

Direct Payments Settings



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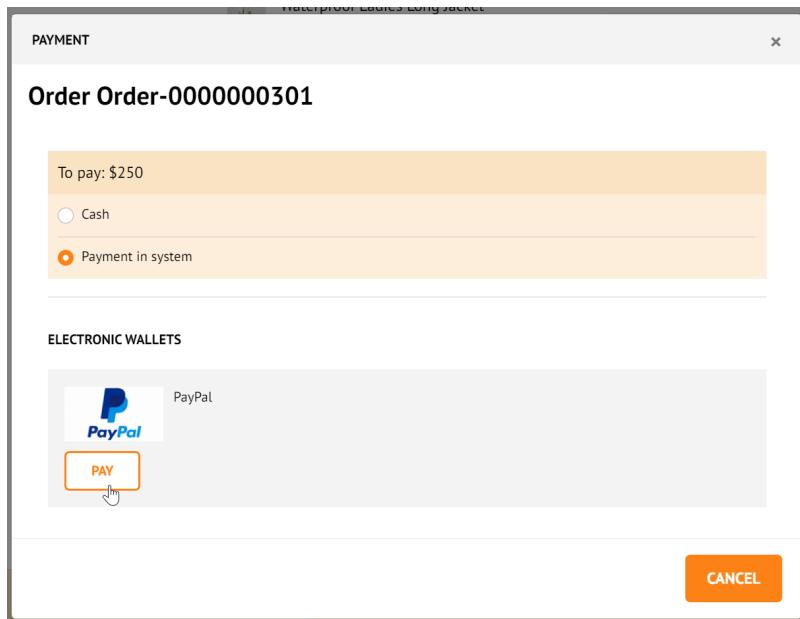
How it works?

Information

Consider work of the plugin on the example of payments through PayPal.

Contact OT technical support or your manager in Skype to add other methods of accepting payments to the list.

Your customer makes an order, draws it up and chooses PayPal, for example, at the payment stage.



A page appears with a message about payment details after clicking "Pay" button. (All field titles and descriptions can be changed. See "Edit" block below).

Please send your order payment to Paypal by email at test@test.com

| | |
|----------------|---|
| User full name | Ivanov Ivan Ivanovich |
| Purpose | Order payment Order-0000000301 |
| Amount | \$250 |
| Comment | |
| Upload file | <input type="button" value="Выберите файл"/> Файл не выбран |
| SUBMIT | |

Your customer goes to PayPal (Online or through the terminal) and pays specified amount.

When payment is done he returns to the tab with this message. Before confirming payment, you can specify payment details and attach screenshot of the receipt.

Click "Submit" to send payment data.

Please send your order payment to Paypal by email at test@test.com

| | |
|----------------|---|
| User full name | Ivanov Ivan Ivanovich |
| Purpose | Order payment Order-0000000301 |
| Amount | \$250 |
| Comment | |
| Upload file | <input type="button" value="Выберите файл"/> Файл не выбран |
| SUBMIT | |

Customer will see message after clicking "Confirm" button:

Home How to order Delivery: Russian Feder... ▾ py6. ▾ ge2

OT Commerce Shop Search among 800.000.000 goods from China Taobao

Thank you for paying for the order!

A record of made payment will appear in admin panel of OT Box.

Orders Pricing Promotion Contents Catalog Users Configuration Reports Plugins

Plugins > Direct payments

Direct payments

Payments Settings

| Payment method | Login | Full name | Creation date | Sum | Order number | External identifier of payment |
|----------------|------------------------------------|-----------------------|------------------------|-------|--------------------------------|--------------------------------|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD-0000000301 | |

Payments Settings

Status All Creation date from [] to []

Apply Clear filters

| Payment method | Login | Full name | Creation date | Sum | Order number | External identifier of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|------------------------------------|-----------------------|------------------------|-------|--------------------------------|--------------------------------|------------------|------------------|-------|----------------|---------------------|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD-0000000301 | | | | | Waiting | [] |

Log into PayPal personal account after that and find customer's payment or choose another way to make sure that money was deposited to your account. Confirm payment in admin panel of OT Box when payment is found and the order is paid.

Direct payments

Payments Settings

Status: All Creation date: from [] to []

Apply Clear filters

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|--------------------|-----------------------|---------------------|-------|----------------|-----------------------------------|------------------|------------------|-------|----------------|--------|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD-0000000301 | | 32005050 | | | Waiting | |

Entry can be canceled using cancel button in "Actions" column if payment is not found in PayPal personal account (customer did not make payment).

Payments Settings

Status: All Creation date: from [] to []

Apply Clear filters

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|--------------------|-----------------------|---------------------|-------|----------------|-----------------------------------|------------------|------------------|-------|----------------|--------|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD-0000000301 | | 32005050 | | | Waiting | |

You can also search for payments using filters by date or payment status.

Plugins > Direct payments

Direct payments

Payments Settings

Status: New Creation date: from [] to []

Apply Clear filters

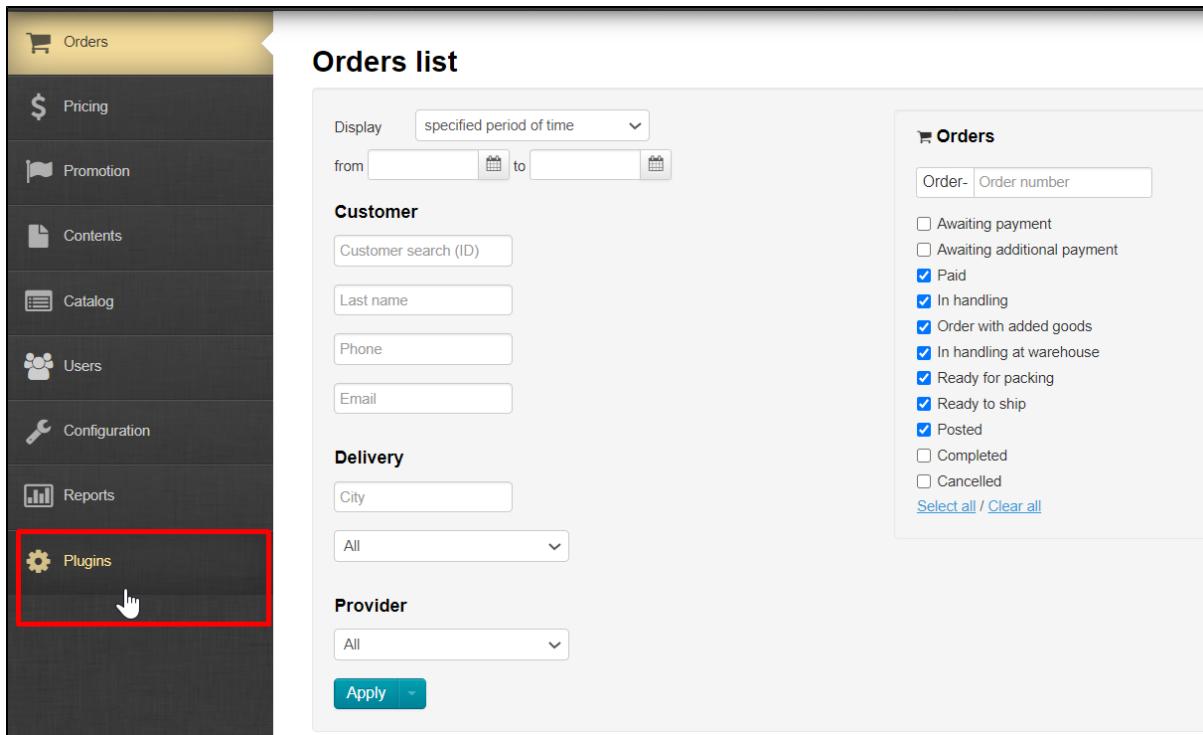
| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|--------------------|-----------------------|---------------------|-------|----------------|-----------------------------------|------------------|------------------|-------|----------------|--------|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD-0000000301 | | 32005050 | | | Waiting | |

Connection

It is necessary to write a ticket to [technical support](#) for "Direct Payments" connection after purchase of this plugin.

Setting up payments in OT Box

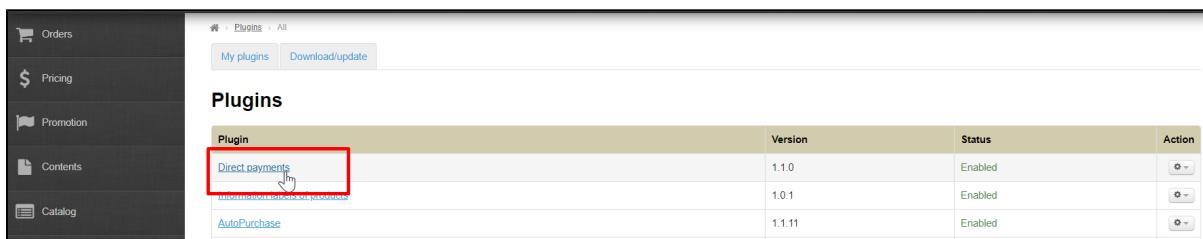
Go to admin panel after plugin connection and open "Plugins" section.



The screenshot shows the left sidebar of the OT Box admin panel with various menu items: Orders, Pricing, Promotion, Contents, Catalog, Users, Configuration, Reports, and Plugins. The 'Plugins' item is highlighted with a red box and a cursor icon pointing to it.

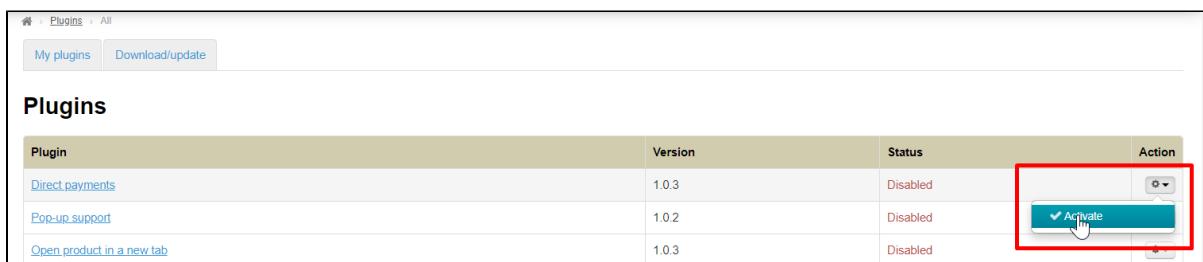
The main content area is titled 'Orders list'. It includes search and filter fields for 'Customer' (Customer search (ID), Last name, Phone, Email) and 'Delivery' (City, Status dropdown). On the right, there is a sidebar titled 'Orders' with a checkbox list for filtering orders based on status: Awaiting payment, Awaiting additional payment, Paid, In handling, Order with added goods, In handling at warehouse, Ready for packing, Ready to ship, Posted, Completed, and Cancelled. There are also 'Select all / Clear all' buttons.

Choose "Direct Payments" from the list of plugins.



The screenshot shows the 'Plugins' list page. The 'Direct payments' plugin is selected and highlighted with a red box. Other plugins listed are 'AutoPurchase' and 'Pop-up support'. The table columns are 'Plugin', 'Version', 'Status', and 'Action'.

Activate plugin using "Activate" button in Actions menu if it is not activated.



The screenshot shows the 'Plugins' list page with the 'Direct payments' plugin selected. The 'Actions' column for this plugin contains a blue button labeled 'Activate' with a checkmark icon. This button is highlighted with a red box.

Click "Direct Payments" title.

The screenshot shows the 'Plugins' section of a software interface. On the left, there's a sidebar with links for Orders, Pricing, Promotion, Contents, and Catalog. The main area is titled 'Plugins' and shows a table of installed plugins. The first plugin, 'Direct payments', is highlighted with a red box and a cursor icon pointing to its name. The table columns are 'Plugin', 'Version', 'Status', and 'Action'. The 'Direct payments' row has version 1.1.0, status Enabled, and an action button.

Open "Settings" tab.

The screenshot shows the 'Settings' tab for the 'Direct payments' plugin. At the top, there are tabs for 'Payments' (selected) and 'Settings' (highlighted with a red box and a cursor icon). Below are filters for Status (New), Creation date, and buttons for 'Apply' and 'Clear filters'. A table below lists payment methods, with the first one, 'Paypal', selected and highlighted with a red box. The table columns include Payment method, Login, Full name, Creation date, Sum, Order number, External identifier of payment, Customer comment, Operator comment, Image, Payment status, and Action.

Add payment methods

Choose payment methods first. Full list of available methods is on the right:

The screenshot shows the 'Add' page for payment methods. It has tabs for 'Payments' (selected) and 'Settings'. Under 'Active payment modes', it says 'Added:' and shows 'Paypal' with a delete icon. There's a 'Save' button. To the right, under 'Add:', there's a dropdown menu with 'Cash payment at the office' and a '+' button. A red box highlights the '+' button.

Select payment method from the list by mouse click and click "Add" button (a button with a plus sign).

This screenshot is similar to the previous one, showing the 'Add' page for payment methods. It has tabs for 'Payments' (selected) and 'Settings'. Under 'Active payment modes', it shows 'Added:' with 'Paypal' and a delete icon. There's a 'Save' button. To the right, under 'Add:', there's a dropdown menu with 'Cash payment at the office' and a '+' button. A red box highlights the '+' button, and a cursor icon is placed over it.

Added methods will be shown on the left. You can choose any number of available payment methods.

Direct payments

Payments Settings

Active payment modes

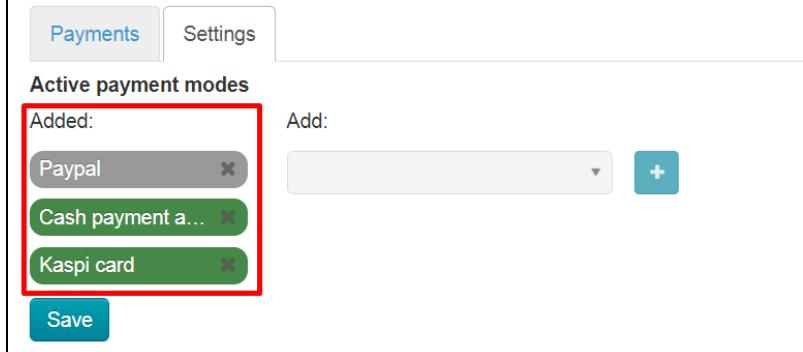
Added:

- Paypal X
- Cash payment a... X
- Kaspi card X

Add:

 +

Save



Important!

Contact OT technical support or your manager in Skype chat if there is no necessary method of accepting payments in the list of available methods (this list is available after connecting "Direct Payments" plugin during payments set up).

Click "Save" button.

Direct payments

Payments Settings

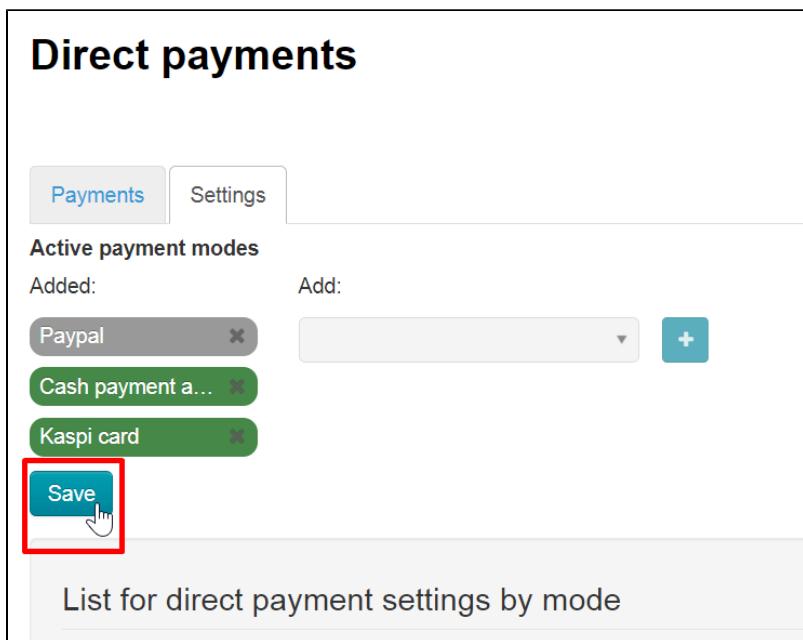
Active payment modes

Added: Add:

- Paypal X
- Cash payment a... X
- Kaspi card X

Save 

List for direct payment settings by mode



Payment method will be available for use after saving.

Set messages for customers

You must write payment messages in special fields for each payment method.

List for direct payment settings by mode

direct.paypal
direct.kaspi
direct.cash

Start message of direct payment

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

Formats ▾ A ▾ A ▾

Please send your order payment to Paypal by email at test@test.com

Write the message which will be shown at the beginning, before making payment.

You can specify card number here or request to write some information in comments for payment. You can also post detailed payment instructions. You can edit and format message using special text editor that works like MS Word.

List for direct payment settings by mode

direct.paypal

direct.kaspi

direct.cash

Start message of direct payment

Please send your order payment to Paypal by email at test@test.com

Finish message of direct payment

Save text clicking "Save" button with the tick.

List for direct payment settings by mode

direct.paypal
direct.kaspi
direct.cash

Start message of direct payment

Please send your order payment to Paypal by email at test@test.com

This text will be shown to your customer immediately after clicking "Pay" button.

Please send your order payment to Paypal by email at test@test.com

User full name: Ivanov Ivan Ivanovich

Purpose: Order payment Order-0000000301

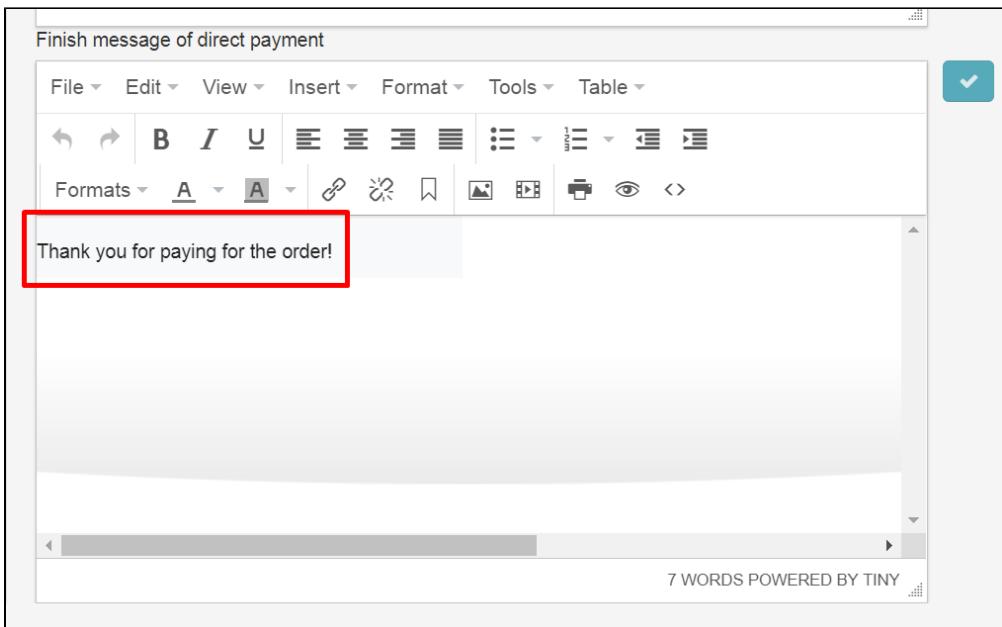
Amount: \$250

Comment:

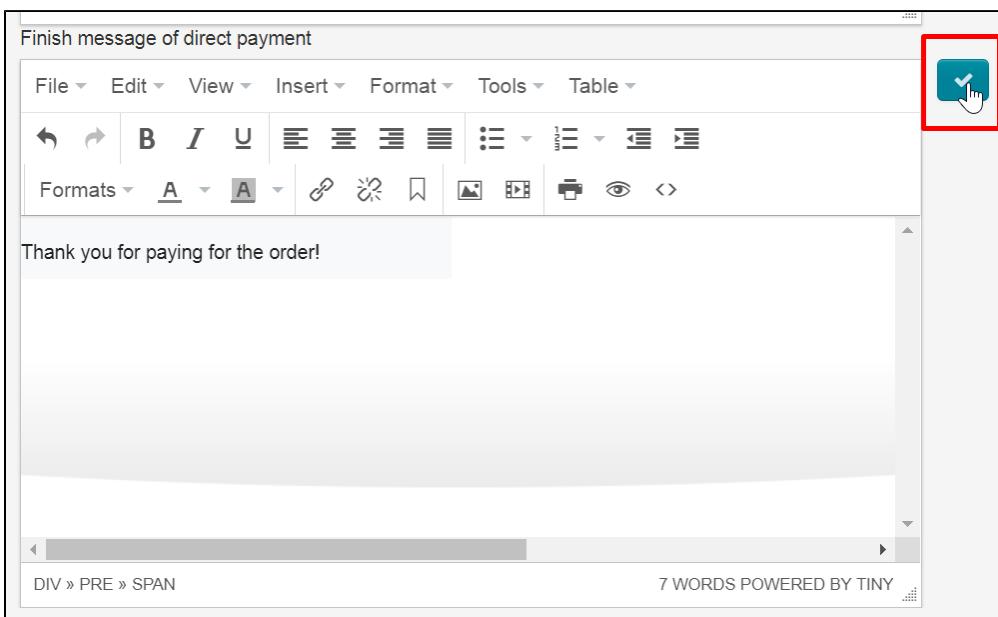
Upload file: Выберите файл | Файл не выбран

SUBMIT

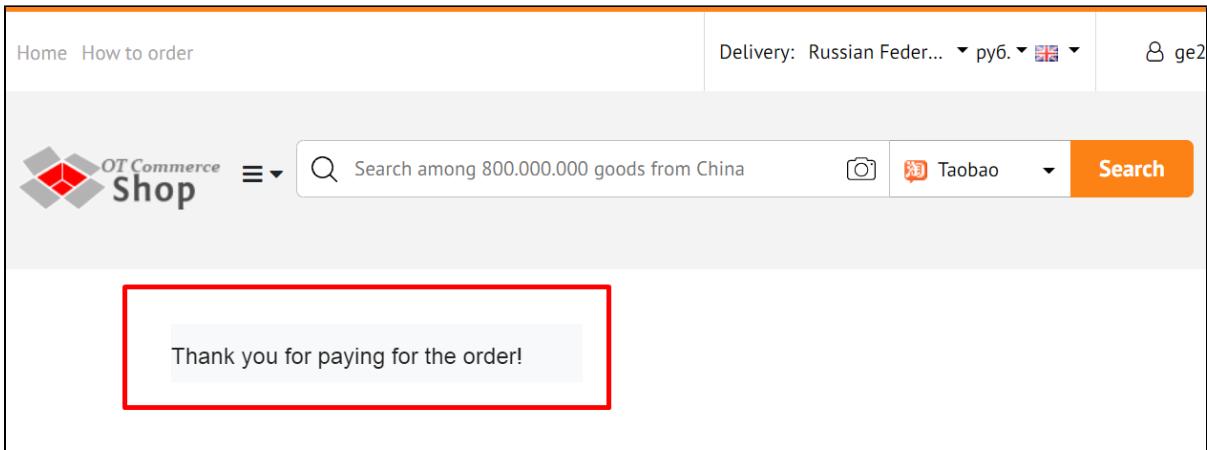
Compose a message that will be shown after making payment (it is necessary to write a separate message for each payment method) after that. You can write thanks for payment or something else here.



Save text clicking "Save" button with the tick.



This text will be shown to your customer immediately after clicking "Confirm" button.



Edit fields of the form and error messages

There is a list of fields for editing right below the message form of direct payment.

A screenshot of a message editor window titled 'Finish message of direct payment'. It features a toolbar at the top with various icons for file operations, text styling, and table creation. The main area contains the text 'Thank you for paying for the order!'. Below the editor is a list of field definitions:

- User full name message of direct payment
User full name
- Purpose message of direct payment
Purpose
- Purpose text for order payment
Order.payment (CustomOrderId)
In text can be used following placeholders:
(CustomOrder1a) - Custom order id
- Purpose text for deposit
Deposit
- Amount message of direct payment
Amount

A red rectangular box highlights the first two items in the list: 'User full name message of direct payment' and 'User full name'.

User full name message of direct payment
User full name

Purpose message of direct payment
Purpose

Purpose text for order payment
Order payment {CustomOrderId}
In text can be used following placeholders:
{CustomOrderId} - Custom order id

Purpose text for deposit
Deposit

Amount message of direct payment
Amount

Comment message of direct payment
Comment

Comment error message of direct payment
Comment is required and can't be empty

Upload file field state of direct payment
Required

Upload file message of direct payment
Upload file

Upload file error message of direct payment
File is required and can't be empty

Submit message of direct payment
Submit

State of external transaction id of direct payment
Not required

Please send your order payment to Paypal by email at test@test.com

User full name
Ivanov Ivan Ivanovich

Purpose
Order payment Order-0000000301

Amount
\$250

Comment

Upload file
Выберите файл Файл не выбран

SUBMIT

Fields titles

Click blue dotted line and edit to add necessary title.

User full name message of direct payment
User full name

Purpose message of direct payment

Purpose

Purpose text for order payment
Order payment {CustomOrderId}
In text can be used following placeholders:
{CustomOrderId} - Custom order id

Click checkmark button opposite each changed field to save changes.

Each field is edited and saved separately.

User full name message of direct payment
User full name

Purpose message of direct payment

Purpose

Purpose text for order payment
Order payment {CustomOrderId}
In text can be used following placeholders:
{CustomOrderId} - Custom order id

Set number of paid order

You can write the order number in "Purpose" field not to confuse yourself and your customers which order was paid.

User full name message of direct payment
User full name

Purpose message of direct payment
Purpose

Purpose text for order payment
Order payment {CustomOrderId}
In text can be used following placeholders:
{CustomOrderId} - Custom order id

Purpose text for deposit
Deposit

Amount message of direct payment
Amount

Comment message of direct payment
Comment

Comment error message of direct payment
Comment is required and can't be empty.

Upload file field state of direct payment
Required

Upload file message of direct payment
Upload file

Please send your order payment to Paypal by email at test@test.com

User full name
Ivanov Ivan Ivanovich

Purpose
Order payment Order-0000000301

Amount
\$250

Comment

Upload file
Выберите файл Файл не выбран

You can edit this field clicking blue dotted line.

User full name message of direct payment
User full name

Purpose message of direct payment
Purpose

Purpose text for order payment
Order payment

In text can be used following placeholders:
{CustomOrderId} - Custom order id

Purpose text for deposit
Deposit

Amount message of direct payment

To insert a special value (it will show order number), you need to put cursor at the end of the line or any necessary place in the phrase and click red line 1 time {CustomOrderId}. Phrase will be inserted into editable field after clicking.

Purpose message of direct payment
Purpose

Purpose text for order payment
Order payment {CustomO

In text can be used following placeholders:
{CustomOrderId} - Custom order id

Purpose text for deposit
Deposit

Save changes clicking checkmarked button.

Purpose message of direct payment

Purpose

Purpose text for order payment

payment {CustomOrderId}  

In text can be used following placeholders:
 {CustomOrderId} - Custom order id

Purpose text for deposit

Deposit

Error messages

The list of settings contains fields where you need to write an error message. We recommend you describe the error briefly and in detail to make the customer understand immediately what he did wrong.

Purpose text for deposit

Deposit

Amount message of direct payment

Amount

Comment message of direct payment

Comment

Comment error message of direct payment

Comment is required and can't be empty

Upload file field state of direct payment

Required

Upload file message of direct payment

Upload file

Upload file error message of direct payment

File is required and can't be empty

Submit message of direct payment

Submit

Error messages are edited in the same way as all other fields: click blue dotted line to change text and save changes using checkmark button.

Comment error message of direct payment

Comment is required and

Upload file field state of direct payment

Required

Upload file message of direct payment

Upload file

An example how the message looks like:

Please send your order payment to Paypal by email at test@test.com

User full name

Purpose

Amount

Comment

Comment is required and can't be empty

Upload file

File is required and can't be empty

SUBMIT

Opportunity to upload image

We recommend to enable this field and make it mandatory if you need to receive payment receipts image/photo. Or you can remove the field or make it optional if payment receipt image/photo is not required.

Required action is a necessary parameter for making payment.

There are 3 fields responsible for uploading the image:

Comment error message of direct payment
[Comment is required and can't be empty](#)

Upload file field state of direct payment
[Required](#)

Upload file message of direct payment
[Upload file](#)

Upload file error message of direct payment
[File is required and can't be empty](#)

Submit message of direct payment
[Submit](#)

State of external transaction id of direct payment
[Not required](#)

Upload file field state is necessary to show or hide the field, as well as make it mandatory. Click blue dotted line and select appropriate value from the list.

Comment error message of direct payment
[Comment is required and can't be empty](#)

Upload file field state of direct payment
[Required](#)   

Disabled  [Select payment](#)

[Enabled](#)
[Required](#)

Upload file error message of direct payment
[File is required and can't be empty](#)

Submit message of direct payment
[Submit](#)

Save changes clicking checkmarked button.

Comment error message of direct payment
[Comment is required and can't be empty](#)

Upload file field state of direct payment
[Required](#)   

 [Select payment](#)

Upload file message of direct payment
[Upload file](#)

Upload file error message of direct payment
[File is required and can't be empty](#)

Field title and error message are edited in the same way as all other fields: click blue dotted line to change text and save changes using checkmark button.

Upload file field state of direct payment
Required

Upload file message of direct payment
Upload file

Upload file error message of direct payment
Submit message of direct payment

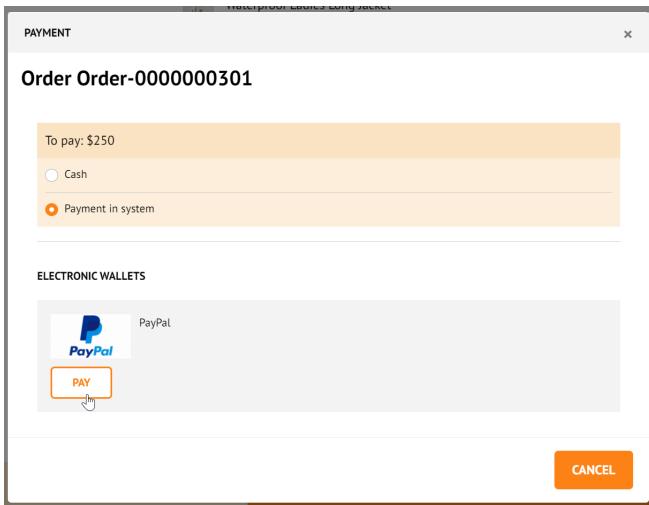
Submit message of direct payment

Submit
State of external transaction id of direct payment
Not required

Setup is complete. Notification texts, as well as a list of available payment methods, can be edited at any time.

Payment processing

Your customer makes an order, draws it up and chooses PayPal, for example, at the payment stage.



Then he pays the order and confirms it in his Personal Account.

Go to admin panel of OT Box and open "Plugins" section to see the list of customers' payments.

The screenshot shows the 'Orders' section of a web application. On the left, a sidebar menu lists various categories: Orders, Pricing, Promotion, Contents, Catalog, Users, Configuration, Reports, and Plugins. The 'Plugins' item is highlighted with a red box. The main content area is titled 'Orders list'. It features several search and filter fields: 'Display' dropdown set to 'specified period of time', date range from/to input fields, 'Customer' section with 'Customer search (ID)', 'Last name', 'Phone', and 'Email' fields, 'Delivery' section with 'City' and 'All' dropdown, 'Provider' section with 'All' dropdown, and an 'Apply' button. To the right, there's a sidebar titled 'Orders' with a 'Dev-' dropdown set to 'Order number' and a list of order status checkboxes: Awaiting payment, Awaiting additional payment, Paid, In handling, Order with added goods, In handling at warehouse, Ready for packing, Ready to ship, Posted, Completed, and Cancelled. There are also 'Select all / Clear all' links.

Click "Direct Payments" title of the plugin to go to payments list.

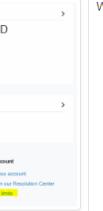
The screenshot shows the 'Plugins' section of the application. The sidebar menu has 'Plugins' selected and highlighted with a yellow box. The main content area is titled 'Plugins' and displays a table of installed plugins. The table has columns: Plugin, Version, Status, and Action. Two rows are visible: 'Direct payments' (Version 1.0.0, Enabled) and 'Pop-up support' (Version 1.0.1, Enabled). The 'Direct payments' row is highlighted with a red box. The 'Action' column for each row contains a small icon.

| Plugin | Version | Status | Action |
|-----------------|---------|---------|--------|
| Direct payments | 1.0.0 | Enabled | |
| Pop-up support | 1.0.1 | Enabled | |

A record of made payments will be here.

Direct payments

Payments Settings

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|---|--------------------|--------------------------|------------------------|-------|--------------------|-----------------------------------|------------------|------------------|---|----------------|----------------------------------|
|  | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD- 0000000301 | | 32005050 | |  | Waiting | <input type="button" value="x"/> |

Log into PayPal personal account after that and find customer's payment or choose another way to make sure that money was deposited to your account.

Confirm payment clicking "Confirm" button (with a tick) in admin panel of OT Box when payment is found and the order is paid.

Email is sent to the customer after successful confirmation or cancellation of payment in admin panel.

Search for payment in general list

Use payment filter to find payment.

Direct payments

Payments Settings

| Status | Creation date |
|--------|---|
| New | from <input type="text"/> to <input type="text"/> |

25

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|-------|-----------|---------------|-----|--------------|-----------------------------------|------------------|------------------|-------|----------------|--------|
|----------------|-------|-----------|---------------|-----|--------------|-----------------------------------|------------------|------------------|-------|----------------|--------|

Payment can be found both by creation date and by status. You must search for either New or Waiting to confirm payment. Select necessary payment status from drop-down list.

Direct payments

Payments Settings

Status

All  

Apply **Clear filters**

| Payment method | Login | Full name |
|----------------|-------|-----------|
| | | |

Direct payments

Payments Settings

Status

All 

- All
- New 
- Confirmed
- Waiting
- Canceled



| Payment method | Login | Full name |
|----------------|-------|-----------|
| | | |

Click "Apply" when you select status and/or date of payment and you will see only those payments that you've selected yourself.

Direct payments

The screenshot shows the 'Direct payments' list page. At the top, there are tabs for 'Payments' and 'Settings'. Below that is a search bar with fields for 'Status' (set to 'New'), 'Creation date' (from and to fields), and buttons for 'Apply' (highlighted with a red box and a hand cursor icon) and 'Clear filters'. A dropdown menu shows '25' items. The main table has columns: Payment method, Login, Full name, Creation date, Sum, Order number, External identifier of payment, Customer comment, Operator comment, Image, Payment status, and Action. The 'Action' column contains a 'Confirm' button with a checkmark icon.

All payments are sorted by creation date by default.

Confirm payment

Click a tick ("Confirm" button) in "Action" column when payment is found.

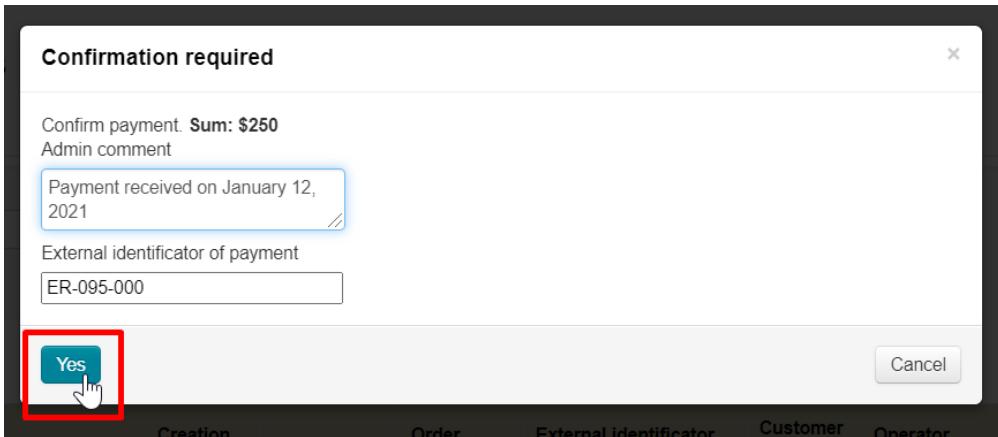
The screenshot shows the 'Direct payments' list page with a single item listed. The item details are: Payment method (PayPal), Login (ge222222a@mail.ru6), Full name (Ivanov Ivan Ivanovich), Creation date (20.01.2021, 16:46:20), Sum (\$250), Order number (ORD-0000000301), External identifier of payment (32005050), Customer comment (empty), Operator comment (empty), Image (Thumbnail of a payment receipt), Payment status (Waiting), and Action (button with a checkmark icon highlighted with a red box and a hand cursor icon).

Admin comment and external identifier of payment are required to confirm payment.

The screenshot shows a modal dialog box titled 'Confirmation required'. It contains the following text:
Confirm payment. Sum: \$250
Admin comment
Payment received on January 12, 2021
External identifier of payment
ER-095-000

At the bottom, there are 'Yes' and 'Cancel' buttons. The entire input section (Admin comment, Payment received, and External identifier) is highlighted with a red box.

Click "Yes" to confirm payment. Order is automatically paid when you confirm payment.



All confirmed payments can be viewed separately. Select "Confirmed" from drop-down list in filter "Status" and click "Apply" button.

| Direct payments | | | | | | | | | | | | | | | |
|-----------------|---|--------------------------|------------------------|-------------|--------------------------------|--------------------------------|------------------|--|--|--|--|--|--|--|--|
| Payments | | Settings | | | | | | | | | | | | | |
| Status | Creation date | | | | | | | | | | | | | | |
| Confirmed | from <input type="text"/> <input type="button"/> to <input type="text"/> <input type="button"/> | | | | | | | | | | | | | | |
| Payment method | Login | Full name | Creation date | Sum | Order number | External identifier of payment | Customer comment | | | | | | | | |
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | 3820.33 RUB | ORD-0000000301 | | 32005050 | | | | | | | | |

View order and customer account

You will see the order that the buyer paid for if you click the order number.

| Payment method | Login | Full name | Creation date | Sum | Order number | External identifier of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|------------------------------------|--------------------------|------------------------|-------|--------------------------------|--------------------------------|------------------|------------------|-------|----------------|--|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD-0000000301 | | 32005050 | | | Waiting | <input checked="" type="checkbox"/> <input type="checkbox"/> |

Order will change status to "Paid".

No Order-0000000301

[Actions with order](#)

Order

| | |
|--------------------------|-----------------------------|
| Status | Paid |
| Creation date | 20.01.21 15:47:29 |
| Prices of goods in order | \$200 |
| Paid / Remaining | \$250 / \$0.00 |
| Weight | 1.29 kg + |
| Delivery cost | \$50 DHL |
| Operator | |

Items (1)

Paid

1

Customer personal card will open in your admin panel if you click his login.

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|------------------------------------|-----------------------|---------------------|-------|-------------------------------|-----------------------------------|------------------|------------------|-------|----------------|--------|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD-000000301 | | 32005050 | | | Waiting | |

You can view payments operations on "Account" tab.

The screenshot shows the admin panel's user management section. On the left, there's a sidebar with links like Orders, Pricing, Promotion, Contents, Catalog, Users (which is currently selected and highlighted in yellow), Configuration, Reports, and Plugins. The main area shows a customer profile for 'Ge222222a@mail.ru6'. The top navigation bar includes 'Users', 'Customers', 'Administrators', 'Roles', and 'Settings'. Below the navigation, there are tabs for 'About customer', 'Account' (which is active and has a red box and cursor over it), and 'Orders'. The 'Customer info' section displays the customer's name (Ivanov Ivan Ivanovich), login (ge222222a@mail.ru6), email (ivanov@mail.ru6), phone (+78800000000), Skype, and member since date (17.12.2020). There's also an 'Edit' button and a link to 'To customers list'. To the right, there's a 'Address' section with the customer's address details: Ivan Ivanov, Россия, Moscow, Moscow, 125000 Samokatnaya 13.

Order is automatically paid when you confirm payment.

Ge222222a@mail.ru6

About customer Account Orders

Account

Ivanov Ivan Ivanovich

Account id 1714616
Funds \$0.00

+ Deposit - Withdraw

Operations

Show operator actions

| Date | Sum | Note |
|-----------------------|---------|----------------------------------|
| 20.01.2021 (18:33:21) | \$250 | Deposit money (direct.paypal) |
| 20.01.2021 (18:33:21) | - \$250 | Order payment (Order-0000000301) |

[To customers list](#)

Cancel payment

Entry can be canceled using cancel button in "Actions" column if payment is not found in PayPal personal account (customer did not make payment).

Direct payments

Payments Settings

Status: All Creation date: from [] to []

Apply Clear filters

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|--------------------|-----------------------|---------------------|-------------|-----------------|-----------------------------------|------------------|------------------|---|----------------|--|
| PayPal | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:46:20 | \$250 | ORD: 0000000301 | | 32005050 | |  | Waiting | <input checked="" type="checkbox"/>  Cancel |
| | ge222222a@mail.ru6 | Ivanov Ivan | 20.01.2021 | 3820.33 RUB | OPEN | | | | | Now | |

It is recommended to leave a comment and click "Yes" to cancel payment.

Confirmation required

Confirm payment. Sum: \$250
Admin comment
Payment not received within 7 days
External identificator of payment

Yes

You can view all cancelled payments using search filters. Select "Canceled" and click "Apply".

Direct payments

Payments Settings

Status: Canceled

Creation date: from [] to []

Apply Clear filters

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment |
|----------------|-------|-----------|---------------|-----|--------------|-----------------------------------|
|----------------|-------|-----------|---------------|-----|--------------|-----------------------------------|

Direct payments

Payments Settings

Status: Canceled

Creation date: from [] to []

Apply Clear filters

100

| Payment method | Login | Full name | Creation date | Sum | Order number | External identificator of payment | Customer comment | Operator comment | Image | Payment status | Action |
|----------------|--------------------|-----------------------|------------------------|-------|--------------------|-----------------------------------|------------------|------------------------------------|-------|----------------|--|
| | ge222222a@mail.ru6 | Ivanov Ivan Ivanovich | 20.01.2021 16:15:27 | \$250 | ORD- 0000000301 | | | Payment not received within 7 days | | Canceled | <input checked="" type="checkbox"/> <input type="button" value="X"/> |