



EXTENSION FOR MAGENTO 2

USER GUIDE



INTENDED AUDIENCE

The content of this document is designed to facilitate the users - managers, supervisors, and others of Layaway & Partial Payment Extension for Magento 2. A step by step instruction has been added to this document to help users to install the extension on Magento 2.

This extension will only work on Magento 2. As a safe practice always backup your files and database before installing any extension on Magento. If you are looking for someone to install the extension, we can do it for you as well. Just go to the following link and let support know the order id to expedite the installation process.

Once you have installed please see the User Guide to help you understand how to use the extension to its full capacity. If you still have questions, feel free to contact us on our website.



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USER GUIDE

After installation of the extension, make sure the setup is upgraded and static-contents are deployed. Login to the admin panel and flush your Magento cache storage.

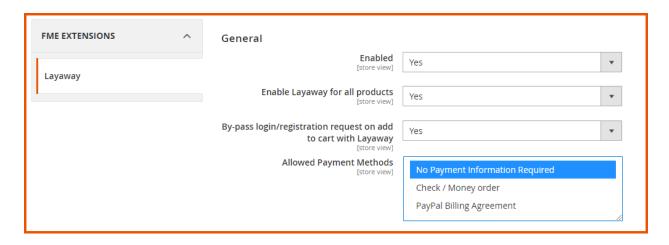
HOW TO CONFIGURE THE EXTENSION (GLOBAL LAYAWAY PLAN)

At the back end, go to STORES > Configurations. Here You can find the following settings. Provide values here to create a global layaway plan.

GENERAL

- Enabled: Option to Enable/Disable the module
- Enable Layaway For All Products: Select 'Yes' or 'No' to Enable/Disable the layaway for all products (Note: Not valid for the products disabled individually)
- By-Pass Login/Registration Request on Add to Cart with Layaway: Select 'Yes' or 'No' to Enable/Disable the by-pass login (Note: Allow Guests to checkout with Layaway only if you can manage the payments manually, otherwise there is no way to collect installments from guests)
- Allowed Payment Methods: Choose the payment methods from the activated payment methods:
 - No Payment Information Required
 - Check/Money Order
 - PayPal Billing Agreement



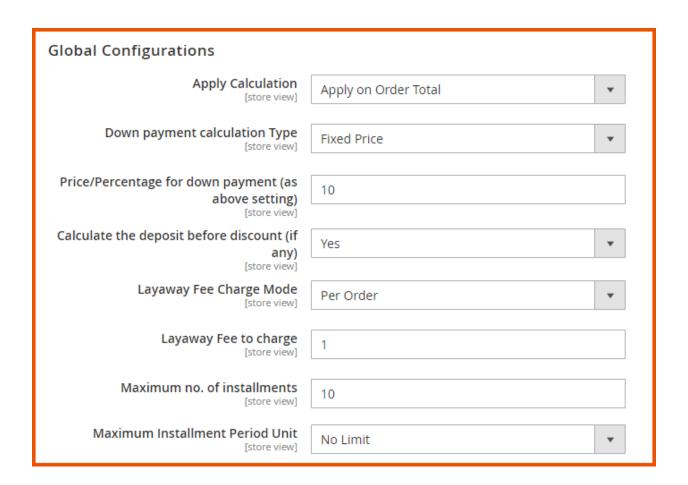


GLOBAL CONFIGURATIONS

- Apply Calculation: Choose calculation method:
 - Apply on Order Total
 - o Apply on Product Price
- Down Payment Calculation Type: Choose the calculation type of down payment:
 - Percentage Price
 - Fixed Price
- Price/Percentage For Down Payment (As Above Setting): Enter the price/percentage value for the down payment
- Calculate the Deposit Before Discount (If Any): Select 'Yes' or 'No' to calculate the deposit before the discount
- Layaway Fee Charge Mode: Choose the layaway fee charge mode:
 - Per Product in Cart
 - Per Order
- Layaway Fee to Charge: Enter the value for layaway fee charge
- Maximum No. of Installments: Enter a number for maximum no. of installments. Empty or zero means no limit.



- Maximum Installment Period Unit: Choose the period unit for maximum installment. Customers will have to finish all the installments within this period.
 - No Limit
 - o Day
 - Week
 - Month
 - Year
 - Fixed Date





LABELS

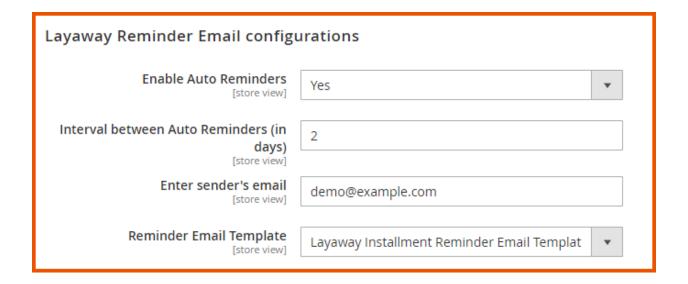
- Layaway: Enter a label for layaway e.g. Installment
- Layaway Remaining: Enter a label for remaining layaway e.g. Installments Remaining
- Installment: Enter a label for installment e.g. Installment
- Layaway Fee: Enter a label for layaway fee e.g. Layaway Fee
- Product Page Dropdown Label: Enter a label for product page dropdown menu e.g. Do you want to pay with installments?

Labels	
Layaway [store view]	Installment
Layaway Remaining [store view]	Installments Remaining
Installment [store view]	Installment
Layaway Fee [store view]	Layaway Fee
Product page dropdown label [store view]	Do you want to pay with installments



LAYAWAY REMINDER EMAIL CONFIGURATIONS

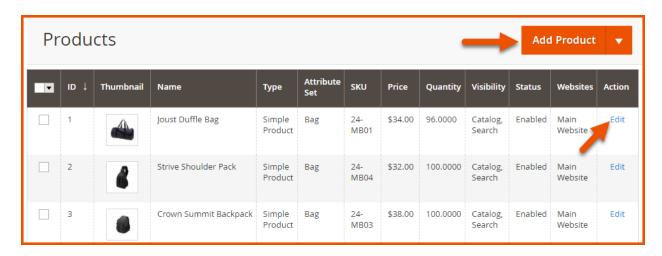
- Enable Auto Reminders: Select 'Yes' or 'No' to Enable/Disable the auto-reminders for layaway
- Interval Between Auto Reminders (in days): Enter a number to set the interval between auto-reminders. In the case of Empty or 0, the system will consider 15 days as default.
- Enter Sender's Email: Enter an email address for the sender
- Reminder Email Template: Choose an email template for layaway reminders





How To Configure A Product Specific Layaway Plan

At the back end, go to CATALOG > Products. Here you will find all the products in a grid. Click on the Edit button or click on the Add Product button to continue.



Here on the product page, you will find the layaway options. Under the "Layaway" heading, you can configure the down payment, no. of installment & other details of the layaway plan. You can use the options here or use the ones in the configurations.

LAYAWAY

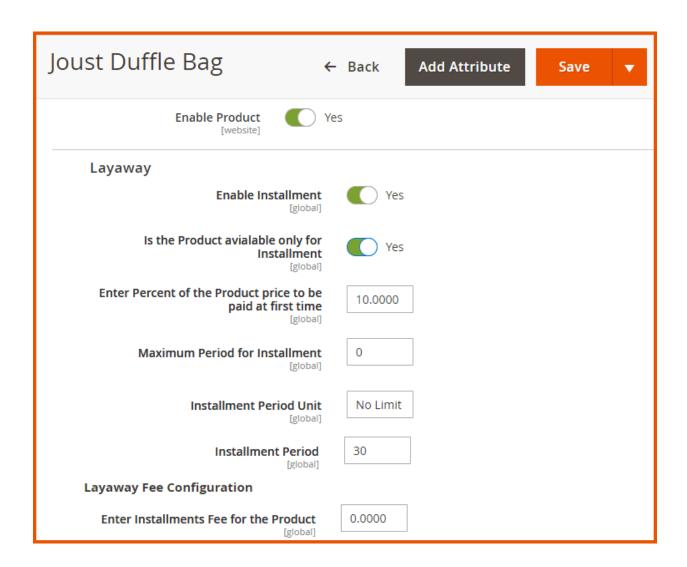
- Enable Installment: Option to Enable/Disable installments for this product
- Is the Product Available Only for Installment: Option to Enable/Disable the product's availability only for installment or not?
- Enter Percent of the Product Price to be Paid at First time: Enter a Percent of the Product Price to be paid for the first time
- Maximum Period for Installment: Enter the maximum period to pay installment
- Installment Period Unit: Choose the period unit for maximum installment. Customers will have to finish all the installments within this period.
 - No Limit
 - o Day
 - Week



- o Month
- o Year
- Fixed Date
- Installment Period: Enter a number/value for the installment period

LAYAWAY FEE CONFIGURATION

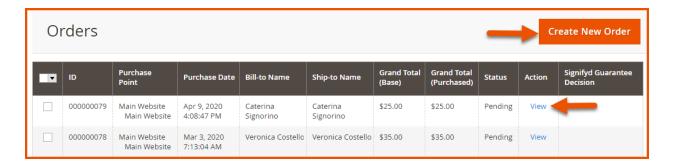
 Enter Installments Fee for the Product: Enter the amount of Installments Fee for this Product



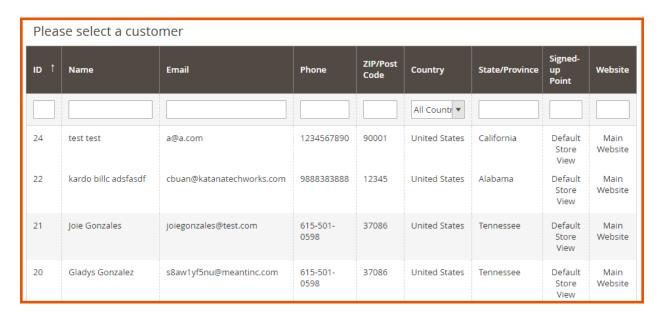


HOW TO PLACE LAYAWAY ORDER FROM BACKEND

At the back end, go to SALES > Orders. Here you will find all the orders in a grid. Click on the View button or click on the Create New Order button to continue.



Now select a Customer by clicking on the name or other fields against a particular customer.



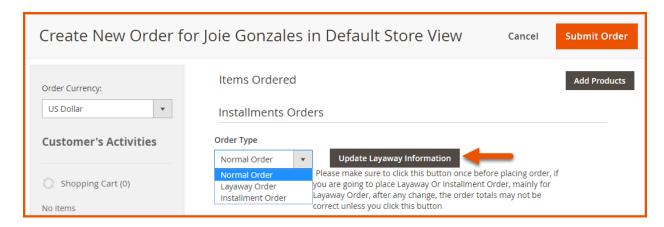
Now scroll down to the 'Installments Orders' section. Specify the type of order as:

- Normal Order
- Layaway Order
- Installment Order

After choosing the order type, click on the 'Update Layaway Information' button.

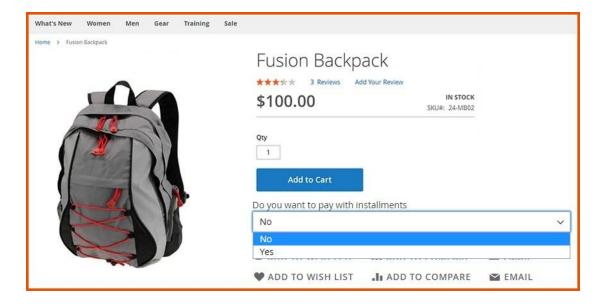


Note: Please make sure to click this button once before placing an order, if you are going to place Layaway or Installment Order, mainly for Layaway Order, after any change, the order totals may not be correct unless you click this button.



FRONTEND VIEW

Layaway sample product with a drop-down option for the customer to either order with full payment or layaway plan.





DISCLAIMER

It is highly recommended to back up your server files and database before installing this module.

No responsibility will be taken for any adverse effects occurring during installation.

It is recommended you install on a test server initially to carry out your own testing.