



USER GUIDE

Pay in Store Offline



OUR SUPPORT TEAM:
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1. Introduction to Pay in Store Offline

Prestashop **Pay in Store Offline** extension lets your customers purchase products without the necessity of completing any online transactions. Customers can pay for the goods right in your store, when they come to fetch their products.

Key features:

- Add a new Pay in Store method;
- Easy to install;
- No configurations required.

Overall information

The new module gives you a bunch of advantages in cases when customers do not feel quite secure to order online or just may not have an active PayPal or credit card at hand.

To meet the needs of such users install the **Pay in Store** module and allow your customers pay you directly in your store, when they come to pick up their goods.

2. How to Install and Deactivate

How to Install

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

Important! Change all permissions back after installation.

2. Go to **Modules** -> **Add a module from my computer** -> choose the file (.zip) -> upload this module. Choose module in section **Front Office Features** and install it.

3. Go to **Advanced Parameters** -> **Performance** -> click the **Clear Smarty Cache** button

How to Deactivate

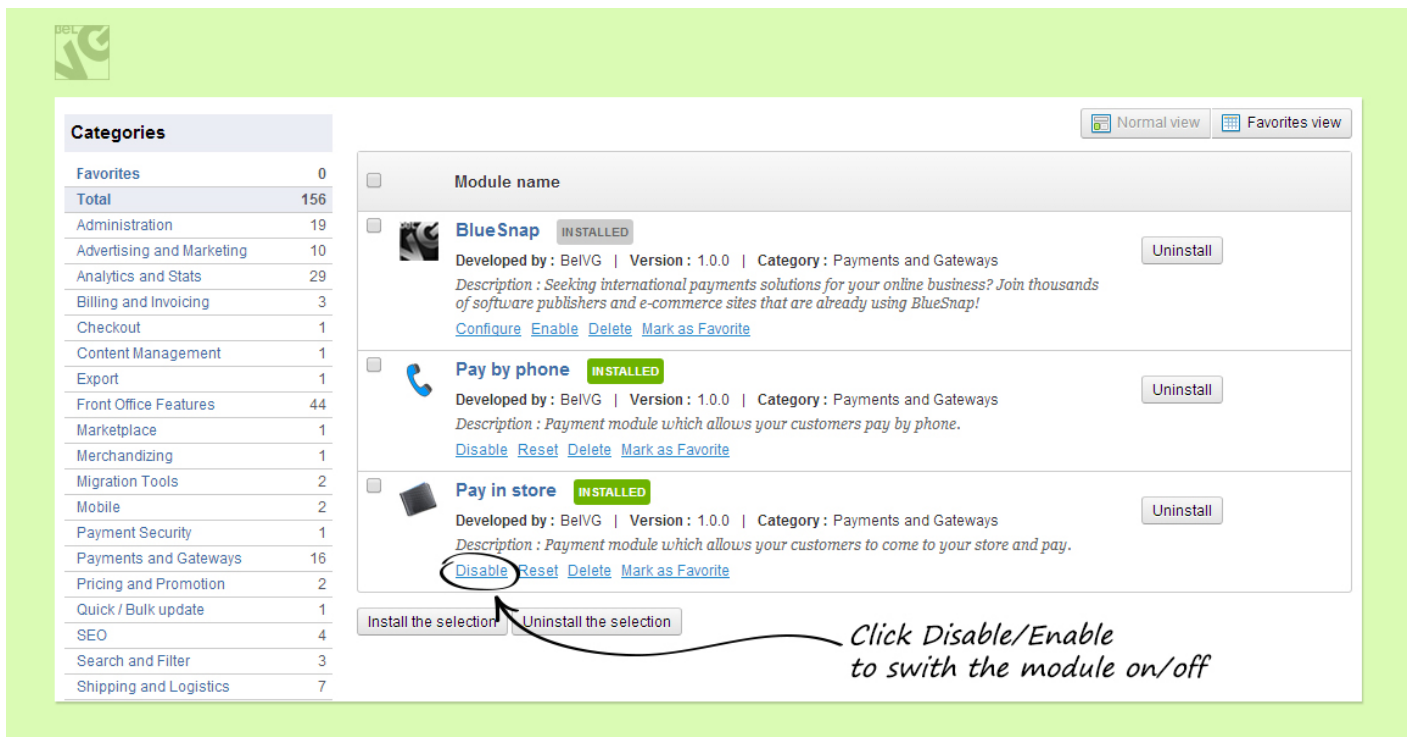
Click the button **Disable** in **Modules** -> **Front Office Features**.

To remove the extension form the server, press **Delete** in **Modules** -> **Front Office Features**.

3. How to Configure

The module does not require any additional configurations. As soon as you install it the new method of payment will be automatically added to the list of available methods on the checkout page.

To switch on/off the module log into your administration panel and go to **Modules – Modules –** find **Pay in Store** module in the list and click **Disable/Enable**.



The screenshot displays the BeIVG administration interface. On the left is a 'Categories' sidebar with a list of modules and their counts. The main area shows a list of installed modules. The 'Pay in store' module is highlighted, and its 'Disable' link is circled. A handwritten note with an arrow points to this link, stating: 'Click Disable/Enable to switch the module on/off'.

Categories	
Favorites	0
Total	156
Administration	19
Advertising and Marketing	10
Analytics and Stats	29
Billing and Invoicing	3
Checkout	1
Content Management	1
Export	1
Front Office Features	44
Marketplace	1
Merchandizing	1
Migration Tools	2
Mobile	2
Payment Security	1
Payments and Gateways	16
Pricing and Promotion	2
Quick / Bulk update	1
SEO	4
Search and Filter	3
Shipping and Logistics	7

Module name

- BlueSnap** **INSTALLED**
Developed by: BeIVG | Version: 1.0.0 | Category: Payments and Gateways
Description: Seeking international payments solutions for your online business? Join thousands of software publishers and e-commerce sites that are already using BlueSnap!
[Configure](#) [Enable](#) [Delete](#) [Mark as Favorite](#) [Uninstall](#)
- Pay by phone** **INSTALLED**
Developed by: BeIVG | Version: 1.0.0 | Category: Payments and Gateways
Description: Payment module which allows your customers pay by phone.
[Disable](#) [Reset](#) [Delete](#) [Mark as Favorite](#) [Uninstall](#)
- Pay in store** **INSTALLED**
Developed by: BeIVG | Version: 1.0.0 | Category: Payments and Gateways
Description: Payment module which allows your customers to come to your store and pay.
[Disable](#) [Reset](#) [Delete](#) [Mark as Favorite](#) [Uninstall](#)

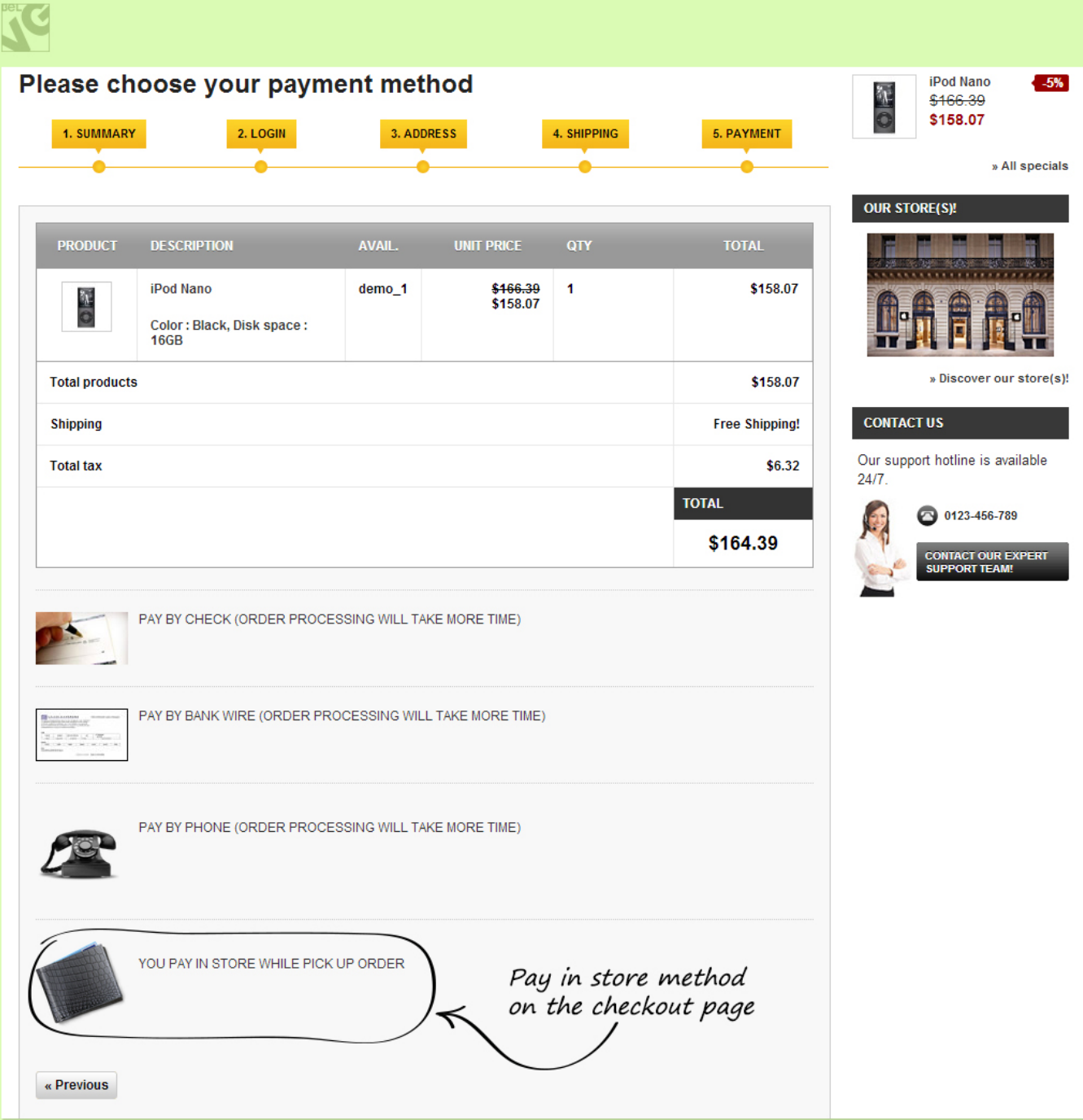
[Install the selection](#) [Uninstall the selection](#)

Click Disable/Enable to switch the module on/off

4. How to Use


Now, let's have a look at how the module works.

Once the module is installed and enabled a new payment method is automatically added to the list of methods on the checkout page.



Please choose your payment method

1. SUMMARY 2. LOGIN 3. ADDRESS 4. SHIPPING 5. PAYMENT

PRODUCT	DESCRIPTION	AVAIL.	UNIT PRICE	QTY	TOTAL
	iPod Nano Color : Black, Disk space : 16GB	demo_1	\$166.39 \$158.07	1	\$158.07
Total products					\$158.07
Shipping					Free Shipping!
Total tax					\$6.32
TOTAL					\$164.39

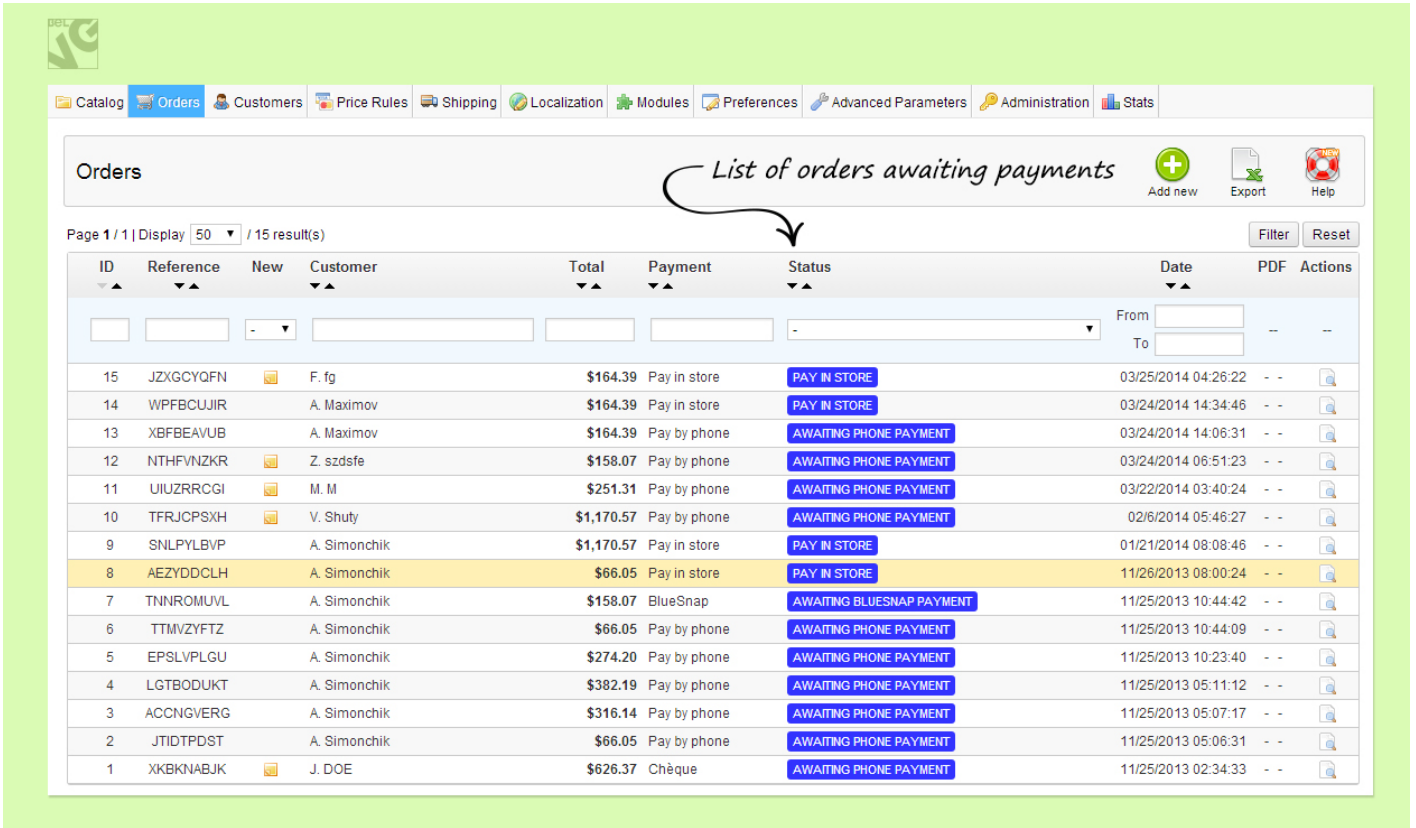
PAY BY CHECK (ORDER PROCESSING WILL TAKE MORE TIME)
 PAY BY BANK WIRE (ORDER PROCESSING WILL TAKE MORE TIME)
 PAY BY PHONE (ORDER PROCESSING WILL TAKE MORE TIME)
 YOU PAY IN STORE WHILE PICK UP ORDER

Pay in store method on the checkout page

« Previous

A customer just needs to click this method and then confirm the purchase.

As soon as the order is confirmed, the shop administrator can see the pending order in the list under the **Orders –Orders** section.



The screenshot displays the 'Orders' management page in the BELVG system. At the top, there is a navigation menu with options like Catalog, Orders, Customers, Price Rules, Shipping, Localization, Modules, Preferences, Advanced Parameters, Administration, and Stats. Below the menu, the 'Orders' section is active, showing a list of 15 orders. A handwritten note 'List of orders awaiting payments' with an arrow points to the 'Status' column of the table. The table includes columns for ID, Reference, New, Customer, Total, Payment, Status, Date, PDF, and Actions. The status of each order is indicated by a button: 'PAY IN STORE' or 'AWAITING PHONE PAYMENT'. The order with ID 8 is highlighted in yellow.

ID	Reference	New	Customer	Total	Payment	Status	Date	PDF	Actions
15	JZGCGYQFN		F. fg	\$164.39	Pay in store	PAY IN STORE	03/25/2014 04:26:22	--	
14	WPFBCUJIR		A. Maximov	\$164.39	Pay in store	PAY IN STORE	03/24/2014 14:34:46	--	
13	XBFBEAVUB		A. Maximov	\$164.39	Pay by phone	AWAITING PHONE PAYMENT	03/24/2014 14:06:31	--	
12	NTHFVNZKR		Z. szdsfe	\$158.07	Pay by phone	AWAITING PHONE PAYMENT	03/24/2014 06:51:23	--	
11	UIUZRRCGI		M. M	\$251.31	Pay by phone	AWAITING PHONE PAYMENT	03/22/2014 03:40:24	--	
10	TFRJCPSTX		V. Shuty	\$1,170.57	Pay by phone	AWAITING PHONE PAYMENT	02/6/2014 05:46:27	--	
9	SNLPYLBVP		A. Simonchik	\$1,170.57	Pay in store	PAY IN STORE	01/21/2014 08:08:46	--	
8	AEZYDDCLH		A. Simonchik	\$66.05	Pay in store	PAY IN STORE	11/26/2013 08:00:24	--	
7	TNNROMUVL		A. Simonchik	\$158.07	BlueSnap	AWAITING BLUESNAP PAYMENT	11/25/2013 10:44:42	--	
6	TTMVZYFTZ		A. Simonchik	\$66.05	Pay by phone	AWAITING PHONE PAYMENT	11/25/2013 10:44:09	--	
5	EPSLVPLGU		A. Simonchik	\$274.20	Pay by phone	AWAITING PHONE PAYMENT	11/25/2013 10:23:40	--	
4	LGTBODUKT		A. Simonchik	\$382.19	Pay by phone	AWAITING PHONE PAYMENT	11/25/2013 05:11:12	--	
3	ACCNGVERG		A. Simonchik	\$316.14	Pay by phone	AWAITING PHONE PAYMENT	11/25/2013 05:07:17	--	
2	JTIDTPDST		A. Simonchik	\$66.05	Pay by phone	AWAITING PHONE PAYMENT	11/25/2013 05:06:31	--	
1	XKBKNABJK		J. DOE	\$626.37	Chèque	AWAITING PHONE PAYMENT	11/25/2013 02:34:33	--	









Do you have questions about extension configurations?

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



Our Office: *M. Bogdanovicha 130, Minsk, Belarus*

We look forward to your feedback. Comments, opinions and suggestions are largely appreciated. Read our **blog** and follow us on [Facebook](#), [Twitter](#), [Google+](#) and [LinkedIn](#) to know BelVG latest news, analytics and discount offers. See you online!

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