

Ambassador Dashboard

- Your dashboard is the first thing you will see when you log in to your ambassador account with Boisset Collection.
- From here you can get a quick overview of your business as well as click on individual widgets to get detailed reports for more in-depth information.




The dashboard features a top navigation bar with a logo, 'MY OFFICE', 'SHOP', and 'REPORTS' links, along with 'LOGOUT MY ACCOUNT BACK OFFICE' and a shopping cart icon showing '8 ITEMS'. The main content area is divided into several sections:

- Order Management:** Four buttons for 'PLACE PERSONAL ORDER', 'VIEW PERSONAL ORDERS', 'PLACE CUSTOMER ORDER', and 'VIEW CUSTOMER ORDERS'.
- Profile & Resources:** A section for 'AMBASSADOR PHOTO', 'YOUR NAME', 'YOUR LOCATION', and 'AMBASSADOR' status. A 'DOCUMENTS AND TRAINING' section includes a 'RESOURCE CENTER' with the Boisset logo.
- News & Updates:** 'THE LATEST UPDATES FROM THE VINE' with a 'SEE ALL' link. It lists 'ALL-AMBASSADOR CALL 10/27/15' and 'NEW START/NEW TECHNOLOGY CALL TOMORROW'.
- Commission & Volume Metrics:**
 - Commission Level:** 'ASSOCIATE AMBASSADOR' with '100% TOWARD' and a dropdown menu.
 - Personal Volume:** 593 current, 100% progress, 250 needed.
 - Group Volume:** 2,452 current, 100% progress, 500 needed.
 - Organization Volume:** 2,452 current, 100% progress, 0 needed.
- Business Period & Qualifications:**
 - Business Period:** '2 NOV 2015' with '28 DAYS REMAINING'.
 - My Directors:** 'QUALIFIED 0' with '0 NEEDED 0 TOTAL'.
 - My Ambassadors:** 'QUALIFIED 1' with '1 NEEDED 1 TOTAL'.
 - My Customers:** '9 WINE CLUB MEMBERS' and '51 TOTAL CUSTOMERS'.




PLACE
PERSONAL
ORDER

Click this button if you'd like to place an order directly on your ambassador account. This could be an order for wines for your personal use, wines or flights for a tasting, or a gift for one of your customers, for example.




VIEW
PERSONAL
ORDERS


'View Personal Orders' shows you your order history on this account. Here you can see order statuses as well as receipts for all of the orders you've placed on this account.



PLACE
CUSTOMER
ORDER

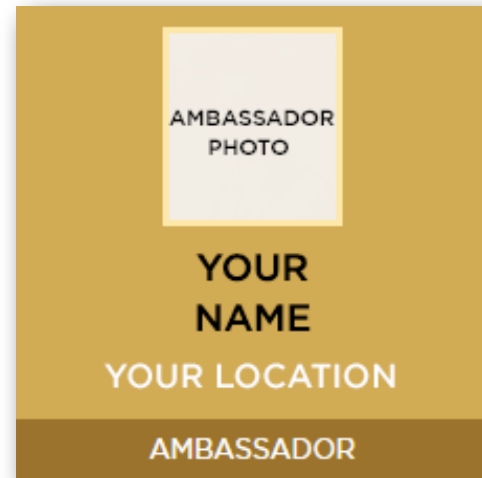


Use this button to place orders for your customers.



VIEW
CUSTOMER
ORDERS

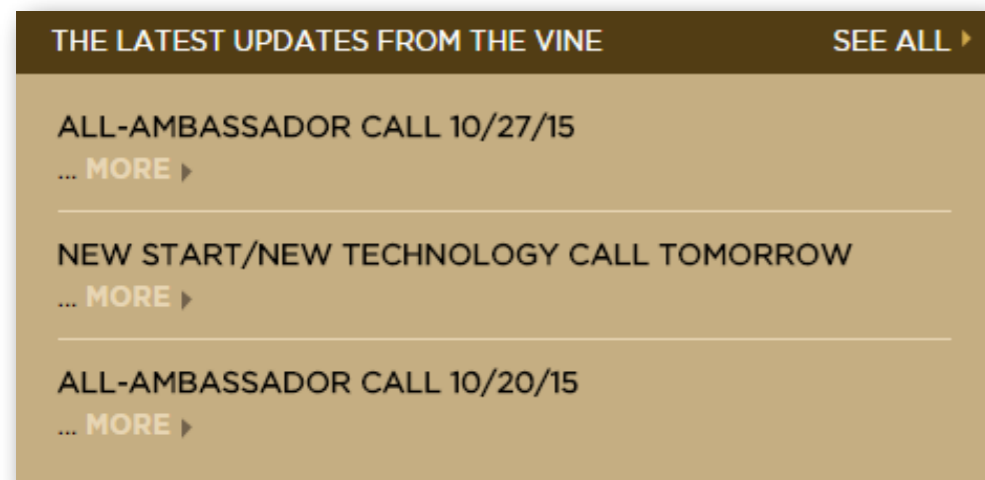
'View Customer Orders' will take you to your Personal Volume report, where you can see who has made purchases on your website.



Here you will see your photo, name, city and state. Where it says 'Ambassador' you will see your title. If you are a Director, for example, you will see 'Director' here instead of 'Ambassador'. See the Account Management training document to see how to update your account information and/or upload a photo.



The Ambassador Resource Center includes training, business tips, wine information, and several other resources to help you succeed in your business. You can find marketing materials, current promotions, tasting menus, and many other resources here.



The Vine includes the latest news for ambassadors including information for ambassador calls, events, ongoing specials, system updates, monthly recognition for ambassadors and more!



BOISSET
Collection

INDEPENDENT AMBASSADORS

Back Office & Reports

Page 4 – Dashboard Overview (cont'd.)

COMMISSION LEVEL
**ASSOCIATE
AMBASSADOR**

100% TOWARD

ASSOCIATE AMBASSADOR ▾

REACH YOUR TITLE

This widget shows you your current title. You can use the drop down menu with the arrow to see what is required to reach your next title or any other title. When you select a title you will notice that your dashboard changes to reflect requirements for that title. You can find out more detailed information about titles in the Ambassador Career Plan document.

2,452

100%
500
NEEDED

GROUP VOLUME

Group Volume (GV) is your Personal Volume plus your Team's Volume, not including your Downline Director generations. Again, you can find more about Group Volume in the Ambassador Career Plan document.

593

100%
250
NEEDED

PERSONAL VOLUME

Personal Volume (PV) is the total volume of your customer(s) orders plus any personal order volume. PV is used to calculate monthly title qualifications, base commission rate, and other incentive programs. Click this button to view your Personal Volume Report.

2,452

100%
0
NEEDED

ORGANIZATION VOLUME

Organization Volume (OV) is your Group Volume plus your Downline Director generations. Note that this number can only be equal to or higher than your Group Volume. Click this button to view your Organization Report to see your team.

2
NOV
2015

28 DAYS REMAINING

BUSINESS PERIOD

The Business Period widget shows the date as well as how many days are remaining in the current month.

QUALIFIED
0
0 NEEDED
0 TOTAL

MY DIRECTORS

'My Directors' reflects if you have anyone in your team who has reached the Director title or above and if they have qualified for the month by reaching a minimum of 500 PV, 4,000 GV, and 4 qualified first-level ambassadors. This widget will be useful if your title is Director or above to see qualifications for reaching higher titles. Clicking on this goes to your Organization Report.

QUALIFIED
1
1 NEEDED
1 TOTAL

MY AMBASSADORS

'My Ambassadors' shows how many qualified ambassadors you have for the current business period. Ambassadors who have not yet reached Director title must have 250 PV to qualify for a given month. Clicking this also goes to your Organization Report.

9
WINE CLUB
MEMBERS

51 TOTAL
CUSTOMERS

MY CUSTOMERS

This widget shows you how many total unique customers you have on your personal website. It also shows how many wine club members you have. Clicking on this will go to your Customer Report where you can view your customers' orders.

Reports

- You can see a list of all viewable reports by hovering your cursor over the 'Reports' link at the top of the screen.



LOGOUT MY ACCOUNT BACK OFFICE 8 ITEMS

MY OFFICE SHOP **REPORTS**

CUSTOMER REPORT PERSONAL VOLUME ORGANIZATION REPORT COMMISSION REPORT INCENTIVE REPORT

PLACE PERSONAL ORDER VIEW PERSONAL ORDERS PLACE CUSTOMER ORDER VIEW CUSTOMER ORDERS

AMBASSADOR PHOTO
YOUR NAME
YOUR LOCATION
AMBASSADOR

DOCUMENTS AND TRAINING
RESOURCE CENTER

THE LATEST UPDATES FROM THE VINE SEE ALL ▶

ALL-AMBASSADOR CALL 10/27/15
... MORE ▶

NEW START/NEW TECHNOLOGY CALL TOMORROW
... MORE ▶

ALL-AMBASSADOR CALL 10/20/15
... MORE ▶

COMMISSION LEVEL
ASSOCIATE AMBASSADOR
100% TOWARD
ASSOCIATE AMBASSADOR ▼
REACH YOUR TITLE

593
100%
250 NEEDED
PERSONAL VOLUME

2,452
100%
500 NEEDED
GROUP VOLUME

2,452
100%
0 NEEDED
ORGANIZATION VOLUME

2 NOV 2015
28 DAYS REMAINING
BUSINESS PERIOD

QUALIFIED
0
0 NEEDED
0 TOTAL
MY DIRECTORS

QUALIFIED
1
1 NEEDED
1 TOTAL
MY AMBASSADORS

9 WINE CLUB MEMBERS
51 TOTAL CUSTOMERS
MY CUSTOMERS

Customer Report

- Your Customer Report shows a list of all customers who have purchased from you or who have created an account on your website.
- It shows which customers are Circle of Boisset wine club members and which membership type they have.
- The report also shows additional information such as contact information, last order date, last order volume, and lifetime order volume.
- If you would like to download a spreadsheet of this report, click 'Download CSV'.
- If you want to add a new customer's account for them, click 'Add Customer'.

CUSTOMER REPORT IN

SELECT DATE RANGE 2/1/2016 - 2/29/2016

FIRST NAME	LAST NAME	PLACE ORDER	WINE CLUB MEMBER	WINE C
		PLACE ORDER	false	
		PLACE ORDER	true	Wine C
		PLACE ORDER	false	
		PLACE ORDER	false	
		PLACE ORDER	false	
		PLACE ORDER	false	
		PLACE ORDER	false	
		PLACE ORDER	false	
		PLACE ORDER	true	Wine C
		PLACE ORDER	false	
		PLACE ORDER	false	
		PLACE ORDER	false	
		PLACE ORDER	true	Win

PV Report

- Your Personal Volume Report shows a list of orders with the volume for each order in a given timeframe. It also shows the order number in the system as well as the status of the order.
- You can use the 'Select Date Range' tool to specify the time period you'd like to see for your PV Report.
- If you would like to download a spreadsheet of this report, click 'Download CSV'.
- This report is important for viewing specific orders for your own reference as well as for contacting customers regarding orders statuses if needed.

PERSONAL VOLUME IN DETAIL

SELECT DATE RANGE: 2/1/2016 - 2/29/2016 FIND

PERSONAL VOLUME REPORT

ORDER DATE	VOLUME	ORDER NU..	STATUS	FIRST NAME	LAST NAME	MOBILE PHO
02/01/2016	75	16700	Completed	Emily	Kuhn	
02/01/2016	75	16702	Completed	Jean	Baker	
02/01/2016	0	16709	Canceled	Willy	Lee	
02/01/2016	0	16706	Canceled	Christie	Walters	
02/01/2016	75	16707	Completed	Lynette	Miller	
02/01/2016	67	16749	Completed	Robin	Shan	
02/01/2016	0	16676	Canceled	Chris	Carroll	
02/01/2016	75	16605	Completed	Kevin	Holland	
02/01/2016	67	16696	Completed	Thomas	Woods	
02/01/2016	75	16706	Completed	George	Cooper	
02/01/2016	75	16638	Completed	Carla	Woods	972 746
02/01/2016	75	16565	Completed	David	Hardman	
02/01/2016	67	16687	Completed	Steve	Boyer	

DOWNLOAD CSV

Organization Report

- Your Organization Report shows everyone in your team.
- It has PV, GV, and OV information for the ambassadors on your team as well as contact information, enroll date, number of customers, sponsor information, and ambassador IDs.
- If you would like to download a spreadsheet of this report, click 'Download CSV'.

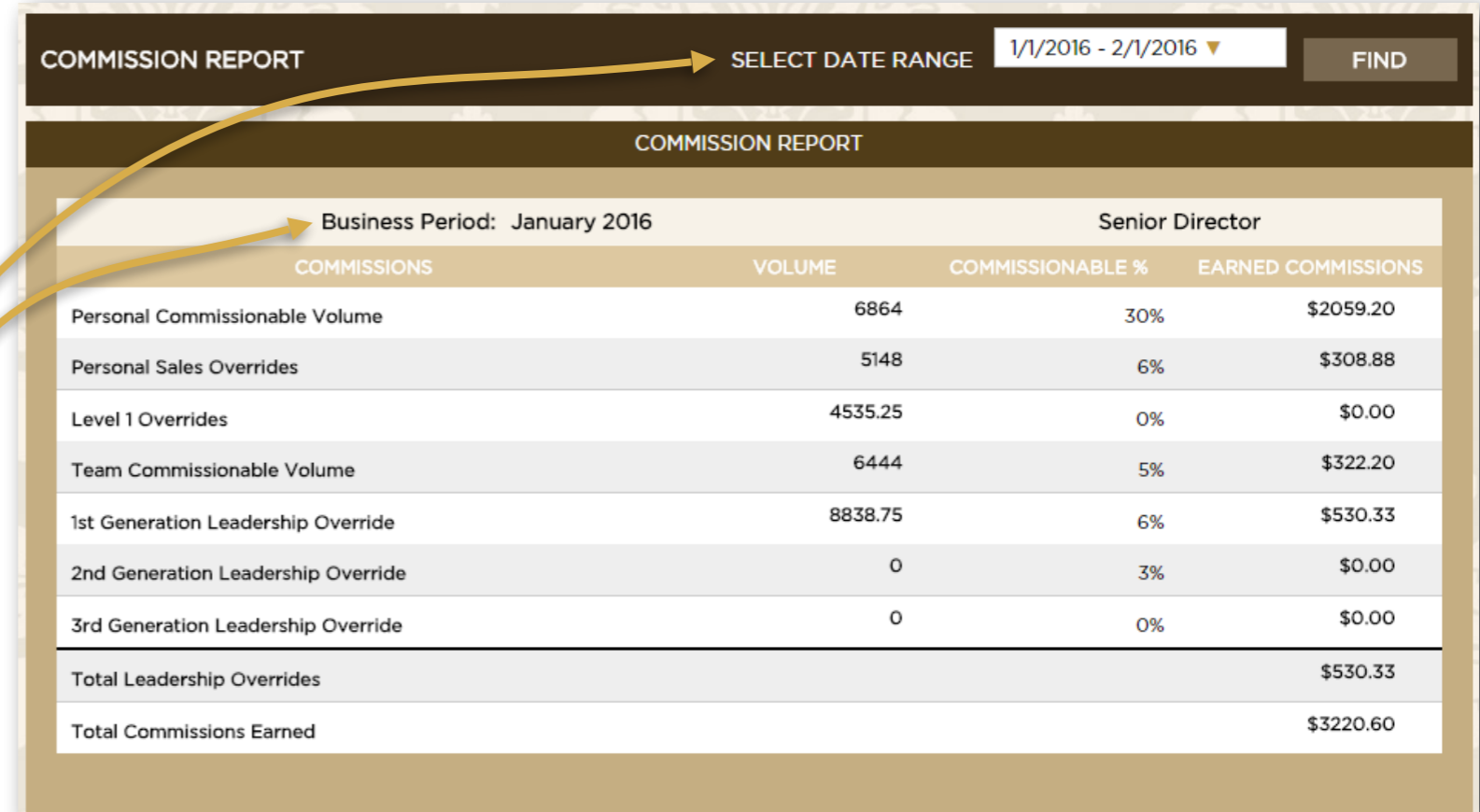
ORGANIZATION REPORT					
AMBASSADOR ID	FIRST NAME	LAST NAME	PERSONAL VOLUME	GROUP VOLUME	ORG/
1405	Tavis	Venolia	726	1093	
1458	Rudeni	Mullins	824	6379	
1459	Patricia	Johnson	2414	2481	
1546	Mary	Steele	0	0	
1555	Timothy	Thibe	0	0	
1720	Heleny	Bartholow	0	0	
2037	Cheryl	Slaughter	67	67	
1480	Marionne	Wilson-Jackson	292	292	
1489	Phyllis	Skene-Simac	142	209	
1508	Steve	Simac	0	0	
15475	Shelby	Simac	67	67	
1741	Vicki	Hourly	0	0	
1628	Sherr	Skene	0	0	
1621	Shannon	McGrade	0	0	

[DOWNLOAD CSV](#)

REPORT GENERATED ON: February 23, 2016 5:43 PM

Commission Report

- Your Commission Report shows how much you were paid in a given business period.
- You can use the Calendar selector to choose which month you would like to view.
- The Business Period and your title appear at the top of the report.
- You can view the Career Plan & Policies document to get a better understanding of item that appears on your Commission Report.
- Different titles, personal volumes, and team structures all affect how this report is calculated.



COMMISSION REPORT

SELECT DATE RANGE 1/1/2016 - 2/1/2016

COMMISSION REPORT

Business Period: January 2016 Senior Director

COMMISSIONS	VOLUME	COMMISSIONABLE %	EARNED COMMISSIONS
Personal Commissionable Volume	6864	30%	\$2059.20
Personal Sales Overrides	5148	6%	\$308.88
Level 1 Overrides	4535.25	0%	\$0.00
Team Commissionable Volume	6444	5%	\$322.20
1st Generation Leadership Override	8838.75	6%	\$530.33
2nd Generation Leadership Override	0	3%	\$0.00
3rd Generation Leadership Override	0	0%	\$0.00
Total Leadership Overrides			\$530.33
Total Commissions Earned			\$3220.60



- [Click here to view the Ambassador Career Plan.](#)
- Reading through this document can help you with questions on commissions and helps provide explanations of terms used in the career plan.
- You can always contact our Customer Care team via [email](#) or by calling (855) 233-5155.