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Table of Content

1) Installation and uninstallation guide
- 1.1) How to install the extension
  - 1.1.1) What are the system requirements?
  - 1.1.2) Steps to follow while installing the extension
    - 1.1.2.1) Manual Installation
    - 1.1.2.2) Theme Integration
- 1.2) Uninstallation and urgent deactivation
  - 1.2.1) How to uninstall/deactivate the extension
  - 1.2.2) How to deactivate the extension in case of emergency

2) General Configuration
- 2.1) License and Status
  - 2.1.1) Configuration fields in detail
- 2.2) General Settings
  - 2.2.1) What is brand label and how to display it in frontend
  - 2.2.2) How to configure extension to capture installments automatically
  - 2.2.3) How to apply deposit payment on all or specific products
  - 2.2.4) How to configure extension for selected products
  - 2.2.5) How to configure Deposit Payment for “Whole Cart”
  - 2.2.6) How to configure deposit payment options on products in your store
  - 2.2.7) What is the difference between fixed installments and flexy payments
  - 2.2.8) Is it possible to provide deposit payment as an selective option for customers
  - 2.2.9) General Settings fields in detail

3) Deposit Payment Calculation Settings
- 3.1) How to configure extension to calculate down payment?
- 3.2) How to set installment period to collect installments
- 3.3) How to calculate surcharge on product purchase
  - 3.3.1) How to exclude products from applying surcharge
  - 3.3.2) How to apply surcharge on product purchase
  - 3.3.3) What is Multiple Surcharge? How it is used
  - 3.3.4) Deposit Payment Calculation Settings fields in detail
- 3.4) How to avail facility to provide customers with discount on products with pre-order
  - 3.4.1) Pre-order Discount Settings fields in detail
- 3.5) How to notify customers for products get in-stock from out-of-stock
  - 3.5.1) Stock Availability Email Settings fields in detail
- 3.6) Deposit Payment Availability to Customers
  - 3.6.1) All customers including guest
  - 3.6.2) Registered Customers Only
  - 3.6.3) Specific Customer Groups Only
  - 3.6.4) Default credit limit and credit limit exceeding message
  - 3.6.5) Deposit Payment Availability to Customers fields in detail
- 3.7) Deposit Payment Order Confirmation Email
  - 3.7.1) Deposit Payment Order Confirmation Email fields in detail
- 3.8) Deposit Payment Installment Reminder and Installment Confirmation Email
  - 3.8.1) How to remind customers for their next installment payment before due date

3.8.2) Deposit Payment Installment Reminder Email fields in detail
3.8.3) How to send installment confirmation mails to customers
3.8.4) Deposit Payment Installment Confirmation Email fields in detail
4) Deposit Payment on frontend in various pages
4.1) Deposit Payment on cart page
4.2) Deposit Payment on checkout page
4.3) Deposit Payment on “My Account” page
4.4) How to pay installments from frontend
5) Tracking orders and creating orders from backend
5.1) How to track orders in backend
5.2) How to create new order from backend
5.3) How to apply Deposit Payment on orders
5.4) How to pay installments from backend
6) Troubleshooting
7) Support and feedback
8) FAQ (Frequently asked questions)

1) Installation and Uninstallation guide:

Installation and Uninstallation procedure of Magento Deposit Payment extension is simple, fast and quick. Below are the guidelines that needs to be followed while installing and uninstalling the Deposit Payment extension.

1.1) How to install the extension?

Installation of the extension is easy and neither requires a hardcore coding nor a rocket science knowledge. Just follow the below mentioned rules for installing the Deposit Payment extension by Milople.

1.1.1) What are the system requirements?

- An E-commerce store created using Magento
- **Compatibility:** Magento CE 1.5.x - 1.9.x, EE 1.8.x - 1.14.x

1.1.2) Steps to follow while installing the extension

1.1.2.1) Manual Installation

- Get Deposit Payment extension from Milople Magento extension store https://www.milople.com/magento-extensions/deposit-payment.html
- Unzip the extension and copy the folder structure in your store. Your Magento store installation should contain a folder structure like this:
  - ✓ root/magento/app
  - ✓ root/magento/js
  - ✓ root/magento/skin
  - ✓ root/magento/lib
- Deposit Payment extension contains a similar folder structure so you just have to copy the module's folders and upload them on your server in your Magento store installation.
- Go to the administration area of your store. Log in and go to **System → Configuration.**
- Look for **"Deposit Payment"** option under the "**Milople Extensions**" tab on the left hand side of configuration. If you find it, then the extension is installed successfully.
- Read FAQ or Troubleshooting for further information or any problems during installation.

1.1.2.2) Theme Integration

If you are using custom theme in your store, you have to copy the layout and template files of our extension into your store theme manually in order to make your theme compatible with our extension.

Copy following files to **app/design/frontend/your-package/your-theme/layout/ directory**:

- app/design/frontend/default/default/layout/deposit.xml
- app/design/frontend/default/default/layout/fee.xml
- app/design/frontend/default/default/layout/partialpayment.xml
- app/design/frontend/default/default/layout/outstockdiscount.xml

Copy following folders as shown below:

- Copy **app/design/frontend/default/default/template/partialpayment** folder and paste it to **app/design/frontend/your-package/your-theme/template/ directory**

- Copy **skin/frontend/default/default/partialpayment folder** to **skin/frontend/your-package/your-theme/ directory**

1.2) Uninstallation and urgent deactivation

Uninstallation process is completely dynamic and store admin can easily uninstall or disable the Deposit Payment extension at his/her own wish.

1.2.1) How to uninstall/deactivate the extension?

- **Delete the below mentioned folders and files**

  - ✓ app/code/local/Indies/Credit
  - ✓ app/code/local/Indies/Deposit
  - ✓ app/code/local/Indies/Fee
  - ✓ app/code/local/Indies/Outstockdiscount
  - ✓ app/code/local/Indies/Partialpayment
  - ✓ app/code/local/Indies/Partialpaymentadmin
  - ✓ app/code/local/Indies/Partialsubscription
  - ✓ app/design/adminhtml/default/default/layout/deposit.xml
  - ✓ app/design/adminhtml/default/default/layout/fee.xml
  - ✓ app/design/adminhtml/default/default/layout/outstockdiscount.xml
  - ✓ app/design/adminhtml/default/default/layout/partialpayment.xml
  - ✓ app/design/adminhtml/default/default/layout/partialpaymentadmin.xml
  - ✓ app/design/adminhtml/default/default/template/deposit
  - ✓ app/design/adminhtml/default/default/template/fee
  - ✓ app/design/adminhtml/default/default/template/outstockdiscount
  - ✓ app/design/adminhtml/default/default/template/partialpaymentadmin
  - ✓ app/design/frontend/default/default/layout/deposit.xml
  - ✓ app/design/frontend/default/default/layout/fee.xml
  - ✓ app/design/frontend/default/default/layout/outstockdiscount.xml
  - ✓ app/design/frontend/default/default/layout/partialpayment.xml
  - ✓ app/design/frontend/default/default/template/partialpayment
  - ✓ app/etc/modules/Indies_Credit.xml
  - ✓ app/etc/modules/Indies_Deposit.xml
  - ✓ app/etc/modules/Indies_Fee.xml
  - ✓ app/etc/modules/Indies_OutstockDiscount.xml
  - ✓ app/etc/modules/Indies_Partialpayment.xml
  - ✓ app/etc/modules/Indies_Partialpaymentadmin.xml
  - ✓ app/etc/modules/Indies_Partialsubscription.xml
  - ✓ Js/indies
  - ✓ /lib/Stripe
  - ✓ Skin/frontend/default/default/partialpayment

- ✓ app/code/local/Indies/Support
- ✓ app/etc/modules/Indies_Support.xml

Note: If you have integrated extension in your custom theme, you need to delete respective files and folders from theme.

1.2.2) How to deactivate the extension in case of emergency

- Make sure you have uploaded all the files from the package you have downloaded. Then replace **<active>true</active>** with **<active>false</active>** in the following file:

  - ✓ app/etc/modules/Indies_Credit.xml
  - ✓ app/etc/modules/Indies_Deposit.xml
  - ✓ app/etc/modules/Indies_Fee.xml
  - ✓ app/etc/modules/Indies_OutstockDiscount.xml
  - ✓ app/etc/modules/Indies_Partialpayment.xml
  - ✓ app/etc/modules/Indies_Partialpaymentadmin.xml
  - ✓ app/etc/modules/Indies_Partialsubscription.xml
  - ✓ app/etc/modules/Indies_Support.xml

- Refresh the cache from admin panel and if something goes wrong, please submit a Support Ticket to http://milople.com/support
- If you find something wrong, but still you need to access the Admin Panel, Go to **System** → **Cache Management** and flush Cache Storage even if it's off.
- If you are unable to access the Admin Panel, delete all the content manually, resided under the following folders of your Magento root.
  - ✓ var/cache/*
  - ✓ var/session/*

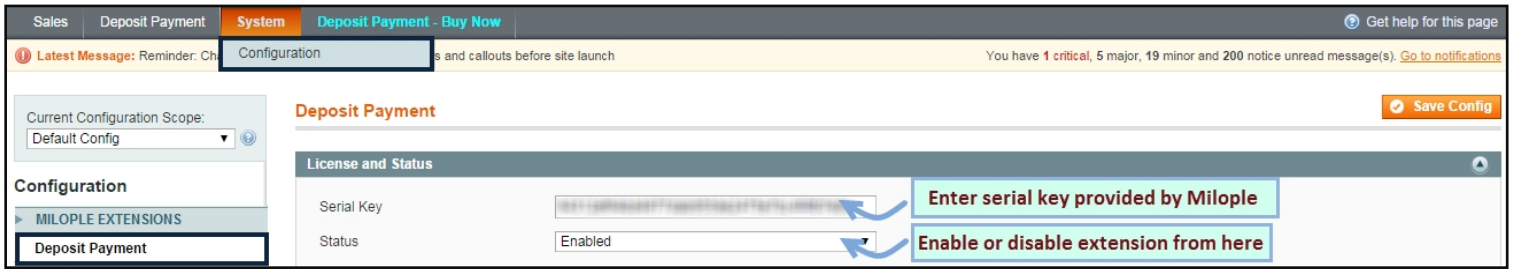
2) General Configuration

- After you have successfully installed Deposit Payment extension, follow these steps to configure it in your store.
- Open Magento Deposit Payment extension settings page from, **System→ Configuration→ Milople Extensions → Deposit Payment**
- It contains general settings of the Deposit Payment extension such as the serial key, module activation information, settings that affect frontend, deposit payment calculations and other mail settings.

2.1) License and Status

✓ Contains the serial key provided by Milople

✓ Magento Store admin can enable/disable the Deposit Payment extension.



2.1.1) Configuration fields in detail

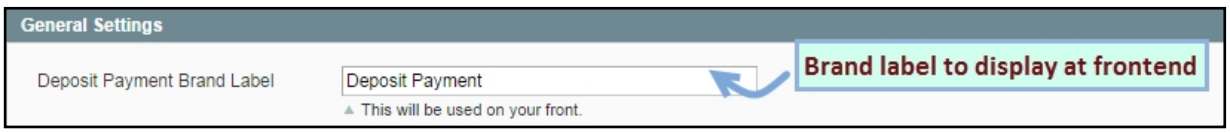
License and status		
Field Name	**Description**	**Input value**
Status	Enable/Disable extension	Drop down List. Possible options: - Enable - Disable - Apply to all products
Serial Key	Enter the serial key provided by Milople	Alpha numeric value

2.2) General Settings

Contains all the general settings that can be made by store admin to display in frontend.

2.2.1) What is brand label and how to display it in frontend?

Brand label helps you display the product with deposit payment extension with your chosen text. The text you set for will display in frontend to users with product payment options and in "**My Account**" section. To set brand label, go to **System → Configuration,** click on "**General Settings"** where you can provide the label to showcase in frontend.

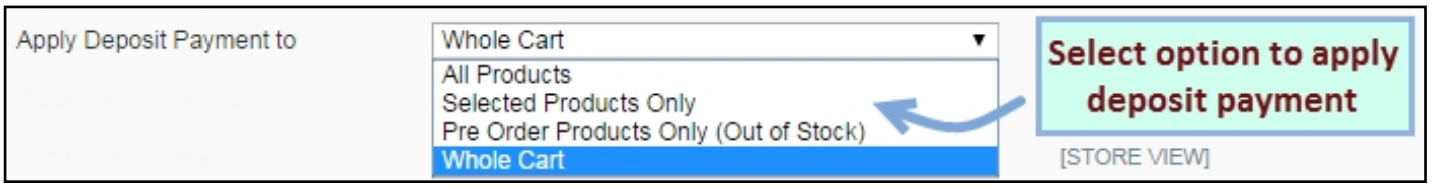


2.2.2) How to configure extension to capture installments automatically?

The extension provides facility to capture customers' installments automatically. You just need to configure it from **System → Configuration,** click on "**General Settings**". Set "**Capture Installments Automatically**" option to "**yes**".

2.2.3) How to apply deposit payment on all or specific products?

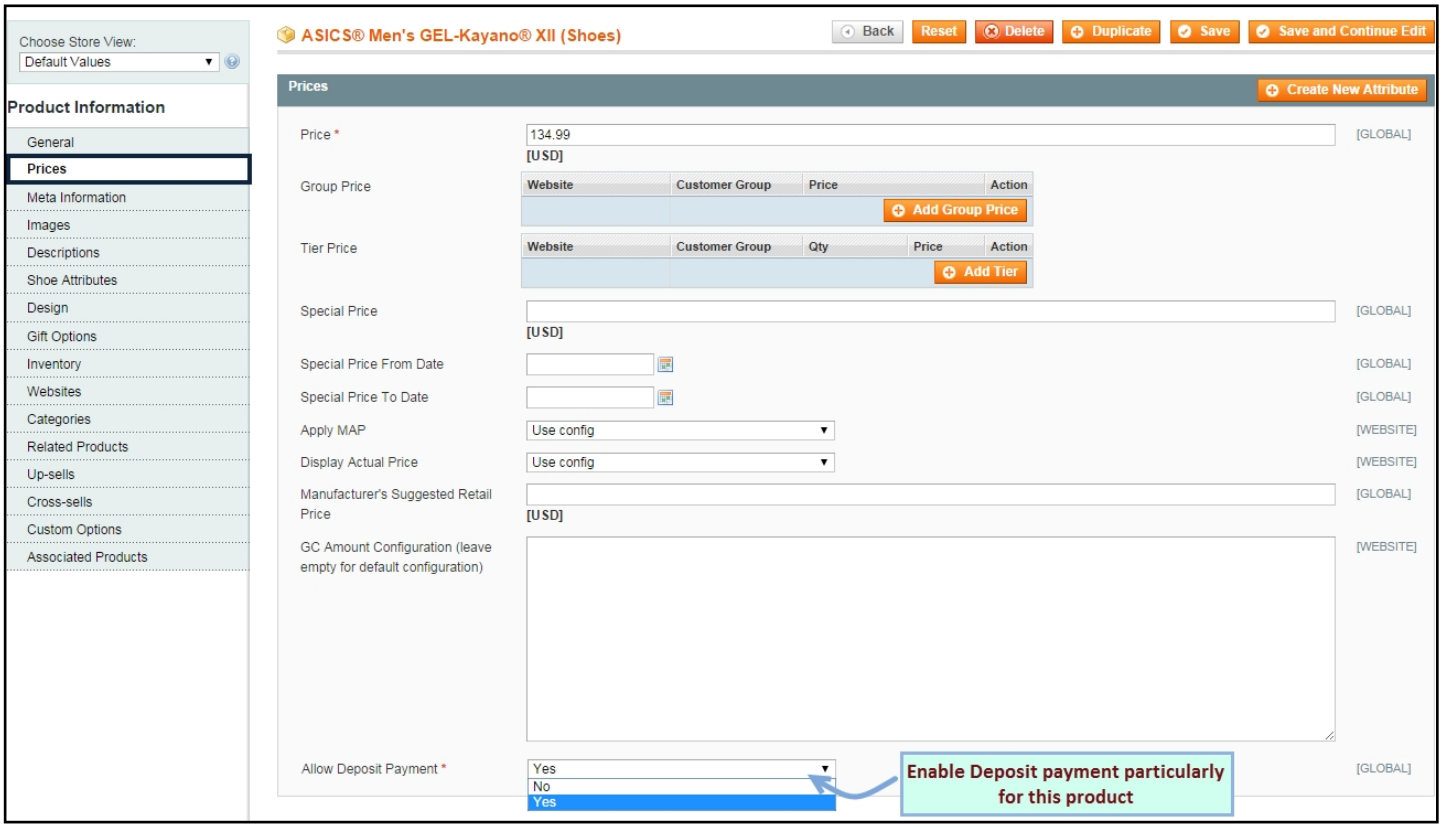
The extension avails the option to apply Deposit Payment on specific products, all products, out of stock products and even on whole cart. Go to **System → Configuration,** click on "**General Settings**". Select appropriate option from available options to apply deposit payment extension on.



2.2.4) How to configure extension for selected products?

The extension avails the option to apply Deposit Payment on specific products, all products, out of stock products and even on whole cart. Go to **System → Configuration,** click on "**General Settings**". Select "**Selected Products Only**" option for "**Apply Deposit Payment to**". After selecting the option, enable Deposit Payment manually for the products you want.

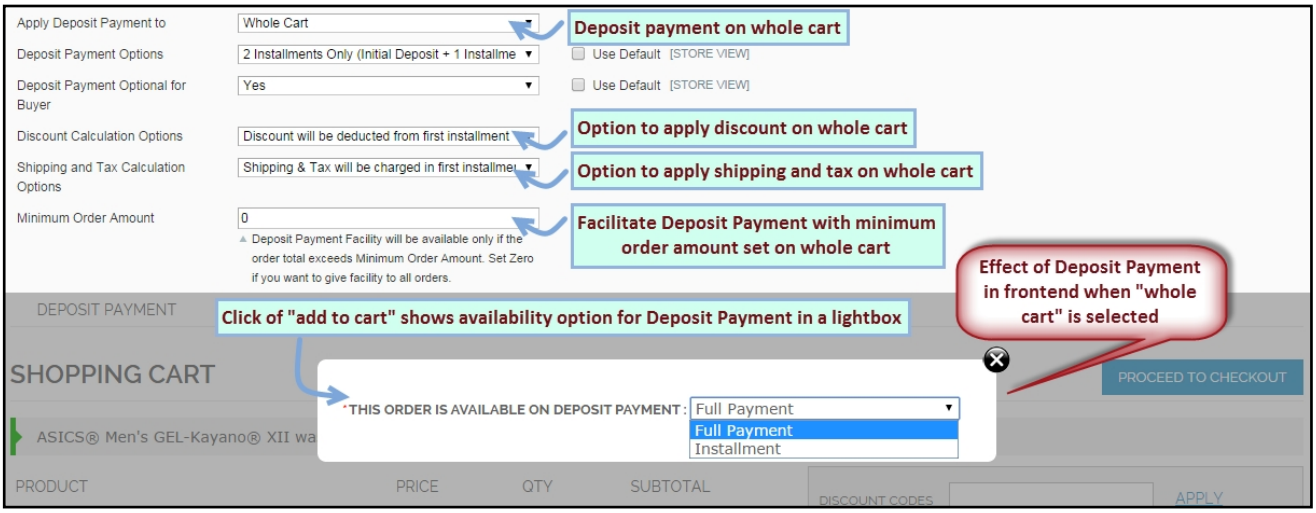
Select the product from **Catalog → Manage Products**, click on edit and go to **Prices** tab, find the option allow Deposit Payment and set it with "**Yes**" option.



2.2.5) How to configure Deposit Payment for "Whole Cart"?

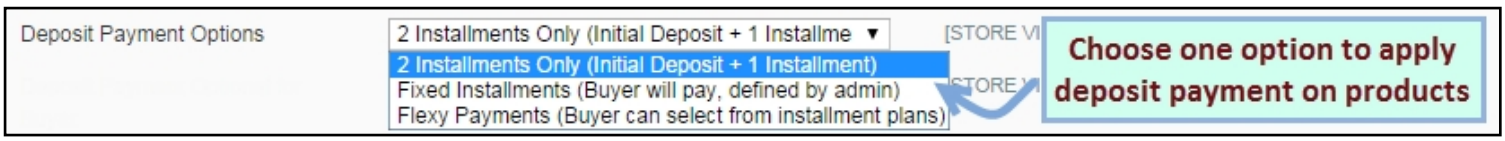
The extension avails the option to apply Deposit Payment on specific products, all products, out of stock products and even on whole cart. Go to **System → Configuration,** click on "**General Settings**". Select "**Whole Cart**" option for "**Apply Deposit Payment to**".

Once it is applied, on frontend, customers will be notified by the message for the Deposit Payment option at the time of proceeding checkout.



2.2.6) How to configure deposit payment options on products in your store?

The extension avails many options to choose one by admin. These options can be set as per the requirements of your Magento store. Go to **System → Configuration,** click on "**General Settings**". Select one option to apply deposit payment on products of your store.



2.2.7) What is the difference between fixed installments and flexy payments?

In both the options, admin defines installments to be paid by customers. With Fixed installment option, customers need to complete payment in defined installments set by admin, while in flexy payment option, customer can choose one installment option from frontend to finish payments.

2.2.8) Is it possible to provide deposit payment as an selective option for customers?

Admin can set products to provide with deposit payment as an selective option. They can even choose to pay normally, all at once rather than deposit payment. To configure, Go to **System → Configuration,** click on "**General Settings**", make "**Deposit Payment Optional for Buyer**" to "**Yes**" and avail customers with flexibility of payment selection.

2.2.9) General Settings fields in detail

General Settings		
Field Name	**Description**	**Input value**
Deposit Payment Brand label	Text to be display in place of Deposit Payment at front-end.	Text Box
Capture installments automatically	Decides to capture installments automatically at due date	Drop down list. Possible options: - YES - NO
Apply Deposit Payment to	Select type of products to enable deposit payment for	Drop down List. Possible options: - All Products - Selected Products only - Pre-order Products only - Whole Cart
Deposit Payment Options	This option will allow admin to set payment options for buyers	Drop down List. Possible options: - 2 installments only - Fixed installments - Flexy payments
Deposit Payment optional for buyer	Set deposit payment optional or Mandatory. Selecting **Yes** will show a choice to buyers on frontend from where they can opt out of deposit payment if they want. Selecting **No** will make deposit payment mandatory for all buyers for that particular product	YES/NO

3) Deposit Payment Calculation Settings

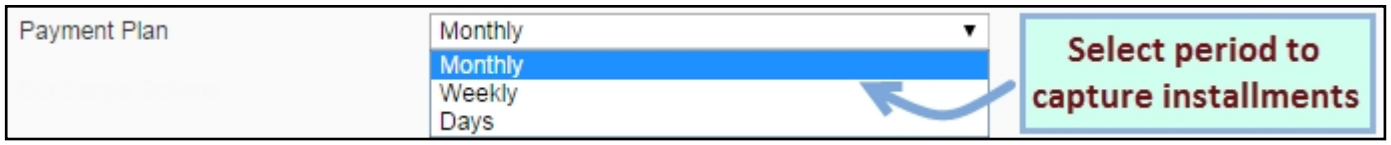
The settings contain various calculations for down payment and installments to make Deposit Payment work in a smoother way.

3.1) How to configure extension to calculate down payment?

Extension provides the facility to collect down payment in two ways, either in fixed amount or in percentage value of subtotal. To configure, Go to **System → Configuration,** click on "**Deposit Payment Calculation Settings**", select required option to collect down payment and enter value accordingly.

3.2) How to set installment period to collect installments?

Extension provides the facility to collect installments in three ways, monthly, daily or weekly. To configure, Go to **System → Configuration,** click on "**Deposit Payment Calculation Settings**", select "**Payment Plan**" as per the requirements of the store.

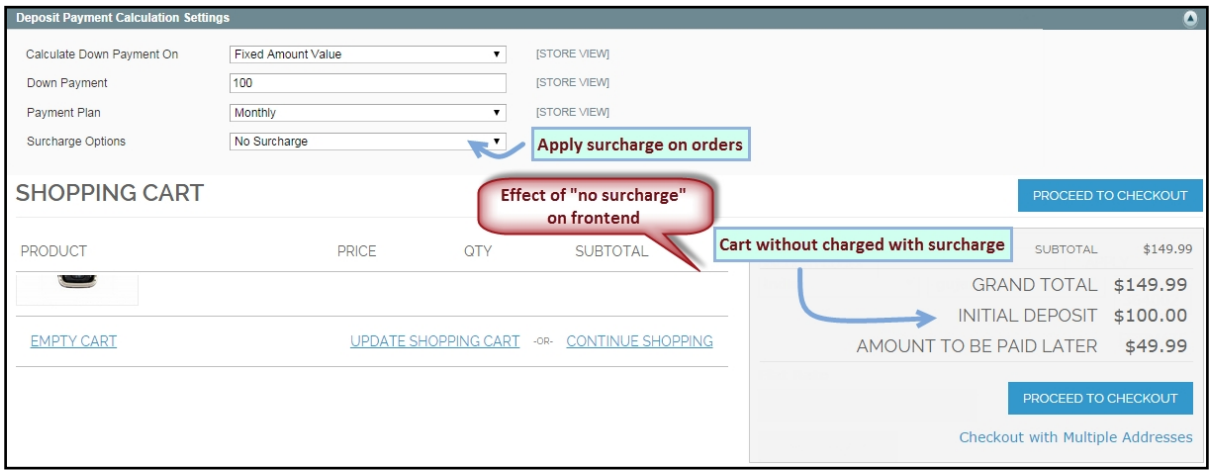


3.3) How to calculate surcharge on product purchase?

Extension provides the facility to charge customers' orders with surcharge. To configure, Go to **System → Configuration,** click on "**Deposit Payment Calculation Settings**", set appropriate type of surcharge and make needful changes accordingly.

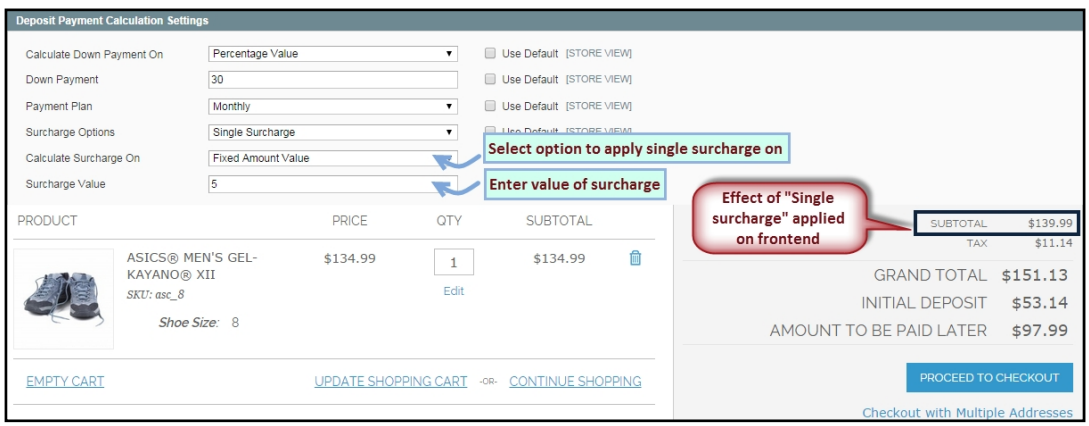
3.3.1) How to exclude products from applying surcharge?

Go to **System → Configuration,** click on "**Deposit Payment Options**". Find "**Surcharge Options**" and set it to "**No Surcharge**", the purchases will not be applied with surcharge.



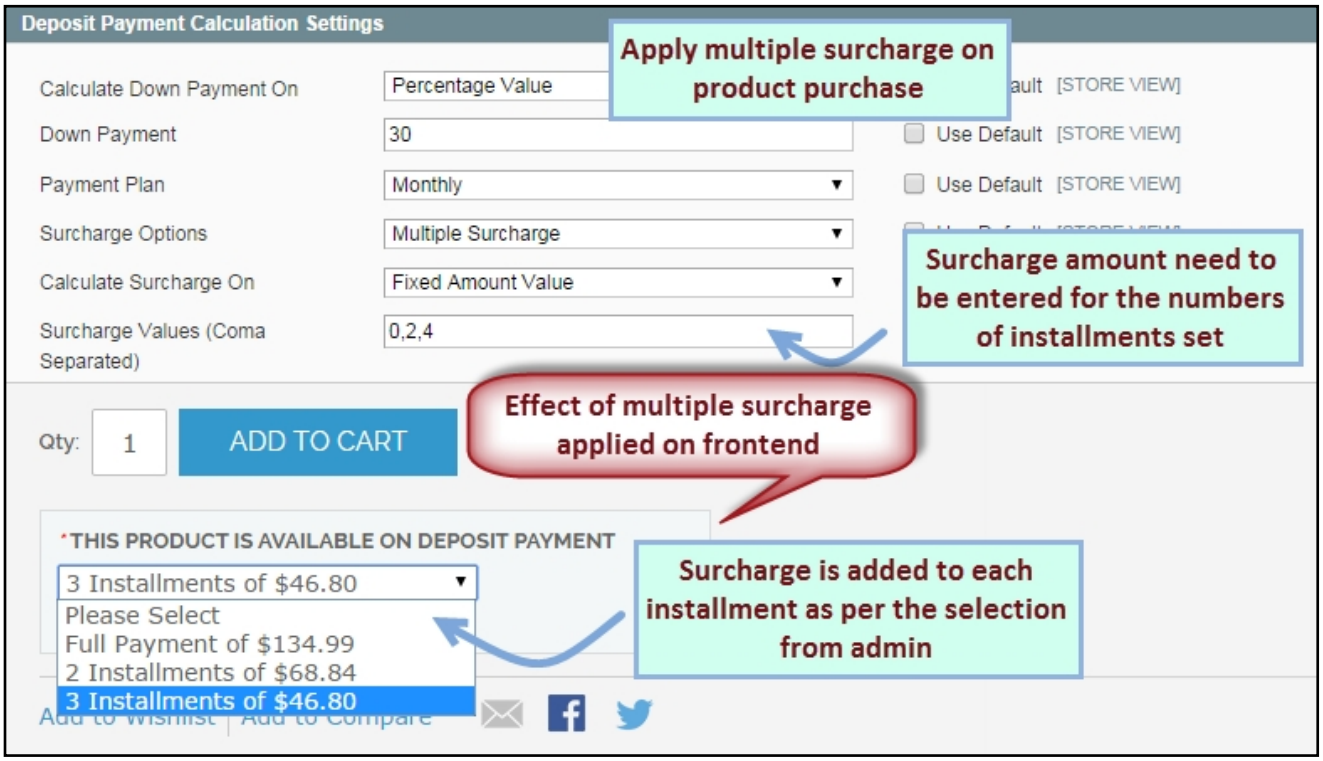
3.3.2) How to apply surcharge on product purchase?

Go to **System → Configuration,** click on "**Deposit Payment Options**". Find "**Surcharge Options**" and set it to "**single Surcharge**". You need to enter the amount of surcharge to apply on purchase.



3.3.3) What is Multiple Surcharge? How it is used?

The purpose of applying surcharge on product is, the large the installment period, bigger surcharge will be applied. When fixed or flexy payment is set from admin, the multiple surcharge can be helpful. Customers chose installments from the frontend, multiple surcharge is applied accordingly. Go to **System → Configuration,** click on "**Deposit Payment Options**". Find "**Surcharge Options**" and set it to "**Multiple Surcharge**". Set the amount of surcharge with the comma separated value for the number of installments configured.



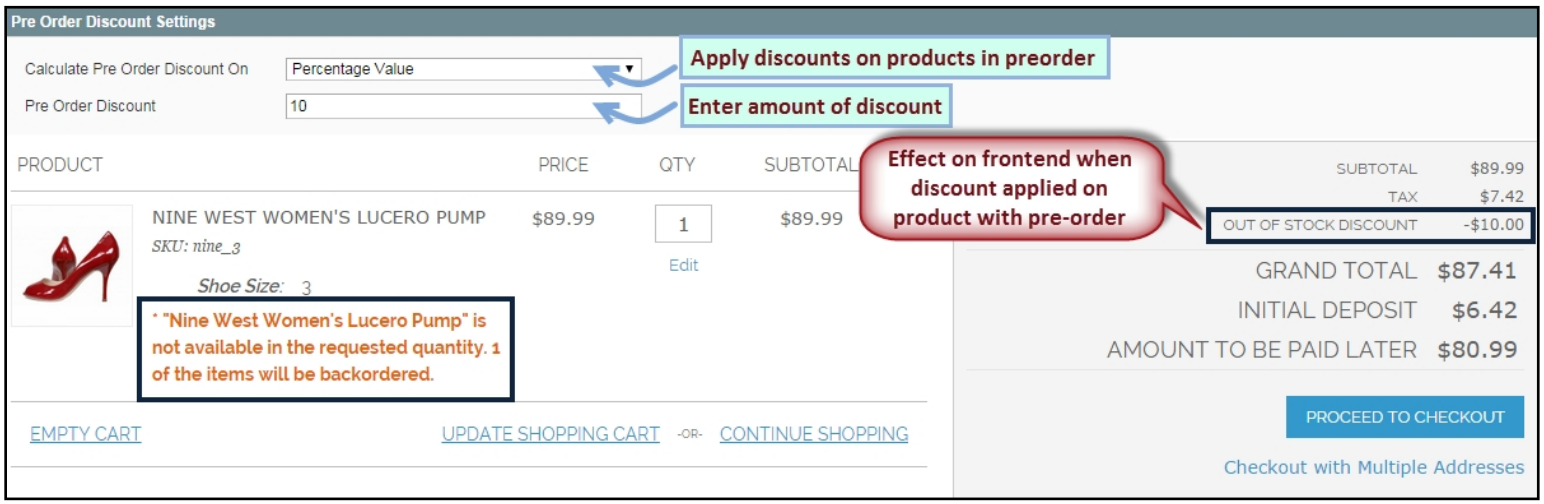
3.3.4) Deposit Payment Calculation Settings fields in detail

Deposit Payment Calculation Settings		
Field Name	**Description**	**Input value**
Calculate Installment On	Select the installment calculation type. It can be either a fixed amount or a specific percentage of the order total	Drop down list. Possible options: - Fixed Amount - Percentage Amount
Down Payment (First Installment Amount)	Set the amount to be paid for first installment	Number
Payment Plan	Select Days , Weekly or monthly payment plan	Drop down list. Possible options: - Days - Weekly - Monthly
Total No. of Days	This option will display when Days payment plan selected	Numeric value
Surcharge options	Select single, Multiple or	Drop down list. Possible options:

	None for surcharge	- None - Single - Multiple
Surcharge Value	Enter surcharge value Separate it with comma if you have selected multiple surcharge	Numerical Value

3.4) How to avail facility to provide customers with discount on products with pre-order?

Extension provides the facility to sell preordered products with discount. Configure it from **System → Configuration,** click on "**Preorder Discount Settings**". Configure and apply needful value to serve discounts on purchase of preordered products.

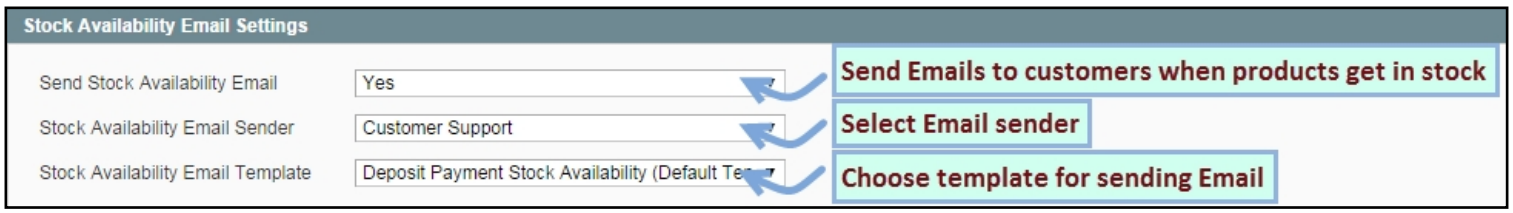


3.4.1) Pre-order Discount Settings fields in detail

Pre Order Discount Settings		
Field Name	**Description**	**Input value**
Calculate Pre Order Discount On	Select Pre-order (out of stock) discount you want to give to buyer in fixed or in percentage	Drop down list. Possible options: - Fixed Amount Value - Percentage Value
Pre Order Discount	Enter the value or fixed amount for the discount	Numeric Value

3.5) How to notify customers for products get in-stock from out-of-stock?

Extension provides the facility to send customers Emails when products get in-stock. This facility help to notify customers who have pre-ordered the products. To set the auto Email, go to **System → Configuration,** click on "**Stock Availability Email Settings**". Select sender and template for the mail that is to be delivered to customers.



3.5.1) Stock Availability Email Settings fields in detail

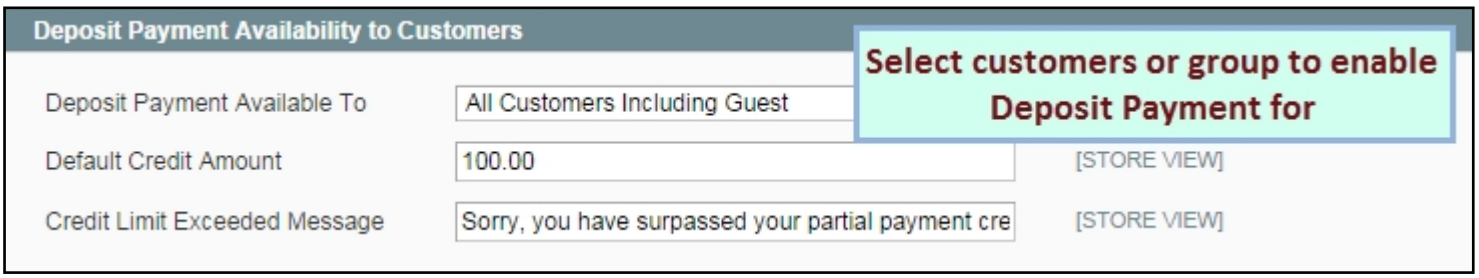
Stock Availability Email Settings		
Field Name	**Description**	**Input value**
Send Stock Availability Email	Select Yes if you want to send Email when Out of stock Product is available	Drop down list. Possible options: - YES - NO
Stock Availability Email Sender	Select the sender of the email	Drop down list. Possible options: - Customer Support - Sales Representative - General Contact
Stock Availability Email Template	Select the email template to be mailed	Default Template

3.6) Deposit Payment Availability to Customers

Extension provides the facility to limit use of Deposit Payment for specific customers or customer groups. It helps managing and engaging potential customers and facilitate them with offers and other benefits as per their prioritization.

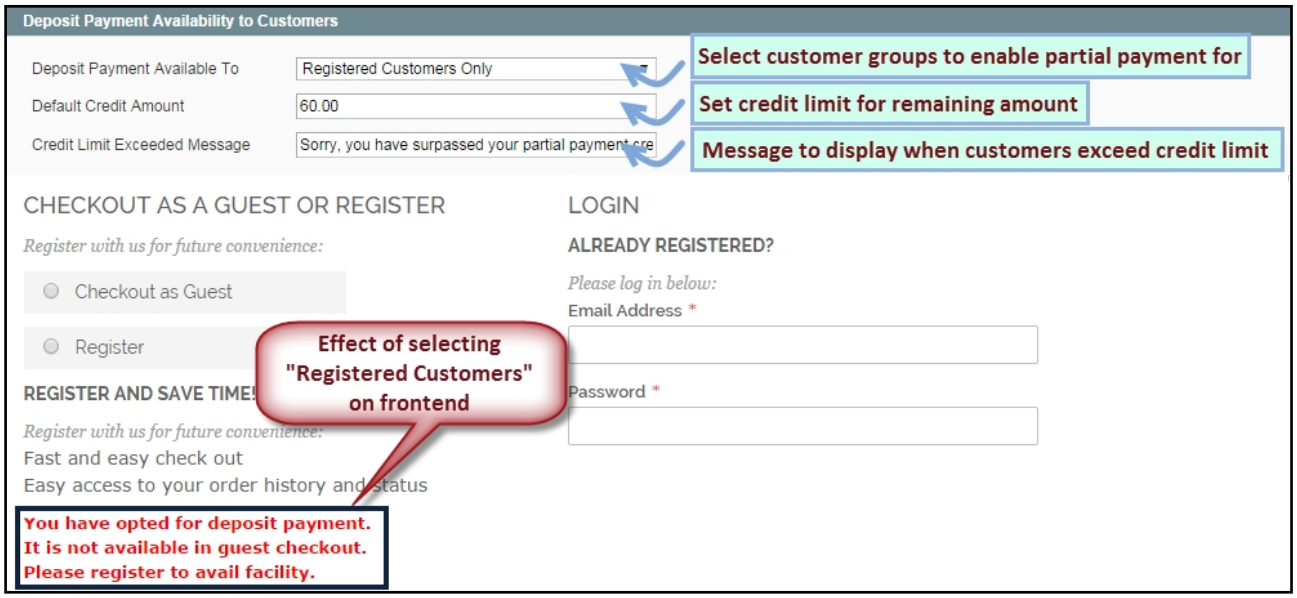
3.6.1) All customers including guest

The option allows to leverage Deposit Payment facility to all customers and guests as well. To configure, go to **System → Configuration,** click on "**Deposit Payment Availability to customers**" and select the option "**All Customers including Guest**".



3.6.2) Registered Customers Only

This facility benefits the registered customers only to make use of Deposit Payment. The option thus encourage customers to get registered with the store and thus store owners can widen their customer base. Go to **System → Configuration,** click on "**Deposit Payment Availability to customers**" and select the option "**Registered Customers Only**".

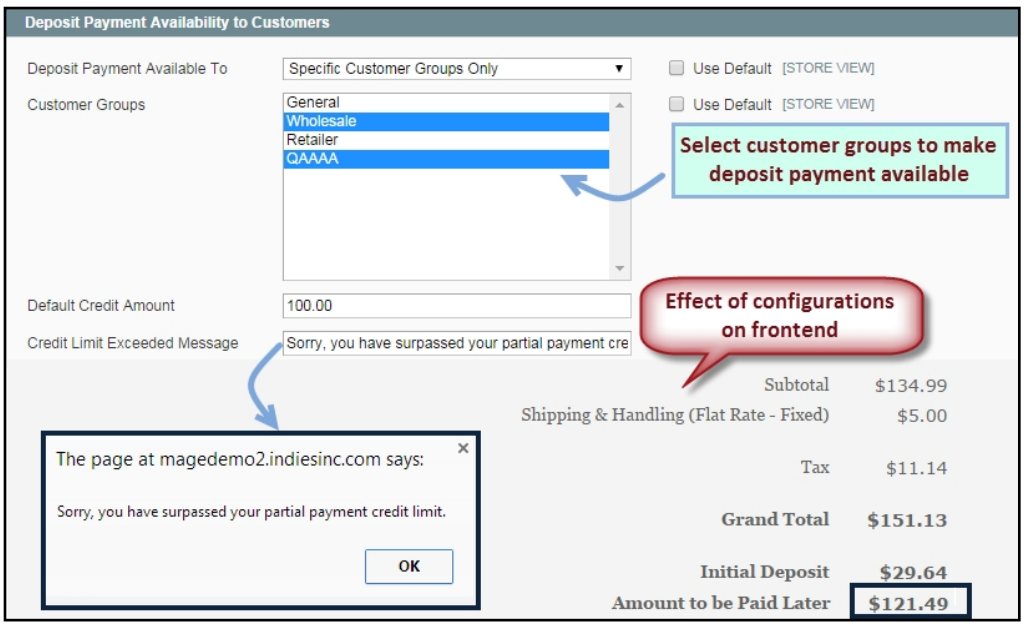


3.6.3) Specific Customer Groups Only

Magento store owners can organize customer groups to facilitate with Deposit Payment facility as per the requirements of oneself. The only need to select the groups from the admin for which he wants enable extension. Go to **System → Configuration,** click on "**Deposit Payment Availability to customers**" and select the option "**Specific Customer Groups only**" and select the groups from combo box below.

3.6.4) Default credit limit and credit limit exceeding message

Extension additionally provides the facility of setting credit limit amount for customers and customer groups to leverage Deposit Payment for maximum purchases. This credit limit allows customers to purchase up to this amount without paying up the whole. Once the credit limit is exceeded, they will notified by an error message and disallow to proceed checkout without completing payments. Go to **System → Configuration,** enter credit amount in "**Default Credit amount**" to limit customers' purchases through Deposit Payment and write appropriate message in "**Credit Limit Exceeded Message**" to notify them when they exceed credit limit.

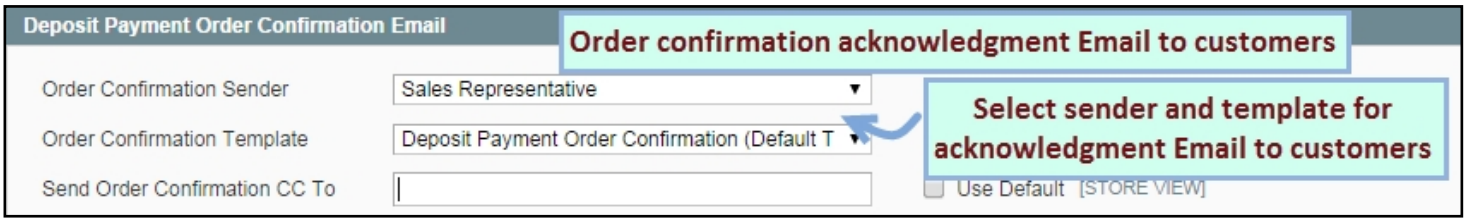


3.6.5) Deposit Payment Availability to Customers fields in detail

Deposit Payment Availability to Customers		
Field Name	**Description**	**Input value**
Deposit Payment Available To	Select whom you want to give Deposit payment facility	Drop down list. Possible options: - All customers including guests - Registered Customers Only - Specific Customer Groups
Customer Groups	This option will only display when you select Specific Customer Groups, Select Customer groups to whom you want to give Deposit Payment facility	Multi-select box
Default Credit Amount	Set Credit limit to apply Deposit Payment , beyond this credit limit buyer cannot purchase product using Deposit Payment	Numeric value
Credit Limit Exceeded Message	Enter message you want to display while any buyer exceeds the credit limit	Text Box

3.7) Deposit Payment Order Confirmation Email

Extension provides the facility to acknowledge customers for their orders placements. Admin can configure extension to send Emails to customers once the order is placed by them. Go to **System → Configuration,** click **"Deposit Payment Order Confirmation Email".** Select sender, template to send mail and enter Email Id to send CC of the mail.



3.7.1) Deposit Payment Order Confirmation Email fields in detail

Deposit Payment Order Confirmation Email		
Field Name	**Description**	**Input value**
Order Confirmation Sender	Select Name of the sender for order confirmation email	Drop down list. Possible options: - General Contact - Sales Representative - Customer Support - Custom Email

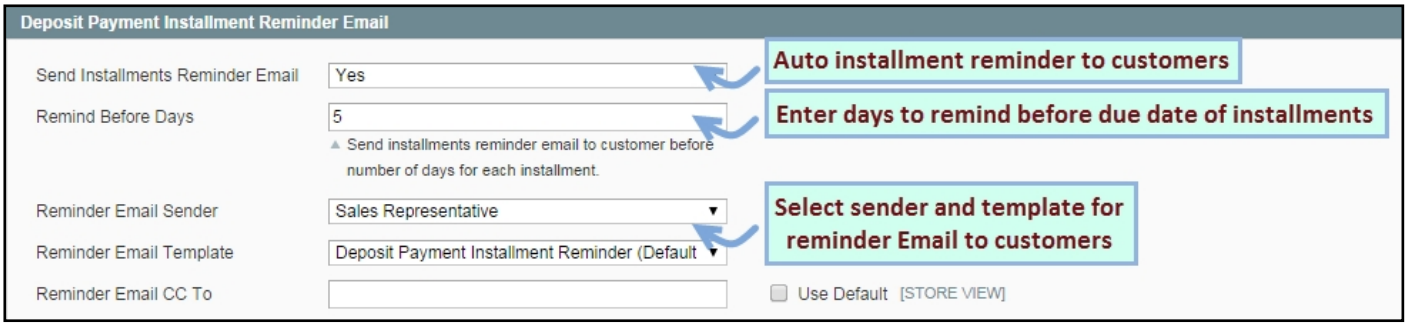
Order Confirmation Template	Select Email Template for Order Confirmation. By default there is default template.	Drop down list. Possible options: - Deposit Payment Order Confirmation (default template)
Send Order Confirmation CC To	Enter Email ID here if you want carbon copy of order confirmation email to this email id	Text Box

3.8) Deposit Payment Installment Reminder and Installment Confirmation Email

Deposit Payment extension includes the feature to remind customers for installment payment before due date defined and once the installment is paid up, acknowledge customers with an automatic Email.

3.8.1) How to remind customers for their next installment payment before due date?

To configure auto Emails, go to **System → Configuration,** click **"Deposit Payment Installment Reminder Email".** Enter days to send Email before due date of installment, Select sender, template to send Emails, enter Email Id to send CC of the mail.



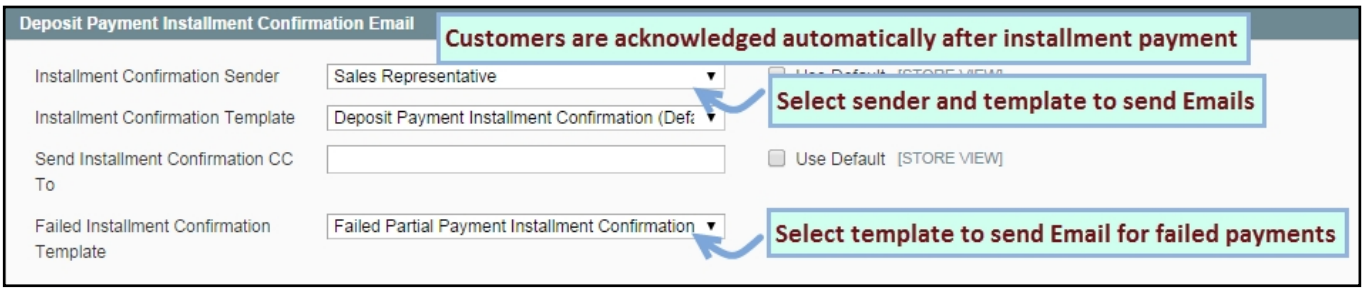
3.8.2) Deposit Payment Installment Reminder Email fields in detail

Deposit Payment Installment Reminder Email		
Field Name	**Description**	**Input value**
Remind Before Days	Send installments reminder email to customer before number of days for each installment.	Numeric Box
Reminder Email Sender	Select Name of the sender for Reminder email	Drop down list. Possible options: - General Contact - Sales Representative - Customer Support - Custom Email
Reminder Email Template	Select Email Template for Reminder Email. By default there is default template.	Drop down list. Possible options: - Deposit Payment Reminder Email (default template)
Reminder Email CC To	Enter Email ID here if you want carbon copy of	Text Box

	Reminder email to this email id	

3.8.3) How to send installment confirmation mails to customers?

To send auto Emails, go to **System → Configuration,** click **"Deposit Payment Installment Confirmation Email".** Select sender, template to send Emails, enter Email Id to send CC of the mail. If the Payments fail due to any conditions, Email can be sent to notify the failed payments and reasons for that. Choose appropriate template to send Email for the failed installment payments.



Important note: To automate the process of Auto installment capturing facility, Auto Emails and acknowledgments on a regular interval, you need to setup cron.php file on a cron job. The cron must be executed twice in a day. To know how to setup such feature, please refer this link. https://www.youtube.com/watch?v=ZAbefcWLxrw

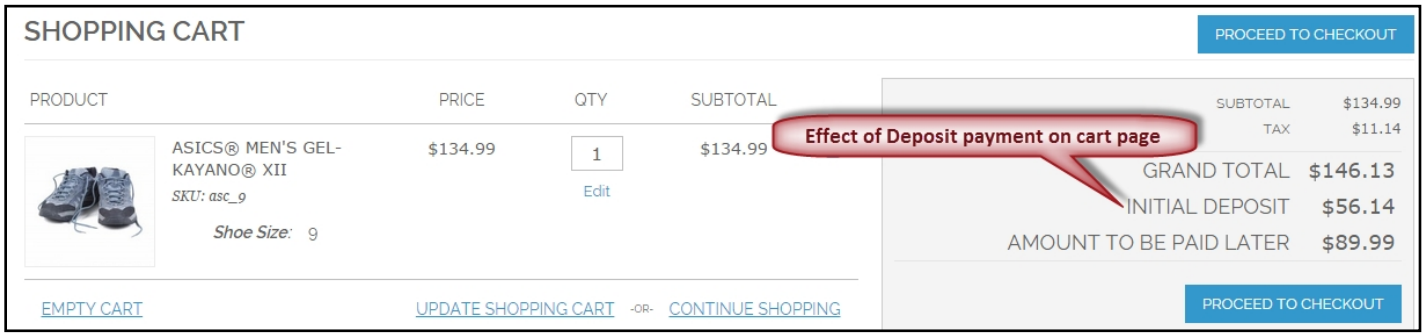
3.8.4) Deposit Payment Installment Confirmation Email fields in detail

Deposit Payment installment confirmation email		
Field Name	**Description**	**Input value**
Installment Confirmation Sender	Select Name of the sender for Installment Confirmation email	Drop down list. Possible options: - General Contact - Sales Representative - Customer Support - Custom Email
Installment Confirmation Template	Select Email Template for Installment Confirmation Email. By default there is default template.	Drop down list. Possible options: - Deposit Payment Reminder Email (default template)
Send Installment Confirmation CC To	Enter Email ID here if you want carbon copy of Installment Confirmation email to this email id	Text Box

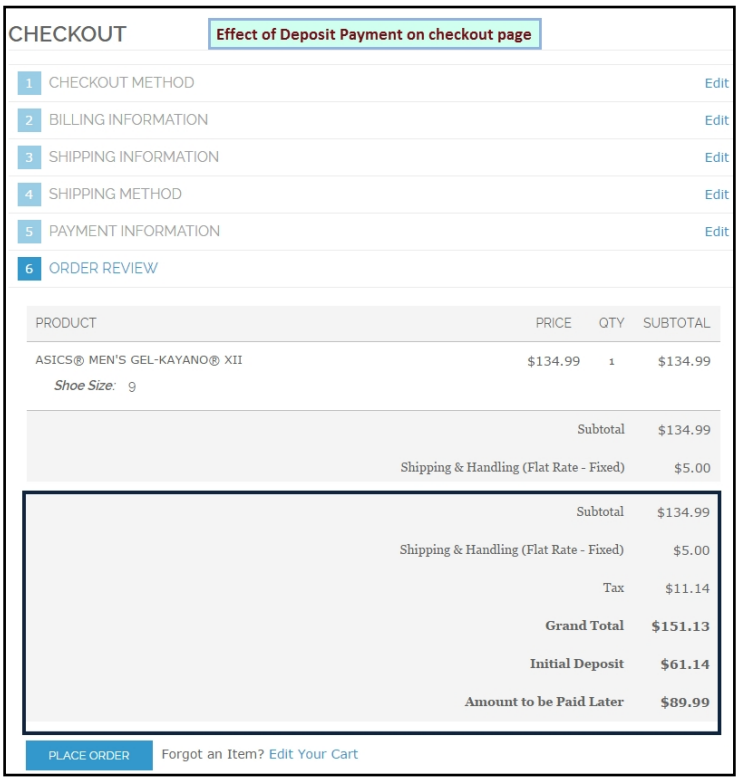
4) Deposit Payment on frontend in various pages

The "**look and feel**" of the frontend lies in the hands of store admin. Store Admin can make all the necessary changes as per his requirements. The effect of Deposit Payment extension can be seen on frontend in various pages.

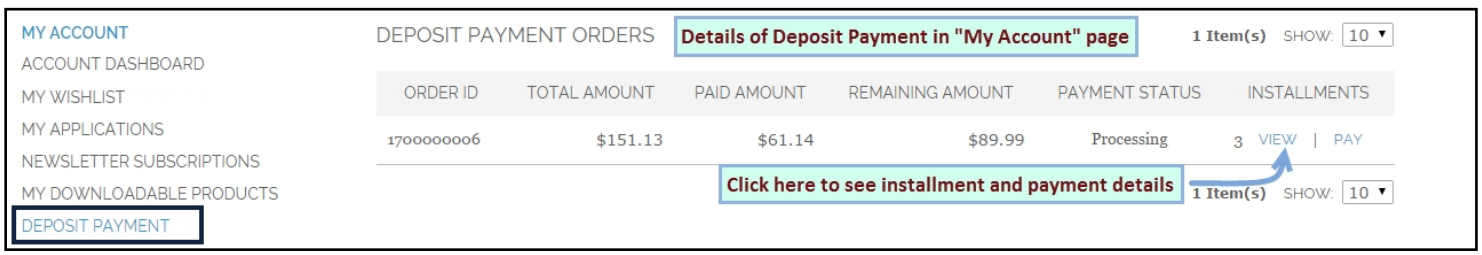
4.1) Deposit Payment on cart page



4.2) Deposit Payment on checkout page



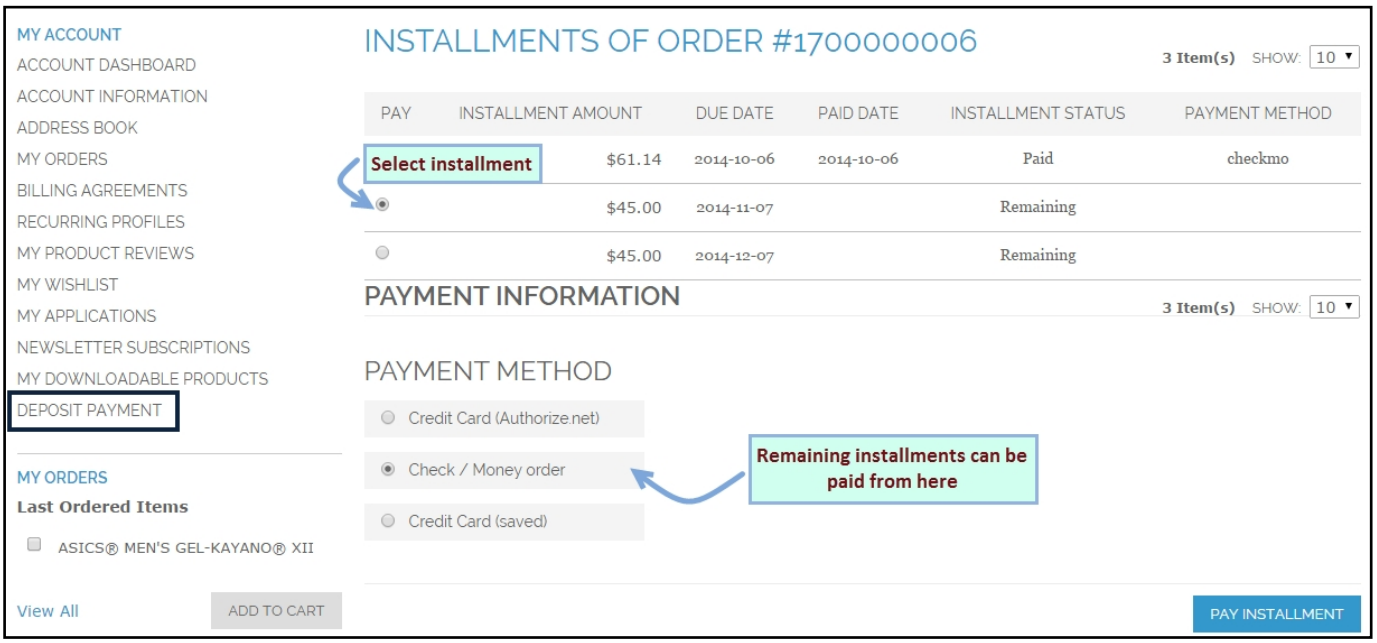
4.3) Deposit Payment on "My Account" page



4.4) How to pay installments from frontend?

Customers can register with their credentials and go to "**My Account**" to pay installments. The page

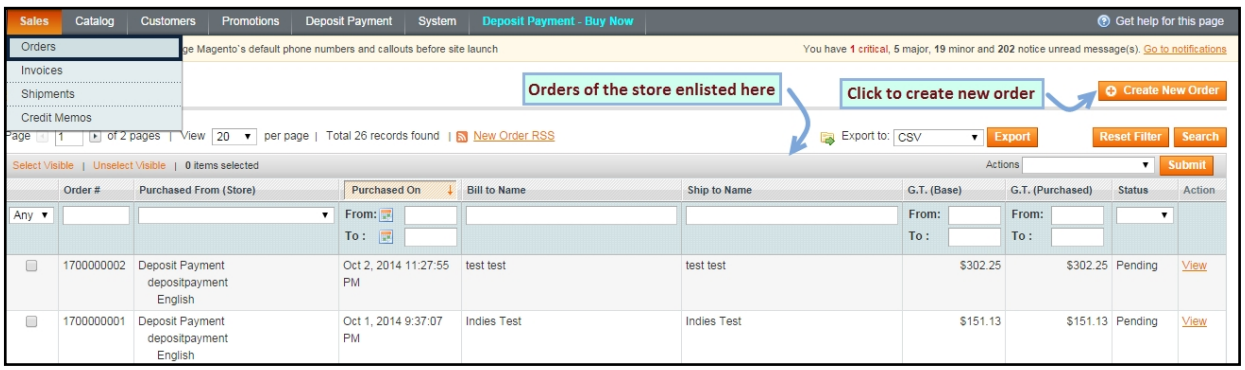
contents all the details regarding paid n remaining installments. Select installment and payment method to proceed payment.



5) Tracking orders and creating orders from backend

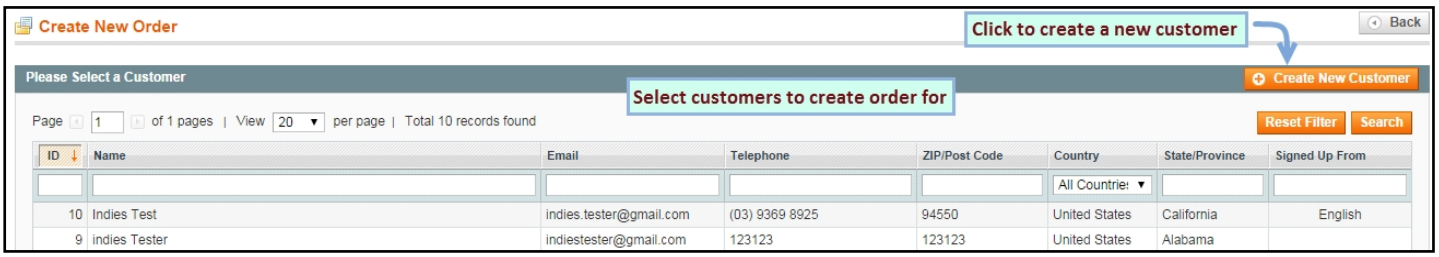
5.1) How to track orders in backend?

Admin can track created orders both from backend and frontend in admin panel. To see the list of all orders, go to **Sales → Orders** where you can see a;; the orders of the store enlisted. You can even create a new order from backend clicking on "Create New Order".

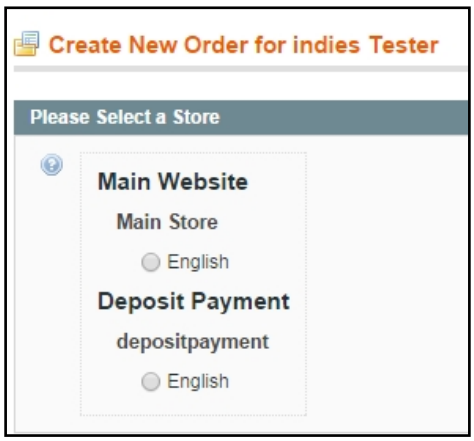


5.2) How to create new order from backend?

There are many case when admin needs to create orders from backend. Sometime customers pay installments by cheque or money-order and at the time admin needs to make entry from backend. Deposit Payment extension avails the facility to create order from backend. Once you click on "Create New Order", you can select the customer for which you want to create order. The customer can be new even, for the case you need to create new customer filling all the details on his behalf.



Selecting customer from the list redirects Admin to select the desired store for which order is to be made.



5.3) How to apply Deposit Payment on orders?

Selecting the store will redirect to a specific page to complete the order. You need to select the product and apply "**Deposit Payment**" as shown below. All other information like payment method and shipping will be applied same as frontend and finally the Deposit Payment seen applied on the order in backend.

Items Ordered

Add Products

Product	Price	Qty	Installments	Subtotal	Discount	Row Subtotal	Action
ASICS® Men's GEL-Kayano® XII SKU: asc_8 Configure	$134.99 Custom Price*	1	Full Payment Full Payment Installment	$134.99	$0.00 Apply	$134.99	
Total 1 product(s)			Subtotal:	$134.99	$0.00	$134.99	

* - Enter custom price excluding tax

Update Items and Qty's

Select to pay in installments

Apply Coupon Code

Apply

Account Information

Customer Group * General

Email indiestester@gmail.com

Billing Address

Select from existing customer addresses:

indies Tester, rest test, testcity, Alabama 123123, United States

Prefix

First Name * indies

Middle Name/Initial

Last Name * Tester

Suffix

Company

Street Address * rest

test

City * testcity

Country * United States

State/Province * Alabama

Zip/Postal Code * 123123

Telephone * 123123

Fax indies.tester@gmail.com

VAT number

Validate VAT Number

Save in address book

Shipping Address

Select from existing customer addresses:

indies Tester, rest test, testcity, Alabama 123123, United States

Same As Billing Address

Prefix

First Name * indies

Middle Name/Initial

Last Name * Tester

Suffix

Company

Street Address * rest

test

City * testcity

Country * United States

State/Province * Alabama

Zip/Postal Code * 123123

Telephone * 123123

Fax indies.tester@gmail.com

VAT number

Validate VAT Number

Save in address book

Payment Method

Credit Card (Authorize.net)

Check / Money order

Credit Card (saved)

Shipping Method

Flat Rate

Fixed - $5.00

Click to change shipping method

Order History

Order Comments

Order Totals

Deposit payment applied to this order

Subtotal	$134.99
Tax	$11.14
Grand Total	$146.13
Initial Deposit	$24.64
Amount to be Paid Later	$121.49

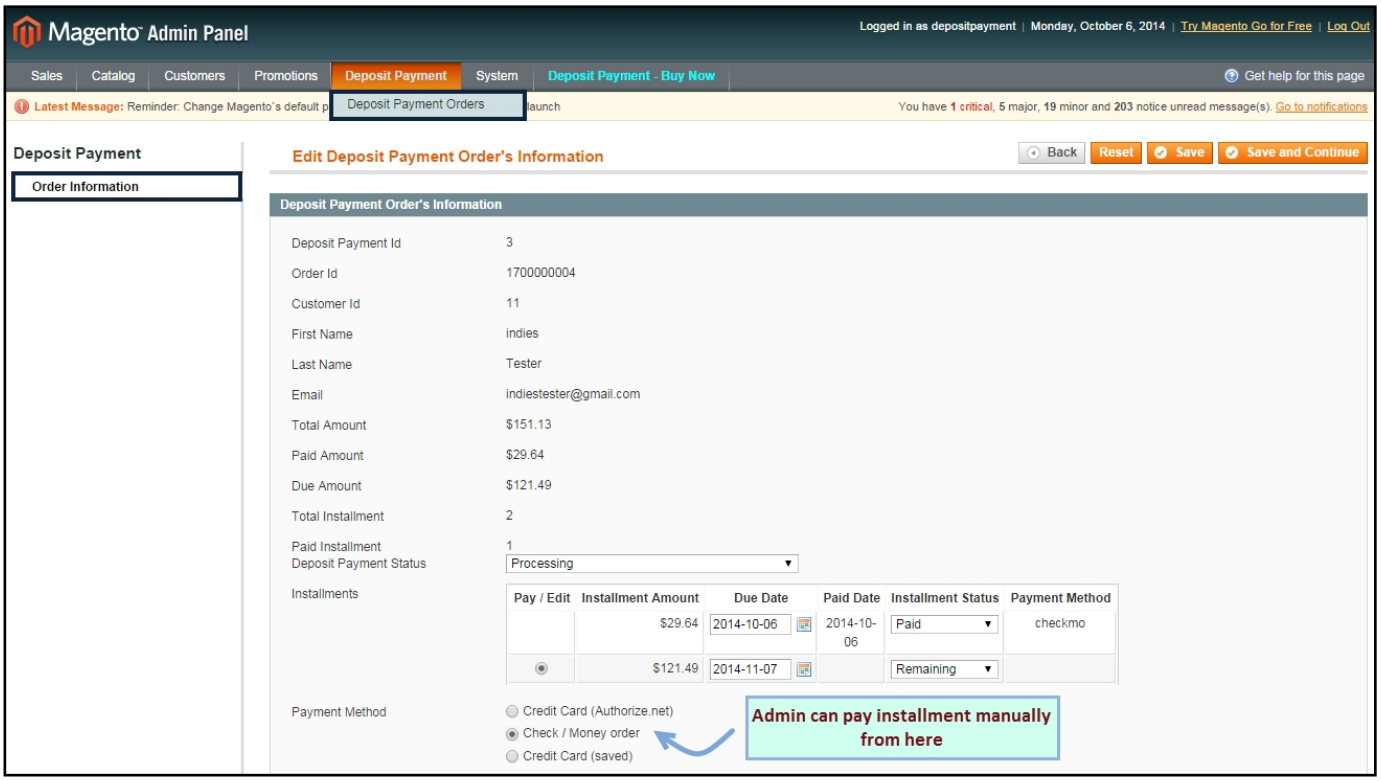
Append Comments

Email Order Confirmation

Submit Order

5.4) How to pay installments from backend?

Along with the Deposit, there is sometime need to pay installments from backend. Admin can pay these installments from backend. Go to Deposit Payment → Deposit Payment Orders, here you can find all the orders enlisted. Select tab Order Information where you can find details of payment and installments. Select installment and payment method and proceed further to finish payments.



6) Troubleshooting

- If the extension does not shows up at **System →Configuration →Milople Extensions**

Try the following:

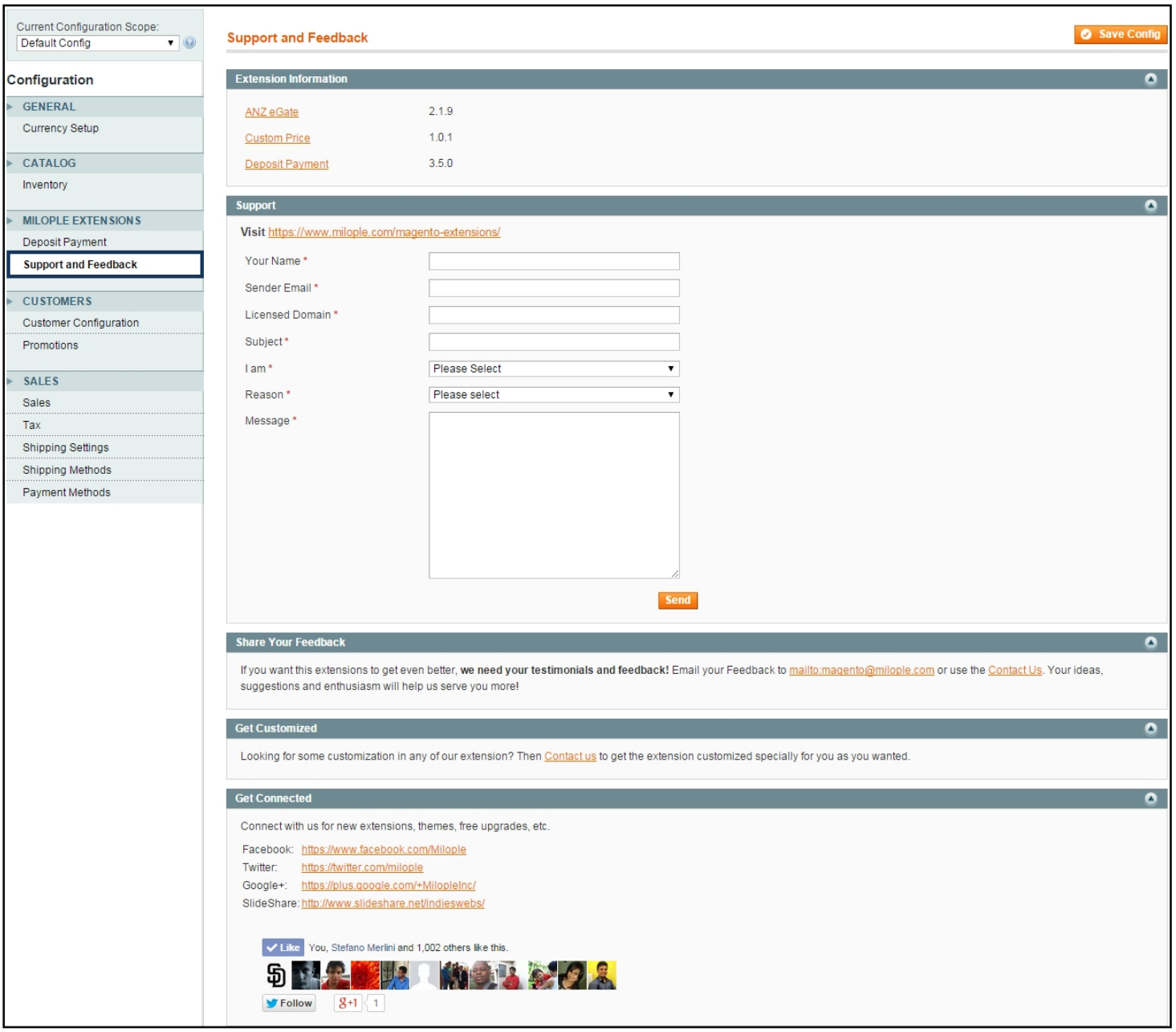
2) Clear your cache

3) Log out of your administration area and log in again

- For more details or queries, check our Knowledge Base

7) Support and Feedback

Get exclusive support and contact us easily from your store itself by support and feedback tab. You can have details of installed Milople's extension list and their version. You can share feedback and ideas with us. Have a look at below screenshot.



8) FAQ (Frequently asked questions)

8.1 How Deposit Payment can help increase customer base and boost sales?

Deposit Payment avails the facility to pay in installments for the purchase rather than whole amount at a time. These payment flexibility attract customers to store and encourages them to buy multiple products without any limits on financial budget. Ultimately this payment option helps widen the customer base and boost store sales.