Shop as Customer

Part 1: Introduction

Easily switch and use your store as any Customer

What it Does

Shop as Customer allows a store Administrator or Shop Manager to shop the front-end of the store as another User, allowing all functionality such as plugins that only work on the product or cart pages and not the Admin Order page, to function normally as if they were that Customer.

Once installed, the Administrator can easily switch to another user with 2 clicks, then shop the store as that user would see it, with all functionality and plugins that would only be visible to that user, working perfectly. Such as those that work with User roles, inputting custom variables (meta) on product order that are not supported in the Admin Orders screen, etc. This enables incredibly quick and simple manual order creation. And with another click they can switch back to the Administrator or Shop Manager.

Once a cart is created for a User while shopping as them, instead of seeing only the pay button on the checkout page, the Administrator or Shop Manager now has convenient buttons to also email the invoice directly to that User for payment or link to the Order created in the Admin section.

Features
- ❏ Quickly switch to any Customer
- ❏ View and use your store as that Customer
- ❏ Quickly switch back to Administrator
- ❏ Works with plugins specific to Product & Cart pages or Users.
- ❏ Create and send Invoices easily and quickly
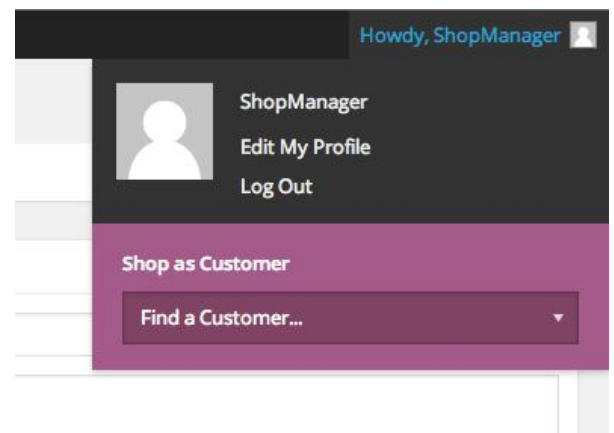- ❏ No more fighting with the Admin Orders screen!

Happy Conversions!

Part 2: Documentation
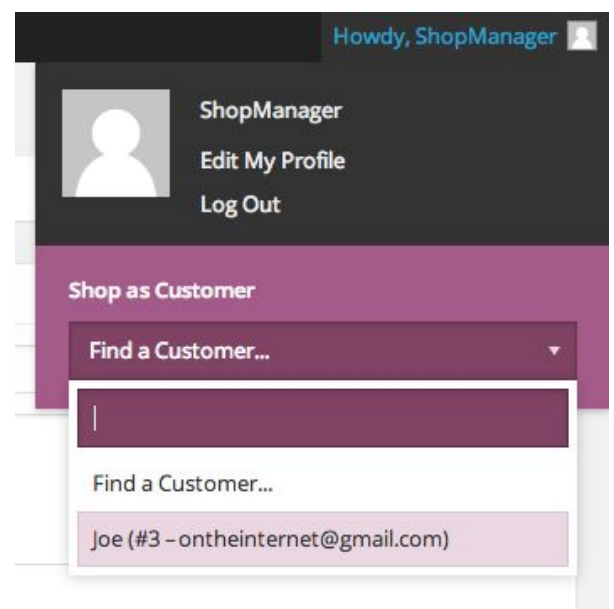
Installing the plugin

- ❏ Make sure that WooCommerce is installed and working on your site. For instructions on installing the WooCommerce plugin [see here](#).
- ❏ Install and activate the Shop as User plugin in your WordPress installation by following the normal plugin installation steps [here](#).
- ❏ There is no settings page and all functions are accessible via the Wordpress Top Navigation Bar.
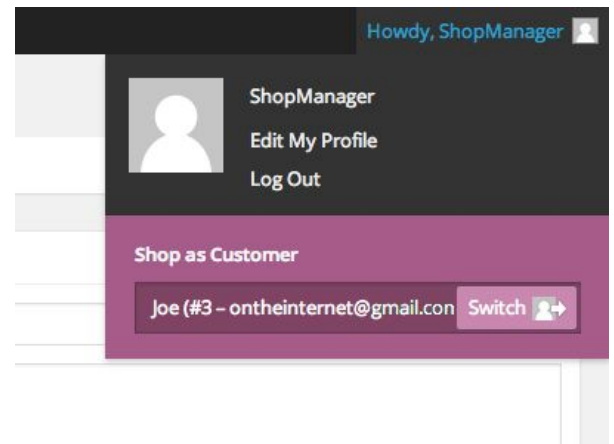
Using the Plugin

- ❏ Once installed you will see a panel in the profile drop-down under the "Howdy, Username" text which allows you to search and select a different user to switch to.

- ❏ Start typing in the search bar to find that user (TIP: Slow typing works best with the WooCommerce as-you-type functionality)

❏ Once you have found the user to switch to click the "Switch" button that now appears

❏ Once you have switched you will see your username and then the username of the Customer you have switched to with a pulsating background colour to remind you that you are shopping as them.

❏ Continue to shop the store as that Customer. Remember that ALL functionality will be relative to them so you will only be able to access the Admin section once you switch back to your own user.

❏ As you add products to the Cart, you will be able to calculate shipping based on that customer's saved shipping addresses.

❏ After you add products to the Cart, instead of the Checkout button on the Cart page, you will see a "Place order on behalf of Customer" button.

❏ Note that the payment options are removed, allowing the actual customer to choose how they would like to pay when they link back to pay for the Order.

Your order

Product	Total
Woo Ninja × 1	R35
Cart Subtotal	R35
Shipping and Handling	Free Shipping
Order Total	R35

PLACE ORDER ON BEHALF OF CUSTOMER

❏ Once clicked, the Order will be created and the Checkout page will display two new buttons:

❏ **1.** "Send Invoice" will email the order to the customer using the Customer Invoice email allowing them to pay for it via the Payment link.

❏ **2.** "Switch back and view order on backend" will switch back to your original user and link to the order in Admin, allowing further editing.

Checkout

Thank you. Your order has been received.

- Order: **#137**
- Date: **February 28, 2014**
- Total: **R35**
- Payment method: **Direct Bank Transfer**

[SEND INVOICE]   [SWITCH BACK AND VIEW ORDER ON BACKEND]

Part 3: Translation

Translation of our Plugin to your language:

Go here to get general information about WordPress Plugin Translation.

We recommend using Loco Translate plugin to do your translations.

To get our plugins to display in your own language creating these .po & .mo files:

❏ shop-as-customer-en_US.mo
❏ shop-as-customer-en_US.po

Then move both files to either one of the following locations, so they are not overwritten if/when you update our plugin:

❏ /wp-content/languages/plugins/
❏ /wp-content/languages/

More about this and our other plugins on **CodeCanyon**