

Approvals

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The *Approvals* section is a built-in repository where all your signup, commission, testimonial, purchase, and review approval requests are sent for manual verification. It is a step to verify that the particular action is legitimate, acting as a checkpoint between the action and its respective outcome (reward, or signup).

Signups section: All the affiliate and referral signup requests that require manual verification are sent here for approval.

③ You can enable manual approval for signups by choosing "Manual" as your **Verification Method** during the <u>verification enabling process</u>.

Commissions section: Commissions that require a manual verification before the payout process are sent here for approval.

③ To manually approve your commissions, select "Manual" as your Approval Type while <u>setting up</u> <u>commissions.</u>

Reviews section (available only for custom-built websites): Reviews that require additional (manual) verification before giving out the reward are sent here for approval.

Testimonials section: Testimonials that require manual verification are sent here for approval.

③ Both testimonials and reviews can be enabled for manual verification by enabling the **Admin Approval** toggle while <u>setting up the respective task.</u>

Purchases section (available only for custom-built websites): All the purchases that require a manual verification are sent here.

To enable manual verification for purchases that take place, select "Manual" as your Verification
Method during the <u>verification enabling process.</u>

To approve or reject a request from the above sections:

- 1. Under the *OVERVIEW* section, go to *Approvals*.
- 2. Click the respective section.

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PROGRAM				
普 Loyalty	Approvals			
Affiliate	Signups Commissions Review	ws Purchase Testimonials		
CONFIGURATION				
88 Widget	Email Address	Signup Type		
Affiliate Signup	santomichael 10169email.com	Affiliate		Details →
Votifications				
C Assets	tamara.si@zylker.com	Referral		Details →
Scripts				
§7 Integrations				
Program Settings				
OVERVIEW				
段 Payouts				
A Performance				
Pg Participants				
買 Purchases				

- 3. Pick the request you wish to approve or reject.
- 4. If the selection has more details, click **Details.** (Note: this option isn't always visible as most data is already shown on screen.
- 5. Click **Approve** or **Reject**.

		Zylker Signun Details Refe	×
Approvals		First Name Tamara	
Signups Commissions Review	s Purchase Testimonials	Last Name Sine	
		Email Address tamara.si@zylker.com	
Email Address	Signup Type	Customer ID 2567397	
santomichael101@gmail.com	Affiliate	Referrer Type Affiliate	
tamara.si@zylker.com	Referral	Referrer Email maya.jones@zylker.com	
		Approve	Reject