



Onlinepartner Aftersale Manual

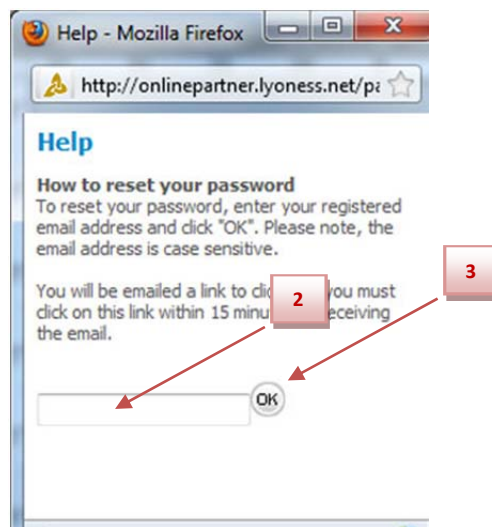
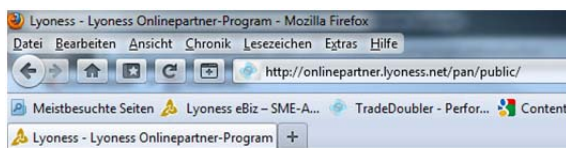
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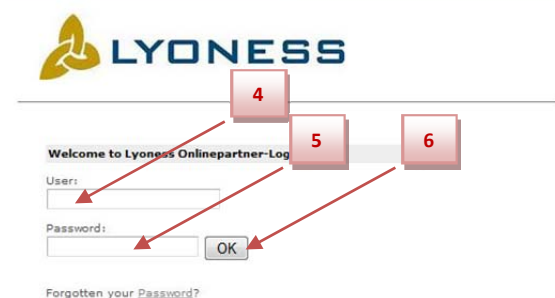
1 First Step: Create password and "Log In"

The status of the sale conclusion that is registered in the system must be confirmed or changed by the merchant within a specific time frame.

This happens in an especially dedicated area of the Lyoness system (<http://onlinepartner.lyoness.net>), where the merchant may log in with his or her own access data. To create a password, insert your username as given by Lyoness in the appropriate field and click on "Forgotten your Password". Follow the instructions you will receive by e-mail.



Once you set your password, please log in under <http://onlinepartner.lyoness.net>.

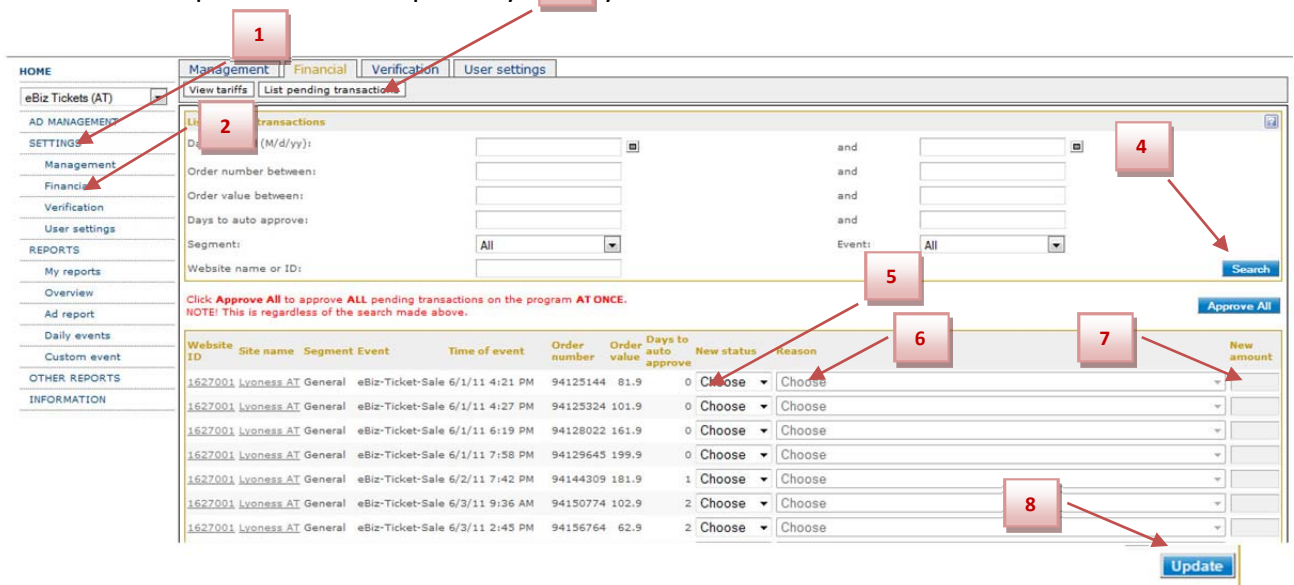


2 Validation / Sales Organization

2.1 Shopping amount and status change

Here you may find and manage all events with a „pending“ (pending, not yet confirmed) status.

Use this page to accept transactions, reject them or reassign their status. When an event's status is changed from pending to another, it will be deleted from the "pending transactions list" (all types of actions that generate compensation: unique visitor, lead, checkpoint, or sales). Note that, unless you change the status within the given time period, the booking will be automatically accepted after time expiration. The number of days until the purchase's automatic acceptance will be separately displayed for each event.



1 Management

2 List pending transactions

3 Days to auto approve

4 Search

5 Approve All

6 New status

7 Reason

8 Update

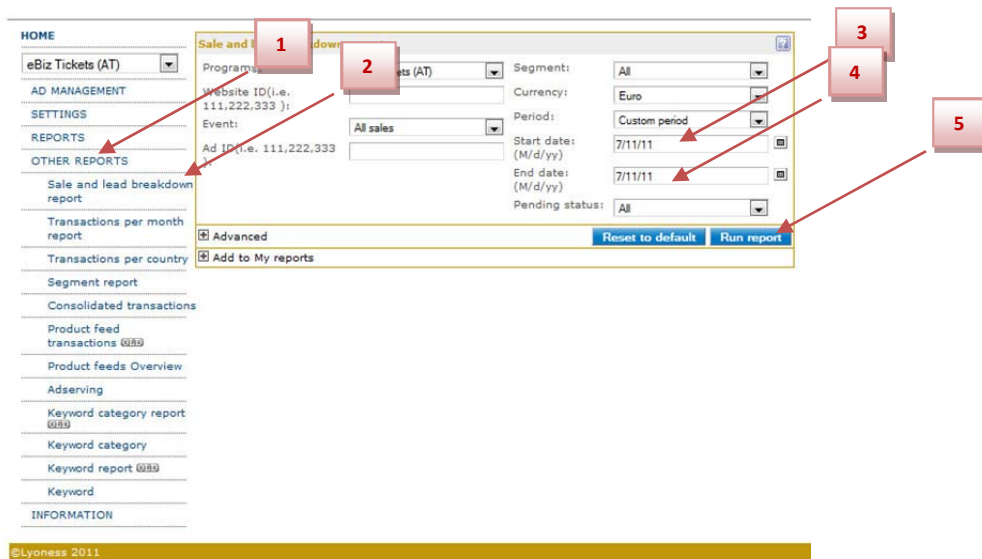
Website ID	Site name	Segment	Event	Time of event	Order number	Order value	Days to auto approve	New status	Reason	New amount
1627001	LyoneSS AT	General	eBiz-Ticket-Sale	6/1/11 4:21 PM	94125144	81.9	0	Choose	Choose	
1627001	LyoneSS AT	General	eBiz-Ticket-Sale	6/1/11 4:27 PM	94125324	101.9	0	Choose	Choose	
1627001	LyoneSS AT	General	eBiz-Ticket-Sale	6/1/11 6:19 PM	94128022	161.9	0	Choose	Choose	
1627001	LyoneSS AT	General	eBiz-Ticket-Sale	6/1/11 7:58 PM	94129645	199.9	0	Choose	Choose	
1627001	LyoneSS AT	General	eBiz-Ticket-Sale	6/2/11 7:42 PM	94144309	181.9	1	Choose	Choose	
1627001	LyoneSS AT	General	eBiz-Ticket-Sale	6/3/11 9:36 AM	94150774	102.9	2	Choose	Choose	
1627001	LyoneSS AT	General	eBiz-Ticket-Sale	6/3/11 2:45 PM	94156764	62.9	2	Choose	Choose	

3 Reports

Under the menu item Reports, it is possible to display the corresponding analysis of your sales/activities. There are plenty of reports that facilitate your analysis. For example, all sales within a certain time period (or even daily) can be displayed.

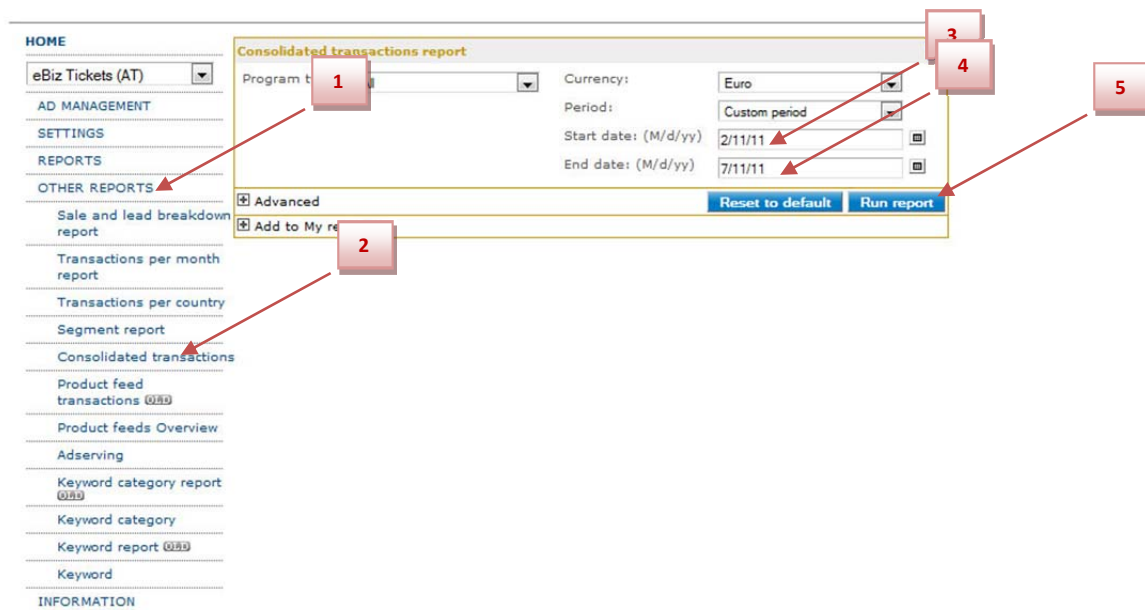
3.1 Sale/Lead Breakdown

The two Screenshots below show, how you can view the Sale/Lead Breakdown and the Transactions report.



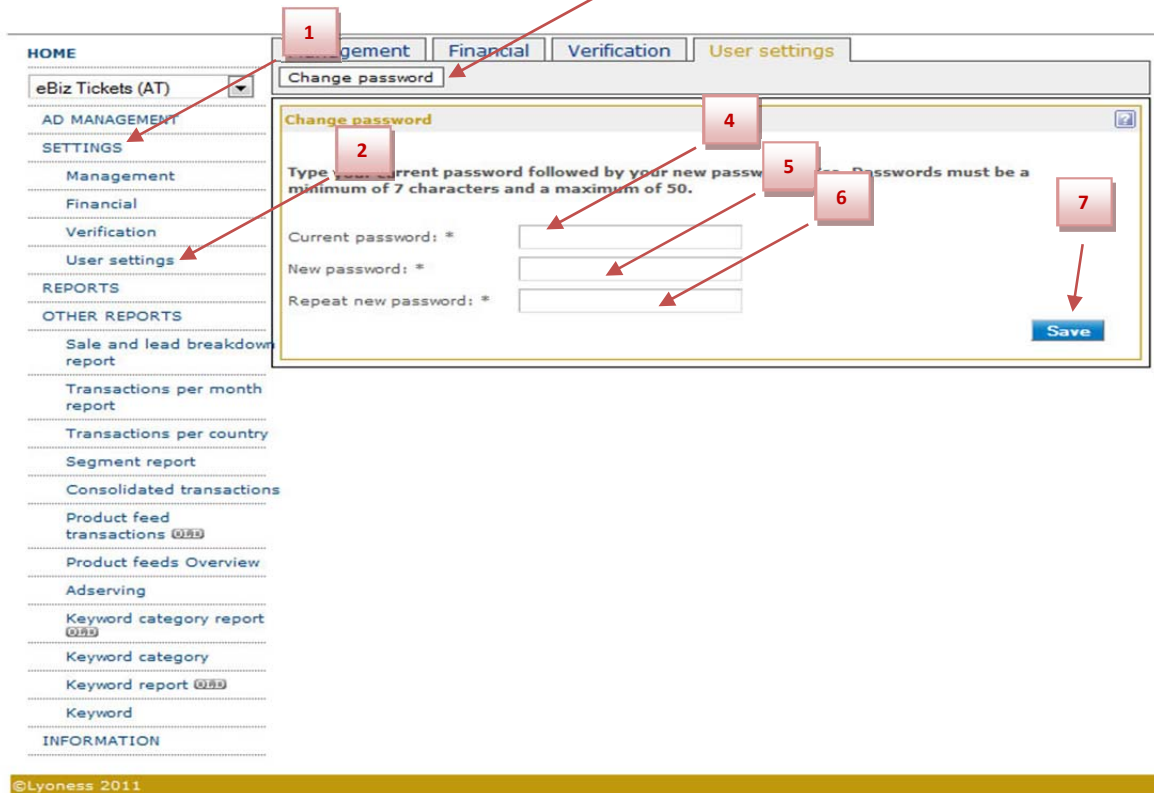
3.2 Transactions Report

The transactions overview gives you an exact breakdown of all actions (impressions, unique impressions, clicks, unique visitors, leads, sales) that are relevant to you.



4 Settings

Here you may edit your user account. For example, **3** change your password.



The screenshot shows the 'User settings' tab in the LYONESS eBiz interface. The left sidebar contains a navigation menu with categories: HOME, AD MANAGEMENT, SETTINGS, REPORTS, OTHER REPORTS, and INFORMATION. The 'SETTINGS' section is expanded, showing 'Management', 'Financial', 'Verification', and 'User settings'. The 'User settings' section is selected, and the 'Change password' option is highlighted. The main content area displays the 'Change password' form with the following fields and instructions:

- 1**: Points to the 'Change password' link in the top navigation bar.
- 2**: Points to the 'Change password' link in the left sidebar.
- 3**: Points to the 'Change password' link in the top navigation bar.
- 4**: Points to the 'Current password' field.
- 5**: Points to the 'New password' field.
- 6**: Points to the 'Repeat new password' field.
- 7**: Points to the 'Save' button.

The form instructions state: 'Type your current password followed by your new password. Passwords must be a minimum of 7 characters and a maximum of 50.'

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