



# TECH TIPS:

## The Basics for Purium's Backoffice

**URL: PuriumBackOffice.com**

**URL: Backoffice.Mypurium.com**

### Sample Backoffice – Login details:

US Backoffice – Username/Password – USdreams123

EU Backoffice – Username/Password – EUdreams123

#### Home

- Dashboard
- This Month vs Last Month
- Rank Advancement
- Company News
- Your Team's Recent Activity
- Upcoming Rank Advancements
- Your Newest Brand Partners
- Commissions
- Your Recent Orders

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#### Commissions

- Commissions
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- Shop Gear
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- DREAMS Technology
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- Smart Order

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### HOME – QUICK SNAPSHOT AND LINKS TO ALL THE MOST ESSENTIAL INFORMATION

#### **Dashboard**

See all your business statistics in one place – Volume, Active Enrolled, Smart Order Volume, K Club, Ranks, etc

#### **This Month vs Last Month**

Displays your Group Volume – comparing last month to this month.

#### **Rank Advancement**

How close are you to the next rank? This is a visual of the percent you have towards the next rank for the month

#### **Company News**

Quick view of the latest Company News.

#### **Your Team's Recent Activity**

Who just enrolled a new Brand Partner? Who rank advanced? See the latest activity of your team.

#### **Upcoming Rank Advancements**

Who in your team is closest to the next paid rank for the month? Keep track of how close they are and encourage them.

#### **Your Newest Brand Partners**

Scroll through the latest new Brand Partners. This lists displays the most recent 12 , click on their name and see order details, enroller, etc

#### **Commissions**

That last six commission earnings, both weekly and monthly, are listed for a quick snapshot of what you have earned.

#### **Your Recent Orders**

Displays the last 4 orders you placed. Click on the order number to view the products on your order or track it.



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### **FAST START – QUICK LINK TO OUR FAST START TRAINING GUIDE AND VIDEO.**

#### **Fast Start Guide**

[http://puriumcorporate.com/purium1/php\\_uploads/email/Purium\\_FastStartGuide2017.pdf](http://puriumcorporate.com/purium1/php_uploads/email/Purium_FastStartGuide2017.pdf)

#### **Fast Start Video**

<https://vimeo.com/239045655>

### **COMMISSIONS – ALL COMMISSION RELATED INFORMATION**

#### **Commissions**

Pie chart view of your earnings which displays the commissions earned for each Bonus type. Scroll down and see the breakdown of where and who the commissions are earned from.

#### **Rank Advancement**

How close are you to the next Rank for the month? What do you still need to do to get to that next rank. Scroll through all the higher ranks and see what is still needed to be done to achieve that rank for the month. Personal Volume? Group Volume? Structure? What can get you to that next paid level?

#### **Volumes**

Chart displays your monthly Paid Rank, Personal Volume, 8 and 9 Level Group Volume, and Actively Enrolled.

### **ORGANIZATION – OVER A DOZEN REPORTS ARE AVAILABLE TO HELP SUPPORT YOUR TEAM.**

#### **Tree Viewer**

View your downline team in a tree view. This is also where you can make placements of your personally enrolled Brand Partners.

#### **Downline Charts**

There are 4 visual charts on this page. Pie charts of your Downline by Type or Rank. Bar graphs of Volume by Period or Signups per month. Click on any chart to see the report associated with it.

#### **Rank Advancement**

This report displays your Brand Partners, their highest rank they have achieved and how close they are to the next rank.

#### **New Brand Partners**

Have the contact information at your fingertips for your newest Brand Partners. Send them an email or make a welcome call, as this report displays their start date, level in your downline, and their PV for the month.



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### **Recent Activity List**

Review the most recent enrollments and rank advancements. This list displays the most recent 100 activities.

### **Unilevel Team**

This is the most utilized report. It allows you to track your business. It shows Levels, volumes, start dates, ranks, paid ranks, Smart Order BV, Highest K Club, Achievement Bonus qualified, Email, phone number and State. It displays the current month, but allows you to click through previous periods so you can see all past months. You can also click on the Tree next to a Brand Partners name and instantly see their organization and levels with them being the top of the tree at Level 0. Click on any ID and a pop-up will display all information for that Brand Partner or Customer.

### **Personally Enrolled Team**

Same columns of information as the Unilevel Team, however this displays the information through the Enroller Tree. Use this report to see your Personally Enrolled Actives. This report also helps in understanding Weekly payouts, as all first orders follow the Enroller tree.

### **Downline Ranks**

Have quick access to the current ranks of your downline Brand Partners. You can filter by rank or sort by Start date to analyze your business.

### **Downline's Orders**

Review your downline's orders for the past 14 days. You can see the order total and BV, as well as click on the order number and see what they ordered.

### **Downline's Smart Orders**

Who in your organization has a Smart Order on file? Will it process on their Smart Order date? See that information in this report.

### **Rank Advancement by Month**

Congratulate the Brand Partners in your downline who rank advanced. See their starting rank and new rank monthly.

### **Downline Enrollments**

Are enrollments up or down this month? You can answer this question with a quick look at this report. Who has more enrollments this month vs last month? Sort and filter this report to see the answer.

### **Full Group Volume**

This report displays the comparison of GV (group volume) of the current month vs the previous month. Whose business is up? Whose business is down?

### **Loyal Customers**

See all your Personally Enrolled Customers in an easy to view report. This report also lists "Retail Customers" which are customer that began to create an account, but never completed their order. Follow up with them to see how what you can do to help them place their order.



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### **EVENTS – QUICKLY LINK TO ALL THE INFORMATION ON UPCOMING PURIUM EVENTS**

[https://www.facebook.com/pg/MyPurium/events/?ref=page\\_internal](https://www.facebook.com/pg/MyPurium/events/?ref=page_internal).

### **ORDERS – PERSONAL ORDER HISTORY**

View all your orders or filter through different order types. You can view and print invoices, as well as track the status of the order shipment.

### **RESOURCES – ACCESS THE INFORMATION AND MATERIALS TO EDUCATE YOURSELF AND YOUR TEAM**

#### **Resource Library**

Easy access to Purium documents, videos and conference calls - including certificates, brochures, images, marketing materials, compensation plan, policies and procedures, and training guides.

#### **Company News**

Archive of all past newsletters and announcements.

#### **Company Info**

This page contains contact info, hours, conference call details and links to social media accounts.

### **SHOP – SHOP FOR ALL YOUR PURIUM NEEDS**

#### **Shop**

Search for the Purium products you want by category, qualities or the complete alphabetical Quick shop list

#### **Shop Gear**

Shop for Purium swag at <http://www.puriumgear.com/>



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### **Shop Gift Cards**

Quick link to purchase Purium gift cards to share with your prospects.

### **DREAMS Technology**

Subscribe or renew your DREAMS to maximize your network and profit with the Purium Phone App, upgraded DREAMS Back Office and dozens of management reports. Plus, easily share videos, PDFs or social squares from your phone.

## **ACCOUNT – UPDATE AND MAINTAIN YOUR PERSONAL SETTINGS FOR YOUR ACCOUNT**

### **Change Settings**

Update your account information – Contact info, website info, payment info, etc

### **DREAMS Technology**

Manage your DREAMS account – see your when your subscription expires and renew.

### **Direct Deposit**

Avoid the check fee and receive commissions quicker – Enroll or update your Direct Deposit information for weekly and monthly commissions.

### **Smart Order**

Create or update your Smart order. Make sure you have a monthly order on file to ensure you get the best discount on your Purium product orders.

## **KNOWLEDGE BASE - GET ACCESS TO COMMON QUESTIONS ABOUT PURIUM**

<https://support.mypurium.com/support/home>

### **Click here for more information on how to use your Backoffice**

<https://support.mypurium.com/support/solutions/folders/6000140442>