



Get To Know Your Back Office

Here's a quick reference guide to what's on your Back Office home page.

Your rep details and your sponsor's information
(click their name to view their details)

The current month's projected commissions as of today

Your Commissions total from last month

A slideshow of recent news, updates, and fun content from the BP Home Office

Announcements and notices from Home Office

Your current title plus what you'll need to achieve your next title

Highlights of your achievements this month. Each box can be clicked for more information.

The screenshot shows the BP Back Office home page layout. At the top, there are three main sections: 'MY INFO' (with a profile picture and training manual details), 'CURRENT PROJECTED COMMISSIONS' (with a dollar sign icon), and 'PREVIOUS MONTH'S COMMISSIONS' (with a dollar sign icon and a placeholder value '\$X,XXX'). Below these is a large central banner for 'Submit your next Birthday Collection preorder now!' with a 'CLICK HERE FOR DETAILS' button. To the right of the banner is a 'BOMB PARTY NEWS' section with 'NEWS TEST II' and 'TEST NEWS' items. Below the banner is a 'RANK ADVANCEMENT' section showing 'TOPAZ PARTY CONSULTANT' and 'TOPAZ LEAD CONSULTANT' with a progress bar and requirements. To the right of the rank section is a 'CURRENT MONTHLY STATS' section with a grid of boxes for Customer Sales, Personal Volume, Downline Volume, Team Volume, Active Legs, New Personally Sponsored, Product Credits, and BP Waller. Below the rank section is an 'INVENTORY ORDERS' section with a table of orders. To the right of the inventory orders is a 'CUSTOMER SALES' section with a 'No orders found' message. Below the customer sales is a 'PARTY SUMMARY' section with details for a specific party. At the bottom of each of these three sections are links to 'VIEW ALL INVENTORY ORDERS', 'VIEW ALL CUSTOMER ORDERS', and 'VIEW ALL OPEN PARTIES' respectively. Arrows from the surrounding text point to these specific sections on the page.

Your most recent inventory orders, sales, and parties

Orders

The Orders pages consist of all Orders, Inventory Orders, and Customer Sales.

- Orders > All Orders
 - The “All Orders” page shows a report of all orders associated with your Rep account including your inventory, business supplies, and personal use orders, as well as customer orders.
 - Here are some things you can do with this report:
 - View
 - Rep or Customer ID
 - First Name
 - Last Name
 - Order #
 - Total \$
 - PV
 - Date the order was placed
 - Type of order such as inventory, Rep to Rep, Party Order, Drop Ship Order, etc.)
 - Status of order such as printed, shipped, accepted, canceled, pending payment
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the personal info icon in the first column to view the customer or Rep details
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report




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Orders > Inventory Orders

The “Inventory Orders” page shows a history of the Bomb Party product orders associated with your BP Rep account.

- Here are some things you can do with this report:
 - View
 - Order #
 - Total \$
 - PV
 - Date the order was placed
 - Type of order such as inventory, Rep to Rep, Party Order, Drop Ship Order, etc.
 - Status of order such as printed, shipped, accepted, canceled, pending payment
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report



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INVENTORY ORDERS

[All Orders](#)
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[Download CSV](#)

ID	First Name	Last Name	Order #	Total	PV	Date	Type	Status
58	Ted	Lasso	8369888	\$991.09	973.8 PV	9/28/2023	Inventory Order	Printed
58	Ted	Lasso	8369886	\$5,392.02	\$491.2 PV	9/28/2023	Inventory Order	Printed
58	Ted	Lasso	8369882	\$775.66	770.3 PV	9/28/2023	Inventory Order	Printed
58	Ted	Lasso	8369881	\$334.72	329.36 PV	9/28/2023	Inventory Order	Printed
58	Ted	Lasso	8369871	\$374,016.03	374000 PV	9/27/2023	Inventory Order	CC Pending
58	Ted	Lasso	8369855	\$180.55	164.52 PV	9/25/2023	Inventory Order	Printed
58	Ted	Lasso	8369845	\$30.99	14.96 PV	9/21/2023	Inventory Order	Printed
58	Ted	Lasso	8369844	\$374.62	337.1 PV	9/21/2023	Inventory Order	Printed
58	Ted	Lasso	8369843	\$370.04	332.52 PV	9/21/2023	Inventory Order	Printed
58	Ted	Lasso	8369839	\$30.99	14.96 PV	9/21/2023	Inventory Order	Printed
58	Ted	Lasso	8369836	\$223.85	415.65 PV	9/20/2023	Inventory Order	Printed
58	Ted	Lasso	8369835	\$491.68	951.3 PV	9/20/2023	Inventory Order	Printed
58	Ted	Lasso	8369827	\$17,183.37	16947.2 PV	9/19/2023	Inventory Order	Printed

1
2
3


25 items per page

1 - 25 of 67 items

Orders > Customer Sales

The “Customer Sales” page shows a history of all customer orders associated with your BP Rep account.

- Here are some things you can do with this report:
 - View
 - Rep or Customer ID
 - First Name
 - Last Name
 - Order #
 - Total \$
 - PV
 - Date the order was placed
 - Type of order such as inventory, Rep to Rep, Party Order, Drop Ship Order, etc.
 - Status of order such as printed, shipped, accepted, canceled, pending payment
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report



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CUSTOMER SALES

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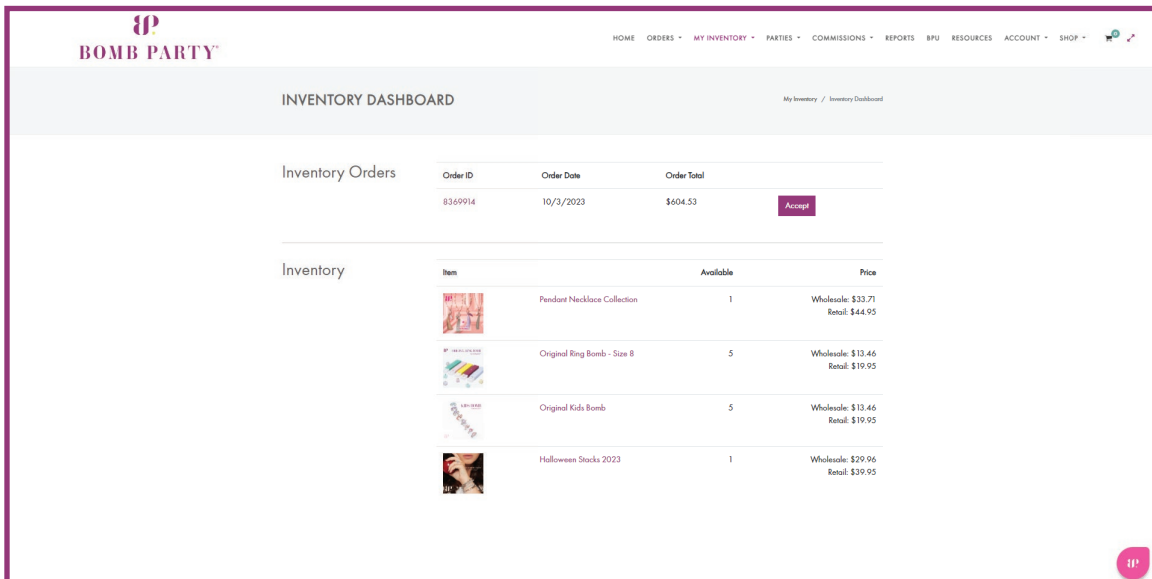
ID	First Name	Last Name	Order #	Total	PV	Date	Type	Status
867045	Whitney	Houston	8369885	\$207.26	0 PV	9/28/2023	Party Order	Accepted
867045	Whitney	Houston	8369884	\$253.86	0 PV	9/28/2023	Party Order	Accepted
867045	Whitney	Houston	8369883	\$162.23	0 PV	9/28/2023	Party Order	Accepted
867038	Joyci	Dropship	8369848	\$127.41	0 PV	9/21/2023	Party Order	Accepted
867038	Joyci	Dropship	8369847	\$2,605.28	0 PV	9/21/2023	Party Order	Accepted
867038	Joyci	Dropship	8369846	\$1,672.50	0 PV	9/21/2023	Party Order	Accepted
867040	Isabella	Coleman	8369842	\$99.82	0 PV	9/21/2023	Drop Ship Order	Printed
867038	Joyci	Dropship	8369822	\$29.92	0 PV	9/19/2023	Drop Ship Order	Printed
867034	Test	Customer	8369804	\$59.04	0 PV	9/18/2023	Party Order	Accepted
867034	Test	Customer	8369803	\$161.68	0 PV	9/18/2023	Drop Ship Order	Printed
866979	Partytime	Flaz	8369539	\$56.87	0 PV	8/21/2023	Party Order	Printed

25 Items per page
1 - 24 of 24 Items

My Inventory

My Inventory > Inventory Dashboard

- Your “Inventory Dashboard” shows all pending and current inventory associated with your BP Rep account.
- The “Inventory Orders” section shows recent orders you’ve placed that have not yet been accepted/added into your current inventory. This means that customers cannot see these inventory items and cannot purchase them, yet.
- The “Inventory” section shows the items that have been accepted and are currently available for you to sell to customers.







The screenshot shows the BP Bomb Party Inventory Dashboard. The top navigation bar includes links for HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, REPORTS, BPJ, RESOURCES, ACCOUNT, and SHOP. The dashboard title is "INVENTORY DASHBOARD" with a breadcrumb "My Inventory / Inventory Dashboard".

Inventory Orders

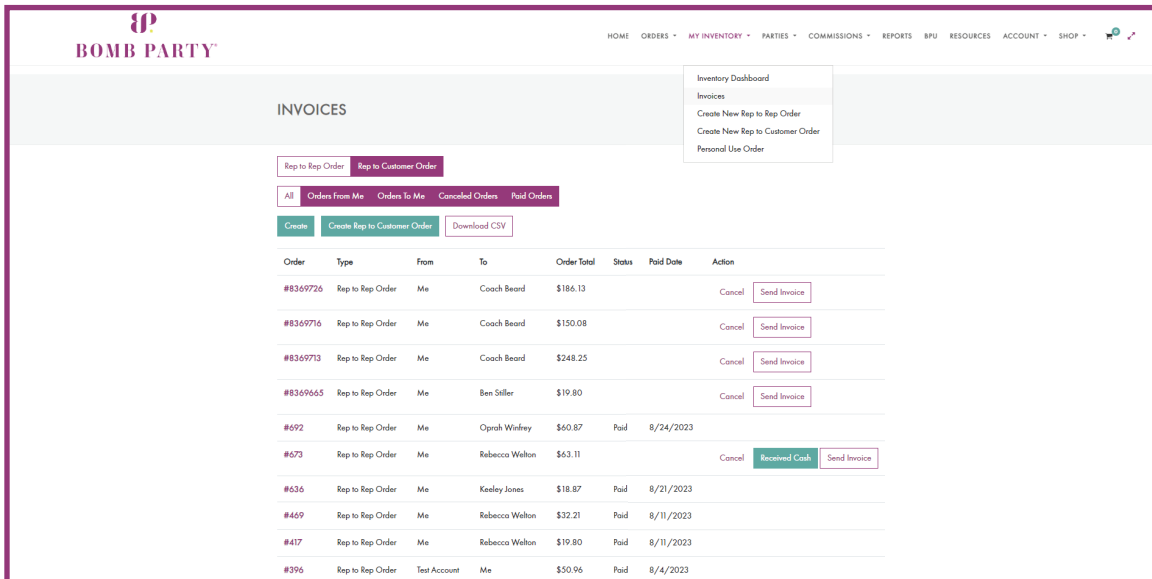
Order ID	Order Date	Order Total	
83609514	10/3/2023	\$404.53	Accept

Inventory

Item	Available	Price
 Pendant Necklace Collection	1	Wholesale: \$33.71 Retail: \$44.95
 Original Ring Bomb - Size 8	5	Wholesale: \$13.46 Retail: \$19.95
 Original Kids Bomb	5	Wholesale: \$13.46 Retail: \$19.95
 Halloween Stacks 2023	1	Wholesale: \$29.96 Retail: \$39.95

My Inventory > Invoices

- On the “Invoices” page, you can toggle between the following types of invoice reports:
 - Rep to Rep
 - Rep to Customer
 - All Invoices
 - Orders FROM Me
 - Orders TO Me
 - Canceled Orders
 - Paid Orders
- You can also create a new Invoice for Rep to Rep and Rep to Customer orders.
- To download a spreadsheet report, click the button to view the category of invoices you want to export and click “Download CSV.” The CSV file is compatible with Excel, Sheets, and other spreadsheet-friendly software.




The screenshot shows the BOMB PARTY Invoices page. The top navigation bar includes links for HOME, ORDERS, MY INVENTORY (active), PARTIES, COMMISSIONS, REPORTS, BPU, RESOURCES, ACCOUNT, and SHOP. The main header is 'INVOICES'. Below it, there are tabs for 'Rep to Rep Order' and 'Rep to Customer Order'. A dropdown menu is open, showing options: 'Inventory Dashboard', 'Invoices', 'Create New Rep to Rep Order', 'Create New Rep to Customer Order', and 'Personal Use Order'. Below the tabs, there are buttons for 'Create', 'Create Rep to Customer Order', and 'Download CSV'. The main content is a table of invoices.

Order	Type	From	To	Order Total	Status	Paid Date	Action
#8369726	Rep to Rep Order	Me	Coach Beard	\$186.13			Cancel Send Invoice
#8369716	Rep to Rep Order	Me	Coach Beard	\$150.08			Cancel Send Invoice
#8369713	Rep to Rep Order	Me	Coach Beard	\$248.25			Cancel Send Invoice
#8369665	Rep to Rep Order	Me	Ben Stiller	\$19.80			Cancel Send Invoice
#692	Rep to Rep Order	Me	Oprah Winfrey	\$60.87	Paid	8/24/2023	
#673	Rep to Rep Order	Me	Rebecca Walton	\$63.11			Cancel Received Cash Send Invoice
#636	Rep to Rep Order	Me	Kesley Jones	\$18.87	Paid	8/21/2023	
#469	Rep to Rep Order	Me	Rebecca Walton	\$32.21	Paid	8/11/2023	
#417	Rep to Rep Order	Me	Rebecca Walton	\$19.80	Paid	8/11/2023	
#396	Rep to Rep Order	Test Account	Me	\$50.96	Paid	8/4/2023	

My Inventory > Create New Rep to Rep Order





- To create a Rep to Rep order, complete the following steps:
 - Select the inventory the Rep will be purchasing and click "Add."
 - Use the search field to locate the purchasing Rep's information via their first and/or last name or Rep ID. Note that, as with our old Back Office, only Reps in your downline will populate here.
 - When their name appears under the search field, click the name to confirm the purchasing Rep (text will change from pink to grey).
 - The purchasing Rep's shipping information will autofill in the "Shipping" section and you will need to click the "Verify" button to confirm.
 - Review the order summary.
 - Select the method of payment.
 - Click "Create" to finalize and save the order invoice.
 - Return to the "Rep to Rep Orders" page to email the invoice to the purchasing Rep.
- Once you have returned to the "Rep to Rep Orders" page, you will see a "Send Invoice" button. Click that button to email your Rep to Rep order invoice to the purchasing Rep.



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CREATE NEW REP TO REP ORDER

Inventory

Item	Available	Wholesale	Discount	Ext. Price	Quantity
 Pendant Necklace Collection	1	\$33.71	0%	\$33.71	<input type="text"/> Add
 Original Ring Bomb - Size 8	5	\$13.46	0%	\$13.46	<input type="text"/> Add
 Original Kids Bomb	5	\$13.46	0%	\$13.46	<input type="text"/> Add
 Halloween Stacks 2023	1	\$29.96	0%	\$29.96	<input type="text"/> Add
				Subtotal	0 \$0.00

Purchasing Rep

Shipping Address

NAME

COUNTRY

United States

Street Address

City

Zip Code

Verify Address

EMAIL

PHONE NUMBER

Order Summary

Subtotal

\$0.00

Shipping

\$0.00

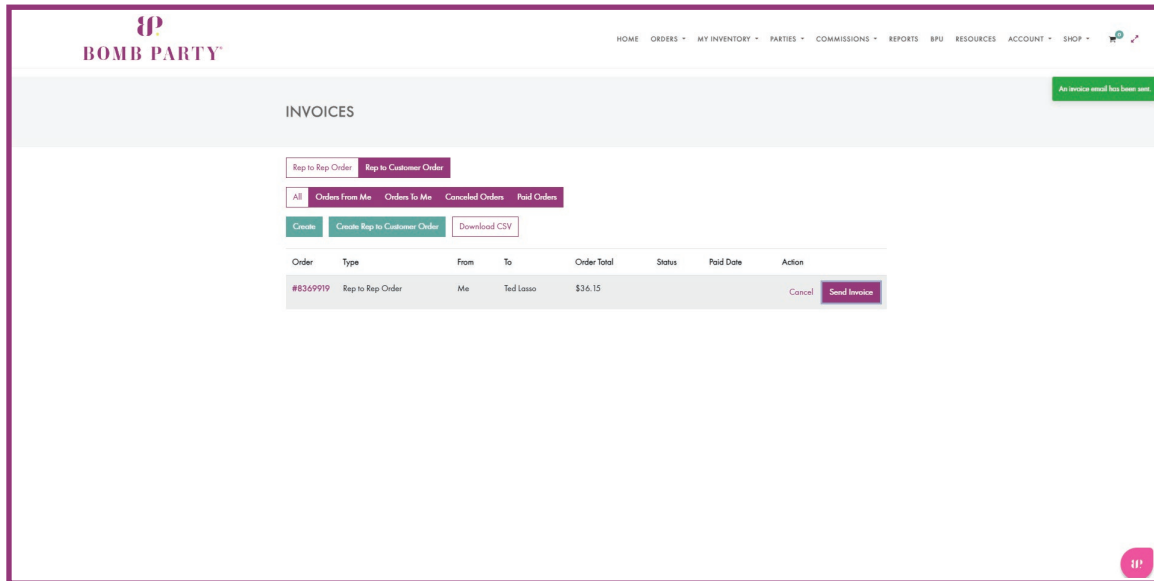
Total Due

\$0.00

Payment

☐ CASH PAYMENT
 ☐ CREDIT CARD PAYMENT

Create




My Inventory > Create New Rep to Customer Order

- To create a Rep to Customer order, complete the following steps:
 - Select the inventory the customer will be purchasing and click “Add.” Only customers who have purchased with you before will populate in the search results. Note that in a future phase of our Back Office improvements, Reps will be able to create a Rep to Customer order for customers who have not yet purchased from you. We will keep you updated when that feature is released.
 - Use the search field to locate the purchasing customer’s information via their email address or first and/or last name
 - When their name appears under the search field, click the name to confirm the customer name (text will change from pink to grey).
 - The purchasing customer’s shipping information will autofill in the “Shipping” section, and you will need to click the “Verify” button to confirm.
 - Reps can only do Rep to Customer with their own customers who have previously purchased. However, this will be updated in a future phase, so that Reps can create Rep to Customer invoices for customers who have never purchased from them before.
 - Review the order summary.
 - Select the method of payment.
 - Click “Create” to finalize and save the order invoice.
 - Return to the “Rep to Customer Orders” page to email the invoice to the customer.
 - Once you have returned to the “Rep to Customer Orders” page, you will see a “Send Invoice” button. Click that button to email your customer their invoice.

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My Inventory > Personal Use Order

- When you would like to keep inventory items for your own use, you will need to process a "Personal Use Order" that removes those items from your inventory and categorizes them correctly for financial reporting purposes.
 - To create a Personal Use order, complete the following steps:
 - Select the inventory items you wish to keep for yourself.
 - Review the order summary.
 - Select one of your saved payment methods to pay the sales tax on these items.
 - Click "Create Order" to view your invoice; the system will automatically process your tax payment.







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PERSONAL USE ORDER

My Inventory / Personal Use Order

Inventory

Item	Available	Quantity
 Pendant Necklace Collection	1	<input type="button" value="Add"/>
 Original Ring Bomb - Size 8	5	<input type="button" value="Add"/>
 Original Kids Bomb	5	<input type="button" value="Add"/>
 Halloween Stacks 2023	1	<input type="button" value="Add"/>
Subtotal	0	0

Order Summary

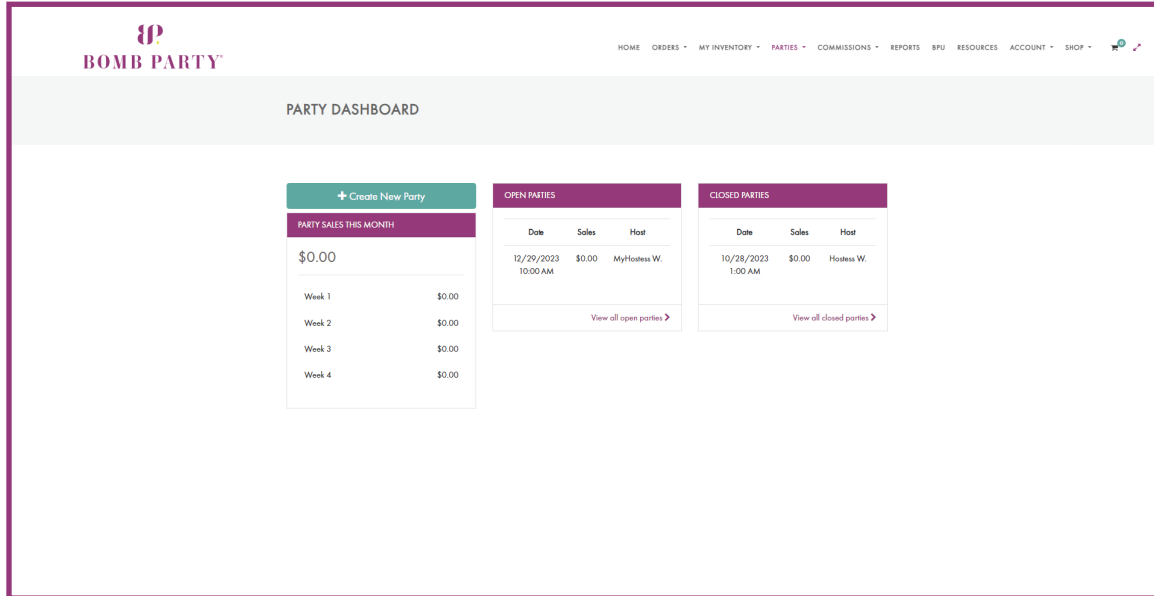
Subtotal	\$0
Shipping	\$0
Tax	\$0
Total Due	\$0

Payment

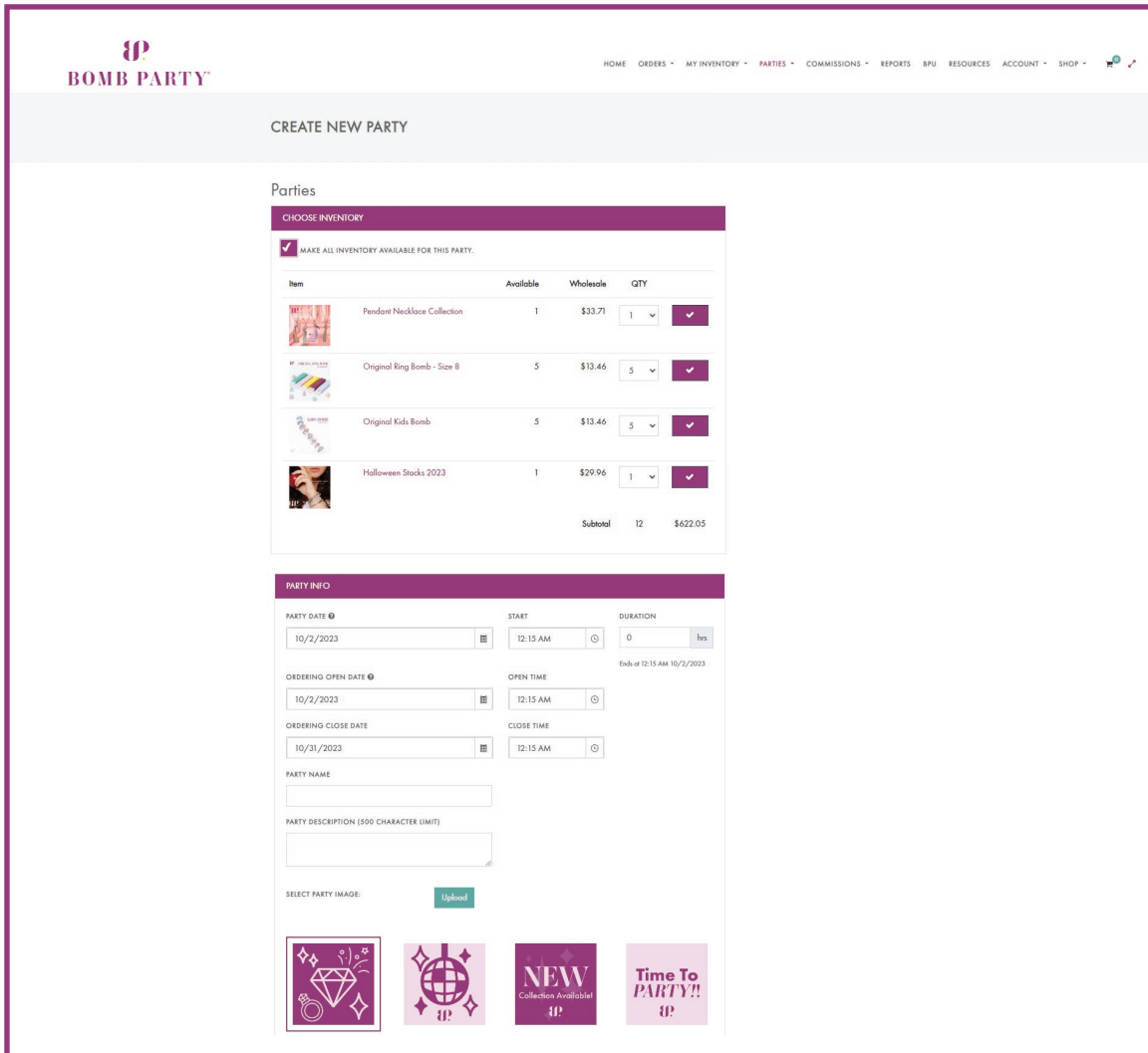
HOW WOULD YOU LIKE TO PAY FOR YOUR ORDER(S)?

Parties

- Parties > Parties Dashboard



- Parties > Create New Party
 - Select the inventory you want to sell during this party.
 - Check the box to make all your inventory available for this party, or
 - Click the "Add" button and select the quantity on the inventory items you want to make available.
- Set the party details
 - Enter the Party Info.
 - Party Date & Start: the date and time you will be live online, or selling at an in-person event
 - Duration: how many hours this party will be live
 - Time Zone: This is your time zone.
 - Ordering Open Date & Time: the date and time customers can begin ordering in advance of the live party starting
 - Ordering Close Date & Time: the cut cutoff date and time for placing orders for this party
 - Party Name & Description: the title and details of the party as it will show in your dashboard and to customers
 - Party Image: choose from one of the provided images, or upload your own
 - The image will be a cropped square once uploaded



BOMB PARTY™





HOME ORDERS MY INVENTORY PARTIES COMMISSIONS REPORTS BPU RESOURCES ACCOUNT SHOP

CREATE NEW PARTY

Parties

CHOOSE INVENTORY

☒ MAKE ALL INVENTORY AVAILABLE FOR THIS PARTY.

Item	Available	Wholesale	QTY
 Pendant Necklace Collection	1	\$33.71	1 <input type="button" value="✓"/>
 Original Ring Bomb - Size 8	.5	\$13.46	5 <input type="button" value="✓"/>
 Original Kids Bomb	.5	\$13.46	5 <input type="button" value="✓"/>
 Halloween Stacks 2023	1	\$29.96	1 <input type="button" value="✓"/>
Subtotal		12	\$422.05

PARTY INFO

PARTY DATE START DURATION hrs





ORDERING OPEN DATE OPEN TIME Ends at 12:15 AM 10/2/2023

ORDERING CLOSE DATE CLOSE TIME

PARTY NAME

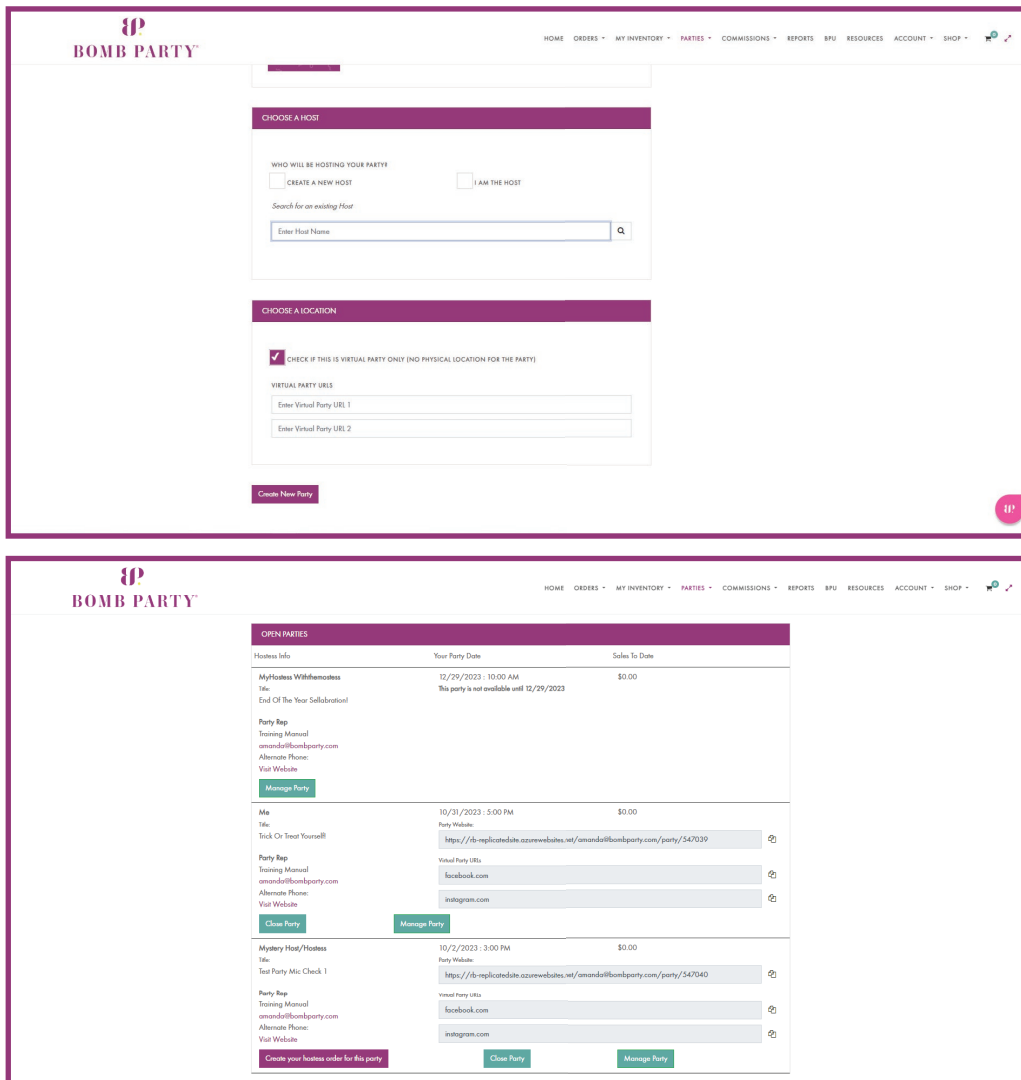
PARTY DESCRIPTION (500 CHARACTER LIMIT)

SELECT PARTY IMAGE:

- Set the Party Host
 - If your host has been a host with you before, search for them by entering their name in the search field
 - Note that all three checkboxes above the search field must be unchecked to access the search field.
 - If your host has never hosted with you before, check the “create a new host” box and then enter in the contact info for a new, first-time host.
- Where Will You Be Partying?
- Set the party Location
 - The virtual party box is checked by default.
 - If your party is, indeed, a virtual party such as a livestream on social media, add party links for your customers to use.
 - If your party is in person, uncheck the virtual option and enter the details of the in-person party or event.

- Click “Create New Party” to save your party and be taken to the “Party Dashboard” page.



CHOOSE A HOST

WHO WILL BE HOSTING YOUR PARTY?

☐ CREATE A NEW HOST ☐ I AM THE HOST

Search for an existing Host

Enter Host Name

CHOOSE A LOCATION

☒ CHECK IF THIS IS VIRTUAL PARTY ONLY (NO PHYSICAL LOCATION FOR THE PARTY)

VIRTUAL PARTY URLS

Enter Virtual Party URL 1

Enter Virtual Party URL 2

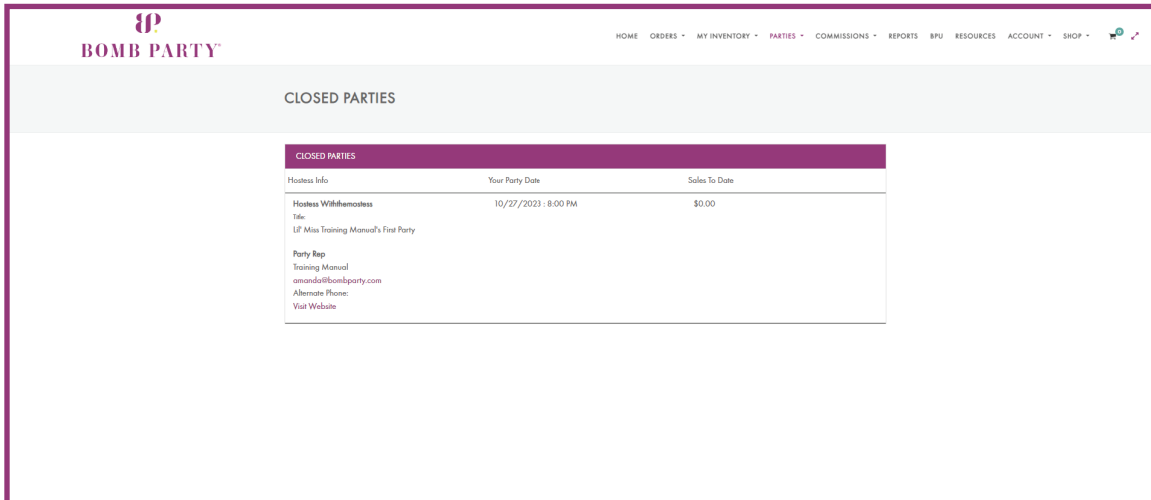
Create New Party

OPEN PARTIES

Hostess Info	Your Party Date	Sales To Date
MyHostess With/Hostess Title: End Of The Year Celebration! Party Rep: Training Manual amanda@bombparty.com Alternate Phone: Visit Website Manage Party	12/29/2023 : 10:00 AM This party is not available until 12/29/2023	\$0.00
Me Title: Trick Or Treat Yourself! Party Rep: Training Manual amanda@bombparty.com Alternate Phone: Visit Website Close Party Manage Party	10/31/2023 : 5:00 PM Party Website: https://fb-replicatedata.azurewebsites.net/amanda@bombparty.com/party/347039 Virtual Party URLs: facebook.com, instagram.com	\$0.00
Mystery Host/Hostess Title: Test Party Mx: Check 1 Party Rep: Training Manual amanda@bombparty.com Alternate Phone: Visit Website Create your hostess order for this party Close Party Manage Party	10/27/2023 : 3:00 PM Party Website: https://fb-replicatedata.azurewebsites.net/amanda@bombparty.com/party/347040 Virtual Party URLs: facebook.com, instagram.com	\$0.00

- Parties > Manage & Close Your Open Parties
- NOTE: When the party has ended and the ordering window has closed, return to the “Party Dashboard” to close the party.
- To close the party, click on the “Close Party” button for the party that is closed.
- If you chose a mystery hostess party, you will need to identify the person who was awarded the hostess rewards.
 - Click on the “Manage Party” button, then click “Edit Party,” and scroll to the “Choose a Host” section.
 - Change the selection from “Mystery Hostess” to “Create a New Host.”
 - Enter the information for the person who was awarded the Hostess Rewards. Scroll to the bottom of the page and click on “Update.”

- For either a mystery hostess or a known hostess, click on the “Send Host Order Email Invite” button. Your host will receive an email to redeem their hostess rewards order. They need to follow the instructions in the email and complete their order.
- When a party has ended and the ordering window has closed, you will see a button to “Create Your Hostess Order for This Party.” Click this button when you have your host’s order ready to enter.



The screenshot shows the Bomb Party Back Office interface. At the top, there is a navigation bar with links: HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, REPORTS, BPU, RESOURCES, ACCOUNT, and SHOP. Below the navigation bar, the main heading is "CLOSED PARTIES". Underneath, there is a table with the following structure:

Hostess Info	Your Party Date	Sales To Date
Hostess With/Hostess Title: LF Miss Training Manual's First Party	10/27/2023 8:00 PM	\$0.00

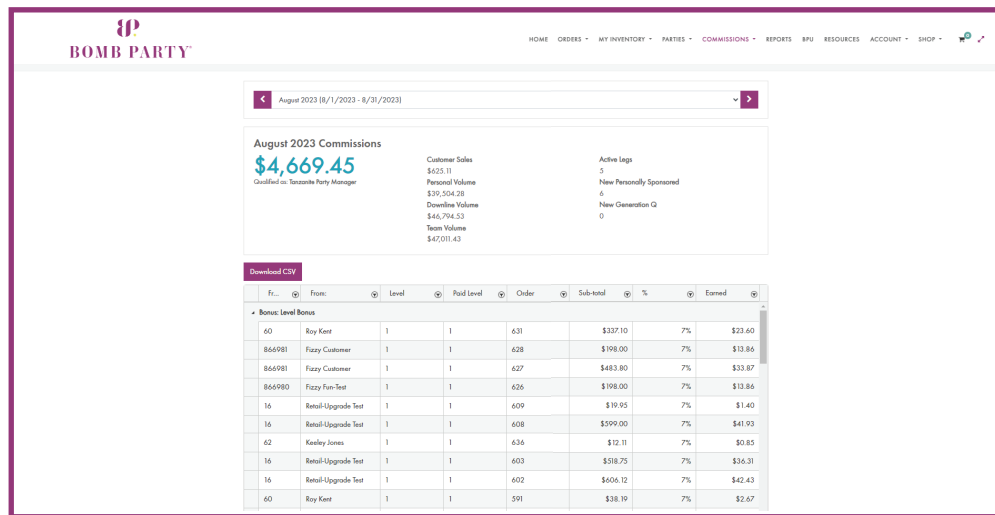
Below the table, there is a section for "Party Rep" with the following information:

Training Manual
 amanda@bombparty.com
 Alternate Phone:
 Visit Website

Commissions

- Navigate to the Commissions tab in the top menu
- Choose “Historical Commissions” from the dropdown menu. This page reports your Commissions history beginning from January 1, 2023. (For Bomb Party Reps who were active before January 1, 2023, our former Back Office commissions history will not show in the new Back Office.)
- Here are some things you can do with this report:
 - View
 - From: Rep or Customer ID
 - From: Customer or Rep name
 - Level
 - Paid Level
 - Order #
 - Subtotal
 - %: the percentage of the commission you have earned on this order
 - Earned: total amount of commission earned on the corresponding order
 - Status of order such as printed, shipped, accepted, canceled, pending payment

- Download the report as a CSV (Excel or Sheets compatible)
- Drag and drop columns into a different order
- Click on the column heading to sort in ascending/descending order
- Use the filter icon next to any of the column headings to set specific search parameters within the report



BOMB PARTY

August 2023 Commissions
\$4,669.45
 Qualified on: Tanzania Party Manager

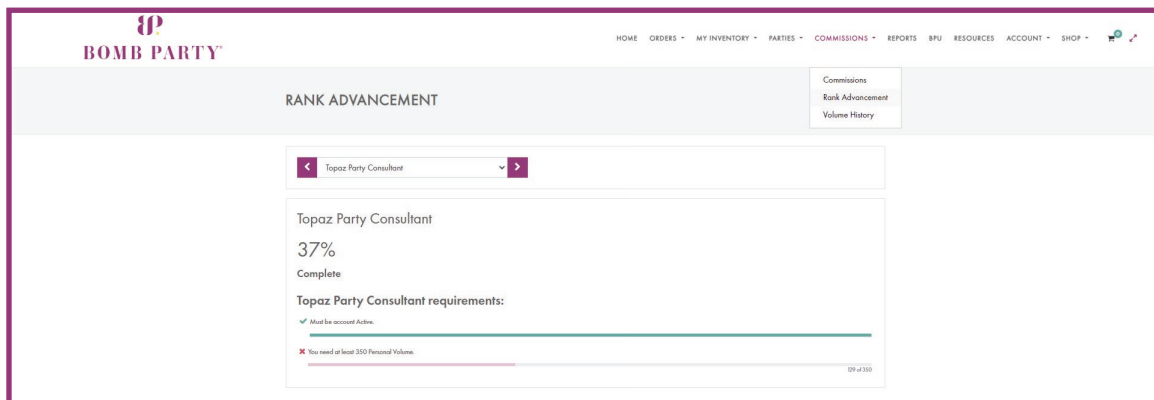
Customer Sales: \$455.11
 Personal Volume: \$39,204.28
 Overall Volume: \$46,704.53
 Team Volume: \$47,001.43

Active Sigs: 5
 New Personally Sponsored: 6
 New Generation Q: 0

Download CSV

Fr...	From	Level	Paid Level	Order	Sub-total	%	Earned
• Bonus: Level Bonus							
60	Roy Kent	1	1	631	\$337.10	7%	\$23.40
866981	Fuzzy Customer	1	1	628	\$198.00	7%	\$13.86
866981	Fuzzy Customer	1	1	627	\$483.80	7%	\$33.87
866980	Fuzzy Fun-Test	1	1	626	\$198.00	7%	\$13.86
16	Retail-Upgrade Test	1	1	609	\$19.95	7%	\$1.40
16	Retail-Upgrade Test	1	1	608	\$599.00	7%	\$41.93
62	Kesley Jones	1	1	634	\$12.11	7%	\$0.85
16	Retail-Upgrade Test	1	1	603	\$518.75	7%	\$36.31
16	Retail-Upgrade Test	1	1	602	\$606.12	7%	\$42.43
60	Roy Kent	1	1	591	\$38.19	7%	\$2.67

- Commissions > Rank Advancement
- The Rank Advancement page shows the next title you are eligible to reach and what you need to accomplish to achieve to rank up. You can use the dropdown menu to view additional ranks and their requirements.



BOMB PARTY

RANK ADVANCEMENT

Commissions
 Rank Advancement
 Volume History

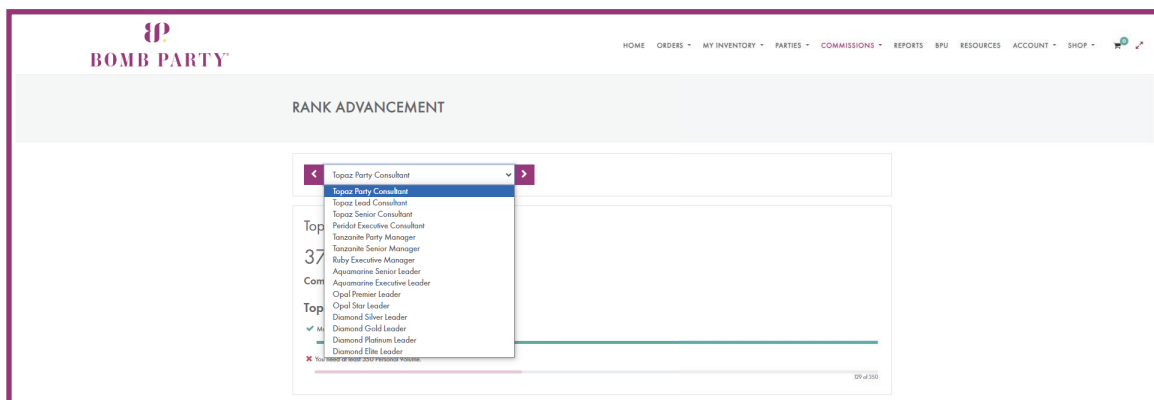
Topaz Party Consultant

37%
 Complete

Topaz Party Consultant requirements:

- Must be account Active.
- You need at least 300 Personal Volume.

0% of 300



BOMB PARTY

RANK ADVANCEMENT

Commissions
 Rank Advancement
 Volume History

Topaz Party Consultant

37%
 Complete

Topaz Party Consultant requirements:

- Must be account Active.
- You need at least 300 Personal Volume.

0% of 300

Topaz Party Consultant

Topaz Party Consultant

Topaz Lead Consultant

Topaz Senior Consultant

Peridot Executive Consultant

Tanzania Party Manager

Tanzania Senior Manager

Ruby Executive Manager

Aquamarine Senior Leader

Aquamarine Executive Leader

Opal Premier Leader

Opal Star Leader

Diamond Silver Leader


Diamond Gold Leader

Diamond Platinum Leader

Diamond Elite Leader

Commissions > Volume History

- This report shows a history of your personal volume and your downline volume.
 - Here are a few things you can do with this report:
 - View
 - Period
 - Start Date
 - End Date
 - Rank
 - Customer Sales
 - Personal Volume
 - Downline Volume
 - Active Legs
 - New Personally Sponsored
 - New Generation Q
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report



[HOME](#)
[ORDERS](#)
[MY INVENTORY](#)
[PARTIES](#)
[COMMISSIONS](#)
[REPORTS](#)
[BPU](#)
[RESOURCES](#)
[ACCOUNT](#)
[SHOP](#)

VOLUME HISTORY

[Commissions](#)
[Rank Advancement](#)
[Volume History](#)

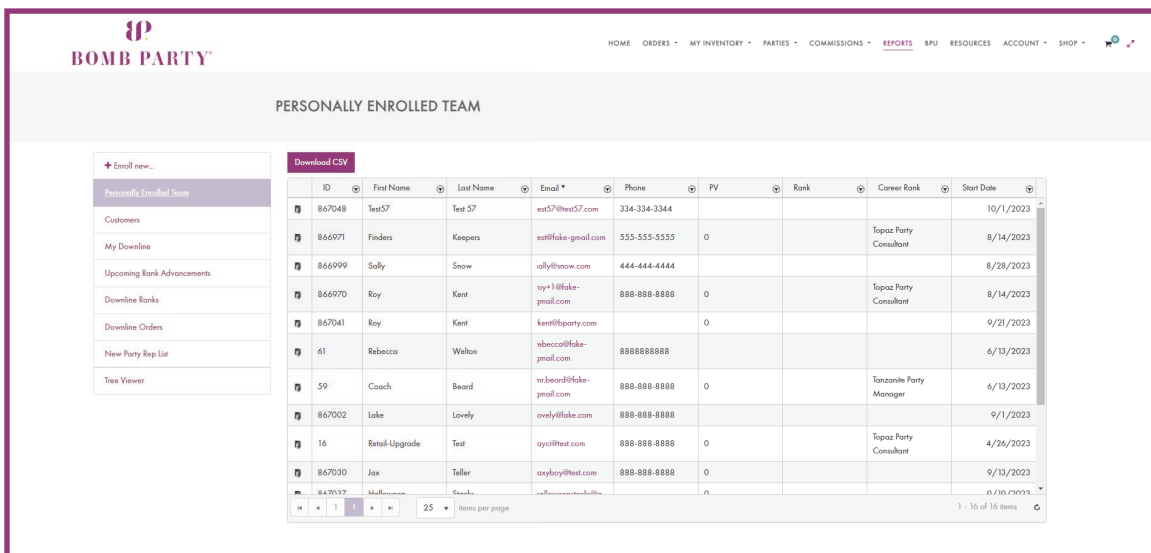
[Download CSV](#)

Period	Start Date	End Date	Rank	Customer Sales	Personal Volume	Downline Volume	Active Legs	New Personally Sponsored	New Generation
September 2023	9/1/2023	9/30/20...	Tanzania Party Manager	\$244.45	\$26,786.23	\$34,530.31	5	6	0
August 2023	8/1/2023	8/31/2023	Tanzania Party Manager	\$425.11	\$39,504.28	\$46,794.53	5	6	0
July 2023	7/1/2023	7/31/2023	Topaz Senior Consultant	\$1,771.34	\$8,127.50	\$8,157.42	0	0	0
June 2023	6/1/2023	6/30/20...	Topaz Senior Consultant	\$52.85	\$14,579.51	\$14,800.32	0	3	0

1 - 4 of 4 items

Reports

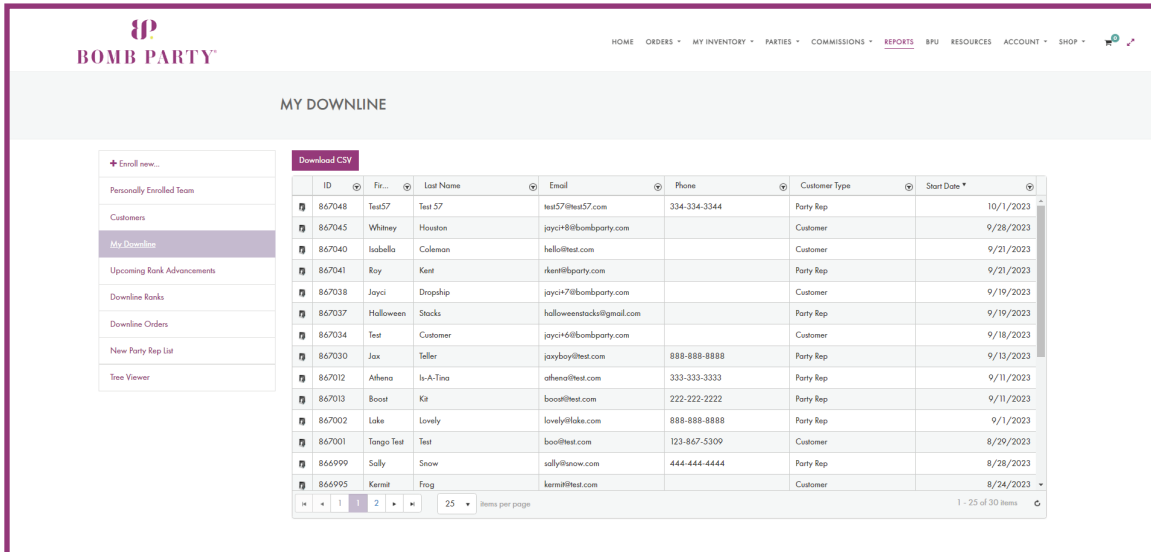
- Navigate to the Reports tab along the top menu. In this reporting area, you have several reports to review and utilize for your business.
- Reports > Personally Enrolled Team
 - This is a list of the Party Reps that you have personally sponsored or who have rolled up to you. They are in your first level.
- Here are a few things you can do with this report:
 - Click the “personal info” icon in the first column to view a snapshot of the Rep’s details
 - View Your downline Rep’s information.
 - Rep ID
 - First name
 - Last Name
 - Email
 - Phone Number
 - PV
 - Rank (current)
 - Career Rank
 - Start Date
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report



ID	First Name	Last Name	Email	Phone	PV	Rank	Career Rank	Start Date
867048	Test57	Test 57	test57@test57.com	334-334-3344				10/1/2023
866971	Finders	Keepers	eastifake@gmail.com	555-555-5555	0		Topaz Party Consultant	8/14/2023
866999	Sally	Snow	sally@snow.com	444-444-4444				8/28/2023
866970	Roy	Kent	roy+1@fake-jmail.com	888-888-8888	0		Topaz Party Consultant	8/14/2023
867041	Roy	Kent	kent@ltparty.com		0			9/21/2023
61	Rebecca	Welton	rebecca@fake-jmail.com	8888888888				6/13/2023
59	Coach	Beard	co Beard@fake-jmail.com	888-888-8888	0		Tanzania Party Manager	6/13/2023
867002	Lake	Lovely	lovely@lake.com	888-888-8888				9/1/2023
16	Retail Upgrade	Test	aycill@test.com	888-888-8888	0		Topaz Party Consultant	4/26/2023
867030	Jax	Teller	axbyoy@test.com	888-888-8888	0			9/13/2023

Reports > My Downline

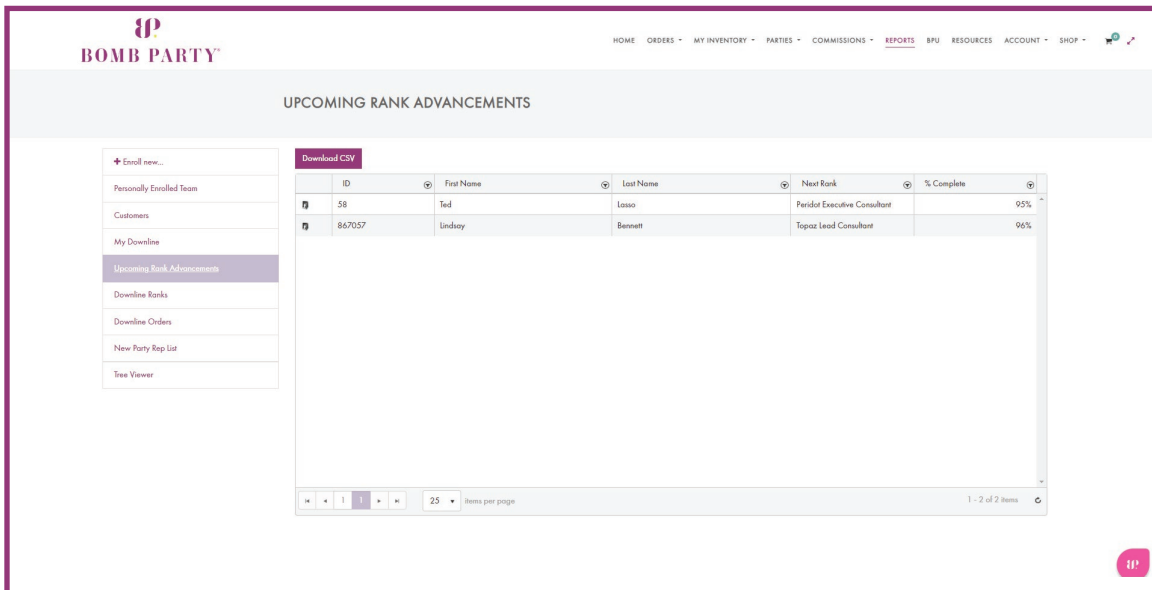
- The “My Downline” report is a complete list of current Reps in your downline at every level. Former or inactive Reps will not show up on this list.
 - Here are a few things you can do with this report:
 - Click on the “personal info” icon in the first column to view a snapshot of the Rep’s details.
 - View Your Downline Rep’s information.
 - Rep ID
 - First name
 - Last Name
 - Email
 - Phone Number
 - Join Date
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report



ID	First Name	Last Name	Email	Phone	Customer Type	Start Date
867048	Test57	Test 57	test57@test57.com	334-334-3344	Party Rep	10/1/2023
867045	Whitney	Houston	jayci8@bombparty.com		Customer	9/28/2023
867040	Isabella	Coleman	hello@test.com		Customer	9/21/2023
867041	Roy	Kent	rkent@party.com		Party Rep	9/21/2023
867038	Joyci	Dropship	jayci7@bombparty.com		Customer	9/19/2023
867037	Halloween	Stacks	halloweenstacks@gmail.com		Party Rep	9/19/2023
867034	Test	Customer	jayci6@bombparty.com		Customer	9/18/2023
867030	Jax	Teller	jaxboy@test.com	888-888-8888	Party Rep	9/13/2023
867012	Athena	Is-A-Tina	athena@test.com	333-333-3333	Party Rep	9/11/2023
867013	Boost	Ki	boost@test.com	222-222-2222	Party Rep	9/11/2023
867002	Luke	Lovely	lovely@luka.com	888-888-8888	Party Rep	9/1/2023
867001	Tango Test	Test	boost@test.com	123-867-5309	Customer	8/29/2023
866999	Sally	Snow	sally@snaw.com	444-444-4444	Party Rep	8/28/2023
866995	Kermit	Frog	kermit@test.com		Customer	8/24/2023

Reports > Upcoming Rank Advancements

- The “Upcoming Rank Advancements” report shows you and all of the Reps in your downline who are more than 60% of the way to the next rank they can reach.
 - Here are a few things you can do with this report:
 - Click on the “personal info” icon in the first column to view a snapshot of the Rep’s details.
 - View Your Downline Rep’s information.
 - Rep ID
 - First name
 - Last Name
 - Next Rank
 - % Complete
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report



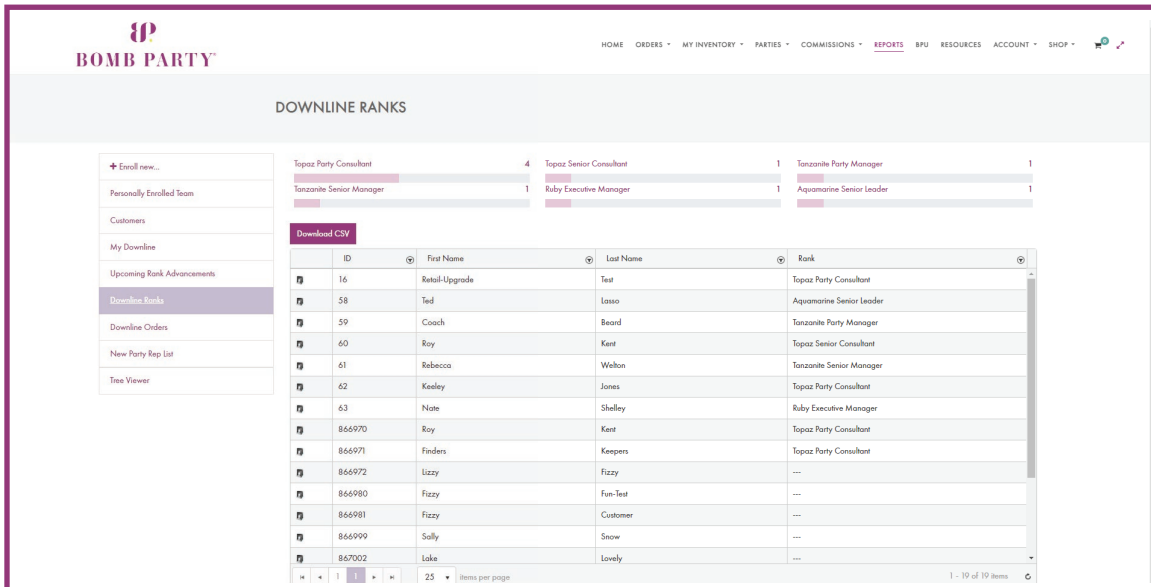
The screenshot shows the Bomb Party web application interface. At the top, the navigation bar includes links for HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, **REPORTS**, BPJ, RESOURCES, ACCOUNT, and SHOP. The main heading is "UPCOMING RANK ADVANCEMENTS". On the left is a sidebar menu with options: "Enroll new...", "Personally Enrolled Team", "Customers", "My Downline", "Upcoming Rank Advancements" (highlighted), "Downline Ranks", "Downline Orders", "New Party Rep List", and "Tree Viewer". The main content area features a "Download CSV" button and a table with the following data:

ID	First Name	Last Name	Next Rank	% Complete
58	Ted	Lasso	Periodic Executive Consultant	95%
867057	Lindsay	Bennett	Topaz Lead Consultant	96%

At the bottom of the table, there is a pagination control showing "25" items per page and "1 - 2 of 2 items".

Reports > Downline Ranks

- The “Downline Ranks” report includes a list of you plus all of your downline and their perspective titles.
 - Here are a few things you can do with this report:
 - Click on the “personal info” icon in the first column to view a snapshot of the Rep’s details.
 - View Your Downline Rep’s information.
 - Rep ID
 - First name
 - Last Name
 - Rank
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report



The screenshot shows the BOMB PARTY web application interface for the "Downline Ranks" report. The top navigation bar includes links for HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, REPORTS (active), BPU, RESOURCES, ACCOUNT, and SHOP. The main header displays the BOMB PARTY logo and the report title "DOWNLINE RANKS".

On the left, a sidebar menu contains options: "Enroll new...", "Personally Enrolled Team", "Customers", "My Downline", "Upcoming Rank Advancements", "Downline Ranks" (selected), "Downline Orders", "New Party Rep List", and "Tree Viewer".

The main content area displays a summary of ranks at the top:

Topaz Party Consultant	4	Topaz Senior Consultant	1	Tanzanite Party Manager	1
Tanzanite Senior Manager	1	Ruby Executive Manager	1	Aquamarine Senior Leader	1

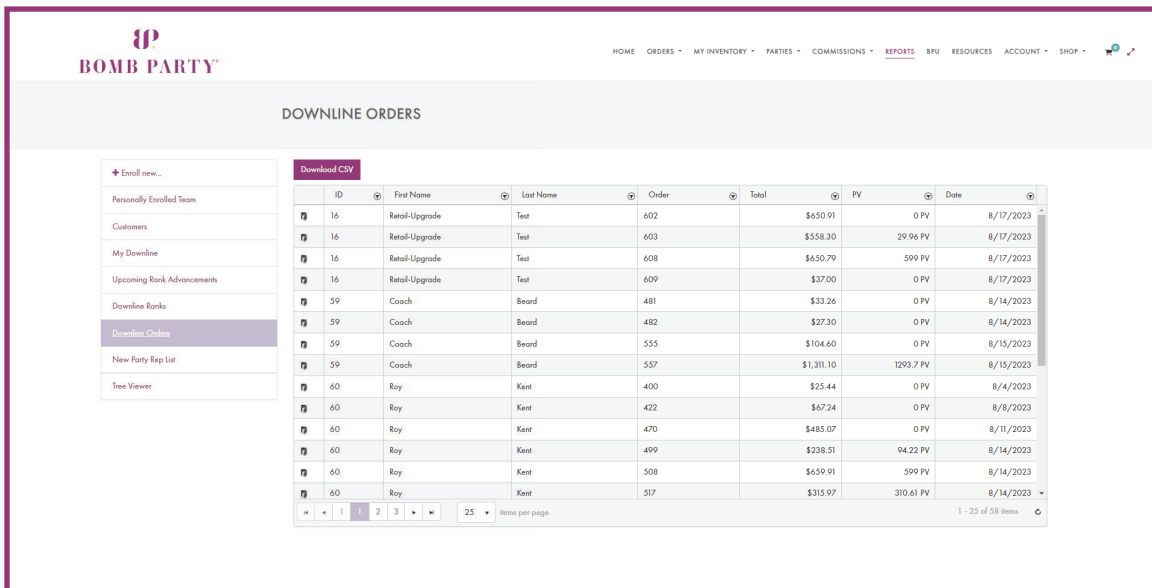
Below the summary is a "Download CSV" button. The main table lists individual representatives with columns for ID, First Name, Last Name, and Rank. The table is sorted by ID in ascending order.

ID	First Name	Last Name	Rank
16	Retail Upgrade	Test	Topaz Party Consultant
58	Ted	Lasso	Aquamarine Senior Leader
59	Cosch	Beard	Tanzanite Party Manager
60	Roy	Kent	Topaz Senior Consultant
61	Rebecca	Welton	Tanzanite Senior Manager
62	Keeley	Jones	Topaz Party Consultant
63	Nate	Shelley	Ruby Executive Manager
866970	Roy	Kent	Topaz Party Consultant
866971	Finders	Keepers	Topaz Party Consultant
866972	Lizzy	Fizzy	---
866980	Fizzy	Fun-Test	---
866981	Fizzy	Customer	---
866999	Sully	Snow	---
867002	Lake	Lovely	---

At the bottom, there is a pagination bar showing "1" of 10 items, a "25" items per page selector, and a "1 - 10 of 10 items" summary.

Reports > Downline Orders

- The “Downline Orders” report shows any orders your downline have placed, sorted by the most recent order placed.
 - Here are a few things you can do with this report:
 - Click on the personal info icon in the first column to view a snapshot of the Rep’s details.
 - View Your Downline Rep’s information.
 - Rep ID
 - First name
 - Last Name
 - Order #
 - Total \$ of the order
 - PV earned
 - Date the order was placed
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report

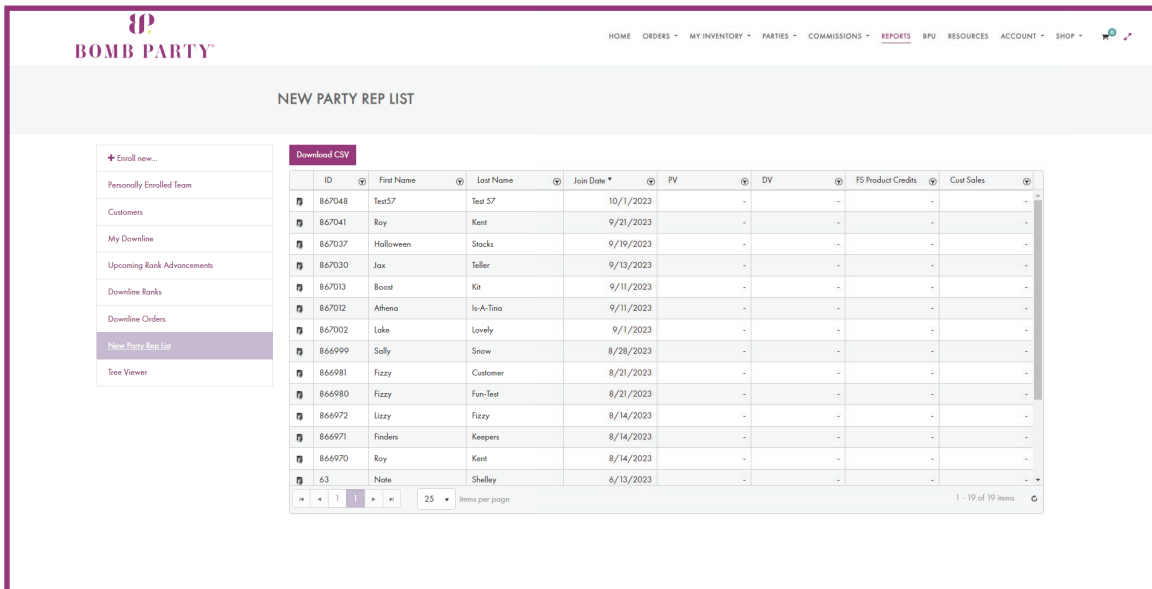


The screenshot shows the BOMB PARTY web interface. At the top, there's a navigation bar with links: HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, **REPORTS**, BPU, RESOURCES, ACCOUNT, and SHOP. Below this is a header for the "DOWNLINE ORDERS" report. On the left, there's a sidebar menu with options: Enroll new..., Personally Enrolled Team, Customers, My Downline, Upcoming Rank Advancements, Downline Ranks, **Downline Orders** (selected), New Party Rep List, and Tree Viewer. The main area displays a table of orders with columns: ID, First Name, Last Name, Order, Total, PV, and Date. A "Download CSV" button is visible above the table. The table contains 15 rows of data, showing orders placed by reps like "Retail-Upgrade", "Coach", and "Roy". At the bottom, there's a pagination bar showing "1 - 25 of 58 items" and a "Items per page" dropdown set to 25.

ID	First Name	Last Name	Order	Total	PV	Date
16	Retail-Upgrade	Test	602	\$650.91	0 PV	8/17/2023
16	Retail-Upgrade	Test	603	\$558.30	29.96 PV	8/17/2023
16	Retail-Upgrade	Test	608	\$650.79	599 PV	8/17/2023
16	Retail-Upgrade	Test	609	\$37.00	0 PV	8/17/2023
59	Coach	Beard	481	\$33.26	0 PV	8/14/2023
59	Coach	Beard	482	\$27.30	0 PV	8/14/2023
59	Coach	Beard	555	\$104.60	0 PV	8/15/2023
59	Coach	Beard	557	\$1,311.10	1293.7 PV	8/15/2023
60	Roy	Kent	400	\$25.44	0 PV	8/4/2023
60	Roy	Kent	422	\$67.24	0 PV	8/8/2023
60	Roy	Kent	470	\$485.07	0 PV	8/11/2023
60	Roy	Kent	499	\$238.51	94.22 PV	8/14/2023
60	Roy	Kent	508	\$659.91	599 PV	8/14/2023
60	Roy	Kent	517	\$315.97	310.61 PV	8/14/2023

Reports > New Party Rep List

- The “New Party Rep List” displays all of your downline who have joined BP within the last four months.
 - Here are a few things you can do with this report:
 - Click on the “personal info” icon in the first column to view a snapshot of the Rep’s details.
 - View Your Downline Rep’s information.
 - Rep ID
 - First name
 - Last Name
 - Join Date
 - PV
 - DV
 - FS (Fast Start) Product Credits earned
 - Customer Sales total
 - Download the report as a CSV (Excel or Sheets compatible)
 - Drag and drop columns into a different order
 - Click on the column heading to sort in ascending/descending order
 - Use the filter icon next to any of the column headings to set specific search parameters within the report

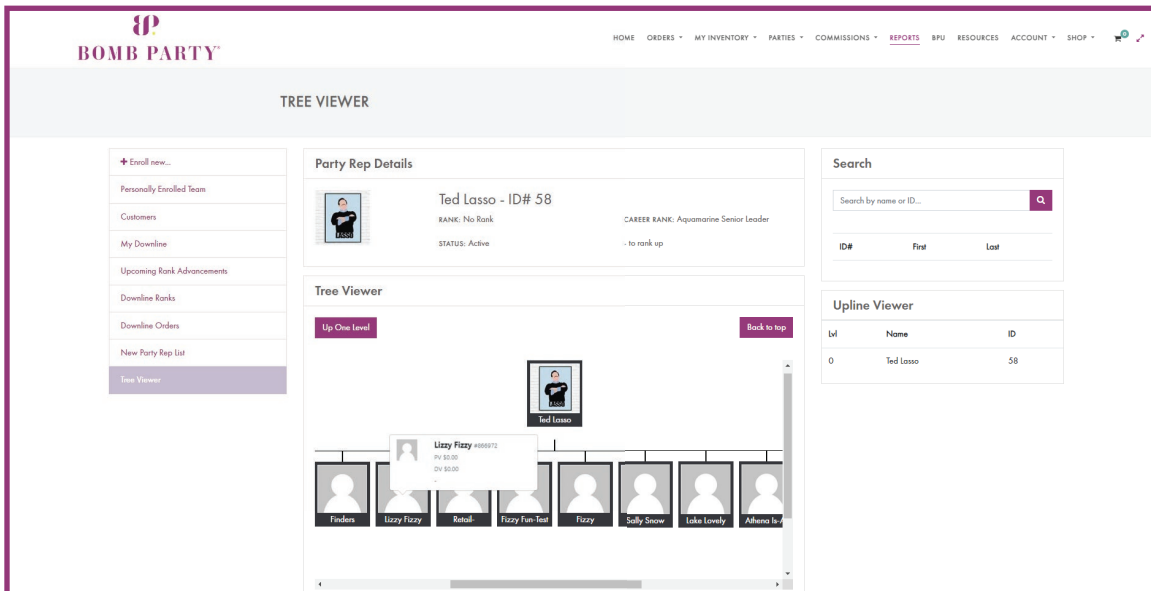


The screenshot shows the Bomb Party web interface. At the top, there's a navigation bar with links: HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, **REPORTS**, BP, RESOURCES, ACCOUNT, and SHOP. Below this is a header for the "NEW PARTY REP LIST" report. On the left, there's a sidebar menu with options: "Enroll new...", "Personally Enrolled Team", "Customers", "My Downline", "Upcoming Rank Advancements", "Downline Ranks", "Downline Orders", "New Party Rep List" (which is highlighted), and "Tree Viewer". The main content area displays a table of new party reps. Above the table is a "Download CSV" button. The table has columns: ID, First Name, Last Name, Join Date, PV, DV, FS Product Credits, and Cust Sales. Each column has a filter icon (funnel) and a sort icon (up/down arrows). The table contains 10 rows of data, with the last row partially visible showing a rep named "Shelley". At the bottom of the table, there's a pagination bar showing "1 - 10 of 10 items" and a "25 items per page" dropdown.

ID	First Name	Last Name	Join Date	PV	DV	FS Product Credits	Cust Sales
867048	Test57	Test 57	10/1/2023	-	-	-	-
867041	Roy	Kent	9/21/2023	-	-	-	-
867037	Halloween	Stacks	9/19/2023	-	-	-	-
867030	Jax	Teller	9/13/2023	-	-	-	-
867013	Boost	Kir	9/11/2023	-	-	-	-
867012	Athens	Is-A-Tina	9/11/2023	-	-	-	-
867002	Lake	Lovely	9/1/2023	-	-	-	-
866999	Sally	Snow	8/28/2023	-	-	-	-
866981	Fizzy	Customer	8/21/2023	-	-	-	-
866980	Fizzy	Fun-Test	8/21/2023	-	-	-	-
866972	Lizzy	Fizzy	8/14/2023	-	-	-	-
866971	Finders	Keepers	8/14/2023	-	-	-	-
866970	Roy	Kent	8/14/2023	-	-	-	-
63	Nate	Shelley	6/13/2023	-	-	-	-

Reports > Tree Viewer

- The “Tree Viewer” gives a visual representation of the hierarchy of your organization. Your information is displayed in the “Party Rep Details” box. You can use the search field to look up other Reps in your downline by first name and/or last name or Rep ID.
- The “Tree Viewer” box allows you to scroll left to right, up or down, use the buttons to jump to a level up, or to the top view. The frame color around the Rep’s photo indicates their title. A color Code key is displayed at the bottom of the tree viewer page.
- The “Upline Viewer” box displays your upline’s name and Rep ID.



The screenshot shows the BOMB PARTY Tree Viewer interface. The top navigation bar includes links for HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, **REPORTS**, BPU, RESOURCES, ACCOUNT, and SHOP. The main header is labeled "TREE VIEWER".

On the left is a sidebar menu with options: Enroll new..., Personally Enrolled Team, Customers, My Downline, Upcoming Rank Advancements, Downline Ranks, Downline Orders, New Party Rep List, and Tree Viewer (which is highlighted).

The main content area is divided into three sections:

- Party Rep Details:** Displays information for "Ted Lasso - ID# 58". It shows a profile picture, rank ("No Rank"), career rank ("Aquamarine Senior Leader"), and status ("Active").
- Tree Viewer:** Shows a hierarchical tree structure. At the top is "Ted Lasso". Below him is "Lizzy Flazy #400012". Under Lizzy Flazy are several other reps: "Finders", "Lizzy Flazy", "Batal", "Flazy Fun List", "Flazy", "Bully Street", "Linda Lovely", and "Adriana L...". Buttons for "Up One Level" and "Back to top" are visible.
- Search:** A search bar with the placeholder "Search by name or ID..." and a magnifying glass icon.
- Upline Viewer:** A table showing the upline information:

Lvl	Name	ID
0	Ted Lasso	58

BPU

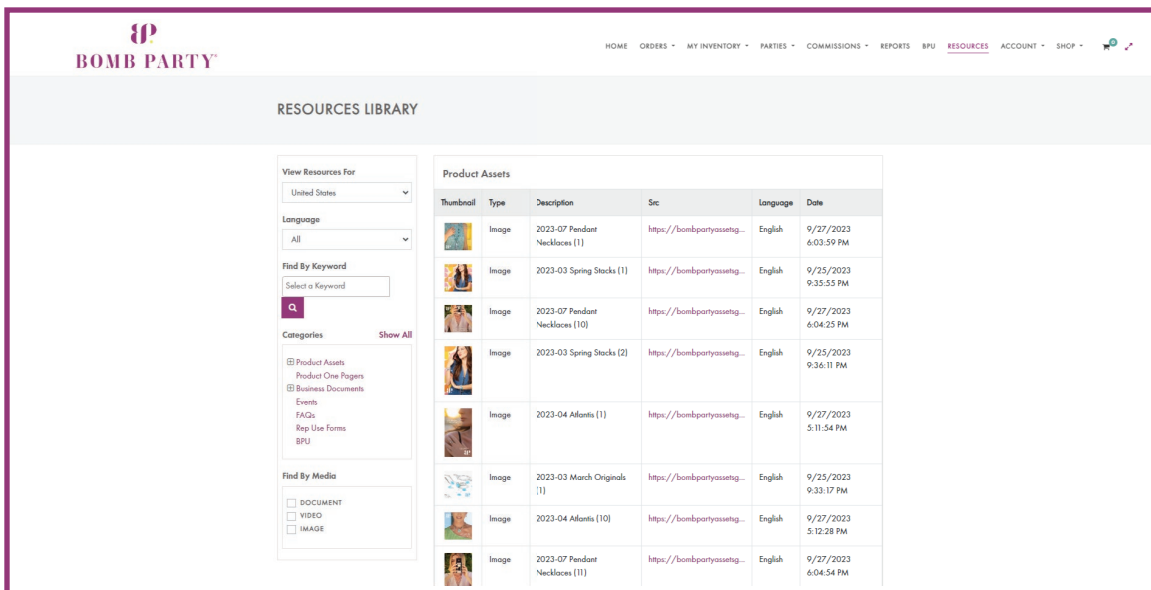
A tour of BPU will be provided in a separate training document later. However, feel free to click on the BPU tab in the top menu and browse the pages.

Resources









The Resources Library is the hub of all Home Office issued information including but not limited to the following:

- Product assets (photos and videos for you to use in your advertising and promotions)
- Collection one pagers
- FAQs
- Important forms for Rep use
- Informational documents

You can search for resources by keyword, and most often entering the title of the document or file into the search field will yield the results you're looking for.



The screenshot shows the BOMB PARTY Resources Library interface. At the top, there is a navigation bar with links: HOME, ORDERS, MY INVENTORY, PARTIES, COMMISSIONS, REPORTS, BPU, RESOURCES (highlighted), ACCOUNT, and SHOP. Below the navigation bar, the title "RESOURCES LIBRARY" is displayed. The main content area is divided into two sections. On the left, there is a sidebar with search filters: "View Resources For" (set to United States), "Language" (set to All), "Find By Keyword" (with a search input field), "Categories" (listing Product Assets, Product One Pagers, Business Documents, Events, FAQs, Rep Use Forms, and BPU), and "Find By Media" (with checkboxes for DOCUMENT, VIDEO, and IMAGE). On the right, there is a table titled "Product Assets" with columns: Thumbnail, Type, Description, Src, Language, and Date. The table contains 10 rows of data, each representing a product asset with a thumbnail image, type (Image), description, source URL, language (English), and date.

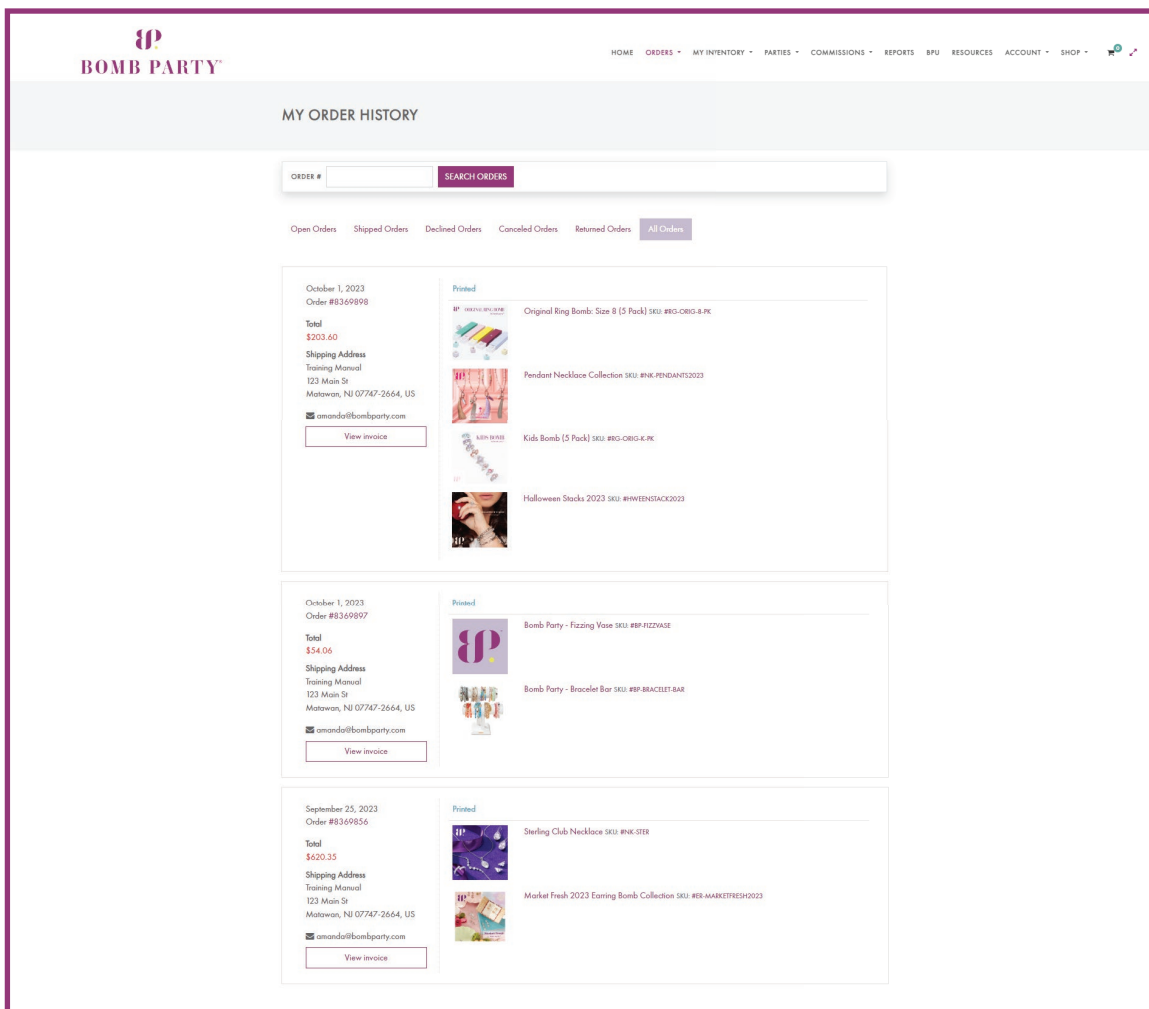
Thumbnail	Type	Description	Src	Language	Date
	Image	2023-07 Pendant Necklaces (1)	https://bombpartyassetg...	English	9/27/2023 6:03:59 PM
	Image	2023-03 Spring Stacks (1)	https://bombpartyassetg...	English	9/25/2023 9:35:55 PM
	Image	2023-07 Pendant Necklaces (10)	https://bombpartyassetg...	English	9/27/2023 6:04:25 PM
	Image	2023-03 Spring Stacks (2)	https://bombpartyassetg...	English	9/25/2023 9:36:11 PM
	Image	2023-04 Atlantis (1)	https://bombpartyassetg...	English	9/27/2023 5:11:54 PM
	Image	2023-03 March Originals (1)	https://bombpartyassetg...	English	9/25/2023 9:33:17 PM
	Image	2023-04 Atlantis (10)	https://bombpartyassetg...	English	9/27/2023 5:12:28 PM
	Image	2023-07 Pendant Necklaces (11)	https://bombpartyassetg...	English	9/27/2023 6:04:54 PM

Account

We have already reviewed the Account pages for “My Profile,” “Payment Methods,” “Shipping Settings,” and “Coupons.” Under this heading, there are also pages for the following:

Account > My Order History

- This page will show you your order history, including your open orders, shipped orders, declined orders, canceled orders, returned orders, and an option to see “All Orders” in one list.



BOMB PARTY™

HOME ORDERS MY INVENTORY PARTIES COMMISSIONS REPORTS BPU RESOURCES ACCOUNT SHOP

MY ORDER HISTORY

ORDER # [SEARCH ORDERS](#)

[Open Orders](#) [Shipped Orders](#) [Declined Orders](#) [Canceled Orders](#) [Returned Orders](#) [All Orders](#)

October 1, 2023
Order #8369898

Total
\$203.60

Shipping Address
Training Manual
123 Main St
Matawan, NJ 07747-2664, US
amanda@bombparty.com
[View Invoice](#)

Printed

- Original Ring Bomb: Size 8 (5 Pack) SKU: #RG-ORIG-8-PC
- Pendant Necklace Collection SKU: #NK-PENDANT2023
- Kids Bomb (5 Pack) SKU: #RG-ORIG-K-PC
- Halloween Stacks 2023 SKU: #HWSTACK2023

October 1, 2023
Order #8369897

Total
\$54.06

Shipping Address
Training Manual
123 Main St
Matawan, NJ 07747-2664, US
amanda@bombparty.com
[View Invoice](#)

Printed

- Bomb Party - Fizzing Vase SKU: #BP-FIZZVASE
- Bomb Party - Bracelet Bar SKU: #BP-BRACELET-BAR

September 25, 2023
Order #8369856

Total
\$620.35

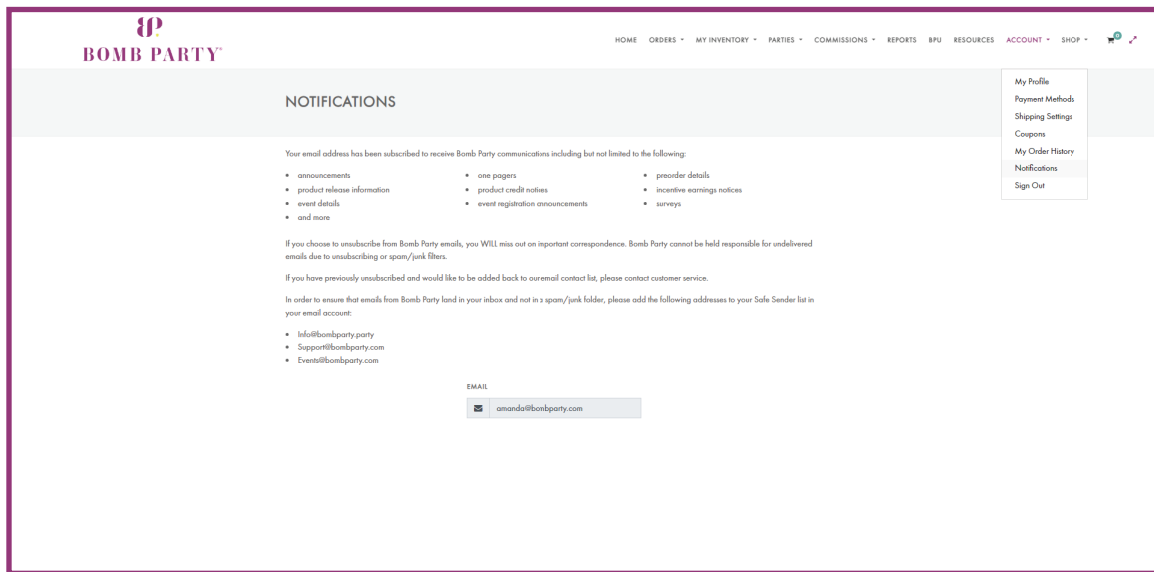
Shipping Address
Training Manual
123 Main St
Matawan, NJ 07747-2664, US
amanda@bombparty.com
[View Invoice](#)

Printed

- Sterling Club Necklace SKU: #NK-STER
- Market Fresh 2023 Earring Bomb Collection SKU: #EB-MARKETFRESH2023

Account > Notifications

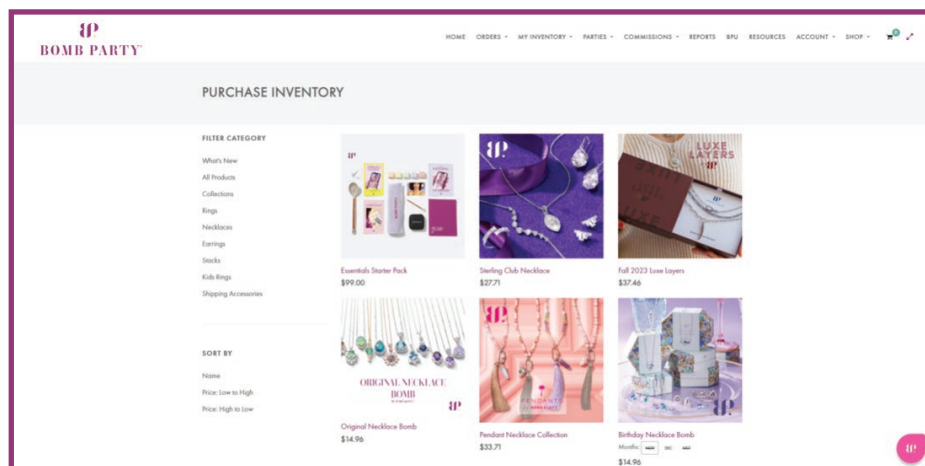
- Where to find notification settings: Account > Notifications
- This page contains important information regarding how to receive email correspondence from Bomb Party Home Office. Read and review email disclaimer and safe sender information.
- If you wish to receive correspondence from Home Office, including product release details, company updates, special trainings with guest experts, and more, be sure to subscribe.
- If you choose not to subscribe to Bomb Party emails, you WILL miss out on important correspondence. Bomb Party cannot be held responsible for undelivered emails due to unsubscribing or spam/junk filters.



Shop

Shop > Purchase Inventory

- We already covered the Shop tab in the top menu. To find these instructions, go to the Step 1 PDF.



Shopping Cart

- Navigate to the icon of a shopping cart. If you are using a web browser on a laptop or desktop computer, this icon is in the top right corner of the screen.
- By clicking on the cart icon, you see the product added to your cart with quantity, PV, and price.
- You can adjust your product quantity by clicking the (+) or (-) buttons.
- You can adjust your product quantity by typing in the quantity.
- The PV and price updates when you adjust a product's quantity.
- You can see your PV total and sub-total.

