

# **SUMO Affiliates Pro**

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## **DESCRIPTION**

SUMO Affiliates Pro is a Comprehensive WordPress Affiliates Plugin using which you can run an affiliate system on your existing WordPress Site. You can award affiliate commissions for actions such as Affiliate Signup, Form Submission, Product Purchases, etc.

## **INSTALLATION AND ACTIVATION**

### **REQUIREMENTS**

The minimum server requirements and the WordPress requirements are as follows:

PHP 5.2.4 or greater

MySQL 5.0 or greater

WordPress 3.4 or higher

WooCommerce 3.0+

### **HOW TO INSTALL SUMO Affiliates Pro?**

1. Login to your codecanyon account
2. Go to Downloads Tab
3. You will find SUMO Affiliates Pro
4. Download sumoaffiliatespro.zip (PLEASE NOTE THE DOWNLOADED FILES WILL ALWAYS BE THE LATEST VERSION)
5. Unzip sumoaffiliatespro.zip inside which you will find the Plugin files i.e. affs.zip
6. Install SUMO Affiliates Pro i.e. affs.zip using WordPress Dashboard
7. Activate the Plugin

## HOW TO UPGRADE TO A NEWER VERSION OF SUMO Affiliates Pro?

Please always test the new version in a testing site before you upgrade to the new version in your live site.

If you are using an older version and want to upgrade to the latest version of SUMO Affiliates Pro then please do the following steps.

1. Login to your codecanyon account
2. Go to Downloads Tab
3. You will find SUMO Affiliates Pro
4. Download sumoaffiliatespro.zip (PLEASE NOTE THE DOWNLOADED FILES WILL ALWAYS BE THE LATEST VERSION)
5. Unzip sumoaffiliatespro.zip inside which you will find the Plugins files i.e. affs.zip
6. Deactivate and Delete the existing version of SUMO Affiliates Pro on your site
7. Install the latest version of SUMO Affiliates Pro i.e. affs.zip using WordPress Dashboard
8. Activate the Plugin

Please note you will not lose any settings values, data etc by following the above steps.

## FEATURES

- Affiliate system for WordPress
- Advanced integration with WooCommerce
- Affiliate commission for form submission through
  - Contact Form7
  - Formidable Forms
  - WP Forms
- Affiliate registration form for users
- Option for the user to directly become as an affiliate while creating an account through WooCommerce.
- Users with an existing account on the site can also become as an affiliate.
- When a logged user tries to become an affiliate, site admin has the option to
  - Manage the affiliate account within the existing account

- Create a separate account for affiliate promotion
- Let the user decide
- A separate table for the site admin to manage the affiliates.
- Option for the site admin to automatically approve all the affiliate applications / approve after review.
- Separate dashboard for the affiliate to manage the affiliate promotion.
- Affiliates can generate unlimited affiliate links.
- Refer a friend form for affiliates.
- The validity of affiliate links can be customized by the site admin.
- Option for the site admin to identify the affiliate based on
  - Affiliate ID
  - Affiliate Name
- Option for the site admin to allow their affiliates to customize their affiliate slug.
- Option for the site admin to allow affiliates to generate readable affiliate links(Pretty affiliate links).
- MLM system for Affiliates
- The number of direct referrals, number of levels to award MLM commission and commission rate for each level can be customized.
- Account Signup Affiliate Commission
- Affiliate Signup Commission
- WooCommerce Product Purchase Commission
- Separate table to capture the URLs that were accessed using an affiliate link.
- The Conversion status of the affiliate links will be captured.
- Separate table to capture the referral actions which got converted.
- Option for the site admin to approve the referrals automatically/ approve the referrals after review.
- Referral commissions can be restricted for specific products/categories.
- Option for the site admin to stop awarding the commission to the affiliate if
  - The referred user has exceeded the number of orders specified

- The referred user has exceeded the amount to be spent on the site
- The referred user has exceeded the amount to be spent on one order
- Option for the site admin to allow their users to select an affiliate during checkout. So that, the affiliate commission for that purchase will be awarded to that affiliate.
- Option for the site admin to allow their affiliates to view the order details of their referrals.
- Option for the site admin to earn commissions for the purchases made using their own affiliate links.
- When a user uses multiple affiliate links to complete a referral action, site admin has the option to
  - Award commission for the first affiliate
  - Award commission for the most recent affiliate
- Option for the site admin to set a maximum commission amount which can be allowed for any referral action.
- Site admin can process referral payment for their affiliates using any one of the payment methods listed below
  - PayPal Payouts
  - Bank Transfer
  - Affiliate Wallet
  - Reward Points(Requires SUMO Reward Points)
- Option for the site admin to notify the affiliate and get notified about the affiliate actions on the site.
- Option for the site admin and the affiliate to view detailed reports about affiliate promotion on the site.
- Option for the site admin to create promotional banners which can be used by affiliates for promoting the site.
- **SUMO Reward Points**

Affiliate commissions can be awarded as Reward Points(Requires SUMO Reward Points Plugin).
- **SUMO Subscriptions**

Option for the site admin to award affiliate commission for

- Only initial payments
- Both initial and renewal payments

- **SUMO Payment Plans**

Payment plan product's affiliate commission will be awarded once the final payment for the product has been received.

- **SUMO Pre-Orders**

Option for the site admin to award commission for

- Pay Upfront products
- Pay on Release products
  - Highly customizable
  - Translation ready
  - And More

## **WORKFLOW**

- A guest user wishes to become an affiliate on your site. For that, they may have to submit an affiliate application request to the site admin.
- The submitted affiliate application has to be reviewed by the admin.
- Once the admin reviews and approves the application, a separate affiliate dashboard will be visible for the affiliate.
- The affiliate can use the tools provided in the dashboard for affiliate promotion.
- A new user performs an action which will award referral commission to the affiliate.
- Once the site admin reviews the new referral, they can pay the affiliate who has generated the referral.
- Affiliates can receive their affiliate commission in the following ways
  - Commission via PayPal
  - Commission as Wallet Balance
  - Commission as Reward Points

# Integration

## 1. Contact Form 7

You can give commission to Affiliates when Referrals submits a form created using Contact Form 7.

- Go to Affiliates Pro → Integration
- Enable Contact Form 7
- Now, Create a New Contact Form or Edit a previously created one
- Go to Affiliate Settings tab
- Select the Form Type and set the Affiliate Commission for this form
- Save the Form

## 2. Formidable Form

You can give commission to Affiliates when Referrals submits a form created using Formidable Forms.

- Go to Affiliates Pro → Integration
- Enable Formidable Forms
- Now, Create a New Contact Form or Edit a previously created one
- Go to Settings → General → Affiliate Pro Settings
- Select the Form Type and set the Affiliate Commission for this form
- Save the Form

## 3. WPForms

You can give commission to Affiliates when Referrals submits a form created using WPForms.

- Go to Affiliates Pro → Integration
- Enable WPForms
- Now, Create a New Contact Form or Edit a previously created one

- Go to Settings → General → Affiliate Pro Settings
- Select the Form Type and set the Affiliate Commission for this form
- Save the Form

#### **4. WooCommerce**

When this integration is enabled, you can award **Affiliate commission** for **WooCommerce Account Signup** and **WooCommerce Product Purchases**.

The Commission rate for account signup can be set in Account Signup Module.

The Commission rate for WooCommerce Product Purchases can be in the following place

- Individual Products
- Product Category
- Each Affiliate
- Global Level Settings

When the Commission value is set in all the levels, the priority to award commission is as follows

- Product Level
- Category Level
- Affiliate Level
- Global Level

If the commission is not set in any of the levels, no commission will be awarded to the affiliate

#### **5. SUMO Reward Points**

When **SUMO Reward Points** Integration is enabled, Affiliate commissions can be paid as Reward Points.

#### **6. SUMO Subscriptions**

i) When **SUMO Subscriptions** Integration is enabled, Site admin has an option to award Affiliate commission only for Initial Orders / Award Commission for Initial Order as well as Renewal Orders. If you wish to give commission for **renewal orders**, you can also have the

option to set commission for **fixed number of renewals**. You can make use of the option as per your needs.

## ii) **Recurring Affiliate Fee**

You can charge Recurring Affiliate Fee by using **SUMO Subscriptions** Plugin Integration.

### **Configuration**

Go to **SUMO Affiliates Pro** → **Integration** → **SUMO Subscriptions** → **Settings**

1. Select **Enable Recurring Charging for Affiliate Fee** checkbox so that you can set Subscription product as Affiliate Fee Product.
2. If a **SUMO Subscriptions** enabled product is set as Affiliate Fee Product, based on Subscription configuration, fee will be charged.

## **7. SUMO Payment Plans**

When **SUMO Payment Plans** Integration is enabled, affiliate commission will be awarded to the affiliate once the full payment for the order has been received.

## **8. SUMO Pre-Orders**

When **SUMO Pre-Orders** Integration is enabled, site admin has the option to award affiliate commission for Pay in Front Products, Pay On Release Products or both.

## **9. Recover Abandoned Cart**

When **Recover Abandoned Cart** Integration is enabled, affiliate commission will be awarded to affiliate once the affiliate(link, code, etc) associated abandoned cart(s) has been successfully recovered by the User.

## **10. WooCommerce Subscriptions**

When **WooCommerce Subscriptions** Integration is enabled, Site admin has an option to award Affiliate commission only for Initial Orders / Award Commission for Initial Order as well as Renewal Orders. If you wish to give commission for **renewal orders**, you can also have the option to set commission for **fixed number of renewals**. You can make use of the option as per your needs.

## 11. SUMO Memberships

When **SUMO Memberships** Integration is enabled, Site admin can set commission for affiliates based on **Membership Plan** and **Amount spent** by **Affiliates/Referred Person**.

### Configuration

Go to **SUMO Affiliates Pro** → **Integration** → **SUMO Memberships**

- The **Membership Plans** created in the **SUMO Memberships Plugin** will be listed in the Table.

For example,

i) **Gold Plan**[Membership Plan] - **\$100**[Amount to be spent] – **\$20** Commission

ii) **Silver Plan**[Membership Plan] - **\$200**[Amount to be spent] – **\$40** Commission

- You can set amount to be spent by **Affiliate/Referred Person** and **Commission Rate** in each **Membership Plan** entry.

- Select the criteria which need to be satisfied in the **Eligibility** option as per your needs.

i) **Affiliates should meet the criteria** – The affiliate have the **Gold Plan** and spent **\$100** on the site. Now, the affiliate is promoting their affiliate link to others. They will get **\$20 commission** for the referred person's purchase placed through the affiliate link. Similarly, for **Silver Plan**.

ii) **Referrals should meet the criteria** – In this case, referrer should spend the amount specified by the site admin. Once the referred spent the specified amount using the affiliate link, then the corresponding commission will be given to that affiliate.

iii) **Affiliates/Referrals should meet the criteria** – If this option is selected, then the specified commission amount will be given to affiliate, once any one[affiliate/referred person] satisfied the condition.

- If you wish **affiliate/referred** person should spend the amount again set in the corresponding membership plan from a specified day of every month, then you can make use of **Reset Commission Rate** checkbox.

- If the membership plan and amount matching in more than one rule, then the **commission value** will be taken based on the **Plan Selection Priority** option.

# MODULES

## 1. Signup Commission

If a user creates an account on the site through WooCommerce Signup form or if the user becomes an affiliate by using an affiliate link, then the affiliate associated with that link can be awarded account signup commission.

### Configuration

Go to **Affiliates Pro -> Modules -> Signup Commission**

- Select the **Signup Type(s)** you wish to provide the commission to affiliate.

#### i) Affiliate Signup

- **Commission** will be given to the affiliate once referred person registers on the site and became an affiliate using the affiliate link.

- Set the commission value in **Commission Amount for Affiliate Registration** field.

#### ii) WooCommerce Signup

- **Commission** will be given to the affiliate once referred person registers on the site through the affiliate link using **WooCommerce Signup Form**.

- Set the value in **Commission Amount for WooCommerce Account Signup** field.

- Select which status to go in **Referral Status** when **signup commission** entry has been created.

## 2. Affiliate Signup Bonus

### Workflow

Using this module, commission can be awarded to the users when they successfully became an affiliate on the site.

### Configuration

Go to **SUMO Affiliates Pro -> Modules -> Affiliate Signup Bonus**

- Set the commission amount in **Signup Bonus for Affiliates** field

- Save the settings

### 3. Email Opt-In

#### Workflow

Using this module, you can award referral commission to your affiliates when users sign up to your newsletter by using an affiliate link.

#### Configuration

Go to **SUMO Affiliates Pro -> Modules -> Email Opt-In**

- In the **Authentication Settings** section, the Email Service can be selected and the API Keys and List ID has to be configured.
- If you want to capture your Affiliates Email Id during affiliate registration, then enable the **Display Newsletter Subscription Checkbox** option in **Newsletter Subscription Settings – Affiliate Registration Page** section.
- If you want to award a commission to your Affiliates for Email Opt-In, then enable the **Award Commission to Affiliate when an user subscribes to newsletter through Affiliate link** option in **Newsletter Subscription – Referral Commission Settings** section.
- If you want to enable Double Opt-In for Newsletter Subscription, then enable the **Enable Double Opt-In for Newsletter Subscription** option in **Double Opt-In Settings** Section.

### 4. Affiliate Email Verification

When this module is enabled, the affiliates will receive an email with an link to verify their email address when they submit an affiliate application. The Affiliate application will be “**On-Hold**” status. If the affiliate verifies the email by clicking the link, the affiliate status will be changed to “**Pending Approval**” status. Once this status is reached, the admin will be notified about the new affiliate application and after that admin may have to review the application.

**Note:** If the Affiliates doesn't verify their Affiliate Registration by clicking their respective Verification link before the Validity of the link, then their respective Account action has been deleted based on the Account Management configurations

#### Configuration

Go to **Affiliates Pro -> Modules -> Affiliate Email Verification**

#### 1. Verification Link Validity

- If you want to set a validity to the email verification link, then you can do so by setting a duration in “**Verification Link Validity**” option.

- If a value is set and the user has not verified the link within the validity, the affiliate application will be deleted.

## 2. Success Redirection Page

The page which the user should be redirected when they have successfully verified their email id.

## 3. Failure Redirection Page

The page which the user should be redirected when the affiliate clicks the link after expiry.

## 5. Affiliate Slug Modification

When this module is enabled, your affiliates can modify their affiliate slug from their dashboard.

The settings to modify the Affiliate slug can be found in Affiliate Dashboard → Profile → Basic Details → Modify Affiliate Slug.

## Configuration

### Allowed Affiliates

By Default, all the affiliates can modify their affiliate slug. If you want to restrict the slug modification to specific affiliates, then that can be configured in the “**Allowed Affiliates**” option.

## 6. Pretty Affiliate Links

By Default the affiliate links will be of the following format.

<http://sample.com/?ref=aff1>

When this module is enabled, the affiliate link will be of the following format.

<http://sample.com/ref/aff1>

**Note:** The Pretty Affiliate Link module will not work if the Permalink Structure(Dashboard -> Settings -> Permalinks -> Common Settings) has been configured as Plain Type

## 7. Refer a Friend

When this module is enabled, your affiliates can directly invite new users to your site from their dashboard by using the Refer a Friend Form.

### Configuration

By default, Refer a Friend Form will be visible for all Affiliates. If you want to restrict the refer a friend form to specific affiliates, then that can be customized in “**Refer a Friend Form will be Available for**” option.

## 8. QR Code

### Workflow

- Using this module, you can display the QR code in affiliate dashboard. The affiliate's can get their affiliate link by scanning that QR code and refer other users to the site.

### Configuration

Go to **SUMO Affiliates Pro -> Modules -> QR Code**

- Make use of the **Size, Image Type** and **Data Level** to display the **QR Code** in each **Affiliate Dashboard**.

- **Affiliates** can find the **QR Code** by generating the Affiliate link at **Affiliate Tools → Affiliate Links**.

## 9. Social Share

### Workflow

Using this module, affiliates can promote their affiliate link by sharing on the social networks supported by this plugin. The social icons will be displayed once they generate their affiliate link[**Affiliate Dashboard -> Affiliate Tools -> Affiliate Links**].

Following are the social networks supported,

i) **Facebook Share**

ii) **Twitter Tweet**

iii) **Google+ Share**

iv) **VK.com Share**

v) **Whatsapp Share**

## Configuration

Go to **SUMO Affiliates Pro -> Modules -> Social Share**

- Make use of the social networks given in the settings as per your needs.
- Save the settings.

## 10. URL Masking

Using this module, you can give flexibility for your Affiliates to bring Referrals without any Links. Affiliates has to just provide their Domain and once you approve their domain, they will get Referrals whenever new customers comes to the site from the Domain which they have given. In case of Referral Links, not many users will click the link. But, in case of URL Masking, without any Referral Links there is more chance of getting Referrals.

## Configuration

Go to **SUMO Affiliates Pro → Modules → URL Masking**

- Customize the URL Masking menu name to be displayed in frontend Affiliate dashboard in **Affiliate Menu Label** field
- Set the maximum number of domains allowed for an Affiliate in **Number of Domains Allowed** field
- If you want to restrict any domains, then enter the domain names in **Restricted Domains** field. You can give multiple domain names separated by comma(,)
- To hide Affiliate Link menu in frontend dashboard, select **Hide Affiliate Links Menu on Frontend Affiliate Dashboard** option
- In Admin Notification Settings, you can configure to send email notifications to Admin when a request to add a new Domain is submitted by Affiliates.
- In Affiliate Notification Settings, you can configure to send email notifications to Affiliate for Domain Addition Success and Domain Addition Failure

## 11. SMS

### Workflow

You can send SMS to Admin/Affiliate using this module. Notification messages can be customized in SUMO Affiliates Pro → Notifications → Settings of the respective notification. SMS can be send using Twilio/Nexmo SMS API

### To get Twilio API Credentials

1. Sign up to a Twilio Account in <https://www.twilio.com/>
2. Fill up the Sign up form and click Get Started button
3. Now, you can find your credentials

### To get Nexmo API Credentials

Sign up to a Nexmo Account in <https://dashboard.nexmo.com>

Fill up the Sign up form and click Sign up button

Now, you can find your credentials

### Configuration

Go to **SUMO Affiliates Pro** → **Modules** → **SMS** → **Settings**

- Give the number from which you SMS has to be sent in **From Number** field. You can get this from Twilio/Nexmo account. Make a note that this number will not be displayed for Admin/Affiliate. This number is only for SMS sending purpose
- Give the number by which the Admin has to be notified in **Admin Mobile Number** field
- Select Twilio/Nexmo in **SMS API** option
- Give the credentials in the respective field

## 12. Pushover Notifications

### Workflow

Using this module Admin/Affiliate can get notified in their Mobile devices for Visits, Referrals and Payouts.

### To get Pushover Credentials

- Sign up to a Pushover account in <https://pushover.net/>

- Now, you will get your Pushover Credentials
- In your mobile device, Install the Pushover App from Google play/App Store
- Login with your account in the mobile device
- Now, in the <https://pushover.net/> the Mobile Device which you have installed the app will be displayed

## Configuration

Go to **SUMO Affiliates Pro** → **Modules** → **Pushover Notifications** → **Settings**

### General Settings

Give the API Credentials in the respective fields

- In the **Device Name** field enter the device which you would like to get the Admin Notification
- Select for which of the actions Admin need to get notified in **Admin Notifications** field

### Notification Settings

- In this section, give the Subject and Message in the respective fields for Visit, Referral and Payout

### Affiliate Dashboard Settings

- Enable the **Allow Affiliate to Opt-In for Pushover Notifications** checkbox to display the Pushover Notifications menu in Affiliate Dashboard
- Select the actions you would like to display in the Affiliate Dashboard in **Affiliate Notifications** field
- Customize the Pushover Notifications menu labels to be displayed in dashboard in the respective fields

### Sound Settings

- Select the Notification Tune for Pushover Notifications here

## 13. Affiliate Landing Pages

### Workflow

- The site admin can select the particular affiliate name in a **page/post/product**.

- Once a user landed the corresponding **page/post/product**, **cookie** will be automatically set at that browser and the selected **affiliate** will start earn the commission for the action such as **Account Sign Up, Product Purchase** etc.

### **Configuration**

Go to **SUMO Affiliates Pro -> Modules -> Affiliate Landing Pages**

- Select the affiliate you wish to select in a **post/page/product**
- Assigned **post/page/product** URL's will be displayed in that **Affiliate Dashboard[Affiliate Tools → Affiliate Links]**.

## **14. Landing Commissions**

Using this module, you can give commissions for the Affiliates when a Referral lands on a specific page/post.

### **Configuration**

Go to **SUMO Affiliates Pro → Modules → Landing Commissions**

- Click **Add Landing Commission** to generate a new landing commission shortcode
- Give the commission for the shortcode
- Enable/Disable the landing commission in **Status** option
- Give the default status of the Referral in **Referral Status** option
- Set the validity of the cookie so that the Affiliate can get commission again for the same action only after the cookie is expired

## **15. Additional Dashboard Tabs**

### **Workflow**

- Using this module, you have the option to hide the predefined tabs displaying at frontend affiliate dashboard and can add the additional tab based on your needs.

### **Configuration**

Go to **SUMO Affiliates Pro -> Modules -> Additional Dashboard Tabs**

Predefined tabs are listed below,

- i) **Overview**
- ii) **Affiliate Tools**
- iii) **Referrals**
- iv) **Visits**
- v) **Payments**
- vi) **Profile**

- In addition, some of the activated modules will also be listed in this module. They are,

- i) **Wallet**
- ii) **Pushover Notification**
- iii) **WooCommerce Coupon Linking**
- iv) **Leaderboard**

- You can add additional tab selecting **ADD NEW TAB** button and make use of the options given in the settings.

- You can also sort the tabs as per your needs. The tabs will be displayed at frontend affiliate dashboard based on the order presented in this module.

## **16. Multi Level Affiliate Marketing – MLM**

### **Workflow**

The commission(s) can be rewarded to the Parent Affiliates who are in different Levels of Multi Level Marketing system. The commission(s) will be rewarded to the Parent Affiliates when an action has been performed using the Child Affiliate or when an Child Affiliate earns a commission using their referral link.

### **How configure the Multi Level Commission for Affiliates?**

Follow the below steps

Go to **Dashboard -> Affiliates PRO -> Modules**

- If you wish to provide commissions based on Multi Level Affiliate, then activate Multi Level Affiliate Marketing Module.
- Click the settings button to add multiple levels and set the commission value for each level
- Set the value in Number of Direct Referrals for Each Affiliate field

## i) Affiliate Depth Level

- By default one level of percentage field will be displayed in Affiliate Depth Level table.
- You can add more number of levels by using Add Level button and have to give the percentage value.
- If you wish to remove any of the level, then use Remove Level button

### Example for using Multi Level Affiliate Marketing:

Consider the following Scenario,

- Number of Direct Referrals for Each Affiliate – 2
- Affiliate Depth Level and Commission Percentage:

Level of Percentage	Percentage Value
---------------------	------------------

Level 1 Percentage	20
--------------------	----

Level 2 Percentage	10
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- User A, User B, User C, User D(All 4 are Logged in Users)
- Commission Type - Fixed Commission and Commission Value - \$50
- User A will become an Affiliate in the site, generates a link and gives their referral link to User B(Now User A is Affiliate and User B is a customer)
- Now User B becomes an Affiliate, generates a link and provides their referral link to User C(Now User B is an Affiliate and User C is a Customer)

If User C purchases the \$100 product, then User B receives the Commission as \$50 and User A will receive Commission as \$20(reached the Level 1 Percentage)

- User C becomes an Affiliate, generates their referral link and gives to User D(Now User C is Affiliate and User D is a Customer).

If User D purchases the \$100 product, then User C receives the Commission as \$50, User B will receive Commission as \$20(reached the Level 1 Percentage) and User A will receive Commission as \$10(reached the Level 2 Percentage)

- This is the behavior of Multi Level Affiliate Marketing

### Note:

1. Affiliate can refer only 2 affiliates.

2. If they try to refer the 3rd affiliate, commissions will not be earned.

## ii) MLM Graph Settings

- If you wish **Parent Affiliate** can see their **Child Affiliate** details, then select **Display Affiliate Details in the MLM Graph** checkbox.
- Select the information which you wish to display in **Details to Display** multi-search field.

### Note:

- Use shortcode[`fs_affiliates_mlm_tree`] to display the **MLM Graph** in **Frontend**.
- Once the above option is selected, a hyperlink will be displayed in each child affiliate using which parent affiliate can see their details.

## 17. Commission for Own Links

### Workflow

Affiliate(s) can get the commissions to their actions (i.e purchase, integration related process, etc) by using their own referral link.

### Configuration

Go to **Dashboard -> Affiliates PRO -> Modules**

- If you want to enable the commission reward for Own referral Link, then **Activate** the **Commission for Own Links** Module

## 18. Credit Last Referrer

### Workflow

If more than one referral link used in the same action, then the Referral Commission will be credited to the last referrer.

### How to Credit the Last Referrer when more than one referral has been used?

Go to **Dashboard -> Affiliates PRO -> Modules**

- If you want to Credit the Last Referrer when using more than one referral link has been used, then **Activate** the **Commission for Own Links** Module

## 19. Referral Commission Threshold

### Workflow

If the Commission Threshold value has been configured, then each commission value which will be earned over the threshold value will remain as Pending Payment status and the admin approval will be needed for those referral commissions.

### **How set the Threshold for Referral Commission**

Go to **Dashboard -> Affiliates PRO -> Modules**

- If you want to enable the Threshold for Referral Commissions, then **Activate** the **Referral Commission Threshold** Module
- Click the **Settings** button in the Module to configure the Threshold Values
- Set the Threshold Value in the **Referral Commission Threshold Value** field
- Save the settings

**Note:** If the **new Referral Commission Value** has been **more than** the **Threshold Value**, then the **commission status** will **automatically** become **Pending Payment**.

It is because if a **Referral value exceeds the threshold value**, then it needs to be **approved** by the **Site Admin**.

## **20. Fraud Protection**

### **Workflow:**

Using this module, you can restrict the following actions for affiliates,

- i) Block Affiliate Account based on unsuccessful login attempts
- ii) Stop awarding commission when multiple referrals come through the same IP. It is applicable only for Referral Product Purchase Action.

### **Configuration:**

Go to **SUMO Affiliates -> Modules -> Fraud Protection**

#### **i) Affiliate Login Restrictions**

- Enable this checkbox[**Block Affiliate Account after no. of unsuccessful login attempts**] to block affiliate account login for few minutes
- Set the value in **Number of Attempts** Allowed field
- Select **Minutes/Hours** and set the value in **Minimum Duration for Next Login** option.

#### **ii) Referral Restriction Settings**

- If you wish to stop awarding referral commission to affiliates when multiple referrals commission comes through the same IP, enable this checkbox.
- Set the threshold value to hold in Time Duration for Threshold option.

## 21. PayPal Payouts

- Using this module, site admin can pay the unpaid referral commissions to their affiliates directly from the site.
- In order to pay the affiliates via PayPal Payouts, the affiliate has to update their profile with a valid PayPal Email Id.

### Configuration

#### How to get API Credentials for WooCommerce PayPal Payouts?

Go to [developer.paypal.com](https://developer.paypal.com)

- Log in to your account
- **Dashboard -> My Apps & Credentials**
- Select Create App button
- Provide the required information in Application Details Form[App Name which is to be unique name, Business Account Email Id] and select Create App button
- Once you successfully created the Application Id, you will get API CREDENTIALS for both Sandbox as well Live.

#### For Sandbox Mode,

- Go to **SUMO Affiliates Pro** → **Modules** → **PayPal Payouts**
- Enable the **sandbox mode** and fill in the **Client ID** and **Secret ID**

#### For Live Mode

- Go to **SUMO Affiliates Pro** → **Modules** → **PayPal Payouts**
- Fill in the **Client ID** and **Secret ID**

## 22. Payout Request

### Workflow:

Using this module, an affiliate can give request to the site admin to get their Unpaid Commission Amount.

**Note:** The Payout Request button will appear in the Referral Section under the Affiliate's Dashboard.

## Configuration

Go to **SUMO Affiliates Pro -> Modules -> Payout Request**

- Payout Menu label can be customized in **Affiliate Menu Label** field.
- You can restrict your affiliate to give payout request only when their unpaid commission amount reached the value set in this field [**Payout Request Threshold**].
- Alert Messages can be customized in **Message Settings**.
- **Payout Request** submitted by the affiliates will be listed in the Table for your reference.

**Note:** You can find the **Payout request Email Notifications**(for both admin and affiliate) settings under **SUMO Affiliates -> Notifications**

The following Notification sections are available,

1. Admin - Affiliate Payout Request Submitted
2. Affiliate - Affiliate Payout Request Submitted
3. Affiliate - Affiliate Payout Request Progress
4. Affiliate - Affiliate Payout Request Closed

## 23. Payout Statements

Using this module, you can generate PDF statement for the Payouts. Admin can download the generated statement from **SUMO Affiliates Pro → Payouts** and Affiliates can download their statement from their Payouts menu in Dashboard.

**Note:** Payout Statement will be generated only if the Affiliate have filled the Billing Details in **Profile → Payout Statement** in frontend dashboard

## Configuration

To configure and customize the Payout Statement file, go to **SUMO Affiliates Pro → Modules → Payout Statements**

- In the **Dashboard Label** field, give the section name to be displayed in frontend dashboard for the affiliates to provide their Billing Details which has to be generated on their Payout statements.

- Enable **Allow Affiliates to Download their Payout Statement from their Dashboard** option to give the affiliates the option to download their payout statements.

- Give the character count for the statement name in **Statement Name Character Count** option.
- If any prefix and suffix has to be given before and after the statement name, give it in **Statement Name Prefix** and **Statement Name Suffix** fields respectively.
- To set Logo in the payout statement, choose the logo in **Select Logo** field.

## 24. Periodic Reports

Using this module, you can send Reports about **Visits, Paid Referrals, Unpaid Referrals, Paid Commission** and **Unpaid Commission** through email for the Affiliates. You can send Reports Daily/Weekly/Monthly.

### Configuration

Go to **SUMO Affiliates Pro** → **Modules** → **Periodic Reports**

- You can send periodic reports for all affiliates on the site or else only for selected affiliates. For sending reports for selected affiliates, select Selected Affiliates option in Affiliate Selection option and choose the Affiliates
- In Email Frequency option, select Daily/Weekly/Monthly as per your requirement.

To configure the Notification Email, go to **SUMO Affiliates Pro** → **Notifications** → **Affiliate – Affiliate Periodic Reports**

## 25. Leaderboard

### Workflow

- A separate tab named “**Leaderboard**” will be displayed at **Frontend Affiliate Dashboard**.
- The following details will be displayed under Leaderboard tab,
  - i) Current Leaderboard Rank
  - ii) A list of table will be displayed with the information such as Affiliate Name and Action configured by the admin.

**Note:** Rank will be calculated based on the option set by the site admin.

### Configuration

Go to **SUMO Affiliates Pro** -> **Modules** -> **Leaderboard**

- You can customize the name which to be displayed in **Affiliate Dashboard** in **Menu Label** field.
- If you wish to display the limited number of affiliates in the table, then make use of the **Limit** option.
- If **Predefined** is selected in **Leaderboard Display Method** list-box, then additionally **Predefined Leaderboard Type** option will be displayed. You can display the rank for affiliates based on the options given in this type. Following are the options given,
  - Commission Earned**
  - No of Referrals**
  - No of Orders Placed by Referrals**
  - Amount Spent by Referrals**
- If **User Defined** is selected in **Leaderboard Display Method** list-box, then each Affiliate will have the option to select the action at Leaderboard menu so that rank will be calculated and displayed based on the action selecting by the affiliate.

## 26. Export

Using this module, you can **Export Reports** for **Affiliates, Referrals, Visits** and **Payouts**.

To Export the Reports, go to **SUMO Affiliates Pro** → **Modules** → **Export**

The following modules will be accessible only when the **WooCommerce Integration** is **turned on** Under **Integration** Tab.

## 27. Affiliate Signup Restriction

### Workflow

Using this module, you can restrict your registered users to see the Affiliate Application Form based on Account and Product Purchase Restriction.

### Configuration

Go to **SUMO Affiliates Pro** -> **Modules** -> **Affiliate Signup Restriction**

- Make use of the **Eligibility for Submitting Application** option as per your needs.

i) If **Should Satisfy Any One Condition** is selected, then the affiliate application form will be visible to users once they reached any one of the restriction action configured.

ii) If **Should Satisfy All the Conditions** is selected, then the affiliate application form will be visible to users once they reached all the restriction actions configured.

- Set the **restriction value** in the **restriction type** you wish to prefer.
- The restriction action will work only if you select the corresponding **Status** checkbox.
- You can customize the messages under **Message** Settings.

**Note:** This settings is applicable only for **registered users**.

## 28. Affiliate Fee

### Workflow

Using this module, you can charge a Fee from the users who wish to become an affiliate on your site.

### Configuration

Go to **SUMO Affiliates Pro** → **Modules** → **Affiliate Fee**

- Select the product by which the user has to purchase in order to become an Affiliate in **Select Affiliate Fee Product** option
- Save the settings

## 29. WooCommerce Affiliate Account Management

### Workflow

This module allows the users to manage Affiliate account from WooCommerce pages

### Configuration

Go to **SUMO Affiliates Pro** → **Modules** → **WooCommerce Affiliate Account Management**

- If you want to allow logged in user to register as an affiliate from WooCommerce My Account page, then enable **Allow Logged In Users to Signup for Affiliates From My Account Page** checkbox.
- If you want to allow Guests to register as an affiliate from WooCommerce Registration page while registering as a User, then enable **Allow Guest to Signup for Affiliate while Creating Account** checkbox.
- If you want to allow Guests to register as an affiliate from WooCommerce Checkout page while creating an account, then enable **Allow Guest to Signup for Affiliate while Creating Account** checkbox.

### 30. WooCommerce Redirect Affiliate to Dashboard

You can redirect the Affiliate to their Affiliate Dashboard automatically when they Login from their WooCommerce Login Page/Checkout Page

- Go to Affiliates Pro → Modules
- Enable WooCommerce Redirect Affiliate to Dashboard

### 31. Product Based Affiliate Link

#### Workflow

- **Affiliates** can have the option to generate the affiliate link based on **Affiliate ID/Name/Product Name**.
- If the Affiliates wish to promote the **products** on the site and get the **commission** based on **products**, they can generate the affiliate link based on searching and selecting the product at their **Affiliate Dashboard**[**Affiliates Tools** -> **Affiliate Links**].
- Once a user purchased the corresponding product using affiliate generated link, then **affiliates** will get the commission associated to that product.

**Note:** **Affiliates** will get commission only when the referred person purchases the product using the affiliate link which is selected and generated by the affiliates.

#### Configuration

Go to **SUMO Affiliates Pro** -> **Modules** -> **Product Based Affiliate Link**

- Make use of the options[**Option to display for All Affiliates/Selected Affiliates**] given in this settings as per your needs.

- Save the settings.

### 32. Referral Code

#### Workflow

Using this module, your affiliates can do affiliate promotion using Affiliate Codes along of Affiliate Links. When this module is enabled, all the affiliates will be assigned a random affiliate code. The users who wish to link their account to an affiliate will have to enter the code during their Account Signup or Product Purchase.

#### Configuration

Go to **SUMO Affiliates Pro** -> **Modules** -> **Referral Code**

- In the **Referral Code Display Settings** section, the places to display the Affiliate code field can be configured.
- The Referral Code Prefix, Suffix and the code Link can be customized in the **“Referral Code Creation Settings”** section.

### 33. Affiliate Level Product Commission

#### Workflow

Using this module, you can set separate commission rates for Individual Products at Affiliate Level. When this module is enabled and the commission rate is configured for individual products, then the affiliate commission for those products will be calculated only from the value set at the Affiliate level.

#### Configuration

Go to **SUMO Affiliates Pro -> Modules -> Affiliate Level Product Commission** and enable the Module. Then Go to **SUMO Affiliates Pro -> Affiliates** and edit an existing affiliate.

- Under the **“WooCommerce Product Rate(s)”** section, you will find the option to set commission rates for Individual Products.
- To set a Commission rate, click the **Add** Button. Save the settings once the configuration is complete.

### 34. WooCommerce Coupon Linking

#### Workflow

- A separate tab named **“Affiliate Coupon”** will be displayed at each **Affiliate Dashboard**. Under the tab, **WooCommerce Coupon(s)** linked by the admin to affiliate will be listed.
- **Affiliate** can give their assigned coupon code to other users. If the user applied the code in **cart/checkout**, then they will get discount for that order and commission will be awarded to that corresponding affiliate.

#### Configuration

Go to **SUMO Affiliates Pro -> Modules -> WooCommerce Coupon Linking**

- Select **Link Coupon** button
- Search and select the created WoCommerce Coupon Name in Coupon Name search field
- Search and select the **Affiliate** in **Affiliate Name** search field

- Set the **Status** as **Link** in **Status** drop-down option
- If you want to **Unlink** an affiliate from the **linked coupon**, then set the **status** as **Unlink** in the **Status** option

**Note:** The Commission will be awarded once the order status reached to the status selected in **Affiliate Commission will be awarded based on** under(**SUMO Affiliate Pro -> Settings -> General Settings-> WooCommerce Settings**)

## 35. Checkout Affiliate

### Workflow

If a user who has comes to the site without the use of any Referral links, then at the WooCommerce checkout page, the user will have an option to choose whether the commission has to be given to an Affiliate and for which Affiliate the commission has to be given.

### Configuration

Go to **SUMO Affiliates Pro -> Modules -> Checkout Affiliate**

- Select which are the Affiliates has to be displayed in the Listbox on the checkout page in **Affiliates to be Displayed** in Listbox option.
- Choose the style of the Affiliate to be displayed in the Listbox in **Affiliate Name Display** Style option. The available options are **Username**, **Display Name**, **Display Nickname**.
- Using **Affiliate Selection** option, you can set how **checkout affiliate** feature can be used by the registered user and guest user.
  - i) **Optional** – Customers can select/not select the affiliate listed in the checkout page.
  - ii) **Mandatory** – Customers should select the affiliate listed in the checkout page.
  - iii) **Based on User Selection** – Customers will have the options[**Want to Select the Affiliate/ Don't want to select Affiliate**] for Affiliate Selection.

## 36. Referral Order Details

### Workflow

Using this module, you can give more details about the Orders placed by their Referrals for the Affiliates

### Configuration

Go to **SUMO Affiliates Pro -> Modules -> Referral Order Details**

- If you want to allow the Affiliates to see the order details of their referrals, then enable **Allow Affiliates to View Order Details of the Referrals** option.
- Choose which Affiliates can see their Referral Order details in **Referral Order Details can be Viewed by** option.
- Enable the details to be displayed about the Referral Order in **Details Displayed to the Buyer** option.

## 37. Affiliate Wallet

### Workflow

Using Affiliate Wallet, Affiliates can receive their commission directly into their Affiliate Wallet.

### Configuration

Go to **SUMO Affiliates Pro -> Modules -> Affiliate Wallet**

- Select the Affiliates you wish to use the Wallet in Affiliate Wallet can be Used by option.

## 38. Lifetime Commission

### Workflow

Using this module, **Affiliate commission** can be given for a lifetime to the Affiliates.

### Configuration

Go to **SUMO Affiliates Pro -> Modules -> Lifetime Commission**

- If you want to award the commission toward Life Time for the affiliate(s) for their referrals, then enable the Life Time Commission Module under **SUMO Affiliates Pro -> Modules -> Life Time Commission**
- Choose which Affiliates can get the Commission for **Lifetime** in **Lifetime Commission** for option
- If you select **All affiliates**, then the **Lifetime Commission** will be considered for all the affiliates
- If **Selected Affiliates** option is chosen, then the **Lifetime** Commission will be calculated only for the affiliates selected in Selected Affiliates search field.
- Set the **Commission type** in **Lifetime Commission** Rate drop-down menu.

- If you select **Existing Commission**, then the existing commission available for the affiliate(s) will be considered for the commission calculation.

- If you select **Percentage/Fixed commission**, then set the value in **Lifetime Commission Rate** field.

**Note:**

- If the referred person used the referral link to access the site from Affiliate 1. Also, they have used the coupon code[**WooCommerce Coupon Linked Affiliate**] given by the Affiliate 2 and completed the order. In this case, **Affiliate 2** will be eligible for getting **Lifetime Commission**.

- **Credit Last Referrer Module** will do the same behavior even if this module is turned on.

### 39. WooCommerce Product Restriction

#### Workflow

As per our implementation, commissions will be assigned to the products based on the Priority Level[**Product Level/Category Level/Affiliate Level/Global Level**]

**Product Level** - If you configured the commission in product[edit product page], then the commission value will be assigned for the product through **Product Level**.

**Category Level** - If you wish to assign the commission through **Category Level**, then set the commission in **Category** instead of configuring in **Product Level**.

**Affiliate Level** - If you wish to assign the commission through **Affiliate Level**, then don't set the commission in **Category** and **Product Level**. Set the commission in **Affiliate Level**. You can see the settings under, **Affiliates Pro -> Affiliates** -> You can set the commission under each affiliate

**Global Level** - If you wish to assign the commission through **Global Level**, then don't set the commission in all the above 3 levels and set the commission under, **Affiliates Pro -> Settings -> General Settings -> Global Commission Settings**

Go to **Affiliates Pro -> Modules -> WooCommerce Product Restriction**

- Make use of the options provided in this modules as per your needs.

- Once you configured the settings, please make sure that from which level the affiliate commission should be assigned.

**Note:** In addition, you can find the some other settings related to this feature under, **Affiliates Pro -> Settings -> General Settings -> WooCommerce Settings**.

- The **affiliate commission** entry for product purchase will be created in the **Referrals Tab**, only when the order status reached to the status selected in **Order Status to approve Product Purchase Referrals** multi-search field.
- The created **affiliate commission** entry will go to the **Rejected Status** when the order status reached to the status selected in **Order Status to reject Unpaid Referrals** multi-search field
- If you wish to calculate the commission for the price which is obtained after applying the WooCommerce Coupon, then select **Calculate Commission after Applying Coupon/Discount** checkbox
- If you wish to calculate the commission by excluding the Tax Cost, then select **Exclude Tax Costs for Commission Calculation** checkbox.

## 40. WooCommerce Referral Restriction

### Workflow

This module controls with the restrictions to affiliates based on WooCommerce

### Configuration

Go to **SUMO Affiliates Pro -> Modules -> WooCommerce Referral Restriction**

- If you need to stop awarding commission for the affiliates based on specific scenarios, choose as per your requirements in **Stop Awarding Commission to Affiliate after option. If you have chosen Number of Successful Orders**, then Affiliate will not receive commission for future orders if the referred person has placed more than the specified number of orders. If you have chosen Total Amount Spent on Site, then Affiliate will not receive commission for future orders if the referred person has purchased more than the amount specified. If you have chosen Amount Spent on Current Order, then Affiliate will not receive commission for future orders if the referred person has spent more than a specified amount in a single order.
- Choose the statuses to be taken care for applying the above setup in **Order Status to be Considered to Stop Awarding Commission** option.

## PLUGIN SETTINGS

### Payment Settings

Affiliate should the set their payment method listed on their dashboard to get the commission amount. You can find the settings under,

**SUMO Affiliates Pro → Settings → General Settings → Payment Settings**

- By default, **Bank Transfer** and **PayPal** will be displayed and enabled.
- If you wish to display **Wallet** and **Reward Points Payment** Method, you need to enable the **Affiliate Wallet** Module and **SUMO Reward Points** Integration.
- You can set your preferred payment method using **drag and drop** option.
- The order which you set in this settings will display the same order at **Frontend Affiliate Dashboard[Profile → Payment Management]**

**Note:**

- The payment method which you set at first in this settings will be the **Default Payment** method set on each **Affiliate Dashboard**.
- If you set either **Bank Transfer** or **PayPal** at first, then the corresponding payment method will be set at affiliate dashboard[**Profile → Payment Management**] and affiliate should give their payment details[**PayPal ID/Bank Details**] and need to save the payment method.
- If you set either **Wallet** or **SUMO Reward Points** at first, then the corresponding payment method will be set as the **default payment method** at affiliate **dashboard** so that affiliate commission will be received through the payment method configured. **Affiliates** can change their **preferred payment** if they need to change.

## **Default Pages**

While Activating the Affiliates Pro plugin for the first time, following pages will be created automatically,

1. Dashboard
2. Login
3. Lost Password
4. Registration
5. Term of Use

To customize and setup the pages, go to **Affiliates Pro → Settings → Default Pages**

**Affiliate Registration Method** → This option controls the handling of the pages on how the Registration method for Affiliates should work

- **Basic** → If Basic is selected, Registration and Login will be handled in the Dashboard Page itself. If you have opted for Basic, you have to disable the Login and Registration pages
- **Advanced** → If Advanced is selected, everything will be handled in separate pages.

Select the Registration, Login, Affiliate Dashboard, Terms of Use, Lost Password pages in the respective options.

## General Settings

Go to Affiliates Pro → Settings

### Referral Settings

**Referral Identifier** → Give the unique identifier to be displayed in the Referral URL here

**Referral ID Format** → Choose whether Affiliate Name or Affiliate ID has to be set as Referral ID in Referral URL

### Referral Validity Settings

**Referral Cookie Validity** → Set the validity of the Referral Cookie in this field

### Currency Settings

**Affiliate Currency** → Set the currency for the Affiliates here

**Currency Symbol Position** → Set the currency position here

**Number of Decimals** → Give the decimal separator in this field

**Thousand Separator** → Give the thousand separator in this field

### Global Commission Settings

**Note:** This settings will be applicable only for WooCommerce Product Purchases.

**Commission Type** → Choose whether you need to give a Fixed Commission or else a Percentage based Commission.

### Frontend Form Customization

To customize the Registration Form Frontend Fields, go to Affiliates Pro → Settings → Frontend Form

3. Enable/Disable the fields as per your needs
4. Note: Username, Email, Password fields can't be Disabled

### Advanced

To set up Affiliate Account Registration and Referral Settings, go to Affiliates Pro → Settings → Advanced

## Account Registration Settings

**Allow User to Register as Affiliates** → If this checkbox is enabled, Logged In users on the site can Register on the site as an Affiliate

**Allow Guest to Register as Affiliates** → If this checkbox is enabled, Guest users can directly Register as an Affiliate on the site. During Guest Registration, the user will also Register as a WordPress user on the site

**Affiliate Registration Requires Admin Approval** → If this checkbox is enabled, once the Affiliate Registration Form is submitted, it will be send for Admin approval. The user will become Affiliate only when Admin has approved the request.

**Default Referral URL** → The Referral URL which has to be generated by default has to be given here

**When Logged In Users Tries to Submit an Affiliate Registration Form** → This option controls how the Affiliate Account has to be registered for previously Logged In users

1. **Link Affiliate with the Current Account** → If this option is selected, when a Logged In User tries to Register as an Affiliate, Affiliate Account will be linked with the WordPress account of the user
2. **Create a Separate Affiliate Account** → If this option is selected, when a Logged In User tries to Register as an Affiliate, a separate account will be created for their Affiliate Account.
3. **Allow Users to Decide** → If this option is selected, an option will be given for the user whether to create a new account or else to link their previous account

**Default Parent Affiliate** → Select the Parent Affiliate for Affiliates without any parent affiliate here

## Email Settings

**Email From Name** → Give here the From Name to be displayed in Affiliates Pro emails

**Email From Address** → Give here the From Email ID to be displayed in Affiliates Pro emails

## Referral Deletion Settings

**Affiliate Deletion Behaviour** → This option controls how the deletion of Affiliates should behave

- **Only Delete Affiliate** → If this option is selected, when the Affiliate is deleted, the WordPress user account will not be deleted from the site
- **Delete Affiliate and the User Account** → If this option is selected, when the Affiliate is deleted, both the Affiliate Account and WordPress user account will be deleted from the site

## Referral Tracking Settings

**Ignore Referrals with 0 Amount** → When this option is enabled, referral entries less than 0 will not be recorded in the referral table.

**Disable IP Logging** → By default, IP Address will be recorded for the Referrals. If you want to disable IP Logging, then enable this checkbox

## Google reCAPTCHA Settings

You can find the settings under,

**SUMO Affiliates Pro** → **Settings** → **Advanced** → **Google reCAPTCHA Settings**

**Display Google reCAPTCHA on** → Make use of the options given in this settings where to display [**Affiliate Registration Page**, **Affiliate Login Page**] the Google reCAPTCHA.

**Site key** → Enter the Google reCAPTCHA Site key in this field

**Secret key** → Enter the Google reCAPTCHA Secret key in this field

### Steps to get reCAPTCHA Site key and Secret key

1. Go to <https://www.google.com/recaptcha/admin#list>
2. Login with your Google Account
3. Choose the type of reCAPTCHA as **reCAPTCHA v2**
4. Set the Domains to use the reCAPTCHA
5. Click the Register button
6. Now, you can find the **Site key** and **Secret key**

## TRANSLATION

SUMO Affiliates Pro Plugin is translation ready meaning you can edit the po files by which you can translate the text to any language.

The steps to do the translation are as follows. For eg let us consider translation to French.

1. Download and install Poedit
2. Open the file **affs-> languages folder -> affs.pot** using Poedit.
3. Create a new translation file by clicking **Create new translation** button

4. Choose the Source text and set its corresponding French text in Translation Text Area.
5. Save the changes.
6. If you are using WordPress Version 3.9.13 or below, then in wp-config.php define the WPLANG as French. Syntax is `define('WPLANG', 'fr_FR');`
7. If you are using WordPress Version 4.0 or above, then go to WordPress dashboard -> Settings -> General and select the Site Language as French

### **How to translate your PO files without losing the translated strings during an upgrade?**

#### **WordPress Installation -> wp-content -> languages**

- Create a folder with the exact plugin name "**affs**" mentioned in the **Plugins** folder.
- Place the translated string po file & mo file for the language you wish to translate [**affs-fr\_FR**].

## **HELP**

If you need help please open a [Support Ticket](#)