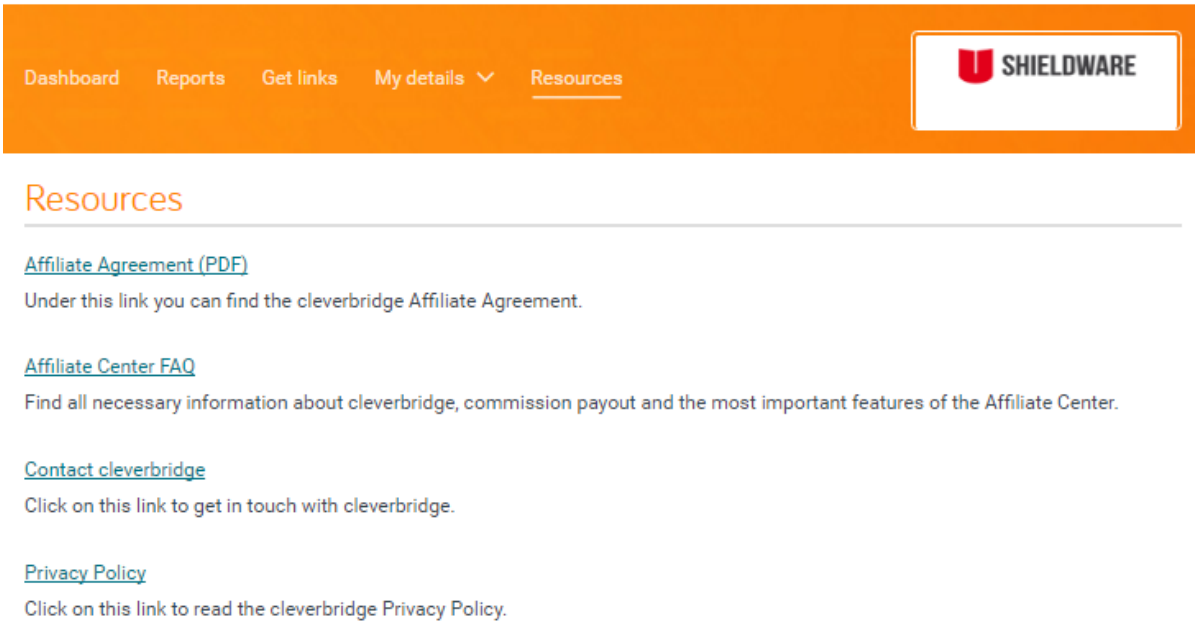
orders. Conversions will be recorded in the interface of the third-party tool.



Resources

The Resources page provides you with important information from cleverbridge and from the vendor.

cleverbridge Resources

The cleverbridge Resources tab contains the following information:

- Affiliate Agreement (PDF)
- Affiliate Center FAQ
- Contact information for cleverbridge
- Privacy Policy