CHECKOUT INFORMATION

MANAGEMENT v1.0

User Guide

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1. INTRODUCTION

Customers are always sensitive with time and once they need to buy something on mobile, they don't want to fill in too many times by hand. Moreover, the faster customers buy things, the more easily you- Magento merchants can get higher sales volumes.

Listening and following the demand of you- Magento merchants, we developed Checkout Info Management plugin which adds more power to your shopping app by setting the display of customers address, information field, and manage the terms as well as conditions. Not only enable you to show or hide any customers information fields in checkout page but it also helps you to create and edit the terms and conditions content.

List of features:

For Customer:

- ✓ Allow checkout as Guest.
- ✓ Save time when checkout, only need to fill in some required information.

For Admin
- ✓ Enable/Disable customer information fields in checkout
- ✓ Choose the filling options of Customer Information fields: Required (obliged to fill in) , Optional (not compulsory), Hide (disable the field)
- ✓ Add and edit the Terms and Conditions in app by entering HTML codes.

Others:
- ✓ Easy to Installation and Configuration
- ✓ User-friendly interface
- ✓ Compatible with Magento Community 1.4, 1.5, 1.6, 1.7, 1.8 and 1.9

2. HOW TO INSTALL PLUGIN

Step 1: After adding the plugin to cart, you will be directed to App management page. Go to **Install Connector** tab; download **Checkout Information Management**, which is a zip file.

Step 2: It is required to enable cache in the administration panel of your site. Go to System/Cache Management. Choose all caches and take action **Enable** then submit.

Step 3: Use FTP client (such as Filezilla, WinSCP, cuteFtp) to upload or copy all folders in the zip package to your Magento site root folder. This will not overwrite any existing files; just add new files to the folder structure.

Step 4: After uploading is done, log in your Magento administration panel to refresh cache. Go to System/Cache Management. Select all caches and take action "Refresh" then submit.

Step 5: Navigate to System/Configuration; if you can see the extension tab, it is installed properly.

Step 6: Now if you get Access denied error when click on the extension tab, you need to log out admin panel and log in again.

3. CUSTOMER INFORMATION MANAGEMENT SETTINGS:

When installation is finished, please follow these below steps to configure the customer information management as you wish:

Step 1: Log in to your Magento backend, access the **SimiCart connector tab ->Checkout Info Management**

Step 2: In **Checkout Info Management**, please choose **Customer Information Management**

Step 3:

In this Section, all of your settings will be shown on the app the same as on your web store, viarelated fields like Show Company, Show Address, Show Country to Show Tax/VAT Number and Show Gender. You can also set how these fields will be display with 3 options: **Required, Optional** or **Hide**. If you choose **Required,** customers will be obliged to enter this information. If you don't want them to enter this field to fasten the Checkout process, you need to choose **Hide. Optional** allows Customer to fill in or not fill in the field as they wish.

Step 4:You need to save them all and come back to your app management. Rebuild the app and it will show as follow:

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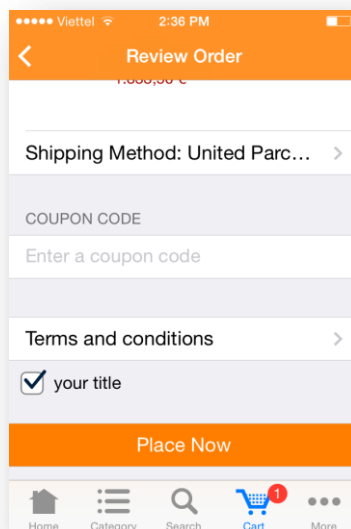
4. TERMS AND CONDITIONS SETTINGS:

Then, you can move to **Term and Conditions** Section below **Customer Information Management**and start configuring this section.

Step 1: In this section, you can enable or disable Terms and Conditions part in your app by choosing **Yes** or **No** in the first field **Show Terms and Conditions**

Step 2: After that, if you want to change the title of this part shown in app, you can enter the name you want in the blank box next to Terms and Conditions Title

Step 3: In **Terms and Conditions Content**, you should create a HTML version of your terms and conditions here so that it will be display in app perfectly.

Step 4: Finally, you need to save them all and come back to your app management. Rebuild the app and it will show as follow:

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