Rental Booking System User Guide.

# **Rental Booking System User Guide.**

by CedCommerce Products Documentation

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# 1. Overview

Our Rental Booking System comes with a full range of features that help you take reservations, manage your inventory and grow your rental business — whether you rent out electronic devices, clothes, accommodation, or anything else.

This document will explain the feature and functionality of the **RENTAL BOOKING SYSTEM** extension by CedCommerce for your Magento® Store.

It gives your customer the ability to search the availability of products/services listed by admin/seller in real-time, pricing, and booking confirmation.

- Real-time availability.
- Quick and Easy to use.
- Fully secure payment options.
- Supports Multiple-Language.
- User-friendly interface, easy to navigate.
- Increase the efficiency and profitability of your business.
- Highly customizable booking system.
- Instant reservation confirmation of product/service availability.
- Send an email and message to your customers for the best price, offers, and discount coupons.
- It's Embeddable, Can be easily integrated into your existing website by using a special embed code.

# 2. Configuration Settings

A STEP BY STEP GUIDE FOR HOW TO USE THIS SETTING BY ADMIN. LOGIN TO ADMIN DASHBOARD-> GOTO-> BOOKING->SETTINGS->BOOKING SETTINGS->ENABLE BOOKING SYSTEM IN FRONTEND->YES->ENABLE RENTAL SERVICES->YES

OR

### LOGIN TO ADMIN DASHBOARD-> GOTO->STORES-> CONFIGURATIONS->BOOKING->BOOKING SYSTEM->ENABLE BOOKING SYSTEM IN FRONTEND->YES->ENABLE RENTAL SERVICES->YES.

This enables the booking settings so that customer can book their choice of product/services listed by the Admin/seller, Refer to below images;

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08:00 pm

12 hours format (eg: 10:00 am)

12 hours format (eg: 08:00 pm)

Product [website]

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Customer can select maximum X days from the current date

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#### **BOOKING SETTINGS:**

#### 1-Enable booking System in front-end:

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This feature allows the admin to enable the booking on the website for the product available.

Maxinum Days For Booking For Daily Rental

Start Time for Hourly Rentals [website]

End Time for Hourly Rentals

#### 2-Map API key:

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This feature allows the admin to add the API key of the map to locate on google map. For google map API key: https://cloud.google.com/maps-platform.

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#### **RENTAL SETTINGS:**

### 1-Enable Rental Services: YES/NO

These features allow the admin to decide whether rental services to be enabled or not if it is enabled then the admin will be able to rent the product on the marketplace, and on the other side customer will be able to choose the product and avail the services.

#### 2-Show Rental Top Link: YES/NO

This feature allows the admin to show the rental booking link on the top, which helps easy to navigate and access the content.

#### **3-Rental Top Link Title:**

This feature allows admin to decide the name of rental from this section which will show on the frontend customer side and the customer will be able to select and redirect to the rental page and select the product and services.

#### 4-Rental Banner:

A banner is something heading or advertisement image appearing on the webpage in the form of a bar, column, slider, or a box which is the first eye impression for the content. This feature allows the admin to add images supported to PNG, GIF, JPG, and JPEG from their system.

Admin can change, delete, and add new images whenever required. To Change a banner click on **choose file**, a new window will open and ask the image path to select and upload.

#### 5-Banner Image Width:

This feature allows the size of the width of the banner on display and can be changed to default by their own choice.

#### 6-Banner Height:

This feature allows the size of the height of the banner display and can be changed to default by their own choice.

#### 7-Remove Shipping From Checkout:

Shipping means the transport of goods and product from the warehouse to the customer location, this option helps admin to remove any kind of shipping method from the checkout page depending upon the product and shipment.

#### 8-Show End Date For Daily Rental Products:

This option allows admin to enable the end date for a particular rental product to yes/no, if it is not enabled to **No** then the customer will be able to select only the start date and the no of days only.

#### 9- Maximum Days For Booking For Daily Rental Products:

This feature allows the admin to set the maximum day for rental products from the current date for which the customer has paid.

#### **10- Start Time For Hourly Rental:**

This feature allows admin to set time the time for products and services available on the website, the start time should be in 12 hours format and use A.M, P.M for segregation of day and night. e.g.; 10 am.

#### 11- End Time For Hourly Rental:

This feature allows the admin to set the time for the end of the product and services available on the website, the end time should be in 12 hour format and use A.M, P.M for segregation of day and night. e.g; 10 pm.

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			End Time for Hourly Rentals	08:00 pm		✓ Use system value	
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After all the changes and updates in configurations and settings, click on the Save button on the upper right corner of the page to see the changes.

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Any Modification in settings can be checked by the admin on the frontend/customer view page.

### 3. Dashboard

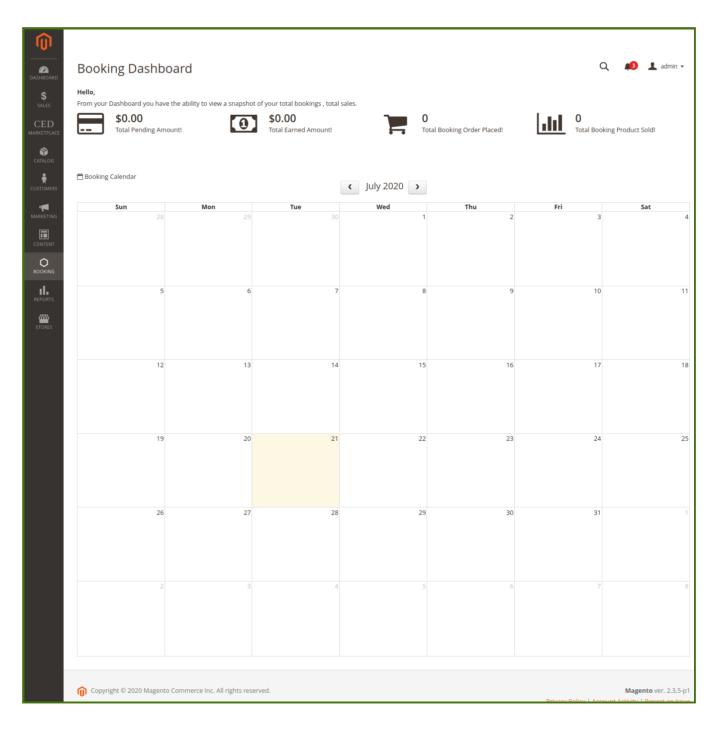
In this section, the admin will be able to see all the status of the bookings, amount, and sales revenue on the default Magento panel, an admin will be able to swipe up between the dates to see the status of booking, **Total Pending Amount**, **Total Earned Amount**, **Total Booking Order Placed**, **Total Booking Product Sold**. Clicking on the **date booked**, admin is able to view the details of booking like which product is booked and their **status**.

Admin/account icon helps in setting the admin account as a change of email address, new password, and customer view helps to switch between admin to customer page.

The **notification icon bell** shows new and unread information. Search bar icon helps admin to search products, pages, orders, customers on all the pages.

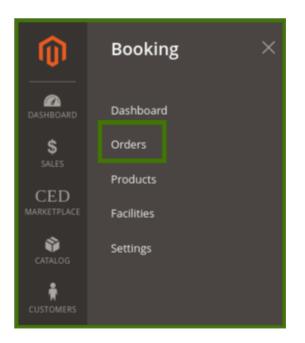
### Refer Below Images:

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	Facilities						
CATALOG	Settings	d of your business' performance, using our dynamic	c product, order, and custom	er reports tailored to	your customer data	Go to Adva	nced Reporting <sup>12</sup>
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O BOOKING							
E REPORTS		Bestsellers	Most Viewed Products	New Customers	Customers	Yotpo Reviews	
		We couldn't find	any recoros.				



# 4. Order Management

**ORDER:** This section helps the admin to see the **status** of the order, **purchase date**, **grand total base**, **grand total purchased and action** (upon opening this admin will be redirected to detailed information about the order and account information, for more information visit to the sales section. Admin can also use the **filter** option to filter among the **purchase ID** among different filters available, the Pagination option allows us to move between the pages and search for the order.



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Ŵ	ID t	Purchase Date	Grand Total (Base)	Grand Total (Purchased)	Status	Action
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CUSTOMERS	00000001	Jul 21, 2020, 11:07:00 AM	220.0000	220.0000	Pending	View
MAARCTING CONTENT BOOKING REPORTS STORES	👔 Copyright © 2020 Ma	igento Commerce Inc. All rights reserved.		Privacy Policy	Magento v Account Activity   Repo	
SYSTEM SYSTEM FIND PARTNERS & EXTENSIONS						

Once an order is placed by a customer from the website the admin will get the notification and also admin can see the order in the order section, select the order placed by the customer, a new window will open up with details about an order placed by the customer, Order and account information, address information, payment & shipping method, items ordered. now admin has rights to **hold** the order, **cancel**, **invoice**, **reorder** and **edit** the order to refer the below images:

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	Notify Customer by Visible on Storefrom Submit Comment				le	Total Refu Total Due	nded			\$0.0 \$2,000.0

Hold: Admin can hold this order for some time and inform the customer via message, or email.

Send Email: Admin can send emails to the customer regarding any update in order, by customers.

Cancel: Admin has the right to cancel the order.

**Invoice:** Admin has the right to invoice the product/service, once the invoice the generated by admin then it is automatically accepted by admin and the status of the product/service changed to complete from pending.

Reorder: Admin can revert the order to customer fo reorder of product/services.

Edit: Admin can edit the order detail placed by the customer.

Once the invoice is selected by admin then the **status** of the order is a change to **complete** and simultaneously admin can check the order status at the **Manage Booking orders**.

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← Back	Cancel	Send Email	Hold	Invoice	Reorder	Edit

#00000002					Q 💋	💄 admin 👻	
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Manage Book	king Orders			Q 📣 1	admin 👻
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00000001	Jul 21, 2020, 11:07:00 AM	220.0000	220.0000	Pending	View

### Frontend View:

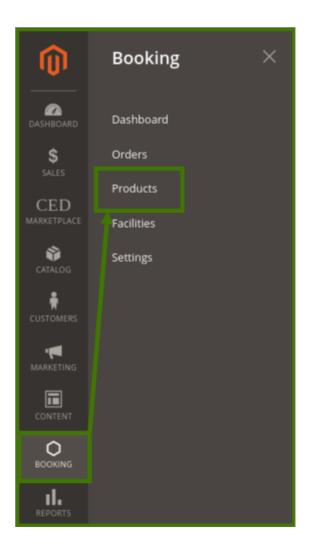
Customer login to his/her account and then check with my order, once the order is open then the customer will be able to see the status of the product/service placed.

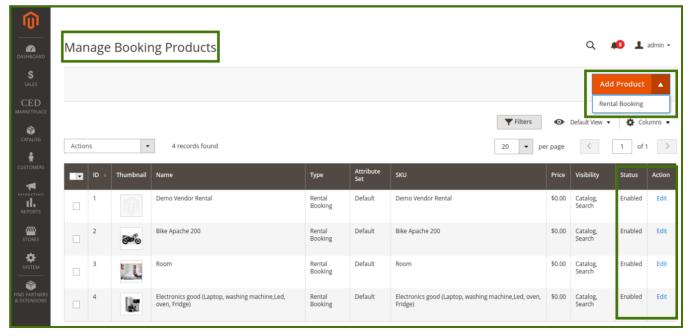
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Advanced Search Contact Us						
		Copyright © 2013-pr	esent Magento, Inc. All r	rights reserved.		

# 5. Product Management

Adding/Editing and Managing a Product.

Goto Admin Panel->Login->Booking->Product->Manage Booking Products.





**New Product:** 

Add Product: This option helps the admin to add new product in the profile, by clicking on the drop-down, Add Product then select **Rental Booking** product option will appear.

Click on add **Rental Booking** a new page will open up where product details can be added by admin.

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Ingen Art Viewer Termen and State of S	

- Enable product: Yes/No allows to show product the new product on the website.
- Attribute set: Attribute can be select by admin can add a new attribute in the dropdown list, admin can set the new attribute. for adding a new attribute refer to the add attribute section in this guide.
- **Product name:** The name of the product can be set by admin.
- SKU: Stock keeping unit is no that is assigned to a product for the purpose of inventory management.
- Price: Price can be set by admin as per product.
- Stock Status: In-stock/out of stock.
- Visibility: Visibility allows us to appear in the catalog and search option.
- Categories: The Admin can add the product into the category from the drop-down list like a rental for adding a new category click on the Add New Category option available on the right side to add a new sub-category in the parent category like Rental Rooms In Rentals (Parent category).

Ŵ		New Category		×
DASHBOARD	Lu			Create Category
	Sc			
CED MARKETPLACE		Category Name *	Rental Rooms	
CATALOG	`	Parent Category *	Rentals	
			C Default Category	
			Rentals	
REPORTS				
STORES				
\$				

• Set product as new from Admin can set date for product availability on the website.

Booking General information: This section provides general information about the product like

- Location: Can be set to specific to global availability as per product by the admin/vendor.
- Show location on map: Allows the product location of the store.
- **Booking policy:** Booking policy is the terms and conditions of the product like age criteria, area of availability, how much a product can be booked from the site, etc. depends upon the admin.
- **Booking terms and conditions:** Booking terms and conditions serve as an agreement between your site and users that set forth the rules the user must agree to before using the site.

Booking General Information 📝	
Location	Lucknow
[global] Shop Location on Map	Yes
[global]	
Booking Policy [global]	Show / Hide Editor Insert Image
Booking Terms and Condition [global]	Booking Available From Morning 10 AM - Evening 10 PM.         Maximum 2 booking allowed per-person.         Indian Nationals Only.         Indian Nationals Only.         Show / Hide Editor         Paragraph → B I U E E E E E E E M P Ω E         No to unmarried couples.         No kids below 18 allowed for booking without Parents/Guardians.         Valid ID Proof/ Adhar/Pan/Voter Id/Passport.
	Valid ID Proof/ Adhar/Pan/Voter Id/Passport.

**Booking Facilities:** This will be set by admin to assign any kind of facilities available with the product so customers can avail it, for adding facilities admin can go to the facilities section and add, which will reflect here for the selection. *For adding new facilities refer to the facilities section in this guide.* 

Booking Facilities 📝		$\odot$
Assign Facilities Assign Facilities To The Product.	Ast	sign Facilities
	20 💌 per page 🤇 1	of 1 >
ID	Title	Actions
1	Pool View	Remove

Add non-working days: Admin/Vendor can set the start date and end date of the product, and available working days for the product.

Add Non Working Dates			
Add Non Working Dates	Start Date	End Date	
	08/08/2020	08/09/2020	-
	Add		

Rental Type: It is used to define the rental type availability for customers.

- **Rental Types:** Admin can set the available rental type from the drop-down like day wise, hour wise, both and weekly.
- **Price Per Day:** Admin can set the price for the day for any particular product/services or for all products as per the admin requirement.
- Price Per Hour: Admin can set the price for products/services on per hourly basis.
- Quantity for each day/hour: The number of product/quantity can be avail by the customer in an hour or a day can be set by Admin/Vendor.

Rental Type	
Rental Type * [global]	Both(day/hour)  If "both" option selected, now customer have the ability to book the product either day wise or hour wise
Price Per Day [global]	\$ 10.00
Price Per Hour [global]	\$ 1.00
Quantity for each day/hour * [global]	2

**Images and Videos:** Click on Image to upload the product image and video option to add a short video of the product (supported to Vimeo and also admin can attach the link of youtube).



Content: It allows the Admin and vendor both to add the description of the products/services.

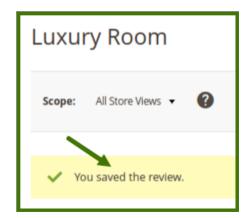
Content 🖌																	
		Description [store view]	n v]	Show / Hid	e Edito	r											
				Paragraph	•	В	I	Ū	E	≣	∃	ŧ≣ •	E	- 00	 Ω		
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	S	hort Description [store view]		Show / Hid	e Edito												INY A
	s	hort Description [store view]		Show / Hid Paragraph Looking For	•	в							√ ÌΞ s with a		Ω		INY A
	S	hort Description [store view]		Paragraph	•	в									Ω		
	S	hort Description [store view]		Paragraph	•	в									Ω s.		

Product Review: Admin can Manage the product review posted by customers select the product and go to the

Product review section, and click on the *edit* option a new window will open up now admin select it and approve it from the *status* drop-down list or also *delete review/save review* from the upper right available option then it will publish on the frontend.

Produ	ict Reviews									$\bigcirc$
									Ţ	' Filters
1 reco	rds found					20	▼ per	page <	1 of 1	>
ID 4	Created	Status	Title	Nickname	Review	Visibility	Туре	Product	ѕки	Action
1	A 2020 8:56:05 AM	Pending	Wow Stay	Ron	The Room is Awesome, with full facility, nice service.	Main Website Main Website Store Default Store View	Customer	Luxury Room	Luxury Room	Edit

Edit Review				Q	📫 🧘 admin 🗸
		← Back	Delete Review	Reset	Save Review
Review Details					
Product	Luxury Room				
Author	Ron D (@gmail.com)				
Summary Rating	Rating isn't Available				
Detailed Rating *	Rating isn't Available				
Status	Pending •				
Nickname 🔸	Ron				
Summary of Review	Wow Stay				
Review *	The Room is Awesome, with full facility, nice service.				
			<i>h</i>		
👔 Copyright © 2020 Magento Commerce Inc. All r	ights reserved.		Privacy Polic	v LAccount	Magento ver. 2.3.5-p Activity   Report an Issi



Frontend view:

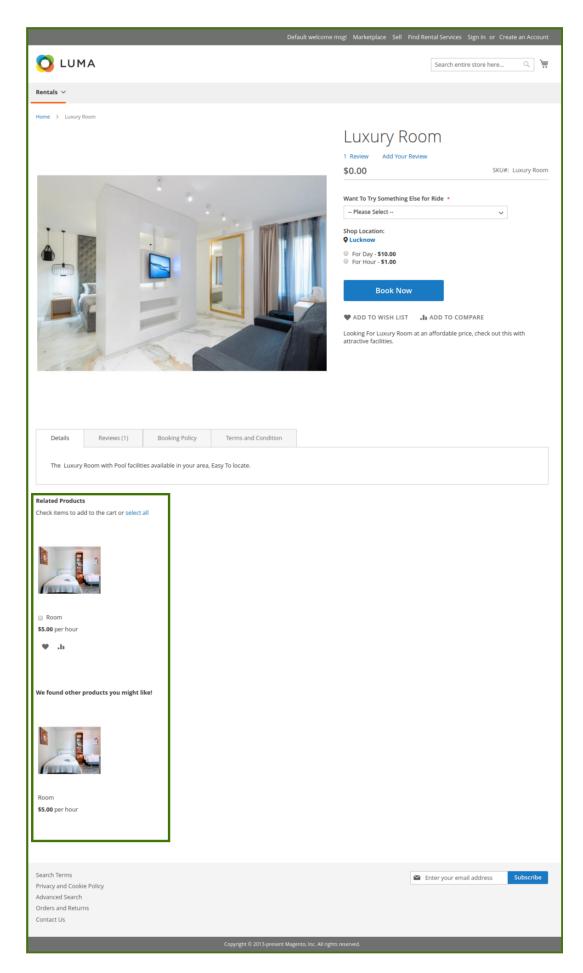
	Welcome, Ron DI - Marketplace Sell Find Rental Services Sign Out
🖸 LUMA	Search entire store here Q
<b>9</b>	
Rentals ~	
Home > Rentals > Rental Rooms > Luxury Room	
A The product's required option(s) weren't entered. Make sure the options are entered and try again.	
	LUXULY ROOM 1 Review Add Your Review \$0.00 SKUF: Luxury Room Want To Try Something Else for Ride * - Please Select - Shop Location: • Usednow • Roop S10.00 • Por Hour - \$1.00 • Por Hour - \$1.00 • Por Hour - \$1.00 • Por Do WISH LIST I ADD TO COMPARE Looking For Luxury Room at an affordable price, check out this with attractive facilities.
Details       Reviews (1)       Booking Policy       Terms and Condition         Customer Reviews       Wow Stay       Iterms and Condition         The Room is Avesome, with full facility, nice service.       Review by Ron 8/8/20         You're reviewing:       Luxury Room         Nickname •       Iterms         Summary •       Iterms         Submit Review       Iterms	
Room   Stop per hour   It	
Search Terms Privacy and Cookie Policy Advanced Search Contract Us	Enter your email address     Subscribe

**Related Products, Up-sells, cross-sells:** This feature allows the admin to add the products related to an available product.

Once selecting any of the options the products available in the panel will show and the admin can select the product and add it, which will show on the frontend as another option for customers.

Related Products, Up-Sells, and Cross-Sells	$\odot$
Related Products Related products are shown to customers in addition to the item the customer is looking at.	Add Related Products
<b>Up-Sell Products</b> An up-sell item is offered to the customer as a pricier or higher-quality alternative to the product the customer is looking at.	Add Up-Sell Products
Cross-Sell Products These "impulse-buy" products appear next to the shopping cart as cross-sells to the items already in the shopping cart.	Add Cross-Sell Products

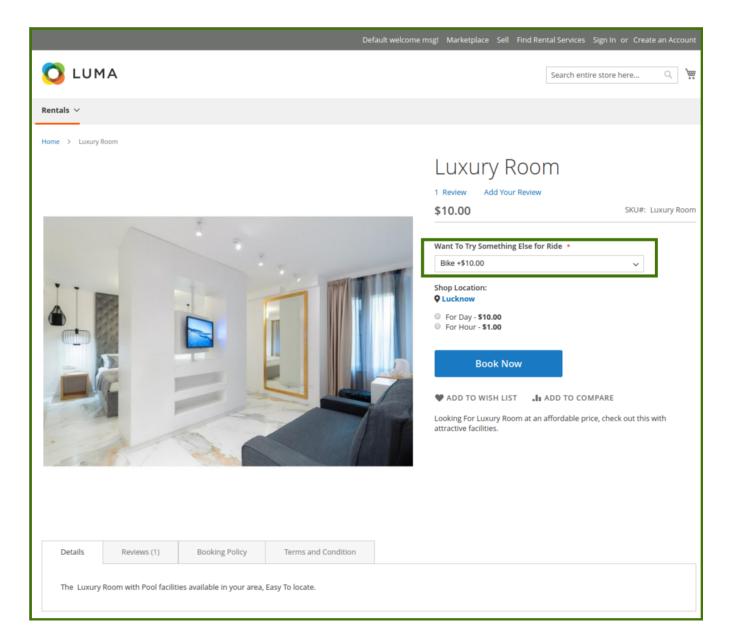
Frontend view: refer to the below image for more clarity about it on how and where it looks like an option for the customer side.



**Customizable Options:** Custom options let customers choose the product variations they want. Admin can add more options available with particular products/services so that customers can choose it as per their requirements.

Customizable Options			$\odot$
Custom options let customers choose the product variat	tions they want.		Import Options Add Option
			< 1 of 1 >
🚫 🎚 Want To Try Something Else for Ride			<b>*</b>
Option Title * Want To Try Something Else for Ride	Option Type * Drop-down	Required	
Title *	Price *	Price Type SKU	
Bike	\$ 10.00	Fixed • Bike	•
Add Value			

Frontend view: refer to the below image for clarity.



Product in website: Admin/Vendor will be able to select and de-select to show the product on the website.

Product in Websites		
	Websites	🗹 Main Website ဈ

**Search Engine Optimization:** Search engine optimization is the process of growing the quality and quantity of website traffic by increasing the visibility of a website or a web page to users of a web search engine.

• **Url key:** That describes the product or category. When you create a product or category, an initial URL key is automatically generated based on the name.

- Meta title: Tag This is the text you'll see at the top of your browser. Search engines view this text as the "title" of your page.
- **Meta Keywords** Are a specific type of meta tag that appears in the HTML code of a Web page and helps to tell search engines what the topic of the page is.
- Meta description: A brief description of the page.

Search Engine Optimization	
URL Key [store view]	
Meta Title [store view]	
Meta Keywords [store view]	
Meta Description [store view]	
	Maximum 255 chars. Meta Description should optimally be between 150-160 characters

**Design:** Admin is able to do, anything in design. This is Magento default functionalities, for more info refer to Magento official guide

Design		
	Layout [store view]	No layout updates 💌
	Display Product Options In [store view]	Block after Info Column
	Custom Layout Update [store view]	No update 🔻

**Schedule Design update:** Admin is able to do any changes in it, This is Magento default functionalities, for more info refer to Magento's official guide.

Schedule Design Update	
Schedule Update From [store view]	09/1/2020 To 09/1/2020
New Theme [store view]	Magento Luma 🔻
New Layout [store view]	No layout updates 🔹

**Gift:** Customers can add gift message options are available. Each item in the order can have a separate message.

Gift Options			
	Allow Gift Message [global]	Yes	Use Config Settings

# 6. Facilities Management

**FACILITIES:** In this section, admin can choose the **available facility**, view status, **edit**, **delete** and also **Add New Facilities** e.g. costume, swim-suit availability on swimming pool or site. Admin can add facility, by click on Add facility a new window will open up,

#### Adding a New Facilities:

Goto->Booking->Facilities->Add New facilities.



<b>I</b>								
DASHBOARD	Booking Facilitie	s					Q	📫 🕹 admin 🗸
\$ SALES								Add Facility
CED MARKETPLACE						▼ Filters •	Default View	Columns 🗸
	Actions •	0 records four	nd			20 • per page	<	1 of 1 >
		ID	Title	Туре	Status	Icon	Action	
MARKETING CONTENT				We couldn't find ar	ıy records.			
BOOKING								
REPORTS	Copyright © 2020 Magento	Commerce Inc. All	rights reserved.			Privacy Policy	<u>/   Account A</u>	Magento ver. 2.3.5-p1 activity   Report an Issue
STORES								
SYSTEM								
FIND PARTNERS & EXTENSIONS								

DASHBOARD	New Facility	Q 📫 🕹 admin 🗸
\$ sales CED	← Back Reset	Save and Continue Edit Save
MARKETPLACE	Enable 💽 Yes	-
	Title * Pool View Type * Rental	
	Image Type *     Icon       Icon        Icon     data:image/jpeg;base64/9j/4AAQSkZJRgABAQAAAQABAAD/2wCEAAkGBxESERUSExMWFRUXFxgVFRg	
REPORTS STORES	Example : fa fa-swimming-pool (https://fontawesome.com)	]
SYSTEM SYSTEM FIND PARTNERS & EXTENSIONS	(j) Copyright © 2020 Magento Commerce Inc. All rights reserved.	Magento ver. 2.3.5-p Privacy Policy   Account Activity   Report an Issu

#### Enable: Yes/No

Title: Admin can add the title of the facility.

Type: Admin can choose the type from the drop-down list.

**Image type:** Image type allows the admin to choose an image or icon related to the facility. **Icon:** Admin can upload an image, by copy-paste the link of the image in the blank section.

after adding the details in facilities click on Save.

**Edit/Delete in facilities:** Anything wants to change by admin anytime then admin can go to the facilities section and the select option is available, once select a drop-down it will open up edit/delete and proceed as per requirement.

Booking Faciliti	es			Q 📣	💄 admin 👻
				Ad	dd Facility
✓ You have successfully	saved facility.				
			<b>T</b> Filters	<ul> <li>Default View •</li> </ul>	🗘 Columns 👻
Actions •	1 records found		20 🔻	per page < 1	of 1 >
ID ID	Title	Туре	Status	Icon	Action
1	Pool View	Rental	Enabled		Select 🔺
<b>N</b>					Edit Delete

# 7. Place an Order

Customers can place an order by login to the customer account/signup to account on the main website.

Steps are as follows,

1- Sign in/Sign-up to the account



2- Browse and Select the product/service.

🗿 LUMA		Denour metorine mage -	Marketplace Sell Find Rental Services Sign Out           Search entire store here         Q         Y
Rentals $\sim$			
Find Rental Serv	ices		
Filter By Price: 50 - 5100 Filter By Location: Q Location Filter By Date: Rental End Date Filter By Rental Services: Day wise			
Search Reset Filter		Demo Vendor Rental Q cedcoss \$10.00 per hour Book Now Learn More Bike Apache 200 Q Noida \$20.00 per hour	
		Book Now	
		Room Q Noida \$5.00 per hour Book Now Learn More	
		Electronics good (Laptop, washing machine,Led, ov \$10.00 per hour Book Now Learn More	en, Fridge)
		Luxury Room <b>C Lucknow</b> <b>51.00</b> per hour Book Now Looking For Luxury Room at an affordable price, ch Learn More	eck out this with attractive facilities.
		Car P Lucknow S5.00 per hour Book Now Cab Rental services for all your short term need. Learn More	
Search Terms Privacy and Cookle Policy Advanced Search Contact Us		13-present Magento, Inc. All rights reserved.	Enter your email address Subscribe

3- Fill the required information related to booking an order like date, quantity.

	Default welcome msg! $\sim$ Marketplace Sell Find Rental Services Sign Out
🚫 LUMA	Search entire store here Q
Rentals $\checkmark$	
Home > Car	
	Car   veries into the product   Store to review this product   Store   Pre   Image: Image
Details Reviews Booking Policy Terms and Condition	
Enjoy your day with high-class facilities, Available in Red color, A.c, Gps enabled, car rental in the city.	
Search Terms Privacy and Cookie Policy Advanced Search Contact Us	Enter your email address Subscribe
Copyright © 2013-present Magento, Inc. All rig	

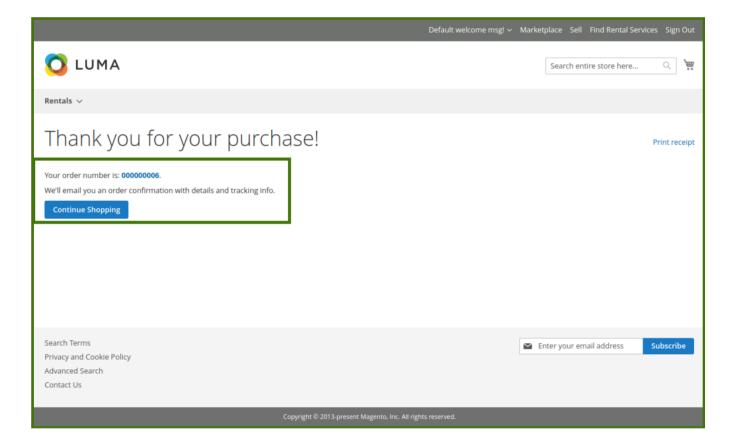
4- Check the cart/edit the cart, then proceed to checkout.

	Default welcome m	sg! ~ Marketplace Sell Find Rental Services Sign Ou
🚫 LUMA		Search entire store here Q
Rentals V		1 Item in Cart Cart Subtotal : \$100.00
Home > Car	$\rightarrow$	Proceed to Checkout
You added Car to your shopping cart.		
	Car Vendor : Dicosta's Be the first to revi \$5.00	Otv: 1 🖉 💼
	<b>⊅3.00</b> per hour	View and Edit Cart

5- Review payment method/edit information then place the order.

🗿 LUMA			
Review & Payments			
Payment Method			
Check / Money order		Order Summary	
Daniel Dicosta		Cart Subtotal	\$100.00
d-22 sector 35		Order Total	\$100.00
Lucknow, Uttar Pradesh 226012			
India		1 Item in Cart	^
732666 Edit		Car	
	Place Order	Qty: 1 \$100.00 View Details ~	
Apply Discount Code 🗸			

6- Place an order done and a thank you message will be displayed.



### The order is now placed, it will go to the backend Admin Panel for the approval of the order.

Admin Panel; Admin can check the order details in the order section, for more information refers to the order section of this guide.

Click on the order id to see the details of the order placed, the order details show the information, now admin generates the invoice for the customer, refer below images.

#00000006									Q 🕫	💄 admin 👻
			← Ba	ick Ca	ancel	Send Email	Hold	Invoice	Reorder	Edit
	Order & Assessed	t in forum at	L							
ORDER VIEW	Order & Account	Informat	ION							
Information	Order # 0000000 sent)	6 (The orde	er confirmat	ion email	was	Customer 1		1 Edit Custom		Daniel Dicosta
Invoices	Order Date		Augh	, 2020, 3:50:3	33 PM	Email				@gmail.com
	Order Status			Pe	nding	Customer (	Group			General
Credit Memos Comments History	Purchased From			Main We Iain Website Default Store	Store					
Connerts haddy	Placed from IP			103.82.	80.12					
	Address Informa	ition								
	Billing Address Ed	it								
	Daniel Dicosta d-22 sector 35 Lucknow, Uttar Pradesh India T: 700000666									
	Payment & Shipp	oing Meth	od							
	Payment Informa	tion								
	Check / Money order									
	The order was placed u	sing USD.								
	Items Ordered									
	Product	ltem Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
	Car SKU: Car Rental: Day Wise Start Date: 2020-08-10 End Date: 2020-08-10 Total Days: 1 Shop Location: Lucknow Vendor: Dicosta's shop	Ordered	\$100.00	\$100.00	Ordered 1	\$100.00	\$0.00	O%	\$0.00	\$100.00
	Order Total					Outlos				
l r	Notes for this Ord	ier				Order Tot	als			
	Pending •					Subtotal				\$100.00
[	Comment					Grand Tota	al			\$100.00
						Total Paid				\$0.00
					11	Total Refu	nded			\$0.00
	Notify Customer by	Email				Total Due				\$100.00
	Visible on Storefron	it								
	Submit Comment									

### Refer to the below images for more clarity on steps.

New Invoice							Q 🕫	👤 admin 👻
							← Back	Reset
Order & Account Informat	tion							
Order # 00000006 (The ord		on omail was so	nt)	Account Inform	nation Edit Custome			
	ler commutati					1		Daniel Disecto
Order Date Order Status			, 2020, 3:50:33 PM Pending	Customer Name Email				Daniel Dicosta
Purchased From			Main Website	Customer Group				General
- definited from			Main Website Store Default Store View	casoner droup				General
Placed from IP			103.82.80.12					
Address Information								
Billing Address Edit								
Daniel Dicosta d-22 sector 35 Lucknow, Uttar Pradesh, 226012 India T: 7901								
Payment & Shipping Meth	nod							
Check / Money order								
The order was placed using USD.								
Items to Invoice								
Product	Price	Qty	Qty to Invoice	Subtotal	Tax Amount	Discount Amount	Ro	w Total
Car	\$100.00	Ordered 1	1	\$100.00	\$0.00	\$0.00	\$10	00.00
SKU: Car Rental: Day Wise Start Date: 2020-08-10 End Date: 2020-08-10 Total Days: 1 Shop Location: Lucknow Vendor: Dicosta's shop								
			Update Qty's					
Order Total								
Invoice History				Invoice Totals				
Invoice Comments				Subtotal				\$100.00
				Grand Total				\$100.00
			4	Append Comm	ents			
				Email Copy of Ir	ivoice			
							Sub	omit Invoice
前 Copyright © 2020 Magento Com	merce Inc. All righ	ts reserved.					Mage	<b>nto</b> ver. 2.3.5-p1

Once the invoice is checked and submitted by admin, the status of the payment cycle received from the customer side is now completed and confirmed by admin, now it will redirect to the order section page.

#00000006									Q 🕫	💄 admin 👻
					•	← Back	Send Email	Cred	it Memo	Reorder
<ul> <li>The invoice has been created.</li> </ul>										
ORDER VIEW	Order & Account	Informati	on							
Information	Order # 00000000 sent)	6 (The orde	er confirmatio	on email v	was	Account li	nformation	Edit Custome	er	
Invoices	Order Date		Agt	2020, 3:50:3	3 PM	Customer N	lame			Daniel Dicosta
	Order Status			Com	plete	Email Customer G	FOUD			@gmail.com General
Credit Memos	Purchased From			Main We ain Website S efault Store	Store	Customere	1000			General
Comments History	Placed from IP		5	103.82.8						
	Address Informa									
	Billing Address Ed	it								
	d-22 sector 35 Lucknow, Uttar Pradesh	, 226012								
	India T: 79017									
	Daument & China	aing Math	- d							
	Payment & Shipp		Da							
	Payment Informat	tion								
	The order was placed us	sing USD.								
	Items Ordered									
	Product	ltem Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
	Car	Invoiced	\$100.00	\$100.00	Ordered 1 Invoiced 1	\$100.00	\$0.00	0%	\$0.00	\$100.00
	SKU: Car Rental: Day Wise				invoiced 1					
	Start Date: 2020-08-10									
	End Date: 2020-08-10 Total Days: 1									
	Shop Location: Lucknow Vendor:									
	Dicosta's shop									
	Order Total									
	Notes for this Ord	ler				Order Tot	als			
	Status Complete 💌					Subtotal				\$100.00
l l	Comment					Grand Tota	al			\$100.00
						Total Paid Total Refu	nded			\$100.00 \$0.00
	Notify Customer by	Email				Total Due				\$0.00
	Visible on Storefron									
	Submit Comment									
Opyright © 2020 Magento Commerce Inc. All r	ights reserved.								Mage	nto ver. 2.3.5-p1

Once the customer payment order and invoice are confirmed by admin

Manage Bo	ok	ing Orders			Q 💋 1	, admin 🝷
				<b>T</b> ilters	Default View 👻 🔅 Co	olumns 👻
6 records found				20 🔻 per page	< 1 of	1
ID	t	Purchase Date	Grand Total (Base)	Grand Total (Purchased)	Status	Action
00000006		, 2020, 15:08:00 PM	100.0000	100.0000	Complete	View
00000005		, 2020, 13:08:00 PM	200.0000	200.0000	Pending	View
00000004		2020, 15:07:00 PM	300.0000	300.0000	Complete	View
00000003		2020, 15:07:00 PM	100.0000	100.0000	On Hold	View

After payment is done, the admin can see the status of the order is now complete.