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:

Orders > <u>Create Order</u> > Select User		
Select User		
You must specify what user this order is being created for.		
	Find User to place Order For:	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:

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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:

Orders > Create Order				l
Order Tools	Admin-Side Cart for testing1 (2)			
Order For: testing1 (2)	Custom Fee Details Cart			
Delete This Entire Order	Custom Fee			
Admin-Side Order Cart	Set Custom Fee Details			
1 Items \$5.00 US	Admin. Side Cart for testing1 (2) Custom Fee Details Cart S.00 US Set Custom Fee Details Set Custom Fee Details Set the label, price, and other options for the custom fee. Item Label Admin-created custom fee 1 Cost \$ 5.00 US			
Refresh Cart	Item Label	Admin-created custom fee	1	
👘 Cancel & Remove	Cost	\$ 5.00 US 2		
Recently Created Orders	Received (Comma-separated for multiple, or leave blank		3	
	Removable by client?	□ 4		

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:

Orders > Create Order		
Order Tools	Admin-Side Cart for testing1 (2)	
order For: testing1 (2)	Shopping Cart	
Delete This Entire Order	Custom Fee: Admin.created custom fee Can client remove: no Send Notice to: testing10@geodesicsolutions.com	Edit Price Edit Delete \$5.00 US
Admin-Side Order Cart	Subtotal	\$5.00 US
Refresh Cart	Enter Your Disc	count Code: \$0.00 US
Add Items:	Total	\$5.00 US
New Classified		Checkout
Add Custom Fee		
Add to Account Balance		
Storefront Subscription		
Purchase Tokens		
Send Items to Client's Cart Get Items from Client's Cart	Click to send to clients cart for them to pay	
Recently Created Orders		

clicking that displays the following verification screen:

	Swap Items with testing1's client-side Cart
	vill move all the items currently in this admin created order, into testing 1's client-side and remove the items from the admin order.
Note	that any existing items in the user's client-side cart will remain intact.
	This Admin-Created Order >> testing1's Client-Side Cart
	Move Items Cancel

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 client the **View Cart** button to see their shopping cart and it's contents:

Listing Cart	\$35.00 US	
2 Items	\$35.00 US	New Messages
iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii		Unread Messages: 0
In Progress: New Classified		Messages Received in the Last We
Resume		
Cancel & Remove		Account Balance
		Current Account Balance: \$-130.00
Account Finance		

You'll see the that 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.

Listing Cart	\$35.00 US					
2 Items	\$35.00 US		Add new Auction	Add new Clas	sified	
iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii			Add to Account Balance	Add Storefront Su	bscription	
Add Items:			Pt	irchase Tokens		
New Auction						
New Classified		Shopping Cart				
Add to Account Balance		Classified - testing	ad 1		Edit Delete Previe	w \$30.00 US
Storefront Subscription		Storefront Cat	egory - Inventory			Edit
Purchase Tokens		Images(3 X \$0	.00 US)		Edit Dele	\$0.00 U S
					Subtotal:	\$30.00 US
Account Finance	(Admin-created cu	stom fee			\$5.00 U S
Balance: \$-130.00 US				Subtotal		\$35.00 US
Account Balance History				Enter Your Discount	Code: update	\$0.00 US
My Account				Total		\$35.00 US
in my active listings						
ightarrow my expired listings						Checkout
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