Smith Booking & Scheduling Module v.6.0

Users' Manual

Table of Contents

I. Introduction

The Smith Booking module handles bookings, scheduling and reservations and allows you to offer and manage all kinds of bookable products efficiently and easily in your store. The Smith Booking module is fully integrated with SmithCart and DNN and can be used for different types of businesses including:

- Booking/Reservations
- Accommodation Booking
- Rentals - Hotel, Car, Etc.
- Facility Reservation and Scheduling
    - Sports
    - Recreation
    - Conference Room Reservations
- Event Registration and Management

This manual will guide you step-by-step through installation, setup, and use of the module.

II. Installation

The booking features are automatically installed when you install SmithCart in your DNN Portal. For instructions on installing Smith Cart please see the following user manuals:

Smith Cart Quick Start

Smith Cart User's Manual

This User's Manual assumes you have already installed Smith Cart.

III. Setup Overview

The following is an overview of the steps to setup booking in your portal:

1. Install and configure SmithCart.

   o Please refer to the Smith Cart Quick Start guide for instructions on how to install and setup SmithCart in your portal.

   o Select the desired booking type in your BuyNow module settings.

   o Add a new product using the SmithCart product setup screen and check the product option checkbox titled "Bookable Product".

2. Add the SmithVendor module to a new page.

   o Create a new page that you want to use for managing your bookings and add the Smith.Vendor module to the page.
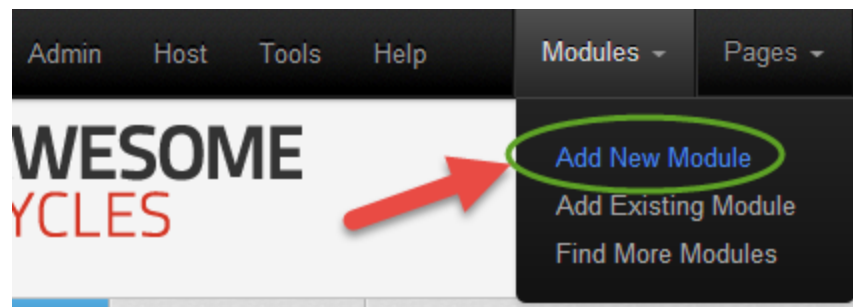
3. Set up a vendor or event in the "SmithVendor" module.

4. After you add the Smith.Vendor module to a page you will see Vendor Admin menu as follows:

Vendor Admin Menu

Manage Vendors

Manage Products

Manage Fees

Manage Bookings

Vendor Settings

Exit

A.   Vendor Module Settings

To configure the Vendor module for bookings, click the "Vendor Settings" button on the Vendor Admin menu.

Vendor Settings

The following settings allow you to customize the basic functions of the Vendor module after it has been installed.

☐ Smith Vendor Settings

Vendor Settings

* BuyNow Page Name: [Online Store ▾]

* Exit Button Page: [Home ▾]

Vendor Type

- ○ Vendor
- ◉ Booking
- ○ Rental
- ○ Gift Registrant
- ○ Wedding Registrant

BuyNow Page Name – Select the page where you have added the BuyNow module. This tells the Vendor module which page has the BuyNow module on it for retrieving product related information.

Exit Button Page Name – Select the page to navigate to when you click the "Exit" button from the Vendor module main menu.

Vendor Type – Allows you to configure the following types:

- **Booking** - Configures Smith Cart and the Vendor module for online booking.

- **Rental** - Configures Smith Cart and the Vendor module for online product rentals. Rentals are similar to Bookings with the exception that Rentals allow the user to "Reserve" an item prior to purchase.

- **Gift Registrant** - Configures Smith Cart and the Vendor module as a Gift Registry.

- **Wedding Registrant** - Configures Smith Cart and the Vendor module as a Wedding Registry.

- **Vendor** - Configures Smith Cart to provide Marketplace or "Ecommerce Mall" capability similar to vendorsbay.com. Allows "Vendors" to sell products on your

site. Currently, this feature is not currently fully implemented. Please check the change log at smithcart.com for a release date for this feature.

Custom Textbox #1

Show Textbox #1: ☑

Label #1: Event Date:

Custom Textbox #2

Show Textbox #2: ☐

Label #2:

Custom Textbox #3

Show Textbox #3: ☐

Label #3:

Custom Textbox #4

Show Textbox #4: ☐

Label #4:

Custom Textbox #5

Show Textbox #5: ☐

Label #5:

Show Textbox 1 thru 5 – When the show user defined textbox is checked, a custom textbox will be displayed on the Manage Events page. The custom textbox fields allow you to configure up to five custom fields that can be utilized for your specific business requirements.

Label 1 thru 5– Textbox label displayed next to the custom text box on the manage events page.

Email Setup

* Vendor Admin Email: newvendor@smithcart.com

* Vendor Email Confirmation Subject:

Thank You for Registering

Vendor Admin Email – Enter the email address you would like a confirmation email to be sent from after a user books, rents or reserves a product.
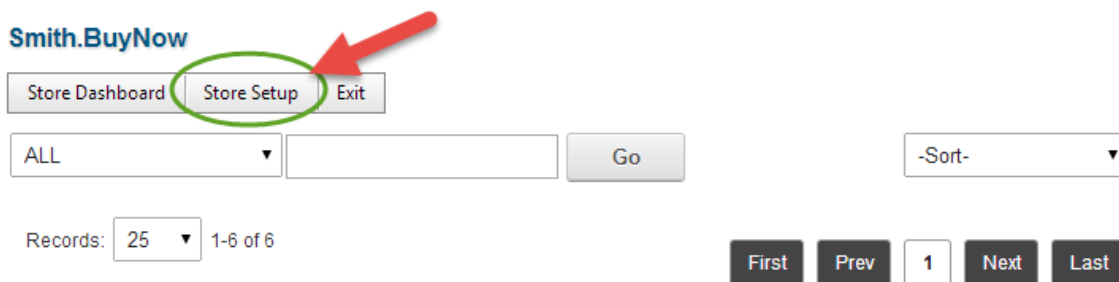
Vendor Email Confirmation Subject – Enter the message that you want to appear in the subject of the confirmation email.

IV.   Booking Products

Smith Cart supports configuring your store for managing all types of booking products. The following sections walk you through the steps of setting up and configuring Smith Cart for Booking products.

A.   BuyNow Module Setup

To configure your store to sell booking products, navigate to the page where you have added the "BuyNow" module to and click "Store Setup" from the store admin menu as follows:

Smith.BuyNow

| Store Dashboard | Store Setup | Exit |

| ALL ▼ | | Go | | -Sort- ▼ |

Records: 25 ▼   1-6 of 6

| First | Prev | 1 | Next | Last |

Scroll down to the section titled "Booking, Reservations & Gift Registry" section and expand it. Select the "Enable Booking" radio button option as follows:
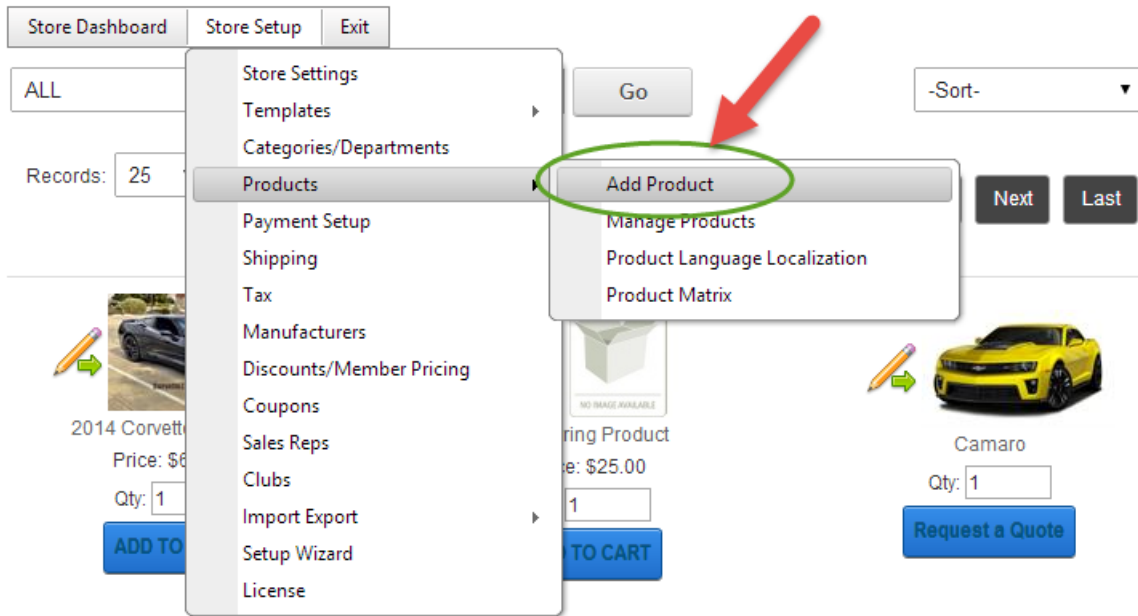

B.   User Setup

In order to properly configure your store to sell booking products you should be logged in using a DNN user account with administrator privileges.

C.   Creating a Booking Product

Creating a booking product is done using the Smith Cart product setup screen. To setup a booking product follow these steps:

1. Navigate to the page where you have added the "BuyNow" module and click "Add Product" from the store admin menu as follows:

2. Enter your product name, price and other required information on the "Add Products" screen.

3. Expand the "Inventory Stock Configuration" section and enter your product quantity on hand and weight as follows:

4. Expand the "Booking" section and configure the product booking options as follows:

Enable Booking – Check this box to enable your product as a booking product.

Show Date Picker – Check this box to display the date picker button next to the start and end date textboxes on the product details page.

Show Time Picker – Check this box to display the date picker button next to the start and end date textboxes on the product details page.

Booking Units – Select the booking units for your product. The following booking units are supported:

- Hourly
- Daily
- Weekly
- Monthly
- Event

Inventory Management

Booking units and quantity on hand control how your inventory is managed and how user purchases decrement inventory days being available (green) or unavailable (red).

For example, if you configure:

Booking Units = Daily
Qty On Hand = 100

Configures the cart to allow up to 100 quantity purchases per day before the day is marked red on the product details calendar.

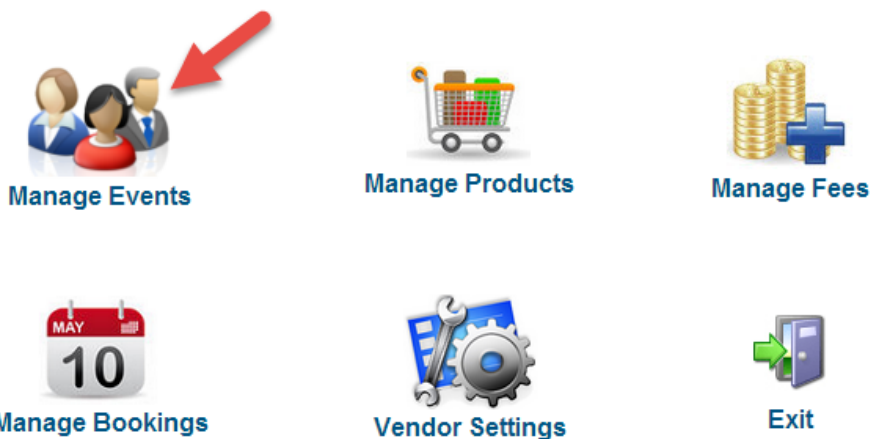If you are sold out Monday thru Fridays one week in August the calendar would display as follows:

For a complete description of all the fields and options available on the product setup screen see the Smith Cart Manual or click on the inline help context sensitive help on the product setup screen.

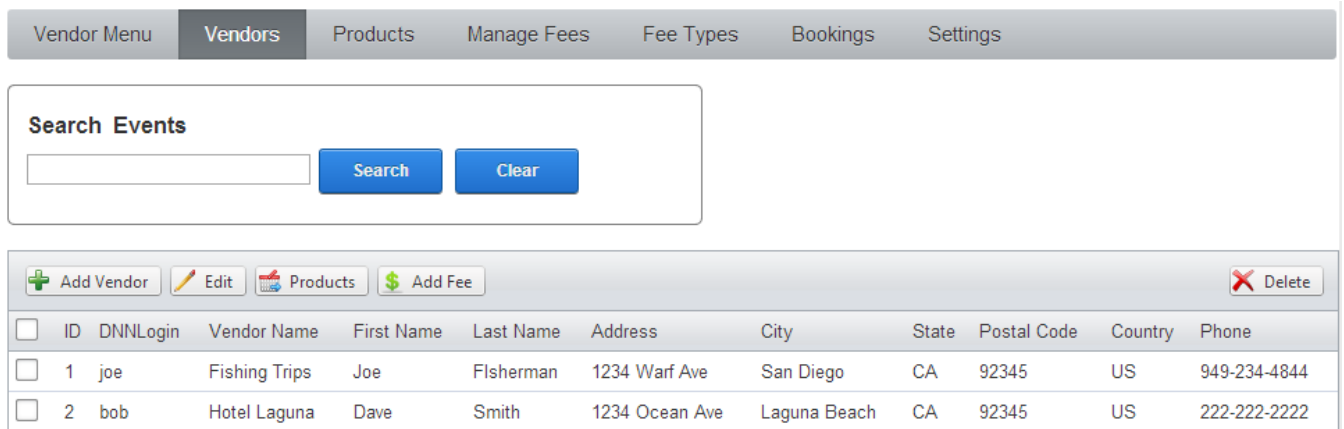## D.   Create a Booking Event

The next step is to setup a booking event that we will later add products to. To setup a booking event follow these steps:

1. Navigate to the Booking Main Menu (page with Smith Vendor module) and click the "Manage Events" button.

After you click the "Manage Events" button you will see the "Event Listing" screen displayed as follows:

Click the "Add Vendor" button to add a new event and the following add events screen will be displayed:

Vendor Menu	Vendors	Products	Manage Fees	Fee Types	Bookings	Settings

Active: ☑

Event Name: *   Fishing Trips

First Name: *   Joe

Last Name: *   FIsherman

Contact 2 First Name:

Contact 2 Last Name:

Start Date   6/1/2014

End Date: 9/30/2014

Upload Photo: Choose File   *Photo should have a maximum width of 200px*

Current Photo:

Address: *	1234 Warf Ave
Address 2:	Suite 100
City: *	San Diego
Country: *	United States ▾
State: *	Colorado ▾
Postal Code: *	92345
Email: *	joe@fishingtrips.com
Phone: *	949-234-4844
Fax:	
DNN Login: *	joe
Password: *	
Confirm Password: *	
Comments:	

Save   Back

Field Definitions

Event Name – Enter the name of the event for your business. One or more bookable products can be added to an event. Event Name is used to populate a dropdown list used for filtering on the product listing page of the BuyNow module. If you have a lot of bookable products in your store, shoppers can use this dropdown to filter different categories of products by event name.

First Name and Last Name – Contact person for the event and bookable products.

Photo – Does not appear in the front end cart. This feature is only for reference by the store admin.

Contact 2 – Optional secondary contact information.

DNN Login – Enter the login of the person that will be managing the event from an admin perspective or enter your DNN Admin login name.

Active – Checkbox to indicate if the event is active and to be displayed to the user in the front end Smith Cart BuyNow module.

E. Adding Products to an Event

Adding products to an event associates booking products in the store with an event you have created.

1. Manage Booking Products

Booking products can be added to an event by using the Manage Booking Product screen as follows:

1. Make sure you are logged in as a user that has been added to the "Administrator" role or login as a portal admin.

2. Navigate to the Booking Main Menu (page with SmithVendor module) and click the "Manage Products" button.

After you click the "Manage Products" button, the Manage Product screen will be displayed as follows:

3. Click the "Add Products" button on the top row tool bar and the "Add Products" screen will be displayed as follows:

Manage Products

Field	
Event	Fishing Trips ▼
Product Name:	Half Day Deep Sea Fishing ▼
Quantity Limit:	30
Quantity Adjustments:	
Quantity Refunded:	
Quantity Returned:	
Return Date	31
Return Shipper	
Return Notes:	
Adjusted Notes:	
Comments:	

Add Product   **Cancel**

4. Select the "Event Name" and "Product Name" from the dropdown list and enter the "Quantity Limit" in the textbox provded.

5. After you are finished entered the data, click the "Add Product" button to save and associate the product with an event.

Field Definitions

Event Name – Select the event you want to associate the product with.

Product Name – Select the product you want to add and associate to an event.

Quantity Limit – Max quantity of the product you want to allow to be reserved and purchased.

Quantity Purchased – Calculated field based on aggregate sales in the order detail table:

Total Items Sold (minus) Total Items Refunded

Quantity Adjustments – Used for the store admin to enter manual adjustments of quantity purchased. Can be used for purchases completed outside the online store.

Quantity Refunded – Used by the store admin to enter manual refunds of products that have been previously purchased.

Quantity Returned – Used by the store admin to enter manual returns of products that have been previously purchased.   Quantities entered here will reduce your "Out" quantity and increase the "Quantity On Hand" for the product.

Return Date – Enter the date the product was returned.

Return Shipper – Enter the name of the shipping carrier that was used to return an item.

Return Notes - Multi line notes field that can be associated with Returned Quantities.

Adjustment Notes - Multi line notes field that can be associated with Adjusted Quantities.

Comments – Multi line comments field can be used for general notes.   Can be used for any purpose the fits your business requirements.

F.   Managing Booking Products

To manage booking products that have already been added to an event, navigate to the "Manage Products" screen and click the "Edit" link next to the product to edit the product.

Manage Products -

Search Event: [Enter a search term] [▾]   [Search]   [Clear]   [Add Product]

	ID	Vendor Name	Product Name	Quantity Limit	Qty Purchased	Qty Adjustments	Qty Refunded	Qty Returned	Qty Remaining	
Edit	1	Fishing Trips	Half Day Deep Sea Fishing	30	0	0	0	0	30	Delete
Edit	2	Hotel Laguna	Hotel Laguna Standard Rooms	200	0	0	0	0	200	Delete

V.   Purchasing Booking Products

The following section describes how to purchase bookable products from a user's perspective.

A.   Product Listing Page

After you have configured your BuyNow module for booking (described above), the product listing page will function as it normally does displaying a listing of thumbnail images, product name, description, price, etc. The only difference is that the "Add to Cart" button will change to an "Options" button in order to direct the user to the product details page where the booking calendar is displayed allowing the user to select their booking dates and times, quantity, etc.

1.   Filtering Booking Products by Event

All your bookable products can be setup in a single event or you have the option of configuring multiple events for your booking products. If you have added all booking products in a single event then the event filter option should not be checked. If you have created multiple events for your booking products then the event filter can be enabled to allow users the ability to filter products by event.

The Event Filter dropdown list on the product listing page lists all the active events that have been setup. To turn on the "Event Filter" dropdown list on the product listing page navigate to the "BuyNow" module settings "Vendor Store Type" section and select the "Show Vendor Search" checkbox as follows:

Booking, Reservations & Gift Registry

○ None
● Enable Booking
○ Enable Reservations
○ Enable Registry
○ Enable Vendor Marketplace

Show Event Search: ☑

In addition to the event filter, the Smith Department and Category modules can be used to filter your booking products, within an event or without an event.

2. Search for Booking Products

You can use the existing search, sort and paging navigation available on the product listing page of the BuyNow module to locate products to book and purchase. Additionally, the standard DNN search can used to search for booking products.

B. Product Details Page

The Product Details module displays the booking calendar for booking products and allows the user to purchase booking products.

1. Month Calendar

Half Day Deep Sea Fishing

Price: $100.00

	S	M	T	W	T	F	S
18	29	30	1	2	3	4	5
19	6	7	8	9	10	11	12
20	13	14	15	16	17	18	19
21	20	21	22	23	24	25	26
22	27	28	29	30	31	1	2
23	3	4	5	6	7	8	9

◄◄ ◄ May 2012 ► ►►

Start Date:

End Date:

Quantity: 1

BOOK ITEM

2. The calendar displays a booking calendar of the month with color coded item status as follows:
    a. The ability to scroll forward and backward thru months
    b. Days color coded as follows to indicate item status:
        i. "Available" shows: GREEN - Available in inventory
        ii. "Out" shows: RED – Out on an event
        iii. "Reserved" shows: ORANGE = Reserved for an event

Half Day Deep Sea Fishing

Price: $100.00

Start Date: [   ]

End Date: [   ]

Quantity: 1

BOOK ITEM

The user can click on the start date and end date and time pickers to select the date and time they wish to book a product for.

The "start" and "end" dates can also be entered by the user directly in to the textboxes.

Additionally, the user can click on days in the booking calendar, highlighting a range of days on the calendar to book products.

- Start Date – Textbox with calendar popup for user to select or enter date.
- End Date - Textbox with calendar popup for user to select or enter date.
- Start Time – Textbox with time popup for user to select or enter time.
- End Date - Textbox with time popup for user to select or enter time.
- All Day checkbox (Default checked) – When checked selects the all day time range when booking a product. When "All Day" is not checked the user must select the "from" and "to" time from the time picker.
- Quantity – Quantity of booking products the user wishes to purchase.

The booking calendar will be displayed on the product details page whenever a product is setup as a "Booking Product".

C.   Product Booking and Checkout

The following section describes how to purchase a booking product and checkout.

1. Click the "Add Options" button for the booking product you want to purchase and you will be redirected to the product details page as follows:

Half Day Deep Sea Fishing

☆☆☆☆☆ Average Rating: 0 Stars

SKU: 121212

Price: $100.00

2. Select the "Start Date" and End Date" you want to book and click the "Book Item" button to add the item to the cart and proceed to checkout.

3. After the user successfully completes checkout the following will happen:

- Product "Quantity On Hand" will be decremented.
- Items will be marked as "Unavailable" on the Calendar section on the product details page.
- Inventory will become unavailable for items purchased.

All payment methods currently available on the store admin menu product setup screen are supported for booking checkout.

VI.   Event Rental Products

Smith Cart supports configuring your store for managing Events and Event Rental Products. The following sections describe the steps to setup and configure Smith Cart to "Reserve" and "Purchase" event rental products.

A.   BuyNow Module Setup

To configure your store for event rental products, navigate to the page where you added the "BuyNow" module to and click "Store Setup" from the store admin menu as follows:
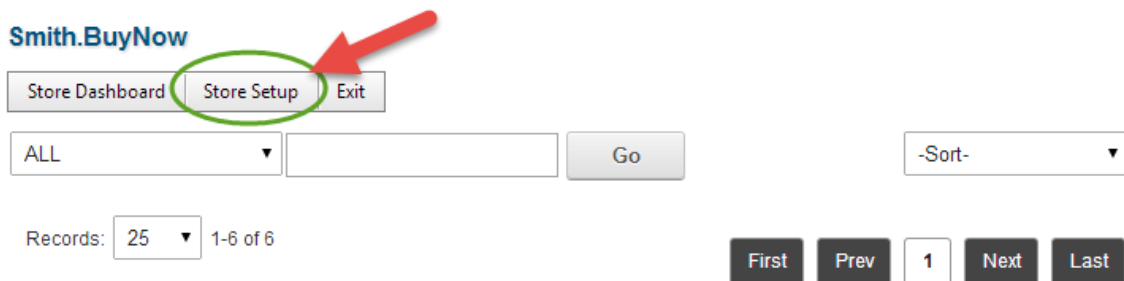
Scroll down to the section titled "Booking, Reservations & Gift Registry" section and expand it. Select the "Enable Reservations" radio button option as follows:

Selecting "Enable Reservations" will configure your store for event rental reservations and purchases. Enable reservations is similar to the "Enable Booking" option with the additional capability to first "Reserve" a product before purchasing.

B.   User Setup

In order to properly configure your store for event rentals the following two types of users must be setup:

1. Store Admin – Any DNN user account with administrator privileges.
2. Registrant – Users who will be reserving and purchasing event rental products.

1.   Registrant User Setup

The first step in setting up a registrant user is to create a new DNN role titled "SCRegistrant" and add users to the "SCRegistrant" role who will be reserving and purchasing event rental items.
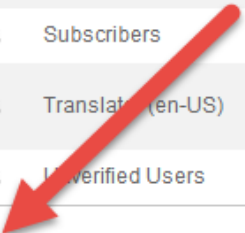
1. Navigate to the DNN Admin - > Security Roles menu option
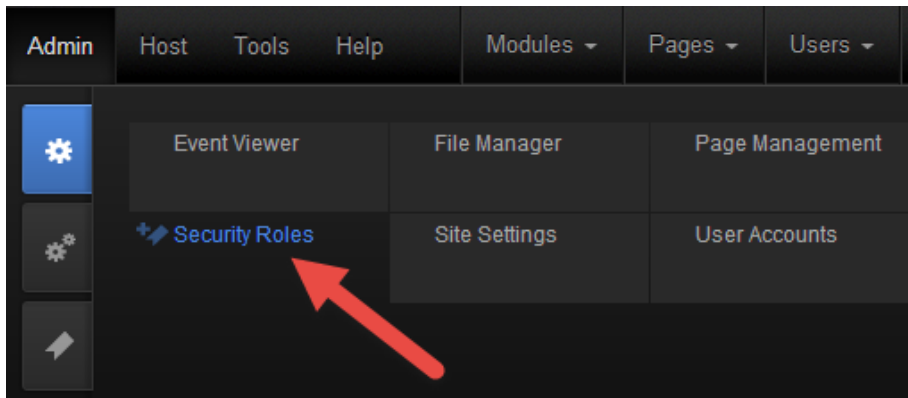
2. Click the "Add New Role" button as follows:

3. Enter the role name "SCRegistrant" and click update

My Website > Security Roles > Edit Security Roles

Basic Settings | Advanced Settings

Role Name *
SCRegistrant

Description

Role Group:
< Global Roles >

Public Role:

to Assignment:

Security Mode:
SecurityRole

Status:
Approved

Update | Cancel

4. Navigate to the DNN Admin - > User Accounts option

| Admin | Host | Tools | Help | Modules ▾ | Pages ▾ | Users ▾ |

Event Viewer | File Manager | Page Management

Security Roles | Site Settings | User Accounts
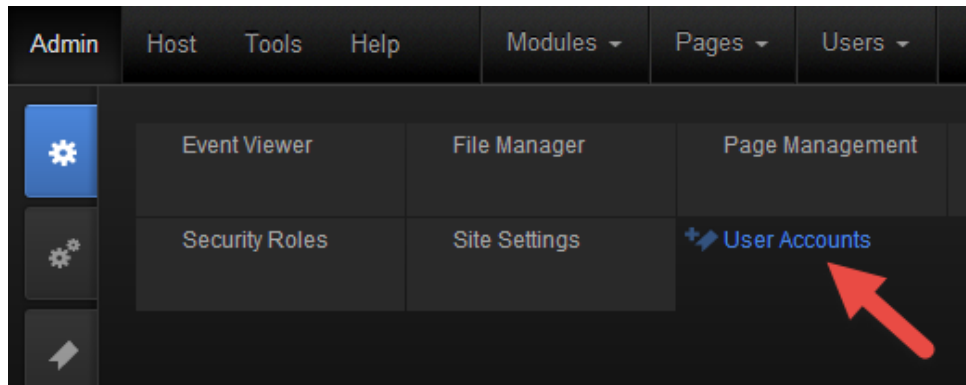
5. Find your desired user and click the manage roles button

6. Assign the "SCRegistrant" role to your desired user

C.   Create a Rental Product

Creating a rental product is done using the Smith Cart product setup screen. To setup a renting product follow these steps:

1. Navigate to the page where you have added the "BuyNow" module and click "Add Product" from the store admin menu as follows:
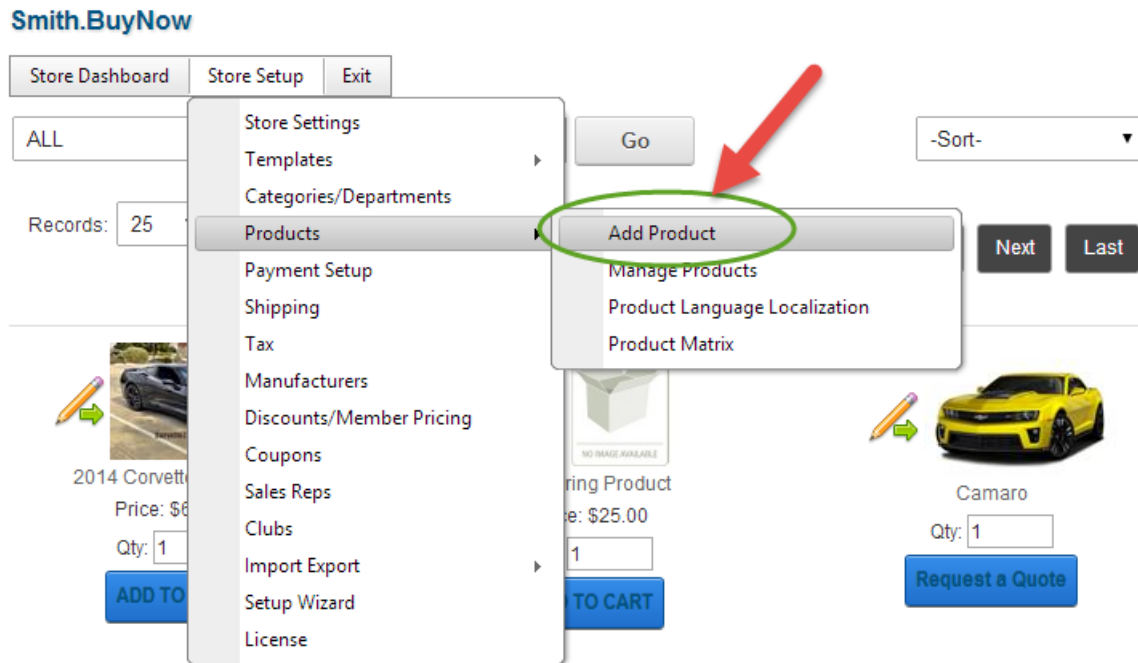
2. Enter your product information on the "Add Products" screen. Expand the "Booking" section and configure the product booking options as follows:

A.   *Vendor Module Settings*

To configure the Vendor module for Rentals/Reservations, navigate to the page where you added the SmithVendor module and click the "Vendor Settings" button on the Vendor Admin menu.

Vendor Settings

Select the Vendor Type of "Rental" as follows:

B.   *Create a Rental Event*

The next step is to setup a rental event that we will later add products to. To setup a rental event follow these steps:

1. Navigate to the Rental Main Menu (page with Smith Vendor module) and click the "Manage Events" button.

After you click the "Manage Events" button you will see the "Event Listing" screen displayed as follows:

Click the "Add Event" button to add a new event and the following add events screen will be displayed:

Event Management Field Definitions

Event Name – Enter the name of the event for your business. One or more bookable products can be added to an event. Event Name is used to populate a dropdown list used for filtering on the product listing page of the BuyNow module. If you have a lot of bookable products in your store, shoppers can use this dropdown to filter different categories of products by event name.

First Name and Last Name – Contact person for the event and bookable products.

Photo – Does not appear in the front end cart. This feature is only for reference by the store admin.

Contact 2 – Optional secondary contact information.

DNN Login – Enter the login of the person that will be managing the event from an admin perspective or enter your DNN Admin login name.

Active – Checkbox to indicate if the event is active and to be displayed to the user in the front end SmithCart BuyNow module.

C.   Adding Products to an Event

Adding products to an event associates rental products in the store with an event you have created. Adding rental products to an event can be done in the following two ways:

1. Using the "Manage Rental Products" screen

2. By clicking the "Reserve Item" button from the product details page a rental product is automatically associated with an event.

1.   Manage Rental Products

Rental products can be added to an event by using the Manage Rental Product screen. To add rental products to an event using the Manage Rental Product screen do the following:

1. Make sure you are logged in as a user that has been added to the "SCRegistrant" role or login as a portal admin.
2. Navigate to the Rental Main Menu (page with Smith Vendor module) and click the "Manage Products" button.

Inventory Management System
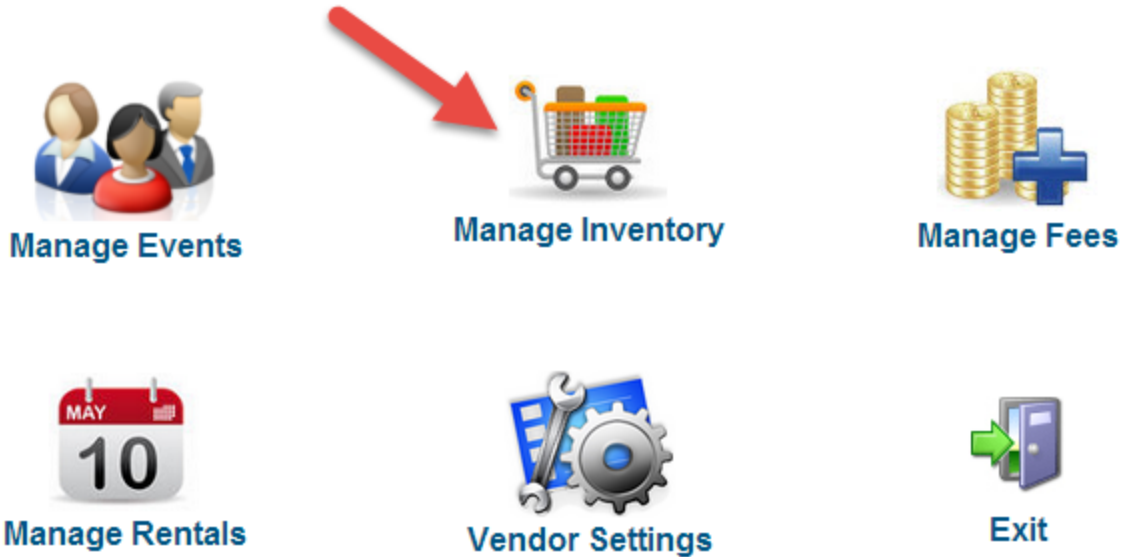
After you click the "Manage Inventory" button, the Manage Product screen will be displayed as follows:

	ID	Vendor Name	Product Name	Quantity Limit	Qty Purchased	Qty Adjustments	Qty Refunded	Qty Returned	Qty Remaining	
Edit	1	Fishing Trips	Half Day Deep Sea Fishing	30	0	0	0	0	30	Delete
Edit	2	Hotel Laguna	Hotel Laguna	200	0	0	0	0	200	Delete

3. Click the "Add Product" button on the top row tool bar and the "Add Product" screen will be displayed as follows:

Manage Products

Event	Hotel Laguna ▼
Product Name:	Hotel Laguna
Quantity Limit:	200
Quantity Adjustments:	0
Quantity Refunded:	0
Quantity Returned:	0
Return Date	1/1/1900 [31]
Return Shipper	
Return Notes:	
Adjusted Notes:	
Comments:	

Update Product   **Cancel**

4. Select the "Event Name" and "Product Name" from the dropdown list and enter the "Quantity Limit" in the textbox provded.

5. After you are finished entered the data, click the "Add Product" button to save and associate the product with an event.

Field Definitions

Event Name – Select the event you want to associate the product with.

Product Name – Select the product you want to add and associate to an event.

Quantity Limit – Max quantity of the product you want to allow to be reserved and purchased.

Quantity Purchased – Calculated field based on aggregate sales in the order detail table:

Total Items Sold (minus) Total Items Refunded

Quantity Adjustments – Used for the store admin to enter manual adjustments of quantity purchased. Can be used for purchases completed outside the online store.

Quantity Refunded – Used by the store admin to enter manual refunds of products that have been previously purchased.

Quantity Returned – Used by the store admin to enter manual returns of products that have been previously purchased.   Quantities entered here will reduce your "Out" quantity and increase the "Quantity On Hand" for the product.

Return Date – Enter the date the product was returned.

Return Shipper – Enter the name of the shipping carrier that was used to return an item.

Return Notes - Multi line notes field that can be associated with Returned Quantities.

Adjustment Notes - Multi line notes field that can be associated with Adjusted Quantities.

Comments – Multi line comments field can be used for general notes.   Can be used for any purpose the fits your business requirements.

2.   Reserve Item

The second way to associate a rental product with an event to click the "Reserve Item" button from the product details page. The rental product reserve item feature will be discussed below in the section titled Reserving a Rental Product.

D.   Managing Rental Products

To manage rental products that have already been added to an event, navigate to the
"Manage Products" screen.

Manage Products -

Search Event: [Enter a search term ▾]   [Search]   [Clear]   [Add Product]

	ID	Vendor Name	Product Name	Quantity Limit	Qty Purchased	Qty Adjustments	Qty Refunded	Qty Returned	Qty Remaining	
Edit	1	Fishing Trips	Half Day Deep Sea Fishing	30	0	0	0	0	30	Delete
Edit	2	Hotel Laguna	Hotel Laguna	200	0	0	0	0	200	Delete

1.   Editing a Product

Click the "Edit" button next to the product to edit the product

2.   Deleting a Product

Click the "Delete" button next to the product to delete the product and disassociate it
from the event.

VII.   Rental Products – Reserve and Purchase

Reserving and Purchasing Rental Products is broken down into the following two steps:

1. Reserving an Event Rental Product
2. Purchasing an Event Rental Product

A.   *Product Listing Page*

When the Smith BuyNow module is configured with a "Vendor Store Type" of "Reservations" Product listing page will work as it normally does displaying a listing of thumbnail images, product name, description, price, etc. The only difference is that the "Add to Cart" button will change to an "Options" button in order to direct the user to the product details page where the booking calendar is displayed which allows the user to select rental date and times, quantity, etc.

1.   Filtering Rental Products by Event

The Event Filter dropdown list on the product listing page lists all the active events that have been setup. Additionally, the Event Filter dropdown list allows the user to filter products by event. To turn on the "Event Filter" dropdown list on the product listing page navigate to the "BuyNow" module settings "Vendor Store Type" section and select the "Show Vendor Search" checkbox as follows:

In addition to the event filter, the "Smith Category Module" can be used to filter within an event when an event is already filtered.

2.   Search for Rental Products

The user can use the existing search, sort and paging navigation available on the product listing page of the buynow module to locate products they was to reserve. Additionally, the standard DNN search can used to search for event rental products.

B.   Product Details Page

The Product Details module in Smith Cart displays rental and reservation functionality for booking products and allows the user to reserve and purchase rental products.

1. When the product details page first loads, the reserve "from" and "to" dates are auto populated with the event date configured by the store admin for the event. The "from" and "to" dates can be changed by the user by clicking on days in the booking calendar, highlighting a range of days on the calendar or using the date and time picker.

2. Display Fields:

    a. Month Calendar – displays a booking calendar of the month with color coded item status as follows:
        a. The ability to scroll forward and backward thru months
        b. Days color coded as follows to indicate item status:
            i.   "Available" shows: GREEN - Available in inventory
            ii. "Out" shows: RED – Out on an event
            iii. "Reserved" shows: ORANGE = Reserved for an event
        c. User can click on calendar day to view day status details

    b. From Date – Textbox with calendar popup for user to select or enter date.
    c. To Date - Textbox with calendar popup for user to select or enter date.
    d. From Time – Textbox with time popup for user to select or enter time.
    e. To Date - Textbox with time popup for user to select or enter time.
    f. "All Day" checkbox (Default checked) – When checked selects the all day time range when reserving a product. When "All Day" is not checked the user must select the "from" and "to" time from the time picker.
    g. Quantity – Quantity of rental products the user wishes to reserve or purchase.

    For example, 10 round tables are in inventory. 3 are out on location at an event, 6 are reserved for an event in 2 weeks, and 1 is left in inventory.

3. Reserve Item Button – Allows the user to reserve an item.

4. Items could potentially be rented to an Event a YEAR or more in advance.

5. The calendar will be displayed on the product details page whenever a product is setup as a "Booking Product".

C.   Reserving a Rental Product

The following section describes how to reserve a rental product for a particular event. To reserve a rental product do the following:

1. Make sure you are logged in as a user that has been added to the "SCRegistrant" role.

2. Navigate to the product listing page and select an event from the event filter dropdown list as follows:
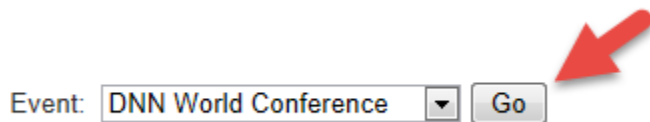
3. Click the "Go" button to filter products by the "Event" selected in the dropdown list.

4. Click the "Add Options" button for the rental product you want to reserve and you will be redirected to the product details page as follows:

5. Select the "Start Date" and End Date" you want to reserve the item for and click the "Reserve Item" button to reserve the rental product.

After you have successfully reserved an item you will see the message "Reservation Saved Successful" as follows:

When a user clicks the "Reserve Item" button on the product detail page and successfully reserves a product the following will happen:

- Item will be assigned to event (if it has not already been assigned to an event)
- Inventory (quantity on hand) for items reserved will be decremented.
- Items will be flagged as "Reserved" on the Calendar section on the product details page.
- Inventory will become unavailable for other events after they are reserved

If the product has already been reserved for the event, the message "Product Already Reserved" will be displayed to the user indicating the product has already been reserved.

D.   Purchasing a Rental Product

Purchasing a rental product will trigger the item to be shipped. When a rental product is "Purchased" and Shipped the following happens:

1. Product in Inventory is shown with an item status of "Out".
2. The remainder would be "On Hand" in the calendar section of the product details page.

For example, 10 tables can be shipped on the first day. Then 5 days later, additional tables can be purchased via PO and shipped.

To purchase a rental product that has already been reserved do the following:

1. Navigate to the Rental Main Menu (page with Smith Vendor module) and click the "Manage Rentals" button.
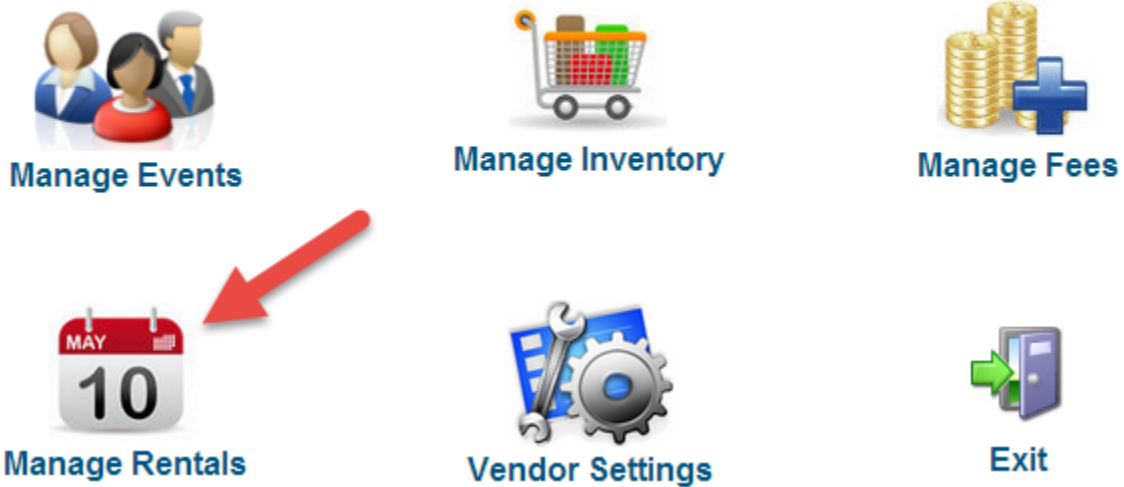
After you click the "Manage Rentals" button, the following screen is displayed:

Manage Bookings

Vendor Menu	Vendors	Products	Manage Fees	Fee Types	Bookings	Settings

Manage Bookings

Event: Hotel Laguna ▼   Product: All ▼

Edit	Book	Delete	Export to CSV

☐	Product Name	Start Date	End Date	Qty Reserved	Qty Purchased
☐	Hotel Laguna Standard Rooms	5/28/2014 12:00:00 AM	5/30/2014 12:00:00 AM	1	0

2. Select the "Event" and "Product" from the filter dropdown to locate the reservation you want to book and click the "Book" button.

3. After you click the "Book" button, the product reservation will be added to the cart and the user will be redirected to the cart page to checkout.

All payment methods and gateways in SmithCart are supported for event rental product checkout and purchase.

VIII. Querystring Filtering

The querystring filter feature provides the ability to pass the "VendorID" in the querystring to filter products on the product listing page by event.

http://www.yourdomain.com/Store.aspx?VendorID=2

The vendor id can be found on the Manage Events screen.

The querystring filter is persistent while the user is navigating around the store and site. A user has the ability to remove the event filter and look at all the items in the product catalog by changing the event dropdown list filter to "All".

IX.   Extensions/Customizations

The SmithCart Booking and Scheduling module can be extended to fit your business requirements. If you're interested in receiving a quote for customizations please request a quote using the following link:

http://www.smith-consulting.com/services/requestaquote.aspx