

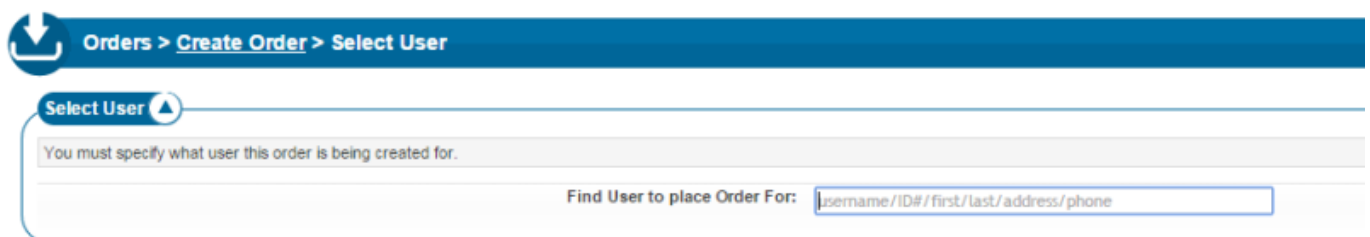
Create Custom Admin Fee

Creating Custom Fee Within the Admin Tool

The software allows you to add fees to a specific users shopping cart/account that the client can then pay for through the client side shopping cart. These fees can be of any amount and labeled anyway you want. They would be added to their account on the client side and would be paid for using any of the payment gateways available to them. To create one you would go to the following admin tool:

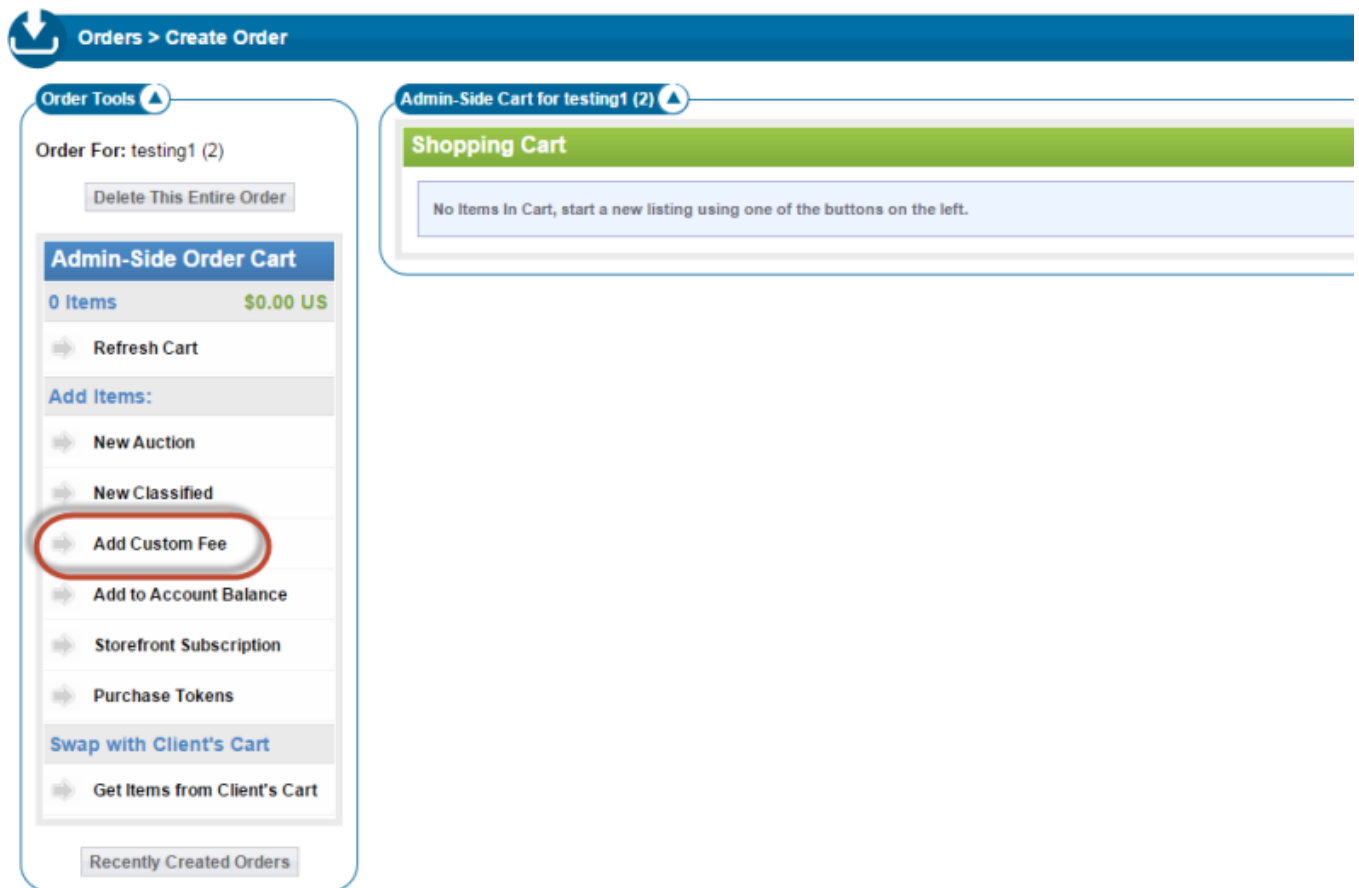
ORDERS > CREATE ORDERS

And you would be asked to choose the user to add this admin fee to. That would look like:



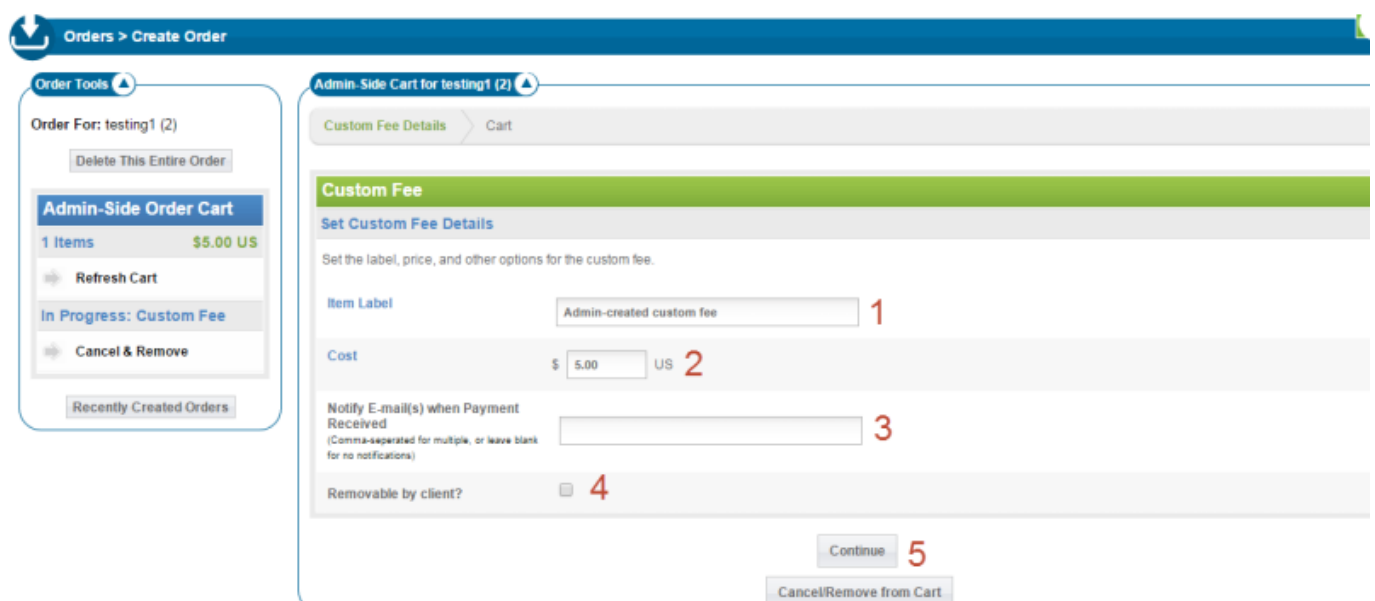
The screenshot shows a web interface for selecting a user. At the top, a blue breadcrumb trail reads 'Orders > Create Order > Select User'. Below this, a section titled 'Select User' contains a message: 'You must specify what user this order is being created for.' At the bottom of this section, there is a label 'Find User to place Order For:' followed by a text input field containing the placeholder text 'username/ID#/first/last/address/phone'.

You would insert anything about that client within the search box. The software should do a search of all current users to provide a list of them you can choose from. Once you find/choose the user you will go to the following screen:



With this feature you are basically "taking over" the clients shopping cart. So if there is anything currently in their shopping cart you will see it here. This feature also allows you to add listings, purchase tokens, purchase subscriptions,....etc basically anything they can do in their cart you can do for them....well not pay. To create the custom admin fee click the **Add Custom Fee** link circled in the above screenshot.

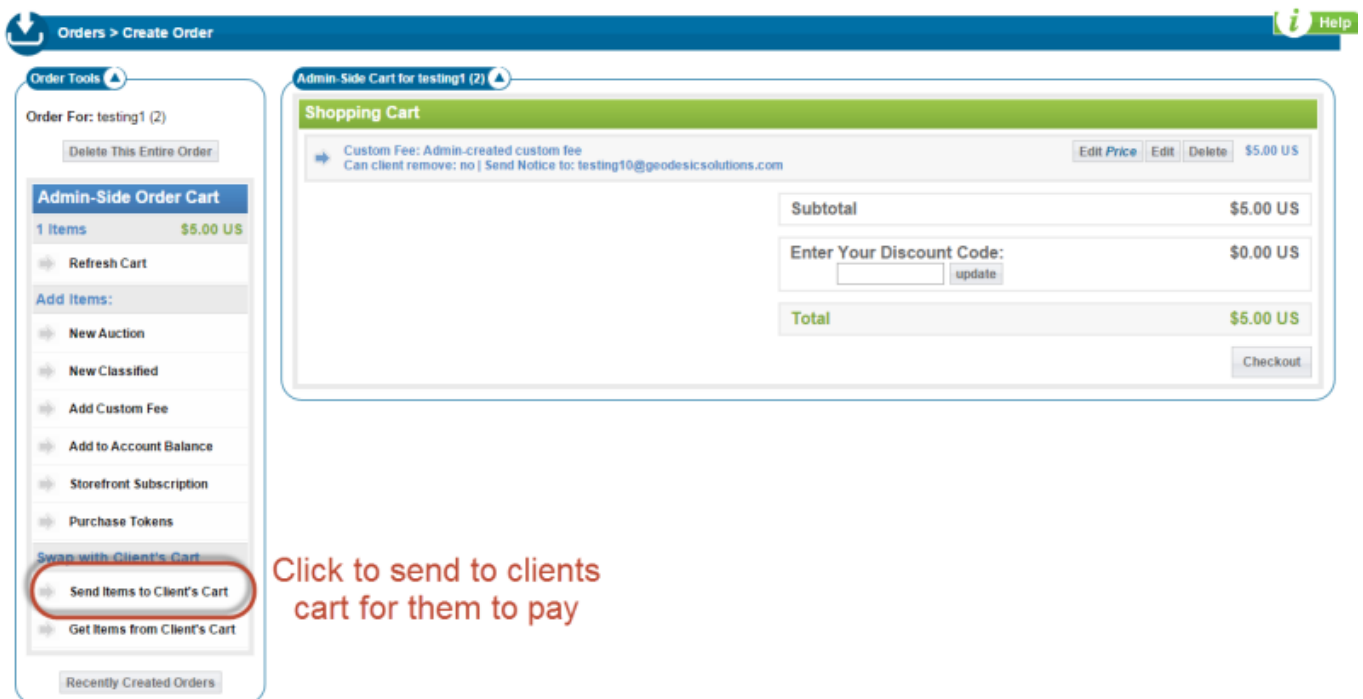
Once you click the **Add Custom Fee** link you'll see a page like this:



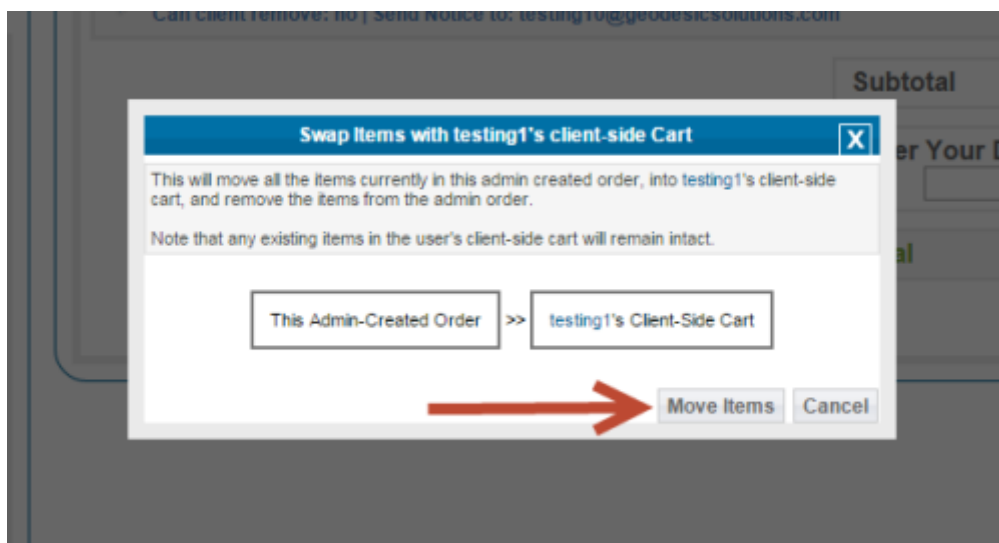
Within that screenshot you'll see:

1. The field where you would label that fee. This is how it will appear in the clients shopping cart.
2. The amount you would like to charge
3. The email address that should be notified when this admin fee is paid for. You can put several emails in this field to all be notified at once. You only need to separate emails with a comma
4. Checking this box allows the client to remove this from their cart if they like. If they are NOT able to remove that fee they would need to pay for this fee before they could do anything else on the site that incurs a cost.
5. Once done filling in the above forms click the **Continue** button

Once you click the **Continue** button you are lead to the following page:



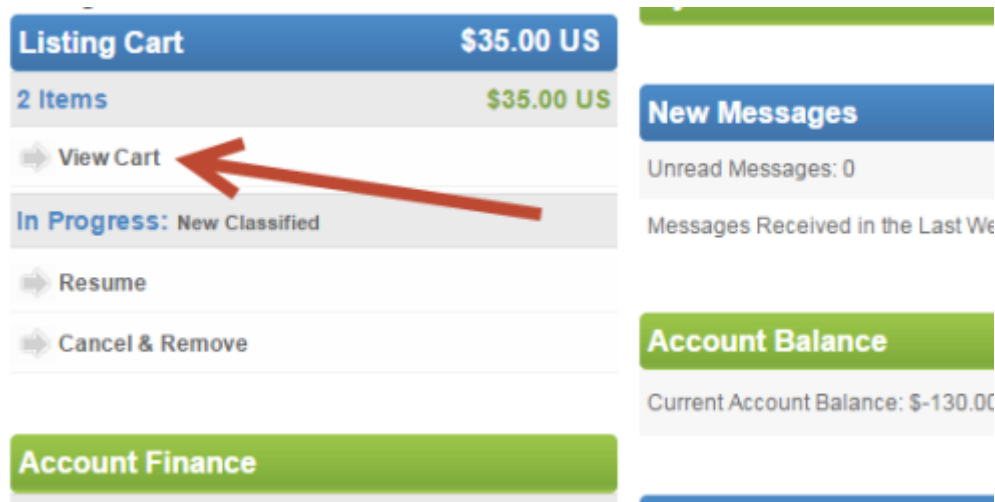
clicking that displays the following verification screen:



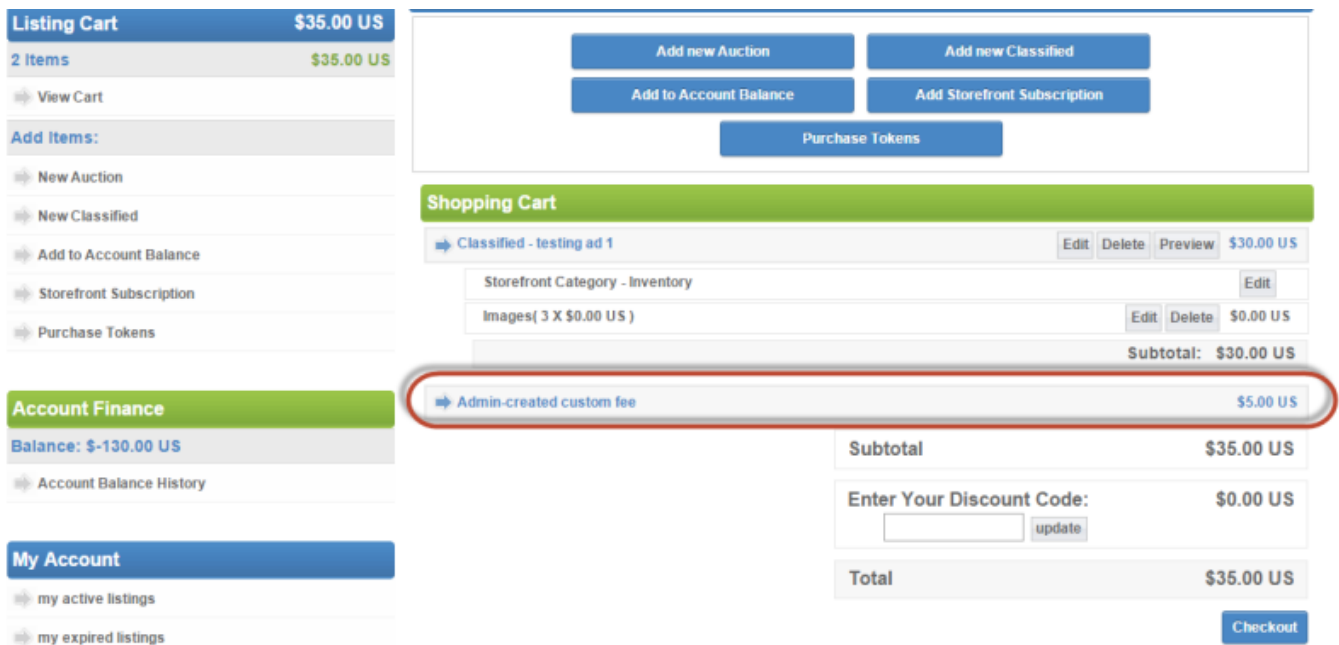
Click the **Move Items** button to push that fee to the clients shopping cart.

How the Custom Fee Appears on the Client Side

Once the client is logged into the client side they only need to click the **View Cart** button to see their shopping cart and its contents:



You'll see that the custom admin fee appears in the cart just like other shopping cart items to be paid for. If you checked the box to allow the client to remove the item from the cart there will be a **delete** button next to the item in the cart.



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