

Viberent

Simplifying business

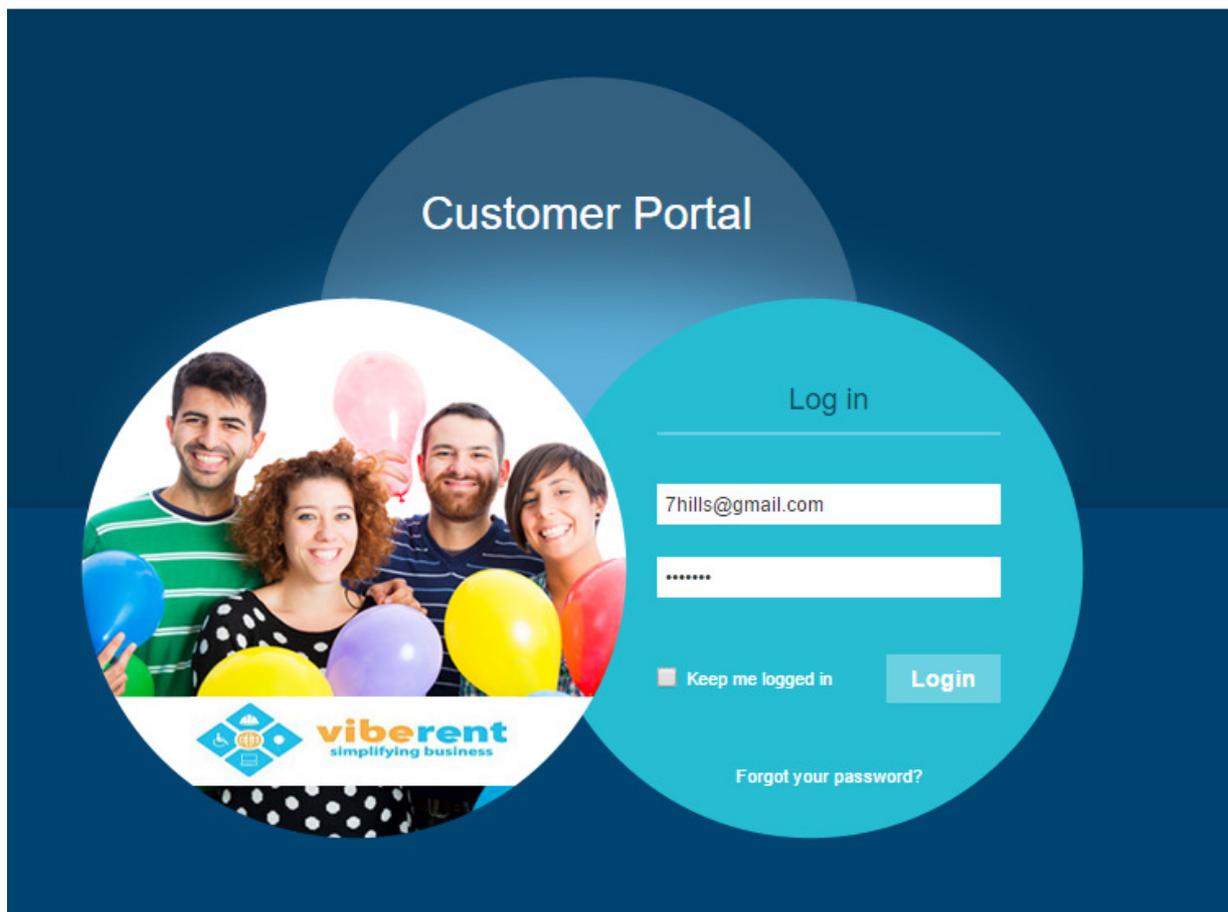
Customer Portal Guide for Portal Customers

Copyright Information

© 2016 Rentalsaas.com.au Pty Ltd. All rights reserved. This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. This document does not provide you with any legal rights to any intellectual property in any Viberent product. You may copy and use this document for your internal, reference purposes.

Logging in to Customer Portal

Login to the URL <http://rentalsaas.cloudapp.net/customerPortal/login> and enter your given login email ID and password and click the Login button.



Upon successful login, you will be shown a screen similar to the one below.



Current Rentals

Search:

[Place New Order](#) [Order List](#)

Rental Type	Customer Name	Rental Number	Reference Number	Transaction Date	Contact Name	Contact Email	Phone
PORTAL ORDER	42 Cafe & Bar	P20160800112		18/08/2016		steve@42cafe.com.au	
QUOTE	42 Cafe & Bar	B20160800113		17/08/2016	42 Cafe & Bar	enquires@42cafebar.com	
QUOTE	42 Cafe & Bar	B20160500041		06/05/2016	42 Cafe & Bar	enquires@42cafebar.com	

Page 1 of 1 | View 1 - 3 of 3

The entries in the list will be initially empty. Once you start inputting orders, they will be listed in the space provided.

To place an order with your rental company, simply click Place New Order button.

You will be shown a screen similar to the one below.

welcome Steve

Place Order

Item Available : [Dashboard](#) [Order List](#) [Place New Order](#)

Item Sub Category * Item Code * Description * Quantity *

Rental Type * Unit Start Date * End Start *

[Add](#)

Items List

Total Amount

Comments

[Place Order](#)

1. Select the category of item that you wish to include in your order by clicking the drop-down on Item Subcategory field

2. Based on the category selected you can click the drop-down on Item code to select your required item.
3. Based on the item selected, the Description will be shown
4. Specify the quantity of item required
5. Specify the rental type (daily or weekly etc)
6. Specify the dates - for example if you wish to rent for 12 days from August 17, enter 10 in Unit field and specify the start date as required; the system will auto calculate the end date
7. Click the Add button to add to the list
8. Repeat the above steps to add further items to your order
9. Enter any Comments in the Comments for your rental company to action
10. Click the Place Order button to place the order.