

How to Use Your Back Office to Work this Out.

Question 1: What would your organic rank be for the last 6 months excluding buy in from you, your upline or qualifying downline?

What is your paid rank, without any buy-in?

Go to your Dashboard and click on Commission Summary

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DASHBOARD	OP TEAM	BUSINESS GROUPS MESSAGE CENTER	My WEB SITE
REMPONETER S	VERED G ERIES N	iving ov. 7-8 (M.T.)	LICK TO REGISTER
My Loyalty Reward Orders	Qualifications	• •	Enrol a New Wellness Advocate >>
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VIEW PAST C	ORDERS	dō	TERRA
My Earnings		Learn, Focu EVENTS	App Store
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Commission Summary Account Inquiry		Enrolled in las 100 PV LRP i Not on LRP \$100 Order in 4 No Order in 4 Month Over M	13 months sit no POM 2 LRP months Months tonth OV Change

Click on a **Period** to expand the data set.

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Commission Summary	D						Year 2018 CPrimary C
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DOWNLDAD PDF

At the top of the report, it will show you the **Beginning Rank**, your **Paid Rank** and your **End Rank**.

From your own records, you will need to identify any buy-in and adjust accordingly. It is a prudent function of your business to be recording this data on a spreadsheet month to month.

Do this process for each of the last 6 months (expand each month period for the last 6 months).



Question 2: How many personal enrolments have you done in the last 6 months? Go to your **Team** tab then **Detailed Genealogy**.

DASHBOARD	SHOP	TEAM	BUSINESS GROUPS	MESSAGE CENTER	My WEB SITE
My Organizatio	n	<u>t</u>			
My Business	C Membe	er Summary Ø			
Graphical Tree					
E Detailed Genealogy					
Team Map					
Sponsor Changes					
Striking Distance					
Placements NEW					

It defaults to the Sponsor Tree, so change this to the Enroller Tree.

Change the Levels to 0 to **1** (will show 99, so change this number to **1**). This will show the people YOU have enrolled. If you take it to level 2, that will show who the people are that you enrolled and who are the people that they enrolled. Therefore, you only want the report to go to level **1** to show the people YOU have enrolled.

Detailed Genealogy [®]	Search By ID #, First OR Last Name
Organization 🖻	
Focus ID: Levels: 0 ¢ to 1 Type: Enroller Tree ¢	Update Report Save Default
Members: Entire Organization	Reset to Default

Then select **Update Report**. This will now show all your personal enrolments that are in the system (minus any that have dropped off).

The generated report is in Enrolment Date order. You can sort the order by clicking the top field. Re-clicking the top of the column will sort the opposite way.

Follow the enrolment date back for the last 6 months and count them.

Laurala	Mama	Member	Engliment	Sponsor	Enroller	Last	Member	Current	Highest	Next	Next	August 201	8	September	2018	October 201	18
Levels	reame	ID	Date	1D	ID	Date	Туре	Rank	Rank	Date	PV	ov	PV	ov	PV	ov	PV

Question 3: What is your monthly personal enrolment average over the last 12months? As per Question 2, but go back 12 months ago, count them and divide by the number of months.

Question 4: How many people in your team have enrolled 10 people or more personally in their dōTERRA career?

Using the same **Detailed Genealogy** report, change the fields to **Sponsor Tree** and go from **levels 1 to 99**, then select **Update Report**.

Detailed Genealogy	Search By ID #. First OR Last Name
Organization 📓	
Focus ID: Levels: 0 ¢ to 99 Type: Sponsor Tree ¢ Members: Entire Organization ¢ Graphical Tree	Update Report Save Default Reset to Default

You can play with the column structure of the report, if you don't have all the information in the report that you want.

Click on Columns.

DASHBOARD SHOP	TEAM	BUSINESS GROUPS	MESSAGE CENTER My WEB SITE
Detailed Genealogy			Search By ID R. First OR Last Name
Organization 🛛			
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Columns 🛛 🤸	_		
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Up	Address	>>> Enroller ID LastOrderDate	Up	
Down	Email City State PostalCode	All < All <	Down	Update Report
	Country	August 2018		Save Default
	Country	September 2018		

From the **Available Columns** section, select a field and click the >> button to move it to the **Displayed Columns** field. You can then order the fields.

Add Sponsor Name and move this field to under Sponsor ID.

Add Enroller Name and move this field to sit under the Enroller ID.

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Select Update Report.

Sort by Enroller ID (click on Enroller ID at the top of the report).

You can then manually count the number of enrolments per Enroller ID.

Once you've checked the first page, go to the next page and review the data, looking for Enroller IDs that have 10 or more entries.

Record both the number of enrolled and the Enroller ID

Focus ID:	
Levels: 0 e to 99 Type: Sponsor Tree e Members: Entire Organization e Graphical Tree	Update Report Image: Contract Contract Image: Contract Contract Image: Contract Contract Image: Contract Contract
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This process may take some hours if your tree is large.

Question 5: What percentage of the global average for your organic rank has your commission (including fast start) been for the last 6 months? Go to Dashboard.

Commission Summary.

With the data on 2018 Primary (or whatever it is you are tracking): add up the last 6 months

DASHBOA	RD SHOP	TE	M BUSINESS GF	NOUPS MESSAGE CENTER	My WEB SITE
Commission Summary	0				Year 2018 CPrimary C
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Primary Bonus	Secondary Bonus				
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Primary Bonus Period 01/2018 02/2018 03/2018	Secondary Bonus Earnings	Fees 0.00 0.00 0.00 0.00	Withheld Amount	Check Amou	M
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Switch to Secondary bonus and again add up the last 26 weeks to give you 6 months of data.

Annualise this by multiplying both the primary and secondary figures by 2.

DASHBOARD	SHOP	TEAM	BUSINESS GROUPS	MESSAGE CENTER	My WEB SITE
Commission Summary					Year 2018 V Primary
Total Earnings					Jecon ay

Go to doTERRA's Opportunity and Earnings Disclosure

2017: https://media.doterra.com/us/en/flyers/opportunity-and-earning-disclosure-summary.pdf

Rank	Average Annual Earnings	Percentage of Leaders	Leaders 3 Year Average Annual Increase
Silver	\$27,557	62%	14.9%
Gold	\$58,509	21%	15.6%
Platinum	\$112,965	7%	35.2%
Diamond	\$201,764	7%	21.3%
Blue Diamond	\$463,555	2%	23.0%
Presidential Diamond	\$1,259,587	<1%	51.4%

Convert the Average Annual Earnings (which is in US \$) to Australian \$.

Compare your ORGANIC rank (not your rank received with buy-in) to the Average Annual Earnings for that rank.

Unilevel is based in Australian \$. The pools are based in US \$. With the shifting exchange rate (against the AUS\$), it produces a bigger income for those in Australia.