

# HOW TO FIND THE PLACEMENT SPONSOR

## DETAILS FOR STREAMLINING

### SEQUENCE TO FOLLOW

- 1** - Log into your XanGo™ back office.
- 2** - Position your mouse pointer over the REPORTS menu header and a list of menu options are displayed as shown below.



- 3** - Position the mouse pointer over the Downline menu option and select this using a single click with the left hand mouse button.

The Downline report is displayed by placement sponsor as default as shown below.

**MYXANGO**

HOME SHOPPING REPORTS

Organization Format Columns Search Filters Save

Focus ID: ENTER DISTRIBUTOR ID#

Levels: 0 to 100

Type: Placement

View Organization

LVL	Watch List	Name	Dist
0	<input checked="" type="checkbox"/>		
1	<input type="checkbox"/>		
2	<input type="checkbox"/>		
3	<input type="checkbox"/>		
4	<input type="checkbox"/>		
5	<input type="checkbox"/>		
6	<input type="checkbox"/>		
7	<input type="checkbox"/>		
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63	<input type="checkbox"/>		
64	<input type="checkbox"/>		
56	<input type="checkbox"/>		
1	<input type="checkbox"/>		
2	<input type="checkbox"/>		
3	<input type="checkbox"/>		
4	<input type="checkbox"/>		
5	<input type="checkbox"/>		
2	<input type="checkbox"/>		
1	<input type="checkbox"/>		
2	<input type="checkbox"/>		
3	<input type="checkbox"/>		
4	<input type="checkbox"/>		
5	<input type="checkbox"/>		

DISTRIBUTOR NAME DIST ID

**1** By default, **your** distributor ID is displayed when you first view your Downline report. You can view a subset of your organisation by changing the default distributor ID to that of another distributor in your downline.

There are several ways to do this. One way is to position the mouse pointer at the end of the distributor ID number shown in the area to the right of the Focus ID field – single click with left hand mouse pointer will do this. Click on the backspace key to delete the distributor number. Enter the distributor ID you wish to view instead.

**2** By default, levels 0 (which is your distributor position) to 100 are displayed which is sufficient initially.  
**NB** - If you find level 100 displayed in your Downline report be sure to change the level to the maximum value of 999 via the drop down option to the right of the value 100. Otherwise you may miss additional team members who are positioned at levels in excess of 100.

**3** By default, the Type field should display the placement view which is the correct option for locating the person at the end of the streamline. If the sponsor option is showing instead, change this to placement view via the drop down arrow to the right of the Type field.

**4** To view the Downline report, click on the View Organization button (single click, left hand mouse button).

**5** To determine the person at the end of the streamline you must follow **very carefully** down the column called **LVL**. Do not confuse this column with the Line Number column which is usually displayed as the first column by default unless you change the Downline report view. You can remove from view the Line Number column via the Columns tab – details on how to do this can be found in the 'How to Use the Downline Report' document.

**6** In the example on the left, follow the sequence down the LVL column to level 64. Check that each level increases by 1 until you reach the end of this sequence. The person at level 64 is the person at the end of this streamline also referred to as the focal point and the person to use as the placement sponsor if signing up via MyXango back office or MyMangosteen.

## POINTS TO NOTE

It is very important to check that each person in your streamline is in sequence. In the example above, the person below level 64 is showing on level 56 which is clearly out of sequence and is what is referred to as a branch in the streamline. This usually happens when somebody signs up a new person via MyXango back office and does not change the placement sponsor from the default distributor ID this system displays. It also happens when the sponsor takes the details of the person at the bottom of the report as the placement sponsor which may not be the person at the end of the streamline. This is why you must not just look at the person at the bottom of your report with the highest line number and assume that they are the person at the end of the streamline – it may not be so.

Also when additional streamlines are created such as in the example above there could be a second streamline showing in the report. So follow the sequence for the streamline the sponsor is in and make sure you have the details of the last person in the streamline sequence and NOT the person at the end of the report or in another streamline.

If you are doing this for the first time and you are not sure who the placement sponsor should be – check who you think the placement sponsor is with your sponsor BEFORE signing up your new person.

Errors can be corrected via Next Day Correction forms available from your MyXanGo Back Office (via Business Tools Menu → Library option) or from your local Customer Service agents. This form must be submitted to XanGo™ by noon (Mountain Time) next business day. Details on how to complete this form can be found in the 'How to Complete the Next Day Correction Form' document.

Please exercise extreme care when signing people up if you use anything other than MyJetstream. Although it is straightforward to follow the above and locate the placement information, many people have made mistakes when signing somebody up particularly the first time they do this. Given the time and effort it takes to correct the mistake please take your time to get the correct distributor name and ID# when locating the placement sponsor to use for new signups.

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### RELATED TRAINING DOCUMENTS:

- **How to Use the Downline Report**
- **How to Complete the Next Day Correction Form**

----- END OF TRAINING DOCUMENT -----