

Adding Used Equipment to Info Inquiry Site Set

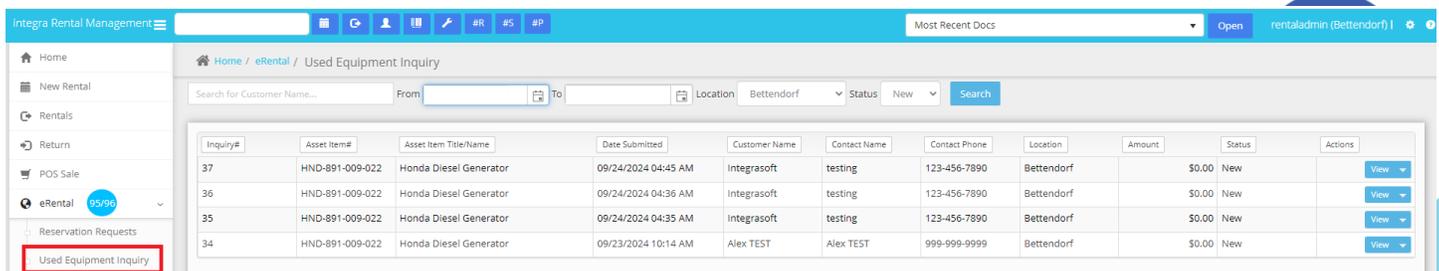
There are a couple different site sets that contain their own set of data: (1) the rental site, and (2) the used equipment site. After you log into the ecom admin tool (iNextAdmin), select the Info Inquiry / Used Equipment site set. You will see the icon and title change at the top of the screen:



Adding Used Equipment for Sale

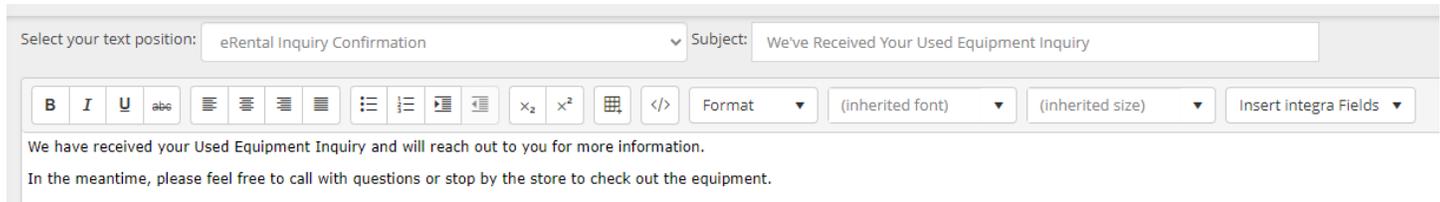
1. Select **Product Codes** from the menu
2. Click the blue **Add** button in the top right of the screen
3. **Fill out Product Code, Title, & Category**
 - a. Product Code should be descriptive of the used equipment for sale (no spaces/special characters)
4. You can add content to the left/right description
5. You can add SEO meta data, page tabs, and one image (both large and small)
 - a. If you want to show multiple images, they will need to be added to either the description fields or via page tabs – [view the best practices for adding images into the content boxes.](#)
6. **Save** the completed product code page.
7. **Info Inquiry Tab** – click the not assigned radial button and search for the asset. Click the assign button once you've found it, and then you can verify it is assigned by clicking the assigned radial button.
8. **Save** the product code page again and **Publish**.

When a user submits the form on your site, it will show up in the Used Equipment Inquiry section of integraRental.



| Inquiry# | Asset Item# | Asset Item Title/Name | Date Submitted | Customer Name | Contact Name | Contact Phone | Location | Amount | Status | Actions |
|----------|-----------------|------------------------|---------------------|---------------|--------------|---------------|------------|--------|--------|----------------------|
| 37 | HND-891-009-022 | Honda Diesel Generator | 09/24/2024 04:45 AM | Integrasoft | testing | 123-456-7890 | Bettendorf | \$0.00 | New | View |
| 36 | HND-891-009-022 | Honda Diesel Generator | 09/24/2024 04:36 AM | Integrasoft | testing | 123-456-7890 | Bettendorf | \$0.00 | New | View |
| 35 | HND-891-009-022 | Honda Diesel Generator | 09/24/2024 04:35 AM | Integrasoft | testing | 123-456-7890 | Bettendorf | \$0.00 | New | View |
| 34 | HND-891-009-022 | Honda Diesel Generator | 09/23/2024 10:14 AM | Alex TEST | Alex TEST | 999-999-9999 | Bettendorf | \$0.00 | New | View |

The user submitting the inquiry can receive an automated confirmation message sent from a template in...
integraRental > Setup > Settings > Default Terms & Email > Select the eRental Inquiry Confirmation

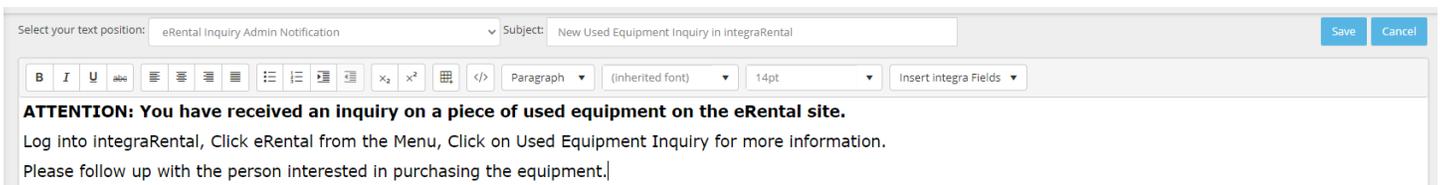


Select your text position: eRental Inquiry Confirmation Subject: We've Received Your Used Equipment Inquiry

B I U abc [Text Alignment Icons] [List Icons] [Table Icon] [Code Icon] Format (inherited font) (inherited size) Insert Integra Fields

We have received your Used Equipment Inquiry and will reach out to you for more information.
In the meantime, please feel free to call with questions or stop by the store to check out the equipment.

If you want to be notified by email when a new form is submitted, select eRental Admin Notification from the drop down menu, and create a template to be sent. Don't forget to save after editing.



Select your text position: eRental Inquiry Admin Notification Subject: New Used Equipment Inquiry in IntegraRental Save Cancel

B I U abc [Text Alignment Icons] [List Icons] [Table Icon] [Code Icon] Paragraph (inherited font) 14pt Insert Integra Fields

ATTENTION: You have received an inquiry on a piece of used equipment on the eRental site.
Log into integraRental, Click eRental from the Menu, Click on Used Equipment Inquiry for more information.
Please follow up with the person interested in purchasing the equipment.

Adding Used Equipment for Sale (without Asset in integraRental)

1. Select **Product Codes** from the menu
2. Click the blue **Add** button in the top right of the screen
3. **Fill out Product Code, Title, & Category**
 - a. Product Code should be descriptive of the used equipment for sale (no spaces/special characters)
4. Select the **template: info only** (This removes the submit lead info, but it isn't sent to integraRental when the asset isn't in integraRental.)
5. You can add content to the left/right description
6. You can add SEO meta data, page tabs, and one image (both large and small)
 - a. If you want to show multiple images, they will need to be added to either the description fields or via page tabs – [view the best practices for adding images into the content boxes.](#)
7. **Save** the completed product code page.
8. **Run a Full Site Publish** – you will not be able to publish the product code page by itself since there is no rental asset assigned to it.

Note: If there is not an asset assigned to the product code page, you will not receive a submission in the Used Equipment Inquiry section of integraRental when a user submits an inquiry request form through the website. There needs to be an asset assigned to the product code page to trigger the info inquiry information to be sent to integraRental. Consider adding your phone number on the page if you're unable to assign an asset to it.

If you have any issues, please reach out to your Digital Experiences consultant or the support team through the usual channels.