MANUAL

FORCED MATRIX MLM PRO

v2.5

TABLE OF CONTENTS

Section	Page #
Getting Started	3
Overview	3
Installation	3
WP Admin Settings	4
Dashboard	4
Create First User	4
Settings Overview	5
General Settings	7
Eligibility Settings	10
Payout Settings	11
Regular Bonus	13
Royalty Bonus	14
Deductions	16
Email Settings	18
Manage Products	22
Regn Form Settings	23
ePin Settings	25
Reset ALL MLM Data	27
WP Admin Run Payout	28
Run Payouts	28
WP Admin User Report	29
User Report	29
WP Admin Withdrawals	30

User Withdrawals	30
WP Admin Reports	31
Earnings Report	31
ePin Report	31
Withdrawal Report	32
Registration Form	33
User Registration Form	33
Member's Area	35
Dashboard	35
Financial Dashboard	36
My Payouts	38
Genealogy	40

GETTING STARTED

Overview

Forced Matrix MLM Pro is a plugin which enables you to run a full blown Forced Matrix structure based MLM Network within the WordPress CMS.

Installation

WordPress Installation

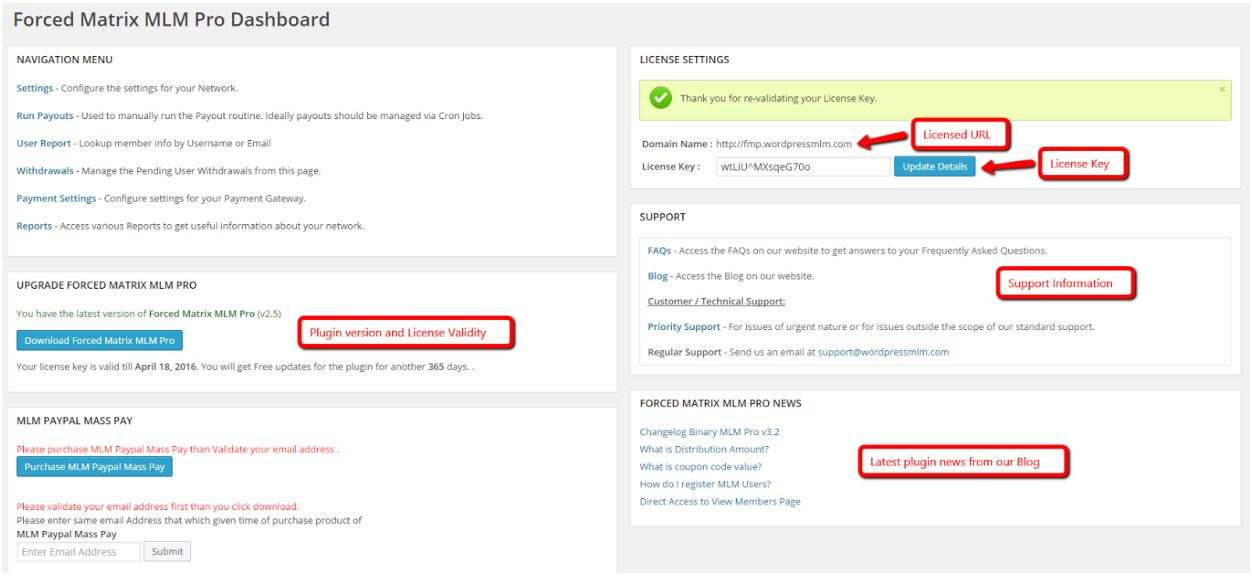
1. Go to **Plugins > Add New.**
2. Under Upload, click Browse, locate forced-matrix-mlm-pro.zip in your plugin download package and click Open.
3. Click Install Now to install the WordPress Plugin.
4. If successful, click Activate Plugin to activate it.

FTP Installation

1. Using a FTP program, upload the plugin folder forced-matrix-mlm-pro to the /wp-content/plugins folder of your WordPress installation.
2. Go to Plugins screen in your WordPress admin and find the newly uploaded Binary MLM Pro plugin in the list.
3. Click Activate Plugin to activate it.

WP ADMIN SETTINGS

Dashboard



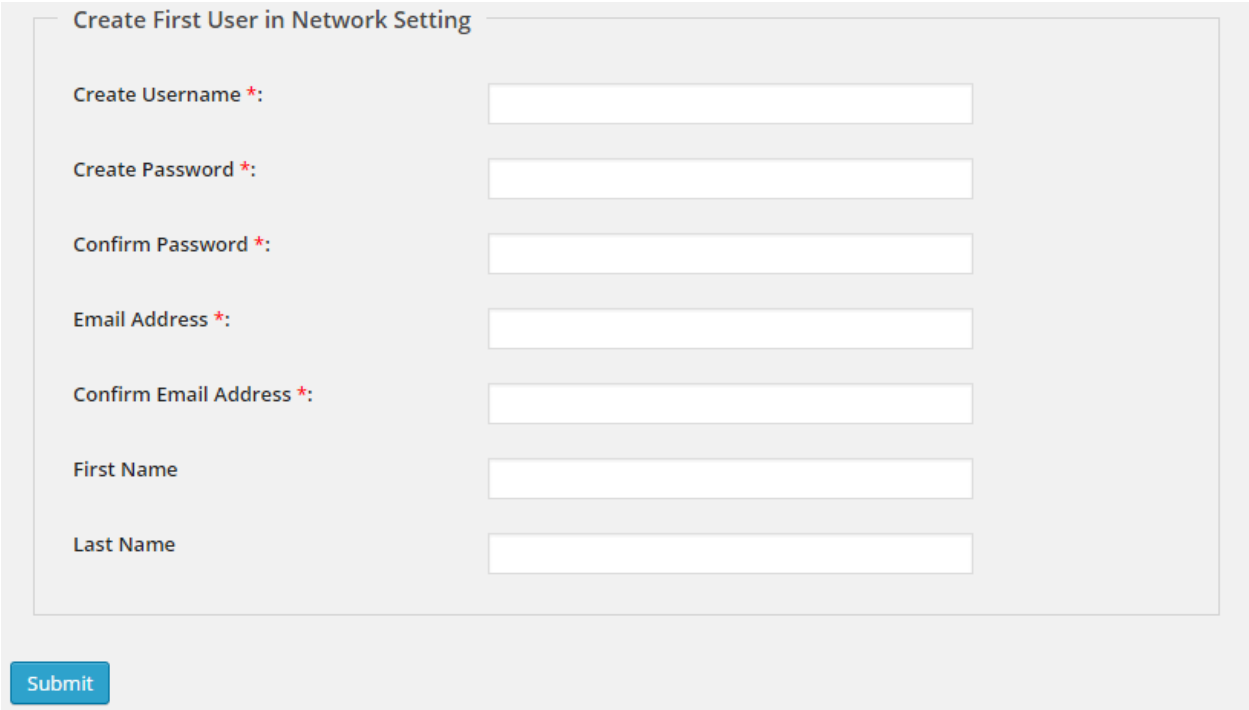
Immediately, after activation of the plugin, you would need to visit the dashboard page in order to activate your license key. Our blog article explains the process of generation of license key.

The dashboard also shows the plugin version information and validity of the license.

Information about obtaining Support and relevant articles from our Support Site / Blog are also shown on the Dashboard page.

Create First User

As the first step towards configuring the plugin and start building your network you are required to create the First User of your network. The first user would typically be the company account and all others users would ultimately be in the downline of the first user.

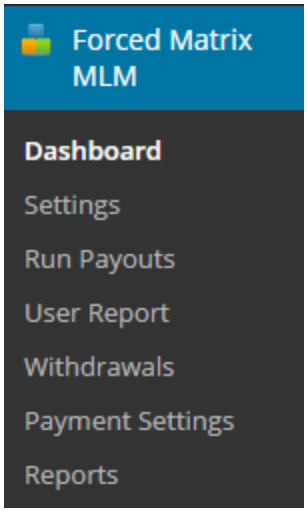


To create the first user account you are required to choose a username, password and email address. Once the necessary fields have been filled up click the Submit button. This would create a new user in your WordPress database. This user would also show up in the default Users -> All Users interface.

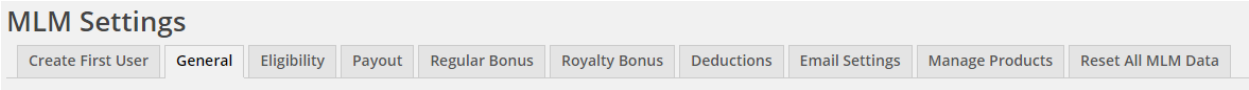
Please note that the default WP admin user which you created while installing WordPress is NOT an MLM user. Hence none of the features and pages in the Member's Area would work while you are logged in as the default WP Admin user.

To start testing and building your network you can use the username of the first user as the sponsor username on the front end registration form / Join Network page.

Settings Overview



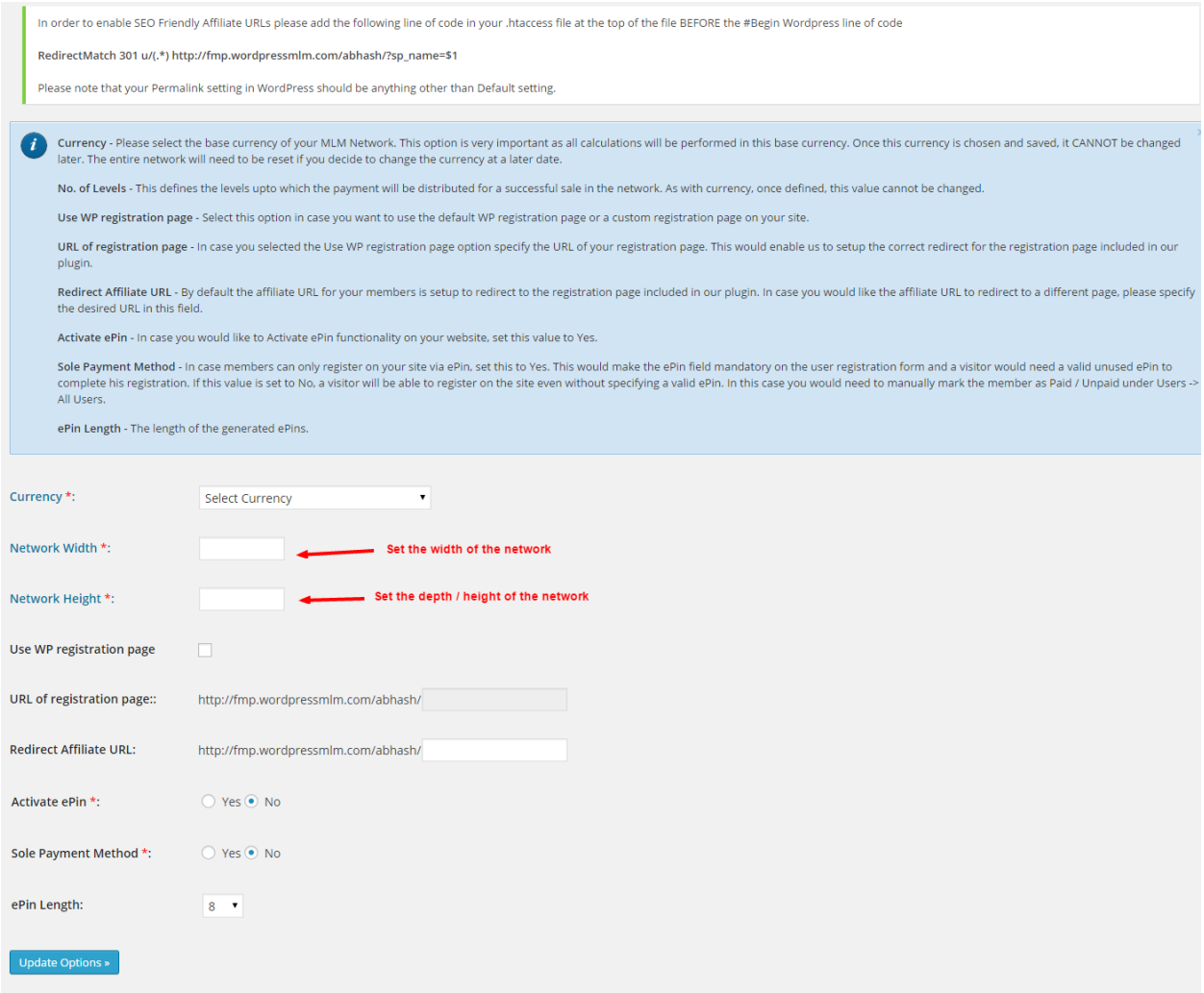
Use the main menu of Forced Matrix MLM Pro to configure the settings. Go to Forced Matrix MLM -> Settings to open the Settings Page. The settings page has the following sections / tabs.



Let’s understand the features and functions of each of the tabs.

General Settings

The General Settings tab is a very important page as the basic parameters of your network are defined here.



As the first step specify the base currency of your MLM Network. This option is very important as all calculations will be performed in this base currency. Once you have chosen the currency and saved the options, it CANNOT be changed later. The entire network will need to be reset if you decide to change the currency at a later date.

Next setting is the **width** of the network. It is the maximum number of members that can be added in the first level downline of a particular member. Any further referrals will automatically spill over to the next level.

Next setting is the **height/depth** of the network. It is the number of levels for which a member would receive commissions from his downline. Please note that the network would continue to grow for an unlimited number of levels. This setting just relates to the number of levels in the downline for which a member would receive commissions.

In case you would like to use your own custom registration page (and not our default register-new-user page) for registering users on your site, please check the option Use WP registration Page

If you are using a custom registration page you would need to specify the URL of your custom page in the option URL of registration page.

Each member in the network gets an affiliate URL in the format:

http://www.yourdomain.com/u/{username}

{username} is dynamically replaced with the username of every user. We had to introduce the /u/ in between so that our plugin does not interfere with the default Permalink structure for WordPress.

The affiliate URL redirects the prospective visitor by default to the registration page. If you would like the affiliate URL to redirect to another page on the site you can specify the URL in the Redirect Affiliate URL option. We suggest that you read our Blog article on Replicated Sites to understand this functionality better.

At the top of the General Tab there is an information blurb which gives instructions on how to enable User Friendly Affiliate URLs. The line of code starting with **RedirectMatch** needs to be

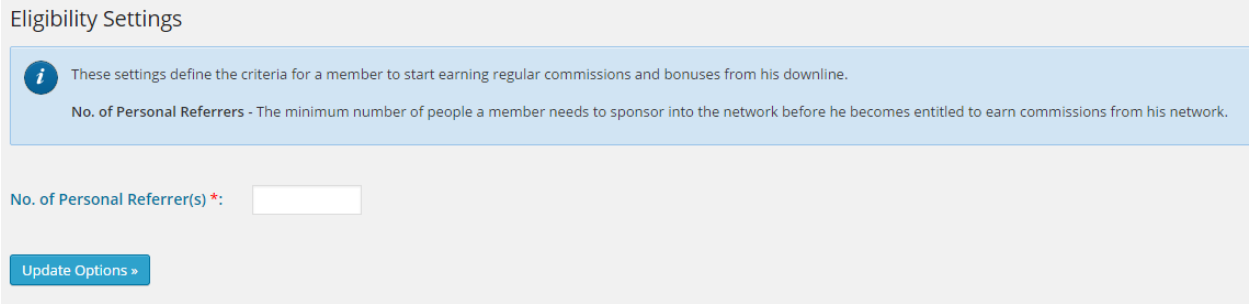
copied and pasted in the .htaccess file of your WP installation. Preferably, place that line after the #End WordPress in the .htaccess file. In case you make any change to the Redirect Affiliate URL field in the General Settings you would need to replace the revised RedirectMatch code in your .htaccess file.

Next you are required to choose whether you would like to Activate ePin based registrations on your site. In case you would like to Activate ePin functionality on your website, set this value to Yes.

In case members can only register on your site via ePin, set the Sole Payment Option to Yes. This would make the ePin field mandatory on the user registration form and a visitor would need a valid unused ePin to complete his registration. If this value is set to No, a visitor will be able to register on the site even without specifying a valid ePin. In this case you would need to manually mark the member as Paid / Unpaid under Users -> All Users or assign a valid ePin to the user on that page. Alternately, the user can also input a valid ePin and upgrade his account to a paid account from his Member's Area.

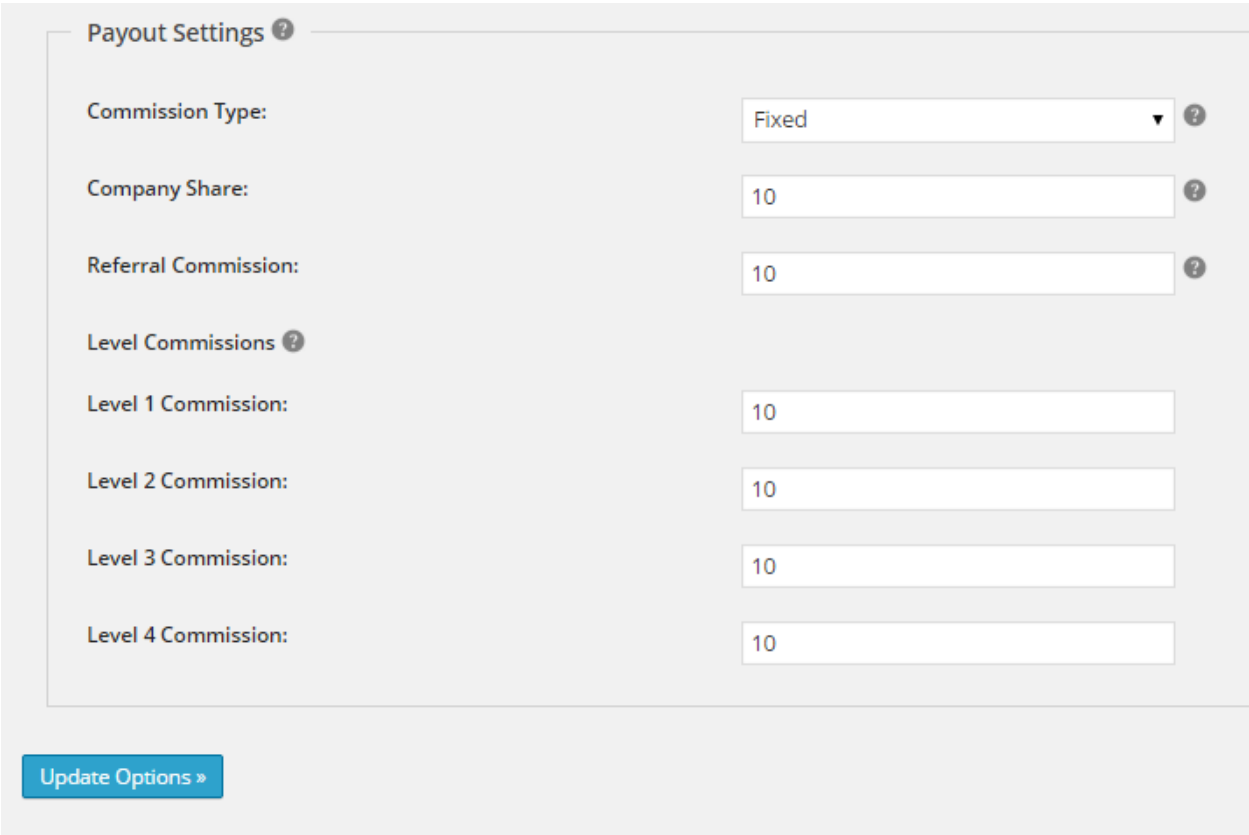
Choose the length of the generated ePins from the ePin length field. Though our routine generates random ePins, we would recommend a minimum length of 8 characters for security reasons. Choose your option from 8 characters long to 15 characters long.

Eligibility Settings



Specify the Eligibility Criteria in terms of the number of referrals required before a member can start earning commissions in the network. If you do not have an Eligibility Criteria you can set this value to 0.

Payout Settings



The payout settings tab is where you would setup the compensation plan for your network.

First you would need to select whether the commissions payable are a fixed amount or a % amount. If you have setup multiple products in the Manage Products Tab, logically the commission type should be set to %. If you are offering only one product then the commission type can be set to a Fixed Value.
The number of levels shown on this page would depend on the number of levels (height/depth of the network) setting in the General Tab. The commissions payable are broadly divided into:

- Referral Commission
- Level Commission
- Company Share

If the commission type is set as %, the total of all the figures should always be 100.

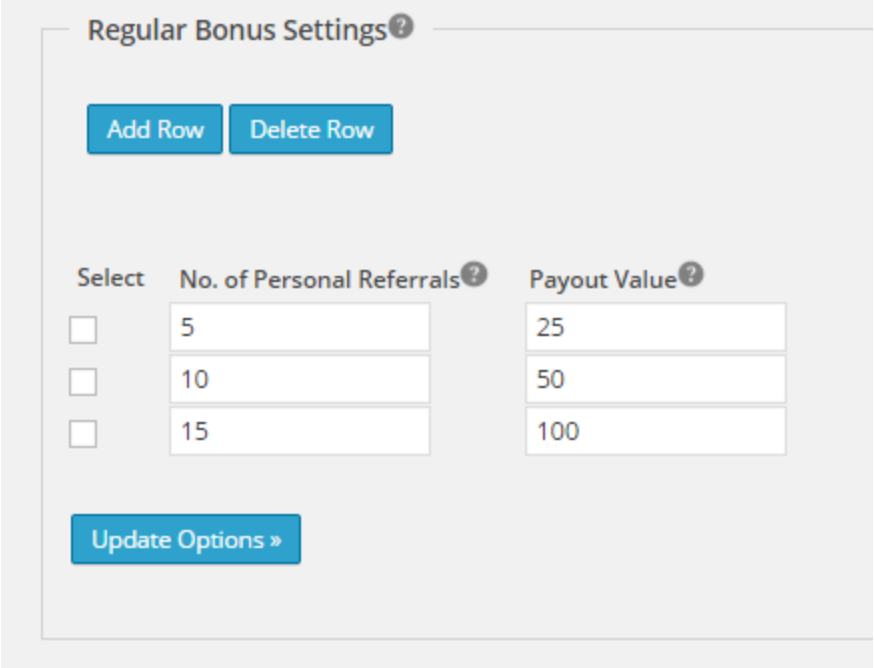
Referral Commission is the amount paid to a member for sponsoring a new member in the network.

Level Commission is the commission received from his downline at each level. The referral commission is paid over and above the Level 1 commission. In case you do not have a separate

Referral Commission, you can set this to 0.

Company Share is the amount per sale that goes to the company. (first user in the network)

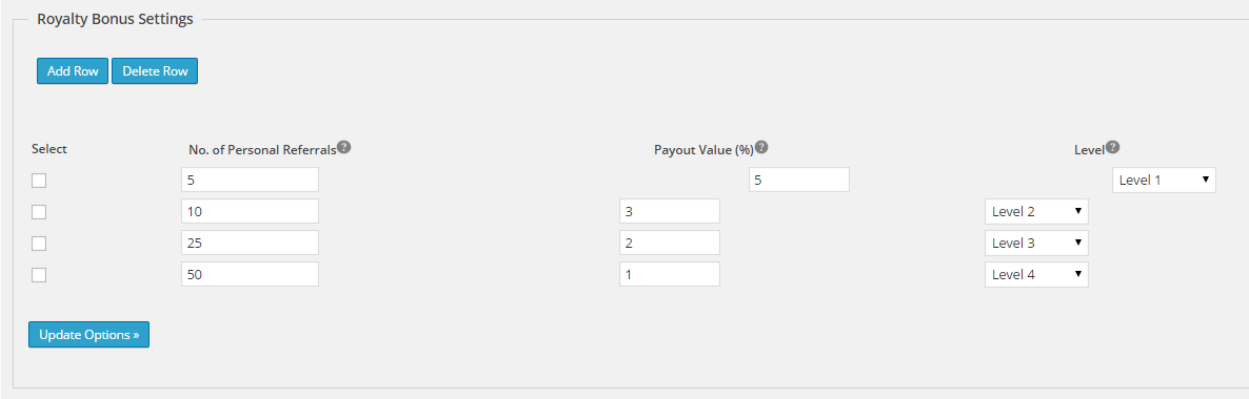
Regular Bonus Settings



Regular Bonus is paid to a member once on achieving a certain milestone, in this case being the number of personal referrals.

Multiple slabs can be added in the Regular Bonus. As soon as a member achieves a particular milestone, eg. 5 personal referrals, he would be paid **a one time bonus** of 25. On 10 referrals, the member would be paid a one time bonus of 50.

Royalty Bonus Settings



Royalty Bonus is a recurring bonus paid to a member in every payout after he has reached a particular milestone. In this case, it is the number of personal referrals.

Taking the example in the above image, the royalty commissions would be calculated as under:

1. Upon reaching 5 personal referrals, a member would start earning a royalty bonus of 5% of the income of his level 1 team.

It may be noted here that the 5% calculation is applied to the income earned by his level 1 members from their downlines and NOT on the income earned by the member from his level 1 downline.

2. Upon reaching 10 personal referrals, the member would start earning a royalty bonus of 3% of the income earned by his level 2 members.

3. Upon reaching 25 personal referrals, the member would start earning a royalty bonus of 2% of the income earned by his level 3 members.

4. Upon reaching 50 personal referrals, the member would start earning a royalty bonus of 1% of the income earned by his level 1 members.

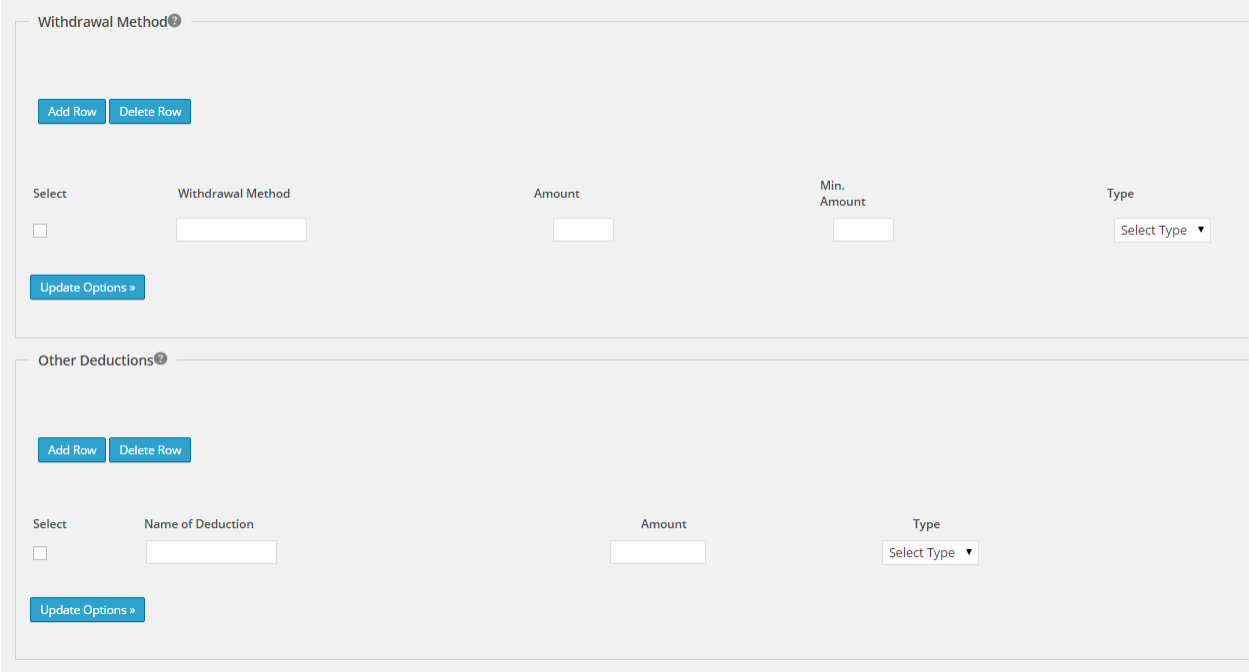
This could also have been set up as

1. 5 personal referrals, bonus 3% of income of Level 1 members.

2. 10 personal referrals, bonus 5% of income of Level 1 members.

Since in this case the bonus % has increased for the members on the same level, till the time the member has upto 9 referrals he would get a bonus of 3%. As soon as he reaches 10 or more personal referrals, the bonus amount increases to 5% for the same Level. From this point onwards the member will receive 5% of bonus and not 3% bonus on the income of his Level 1 members.

Deductions



The deductions tab lets you setup two things, viz.

- Withdrawal Methods
- Deductions

Withdrawal methods are typically the ways in which member can request withdrawals of their commissions from the MLM Financial Dashboard in the Member's Area. In the withdrawals section you can setup the withdrawal method, any fee that is applicable for using that withdrawal method and if there is a minimum amount that the member must withdraw if using this withdrawal method. eg. Bank Transfers may have a minimum amount and a fee applicable. Multiple withdrawal methods can be setup and they would all show up on the MLM Financial Dashboard of the member when initiating a withdrawal.

Deductions are generic amounts that are deductible while initiating withdrawals. An example could be tax deduction on the amount withdrawn or a flat service charge.

The amounts for withdrawal methods and deductions can be a fixed amount or a percentage. All percentages are applied to the actual amount being withdrawn by the member.

Email Settings

Email templates for different activities like

- when a payout is received
- when a new member joins your downline
- when a withdrawal is initiated
- when a withdrawal is processed

are written and managed in this section

Payout Received Mail

Email Subject:

New Payout Generated

Email Body:

Hello [firstname]

A New Payout run by Admin. You have get the [amount] amount in this Payout.

The payout details are as follows:
Name: [username]
Amount: [amount]
Payout Id: [payoutid]

Merge codes

If you would like to insert info for the individual member, please click the merge field codes on the right.

Enable this Mail functionality

Network Growing Mail

Email Subject:

Your Network has just grown bigger

Email Body:

Hi [pname]

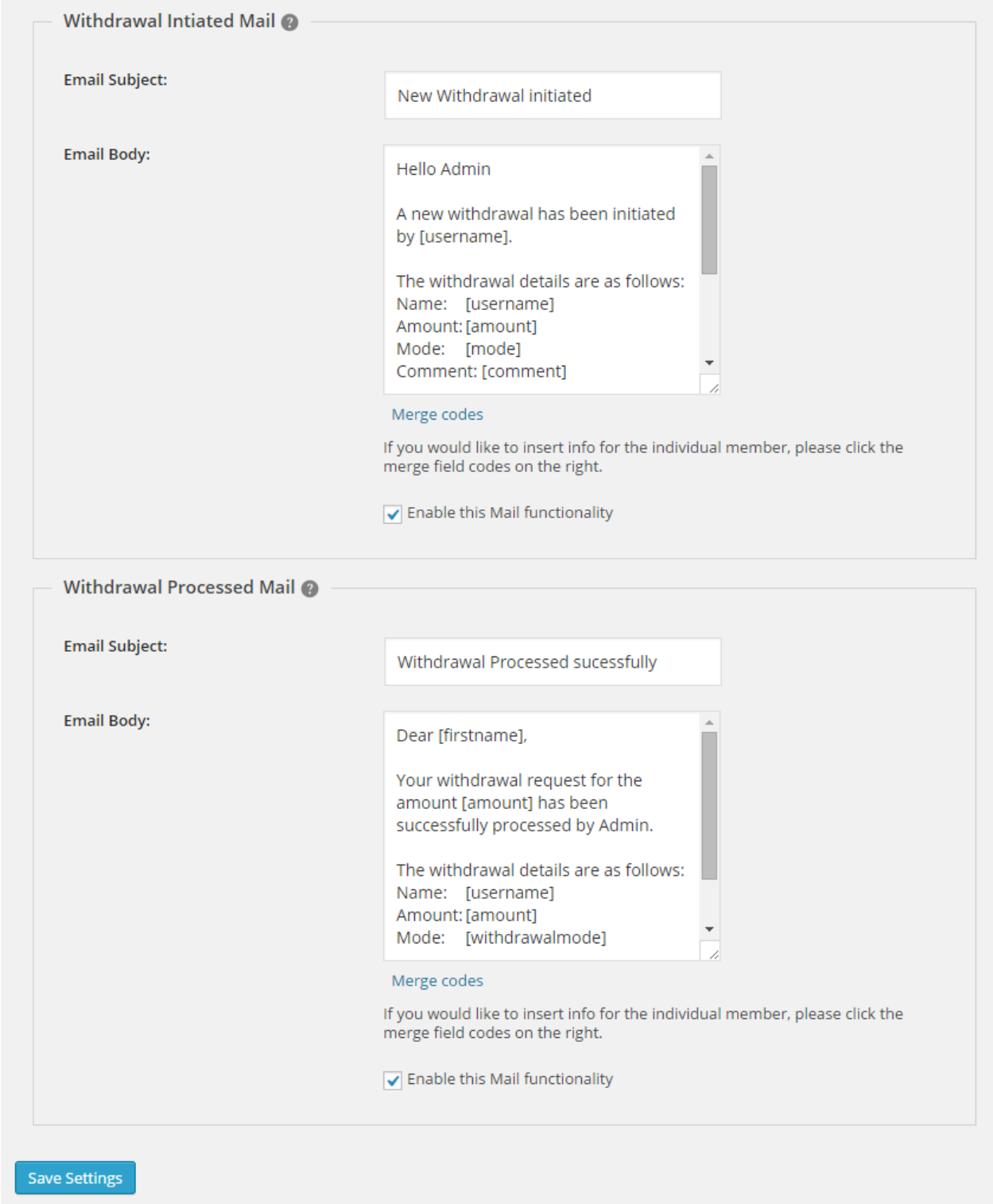
A new member has just been added in your downline. The member details are as follows:

Username: [username]
First Name: [firstname]
Last Name: [lastname]
Parent: [parent]
Sponsor:[sponsor]

Merge codes

If you would like to insert info for the individual member, please click the merge field codes on the right.

Enable this Mail functionality



Payout Received Mail – When the payout routine is run this email template will be sent to all the members who have earned commissions and bonuses in the payout cycle.

Network Growing Mail – When a new member joins the network this email will be sent to all members in the upline of that user right upto the first user of the network.

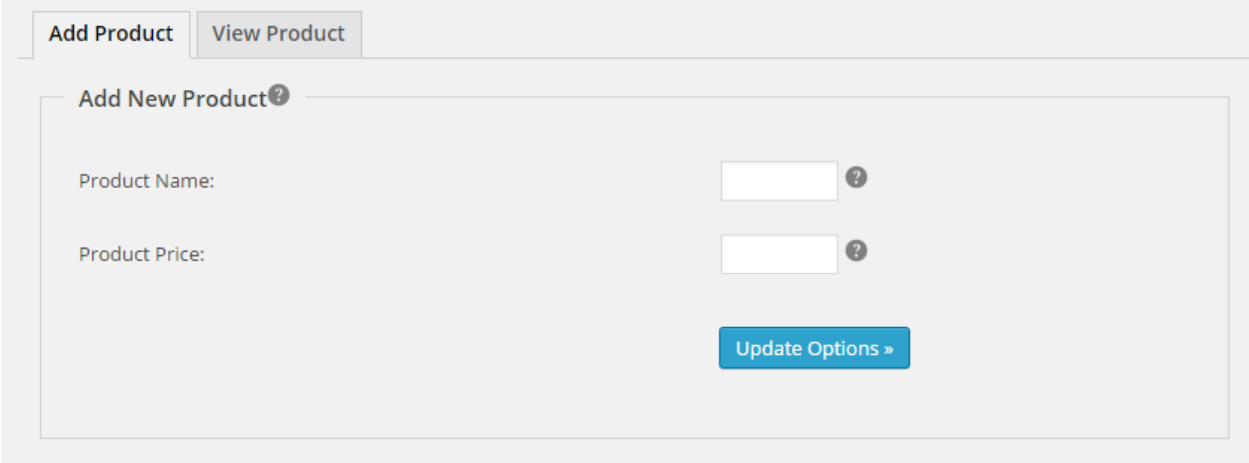
Withdrawal Initiated Mail – This is the email that is sent to the site admin notifying him when a member initiates a new withdrawal.

Withdrawal Processed Mail – This email is sent to an individual member once his withdrawal has been successfully processed by the admin.

Manage Products

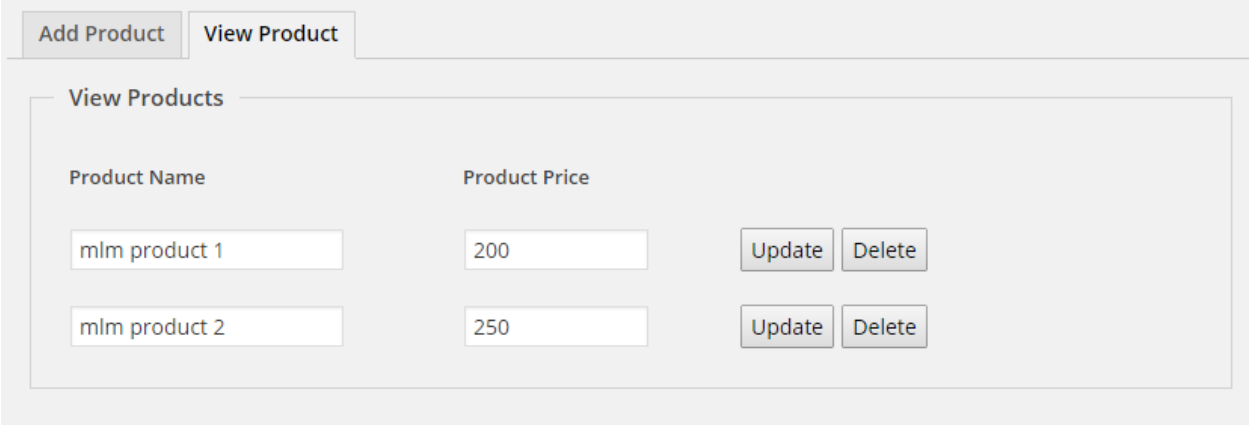
Adding Product

Use this section to create the various products that you would like to offer on your site. This will not add any e-commerce functionality on your site but would enable you to sell multiple products on your site without the need to install an ecommerce plugin. Each product will be mapped to an ePin. More details about the same is available under the ePins Tab.

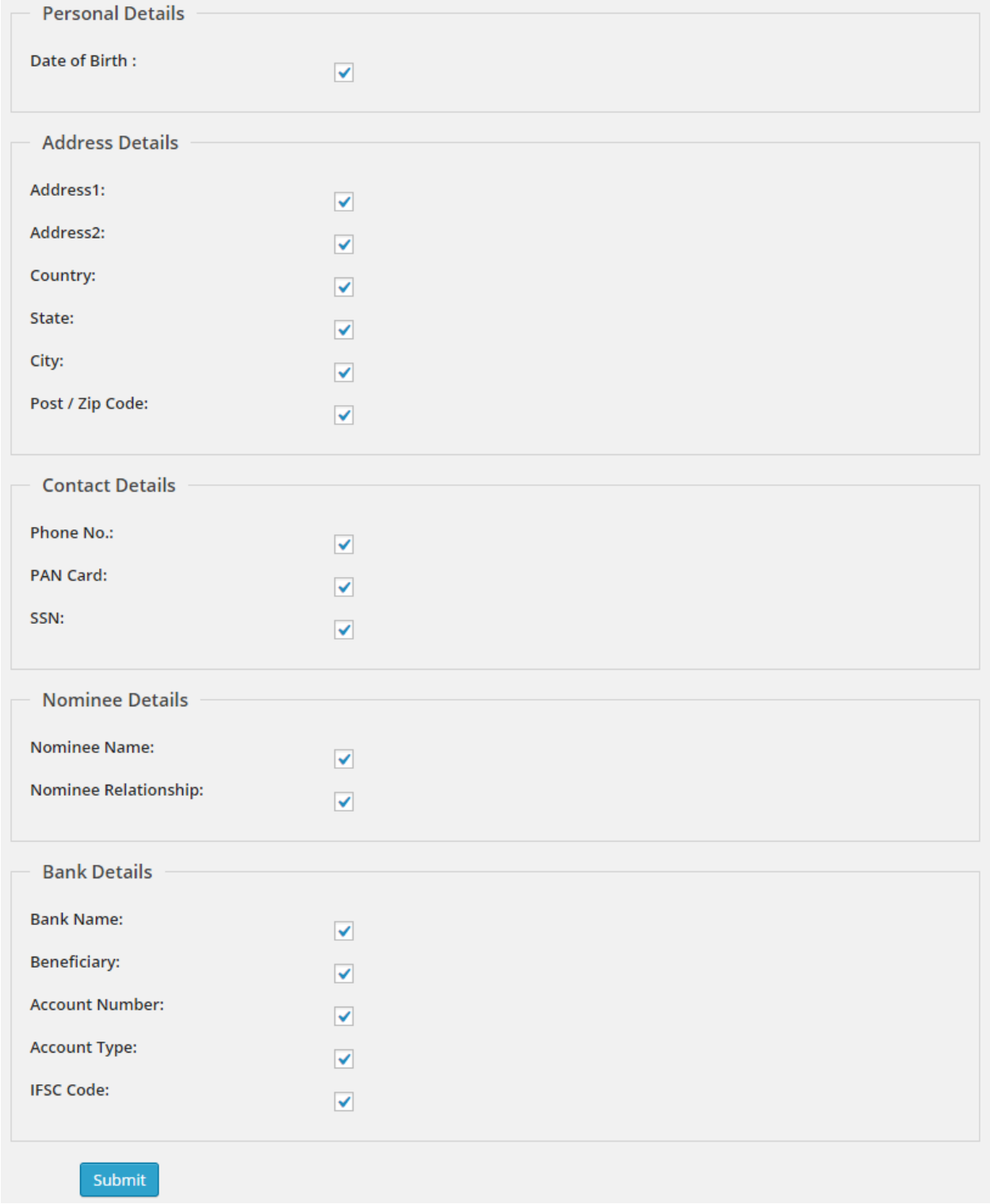


Product Name – This is the name of the product.
Product Price – This is the price of the product. The % commission figures will be applied to this price.

Viewing and Editing Products



Regn Form Settings



The fields that appear on the front end user registration form can be configured in this section. First Name, Last Name, Email, Password, Sponsor Name fields are shown by default on the registration form.

Additional fields can be selected from this settings page to be shown on the Registration Form. The additional fields have been logically grouped as:

Personal Details
Date of Birth

Address Details
Address 1
Address 2
City
State
Country
Post / Zip Code

Contact Details
Phone Number
PAN Card (specific to India)
SSN (Social Security Number)

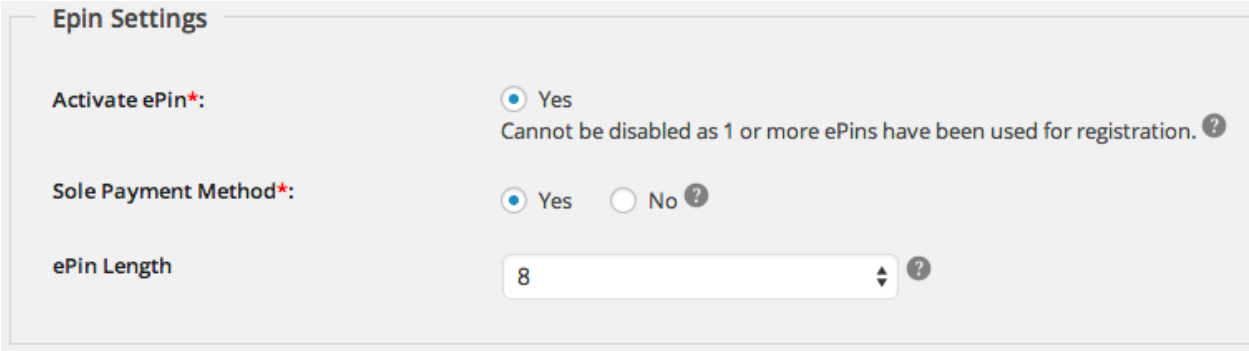
Nominee Details
Nominee Name
Nominee Relationship (relationship of the nominee with the registering user)

Bank Details
Bank Name
Beneficiary
Account Number
Account Type
IFSC Code (specific to India)

ePin Settings

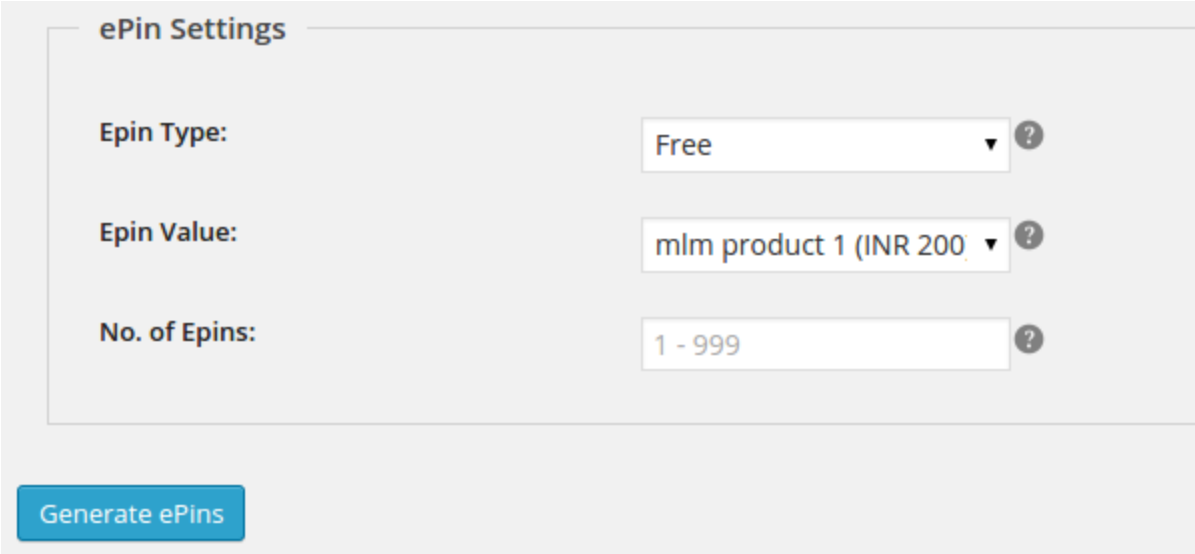
ePin is a mechanism using which users will be automatically marked as paid in the system. If the user registers with a valid ePin he will be registered and marked as paid.

You need to activate ePins at General setting page for ePins tab visibility.



A new tab “ePins” is added instantly in MLM Settings option tabs after ePin activation.

New ePins are generated using this section.



Select the type of ePin to generate. ePins can be of two types, viz.

- Free
- Regular

Any member registering on the front end using a regular ePin will automatically be marked as paid. Thus he will receive commissions from his downline and his upline will receive commissions from his joining.

Free ePins are a special type of Regular ePins. Any member registering on the front end using a Free ePin will be marked as paid. He would receive commissions from his downline but his upline would not receive commissions from his joining. This is because this member has not actually paid to join the network.

Select the product this set of ePins will be mapped to.

Number of ePins to generate. A maximum of 999 ePins can be generated in one run.

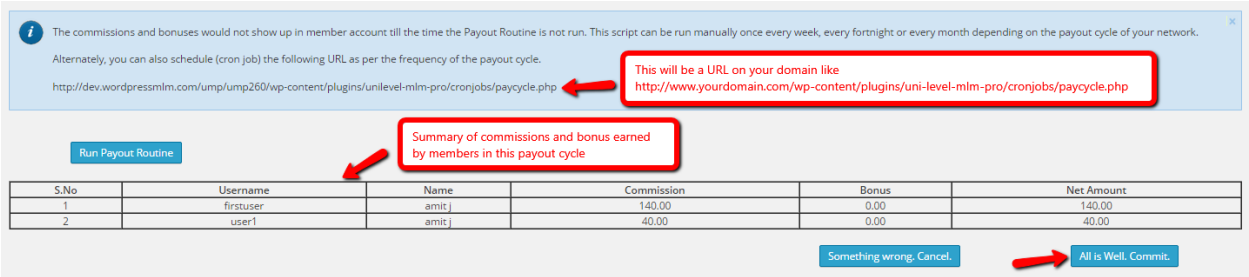
Reset ALL MLM Data

If you wish to erase all MLM Data, click the “Reset All MLM Data” button. This will erase all users (except your WP Admin), all MLM Settings, Commissions, Bonuses, Payouts, etc.

CAUTION: Be very sure that you would like to erase all MLM data and start afresh. There is no way to get your data back once erased (unless of course you have a backup).

WP ADMIN RUN PAYOUTS

Run Payout



Use this screen to run the Payout routine for your network.

As and when members are marked as paid (either by virtue of ePin Registration or manual status change by the admin) commissions and bonuses are credited to member accounts in the upline. However, these amounts do not show up in their accounts till the time the Payout Routine is not run.

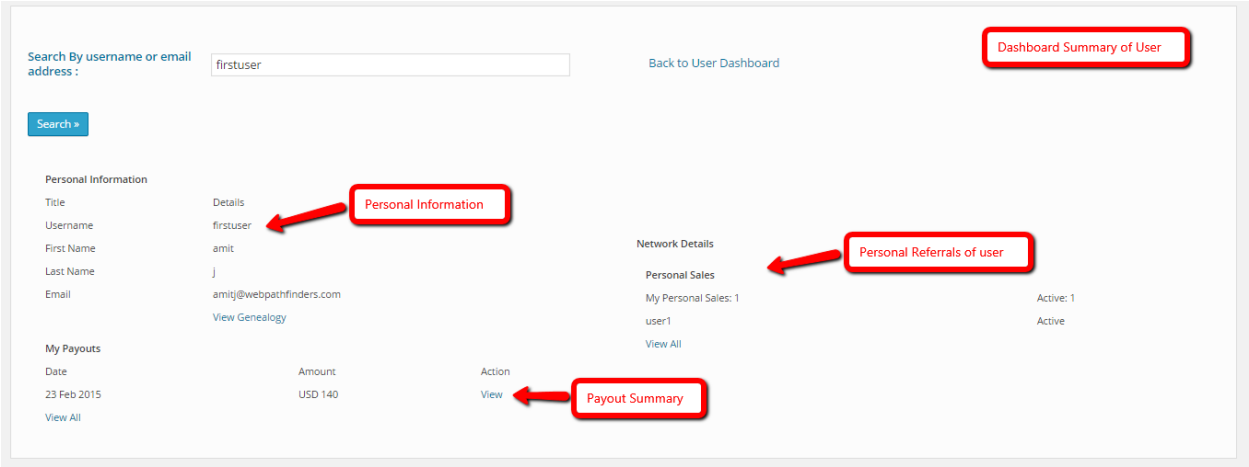
This script can be run manually once every week, every fortnight or every month depending on the payout cycle of the network. Alternately, please schedule (cron job) the following URL as per the frequency of the payout cycle.

http://www.yourdomain.com/wp-content/plugins/unilevel-mlm-pro/cronjobs/paycycle.php

When you click the Run Payout routine, the system will show a list of all members who would receive commissions and bonuses in this payout cycle. If everything is correct, you will need to click the All is Well, Commit button to Commit the Payout.

WP ADMIN USER REPORT

User Report



Use this section to get complete information about a member's account.

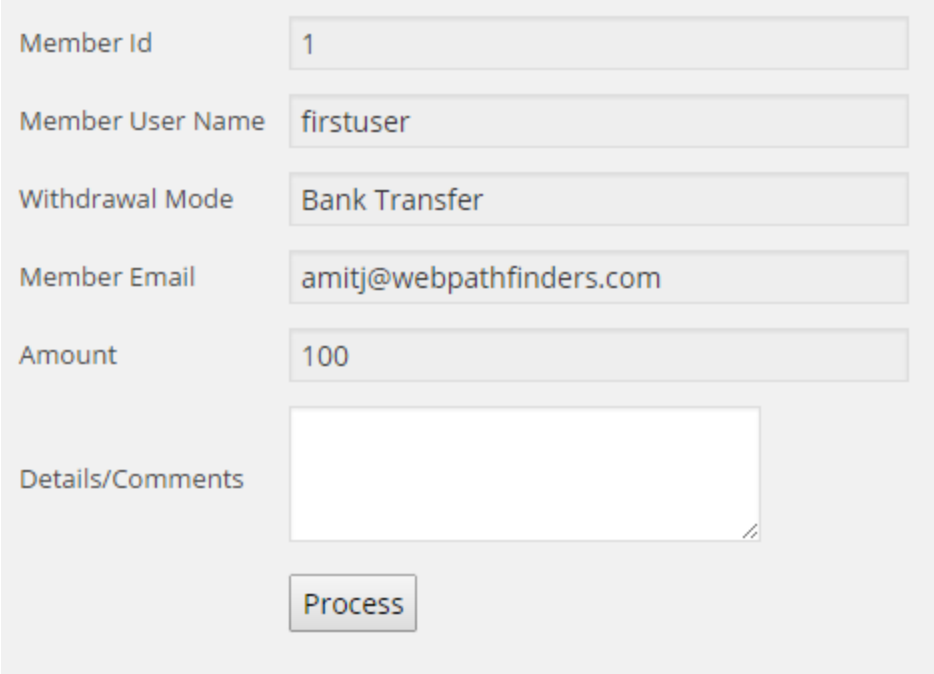
Input a member's username or email address in the input box to see a dashboard summary of the user's account.

WP ADMIN WITHDRAWALS

User Withdrawals

Use this section to get list of all pending User Withdrawals. Click at “Export to CSV” button to export list of data as CSV format.

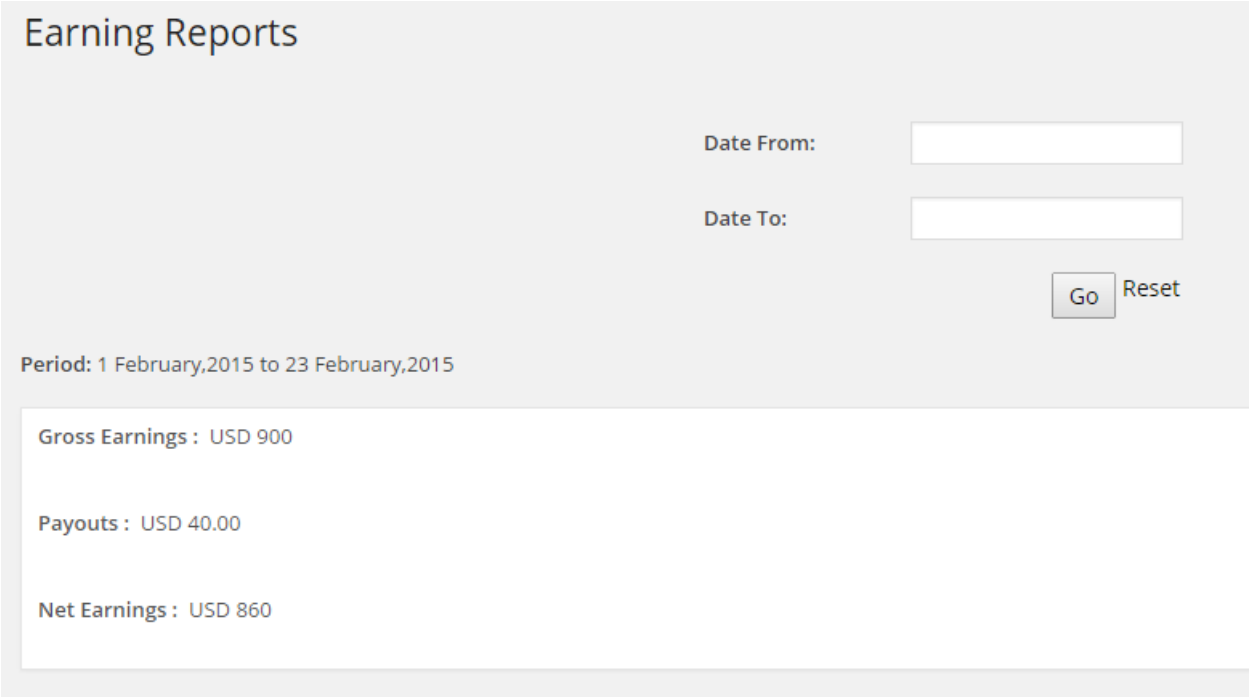
Process – Input the payment details for the withdrawal. These payment details would also show up on the User’s Financial Dashboard Page.



Delete – This would mark the withdrawal as deleted. The user would need to initiate a fresh withdrawal for this payout from his interface.

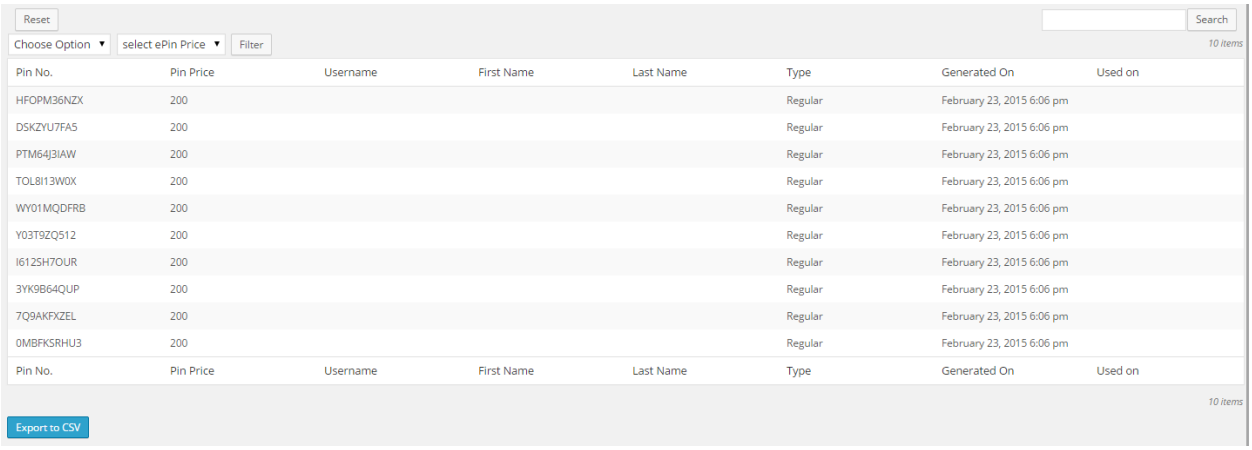
WP ADMIN REPORTS

Earnings Report



This reports shows a summary of total earnings for the company / first user.

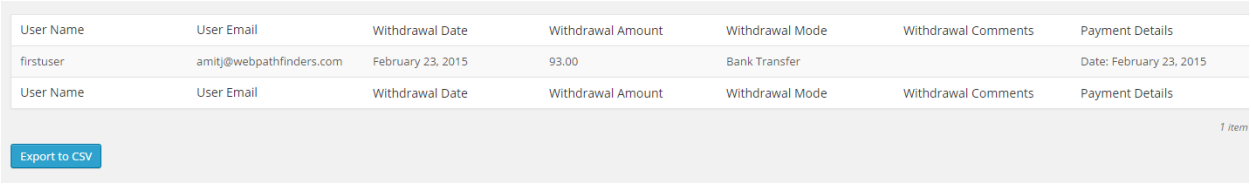
ePin Report



Shows a list of all ePins generated. If ePins have been used, the usage details (username, date used) would also be shown.

The report can filtered, searched and exported to CSV.

Withdrawal Report



User Name	User Email	Withdrawal Date	Withdrawal Amount	Withdrawal Mode	Withdrawal Comments	Payment Details
firstuser	amitj@webpathfinders.com	February 23, 2015	93.00	Bank Transfer		Date: February 23, 2015
User Name	User Email	Withdrawal Date	Withdrawal Amount	Withdrawal Mode	Withdrawal Comments	Payment Details

1 item

Export to CSV

This report shows a list of all processed withdrawals.

REGISTRATION FORM

User Registration Form

Register New User

Create Username* :	
Product :	Select Product
Create Password * :	*Password length atleast 6 character*
Confirm Password * :	
Email Address * :	
Confirm Email Address * :	
First Name * :	
Last Name * :	
Sponsor Name * :	firstuser

SUBMIT

General information like username, password, email, first name and last name are collected at Registration form page.

The registration form displays 3 important fields like – Enter ePin (if activated), Product and Sponsor Name.

The registration form fields “Enter ePin” and “Product” drop down are visible when under General Settings in the WP Admin “Sole payment method” is set to OFF. New user can select either the Product or enter an ePin at the time of registration.

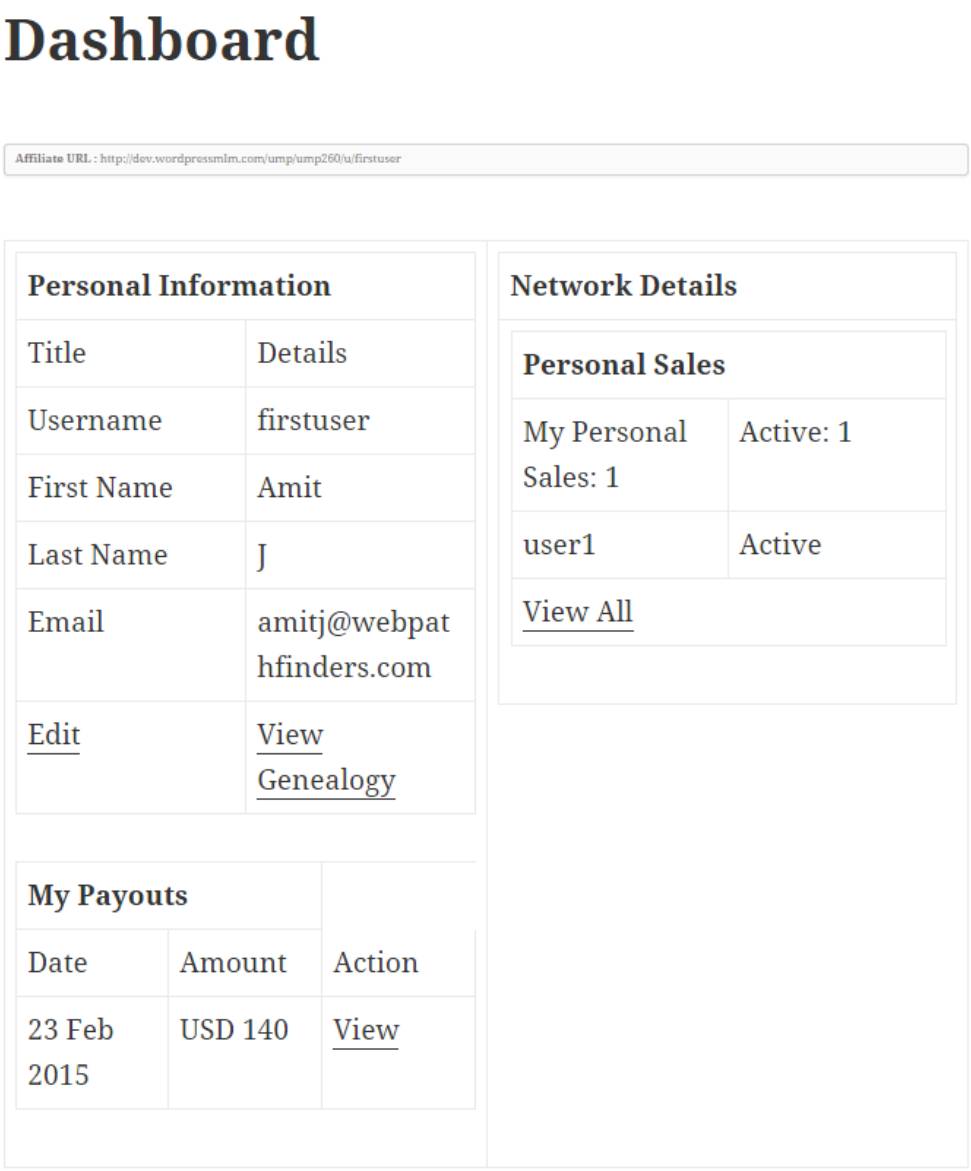
When the “Sole Payment Method” is set to ON, the registration form will only show the “ePin” field. It will be mandatory for the user to enter an ePin at the time of registration.

In case a user comes to the website using an existing member’s affiliate URL, the Sponsor Name field will be automatically filled (like in the image above) with the username of the user whose affiliate URL was used. In case the user comes to the website directly, he will be required to input the username of an existing member who referred him to the network.

The additional fields shown on the form will depend on the fields selected under the Registration Settings tab in the WP Admin.

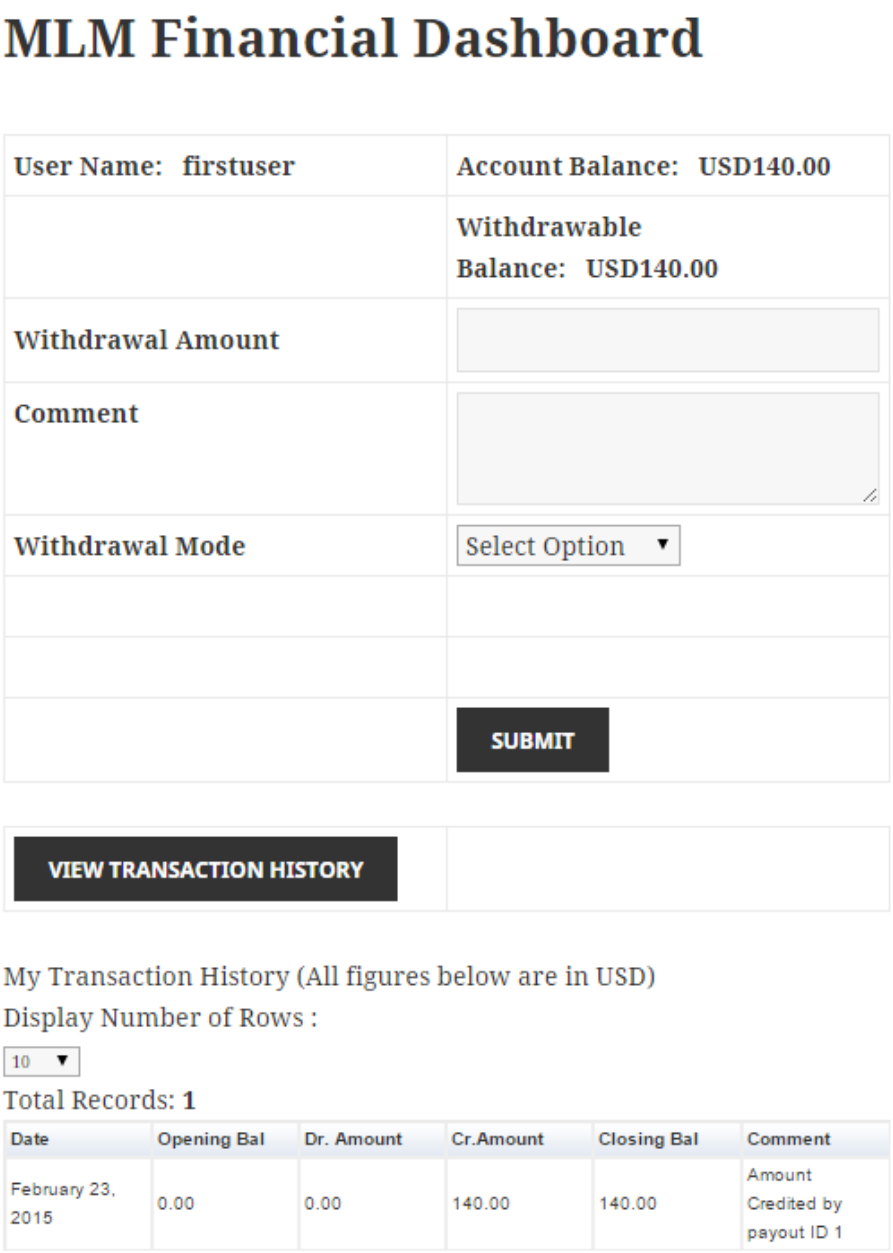
MEMBER'S AREA

Dashboard



The user's dashboard shows a summary of the user's network status. The user's affiliate URL, his personal information, payouts summary and personal referral summary is shown on the Dashboard page.

Financial Dashboard



This page shows the user's financial summary.

The user can also initiate a withdrawal from his account from this page.

Clicking on the View Transaction History would show details of all transactions in the user's account. Currently the transaction history shows a credit of $140 in the user's account in Payout ID: 1.

After the user has initiated a withdrawal and it has been successfully processed by the admin, the transaction history looks like the image below.

My Transaction History (All figures below are in USD)

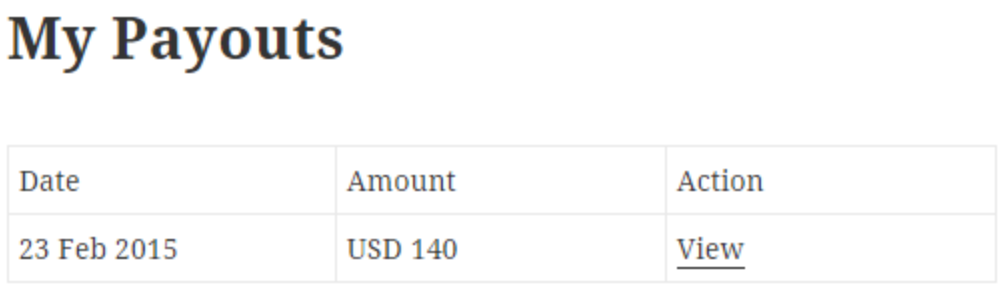
Display Number of Rows :

10

Total Records: 4

Date	Opening Bal	Dr. Amount	Cr.Amount	Closing Bal	Comment
February 23, 2015	45.00	5.00	0.00	40.00	Other Deductions: Tax Deduction
February 23, 2015	47.00	2.00	0.00	45.00	Withdrawal Processing Fee
February 23, 2015	140.00	93.00	0.00	47.00	Net Withdrawal Amount Mode: Bank Transfer
February 23, 2015	0.00	0.00	140.00	140.00	Amount Credited by payout ID 1

My Payouts



This page shows a list of all payouts where the member has earned commissions.

Clicking on the View Link against a particular payout would show the complete details of that payout.

My Payouts Details

Personal Information	
Title	Details
Name	amit j
ID	702416359
Payout ID	1
Date	23 Feb 2015

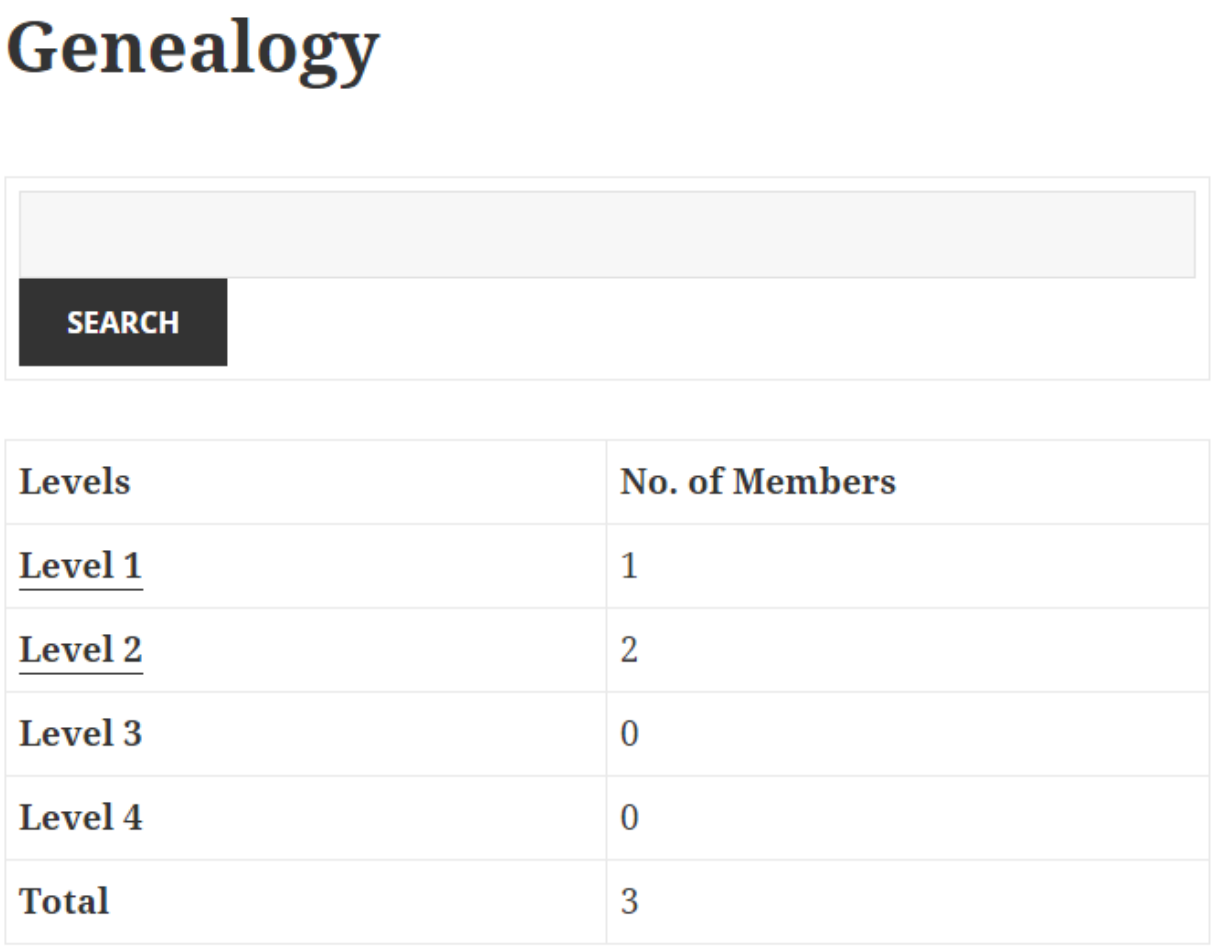
Payout Details

Commission

User Name	Commission Type	Amount
user1	Refferral	USD 10.00
user1	Company	USD 10.00
user1	Level	USD 10.00
user1	Left over	USD 30.00
user2	Company	USD 10.00
user2	Level	USD 10.00
user2	Left over	USD 20.00
user3	Company	USD 10.00
user3	Level	USD 10.00
user3	Left over	USD 20.00

Payout Summary	
Commission Amount	USD 140.00
Bonus Amount	USD 0.00
Sub-Total	USD 140.00
Net Amount	**USD 140.00**

Genealogy



Clicking on Genealogy / Network link would show a level wise summary of the user's downline. Levels where the user has members in his downline would have a hyperlink which opens the Member Listing on that level.

View Members

My Level 2 Members

Display Number of Rows : 10 ▾

Total Records: 2

	Username	First Name	Last Name	Sponsor	Email	Status
1	user2	amit	kumar	user1	amit@gmail.com	Paid
2	user3	amit	kumar	user1	amit.srivastav@tradebooster.com	Paid

As the structure of the network is Forced Matrix, using the tree layout to depict genealogy was not possible as theoretically and practically the width of the network can be defined as 3, 5, 10 or any other number. Therefore the genealogy display in Forced Matrix MLM Pro is Tabular.