

ONBOARDING

Quick Start Guide

Rental Products



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Rental Products Category



We will begin with the Rental Products drop-down located on the top navigation bar as pictured below. This list includes categories, products, pricing, taxes and deliveries, promo codes and outdoor surface types.



For example purposes throughout this tutorial we will be using four different inflatables in four different categories as pictures below.

Product	Category	Dimensions
Castle Bounce House	Bounce Houses	L15' x W15" x H16'
18 Foot Slide	Inflatable Slides	L20' x W15" x H18'
Sports Combo Inflatable	Combo Units	L18' x W18" x H14'
Playland Obstacle Course	Obstacle Courses	L30' x W10" x H15'

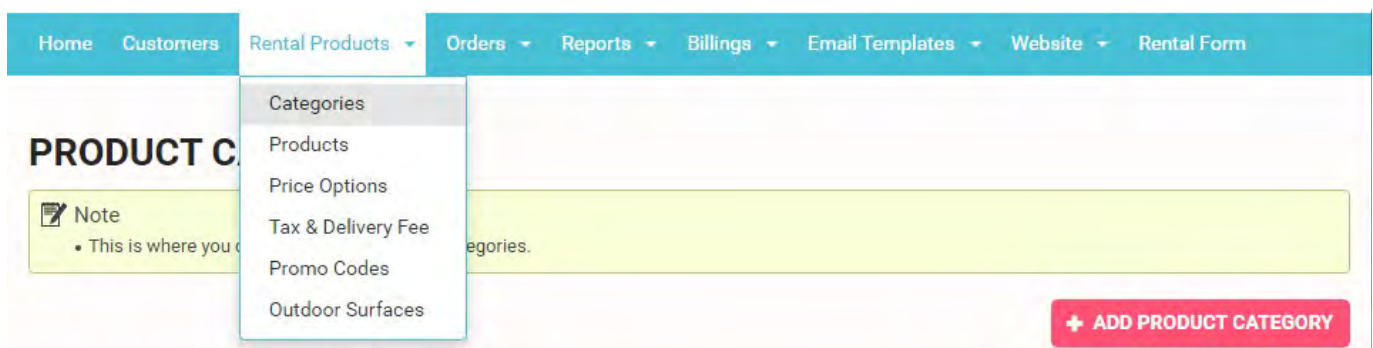
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Step 1

Add Your Categories

From your dashboard, click Rental Products > Categories > Add Product Category



Before adding your products to the site you will first add categories. On the top navigation bar, click Rental Products, then categories (see screenshot below).

A screenshot of the 'ADD PRODUCT CATEGORY' form. The form is on a light pink background. At the top, there's a teal navigation bar with the same links as the previous screenshot. Below the navigation bar, the form has a title 'ADD PRODUCT CATEGORY' and a pink 'BACK' button. The form contains several fields: 'Name' with the value 'Bounce Houses', 'Display' with a dropdown menu showing 'Yes', 'Category image' with a text input containing 'sports bounce house.jpg' and an 'UPLOAD' button, and two buttons at the bottom: 'CREATE PRODUCT CATEGORY' and 'CANCEL'.

From here add all of the categories of products you intend to offer. In the Name field type the name of the product (ie Bounce Houses). In the Category Image field upload an image that will represent the category (i.e. sportsbouncehouse.jpg). Take notice that you can choose to display or not display this category in the future.

Note: Images of similar length and width work best here, i.e. 300px by 300px.

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Step 2











Add Your Pricing Options

From your dashboard, click Rental Products > Price Options > Add Price Option

[Home](#) [Customers](#) [Rental Products](#) [Orders](#) [Reports](#) [Billings](#) [Email Templates](#) [Website](#) [Rental Form](#)

PRODUCT PRICE OPTIONS

 **Note**
• This is where you can manage the default price options for the product prices. • You must add atleast one price option otherwise you will not be able to add a product.

Option	Number Of Days	Created At	Actions
3 Days	3	08/09/2021 11:51 PM	 
2 Days	2	08/09/2021 11:51 PM	 
Overnight	1	08/09/2021 11:50 PM	 
8 Hours	1	08/09/2021 11:50 PM	 
4 Hours	1	08/09/2021 11:49 PM	 

Next, you will need to add your pricing options. On the top navigation bar, click Rental Products, then Price Options (see screenshot below). This differs from one company to the next. In the example below, the company offers four hour rentals, 8 hours rentals, overnight rentals, two day rentals and three day rentals. We will now add a new price option for 1 week.

* please be aware that pricing works on a calendar day billing cycle, not a rolling 24-hour cycle. For example, if a customer selects to have product dropped on Friday at 9am and have it picked up Saturday at 9am, the customer will be charged 2 days.

We currently do not have the functionality to add subcategories/pricing, but you can “ADD ANOTHER PRICING OPTION” that can act as a subcategory.

For example, if you offer a popcorn machine and provide a variety of “number of serving” options, you can create an additional pricing option for these. Keeping in mind they are not add-ons and will need to be priced to include the machine rental + popcorn servings.

PRICE OPTIONS

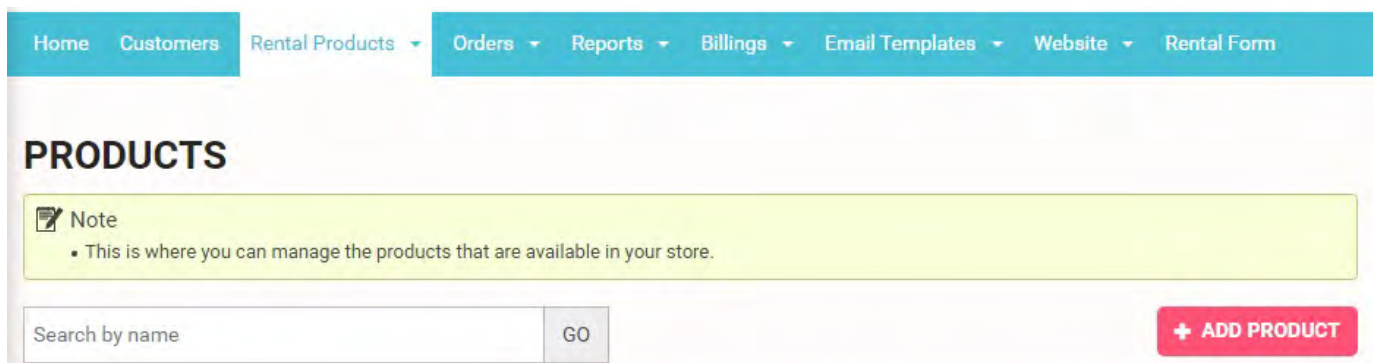
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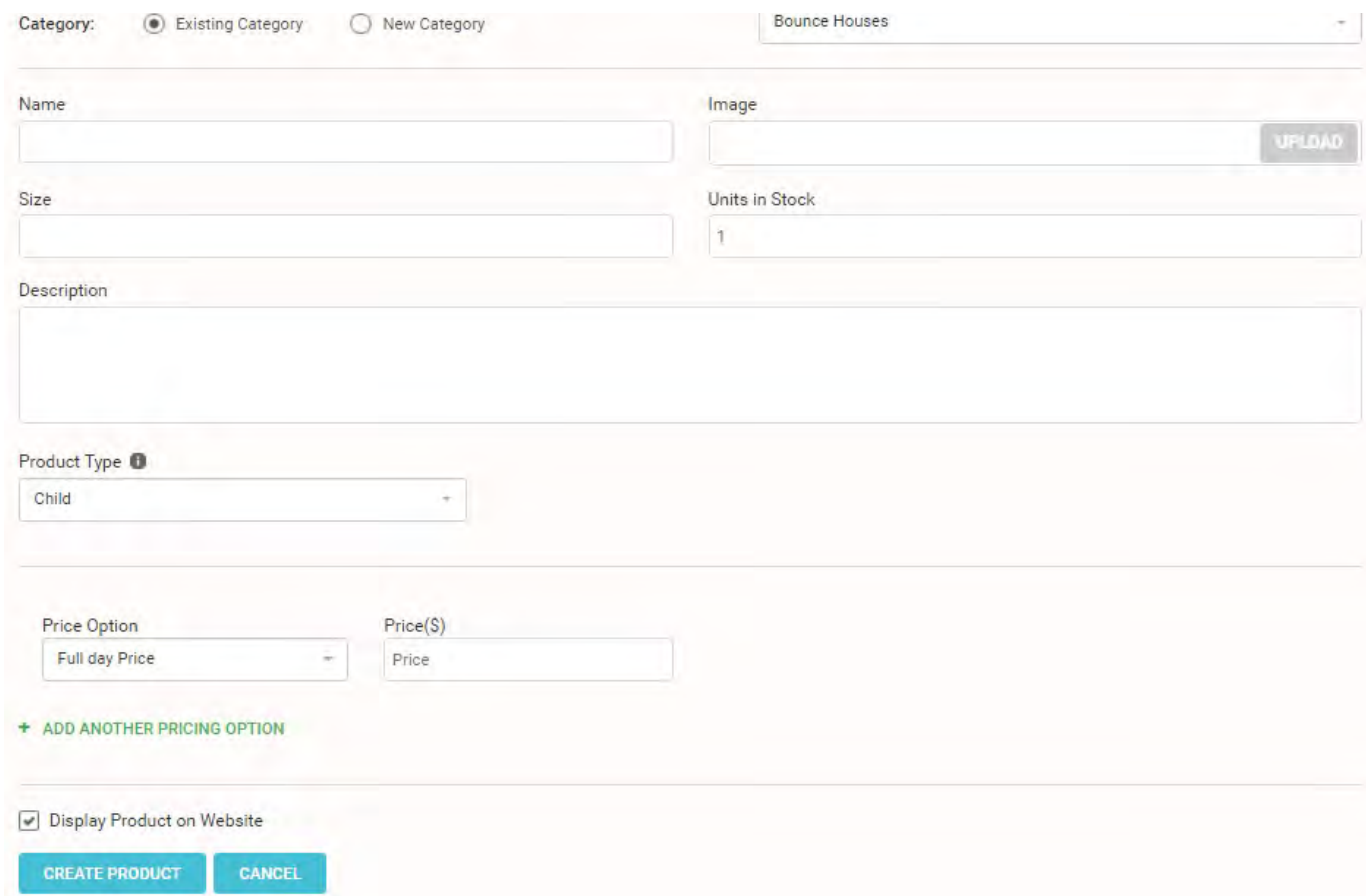
Step 3

Add Your Products

From your dashboard, click Rental Products > Products > Add Product



Click the red Add Product button and you will be taken to a new screen (see below). Add a your first product i.e. sports moon



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Step 3

Add Your Products (cont)



From your dashboard, click Rental Products > Products > Add Product

1. Click the Existing Category button and from the drop down menu to the right select "Bounce Houses"
2. Name will be "Sports Moon Bounce"
3. Click on the upload button and find the corresponding image on your computer
4. Size in this example is L15 x W15 x H16
5. Units in stock refers to the number of units in your inventory. In our example we just have one, but if you have more than one input the correct number here.
6. For product type, choose "Child". We will go into more detail later for those who own an inflatable that can be rented as multiple products. For example if you own a 60ft obstacle course that can be rented as a 30ft obstacle course and a 30ft slide you can rent each separately or as one.
7. Next is to add pricing. Click the green "ADD ANOTHER PRICING OPTION" button. From the "Price Option" drop-down list choose the option you want and then add the price.

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Step 4

Add Your Promo Codes

From your dashboard, click Rental Products > Promo Codes > Add Promo Code

Next up is promo codes. Now is a good time to add the friend and family discount. On the top navigation bar, click Rental Products, then Promo Codes (see screenshot below).

ADD PROMO CODE ← BACK

Title	Description
Maximum Discount	Minimum Purchase
0.0	0.0
Type	Amount
Amount	\$ 0.0

CREATE PROMO CODE CANCEL

1. In the title field give your Promo Code a Name ie "Friends and Family"
2. In the Maximum Discount Field add the maximum amount of discount ie \$50
3. In the Minimum Purchase Field add the minimum purchase amount ie \$200
4. In the type and amount fields you can add a dollar amount or a percentage amount of discount