

REDEEM – Front Office

Verify the order prior to ship the product or perform any service.

Enter order # :

HM529G

Search

1/ If not found , display the message : Sorry, we can not locate the order # you have entered.

2/ If found, follow the instruction below.

We found a match:

order # : HM529G 01 Iphone 7 @ \$369.00

1/ Status : Pending - Add (if pending then show Add button so business owner can add the order to the running total)

2/ Status: Delivered. Display the message : Sorry, the order has been redeemed and delivered.

Running Total:

order # : HM529G

01 Iphone 7 @ \$369.00

order # JUL78K

01 Hr Massage @ 45.00

Subtotal: \$414.00

Withdrawal fee: \$14.00 ---> Admin can set this in back end by % or fixed rate.

Total : \$400.00

Paypal email:

Please enter more information in the text box below, click SUBMIT when you are done.

All the information above will be saved in a pdf file on the server, 01 will be emailed to Admin, 01 will be emailed to the submitter(requester).

Your past requests:

Sort by: Status, date, email ---> drop down menu

Date	Files	Email	Status
03/10/15	filename.pdf	tom@yahoo.com	Pending
03/03/15	filename.pdf	Joan@gmail.com	Approved
02/27/15	filename.pdf	Huynh@yahoo.com	Approved

Pages: 1,2,3,4,5,6, next, last

Redeem – Back End:

Fee settings:

Withdrawal fees by % _____

Withdrawal fees by fixed rate \$ _____

Search :

Admin can search pdf file by email

Pending:

Date	File	Email	Total	Status
03/12/15	filename.pdf	Tom@yahoo.com	\$400	Pending, Approved
Here admins can change the status to approved, it will move down to approved list when admin change the status to approved.				
Send a Message: Admin can click on the date , compose then send a message to the requester.				

Page: 1, 2, 3, 4, 5, 6, 7, next , last

Approved:

Date	File	Email	Total	Delete
03/12/15	filename.pdf	Tom@yahoo.com	\$400	___

Admin can check the box under Delete to delete the file from the server permanently.