



USER GUIDE

CHECKOUT

FIELDS



BELVG

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PRESTASHOP

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1. Introduction to Checkout Fields

Adding additional fields to the checkout procedure for different purposes is easy and quick with **Prestashop Checkout Fields** module. Set up all types of fields with age, alternative address, website, etc. request to gather data about your clients and be aware of the community you are dealing with.

Key features:

- Available types of fields are text field, date, checkbox, multiple select, yes/no, drop down
- Unlimited number of fields
- Setting mandatory fields for checkout form validation
- Displaying additional information on Admin Order Page and Customer Profile Order Page
- Choosing checkout steps, on which extra field will be placed

Overall Information:

Prestashop Checkout Fields module is very flexible and easy to install.

Many stores work with a specific audience, for instance, those older than 18 or preferring one sort of things over another. When you need to collect data about your customers or define their wishes this extension fits you the best. You will give better service with different types of fields for your clients to fill in and acquire what they really want.

You can insert a checkbox field and specify clients' preferences or the yes/no forms to get to know your audience better. Enable the settings and display users' additional information on Admin Order Page and on Customer Profile Order Page.

Your order grid will become more convenient with Checkout Fields tab in order submenu. Just click this tab and you will be able to add new fields or edit existing ones right over there.

2. How to Install

1. Set 777 or 0777 on the folder: '/modules/ '

Important! Change all permissions back after installation.

2. **Back Office > Preferences > Performance** - enable the Force compile.

3. Copy the checkoutfield module to modules folder.

4. **Back Office > Modules > Checkout > Checkoutfields** and install.

How to Deactivate

Office > Preferences > Performance - enable the Force compile.

Back Office > Modules > Other Modules and uninstall.

That's all! Enjoy the **Checkout Fields** performance.

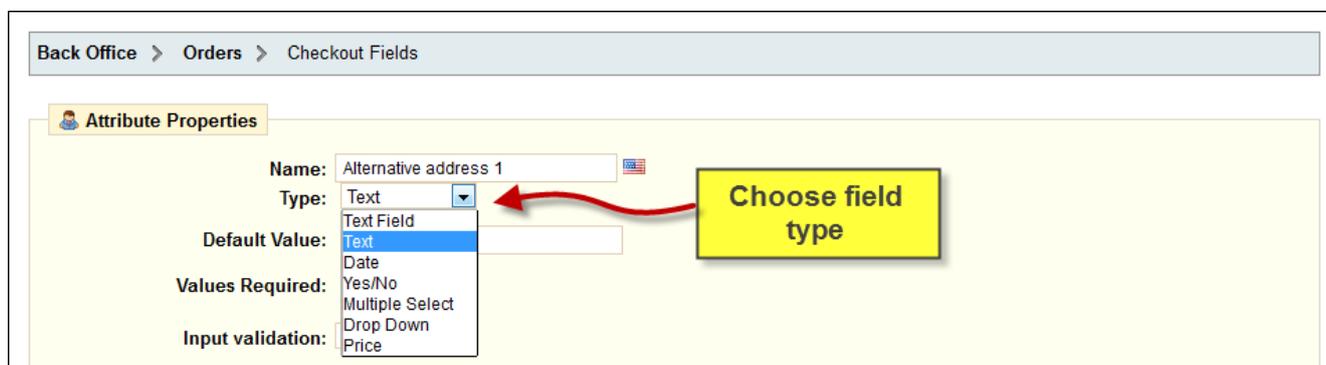
3. How to Configure

Log in to the admin panel, and we will show you how to configure the extension step by step.

To configure the extension, navigate to **Orders > Checkout Fields**. All you may want to configure is right here.

You can see and manage all your additional checkout fields.

Select field type you want and configure it. Different field types are available such as text field, text, date, yes/no, multiple select, dropdown, price.



Back Office > Orders > Checkout Fields

Attribute Properties

Name: Alternative address 1 

Type:
Text Field
Text
Date
Yes/No
Multiple Select
Drop Down
Price

Default Value:

Values Required:

Input validation:

Choose field type

You may set the option to “required” if you demand your customer to fill it. Also you can use validation like “Email” or “Phone” to make sure the field is filled correctly.

The screenshot shows the 'Checkout Fields' configuration page in the PrestaShop Back Office. The breadcrumb trail is 'Back Office > Orders > Checkout Fields'. The page is divided into two main sections: 'Attribute Properties' and 'Frontend Properties'. In the 'Attribute Properties' section, the 'Name' field is set to 'Alternative address 1', the 'Type' is 'Text', and the 'Values Required' section has the 'required' radio button selected. The 'Input validation' is set to 'none'. In the 'Frontend Properties' section, the 'Is Visible/Enabled' section has the 'visible' radio button selected. The 'Show on Checkout Step' dropdown is set to '3. Billing Address'. The 'Show on Admin Order Page' and 'Show on Customer Profile Order Page' sections both have the 'visible' radio button selected. A 'Save' button is located at the bottom of the 'Frontend Properties' section. Five yellow callout boxes with red arrows point to specific settings: 'Name the field' points to the 'Name' field; 'Set the option to "required" if you demand your customers to fill it' points to the 'required' radio button; 'Use validation to ensure the field is filled correctly' points to the 'Input validation' dropdown; 'Select the checkout step' points to the 'Show on Checkout Step' dropdown; and 'Enable the visibility of the new checkout field' points to the 'visible' radio button in the 'Is Visible/Enabled' section. A legend at the bottom left indicates '* Required field'.

You can also define locations for checkout fields to be displayed. Choose one of five checkout steps (summary information, delivery address, billing address, shipping information, payment information) or all of them at the same time to place extra fields. Put them on admin order page and user profile order page.

Additional checkout fields can be also viewed on admin order page, admin invoice page and user profile order page.

The screenshot displays the 'Checkout fields' section in the Prestashop admin interface. A red box highlights the 'Checkout fields' section, which includes a 'Summary' section with a 'Recommendations' link, and sections for 'Billing', 'Delivery', and 'Shipping'. A yellow callout box with a red arrow points to the 'Checkout fields' section, containing the text 'View checkout fields on admin order page'. Below the 'Checkout fields' section are two address sections: 'Shipping address' and 'Invoice address', both containing test data and edit/delete icons.

Checkout fields

Summary
How did you know about us?: [Recommendations](#)

Billing
Alternative address 1: B Ave, 2

Delivery
Alternative address 2: D Ave, 2
Flat Number: 123123123

Shipping
Contact phone: 123123123
Delivery Date: 03/24/2012

Shipping address

test test
test
test
20017 test
France
2330000

Invoice address

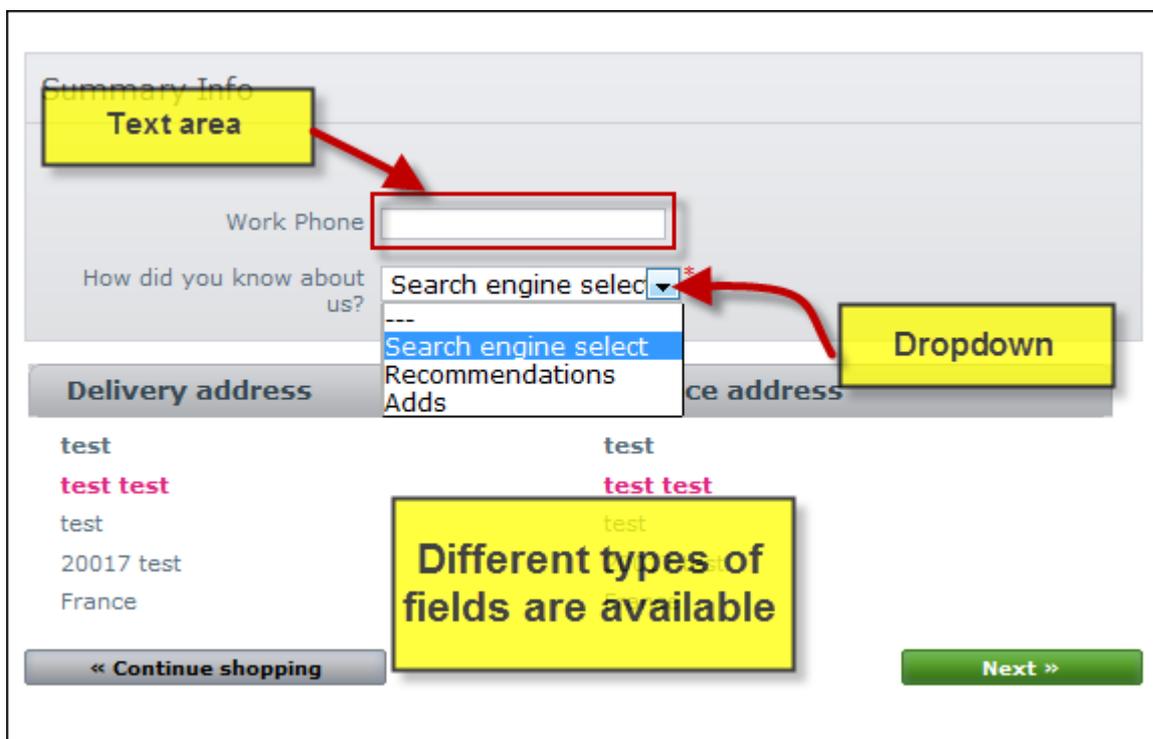
test test
test
test
20017 test
France
2330000

View checkout fields on admin order page

4. How to Use

It's time to get acquainted with **Checkout Fields** features and the ways customers may use them. We will visually review extension options and activities related to them.

Checkout Fields extension provides your store with different types of fields. Available types of fields are text, text field, date, checkbox, multiple select, yes/no and drop down.



Extra fields can be displayed on every step of checkout process.

ADDRESSES

Summary Login **Address** Shipping Payment

Choose a delivery address: My address ▾

Use the same address for billing.

Your delivery address	Your billing address
test test test test 20017 test France 2330000 » Update	test test test test 20017 test France 2330000 » Update

Billing Info

Alternative address 1

Delivery Info

Alternative address 2

Flat Number *

Add a new address

If you would like to add a comment about your order, please write it below.

The customer may view checkout fields on his/her account.

Order placed on 2012-03-15 Reorder

Follow your order step by step

Date	Status
2012-03-15 11:47:40	Awaiting cheque payment

Order: #000005
Carrier: My carrier
Payment method: Check

You have given permission to receive your order in recycled packaging.
 You requested gift-wrapping for your order.

Message:

Invoice	Delivery
test test test test 20017 test France 2330000	test test 20017 test France 2330000

Checkout fields on customer's account

Checkout Fields

Summary

How did you know about us?	Recommendations
----------------------------	-----------------

Billing

Alternative address 1	B Ave, 2
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Delivery

Alternative address 2	D Ave, 2
Flat Number	123123123

Shipping

Contact phone	123123123
Delivery Date	03/24/2012

Do you have questions about extension configurations?

[Contact us](#) and we will help you in a moment.



Thanks for your interest in BelVG Prestashop extensions!

If you want to buy **Checkout Fields** extension, follow [This Link](#).

Please, visit our website and explore other BelVG extensions at [Our Store](#).

If you have any questions, contact us by e-mail: store@belvg.com



**Simple
installation
and usage**



**Free upgrades
for new Prestashop
versions**



**30 days
money back**



**6 month
of support**