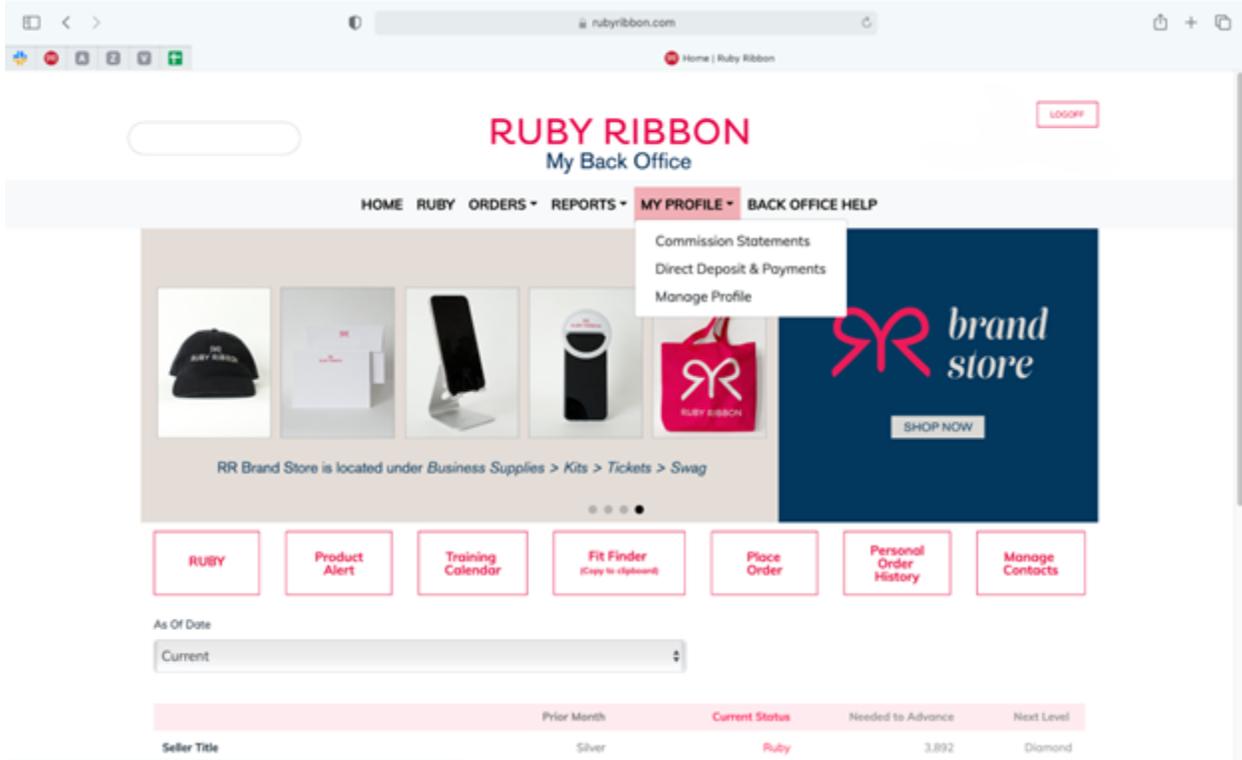


HOW TO DOWNLOAD IMPORTANT INFORMATION FROM THE BACK OFFICE

This should be done on/before 1/8/2024, as access will be gone after that date.

COMMISSION STATEMENTS

BACK OFFICE > My Profile > Commission Statements >



The screenshot shows the Ruby Ribbon My Back Office interface. The navigation bar includes: HOME, RUBY, ORDERS, REPORTS, MY PROFILE (selected), and BACK OFFICE HELP. A dropdown menu for MY PROFILE contains: Commission Statements, Direct Deposit & Payments, and Manage Profile. Below the navigation is a carousel for the RR Brand Store, featuring images of a cap, a card, a phone, a device, and a shopping bag. To the right is a 'brand store' banner with a 'SHOP NOW' button. Below the carousel are seven quick-action buttons: RUBY, Product Alert, Training Calendar, Fit Finder (Copy to clipboard), Place Order, Personal Order History, and Manage Contacts. An 'As Of Date' dropdown is set to 'Current'. At the bottom, a table displays seller information.

	Prior Month	Current Status	Needed to Advance	Next Level
Seller Title	Silver	Ruby	3,892	Diamond

Click on the statement and download using the down arrow. You will need to do this for each statement.

RUBY RIBBON
Consultant Commission Statement
Period Ending 31 October 2023

Consultant ID:
XXXXXXXXXX

Monthly Earnings Summary

	Commissionable Volume	Percentages	Payout
Personal Volume Base		20.0%	£12,000.00
Personal Volume Bonus		10.0%	£6,000.00
Level 1 (Compressed)		6.0%	£3,600.00
Level 2 (Compressed)		4.0%	£2,400.00
Level 3 (Compressed)		2.0%	£1,200.00
Level 4 (Compressed)		1.0%	£600.00
Elite Pool			
Other Adjustments			

Search, Print, and Download icons are visible below the table.

CONTACTS

BACK OFFICE>Reports>Contacts>(choose all or filter as you need)> Export

Choose all for all contacts and Export All. You can also export by Last Name, First Name or Email Address.

The screenshot shows the Ruby Ribbon Contacts management interface. At the top, there are navigation buttons: "+Add New Contact", "Send Email", "Add Multiple Contacts", "Export Selected", and "Export All". Below these is a "View" dropdown menu set to "All". A "Filters (Based on the selected view)" section contains dropdown menus for "Last Name", "First Name", and "E-mail Address", all set to "All". There are also input fields for "Group" and "Category". A "Search" button is located at the bottom right of the filter section. Below the filters is a table with the following columns: "Last Name", "First Name", "E-mail Address", "Primary Phone", "Category", "Group", and "EditContact". The table contains five rows of data, all with "Prospect" in the "Group" column. The "E-mail Address" column for all rows contains a crossed-out envelope icon, indicating that email addresses are redacted.

<input type="checkbox"/>	Last Name	First Name	E-mail Address	Primary Phone	Category	Group	EditContact
<input type="checkbox"/>			✘			Prospect	
<input type="checkbox"/>			✘			Prospect	
<input type="checkbox"/>			✘			Prospect	
<input type="checkbox"/>			✘			Prospect	
<input type="checkbox"/>			✘			Prospect	

ORDERS

BACK OFFICE>Orders>(choose order type)>Export

The choices are:

Trunk show orders

Product Credit Balance

Personal Order History

Team Order History

Stylist Shopping

My Back Office

HOME RUBY ORDERS REPORTS MY PROFILE BACK OFFICE HELP

Team Orders

Filters

View: Commissions N Order Type: <All>

Column: Order Time Operator: All Value: Search Export

Customer Name	Title CL	Order Ref	Order Time	Total/Due	Commissionable Value	Stylist Name	Order ID	Event
	CUST	3315390	11/15/2023	\$106.00	\$57.00		1478322	
	CUST	3315395	11/15/2023	\$127.33	\$119.00		1478318	
	S	3307924	11/15/2023	\$47.17	\$0.00		1478315	
	CUST	3315377	11/15/2023	\$129.36	\$119.00		1478314	
	CUST	3066102	11/15/2023	\$330.63	\$294.00		1478286	
	CUST	3315317	11/15/2023	\$324.00	\$324.00		1478285	
	CUST	3280435	11/15/2023	\$77.57	\$0.00		1478282	
	CUST	3315276	11/15/2023	\$200.45	\$190.00		1478279	
	CUST	3315266	11/15/2023	\$127.15	\$119.00		1478272	