# Navigating around your Awin Account

Dashboard Overview

- **Dashboard** = overview

- **Account** = Personal information

- **Advertiser** = List of businesses on Awin looking for Publishers to work with them.

- **Toolbox** = tools to help your business including your SHOPPING LINK & CREATIVE ASSETS.

- **Reports** = where you will find all sales and order information.

- **Support** = Awin support & help centre

- **Activity** = most recent Awin news and updates, which includes information on your accounts / activities.
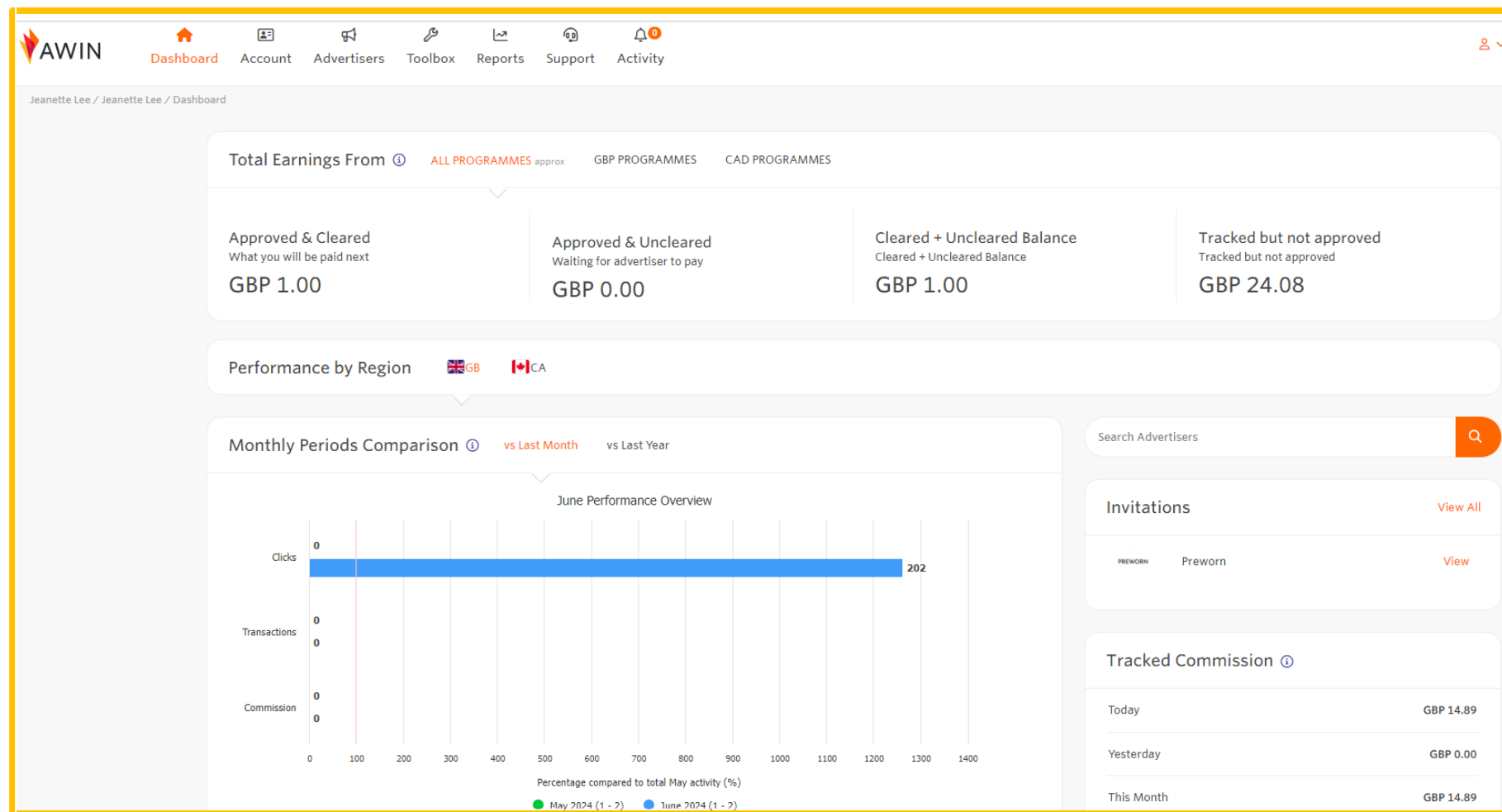
Tracking your earnings via your dashboard

New transactions are displayed in the Awin User Interface (UI) with the status **'Tracked but not approved'** until it is approved by PartyLite.

When transactions are approved (after 30 days in line with the customer returns policy), they will show in **'Approved & Uncleared'.**

Once commission is ready to be paid for the transactions, the status changes to **'Approved & Cleared'** and Awin pays you on their next payment day.

NB: The data is updated once daily and on days when payments are processed the data will be temporarily unavailable for the day.
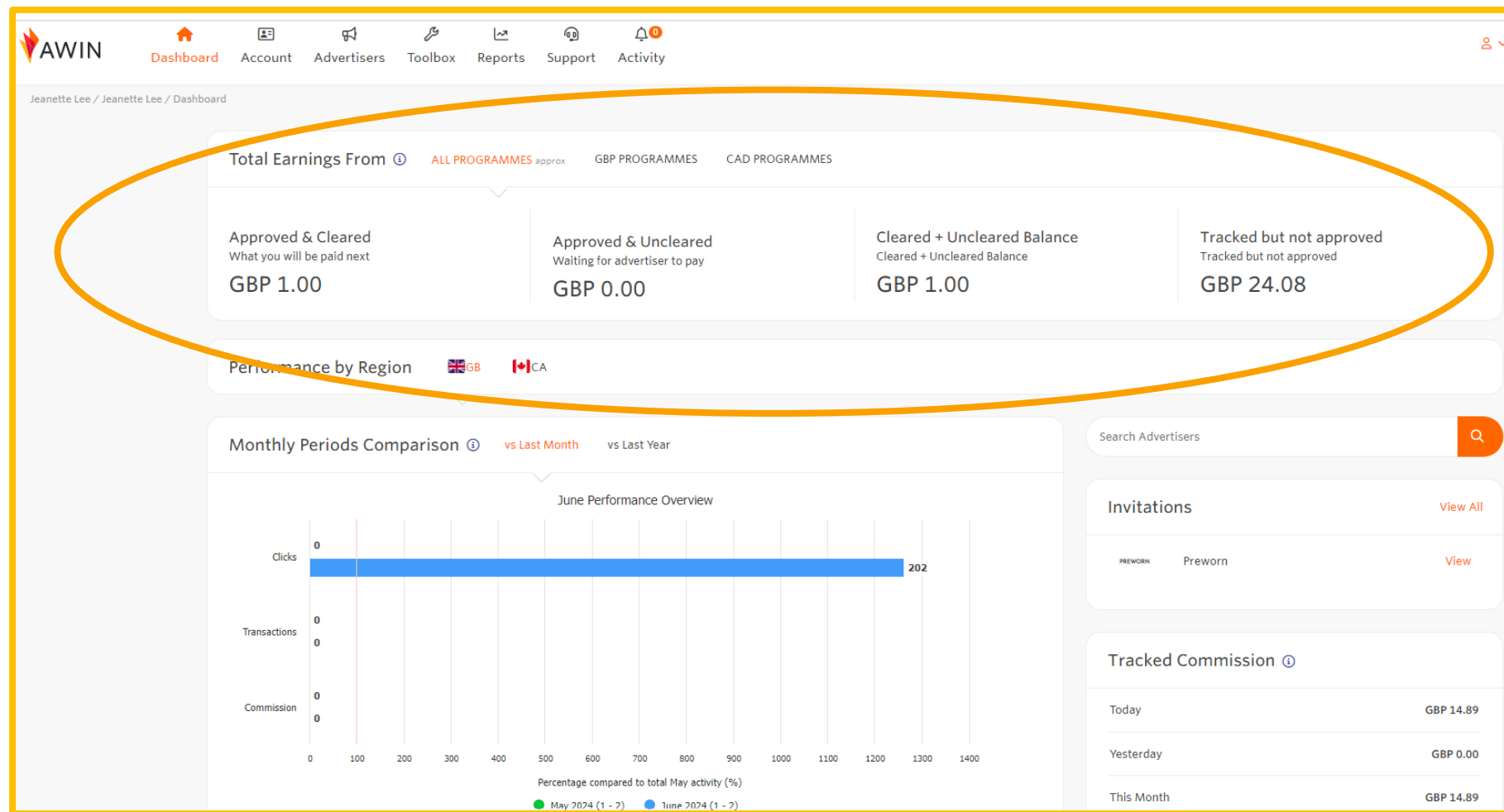
Reports to help your business

Advertiser Performance

The Advertiser Performance Report allows you to generate a report detailing the performance of advertisers that you are promoting.

Today   Week   Month   Year

Performance Over Time

The Performance Over Time Report details your performance on all programmes or particular programmes over a set period of time.

Today   Week   Month   Year

Creative Performance

The Creative Performance Report details the performance of your creatives over a set period of time.

Today   Week   Month   Year

Click References

The Click References Report gives you the ability to track the sale back to the exact link the visitor used to find that advertiser.

Today   Week   Month   Year

Transactions

Affiliate Transactions Report

Today   Week   Month   Year

Product Performance

The Product Performance Report details product level reporting on all relevant programmes over a set period of time.

Today   Week   Month   Year

Commission Group Performance

The Commission Group Report allows you to see how each commission group is performing.

Today   Week   Month   Year

Device Performance

Device Performance Reports allows you to compare the performance of different devices.

Today   Week   Month   Year

Payment

A list to date of all payments received and broken down into self billing invoices.

Overview   History

CLICK reports to see all available reports

Product Performance is ideal to track your bestselling fragrances and products and can be helpful tracking orders.

- Select the day, week month you want to look at when you choose the report.

- Select the 'Advertiser (PartyLite) from the dropdown list.

- You can also customise the date you search here

Period	This Month
From	01/06/2024
To	06/06/2024
Region	United Kingdom
Advertiser	Select Here

Generate Report

Product Performance Report

Product Performance

🇬🇧 **GB**
Comm: GBP 37.76
Amt: GBP 107.87
Qty: 3

🇨🇦 **CA**
Comm: CAD 0.00
Amt: CAD 0.00
Qty: 0

Product Performance, by Total Quantity

- Love is Love San... 26.32%
- Marshmallow Vani... 15.79%
- Iced Snowberries... 10.53%
- Fig Fatale Unive... 5.26%
- Mulberry Votive ... 5.26%
- Others 36.84%

Period	Custom ▼
From	01/06/2024 📅
To	04/06/2024 📅
Region	United Kingdom ▼
Advertiser	1 Selected

Generate Report

You can view or download the information to a Excel or CSV file in '**Options'.**

Product Performance Report

- You can see your top selling products and fragrances.

- This could be a way to track customer orders and send a thank you.

- Useful customer service tool to help recommend fragrances.

Showing 1 - 4 of 4   Rows per Page: 25 ⌄   Display: Total ⌄   Options ⌄

> Product ⇕	CG Code ⇕	Category ⇕	No. Sales ▼	Amount ⇕	Commission ⇕
> Love is Love Sangria Sunset 4-Wick Speciality Jar Candle	DEFAULT		5	160.00	56.30
> Marshmallow Vanilla Scent Plus® Heart Wax Melts	DEFAULT		2	22.90	8.02
> ScentGlow® Warmer - Starlight	DEFAULT		1	28.17	9.86
> Capri Limoncello Scent Plus® Heart Wax Melts	DEFAULT		1	11.45	4.01

Grand Totals

	No. Sales	Amount	Commission
Pending	9	222.52	78.19
Approved	0	0.00	0.00
Total	9	222.52	78.19
Declined	0	0.00	0.00

Transactions Report

TRANSACTIONS can be filtered by day, week and status of the sale. Don't forget to generate the report.

Transactions Report

You can view or download the information to an Excel or CSV file in '**Options'.**

< **Previous week**

Showing 1 - 4 of 4 Rows per Page: 25 ⌄ Options ⌄

Advertiser	ID ⬍	Click Date ⬍	Transaction Date ⬍	Validation Date ⬍	Payment Progress	Time between Click-Trans ⬍	Device ▲	Click Reference ⬍	URL ⬍	Sale Amount ⬍	Commission ⬍
PartyLite UK	82077	6/1/2024 9:24 AM	6/4/2024 10:43 AM		‖‖	3 days 1 hour 18 mins	🖥	● Click - Apple Mac ● Transaction - Apple Mac			
PartyLite UK	82077	6/3/2024 9:42 PM	6/3/2024 11:06 PM		‖‖	1 hour 24 mins	🖥			2.50	0.88
PartyLite UK	82077	6/5/2024 10:07 AM	6/5/2024 10:19 AM		‖‖	12 mins	📱		m.facebook.com/	6.58	2.30

Has tracking information to help you learn how and when the orders were placed. This is to help you know what actions you are taking online, are working.

URL – When the transaction was placed via a social media channel click it would show in the 'URL'.

Accessing Creative Content

- **Toolbox > My Creative**

Accessing Creative Content

RIGHT CLICK ON IMAGE TO SAVE TO CAMERA ROLL OR LAPTOP
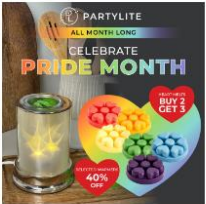
My Creative

Type	Dimensions	Advertiser(s)	ID
All Selected	Type width x height	Search for Advertisers	Filter by Creative ID

Reset   Filter

Showing 1 - 20 of 20   Results per pages :   25

Preview	Type	ID	Advertiser	Title	Tag	Dimensions	Last modified	Copy Code	View Details
	Image Banner	3644613	PartyLite UK	June - Light up the month with Pride offer	june monthly offer	768x768	31/05/2024 23:31	Copy Code	View Details
	Image Banner	3644612	PartyLite UK	June - FREE gift with purchase	june monthly offer	768x768	31/05/2024 23:31	Copy Code	View Details

TOP TIPS

- Encourage all customers to click your link regularly. Every time they click the cookie starts again for another 30/60 days.

- Follow up after each Candle Connection is sent with a message including your shopping link.

- Use the reports to help you analyse your business results.

REMINDER!! Download all customer details from your Affiliate Dashboard 'RETAIL CUSTOMER' by 6th June