"SUMO Reward Points"

Created: 19/05/2015
Updated: 04/09/2018

Description:

SUMO Reward Points is a Complete WooCommerce Loyalty Points System. Reward your Customers for **Account Sign Up**, **Purchasing Products**, **Referring Users to the Site**, **Writing Reviews**, **Creating Blog Posts**, etc. The Earned Reward Points can be used to make discounts in future purchases. **SUMO Reward Points** supports **Simple Products**, **Simple Subscription**, **Variable Products** and **Variable Subscription**.

Features:

- **Complete Reward Points System**

- **Built on Top of WooCommerce**

- **Reward Points for Account Sign up, Product Purchase, Promoting the Products on Social Networks, Referring Users, Writing Reviews, Creating Blog Posts, Commenting on Blog Posts etc**

- **Expiry Date for Points can be set**

- **Separate Gateway for Redeeming Reward Points**

- **Redeeming of Points can be Restricted to certain Products or Categories**

- **Minimum Cart Total For Redeeming Points can be set**

- **Minimum Cart Total For Earning Points can be set**

- **Maximum Points for Redeeming on Cart can be Set**

- **Customers can be Prevented from Earning and Redeeming Reward Points**

- **Reward Points can be set Based on Member level and Earning Points Level**

- **Customers can buy Reward Points**

- **Customers can buy Products using Points**

- **Award points when user clicks a link**

- **Customers can Exchange their Points for Money**

- **SMS notification to Users about the Reward Points Earned / Redeemed.**

- ➢ **Log to monitor the List of Referrals**

- ➢ **Product Purchase Reward Points can be Nominated to other Users.**

- ➢ **Conversion Rate for Reward Points can be Set**

- ➢ **Log of Events can be exported as CSV**

- ➢ **Compatible with WooCommerce Booking Plugin**

- ➢ **Compatible with Dynamic Pricing Plugin**

- ➢ **Compatible with SUMO Subscriptions**

- ➢ **Compatible with SUMO Memberships**

- ➢ **Extensive Customization Option**

- ➢ **Translation Ready**

- ➢ **WPML Compatible**

- ➢ **And More**

Getting Started With SUMO Reward Points:

How to Install SUMO Reward Points?

1. Login to your codecanyon account
2. Go to Downloads Tab
3. You will find SUMO Reward Points
4. Download sumorewardpoints.zip (**Please note the downloaded files will always be the latest version**)
5. Unzip sumorewardpoints.zip inside which you will find the Plugins files i.e. rewardsystem.zip
6. Install SUMO Reward Points i.e. rewardsystem.zip using WordPress Dashboard
7. Activate the Plugin

How to Upgrade to a newer version of SUMO Reward Points?

Please always test the new version in a testing site before you upgrade to the new version in your live site.

If you are using an older version and want to upgrade to the latest version of SUMO Reward Points then please do the following steps.

1. Login to your codecanyon account
2. Go to Downloads Tab
3. You will find SUMO Reward Points
4. Download sumorewardpoints.zip (**Please note the downloaded files will always be the latest**

version)
5. Unzip sumorewardpoints.zip inside which you will find the Plugins files i.e. rewardsystem.zip
6. Deactivate and Delete the existing version of SUMO Reward Points in your site
7. Install the latest version of SUMO Reward Points i.e. rewardsystem.zip using WordPress Dashboard
8. Activate the Plugin

Please note you will not lose any settings values, data etc by following the above steps.

Support

Please check the documentation a few times to get a good hold of the plugin as SUMO Reward Points is a Comprehensive plugin.

For support, feature request or any help, please register and open a support ticket on our site.

Upgrading to Sumo Reward Points V10.x or above from Older Versions:

If you are currently Using **Sumo Reward Points Version 8.x or older** and wish to Upgrade to **Sumo Reward Points Version 10.0** Please note the following

The existing user points has to be manually added to the reward points system after upgrading into 10.x or above. It can be done in two ways,

1. **Add points Manually**

— Deactivate and delete the existing version of SUMO Reward Points plugin.

— Install the New Version and Activate it.

— Go to **WooCommerce -> Sumo Reward Points -> Troubleshoot -> Click Here to Add Existing Points for User**

— Click **Add Existing Points** button.

Note: Each time when you click the button(**Add Existing Points**), the points earned from the older version(**v8.x**) will be added once again to the Users Account.

2. Add Points by Exporting and Import the Current points through CSV

Export the Current user points by clicking **Export User Points** button in **Export User Points to CSV** option (Import/Export Points in CSV tab) in existing version(v8.x). A CSV File will be exported.

— Deactivate and delete the existing version of SUMO Reward Points plugin.

— Install the New Version and Activate it.

— Import the CSV file using **Import CSV for Version 10.0(Above 10.0)** button in new

version(above 8.x).

– Please find more information in below **Add Points by Import/Export Points through CSV** section

Add Points by Import/Export Points through CSV

– Sumo Reward Points Version 10.0 Supports the feature of Points with Expiry.

– So by Default the Current User points will with Infinite expiry.

– If you want to set the Expiry date for the current User points do the following steps

i) Go to **WooCommerce -> Sumo Reward Points -> Import/ Export Points in CSV**

ii) Click on the **Export User Points** Button.

iii)A CSV File will be exported. It contains three fields. The first field contains the User name of the Users and the Second field contains the current user points and the third field is the expiry date for the points. By default the expiry date will be 0.

iii) In the third Column of the CSV file you can set your own custom date. The date must be of the following format.

06/10/2015 12:18:38 PM UTC

Where

06	**– Month**
10	**– Date**
2015	**– Year**
12	**– Hour**
18	**– Minutes**
38	**– Seconds**
UTC	**– Time Zone**

iv) After setting the Expiry date, Import the updated CSV file using **Import CSV for Version 10.0 (Above 10.0)** button.

Note: If you face any issues in Sumo Reward Points Version 10.0 and wish to switch back to the older Version of the Plugin, Uninstall the Current Version and install the older Version. The older version of the Plugin can be found inside the Zip file you downloaded.

Work Flow of SUMO Reward Points

SUMO Reward Points Supports the following options,

- ➢ Reward Points for Account Sign-up
- ➢ Reward Points for Product Purchase
- ➢ Reward Points for Cart Total
- ➢ Reward Points for Referring Users
- ➢ Reward Points for Social Promotion
- ➢ Redeeming the Earned Points
- ➢ Buying Reward Points
- ➢ Exchanging the Points for Money
- ➢ Nominating Other Users to Receive Reward Points
- ➢ SMS Notification for Earning and Redeeming Reward Points
- ➢ Purchase the Product using Reward Points
- ➢ Gift Voucher
- ➢ Send Points to Friends
- ➢ Rewards Points based on Tax

Reward Points for Account Sign-up

- – The User creates an Account in the website using the WooCommerce Sign up Form in My Account Page.

- – Reward Points will be awarded to the user who has Created the Account.

- – Reward Points will also be awarded to users who sign-up using the Wordpress Registration form.

Reward Points for Product Purchase

- – A User tries to Purchases a Product which Contains Rewards Points.

- – The Reward Points associated with that Product will be awarded to the User when they complete the purchase.

- – Once the order status becomes completed, the reward points associated for the product will

be added to the user account.

- If a user want to cancel or refund the particular order, the reward points earned or redeemed with respect to the product will be revised.

Note: If Admin tries to change the order status from Cancel or Refund to Completed, the revised reward points would not be added back to the User Account.

Reward Points for Cart Total

- If user adds the product(s) to cart, they will come to the earn points information based on the fixed points/percentage of cart total configured.

- Once user completed the order, points associated for that corresponding order will be added to the user account.

Note: Points will be awarded based on the order status settings configured in the plugin.

Reward Points for Referring users

- A User(Referrer) Generates the Referral link from their account and sends it to their Friend(Referred Person).

- The Referred Person will receives the Referral Link.

- The Referred Person Signs up in the site by Clicking the Referral Link, The Referrer receives Referral Reward Points for Account Sign-up.

- If Referred Person makes the Product Purchase which contains Referral Reward Points, then the Referrer will receive Referral Reward Points for Product Purchase.

Reward Points for Social Promotion

- Reward Points will be awarded to User, when the Product has been liked on Facebook.

- Reward Points will be awarded to User, when the Product has been shared on Facebook.

- Reward Points will be awarded to User, when a Tweet is made on Twitter for that product.

- The User will be awarded with Reward Points, when the User has made a Twitter follow.

- The User will be awarded with Reward Points, when the Product has been shared on Google+.

- Reward Points will be awarded to User, when the Product has been liked on VK.

- The User will be awarded with Reward Points, when the User has made a Instagram follow.

Note:

1. Recalling feature is not available for Twitter Tweet, Twitter Follow, Google+, Instagram Share. Hence, when user clicks those buttons, points will be awarded instantly.

2. Points will be revoked from the user account once the user unlike the product. After that the user user can Like the product. But, points for Liking the respective product will not be awarded to that user.

List of Social Networks which supports Callback

Following social Actions supports Callback.
  – Facebook Like
  – Facebook Share
  – VK Like

Following Social Actions which doesn't supports Callback.
  – Google+
  – Twitter Tweet
  – Twitter Follow
  – Instagram Follow

Redeeming the Earned Points

  – A User will have Certain Reward Points Earned from a Product Purchased in the Site.

  – The Earned Reward Points can be Redeemed by the User in Future Purchases.

  – Once the Points has been Redeemed by the User for Product Purchase, the Redeemed Points will be reduced from the User Account.

  – The Redeemed Points and Current Reward Points will be displayed in the My Account Page.

Buying Reward Points

  – The Buying Reward Points is used to buy the SUMO Reward Points.

  – The Buying Reward Points associated with that Product will be awarded to the User when they Complete the Purchase.

Example: If user need certain reward points but the product purchase for reward points is not enough which the user needed, in this case if buying reward points has up to the user needed points, they can complete the purchase and earn reward points for product purchase and also buying reward points with respect to that product. Buying reward points is like a gift card.

Exchanging the Points for Money

– A User can Exchange their Reward Points for Money by filling the details in Cash Back Request Form.

– A User can use Payment Method either PayPal Payment by providing PayPal ID or Custom Payment Option.

– The Request Form will be submitted for Admin's Approval.

– Once the Site Admin has been Approved the Request Submitted by the User, a User will receive Money(for how much points they claimed for Money) to their account.

Nominating Other Users to Receive Reward Points

– A User can donate their Reward Points Earned from the Product Purchase to a Specific User.

– Choose the Specific User from the list of users displayed in the **Select Nominee** Option.

– Once User selected a Particular User as Nominee, from then onwards the Points Earned by the User will be credited to the Nominee's User Account.

SMS Notification for Earning and Redeemed Reward Points

– SMS Notification can be received via any one of the available SMS API's either Twilio or Nexmo.

Purchase the Product using Reward Points

– A User can Purchase the Product by using Reward Points they earned instead of Price.

– A User can receive SMS Notification from the admin when they Earn and Redeem Reward Points.

– Supports with the **SUMO Reward Points Gateway**.

– User cannot buy the product through Reward Points if they doesn't have enough points.

Gift Voucher

– A Gift Voucher contains Reward Points.

– When a user tries to use a Gift Voucher, then the Reward Points associated for that Gift Voucher will be added to their Account.

Send Points to Friends

– In order to Send Points to Friends, Users need to fill the details in Request Form.

– The User can select the Person for the points to send from the list of person provided by the

site admin.

- The Request Form will be submitted for Admin's Approval.

- Once an admin approved the Submitted Form made by the User, the Reward Points entered by the User will be added to the Friend's Account whose name is applied in the Request Form.

Reward Points based on Tax

- User will add certain products to the cart.

- The Reward Points will be calculated and displayed based on the Product Price.

- Once the order has been completed, then calculated points will be reduced from the User's Account.

Example:

Consider the below scenario for **Inclusive of Tax**,

- Product Price is **$100** with **10%** tax.

- For Applying tax, the product price is **$100** but the original price excluding tax is **$90**. User should have to pay **$100**.

- Tax will be calculated based on the **Product Price** and once the order has been completed, then calculated points will be reduced from the User's Account.

- If **$100** Product is added in the cart and try to redeem **100 points**, then message will be display as **$100** worth of **100 points** is redeemed but **90 points** will be taken from the User's Account(**$90** is the original price).

Consider the below scenario for **Exclusive of Tax**,

- Product Price is **$100** with **10%** tax.

- For Applying tax, the product price is **$110** but the original price is **$100**. User should have to pay **$110**.

- Tax will be calculated based on the Product Price and once the order has been completed, then calculated points will be reduced from the User's Account.

- If **$100** Product is added in the cart(Price will be changed as **$110** due to exclusive of tax) and try to redeem **110 points**, then message will be display as **$110** worth of **110 points** is

redeemed but **100 points** will be taken from the User's Account(**$100** is the original price).

Setting Up SUMO Reward Points

We have separated our settings as **Modules based System** in our plugin. Using the **Modules** you can configure the settings as per your convenience. Please make a note that options configured in the plugin settings will work only for the activated module(s).

How to Rename SUMO Reward Points to your own brand name?

Go to WooCommerce - **> SUMO Reward Points - > General - > General Settings**

- – Enter the text that need to be displayed in dashboard for SUMO Reward Points in **Plugin Menu Display Name** text field.
- – Save the Settings.

How to Rename SUMO Reward Points gateway?

Go to WooCommerce - **> Settings - > Checkout - > SUMO Reward Points Gateway**

- – Enter the gateway name to be displayed in **Title** text field.
- – Save the changes.

How to configure the settings for the users to involve in SUMO Reward Points Program?

Go to WooCommerce - **> SUMO Reward Points - > Advanced - > Advanced Settings**
- If you wish to give an option for users to involve in the **Reward Points** Program, then select the **Reward Points Program** checkbox.
- Save the settings.

Note:
- For **New Users**, they can have the option to involve in the **Reward Points** Program on the site during registration.
- For **Old Users**, they can have the checkbox to exit from the **Reward Points** Program on the account page. By default, it will be enabled for old users.

How to restrict the access to reward points menu based on User Role?
Go to **WooCommerce - > SUMO Reward Points - > Advanced - > Reward Points Menu Restriction based on User Role**
- Enable **User Role based Menu Restriction** checkbox

- A list of available user roles will be displayed in the settings.

- You can make use of the settings to restrict the access to reward points menu for corresponding user

roles.

- Save the settings.

Cart Total based Earning Reward Points

Following are the settings which will give 1 points equivalent to 1$ when the user spends 1$ on the site. You can modify the settings as per your preference.

Go to **WooCommerce -> SUMO Reward Points -> General -> Earning Points Conversion Settings**

- Set **1 points** equals **1$** in the corresponding field

- Save the settings

Note: You can modify the points and dollar as per your preferences.

Go to **WooCommerce -> SUMO Reward Points -> General -> Redeeming Points Conversion Settings**

- Set **1 points** equals **1$** in the corresponding field

- Save the settings

Go to **WooCommerce -> SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Global Settings**

- Select **Quick Setup** in **Product Purchase Reward Points** radio button

- Select **Cart Total** in **Earning Points Type** drop-down menu

- Select **Enable** in **Earning Points based on Cart Total** drop-down menu

- Select **By Percentage of Product Price** in **Reward Type** option and set **100** in **Reward Points** field

- Save the settings.

Note:

- You can modify the **Reward Type** and its **value** as per your preferences.

- **Points** will be awarded to the users when the order status reached the status selected in **Reward Points awarded when the order status reaches** multi-search field[**WooCommerce -> SUMO Reward Points -> General -> Reward Points Order Status Settings for Earning**].

Product Purchase Reward Points

Points can be assigned to the products through two different types. They are,

1. **Quick Setup [Global Level Settings will be enabled]**

2. **Advanced Setup [Global, Category and Product Level will be enabled]**

 1. **Quick Setup**

- If you wish to set the points through globally, then select **Quick Setup** in **Product Purchase Reward Points** radio button.

- If you wish to set the points to all the products in your site, then select **All Products** in **Product Purchase Reward Points is applicable for** drop-down menu. Select **Enable** in **Global Level Reward Points** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to specific products in your site, then select **Include Product(s)** in **Product Purchase Reward Points is applicable for** drop-down menu. Select the Products by searching the product name in **Include Product(s)** multi-search field. Select **Enable** in **Global Level Reward Points** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you don't want to set the points to specific products in your site, then select **Exclude Product(s)** in **Product Purchase Reward Points is applicable for** drop-down menu. Select the Products by searching the product name in **Exclude Product(s)** multi-search field. Select **Enable** in **Global Level Reward Points** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to all the categories in your site, then select **All Categories** in **Product Purchase Reward Points is applicable for** drop-down menu. Select **Enable** in **Global Level Reward Points** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to specific categories in your site, then select **Include Categories** in **Product Purchase Reward Points is applicable for** drop-down menu. Select the category by searching the listed in **Include Categories** field. Select **Enable** in **Global Level Reward Points** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you don't want to set the points to specific categories in your site, then select **Exclude Categories** in **Product Purchase Reward Points is applicable for** drop-down menu. Select the category by searching the listed in **Exclude Categories** field. Select **Enable** in **Global Level Reward Points** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly. Save the settings.

2. **Advanced Setup**

- If you choose **Advanced Setup,** then **Points** will be assigned to the products based on the **Priority Level**[Product Level/Category Level/Global Level]

Priority level for the Reward Points is as follows,

Product level

- If **SUMO Reward Points for Product Purchase option** is enabled for the **Product** in **Product level** and Points has been entered, then the **Reward Points** will be assigned to that Product.

Category Level

- If **SUMO Reward Points for Product Purchase option** is enabled for the **Product** in **Product level** and no Points has been entered, it will look in to the **Category level**.

- If **SUMO Reward Points for Product Purchase option** is enabled and Points has been entered, then the **Reward Points** will be assigned to that Product.

Global Level

- If **SUMO Reward Points for Product Purchase option** is enabled for the **Product** in **Product** and **Category level** but no points has been entered, it will look up in to **Global level**.

- If **SUMO Reward Points for Product Purchase option** is enabled in **Global level** and Points has been entered, then the **Reward Points** will be assigned to that Product.

Note: If the **Reward Points** hasn't entered for the Product in all the **3 levels**, then the **Reward Points** will be considered as 0 to that Product.

What is Product, **Category and Global Level in SUMO Reward Points**?

- In **SUMO Reward Points** you can set the **Reward Points** in 3 levels. They are **Product**, **Category** and **Global level**.

- Reward Points can be set in Product Page will comes under the **Product level**.

- Reward Points can be set in Product Category page will comes under the **Category level**.

- Reward Points can be set in Global settings will comes under the **Global level**.

How to Set Reward Points for an Individual Product?

Edit an **Existing Product** or Create a **New Product,**

- Select **Enable** in **Enable SUMO Reward Points for Product Purchase** drop-down menu

- Select **Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**

- Enter the **Points/Percentage Value** in their corresponding field

- **Update/Publish** the Product

Note: In order to display the above settings on the Product, **Product Purchase Module** should have to be Activated.

How to Set Reward Points to All Products at Once?

Go to WooCommerce **-> SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Bulk Update Settings**

- Select **All Products** in **Products/Categories** drop-down menu
- Select **Enable** in **Enable SUMO Reward Points for Product Purchase** drop-down menu
- Select **Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**
- Enter the **Points/Percentage Value** in their corresponding field
- Click **Save and Update** button to update the settings

How to Set Reward Points for Selected Products?

Go to WooCommerce **-> SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Bulk Update Settings**

- Choose the **Selected Products** in **Products/Categories** drop-down menu
- Select the Products to set Reward Points by Searching the **Product Name** in **Select Particular Products** multi-search field
- Select **Enable** in **Enable SUMO Reward Points for Product Purchase** drop-down menu
- Select **Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**
- Enter the **Points/Percentage Value** in their corresponding field
- Click **Save and Update** button to update the settings

How to Set Reward Points for All Categories?

Go to WooCommerce **-> SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Bulk Update Settings**

- Select **All Categories** in **Products/Categories** option.
- Select **Enable** in **Enable SUMO Reward Points for Product Purchase** drop-down menu
- Select **Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**
- Enter the **Points/Percentage Value** in their corresponding field
- Click **Save and Update** button to update the settings

How to Set Reward Points for Selected Categories?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Bulk Update Settings**

- Select the **Selected Categories** in **Products/Categories** option
- Select the Categories to set Reward Points in **Select Particular Categories multi-search field**
- Select **Enable** in **Enable SUMO Reward Points for Product Purchase** drop-down menu
- Select **Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**
- Enter the **Points/Percentage Value** in their corresponding field
- Click **Save and Update** button to update the settings

How to Set Reward Points for Social Promotion?

Points can be assigned to the products[**Social Action**] through two different types. They are,

1. **Quick Setup [Global Level Settings will be enabled]**

2. **Advanced Setup [Global, Category and Product Level will be enabled]**

 1. Quick Setup

- If you wish to set the points through globally, then select **Quick Setup** in **Social Reward Points** radio button.

- If you wish to set the points for social actions to all the products in your site, then select **All Products** in **Social Reward Points is applicable for** drop-down menu. Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly in their respective fields. Save the settings.

- If you wish to set the points for social actions to specific products in your site, then select **Include Product(s)** in **Social Reward Points is applicable for** drop-down menu. Select the Products by searching the product name in **Include Product(s)** multi-search field. Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly in their respective fields. Save the settings.

- If you don't want to set the points for social actions to specific products in your site, then select **Exclude Product(s)** in **Social Reward Points is applicable for** drop-down menu. Select the Products by searching the product name in **Exclude Product(s)** multi-search field. Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly in their respective fields. Save the settings.

- If you wish to set the points for social actions to all the categories in your site, then select **All Categories** in **Social Reward Points is applicable for** drop-down menu. Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly in their respective fields. Save the settings.

- If you wish to set the points for social actions to specific categories in your site, then select **Include Categories** in **Social Reward Points is applicable for** drop-down menu. Select the category by searching the listed in **Include Categories** field. Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly in their respective fields. Save the settings.

- If you don't want to set the points for social action to specific categories in your site, then select **Exclude Categories** in **Social Reward Points is applicable for** drop-down menu. Select the category by searching the listed in **Exclude Categories** field. Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop-down menu. Select **Reward type** as per your convenience and set the points accordingly in their respective fields. Save the settings.

2. **Advanced Setup**

- If you choose **Advanced Setup,** then **Points** will be assigned to the products based on the **Priority Level**[**Product Level/Category Level/Global Level**]

In order to display the **social icons** on the **Product page**, then you have to enable it in **Product level**[Product Backend]

- Create a **New Product** or Edit an **Existing Product**

- Select the **Product Data**[Simple/Variable Product]

- You can find the **Social Reward settings** in **Advanced Section**

- Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop down menu

- Select the **Reward Type** as per your wish and set the points accordingly in the respective fields

- **Publish/Update** the Product

If you wish to set the points through **Global settings**,

Go to WooCommerce - > **SUMO Reward Points - > Modules - > Global Settings for Social Reward Points**

Enable the option in **Product level**[Product Backend], select the **Reward Type** and don't give the points

Select **Enable** in **Enable SUMO Reward Points for Social Promotion** drop-down menu

Select the **Reward Type** as per your wish and set the points accordingly in the respective fields

Save the settings

If you wish to set Social Reward Points for All Products at once in your site,

Go to WooCommerce - > **SUMO Reward Points - > Modules - > Bulk Update Social Settings for Existing Products/Existing Categories**

– Select **All Products** in **Products/Categories** drop-downmenu
– Select Enable in **Enable SUMO Reward Points for Social Promotion** drop-down menu

- Select the **Reward Type** as per your wish and set the points accordingly in the respective fields
- Click Save and Update button to update the settings

How to Set Reward Points for Buying Reward Points and Social Promotion(Simple Product)?

- Edit an **Existing Product** or Create a **New Product**
- You can see **Buying Reward Points** and **Social Promotion** settings in **Advanced** option
- If you wish to provide the points for those 2 actions, then make use of the options
- **Update/Publish** the Product

How to Set Reward Points for Buying Reward Points and Social Promotion(Variable Product)?

- Edit an **Existing Product** or Create a **New Product**
- You can see **Buying Reward Points** and **Social Promotion** settings in **Advanced** option
- If you wish to provide the points for those 2 actions, then make use of the options
- **Update/Publish** the Product

How to Award Points based on the Discount made for the Cart?

By Default the Points for Product Purchase will be awarded to the user fully whether they apply a coupon to make discount or redeem the points.

If you want to enable the option of awarding the points based on the discount made in the order then go to **Woocommerce -> SUMO Reward Points -> Modules -> Product Purchase Reward Points Restrictions**

- Select **Calculate Reward Points after Discounts(WooCommerce Coupons / Points Redeeming)** checkbox

- Save the settings

Working Scenario

Price of Product a 100

Points for Product a 100

Price for Product b 50

Points for Product b 50

Coupon Worth 75

New Points for Product a 50

New Points for Product b 25

How to set Reward Points for Earning Points Conversion?

Go to WooCommerce **- > SUMO Reward Points -> General -> Earning Conversion Settings**

- Set the Amount in dollar and Points in the **Earning Points** field.

- Earning Points Conversion gives the Points you will earn for each Dollar (or whatever currency set in WooCommerce) of Product purchased.

- Conversion Settings is not applicable when you set the reward type as Fixed Point.

- Conversion Settings works only if you set the reward type as Percentage of Product Price.

How to set Reward Points such that each dollar spent user will earn 1 Reward Point?

Go to WooCommerce **- > SUMO Reward Points -> General -> Earning Conversion Settings**

- Set **1** in Dollar field and **1Point** in the **Earning Points** field.

- Save the settings.

- Edit a product or Create a new product

- Select the Reward Type as **Percentage of Product Price** and Set the Percentage as 100.

Note: If Coupons are applied in the cart, then point calculation will be based on the original Product Price by default. If you want to calculate points based on the discounted amount, then go to **WooCommerce -> SUMO Reward Points -> Modules -> Product Purchase Reward Points Restrictions**

- Select **Calculate Reward Points after Discounts(WooCommerce Coupons / Points Redeeming)** checkbox

- Save the settings

How to set Reward Points for Redeeming Points Conversion?

Go to WooCommerce **- > SUMO Reward Points -> General -> Redeeming Points Conversion Settings**

- Set the Amount in dollar and Points in the **Redeeming Points** field.

- Redeeming your Earned Points is based on Redeeming Conversion Rate.

Example:

1. Let us say you have 200 reward points which you want to redeem and you have added products worth $20 in the Cart.

2. If your Redeeming Points is set to 100 and Redeeming Point Value in $ is set to 1 then you will get $2 discount in your cart for the 200 reward points.

Note: Redeeming can't be applied for Point Pricing Products.

How to enable the feature of Other Coupons should not be Used when Redeeming has been done?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Redeeming Points -> Redeeming**

Restriction

- Select **Prevent Coupon Usage when points are redeemed** checkbox

- Save the settings

How to enable the option of automatically apply the available reward points when user adds a product to Cart?

Go to WooCommerce - **> SUMO Reward Points -> Modules -> Redeeming Points -> Redeeming Settings for Cart Page**

- Select **Enable Automatic Points Redeeming in Cart Page** checkbox

- Save the settings

How to Set the Text Position(Before/After) of Point Price?

Go to WooCommerce - **> SUMO Reward Points -> Modules -> Points Price -> Global Settings Point Priced Product**

- Select **Enable** in **Point Pricing** drop down menu
- Set the text as per your wish in **Point Priced Product Identifer Label** field
- Select **After/Before** in **Point Priced Product Identifer Label Display Position** drop-down menu. Text will display as per the option selected.

Note: Point Price settings will display at the **Product backend**, only when the **Point Price** option is **enabled** in the **Global Level**.

Point Pricing can be assigned to the products through two different types. They are,

1. **Quick Setup [Global Level Settings will be enabled]**

2. **Advanced Setup [Global, Category and Product Level will be enabled]**

 1. Quick Setup

- If you wish to set the point through globally, then select **Quick Setup** in **Point Pricing** radio button.

- If you wish to set the points to all the products in your site, then select **All Products** in **Point Pricing is applicable for** drop-down menu. Select **Enable** in **Point Pricing Global Level Settings** drop-down menu. Select **Point Price type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to specific products in your site, then select **Include Product(s)** in **Point Pricing is applicable for** drop-down menu. Select the Products by searching the product name in **Include Product(s)** multi-search field. Select **Enable** in **Point Pricing Global Level Settings** drop-down menu. Select **Point Price type** as per your convenience and set the points accordingly. Save the settings.

- If you don't want to set the points to specific products in your site, then select **Exclude Product(s)** in **Point Pricing is applicable for** drop-down menu. Select the Products by searching the product name in **Exclude Product(s)** multi-search field. Select **Enable** in **Point Pricing Global Level Settings** drop-down menu. Select **Point Price type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to all the categories in your site, then select **All Categories** in **Exclude Product(s)** in **Point Pricing is applicable for** drop-down menu. Select **Enable** in **Point Pricing Global Level Settings** drop-down menu. Select **Point Price type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to specific categories in your site, then select **Include Categories** in **Point Pricing is applicable for** drop-down menu. Select the category by searching the listed in **Include Categories** field. Select **Enable** in **Point Pricing Global Level Settings** drop-down menu. Select **Point Price type** as per your convenience and set the points accordingly. Save the settings.

- If you don't want to set the points to specific categories in your site, then select **Exclude Categories** in **Point Pricing is applicable for** drop-down menu. Select the category by searching the listed in **Exclude Categories** field. Select **Enable** in **Point Pricing Global Level Settings** drop-down menu. Select **Point Price type** as per your convenience and set the points accordingly. Save the settings.

2. **Advanced Setup**

- If you choose **Advanced Setup,** then **Points** will be assigned to the products based on the **Priority Level**[**Product Level/Category Level/Global Level**]

How to Set Reward Points for Points Pricing to purchase the Product with Points instead of Price?

Product Level:

- Create a **New Product** or Edit an **Existing Product**.

- You can see the **Point Pricing** option in **Advanced settings** option.

- Select **Enable** in **Enable Point Pricing** drop-down menu**.**

- Select **Currency & Point Price** or **Only Point Price** in **Pricing Display Type** drop-down menu.

- If **Currency & Point Price** is chosen, then the product can be purchased using **Currency** or **Points**. Set the Regular/Sales Price for the product and select the **Fixed** or **Based on Conversion** in **Point Price Type** drop-down menu.

  - If **Fixed** is chosen, then fixed number of points has to be entered, so that the specified points will be redeemed from User's account once they purchase the product.

  - If **Based on Conversion** is chosen, then the number of points required to buy the product will be calculated based on Regular/Sale Price of the Product and redeeming points conversion.

- If **Only Point Price** is chosen, then the product should be purchased only using Points. Set the

points in **Points to Product** field so that the specified points will be redeemed from the User's account once they purchase the product.

– Publish the Product.

Note: Only Point Price Type can be set in Product Level only.

Category Level:

In order to Set Point Pricing in Category level,

– Enable the **Point Pricing** in Product level and select **Pricing Display Type** as **Currency & Point Pricing**. Set the Regular/Sales price for the product. Update the Product without providing any points.

– Go to dashboard -> **Products -> Categories -> Enable Point Pricing**

– Select **Enable** in **Enable Point Purchase for Product** drop-down menu.

– Select **Fixed** or **Based on Conversion** in **Point Price Type** drop-down menu.

  • If **Fixed** is chosen, then fixed number of points has to be entered, so that the specified points will be redeemed from User's account once they purchase the product.

  • If **Based on Conversion** is chosen, then the number of points required to buy the product will be calculated based on Regular/Sale Price of the Product and redeeming points conversion.

– Save/Update the Category.

Global Level:

In order to Set Point Pricing in Global level,

– **Enable Point Pricing** in **Product level** and no points has to be entered.

– **Enable Point Pricing** in **Category level** and no points has to be entered.

– Go to WooCommerce -> **SUMO Reward Points -> Modules -> Points Price -> Global Settings Point Priced Product**

– Select **Enable** in **Point Pricing Global Level Settings** drop-down menu**.**

– Select **Fixed** or **Based on Conversion** in **Point Price Type** drop-down menu.

  • If **Fixed** is chosen, then fixed number of points has to be entered, so that the specified points will be redeemed from User's account once they purchase the product.

  • If **Based on Conversion** is chosen, then the number of points required to buy the product will be calculated based on Regular/Sale Price of the Product and redeeming points conversion.

– Save the Settings.

How to Set Reward Points for Points Pricing for all Product at once?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Points Price -> Point Pricing Bulk Update Settings**

– Select **All Products** in **Products/Categories** drop-down menu.

– Select **Enable** in **Enable Point Pricing** drop-down menu**.**

– Select **Currency & Point Price** or **Only Point Price** in **Pricing Type** drop-down menu.

– If **Currency & Point Price** is selected, then it will take the Regular/Sale Price which is given in Product Level so that the product can be purchased using **Currency** or **Points**. Select **Fixed** or **Based on Conversion** in **Point Prices Type** drop-down menu.

   • If **By Fixed** is chosen, then fixed number of points has to be entered, so that the specified points will be redeemed from User's account once they purchase the product.

   • If **Based on Conversion** is chosen, then the number of points required to buy the product will be calculated based on Regular/Sale Price of the Product and redeeming points conversion.

– If **Only Point Price** is chosen, then the products should be purchased only using Points. Set the points in **By Fixed Points** field so that the specified points will be redeemed from the User's account once they purchase the product.

– Click **Save and Update** button to update the settings.

Note: Select **Currency & Point Price** type only when all the products have Regular/Sale Price.

How to Set Reward Points for Point Pricing to Selected Products?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Points Price -> Point Pricing Bulk Update Settings**

– Choose the **Selected Products** in **Products/Categories** drop-down menu

– Select the Products to set Point Pricing by Searching the Product Name in **Select Particular Products** search box.

– Select **Enable** in **Enable Point Pricing** drop-down menu**.**

– Select **Currency & Point Price** or **Only Point Price** in **Pricing Type** drop-down menu.

– If **Currency & Point Price** is selected, then it will take the Regular/Sale Price which is given in Product Level for the selected products so that the products can be purchased using Currency or Points. Select **Fixed** or **Based on Conversion** in **Points Prices Type** drop-down menu.

– If **By Fixed** is chosen, then fixed number of points has to be entered, so that the specified points will be redeemed from User's account once they purchase the selected products.

– If **Based on Conversion** is chosen, then the number of points required to buy the product will

be calculated based on Regular/Sale Price of the selected Product and redeeming points conversion.

- If **Only Point Price** is chosen, then the selected products should be purchased only using Points. Set the points in **By Fixed Points** field so that the specified points will be redeemed from the User's account once they purchase the selected product.

- Click **Save and Update button** to update the settings

Note: Select **Currency & Point Price** type only when the selected products have Regular/Sale Price.

How to Set Reward Points for Point Pricing to All Categories?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Points Price -> Point Pricing Bulk Update Settings**

- Select **All Categories** in **Products/Categories** drop-down menu.

- Select **Enable** in **Enable Point Pricing** drop-down menu**.**

- Select **Currency & Point Price** or **Only Point Price** in **Pricing Type** drop-down menu.

- If **Currency & Point Price** is selected, then it will take the Regular/Sale Price of the products which are under any of the available Category, so that the products can be purchased using Currency or Points. Select **Fixed** or **Based on Conversion** in **Points Prices** drop-down menu.

- If **By Fixed** is chosen, then fixed number of points has to be entered, so that the specified points will be redeemed from User's account once they purchase the product which are under any of the available Categories.

- If **Based on Conversion** is chosen, then the number of points required to buy the product will be calculated based on Regular/Sale Price of the Product and redeeming points conversion.

- If **Only Point Price** is chosen, then the products under any of the available Category should be purchased only using Points. Set the points in **By Fixed Points** field so that the specified points will be redeemed from the User's account once they purchase the product.

- Click **Save and Update button** to update the settings.

Note: Select **Currency & Point Price** type only when the products included in any of the Categories have Regular/Sale Price.

How to Set Reward Points for Point Pricing to Selected Categories?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Points Price -> Point Pricing Bulk Update Settings**

- Choose the **Selected Categories** in **Products/Categories** drop-down menu.

- Select the Category to set Point Pricing by searching category name in **Select Particular**

Categories search box.

- Select **Enable** in **Enable Point Pricing** drop-down menu**.**

- Select **Currency & Point Price** or **Only Point Price** in **Pricing Type** drop-down menu.

- If **Currency & Point Price** is selected, then it will take the Regular/Sale Price of the products under the selected categories, so that the products can be purchased using Currency or Points. Select **Fixed** or **Based on Conversion** in **Points Prices Type** drop-down menu.

  - If **By Fixed** is chosen, then fixed number of points has to be entered, so that the specified points will be redeemed from User's account once they purchase the products under the selected Categories.

  - If **Based on Conversion** is chosen, then the number of points required to buy the product will be calculated based on Regular/Sale Price of the Product and redeeming points conversion.

- If **Only Point Price** is chosen, then the products should be purchased only using Points. Set the points in **By Fixed Points** field so that the specified points will be redeemed from the User's account once they purchase the product.

- Click **Save and Update button** to update the settings.

Note: Select **Currency & Point Price** type only when the products included in the selected Categories have Regular/Sale Price.

How to configure the settings when should revise the Referral Points earned from the Referred Person, if the Referred Person Account is deleted?

Go to **WooCommerce -> SUMO Reward Points -> Modules -> Referral System -> Referrer Earning Restriction Settings**

- Make use of this option[**Referrer should earn points only after the user(Buyer or Referral) is X days old],** when **Referrer** should earn **Referral Reward Points** through the Referred Person.
- If **Unlimited** is selected in **Referrer should earn points only after the user(Buyer or Referral) is X days old** drop-down menu, then **Referrer** will earn points immediately when the **Referred Person** makes the purchase which contains **Referral Reward Points**.
- If **limited** is selected in **Referrer should earn points only after the user(Buyer or Referral) is X days old** drop-down menu and Set **X days** in **Enter Number of Days**, then **Referrer** will earn **Referral points** when **Referred Person** reached the X days.
- If you selected **Shouldn't be Revoked** in **If the Referred Person's account is deleted, the Referral Points** drop down menu, then the **Referral Reward Points** will not be revised from the **Referrer Account**[If **Referred Person Account** is deleted]
- If you selected **Should be Revoked** in **If the Referred Person's account is deleted, the Referral Points** drop down menu and **Any Time** in **Applies for Referral account created** drop down menu, then the **Referral Reward Points** will be revised immediately from the **Referrer Account**

when **Referred Person Account** is deleted.

— If you selected **Should be Revoked** in **If the Referred Person's account is deleted, the Referral Points** drop down menu. Also if you select **Within Specific number of days** drop down menu and given **X days** in **Number of Days** field, then the **Referral Reward Points** will be revised from the **Referrer Account**, if you deleted the account with in the **X days** given in that field[Days calculate from registered in Site]. In case if you deleted the **Referred person account** after the **X days** exceeds, then the **Referral points** will not be revised from the **Referrer Account**.

How to Restrict/Ban Users From Using Reward Points?

Go to WooCommerce **- > SUMO Reward Points -> General -> Reward Points Restriction Settings**

Earning Points

— If you wish to Ban for certain users from Earning Points, then Enable the **Earning Points** checkbox.

— Select to Ban the Users in **Select the User(s)** multi-search field.

— Select to Ban the Users under a specific role in **Select the Userrole(s)** multi-search field.

— If **Earning Points** is Selected, then the **Selected Users** / Users Under **Selected Role** will not be able to perform the following options.

1. Earn Reward Points for Purchasing a Product.

2. Earn Reward Points for Referral sign Up.

3. Earn Reward Points for Referral Product Purchase.

4. Redeem a Gift Voucher.

Redeeming Points

— If you wish to Ban certain users for Redeeming Points, then Enable the **Redeeming Points** checkbox.

— Select to Ban the Users in **Select the User(s)** multi-search field.

— Select to Ban the Users under a specific role in **Select the Userrole(s)** multi-search field.

— If Redeeming Points is Selected then the Selected Users /Users Under Selected Role will not be able to perform the following options.

1. Redeem their Reward Points for discount in cart total.

Note: If you don't want to show the **My Rewards Table for Banned User/User Role** in **My Account Page**, then

- Select **Redeem Points** check-box in **Reward Points Restriction Settings.**

- If you wish to select by User, then select the user by searching their name in **Select the User(s)** multi-search field.

- If you wish to select by User Role, then select the user role by searching their roles in **Select the Userrole(s)** multi-search field.

How to Set Reward Points for Account Sign Up?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Action Reward Points -> Signup Reward Points**

- If you wish to provide reward points for account sign up to all users, then select **All Users** in **Account Sign up Reward Points is awarded for** drop down menu.

- If you wish to provide reward points for account sign up only to referred users, then select **Referred Users** in **Account Sign up Reward Points is awarded for** drop down menu.

- Enter the Points in **Account Sign up Reward Points** field.

- Save the Settings.

How to Set Reward Points for Account Sign Up After First Purchase?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Action Reward Points -> Signup Reward Points**

- Select **All Users/Referred Users** in **Account Signup Reward Points is Awarded for** drop down menu.

- Select **Award Account Signup Reward Points only after First Purchase** checkbox.

Note: In this case, **Points** will be awarded to the **User** only when they purchase the **First Product**. Also **Points** will be awarded for Purchasing the Product too, only the Product contains **Points**.

- If you have selected **Prevent Product Purchase Reward Points for First Purchase** checkbox.

Note: In this case, **Points** will be awarded to the **User** only When they purchase the **First Product**. But **Points** will not be awarded for **Purchasing** the **Product** even though the Product contains **Points**.

- Enter the Reward Points in **Account Sign up Reward Points** field.

- Save the settings.

How to Set Referral Reward Points for Account Sign up Instantly?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Referral Sign up Reward Points**

- Select **Instantly** in **Referral Account Signup Reward Points is Awarded** drop down menu.
- Enter the points in **Referral Reward Points for Account Sign up** field.
- Save the settings.

How to Set Referral Reward Points for Account Sign Up After First Purchase?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Referral Sign up Reward Points**

- Select the **Account Sign up Referral Reward Points after First Purchase** checkbox.
- Enter the Reward Points in **Referral Reward Points for Account sign up** field.
- Save the settings.

How to Set Referral Reward Points for Account Sign up when Referred Person has purchased x number of orders successfully?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Referral Sign up Reward Points**

- Select **After Referred Person places Minimum Number of Successful Order(s)** in **Referral Account Signup Reward Points is Awarded** drop down menu.
- Enter the value in **Number of Successful Order(s)** field.
- Enter the points in **Referral Reward Points for Account Signup** field.
- Save the settings.

How to Set Referral Reward Points for Account Sign up when Referred Person spent minimum amount in the Site?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Referral Sign up Reward Points**

- Select **After Referred Person spent Minimum Amount in the site** in **Referral Account Signup Reward Points is Awarded** drop down menu.
- Enter the value in **Minimum Amount to be Spent by the User** field.
- Enter the points in **Referral Reward Points for Account Signup** field.
- Save the settings.

How to Set Referral Reward Points for Product Purchase?

Points can be assigned to the products through two different types. They are,

1. **Quick Setup [Global Level Settings will be enabled]**

2. **Advanced Setup [Global, Category and Product Level will be enabled]**

 1. Quick Setup

- If you wish to set the points through globally, then select **Quick Setup** in **Referral Product Purchase Reward Points** radio button.

- If you wish to set the points to all the products in your site, then select **All Products** in **Referral Product Purchase Reward Points is applicable for** drop-down menu. Select **Enable** in **Global Level Referral Reward Points** drop-down menu. Select **Referral Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to specific products in your site, then select **Include Product(s)** in **Referral Product Purchase Reward Points is applicable for** drop-down menu. Select the Products by searching the product name in **Include Product(s)** multi-search field. Select **Enable** in **Global Level Referral Reward Points** drop-down menu. Select **Referral Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you don't want to set the points to specific products in your site, then select **Exclude Product(s)** in **Referral Product Purchase Reward Points is applicable for** drop-down menu. Select the Products by searching the product name in **Exclude Product(s)** multi-search field. Select **Enable** in **Global Level Referral Reward Points** drop-down menu. Select **Referral Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to all the categories in your site, then select **All Categories** in **Referral Product Purchase Reward Points is applicable for** drop-down menu. Select **Enable** in **Global Level Referral Reward Points** drop-down menu. Select **Referral Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you wish to set the points to specific categories in your site, then select **Include Categories** in **Referral Product Purchase Reward Points is applicable for** drop-down menu. Select the category by searching the listed in **Include Categories** field. Select **Enable** in **Global Level Referral Reward Points** drop-down menu. Select **Referral Reward type** as per your convenience and set the points accordingly. Save the settings.

- If you don't want to set the points to specific categories in your site, then select **Exclude Categories** in **Referral Product Purchase Reward Points is applicable for** drop-down menu. Select the category by searching the listed in **Exclude Categories** field. Select **Enable** in **Global Level Referral Reward Points** drop-down menu. Select **Referral Reward type** as per your convenience and set the points accordingly. Save the settings.

2. **Advanced Setup**

- If you choose **Advanced Setup,** then **Points** will be assigned to the products based on the **Priority**

Level[**Product Level/Category Level/Global Level**]

Product level:

Edit an **Existing Product** or Create a **New Product,**

- Select **Enable** in **Enable Referral Reward Points for Product Purchase** drop-down menu
- Select **Referral Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**
- Enter the **Points/Percentage Value** in their corresponding field
- **Update/Publish** the Product

Note: In order to display the above settings on the Product, **Referral System Module** should have to be Activated.

Category Level:

In order to Set Referral Reward Points in Category level,

- Enable the SUMO Reward Points in Product level and no points has to be entered.
- Go to dashboard -> **Products -> Categories -> Enable Referral Reward Points for Product Purchase**.
- Select the Referral Reward Type as **Fixed Reward Points** or **Percentage of Product Price**.
- Enter the Reward Points and Save the Settings.

Global Level:

In order to Set **Referral Reward Points** in Global level,

- **Enable the SUMO Reward Points** in Product level and no points has to be entered.
- **Enable SUMO Reward Points** in Category level and no points has to be entered.
- Go to WooCommerce -> **SUMO Reward Points ->** Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Global Settings for Referral Product Purchase Reward Points**
- Select **Enable** in **Global Level Referral Reward Points** drop-down menu
- Select **Referral Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**
- Enter the **Points/Percentage Value** in their corresponding field
- Save the Settings.

How to Set Referral Reward Points for All Products at once?

Go to WooCommerce **-> SUMO Reward Points -> Modules -> Referral System -> Referral Product Purchase Reward Points Bulk Update Settings**

- Select **All Product**s in **Products/Categories** option.

- Select **Enable** in **Enable Referral Reward Points for Product Purchase** drop-down menu
- Select **Referral Reward Type** as **Fixed Reward Points** or **Percentage of the Product Price**
- Enter the **Points/Percentage Value** in their corresponding field
- Click Save and Update button to update the settings

How to set Reward Points for Product Review?

Go to WooCommerce **-> SUMO Reward Points -> Modules -> Action Reward Points -> Product Review Reward Points**

- If you wish to restrict the reward points for a Product review to an individual user, then enable **Restrict Product Review Reward Points to One Review per Product per User** checkbox.
- Set the Reward Points for Product Review in **Product Review Reward Points** field.
- If you want to restrict the user to get reward points for product review after they purchase the product then enable the **Product Review Reward Points should be awarded only for Purchased User** check-box.
- Save the Settings.

How to set Reward Points for Creating Blog Post?
Go to WooCommerce **- > SUMO Reward Points -> Modules -> Action Reward Points -> Blog Post Reward Points**

- If you wish to award points for creating a blog post in your site, then enable **Blog Post Creation Reward Points** checkbox.
- Set the Reward Points in **Blog Post Creation Reward Points** field.
- Save the settings.

How to set Reward Points for Commenting on a Blog Post?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Action Reward Points -> Blog Post Reward Points**

- If you wish to award points for commenting on a blog post in your site, then enable the **Blog Post Comment Reward Points** checkbox.
- Set the Reward Points in **Blog Post Comment Reward Points** field.
- Save the settings.

How to set Reward Points for Creating a Product?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Action Reward Points -> Product Creation Reward Points**

- If you wish to award points for creating a Product, then enable **Product Creation Reward Points** checkbox.

- Set the Points in **Product Creation Reward Points** field.

- Save the settings.

How to set Reward Points for Commenting on a Page?

Go to WooCommerce **-> SUMO Reward Points -> Modules -> Action Reward Points -> Page Comment Reward Points**

- If you wish to award points for commenting on a page in your site, then enable the **Page Comment Reward Points** checkbox.

- Set the Reward Points in **Page Comment Reward Points** field.

- Save the settings.

How to Set Referral Reward Points for getting referred by the referrer?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Referral Sign up Reward Points**

- Select **Enable** in **Enable Referral Reward Points for Getting Referred** drop down menu.

- Enter the points in **Reward Points for Getting Referred** field.

- Save the settings.

How to Set Referral Reward Points for getting referred by the referrer after First Purchase?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Referral Sign up Reward Points**

- Select **Enable** in **Enable Reward Points for Getting Referred** drop down menu.

- Select **Enable Reward Points for Getting Referred after first purchase** checkbox.

- Enter the points in **Reward Points for Getting Referred** field.

- Save the settings.

Note: Please note that the reward points can be set for **getting referred for product purchase** which can be set in **Product level**, **Category Level** and **Global Level**. Points will be assigned to the products based on the priority. Priority has been explained previously for normal product purchase. Same procedure will be followed here to set the points.

How to set Reward Points for Using Payment Gateways?

Goto WooCommerce **-> SUMO Reward Points -> Modules -> Action Reward Points -> Payment Gateway Reward Points Settings**

- Reward Points can be awarded for completing the order using Payment Gateways.

- Set the **Reward Points for the Gateways** you wish to award points in the corresponding fields.

- Save the settings.

How to set Reward Points in Member Level?

- Reward Points can be awarded based on Member Level and Earning Points Level.

Go to WooCommerce - > **SUMO Reward Points -> General -> Reward Points Earning Member Level Priority Settings**

Priority Level Selection

- Select the **Priority Level Selection** to choose whether to award points which gives the Highest Percentage or Lowest Percentage.

Go to WooCommerce **-> SUMO Reward Points -> General -> Reward Points Earning Percentage based on User Role**

Member Level Reward Points

a) If you wish to enable **Member Level Reward Points,** then enable the **User Role based Earning Level** Checkbox.

b) The List of **User Roles** will be displayed with a textbox to enter the percentage.

c) If Custom User Roles have been created. For that also the User Role Percentage Text field will appear.

d) The Percentage Entered will be used to calculate the Role Based reward Points.

For Example

a) Let us say a User with User Role Editor purchases a Product that will provide them 200 Reward points upon successful completion of the order.

b) The Percentage of Reward Points for User Role Editor has been Set to 50%.

c) Now If the User Purchases that Product they will be awarded with only 100 Points(50% of 200 is 100). Likewise Reward Points can be set based on User Roles

Go to WooCommerce **-> SUMO Reward Points -> General -> Reward Points Earning Percentage based on Earned Points**

Reward Points Earning Percentage by Total Earned Points/Current Available Points

Earning Points Level

- If you wish to enable **Earning Points Level,** then enable the **Earned Points based on Earning**

Level Checkbox.

— If you wish your user to earn points based on **Current Points**, then select **Based on Current Points** in **Earned Points is decided** drop down menu.

— If you wish your user to earn points based on **Total Earned Points**, then select **Based on Total Earned Points** in **Earned Points is decided** drop down menu.

— Multiple **Earning Points Level** can be created by clicking the **Add New Level** Button.

— The Name of the Earning Level has to be entered in the **Level Name** Field.

— The Reward Point has to be Entered in **Reward Points** field which is used to calculate the percentage of Reward Points based on the Points.

— Percentage of Reward Points has to be entered in **Reward Points Earning Percentage** Field which will be awarded to the user, When the User's reaches the Points based on option selected in **Select Earn Points based on**.

— Product can be selected by searching in **Free Product(s)** option to provide a Free Product for reaching a certain level.

— In each level the free products can be selected.

— Once a user Reaches a Certain Level, the free product associated with that level will be added to cart when a user tries to make a Purchase.

— If the User Doesn't want the free Product they can remove it from the cart and the free products will be displayed below the cart.

— The User can add the Free Product to Cart Whenever they want.

Note: Do not add products which are enabled with **Point Pricing** for Free Products.

Example for Earning Points Level:

1. Let us say we add an Earning Level Rule with **Total Earned/Current Points** has been set to 200 and the Percentage has been set to 50.

2. Until when a User's Total Earned/Current Points reaches 200, only 50% of the reward Points will be awarded.

3. When Multiple Earning Points Level has been been created, by default the level with the highest Percentage will be used. If you wish to change this option. You can change in the Priority Level Selection.

Go to WooCommerce **- > SUMO Reward Points -> General -> Member Level Message Settings**

— Success Message can be customized in **Message displayed for Free Products when product is added to cart** field, When a free Product is added in the cart.

— The Message will be displayed in Cart Page, Checkout Page and Order page, when free product is added in the Cart.

— Enter the Caption for free Product and can be customized in Caption for **Free Product Label in Cart** field.

— If you wish to display a message when a free product are added to the Cart, then enable **Display Free Product Message in Cart and Order Details Page** Checkbox.

User Reward Points

Go to WooCommerce **- > SUMO Reward Points -> User Reward Points**

— The User Reward Points with a table will displayed which contains the details of all the users with their **Username**, **Email Address, Total Points**, **Total Earned Points**, **Total Redeemed Points**, **Total Expired Points**, **log for the user**, **Edit Option for the user.**

— The Log contains the details of how the reward points was **earned**, **Points earned** and **redeemed for the purchase**, **Total Points** and **Date** when the Purchase was made.

— If you wish to edit the Total Reward Points for a user, click on the **Edit Total Reward Points** button and a text box with total reward Points for that user will appears.

— Change the Points as per your Convenience and Update.

How to Manually Add or Remove the Reward Points?

Go to WooCommerce **- > SUMO Reward Points -> Add/Remove Reward Points**

— Select **All user** in **User selection Type** drop-down menu in which you can add or remove reward points manually for all the user registered in your site.

— Select **Include User** in **User selection Type** drop-down menu in which you can add or remove points for the particular users by Selecting User by Username in **Select to Include Username/Email** option.

— Select **Exclude User** in **User selection Type** drop-down menu in which you can add or remove points to selected users by Selecting User by Username in **Select to Exclude Username/Email** option.

— Enter the Points that you wish to change for the user in **Points to Update** field.

— Enter a Description in **Reason in Detail** text box. This will be displayed in the log for why the changes in points have been made.

⸻ If you wish to add points, then select **Add Points** in **Selection Type** drop-down menu and if you wish to give expire points for the points which you add manually here, then make use of **Expires on** option.

⸻ If you wish to notify users for manually adding points, then select **Enable to Send Email Notification for manually adding points** checkbox. The **Email Subject** and **Message** are customizable.

⸻ If you wish to resmove the points, then select **Remove Points** in **Selection Type** drop-down menu and click **Remove Points** button.

How to display Reward Points Message for Simple Product in shop and Category Page?

Go to WooCommerce **- > SUMO Reward Points -> Messages -> Shop and Category Page Messages Settings**

⸻ If you want to display the **Earn Reward Points** message[**Logged in Users**] for simple product in shop and category page, then select **show** in **Show/Hide Earn Point(s) Message for Simple Products – Logged in Users** drop-down menu. If you don't want to show, then select **Hide** option.

⸻ If you want to display the **Earn Reward Points** message[**Guests**] for simple product in shop and category page, then select **show** in **Show/Hide Earn Point(s) Message for Simple Products – Guests** drop-down menu. If you don't want to show, then select **Hide** option.

⸻ Earn Points Message for Simple Product can be customized in **Earn Point(s) Message for Simple Products** field.

⸻ If you want to display the **Earn Reward Points** Message before the Product Price, then select **before Product Price** in **Position to display the Earn Points Message for Simple Products** drop-down menu.

⸻ If you want to display the **Earn Reward Points** Message to after the Product Price, then select **After Product Price** in **Position to display the Earn Points Message for Simple Products** drop-down menu.

⸻ Save the settings.

How to display Purchase the Product with Reward Points Message for Simple Product in Single Product Page?

Go to WooCommerce **- > SUMO Reward Points -> Messages -> Single Product Page Message Settings**

⸻ If you want to display the **Purchase the Product** message[**Logged in Users**] in **single Product page**, then select **show** in **Show/Hide Earn Point(s) Message as Notice for Simple Products –**

Logged in Users option. If you don't want to show, then select **Hide** option.

— If you want to display the **Purchase the Product** message[**Guests**] in **single Product page**, then select **show** in **Show/Hide Earn Point(s) Message as Notice for Simple Products – Guests** option. If you don't want to show, then select **Hide** option.

— Purchase Message can be customized in **Earn Point(s) Notice Message for Simple Products** text field.

How to display Purchase the Product with Reward Points Message for Variable Product in Single Product Page?

Go to WooCommerce **- > SUMO Reward Points -> Messages -> Single Product Page Messages**

— If you want to display the **Purchase the Product** message in single Product page, then select **show** in **Show/Hide Earn Point(s) Message as Notice for Variable Products – Logged in Users** drop-down menu. If you don't want to show, then select **Hide** option.

— Purchase Message can be customized in **Earn Point(s) Notice Message for Variable Products** text field.

How to display the Earn Reward Points Message for Simple Product in Single Product Page?

Go to WooCommerce **- > SUMO Reward Points -> Messages -> Single Product Page Message Settings**

— If you want to display the **Earn Reward Points** message in single Product page, then select **show** in **Show/Hide Earn Point(s) Message for Simple Products** drop-down menu.

— Earn Points Message for Simple Product can be customized in **Earn Point(s) Message for Simple Products** field.

— If you want to display the **Earn Reward Points** Message to before the Product Price, then select **Before Product Price** in **Position to display the Earn Points Message for Simple Products** drop-down menu.

— If you want to display the **Earn Reward Points** Message to after the Product Price, then select **After Product Price** in **Position to display the Earn Points Message for Simple Products** drop-down menu.

— Save the settings.

How to display the Reward Points Message for Variable Product in Single Product Page?

Go to WooCommerce **- > SUMO Reward Points -> Messages -> Single Product Page Message Settings**

— If you want to display the **Earn Reward Points** message in single Product page, then select **show** in **Show/Hide Earn Point(s) Message in Variation Level for Variable Products** drop-down menu.

— Earn Points Message for Variable Product can be customized in **Earn Point(s) Message for Variations of Variable Product** field.

— If you want to display the **Earn Reward Points** Message to before the Product Price, then select **before Product Price** in **Position to display the Earn Points Message for Variable Products** drop-down menu.

— If you want to display the **Earn Reward Points** Message to after the Product Price, then select **After Product Price** in **Position to display the Earn Points Message for Variable Products** drop-down menu.

— Save the settings.

How to Hide the Currency Value with respect to Reward Points displayed in Message Bar in Single Product Page?

Simple Product

Go to WooCommerce **- > SUMO Reward Points -> Messages -> Single Product Page Message Settings**

— Remove the short-code ([equalamount]) in **Earn Point(s) Notice Message for Simple Products** field.

— Save the Settings.

   Variable Product

— Go to WooCommerce **- > SUMO Reward Points -> Messages -> Single Product Page Messages**

— Remove the short-code ([variationpointsvalue]) in **Earn Point(s) Notice Message for Variable Products** field.

— Save the Settings.

How to Hide the Currency Value with respect to Reward Points displayed in Message Bar in Cart Page?

Go to WooCommerce **- > SUMO Reward Points -> Messages -> Cart Page Message Settings**

— Remove the short-code ([carteachvalue]) in **Earn Point(s) Message for each Product** field.

— Remove the short-code ([totalrewards]) in **Message for Total Points that can be Earned** field.

— Remove the short-code ([userpoints_value]) in **Available Reward Points Message** field.

— Save the Settings.

How to Hide the Currency Value with respect to Reward Points displayed in Message Bar in Checkout Page?

Go to WooCommerce - > SUMO Reward Points -> Messages -> Checkout Page Message Settings

— Remove the short-code ([carteachvalue]) in **Earn Point(s) Message for each Product** field.

— Remove the short-code ([totalrewardsvalue]) in **Message for Total Points that can be Earned** field.

— Remove the short-code ([userpoints_value]) in **Available Reward Points Message** field

— Save the Settings.

How to Show/Hide the Earn Points Message for Variable Product in Shop Page?

Go to WooCommerce - > SUMO Reward Points -> Messages -> Shop Page Message Settings

— If you wish to show the **Earn XX Points** message for **Variable Product** in **Shop Page**, then select **Show/Hide Earn Point(s) Message for Variable Products** check-box. If you don't want to show, then don't select the check-box.

— Save the settings.

Note: If the product contains 3 various points for 3 variation, then by default **Earn Points Message** will display for **First Created Variation**.

How to Show/Hide the Earn Points Message for Variable Product in Single Product Page?

Go to WooCommerce - > SUMO Reward Points -> Messages -> Single Product Page Message Settings

— If you wish to show the **Earn XX Points** message for **Variable Product** in **Shop Page**, then select **Show/Hide Earn Point(s) Message for Variable Products** check-box. If you don't want to show, then don't select the check-box.

— Save the settings.

Note: If the product contains 3 various points for 3 variation, then by default **Earn Points Message** will display for **First Created Variation**.

How to choose the option were Earn Points cannot be earned when coupon is applied in Cart?

Go to WooCommerce - > SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Restrictions

— Select **Restrict Product Purchase Reward Points when WooCommerce Coupon is applied** checkbox.

— Save the settings.

How to Show/Hide the Redeeming/Coupon field in Cart?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Redeeming Points -> Redeeming Restrictions**

— If you wish to display both **Coupon** and **Redeeming** field in cart, then select **Display Both** in **Redeeming/WooCommerce Coupon Field display** drop down menu.

— If you wish don't want show the **Coupon** field in cart, then select **Hide Coupon** in **Redeeming/WooCommerce Coupon Field display** drop down menu.

— If you wish don't want show the **Redeem** field in cart, then select **Hide Redeem** in **Redeeming/WooCommerce Coupon Field display** drop down menu.

— If you wish don't want show the both **Redeem** and **Coupon** field in cart, then select **Hide Both** in **Redeeming/WooCommerce Coupon Field display** drop down menu.

— If you wish to hide any one(Redeem/Coupon) of the field in cart when any(Redeem/Coupon) of the option is used, then select **Hide one When use** in **Redeeming/WooCommerce Coupon Field display** drop down menu.

— Save the settings.

How to restrict Earning Points when using SUMO Reward Points Gateways is used?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Restrictions**

— If you wish don't allow to earn points when using SUMO Reward Points Gateway, then select **Restrict Product Purchase Reward Points when SUMO Reward Points Payment Gateway is used** check-box.

— Save the settings

— **How to configure the settings which would calculate the reward points based on Regular/Sale Price?**

— Go to WooCommerce **- > SUMO Reward Points -> Modules -> Product Purchase -> Product Purchase Reward Points Restrictions**

— By default, **Sale Price** will be selected. If you wish to award points based on **Regular Price**, then select **Regular Price** in **Calculate Reward Points for Product Purchase based on** list box.

— Save the setting.

How to select the Products which is used to purchase using SUMO Reward Points Gateway?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Reward Points Payment Gateway -> SUMO Reward Points Payment Gateway Visibility Settings**

— Choose **Visible for Selected Products/Categories** in **SUMO Reward Points Gateway is** drop down menu.

— Select **Product Purchase Using SUMO Reward Points Payment Gateway for Selected Product(s)** check-box.

— Select the Products by searching the Product name in **Selected Products** multi select field.

— Save the settings.

How to select the Categories which is used to purchase using SUMO Reward Points Gateway?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Reward Points Payment Gateway -> SUMO Reward Points Payment Gateway Visibility Settings**

— Choose **Visible for Selected Products/Categories** in **SUMO Reward Points Gateway is** drop down menu.

— Select **Product Purchase Using SUMO Reward Points Payment Gateway for Selected Category** check-box.

— Select the categories by searching the category name in **Select Category** multi select field.

— Save the settings.

How to select the Products which is not used to purchase using SUMO Reward Points Gateway?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Reward Points Payment Gateway -> SUMO Reward Points Payment Gateway Visibility Settings**

— Choose **Hidden for Selected Products/Categories** in **SUMO Reward Points Gateway is** drop down menu.

— Select **SUMO Reward Points Payment Gateway is hidden for Selected Product(s)** check-box.

— Select the Products by searching the Product name in **Select Product(s)** multi select field.

— Save the settings.

How to select the Categories which is not used to purchase using SUMO Reward Points Gateway?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Reward Points Payment Gateway -> SUMO Reward Points Payment Gateway Visibility Settings**

— Choose **Hidden for Selected Products/Categories** in **SUMO Reward Points Gateway is** drop down menu.

— Select **SUMO Reward Points Payment Gateway is hidden for Selected Category** check-box.

— Select the categories by searching the category name in **Select Category** multi select field.

⎯ Save the settings.

How to create an Account for Guests?

Go to WooCommerce **- > SUMO Reward Points -> Module -> Product Purchase -> Guest Registration Settings**

⎯ Select **Force Guest to Create Account before placing the order which contain Points associated Product** check-box.

⎯ Save the settings.

How to restrict the Referral System to User(s)/User role(s)?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Generate Referral Link Settings**

Referral System- Generate **Referral Link section,** Referral Table and **Refer a Friend form**

⎯ Please make use of the option[**Referral System of SUMO Reward Points is accessible by**] to restrict the **Referral System**
⎯ If you selected **All users** in **Referral System of SUMO Reward Points is accessible by** drop down menu, then **Referral System** can be accessed by all users in the site.
⎯ **If you selected Include User(s)** and selected some user[s] in **Select the Users for Providing access to Referral System multi search field, then Referral system** will be accessed only to the selected users.
⎯ **If you selected Exclude User(s)** and selected some user[s] in **Select the Users for Preventing access to Referral System** multi search field**, then Referral system** would not get access for the selected users
⎯ **If you selected Include User Role(s)** and selected some user[s] in **Select the User Role for Providing access to Referral System multi search field, then Referral system** will be accessed only to the selected User Role(s).
⎯ **If you selected Exclude User Role(s)** and selected some user[s] in **Select the User Role for Preventing access to Referral System** multi search field**, then Referral system** would not get access for the selected users.

How to Show/Hide the Referral Table in My Account Page?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> My Referral Table Label Settings**

⎯ If you wish to Show the **Referral Reward Table** in **My Account** Page, then select **Show** in **Referral Table** drop down menu.

⎯ Save the settings.

How to manage Referral Rewards Table?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Referral Reward Table**

— The **Referral Rewards Tabl**e contains the count of **Users** referred by Each User and the **Total Referral Points** Earned by Each User.

— The **Referral table** also displays the **individual referral points** earned by each User.

— By clicking on the **Referral Person Count** the names of the referred person and their **referral Points** will be displayed.

How to set Status for Reward Points?

Product Review

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Action Reward Points -> Product Review Reward Points**

— Select **Approve** in **Status on which Reward Points for Product review should be awarded** check-box to give Reward Points for writing Reviews to the Users. If you wish to change this option select **Unapprove**.

Product Purchase Points

Go to WooCommerce **- > SUMO Reward Points -> General -> Reward Points Order Status Settings for Earning**

— Reward Points for the product Purchase will be awarded when the order status reached the status selected in **Reward Points will be awarded when Order Status reaches** multi-search field.

— **By Default** Reward Points will be Awarded to the Users only when the Product Status has been Marked as **Completed**.

— Multiple Status can be select from the list of status option.

— If more than one status is selected, Points will be awarded when the order reaches any one of the selected status.

Redeeming Points

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Redeeming Points -> Reward Points Redeeming Order Status Settings**

— The redeeming reward points for the current order can be reduced from the user's account based on Status selected in **Redeemed Points will be deducted when the Order Status reaches** multi-search field.

— By Default **Pending Payment, Processing, on hold and completed** will be selected in the field.

⎯ Multiple status can be select from the list of status option provided.

⎯ If more than one status is selected, Redeeming Points will be reduced when the order reaches any one of the selected status.

⎯ **SUMO Reward Points** remove points when order status redo back or change.

For example:

Completed is the status that you chosen apart from other status are excluded status, if status move from completed to anyone of excluded status then points will be removed.

SUMO Reward Points Payment Gateway

Go to WooCommerce - > **SUMO Reward Points -> Modules -> Reward Points Payment Gateway -> SUMO Reward Points Payment Gateway Status Settings**

⎯ The order status of placed order using **Sumo Reward Payment Gateway** is set based on **Order(s) placed through SUMO Reward Points Payment Gateway will go to** option.

For example:

1. If you save status as processing in this option, then after placing the order using Sumo Reward Payment Gateway the order status will be in Processing.

2. You can manually select the status what ever you want for only Sumo Reward Payment Gateway.

How to display a Form for Refer a Friend?

Go to WooCommerce - > **SUMO Reward Points -> Modules -> Referral System -> Refer a Friend Form Settings**

⎯ Create a Form for Refer a Friend by using short-code **[rs_refer_a_friend]**.

⎯ Enter the label for the Friend Name in **Friend Name Label** Text Box.

⎯ Enter the label for the Friend Email in **Friend Email Label** Text Box.

⎯ Enter the label for the Friend Email Subject in **Friend Email Subject** Text Box.

⎯ The Friend Email Message is pre filled with the Referral link in **Friend Email Message** Text box.

⎯ If you wish to customize the message, you can customize and Send it to your Friends.

⎯ If **Editable** is selected in **Allow User to Enter the Prefilled Message for Refer a Friend** option, then the user can modify the message as per their convenience. If Non-Editable is selected, then the user cannot be modified the message.

— Choose Show to display the I Agree field in Refer a Friend Form in **Show/Hide I agree to the Terms and Condition Field** option.

— Enter the Caption to be displayed for the I Agree field in **I Agree Field Label**Text Box.

— Enter the Caption to be displayed for the Terms and Condition Text in **Text and Condition Label** Text Box.

— The URL for the Terms and Conditions has to be entered in **Terms and Conditions URL** field.

How to send Email notification when user earn or redeem their reward points using Email Template?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Email -> Email Template Settings**

— You can Create a new Template or modify the Existing Template.

— Email Template Uses Some of the Shortcodes in the Email Message Body.

— Email notifications can be sent to the users whenever they have **Earned** or **Redeemed** their Points.

— 1) {rssitelink} - Inserts the Cart link to the Email Message Body.

— 2) {rsfirstname} - Inserts the First Name of the Reciever in the mail Message Body.

— 3) {rslastname} - Inserts the Last Name of the Reciever in the mail Message Body.

— 4) {rspoints} - Inserts the User Points in the Mail.

— Set a name for your Email Template in **Temple Name** field. You can have Multiple Email at the same time.

— Select **Activated** or **Deactivated** in **Template Status** drop-down menu.

— Mail can be sent Either one time or Every Time based on the needs which will be set in **Send Mail** option.

— Email can be sent to the Users based on 3 options based on **Earning Point**, **Redeeming Point** and **Cron job** which will be set in **Email Sending is based on** radio button.

— If you select **Earning Points,** an Email will be sent to the User whenever they earn new Points.

— If you select **Redeeming Points,** an Email will be sent to the User whenever they Redeem their Points.

— If you select **Cron Job**, an Email will be sent to the User frequently based on the time set in the Mail Tab.

— Email can be sent to the Users either by **WooCommerce** or **Local** set in **Email Sender option.**

— If local is selected then From Name and From Email Address will be displayed. The Details Entered in these fields will be the sender of the Mail.

- If you want your Users to receive Email's only when they have minimum Points, then enter the Minimum Points in **Minimum Balance Points to send Email** option.

- Email can be sent to all Users or it can be restricted to limited users. If you choose Selected Users and click on the Send Mail to Selected Users Text box all the users will be displayed. Select the users that you want to Whom Email has to be Sent.

- If you wish to send Email to all user, then select All user in **Send Mail to** option. If you select Selected users, you can select the Users listed in **Send Mail to Selected Users** field.

- Enter the subject of the Email in **Email Subject** text box.

- The Message of the Email can be customized in **Email Message** Text box that you want to display it to your users.

Note:

Make sure you use the short-codes to display the names and points correctly.

How to Send Mail to Users?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Email -> Email Settings**

- Select **Mail()** or **Wp_Mail()** in **Select Email Function** option to send Emails to Users.

- Go to WooCommerce **- > SUMO Reward Points -> Modules -> Email -> Email Cron Settings**

- The time duraion in which Email's are sent is calculated based on the Mail Cron Settings.

- Select between Days, Hours, Minutes in **Email Cron time type** drop down menu.

- Enter the number in **Email Cron time** field.

How to Set SMS Notification When a User Earned or Redeemed the Reward Points?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> SMS -> SMS Notification Settings**

- Enable the **Notification through SMS** Checkbox to send SMS to your Users.

- Select the **SMS API** as **Twilio** or **Nexmo.**

Twilio:

- If you wish to Send SMS to your Users Via Twilio API then signup for a twilio account at https://www.twilio.com/try-twilio.

- After Sign up in the Account's Dashboard you can find **Account Sid** and **Auth Token** these are API Credentials which is used to Send SMS.

- Below the API Credentials Twilio Number will be displayed. This number will be used as the Number which is used to send SMS.

- If you want to send SMS Notifications to Users Whenever they **Earn Reward Points,** enable "**Send SMS on Earning Points**" Checkbox.

- If you want to send SMS Notifications to Users Whenever they Redeem their Points, enable "**Select SMS on Redeeming Points**" Checkbox.

- Enter the Twilio Account Sid in "**Twilio Account SID**" textbox. This can be found from the Account Dashboard.

- Enter the Twilio Auth Token in "**Twilio Account Auth Token"** textbox. This can be found from the Account Dashboard.

- Enter the Twilio Number in "**Twilio From Number**" text box. can be found from Account Dashboard.

- SMS can be send as the Text Message to the User based on Content set in "**SMS Content**" text box.

- Now SMS will be Sent to the Users based on the option selected for **Earning points** or **Redeeming Points** or Both.

Note:

 - SMS is Send to The Users based on their billing Phone Number. SMS will be sent only if the Number is in International Number Format.

 - When Using Twilio Trial Account SMS Can be sent only to the Registered Mobile Number.

 - If there is any delay in the Receiving SMS it is due to the latency caused by the Network.

 - Refer with the Usage Plans and then enable the SMS Feature.

Nexmo:

- If you wish to Send SMS to your Users Via Nexmo API Then signup for a Nexmo account at https://www.nexmo.com/.

- After Signup in the Account Dashboard you will find the Api Settings By clicking that the API credentials will be displayed.Use these credetials to Send SMS.

- If you want to send SMS Notifications to Users Whenever they **Earn Reward Points,** enable "**Send SMS for Earning Points**" Checkbox.

- If you want to send SMS Notifications to Users Whenever they Redeem their Points, enable "**Select SMS for Redeeming Points**" Checkbox.

- Enter the Nexmo API key in **Nexmo Key** textbox.

- Enter the Nexmo API Secret in **Nexmo Secret** textbox.

- SMS can be send as the Text Message to the User based on Content set in "**SMS Content**" text box.

- Now SMS will be Sent to the Users based on the option selected for Earning points or Redeeming Points or Both.

Note:

- SMS is Send to The Users based on their billing Phone Number. SMS will be sent only if the Number is in International Number Format.

- When Using Twilio Trial Account SMS Can be sent only to 10 pre-registered numbers.

- If there is any delay in the Receiving SMS it is due to the latency caused by the Network.

- Refer with the Usage Plans and then enable the SMS Feature.

How to display the Reward Points in an Order?

Thank You Page

Go to WooCommerce **- > SUMO Reward Points - > Modules -> Product Purchase -> Message Settings in Cart, Checkout and Thank You Page**

- Select **Show** in **Show/Hide Points that can be Earned Message display in Thank You Page** option to display the Total Points Earned in an order in the order details page. If you want to hide, then select hide option.

- Enter the Caption in **Points Earned in Order Thank You Page Label** Text field which will be displayed for the Total Earned Points Message.

Message to display on Edit Order Page[Earned Points]

Go to WooCommerce **- > SUMO Reward Points - > Modules -> Product Purchase -> Message Settings in Edit Order Page**

- If you wish to Display the Points earned for a Particular order in the order Details Tab and order Completion Email, then Select **Display Points from Order on Order Details Page** check box.

- Enter the Caption in **Message to display Earned Points** Text Field which will be displayed in Order completion Email that Points Earned for Particular order.

Message to display on Edit Order Page[Redeemed Points]

Go to WooCommerce **- > SUMO Reward Points - > Modules -> Redeeming Points-> Message Settings in Edit Order Page**

- If you wish to Display the Points redeemed for a Particular order in the order Details Tab and order Completion Email, then Select **Display Redeemed Points** check box.

- Enter the Caption in **Message to Redeemed Points** Text Field which will be displayed in Order completion Email that Points Redeemed for Particular order.

Note: In Edit Order page the Points Earned and Redeemed for the Particular Order will be displayed in a meta box.

How to create a Gift Voucher using Reward Points?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Gift Voucher**

Voucher Code Settings
[sumo_current_balance] – Use this short-code to display User Current Reward Points

- If you want to give a Prefix or Suffix to the Gift Voucher Code, then as per your wish Enable the **Prefix** and **Suffix** check-box and enter the value in the respective text fields.
- Select **Numeric** or **Alphanumeric** in **Voucher Code Type** drop-down menu to generate your Voucher code with only Numeric values or else with Alphanumeric values respectively.
- Set the number of characters for your Voucher code in **Voucher Code Length**text field.
- Set the Reward Points to award when using the Voucher code in **Reward Points per Voucher Code** text field.
- Set the voucher code count to generate in **Number of Voucher Codes to Generate** text field.
- If you want to set expiry date for the Voucher code, then select the expiry date in **Expiry Date for Voucher Code(s)** field. If the filed is left empty, then the Gift Voucher code will never expire.
- Click **Create Voucher Codes** button.

How to Export/Import Gift Voucher Codes?
Go to WooCommerce **- > SUMO Reward Points -> Modules -> Gift Voucher -> Gift Voucher List**
- If you wish to Export the Voucher Code which you have created, then you can make use of **Export Voucher Codes as CSV** button.
- If you wish to Import the Voucher Code, then Choose the file using **Browse** button in **Import Gift Voucher to CSV** option.
- If you want to Ignore the code which already exists while importing, then select **Ignore Voucher Code** in **If Voucher Code Already exists** option and select **Import Voucher Code as CSV** button.
- If you want to Replace the code which already exists while importing, then select **Replace Voucher Code** in **If Voucher Code Already exists** option and select **Import Voucher Code as CSV** button.

How to use Import/Export Points in CSV?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Import/Export Points -> Import/Export User Points in CSV Format**

- Select **All Users** or **Selected users** in **Export Available Points for** checkbox to Export Reward Points.

⸺ Select the users to export Reward points by searching a User name in **Select the Users that you wish to Export Reward Points** multi-search field.

⸺ Select whether to export CSV based on **User Name** or **User Email-Id** in **Users are identified based on** check box.

Exporting the user points can be done with the following options.

A) All Users with **All Time**

B) All Users with **Selected Time**

C) Selected Users with **All Time**

D) Selected Users with **Selected Time**

⸺ If you wish to choose **All Users** in **Export Available Points for** check box and **All time** in **Export User Points for** Check box, then the current available points will be exported for All users.

⸺ If you wish to choose **All Users** in **Export Available Points for** check box and **Selected time** in **Export User Points for** Check box, then CSV can be exported for a specified time period.

⸺ If you wish to choose **Selected Users** in **Export Available Points for** check box and **All time** in **Export User Points for** Check box, then the Points will be exported for Selected Users.

⸺ If you wish to choose **Selected Users** in **Export Available Points for** check box and **Selected Time** in **Export User Points for** Check box, then the Points will be exported for Selected Users for a specified time period.

⸺ **Note**: If **Start date** and **End date** is left empty, then points will be exported for all time.

⸺ If you wish to choose **All Users** in **Export Available Points for** check box and **All time** in **Export User Points for** Check box, then the current available points will be exported for All users.

⸺ To Export User Reward Points to the CSV Format, click on the **Export User Points** buttons in **Export User Points to CSV** option and Save the CSV file.

⸺ By Default the Current Reward Points of Each Users will be exported.

⸺ The First Field of the CSV contains user name of the user and the Second Field Contains Current Points with respect to that User.

⸺ You can also Export the **Total Earned points**, **Total Redeemed Points** for Each User.

⸺ To import the User Reward Points to CSV click the browse button, select .CSV file and then click the **Import User Points to CSV** option.

⸺ If you want to import the CSV file with Version Below 10.0, then click on the **Import CSV for Older Version(Below 10.0)** button.

⸺ If you want to import the CSV file with Version above 10.0, then click on the **Import CSV for Version 10.0(Above 10.0)** button.

⸺ Once you click on Import button it will show two types of field,

    ⸺ **Override Existing User Points.**

    ⸺ **Add Points with already Earned Points.**

⸺ If you want to Override the Existing User Points, Click the **Override Existing User Points** field. Once Uploaded, the changes will be reflected in the Reward Points.

⸺ If you want to Add Points with Already Earned Points, Click the **Add Points with Already Earned Points** field. The changes made will be reflected in the Reward Points.

How to Manage Form for Cash Back?

Go to WooCommerce **- >** **SUMO Reward Points -> Modules -> Cash Back -> Cash Back Settings**

⸺ Create a Form for Cash Back using this **[rsencashform]** shortcode in a new page[**Short-code available in Short-Codes tab**].

⸺ To display the Encash Form, need to select **Enable** in **Enable Cashback for Reward Points** drop-down menu.

⸺ You can make use of the **Cashback Form Accessible Selection** option for whom to display the **Cashback Form**.

⸺ Enter the Minimum Points that the User must Request In order for Cash Back in **Minimum Points for Cash Back of Reward Points** field.

⸺ Enter the Maximum Points that the User must Request In order for Cash Back in **Maximum Points for Cash Back of Reward Points** field.

⸺ Select the Payment for Cash Back in **Display Payment Method** drop down menu.

⸺ If you set the Payment Method as **Paypal**, the User have to use only **PayPal Method** to submit the Cash Back Request.

⸺ Funds will be transferred by using **Paypal Mass Payment** for those who have submitted the Cash Back Request by Paypal Method.

⸺ If you set the Payment Method as **Custom Payment**, the User have to use only Custom Payment Method to submit the **Cash Back Request** and their details can be downloaded as a separate CSV.

How to Manage Request for Cash Back?

Go to WooCommerce **- >** **SUMO Reward Points -> Modules -> Cash Back -> Cash Back Request List**

– The Cash Back Request made by the users will be listed.

– You can Approve the Requests and Export CSV For PayPal Mass Payment by Clicking **Export Points as CSV for PayPal Mass Payment** Button.

- If you Wishes to Export all the Cash Back Requests they will have to click **Export All Cash Back Requests** Button.

- You can edit or delete Individual Cash Back Requests by clicking the **Edit/Delete** option under Each Listed Request.

- Once the Payment has been Completed, Status of the Request can be changed from **Due to Paid**.

- Multiple Requests can be changed to **Paid or Due** and can also be deleted using the **Bulk Action** option.

How to set Coupon Reward Points?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Action Reward Points -> WooCommerce Coupon Usage Reward Points**

- If the Same coupon code is Linked with multiple Reward Points, then Based on the **[When different Points is associated with the same Coupon Code then]** Selection, the Reward Points will be awarded.

- Success Message can be customized and displayed in the Cart and checkout page whenever a user uses the linked coupon code in **Message displayed on cart page when Coupon Reward Points is Earned** field.

- You can add the rule by clicking **Add Rule** button.

- Multiple Link can be added for the coupon.

- Select the Coupon in **Coupon Codes** section.

- Set the Reward Points for the Coupon in **Reward Points** field.

- If you wish to remove the link you can remove by clicking **Remove Rule** Button.

How Manual Referral Link Works with Reward Points?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Referral System -> Manual Referral Link settings**

- **Manual Referral linking** provides the option of permanently linking individual **Buyer** and **Referrer**.

- Whenever the linked buyer purchases a product which contains **Referral reward points**, then **Referral reward points** will be awarded to the linked **referrer**.

- The **Referral reward points** will be awarded as long as the link is available.

- When the link is removed, thereafter Referral points will not be awarded.

− **Multiple Referral Links** can be created at the Same time and **Referral point**s will be awarded to all the referrer when **Buyer's Purchase the Product**.

Example:

1. Consider a new manual linking is being created between the Referrer User1 and the Buyer User 2.

2. Now User2 Purchases a Product which has referral points in it. The Referral Points for that Product will be added in User1's Account.

3. As Long as the Linking is present Referral points will be awarded to User1 when User2 purchases a product with Referral Points.

How to use Reports in CSV?

Go to WooCommerce - > **SUMO Reward Points -> Modules -> Reports -> Reports in CSV Settings**

Reports can be Exported for user points can be done with following options.

A) All Users with **All Time**

B) All Users with **Selected Time**

C) Selected Users with **All Time**

D) Selected Users with **Selected Time**

− If you wish to choose **All Users** in **Export Available points for** check box and **All time** in **Export User Points for** Check box, then the current available points will be exported for All users.

− If you wish to choose **All Users** in **Export Available points for** check box and **Selected time** in **Export User Points for** Check box, then CSV can be exported for a specified time period.

− If you wish to choose **Selected Users** in **Export Available points for** check box and **All time** in **Export User Points for** Check box, then the Points will be exported for Selected Users.

− If you wish to choose **Selected Users** in **Export Available points for** check box and **Selected Time** in **Export User Points from** Check box, then the Points will be exported for Selected Users for a specified time period.

− If you want to export user points based on **Earning points**, then select **Earning points** in **Export User Points based on** Check box.

− If you want to export user points based on **Redeeming points**, then select **Redeeming** points in **Export User Points based on** Check box.

− If you want to export user points based on **Total points**, then select **Total points** in **Export User Points based on** Check box.

− If you want to export User Points Report, then click on **Export User Points Report** button in **Export User Points Report as CSV** option.

How to Manage Form for Send Points?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Send Points -> Send Point[s] Form Settings**

- Create a Form for Cash Back using this **[rssendpoints]** shortcode in a new page.

- If you want to display the **Send Points** Form, then select **Enable** in **Enable Send Point(s)** drop down menu.

- Enter the Caption for Reward Points in **Current Reward Points Label** field. It contain Current **Reward Points** of the user.

- If you want that user to send the reward points to a certain limit, then **Enable** the option **Restriction on Sending Points**.

- Enter the points in **Maximum Points which can be Sent** field.

- Error Message will be displayed and can be customized, when the points entered is greater than limit points set in **Error Message to display when Send Points is greater than the Maximum Points** field.

- Select the Approval type in **Send Points Request Approval type** drop down menu. If you select **Manual Approval**, then points will be sent to the user(s) once the request is approved. If you select **Auto Approval,** then points will be sent to the users immediately after submitting the form**.**

- Enter the Caption for Points to send in **Points to Send Label** field. This field is used to provide the Points to other user.

- Select **All Users** or **Selected User(s)** in **User Selection type for Sending Points** drop down menu. If you select the **Selected User(s)** menu, then an additional field[**Select the User**] will be displayed which is used to select the user(s).

- Enter the Caption for Submit button in **Send Points Form Submit Button Label** field.

- Request Message can be customized when the Request form is submitted in **Message displayed When Send Points Request is Submitted for Manual Approval** field.

- Success Message can be customized when the Request form is submitted in "**Message displayed When Send Points Request is Submitted for Auto Approval**" field.

- Error Message can be customized when Send Points field is empty in **Error Message to be displayed when Points to Send field is left Empty** field.

- Error Message can be customized when Select the user field is empty in **Error Message to be displayed when Select User field is left Empty** field.

- Error Message can be customized when points to send is not a number in **Error Message to be displayed when entered Points is not a Number** field.

How to Manage Request for Send Points?

Go to WooCommerce **- > SUMO Reward Points -> SUMO Reward Points -> Modules -> Send Points -> Send Point[s] Request List**

 − The Request for send points made by the users will be listed.

 − You can **Approve or ignore** the Requests.

 − You can edit or delete Individual Request made by the user, by clicking the **Edit/Delete** option under Each Listed Request.

 − Multiple Requests can be changed to **Paid or Due** and can also be deleted using the **Bulk Action** option.

How to Set Nominee Settings for Product Purchase in Checkout Page?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Nominee-> Nominee Settings for Product Purchase in Checkout Page**

 − If you want to **show** the **Nominee Field** in **Checkout Page**, then select **show** option. Choose **Hide** option if you don't want to show the Nominee Field in Checkout Page.

 − Select the Nominee by **User** or **User Roles** in **Nominee User Selection** drop down menu.

 − Select the **User/User roles** in their corresponding search field.

 − Select **User Email** or **User name** in **Checkout Page Nominee is identified based on** drop-down menu.

 − Save the settings.

How to Set Nominee Settings for Product Purchase in My Account Page?

Go to WooCommerce **- > SUMO Reward Points -> Modules -> Nominee-> Nominee Settings for Product Purchase in My Account Page**

 − If you want to show the **Nominee Field** in **My Account Page**, then select **show** option. Choose **Hide** option if you don't want to show the **Nominee Field** in **My Account Page**.

 − Select the Nominee by **User** or **User Roles** in **Nominee User Selection** drop down menu.

 − Select the Nominee for Product Purchase by user and Select one or more than one Nominee by searching in **User Selection** search field.

 − Select the Nominee for Product Purchase by User Roles and Select one or more than one Nominee by searching in **User Role Selection** search field.

 − If you wish to display **Nominee** as **User** in **My Account Page**, then select **By Username** in **Display Nominee in My Account Page by Username or Email** drop down menu.

- If you wish to display **Nominee** as **User Email Id** in **My Account Page**, then select **By Username Email Id** in **Display Nominee in My Account Page by Username or User Email** drop down menu.

- Save the settings**.**

Nominated User List:

- The User(s) who are all nominated by the buyer will be listed here.

- The **Points** earned by the buyer will be nominated to the **Nominee** only when the option is said to be **Enabled**.

How Point URL works?

- Copy and Paste the URL which is generated wherever you want. Once the user clicks the URL, it will be redirected to the page which is given in Site URL field and points were added in user's account.

Note: Point URL feature works only for logged in users.

How to generate Point URL?

Go to **WooCommerce - > SUMO Reward Points -> Modules -> Point URL - > Point URL Settings**

Name for Point URL

- Set name for Point URL in **Name** field.

Site URL

- Enter the URL where the user is to be redirected, when clicking the link in **Site URL** field. If left empty Site URL will be considered as Base URL.

Points

- Enter the points which is to be added to the user's Account, when clicking the URL link.

Validity

- Select **Validity** as **Unlimited** for not giving any expiry for the **Point URL**.

- Select **Validity** as **Limited** for giving an expiry for the Point URL.

- If **Limited** is selected then select the date for expiry in **Expiry Time for Point URL** field.

Usage Count

- Select **Usage Count** as **Unlimited** for not giving any limit in count for the Point URL.

- Select **Usage Count** as **Limited** for giving limit in usage count for the Point URL.
- If **Limited** is selected then Enter the number of limits in **Count** field.
- Click **Generate Point URL** button.
- Save the settings.

How to Show/Hide the Reset All button in Tabs?

Go to **WooCommerce - > SUMO Reward Points -> Advanced -> Advanced Settings**

- If you wish to **show** the **Reset All** button in the all the tabs, then select **Show** in **Show/Hide Reset All Button in Tabs** drop down menu. If you don't want to display the button, then select **Hide** option.
- Save the settings.

How to deduct Points from the User Account when you Manually create the Order Using SUMO Reward Points Gateway?

Go to **WooCommerce - > SUMO Reward Points -> Advanced -> Experimental Features**

- Select **Enable** in **SUMO Reward Points Payment Gateway for Manual Order** drop down menu. By default the option will be in **disable** mode.
- Save the settings.

Go to **WooCommerce - > Order -> Add Order**

 - Select the **User** and fill required details**(Billing and Shipping Details)**

 - Select the **Product(s)**, click **Calculate total** button and save the settings.

 - Now the notification invoice will be sent to the user through an email. The corresponding points will be deducted from the user's Account once they complete the order.

List of Shortcodes[Go to **WooCommerce - > SUMO Reward Points -> Shortcodes]**

1. **[rs_my_current_earning_level_name]** – Use this Shortcode to display **Current Level** of the User.

2. **[rs_next_earning_level_points]** – Use this Shortcode to display points to reach **Next Level** in member level.

3. **[rs_generate_referral referralbutton="show" referraltable="show"]** - Use this Shortcode for displaying Referral Link Generation and its Table Shortcode Parameters are referralbutton and referraltable, make it as Show/Hide.

4. **[rs_redeem_vouchercode]** – Use this Shortcode to display the **Redeeming Voucher** Field.

5. **[rs_my_rewards_log]** – Use this Shortcode to display the **log of Reward Points**.

6. **[rs_my_reward_points]** – Use this Shortcode to display the **Reward Points of Current User**.

7. **[rs_generate_static_referral]** – Use this Shortcode to display the **Static URL Link**.

8. **[rs_my_cashback_log]** – Use this Shortcode to display the **My CashBack Table**.

9. **[rs_user_total_redeemed_points]** – Use this Shortcode to display the **Total Points Redeemed** by a User.

10. **[rs_user_total_earned_points]** – Use this Shortcode to display the **Total Points Earned** by a User.

11. **[rs_user_total_expired_points]** – Use this Shortcode to display the **Total Points Expired** by a User.

12. **[rs_user_total_points_in_value]** – Use this Shortcode to display the **Total Points in Currency value**.

13. **[rs_rank_based_total_earned_points]** – Use this Shortcode to display the **Total Earned Points of all User**[Top Individual Rank earned by Points].

14. **[rs_rank_based_current_reward_points]** – Use this Shortcode to display the **Current Earned Points of all User**[Top Individual Rank earned by Points].

15. **[rs_refer_a_friend]** – Use this Shortcode anywhere on **Page/Post** to display **Refer a Friend** Form.

16. **{rs_points_in_currency}** – Use this Shortcode to display the **Reward points** in **Currency Value** in email.

17. **{rssitelink}** – Use this Shortcode to display the **site link** in email.

18. **{rsfirstname}** – Use this Shortcode to display the **First Name of User** in Email.

19. **{rslastname}** – Use this Shortcode to display the **Last Name of User** in Email.

20. **{rspoints}** – Use this Shortcode to display the **Reward points** in Email.

21. **[rsencashform]** - Use this Shortcode to display the **Cash Back** Form.

22. **[rssendpoints]** - Use this Shortcode to display the **Send Points** Form.

Compatible with SUMO Subscriptions:

   If **Reward Points** is associated with a subscription product created using **SUMO Subscriptions** plugin, then by default the Reward Points associated with that product will be added to the user's account for each renewal. This behavior can be changed not to Reward Points for renewal orders.

How to stop awarding Product Purchase Points for renewal orders created using SUMO Subscriptions?

Go to **WooCommerce - > Sumo Reward Points - > General - > SUMO Subscriptions Compatibility**

Settings

- Enable **Don't Award Points for Renewal Orders of SUMO Subscriptions** check box
- Save the settings.

How to stop awarding Referral Product Purchase Points for renewal orders created using SUMO Subscriptions?

- Go to **WooCommerce - > Sumo Reward Points - > General - > SUMO Subscriptions Compatibility Settings**

- Enable **Don't Award Referral Product Purchase Points for Renewal Orders of SUMO Subscriptions** check box
- Save the settings.

How to Purchase the Subscription Product using SUMO Reward Points Gateway?

Go to **WooCommerce - > Settings - > Checkout - > SUMO Reward Points Gateway**

- Enable the Checkbox **Remove the option for the Subscriber to choose Automatic/Manual Reward Points Payment**.

- If **Force Automatic Reward Points Payment** is selected in **Force Automatic/Manual Payment** drop menu, if user tries to buy the **Subscription Product** using **SUMO Reward Points Gateway**, then corresponding points will be automatically reduced from the **User's Account** once the order becomes completed. For Every **Renewal**, Points will be deducted from the **User's Account Automatically**.

- If **Force Manual Reward Points Payment** is selected in **Force Automatic/Manual Payment** drop menu, if user tries to buy the **Subscription Product** using **SUMO Reward Points Gateway**, then corresponding points will be reduced from the **User's Account** once the order becomes completed. For Every **Renewal**, Points will be deducted from the User's Account whenever they bought the **Subscription Product** using **SUMO Reward Points Gateway**.

- If the **Remove the option for the Subscriber to choose Automatic/Manual Reward Points Payment** checkbox hasn't selected, then it's up to User choice whether to complete the order with **Automatic/Manual** Payment.

Note: If Users doesn't have enough points at Renewal date, then the process will be proceed as per the settings in **Configured** in **SUMO Subscriptions** Plugin(**Advanced Settings**).

Compatible with SUMO Memberships:

Reward Points Earning percentage can be modified for Members who have purchased a specific Membership Plan

Example:

If you want to double the Reward Points which can be earned only for users who have purchased a Platinum Membership Plan then it can be done.

How to set Reward Points based on Membership Plan?

Go to **WooCommerce - > SUMO Reward Points -> General - > Reward Points Earning Percentage based on Membership Plan**

Priority Level Selection

— If a user has purchased more than one Membership Plan then, Based on the Priority selection option the Percentage of Points from Reward Points Earning Percentage By Membership Plan. After that, based on the Priority Selection option, the final percentage of points will be decided for the user

Reward Points Earning Percentage By Membership Plan

- Membership Plan Based Reward Points

a) If you wish to enable award earning points based on Membership Plan then, enable **Membership Plan based Earning Level** checkbox

b) The List of **Memberships Plans** will be displayed with a textbox to enter the percentage.

d) The Percentage entered will be used to calculate the Membership Plan Based Reward Points.

Compatible with SUMO Discounts:

Points which can be Earned for a Product will be modified if the price of the product is modified by **SUMO Discounts** plugin.

For Example,

Price of the Product is **$100**, User Role Discount **10%** for all Customers

Original Points: 100

Modified Price: $90
Modified Points: 90

Compatible with SUMO Coupons:

How to set Points should not be Earned when SUMO Coupon is applied?

Go to **WooCommerce - > SUMO Reward Points - > General - > SUMO Coupons Compatibility Settings**

- Select **Don't Allow Earn Points when SUMO Coupon is applied** check-box.
- Save the settings.

How to set Points should not Redeem when SUMO Coupon is applied?

Go to **WooCommerce - > SUMO Reward Points -> General - > SUMO Coupons Compatibility Settings**

- Select **Don't Allow Redeem when SUMO Coupon is applied** check-box.
- Save the settings.

Compatible with SUMO Payment Plans:

Product Purchase Points

If the **User** purchased a **Payment Plan Product** which contains **Product Purchase Points**, then the corresponding points will be awarded once the final installment amount of the plan has been successfully paid by them.

Referral Product Purchase Points

If the **Referred Person** purchased a **Payment Plan Product** which contains **Referral Product Purchase Points**, then the corresponding points will be awarded to **Referrer** once the final installment amount of the plan is successfully paid by the **Referred Person**.

Compatible with GDPR Compliance for WordPress

- We have given GDPR Compliance for WordPress[Privacy Policy, Data Access and Data Erasure].

- We have provided the information about what the plugin does and which data can be collected and stored(from the users) by the plugin has been listed in the **Privacy Policy[Dashboard -> Settings -> Privacy]** Guidelines.

- The data collected by the plugin can be **Exported/Erased** using the **WordPress Export** and **Erase** options available in the **WordPress Tools**.

Compatible with SUMO Waitlist:

- **Reward Points** can be earned for subscribing out of stock products

- **Product Purchase Reward Points** can be earned by the subscribed users who are all purchased **In-**

Stock Products

Compatible with SUMO WooCommerce Custom Registration Fields

i) Custom Registration Fields Reward Points

Using this plugin, you can configure the custom fields which need to displayed in **WooCommerce Registration** Form. Points can be earned for entering the details in configured custom fields during registration

ii) Social Login Reward Points

Points can be earned for the following action through available Social Network

- Registering on the site

- Linking another social account on Account Details Menu[Account Page]

- Daily Login

Compatibility with bbPress:

Points can be earned when creating and replying to a topic.

How to set Reward Points for Creating a Topic?

Go to **WooCommerce - > SUMO Reward Points -> Modules -> Action Reward Points -> Reward Points for bbPress Action**

- — Select **Enable Reward Points for Creating a Topic** check-box.
- — Enter the Points in **Reward Points for Creating a Topic** field.
- — Save the settings.

How to set Reward Points for Reply to a Topic?

Go to **WooCommerce - > SUMO Reward Points -> Modules -> Action Reward Points -> Reward Points for bbPress Action**

- — Select **Enable Reward Points for Reply to a Topic** check-box.
- — Enter the Points in **Reward Points for Reply to a Topic** field.
- — Save the settings.

Language Translation

SUMO Reward Points Plugin is translation ready meaning you can edit the po files by which you can translate the text to any language.

The steps to do the translation are as follows. For eg let us consider translation to french.

1. Download and install [Poedit](#)

2. Open the file **SUMO Reward System** -> **languages folder** -> **rewardsystem-fr_FR.po fr_FR.po** using Poedit.

3. Choose the **Source text** and set its corresponding French text in Translation Text Area.

4. Save the changes.

5. If you are using **WordPress Version 3.9.13** or **below**, then in **wp-config.php** define the **WPLANG** as **French**. Syntax is define**('WPLANG', 'fr_FR');**

6. If you are using **WordPress Version 4.0** or **above**, then go to **WordPress dashboard** -> **Settings** -> **General** and select the Site Language as **French**

Requirements

The minimum server requirements and the WordPress requirements are as follows

- PHP 5.2.4 or greaterMySQL 5.0 or greater

- WordPress 3.4 or Higher

- WooCommerce 2.0 +

Browser Compatibility

SUMO Reward Points works fine with all major browsers such as IE8.0 +, Mozilla, Chrome, Safari, Opera etc.

Documentation Updated

This Documentation has been updated for **SUMO Reward Points Version 21.2**

Theme Compatibility

SUMO Reward Points should work fine with all the top themes.

How to Remove the Reward Points Completely from WordPress Installation?

If you want to Remove **SUMO Reward Points** Completely from your Site do the Following Steps

Note:

1. Please proceed only if you Don't want to Use SUMO Reward Points in your Site

2. By perform the following steps, All the Points Info will be deleted

- Go to **WooCommerce -> SUMO Reward Points-> Reset**

- In **Reset Data for** option Make Sure that **All Users** is selected

- Make sure that all the check boxes are checked

- Click the Reset Button

- If you are using SUMO Reward Points 10.x or newer versions, two database tables will be created in your Database by SUMO Reward Points.
    1. wp_rspointexpiry
    2. wp_rsrecordpoints

- Please remove these two tables from your Database used for your Wordpress Installation

Frequently Asked Questions

Why my site becomes slow after activating SUMO Reward Points Plugin?

Please make sure you use the latest version of the plugin.

Please make sure you haven't renamed any folder of SUMO Reward Points Plugin.

Mail template is not saving?

Mail Template Option is added only from v3.0. If you tried to upload the files via ftp (replace the files) on top of an existing version which is below v3.0 then it won't work, because creation of table is done only on register activation hook. You need to deactivate and activate the Plugins in this case.

How to hide the Redeeming Field in Cart Page?

Hiding Redeeming Field is in Cart Tab of SUMO Reward Points Plugin Settings Page.

How to reset the selected user points and their logs?

This option is in SUMO Rewards under Reset Tab. In there you can clear the points and logs for all users or particular users.

I have a Gift Voucher Code but I don't know where to use that?

Login to the site and go to the My Account Page. There you can find the text field with button saying Redeem your Voucher Code. Enter your voucher code and the corresponding Points will be added to

your account.

How to Restrict the Users Earning Points to a maximum value?

Option to restrict the user earning points is in General Settings of SUMO Rewards. You can enable it and set a maximum points value. Once you set up the points then user won't earn more than that point. If the earning points are more than the maximum earning points then maximum earning points will be set to the user.

How do I Enable SUMO Rewards to my Existing Products? Do I need to edit and update each Products?

NO you don't need to update the reward points for each product. For that you can go to the Bulk Update Tab and just select whichever products you want to update, set the appropriate values and hit save and update.

How does Referral Work?

Referral works based on Referral links using cookies. You can generate referral links from My Account -> Generate Referral Link. You can generate the referral link for any URL of your site and still the referral rewards for product purchases will work. For example when you generate a referral link for your home page using which visitor Enters your site and purchases the products still the referral will work.

I am not able to use Reward points to exclude Shipping cost and tax

Redeeming of Reward Points works based on WooCommerce Coupons. The default behaviour of WooCommerce Coupons is that Coupons can not be applied for Shipping Cost and Tax.

How does Coupon and Redeeming Reward Points works when Tax is included?

Working of Redeeming in **SUMO Reward Points** works based on **WooCommerce Coupons**.

Consider the following example

1. Coupon Discount
Cart Total - $100 ($10 Tax)
Coupon value (testcoupon) - $ 50

If the **coupon** is applied, then the **discount value $50** will be reduced from the cart total. But the price will display as **$45.45** for the order.

Note: Points will be calculated based on the **Product Price** and once the order has been completed, then calculated points will be reduced from the User's Account.
2. Points Redemption
Redeeming Conversion: 10 Point = $1
If 500 points were redeemed in an order, then based on the conversion $50 will be reduced from the cart total. But the message will display as 455 Points(Points will be calculated based on Product Price

only) were redeemed in an order and those points will be deducted from the account.

How to get Facebook Application ID?

- In the URL, type **developers.facebook.com**
- Login to your account.
- You can find My Apps section on the right side. In that Click **Add a New App** and Select **WWW**(Website) platform to get started.
- Click Skip and **Create App Id**, it will display a form to create an app id.
- Complete the form by providing proper information and get an App Id.

API Supported in Sumo Reward Points

Event   Action

1.Buying Sumo Reward Point - fp_reward_point_for_buying_sumo_reward_points;

2.Point for Using Gateway – fp_reward_point_for_using_gateways

3.Point for Product Purchase - fp_reward_point_for_product_purchase;

4.Point for Product Review - fp_reward_point_for_product_review;

5.Point for Using Coupon - fp_reward_point_for_using_coupons;

6.Point for Using Gift Voucher - fp_reward_point_for_using_gift_voucher;

7.Point for Facebook Like - fp_reward_point_for_facebook_like;

8.Point for Twitter Tweet - fp_reward_point_for_twitter_tweet;

9.Point for Google Plus Share - fp_reward_point_for_google_plus_share;

10.Point for VK.Com Like - fp_reward_point_for_vk_like;

11.Point for Registration - fp_reward_point_for_registration;

12.Point for Login – fp_reward_point_for_login;

13.Dynamic Referral Link – rs_referral_url_info_default_type($ref_url, $referralperson);

14.Static Referral Link – rs_referral_url_info_static_type($ref_url,$referralperson);