



MAGENTO 1

# STORE PICKUP

(Version 4.3)

## USER GUIDE

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# Table of content

---

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. HOW TO USE .....</b>	<b>5</b>
<b>2.1. <i>View Store Information</i> .....</b>	<b>6</b>
<b>2.2. <i>Use Store Pickup at Checkout</i>.....</b>	<b>10</b>
<b>2.3. <i>View Orders</i>.....</b>	<b>14</b>
<b>2.4. <i>Receive Order Emails</i> .....</b>	<b>15</b>
<b>3. HOW TO CONFIGURE.....</b>	<b>16</b>
<b>3.1. <i>Manage stores</i> .....</b>	<b>19</b>
3.1.1. Add Store.....	20
3.1.2. Import Store.....	24
3.1.3. Edit Store .....	24
<b>3.2. <i>Manage Holidays</i> .....</b>	<b>25</b>
<b>3.3. <i>Manage Special Days</i> .....</b>	<b>27</b>
<b>3.4. <i>Manage Tags</i> .....</b>	<b>28</b>
<b>3.5. <i>View Pickup Orders</i> .....</b>	<b>29</b>
<b>3.6. <i>Receive Notification Emails about Pickup Orders</i>.....</b>	<b>30</b>
<b>3.7. <i>Settings</i> .....</b>	<b>31</b>

## 1. INTRODUCTION

According to ComScore, 61% of shoppers would rather use free in-store pickup than pay for shipping. Thus, 72% of retailers start allowing Customers to purchase online before coming to a store and receive purchased products. If there is a chain of stores available, undoubtedly Customers will choose the nearest one as well as an appropriate time to arrive. How can the store-owner make that happen? The answer is Magento Store Pickup extension – the most professional Magento shipping extension, which allows setting up multiple Magento stores, showing addresses and opening time of each store for the Customers' convenience.



### Outstanding Features

#### For Customers

##### *At Checkout:*

- ✓ Allow choosing free in-store pickup option as a shipping method (from multiple stores)
- ✓ Show locations of all stores on Google map in the Shipping Method section
- ✓ Allow selecting a preferred store on Google map or in the selector
- ✓ Sort stores in the selector by distance
- ✓ Auto-use selected store address as the shipping address on orders, invoice, email, etc.
- ✓ Allow choosing a convenient pickup date and time
- ✓ Disable store's days off on calendar when selecting pickup date
- ✓ Notify Customers if one of store's holidays is chosen as their shipping date
- ✓ Show stores with different pin colors on Google Map

##### *On Store Listing Page:*

- ✓ Allow searching for specific stores by name, city, state, country on Google map
- ✓ Show stores' location on Google map along with their details
- ✓ Show images of a selected store
- ✓ Show logo images on list all stores
- ✓ List all stores with detailed information, including store name, address, opening time, description
- ✓ Allow emailing store managers via contact form

*After Checkout:*

- ✓ Enable Customers to view/ print order with the pick-up store location on the map
- ✓ Enable Customers to receive their order email with information about the pickup store

**For Admin**

*Quick and professional multi-store setup:*

- ✓ Add new stores manually or import from CSV files
- ✓ Set address, location, opening time, description for each store
- ✓ Get store coordinates based on Google API
- ✓ Add contact information of store owners
- ✓ Add images of each store showroom
- ✓ Add shipping fee for each store (New)
- ✓ Add lunch break time for each store (New)
- ✓ Allow adding store tags (New)
- ✓ Allow resetting store position by clicking a point on Google map
- ✓ Allow uploading preferred image for store pin icon shown on Google Map (New)
- ✓ Manage Customer messages, related orders of each store
- ✓ Allow using Store Pickup shipping method when creating orders in back-end
- ✓ Customize store's pin color on Google Map

*Convenient opening time management:*

- ✓ Quickly setting up working date and time for multiple stores when importing stores from CSV files
- ✓ Set interval of pick-up time for stores
- ✓ Allow applying Monday time schedule to other days when creating/ editing stores
- ✓ Allow setting holidays for a period of time
- ✓ Allow setting holidays for multiple stores at once
- ✓ Allow setting special days with special working time for selected stores

- ✓ Set working schedules for multiple stores at once

*Timely email notification:*

- ✓ Send notification emails to the owners of selected pick-up stores with information of Customers' orders, products and times of pick-up
- ✓ Allow sending email to store owner when order status is changed
- ✓ Able to modify the default email template to store owners/ web-shop admin in Transactional Emails if needed

*Easy configuration for a chain of stores:*

- ✓ Set different positions of the link to store-list page: top link or footer link
- ✓ Rewrite stores' URLs instead of using store ID to make them more friendly
- ✓ Enable/ Disable searching store by Country, State, City, and Store Name
- ✓ Enable/ Disable displaying pickup time/ date in front-end
- ✓ Allow integrating the store pickup shipping method with one or more fixed payment methods
- ✓ Implement Google map API to calculate real distance between Store and customer address
- ✓ Allow calculating distance by miles or kilometers
- ✓ Able to configure the number of stores shown in dropdown list at checkout with real distance
- ✓ Able to choose default store when customer select "store pickup" as shipping method at checkout

**Others**

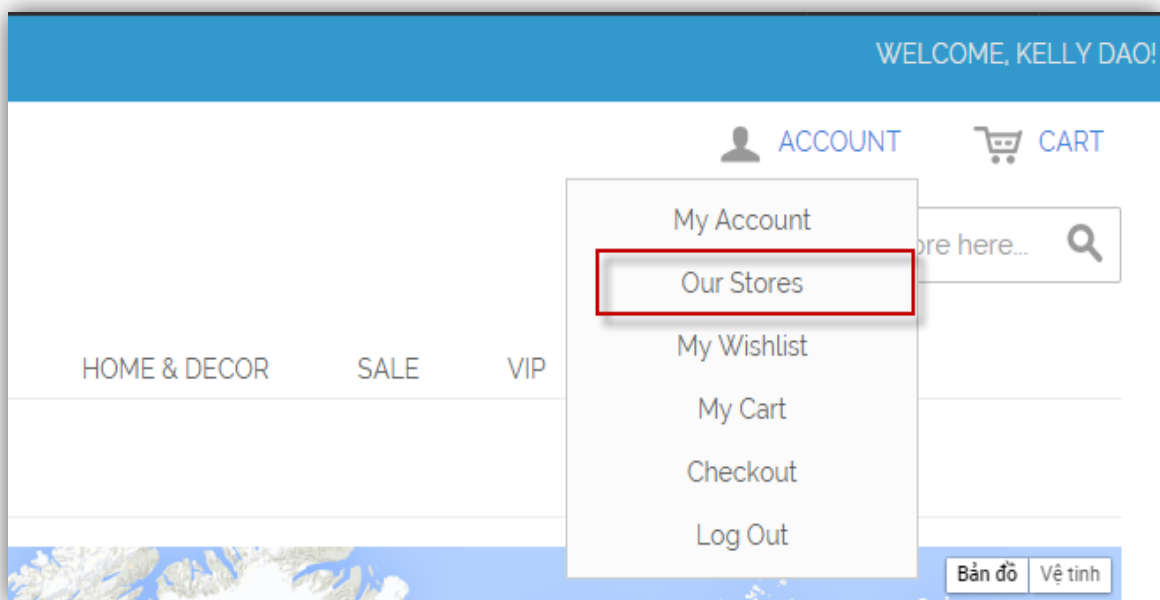
- ✓ Updated Responsive Magento Store Pickup extension (Hot)
- ✓ Work as a Magento standard shipping method
- ✓ Supports multiple stores
- ✓ Supports multiple languages
- ✓ Compatible with Magestore's One Step Checkout extension, Idev's One Step Checkout and Gomage's Light Checkout
- ✓ Work with the new version of Google Map API
- ✓ Open source 100%
- ✓ License Certificate valid for 1 live Magento installation and unlimited test Magento installations (No license key required).
- ✓ Easy to install and configure
- ✓ User-friendly interface

## 2. HOW TO USE

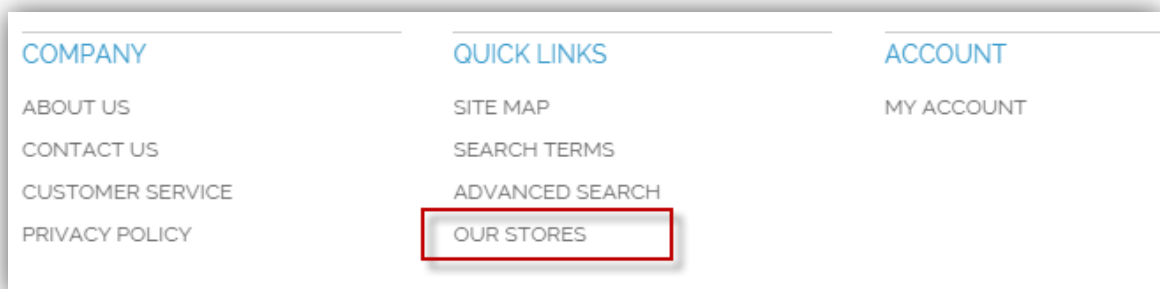
Many times customers want to visit your physical store to pick up products ordered so they can test the quality as well as save the shipping fee. Below, let us introduce you how customers exploit all the usefulness when your store is integrated with the **Store Pickup** extension.

### a. View Store Information

Store Pickup extension creates a separated page to list all of your stores in the front-end. Customers can access this page by clicking on **Our Stores** on Top-Link (the top right of the page) or Footer-Link (the bottom of the page).



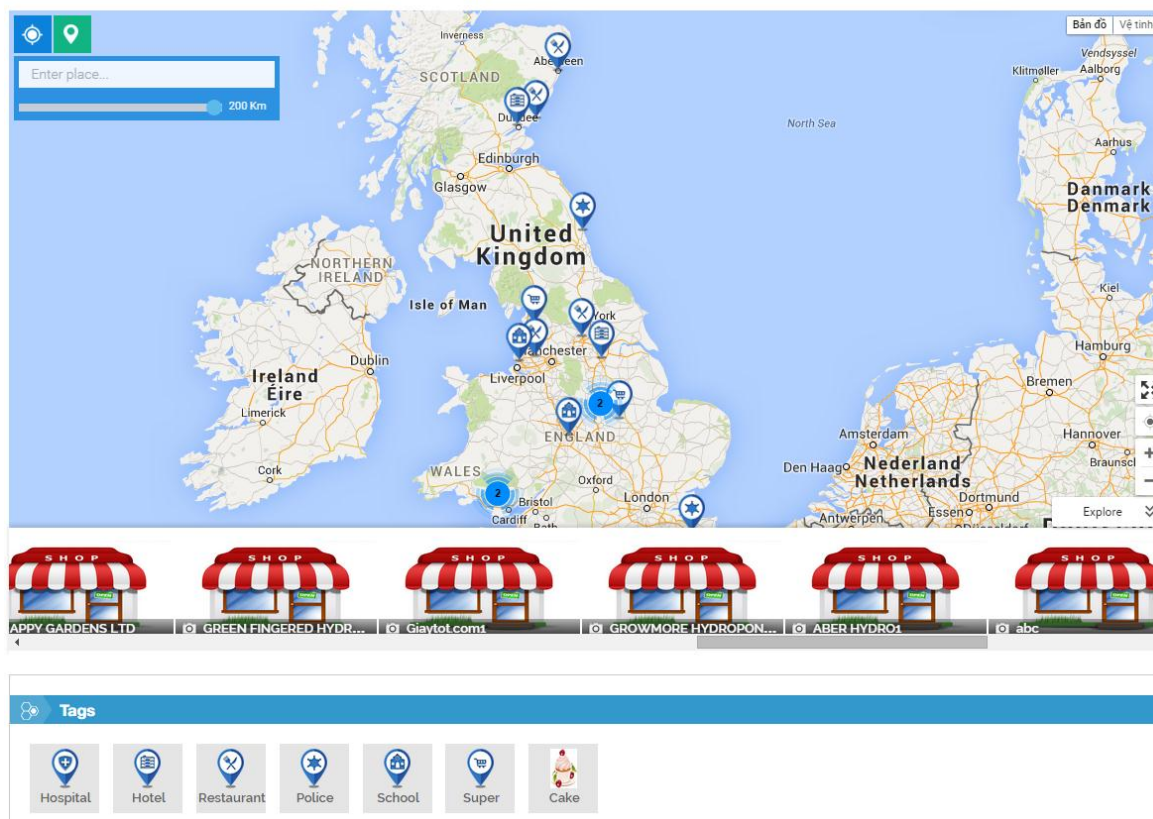
### Top-Link



### Footer-Link

The Store Listing page includes 4 sections: **Store list**, **Search form**, **Google Map** and **Tags list**.



#### OUR STORES



- ✓ The list of all stores is shown on the bottom of Google Map. Customers can view store names and base images on this list.

Click on the icon  on the bottom right corner on the G-Map to show store list

or click on the  to hide store list

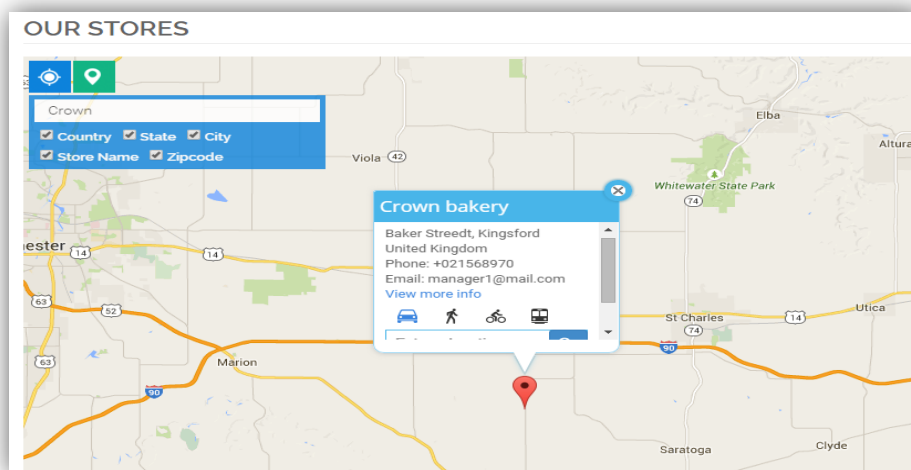
- ✓ Store locations are displayed on Google Map. Customers can zoom in/ zoom out and choose view mode as map/ satellite as preferred. Customers can also view store address or get direction by clicking on the pin icon of any store.
- ✓ Click on the icon  to search stores by location. Customers need to enter the key word and select criteria. Results that are matched are shown on G-Map.  
Click on the icon  to search stores by radius. After customers enter the



location then choose radius, related results are shown on G-Map.

- ✓ Besides, customers can also filter by tags. Customers just have to click on tags they want to search. Then, list of stores which admin add these tags to will be shown.

When customers click on a store on the map, they can instantly view the store location along with its name, address, phone number and store manager's email address. Customers can also get direction on this box.



For more details of a store, customers can click on its **View more info** link to be navigated to the detailed page.

**STORE DETAILS**

[Back](#)

**Crown bakery**  
 Baker Street, Kingsford  
 United Kingdom  
 Phone: +021568970  
 Email: manager1@mail.com

Enter a location

**Store Information** | **Special day & holiday information** | **Contact Store**

**Crown Bakery**

<b>Address:</b>	Baker Street , Kingsford , London United Kingdom 1000
<b>Phone:</b>	021568970
<b>State/Province:</b>	Kingsford
<b>Working Time:</b>	Sun: 6:00 - 12:00 && 13:00 - 22:00 Mon: 6:00 - 12:00 && 13:00 - 22:00 Tue: 6:00 - 12:00 && 13:00 - 22:00 Wed: 6:00 - 12:00 && 13:00 - 22:00 Thur: 6:00 - 12:00 && 13:00 - 22:00 Fri: 6:00 - 12:00 && 13:00 - 22:00 Sat: 6:00 - 12:00 && 13:00 - 22:00

**IMAGES OF STORE CROWN BAKERY**

**MORE VIEWS**

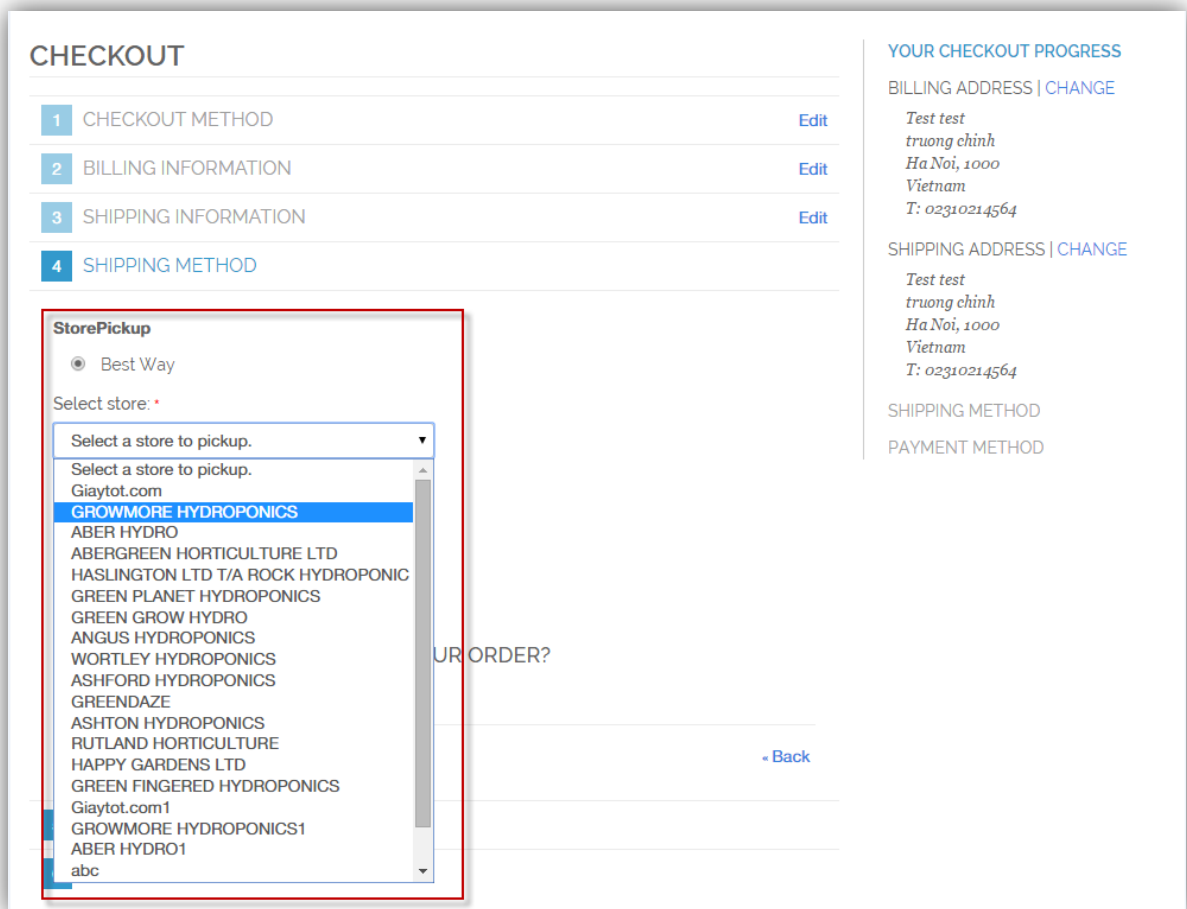
As you can see, this page shows all details that customers want to know about a store before arriving, such as location, contact info, working time, description and store images. They can also view list of special days & holidays in **Special day & Holiday information** tab.

Conveniently, they can email store manager by filling in the contact form then clicking on **Submit**.

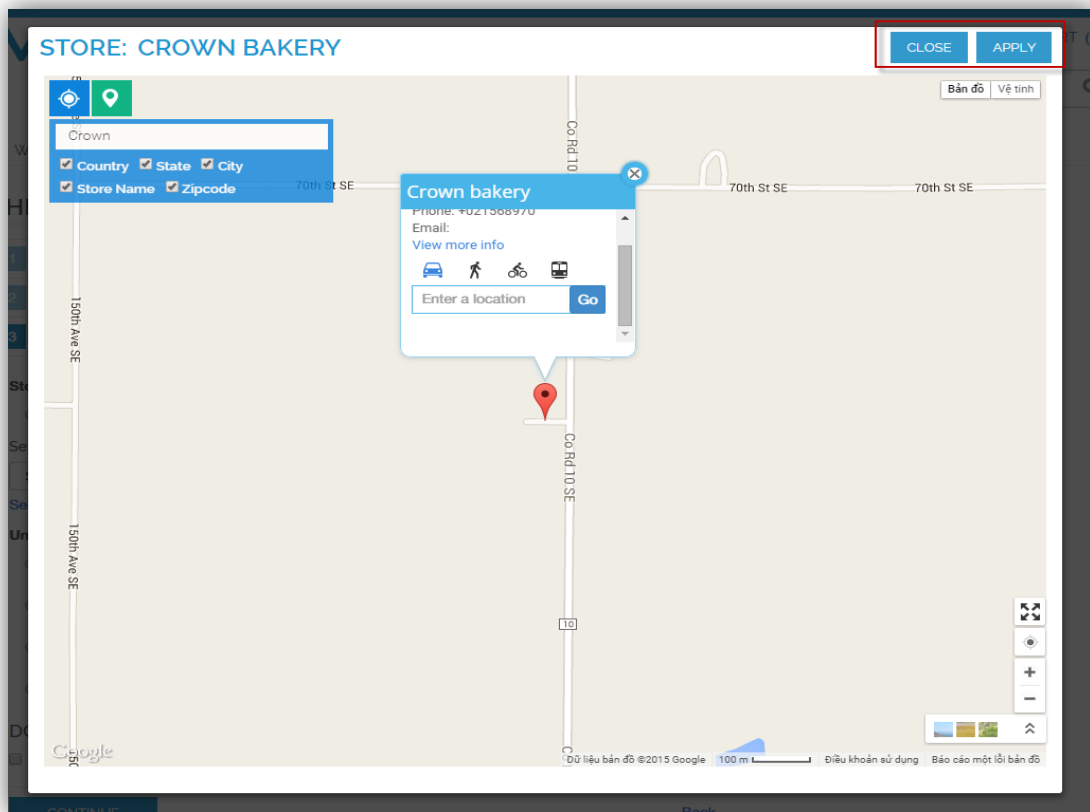
b. Use Store Pickup at Checkout

The main function of Store Pickup module is allowing customers to select a preferred store at checkout to arrive and pick up their ordered products. This section will show you how the extension works for customers.

- In the **Shipping method** tab at checkout, customers can select **Store Pickup** as their shipping option. Then customers can select a store from the dropdown list:

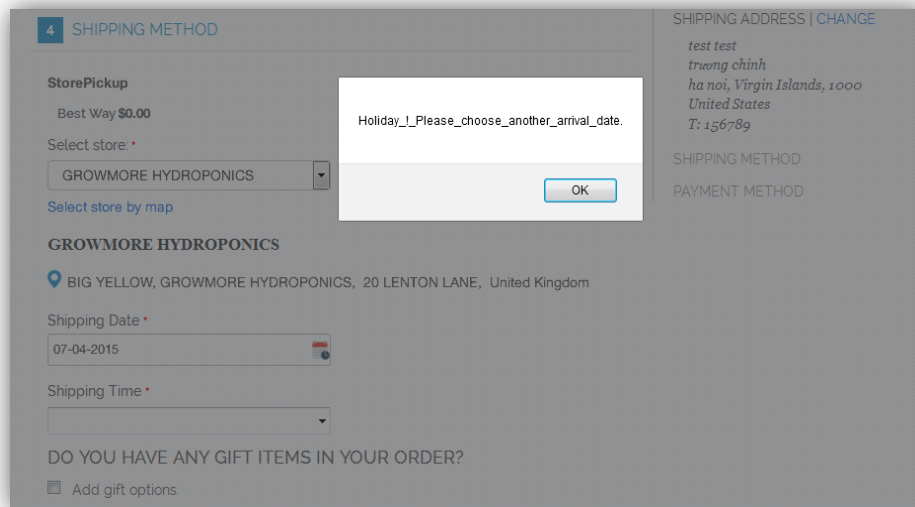


Or customers can select on Google map as bellow:

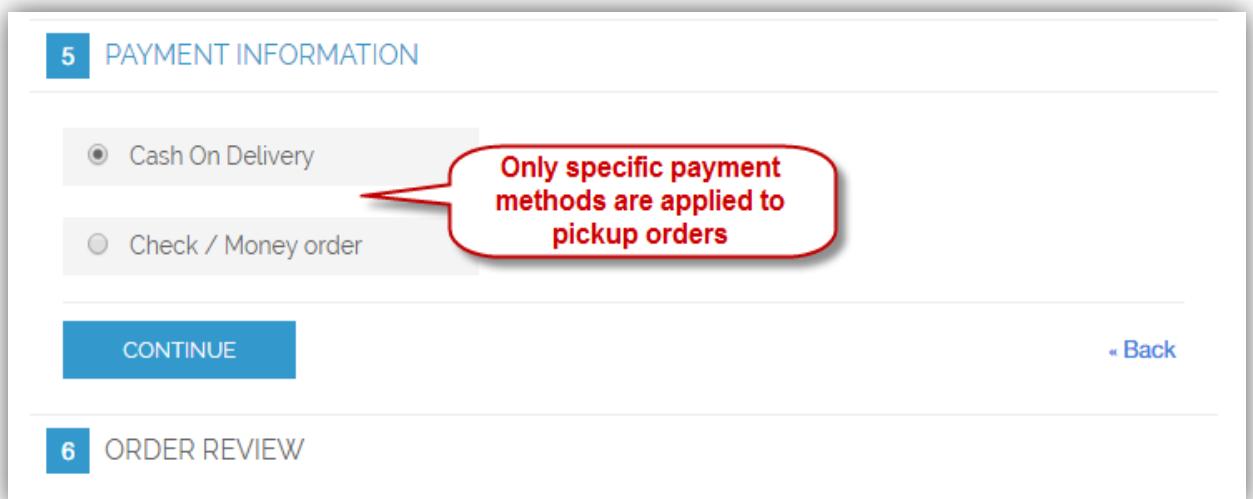


On the G-Map popup, customer needs to select a store on store list or search store that they want, after that click on the **Apply** button to apply or click on **Close** button to cancel.

- After selecting a store, customers need to choose a specific shipping date and time for arrival, and then check out as usual by clicking on the **Continue** button. If the shipping date is one of store's holidays, customers will get a message notifying them to choose another date. Thus, they can avoid arriving on the store's days off. You can refer to section 3.2 to know how to set up these holidays.



- In the **Payment Information** tab, applicable payment methods for **In-store Pickup** are shown as your configuration.



- Before placing order, customers can also review the store address, shipping date and time along with other order information.

## CHECKOUT

- 1 CHECKOUT METHOD [Edit](#)
- 2 BILLING INFORMATION [Edit](#)
- 3 SHIPPING INFORMATION [Edit](#)
- 4 SHIPPING METHOD [Edit](#)
- 5 PAYMENT INFORMATION [Edit](#)
- 6 ORDER REVIEW

PRODUCT	PRICE	QTY	SUBTOTAL
MADISON 8GB DIGITAL MEDIA PLAYER	\$150.00	1	\$150.00
		Subtotal	\$150.00
		Shipping & Handling (StorePickup - Best Way Pickup Time: Jun 30, 2015 9:45:00 AM )	\$0.00
		<b>Grand Total</b>	<b>\$150.00</b>

[PLACE ORDER](#)

Forgot an Item? [Edit Your Cart](#)

### YOUR CHECKOUT PROGRESS

#### BILLING ADDRESS | [CHANGE](#)

test test  
trương chính  
ha noi, Virgin Islands, 1000  
United States  
T: 156789

#### SHIPPING ADDRESS | [CHANGE](#)

Store GROWMORE HYDROPONICS  
BIG YELLOW, GROWMORE HYDROPONICS  
20 LENTON LANE, Mecklenburg-Vorpommern,  
12053  
United Kingdom  
T: ☎ 0115 8408980

#### SHIPPING METHOD | [CHANGE](#)

StorePickup - Best Way  
Pickup Time:  
Jun 30, 2015 9:45:00 AM  
\$0.00

#### PAYMENT METHOD | [CHANGE](#)

**Cash On Delivery**

c. *View Orders*

To view their orders with store pickup information, customers can go to **My Account** on Top-Link > **My Orders** tab > **View Order**.


**ORDER #145000009 - PENDING** [Reorder](#) | [Print Order](#)

About This Order: **Order Information**

ORDER DATE: JUNE 29, 2015

**SHIPPING ADDRESS:** Store Crown bakery  
Baker Street  
London, 1000  
United Kingdom  
T: 021568970

**SHIPPING METHOD:** StorePickup - Best Way  
Pickup Time:  
Jul 9, 2015 6:15:00 AM



**BILLING ADDRESS:** Kelly Dao  
Hedgemans Road  
Dagenham, 13250  
United Kingdom  
T: 02310214564

**PAYMENT METHOD:** CASH ON DELIVERY

**ITEMS ORDERED**

PRODUCT	SKU	PRICE	QTY	SUBTOTAL
MADISON 8GB DIGITAL MEDIA PLAYER	hde012	\$150.00	Ordered: 2	\$300.00
16GB MEMORY CARD	hde004	\$30.00	Ordered: 1	\$30.00
			Subtotal	\$330.00
			Shipping & Handling	\$3.00
			<b>Grand Total</b>	<b>\$333.00</b>

To print orders, customers can click on **Print Order** on the top right.

d. *Receive Order Emails*


After placing orders, customers will receive the confirmation email with information about the pickup store.

**MADISON ISLAND**

Hello, Kelly Dao

Thank you for your order from Madison Island. Once your package ships we will send an email with a link to track your order. You can check the status of your order by [logging into your account](#). If you have any questions about your order please contact us at [support@example.com](mailto:support@example.com) or call us at Monday - Friday, 8am - 5pm PST.  
Your order confirmation is below. Thank you again for your business.

Your Order #100000271 (placed on June 30, 2015 12:41:50 AM PDT)

<b>Billing Information:</b> Kelly Dao Westway London, 12501 United Kingdom T: 065198959	<b>Payment Method:</b> Cash On Delivery
<b>Shipping Information:</b> Store Crown bakery Baker Streedt London, 1000 United Kingdom T: 021568970	<b>Shipping Method:</b> StorePickup - Best Way Pickup Time: Jun 30, 2015 8:30:00 AM 

Item	SKU	Qty	Subtotal
Madison 8GB Digital Media Player	hde012	1	\$150.00
		Subtotal	\$150.00
		Shipping & Handling	\$3.00
		<b>Grand Total</b>	<b>\$153.00</b>



### 3. HOW TO CONFIGURE

You have seen how Store Pickup works in front-end for customers. The following part will guide you through how to configure and manage the extension in back-end.

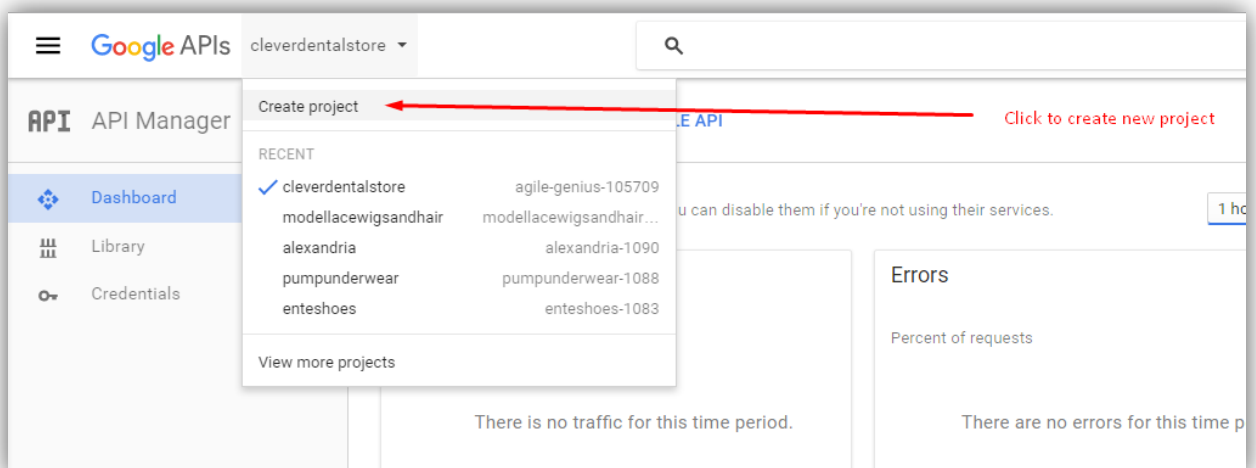
**\*New release:** One of the most important Google Maps APIs Standard Plan updates implemented on June 22, 2016 was that ***required future product updates are only available for [requests made with an API key](#)***.

This means active domains created before June 22, 2016, continue to be able to access the Google Maps JavaScript API, Static Maps API, and Street View Image API without an API key. They are not affected by keyless access being unavailable for new domains.

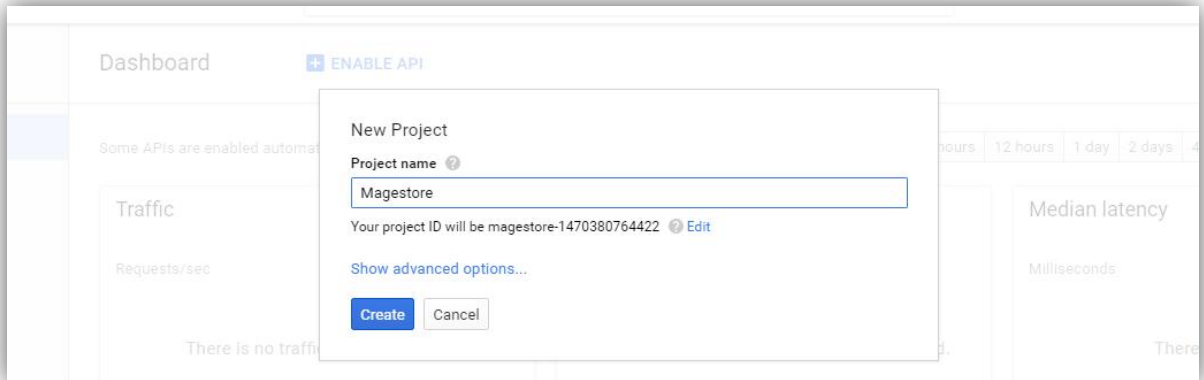
However, Google Maps APIs Standard Plan advise all developers to use a key in order to guarantee their quality of service. Applications that continue to make keyless requests may experience some periodic service degradation if other keyless applications' usage spikes and draws down the global unchanged quota.

In order to get API key, follow these steps as follows:

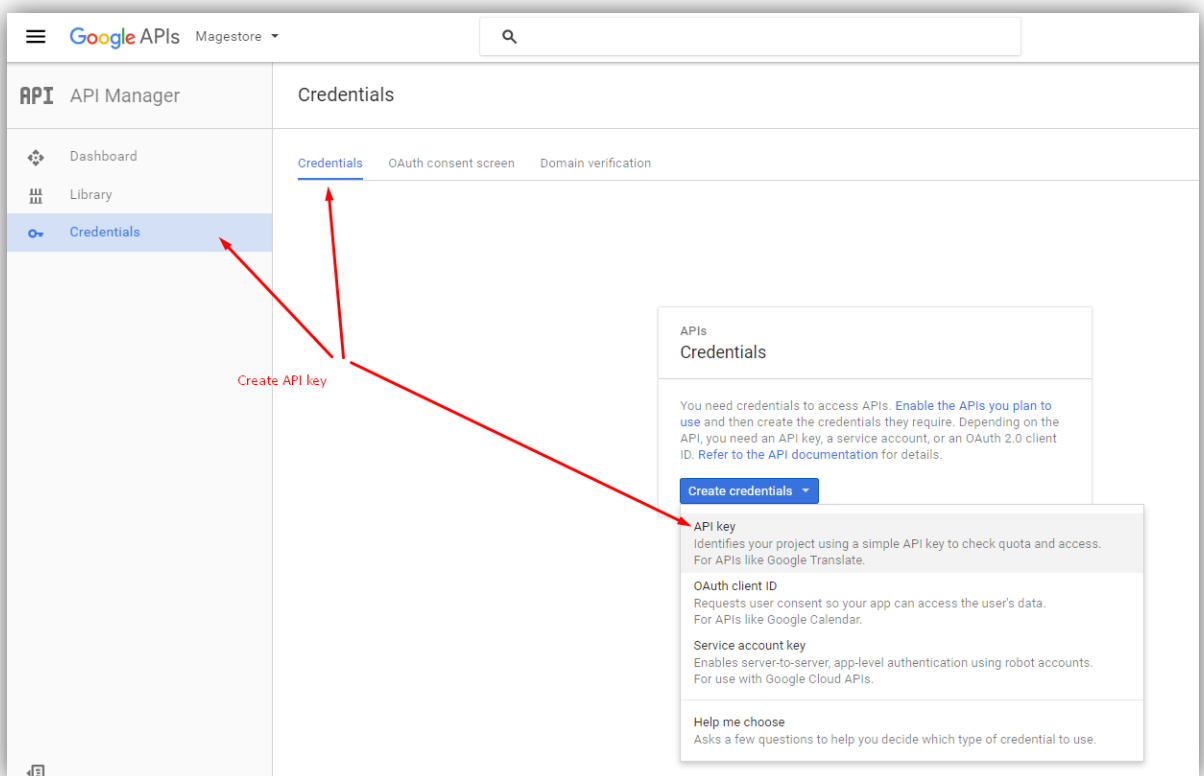
**Step 1:** Visit APIs Console at <https://console.developers.google.com/apis/library> and log into your Google Account. Then, click **Create project** button on top of the menu.



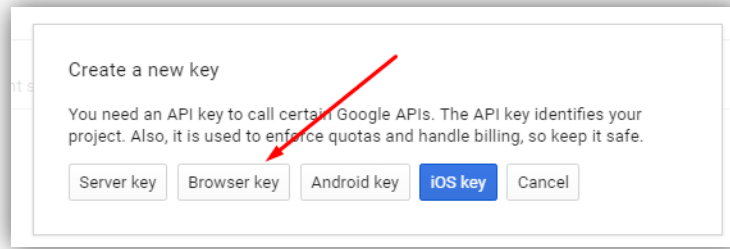
**Step 2:** Fill in the project name and click Create button



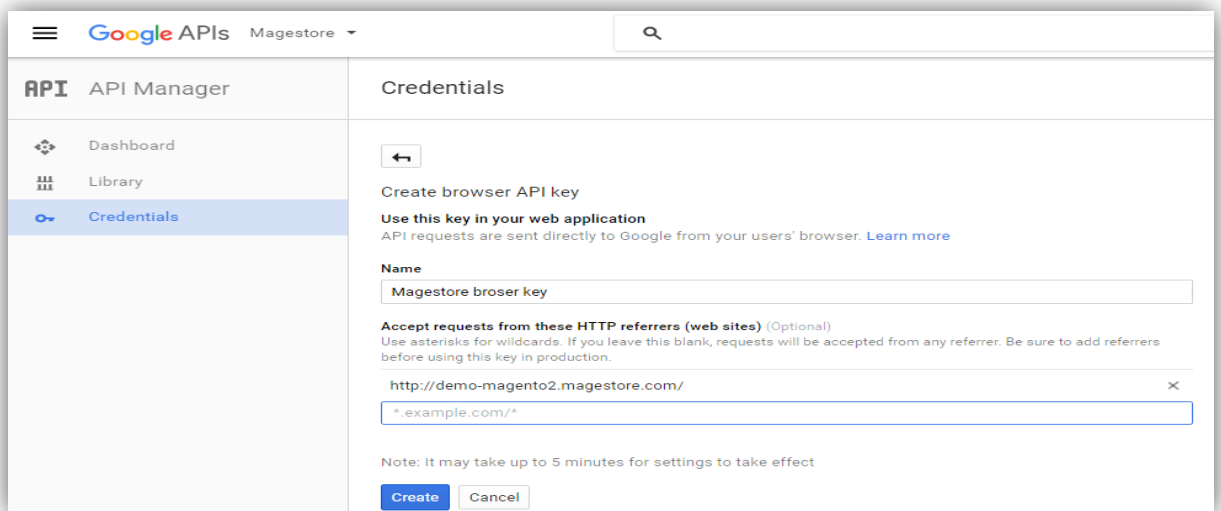
**Step 3:** On the menu at the left side, you will see the **Credentials** Tab. Click this tab and after that, a box will appear with "API key" on it. It is where you should click in order to create API key for your browser apps.



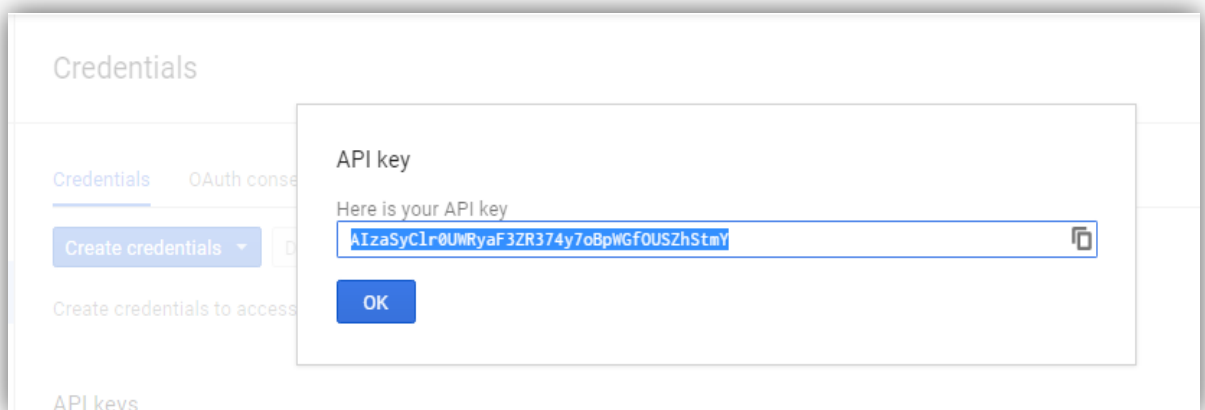
After that you will see a box with a number of choices specifying which kind of key you would like to create. Choose **Browser key**



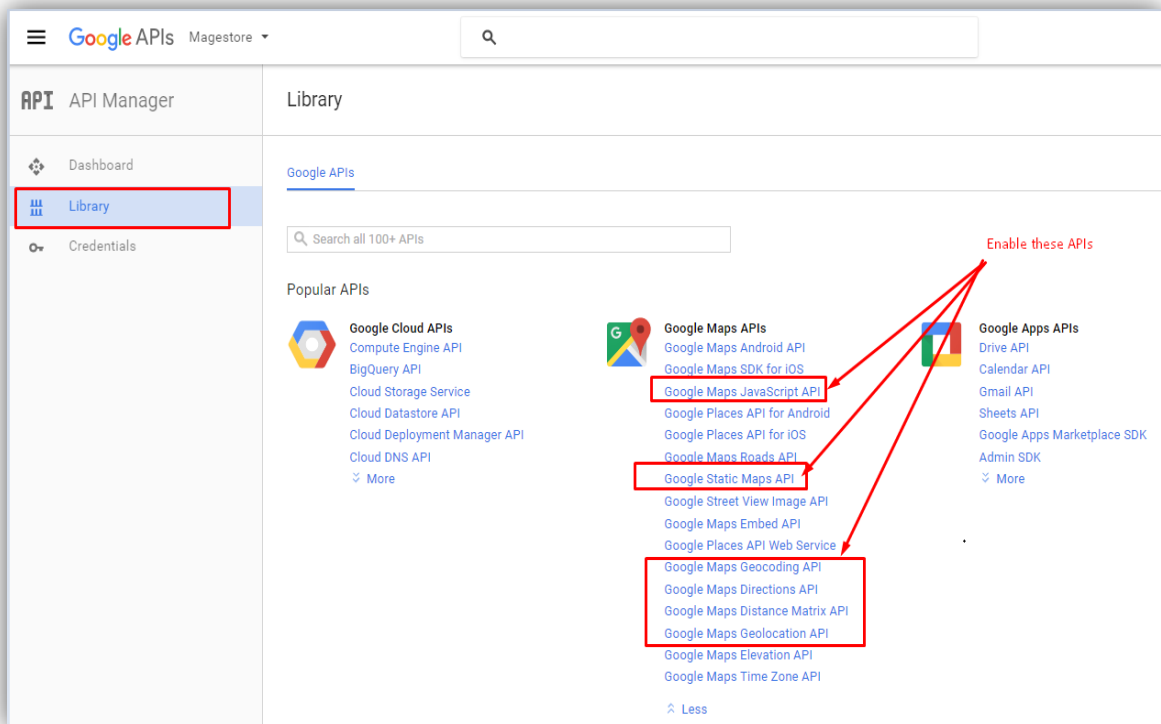
**Step 4:** Fill in your name and domain and then click create



**Step 5:** Get the key and paste it in your page



**Step 6:** Last but not least, in **Library** tab, let's enable the APIs in red frame as below



e. *Manage stores*

In the back-end, go to **Store Pickup** → **Manage stores**. The **Store Manager** grid shows all stores created in your system with their address and status. To add new stores, you can add them manually and import from CSV files.

**Store Manager** Add Store Import Store

1 Page 1 of 2 pages | View 20 per page | Total 19 records found Export to: CSV Export Reset Filter Search

Select All | Unselect All | Select Visible | Unselect Visible | 0 items selected Actions Submit

ID	Store Name	Country	State	City	Street Address	Phone	Status	Action
19	ABER HYDRO1	United Kingdom		ABERDARE	40 CANON STREET,	7743778769	Enabled	Edit
18	GROWMORE HYDROPONICS1	United Kingdom	Mecklenburg-Vorpommern	20 LENTON LANE	BIG YELLOW, GROWMORE HYDROPONICS	0115 8408980	Enabled	Edit
17	Giyatot.com1	Tunisia	Aube	Ha Noi	311 Truong Chinh, Thanh Xuan	8.42E+11	Enabled	Edit
16	GREEN FINGERED HYDROPONICS	United Kingdom	Newfoundland and Labrador	BALFIELD ROAD, ANGUS	UNIT F, HEAL COURT, NORTH TAY COMPLEX	01382 848374 - 07877	Enabled	Edit
15	HAPPY GARDENS LTD	United Kingdom	California	BALBY	UNIT 9, KELHAM BANK IND EST, KELHAM STREET	01302 761386	Enabled	Edit
14	RUTLAND HORTICULTURE	United Kingdom	distrito federal	ASHWELL	UNIT 6 STATION COURT, WHISSENDINE ROAD	01572 723485	Enabled	Edit
13	ASHTON HYDROPONICS	United Kingdom		ASHTON UNDER LYNE	UNIT 3, PARK PARADE INDUSTRIAL ESTATE,	0161 339 1673	Enabled	Edit
12	GREENDAZE	United Kingdom	Alpes-Maritimes	ASHINGTON	UNIT 9 WATERSIDE COURT, NORTH SEATON IND EST	01670 818003	Enabled	Edit

i. Add Store

Click on the **Add Store** button on the top right corner of the **Store Manager** page. You will be navigated to the **Add Store** page, which includes 3 tabs: **General Information**, **Time Schedule** and **Customer Messages**.

- **General Information** tab:

This tab has 3 sessions: Store Information, Contact Information and Google Map.

- ✓ Fill store's name, shipping fee, address and description in **Store Information** session. You can select tags if you want your customers can search this store by tags.

The screenshot shows the 'Store Information' form with the following data:

Field	Value	Action
Store Name *	Crown bakery	[STORE VIEW]
Shipping Fee (\$) *	3	
Status	Enabled	[STORE VIEW]
Address *	Baker Streedt	[STORE VIEW]
City *	London	[STORE VIEW]
Country *	United Kingdom	
State/Province		
Zip Code *	1000	
Tags	Hospital, Hotel, Restaurant, Police, School, Super market, Cake	
Description	[Show / Hide Editor]	[STORE VIEW]

**\*Tips:** You can input content for the **Description** field in HTML for better display in frontend, such as customized format, attached links,

- ✓ In **Contact Form** session, it allows you to enter information of store's manager such as email address, phone number, etc. so customers will know how to contact if needed. You can configure to enable automatic emails sent to the store manager when pickup orders' status is changed.

**Contact Information**

Store Manager \*




Phone Number \*

Email Address \*

Fax Number

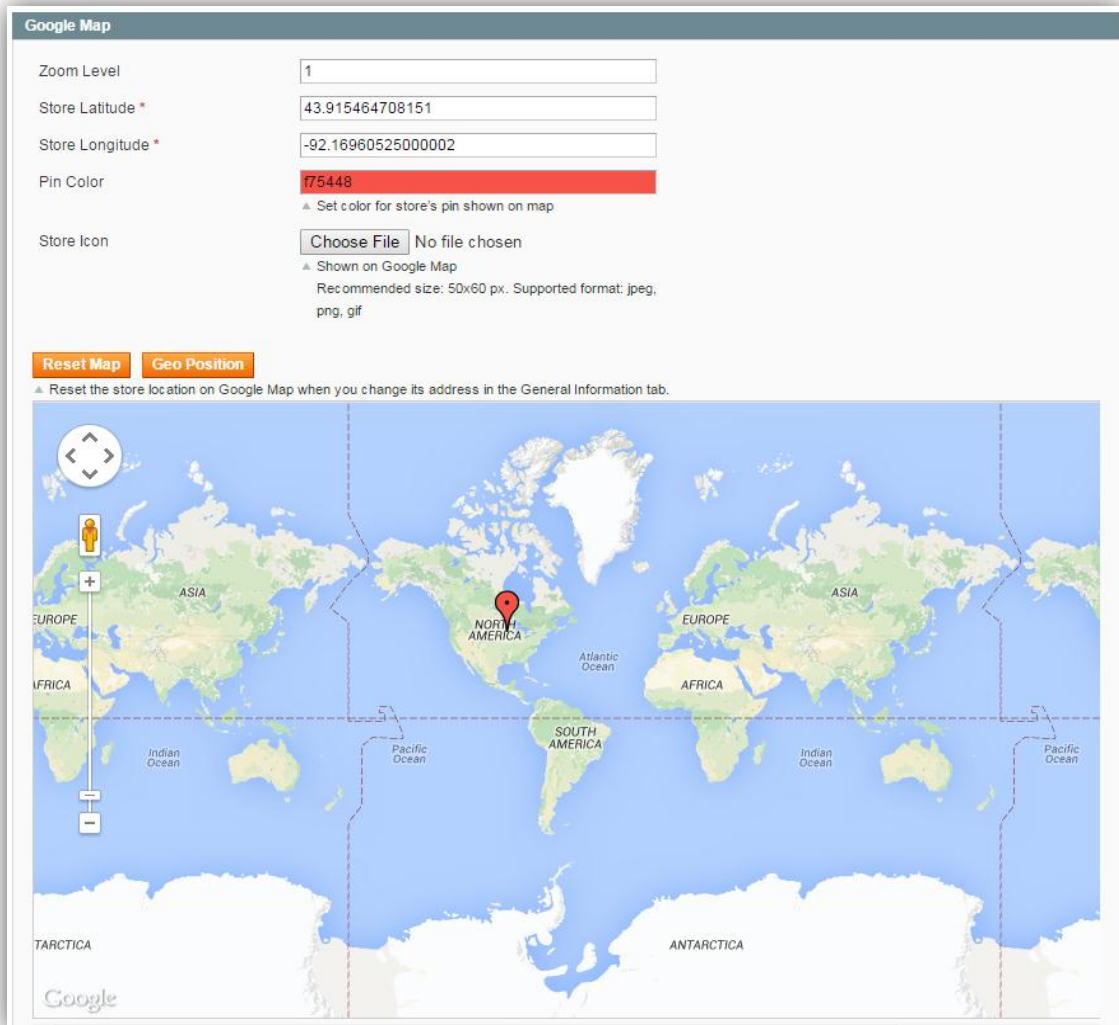
Receive email when order status is changed  ▼

Store Image(s)

Image	Sort Order	Base	Remove
No image		<input type="radio"/>	
	<input type="text" value="1"/>	<input checked="" type="radio"/>	<input type="button" value="Remove"/>
	<input type="text" value="2"/>	<input type="radio"/>	<input type="button" value="Remove"/>
	<input type="text" value="3"/>	<input type="radio"/>	<input type="button" value="Remove"/>

You can also upload store images to show on the **Store Detailed** page. The image chosen as Base Image is used on the **Store Listing** page as well.

- ✓ **Google Map** session, you can fill in coordinates and set color of the store's pin shown on Google map, which is very helpful as you can highlight any store from others just with a different pin color.



- **Time Schedule** tab:

When customers want to pick up products at a specific store, they need to know the suitable time to arrive. This tab helps you set store's opening time for that purpose. Let's take Monday for example:

- If your store opens on Monday, choose Yes for Open.
- If your store opens from 6 am to 11 am and 1pm to 22 pm, set **Opening Time** as 6:00, **Lunch break starts at** 11:00, **Lunch break ends at** 13:00 and **Closing Time** as 22:00.
- When customers select their pickup time at checkout, you can set the interval

between options, such as 30 minutes. Then the shipping time options shown in the dropdown box are 7:00, 7:30, 8:30, etc.

Similarly, you can set opening hours for each remaining day of the week. To quickly set up, click on the **Apply to other days** button on the top right corner of the Monday section. Other days will have the same working time as Monday.

Choose Store View: All Store Views

**Store Information**

- General Information
- Time Schedule**
- Customer Messages

**Add Store** [Back] [Reset] [Save Store] [Save And Continue Edit]

**Monday** [Apply to other days]

Open: Yes

Time Interval: 30 minutes  
▲ Set interval between 2 Shipping Time options

Opening Time: 06 : 00

Lunch break starts at: 11 : 00

Lunch break ends at: 13 : 00

Closing Time: 22 : 00

- **Customer Messages** tab:

When customers fill in the Contact Form on the Store Detailed page, all messages are saved in this tab allowing admin/ store manager to review later.

Choose Store View: All Store Views

**Store Information**

- General Information
- Time Schedule
- Customer Messages**
- Related Orders

**Edit store 'Crown bakery'** [Back] [Reset] [Delete Store] [Save Store] [Save And Continue Edit]

1 Page 1 of 1 pages | View 20 per page | Total 2 records found [Reset Filter] [Search]

ID	Name	Email	Message	Contact On
3	Hannah	<a href="mailto:hannah@gmail.com">hannah@gmail.com</a>	Hey there, your cakes are delicious. Can I place order for a custom birthday cake? It'll be a huge one :D	Jun 29, 2015 11:27:30 PM
2	Kelly dao	<a href="mailto:kelly@mail.com">kelly@mail.com</a>	It is good to have my long term future sorted out, however I still have a lot of rugby to play with Ulster. However strikers are the manager's main concern and Allardyce could us	Jun 29, 2015 11:24:15 PM

After entering all required information, click on the **Save Store** or **Save And Continue Edit** buttons to create the store.



## ii. Import Store

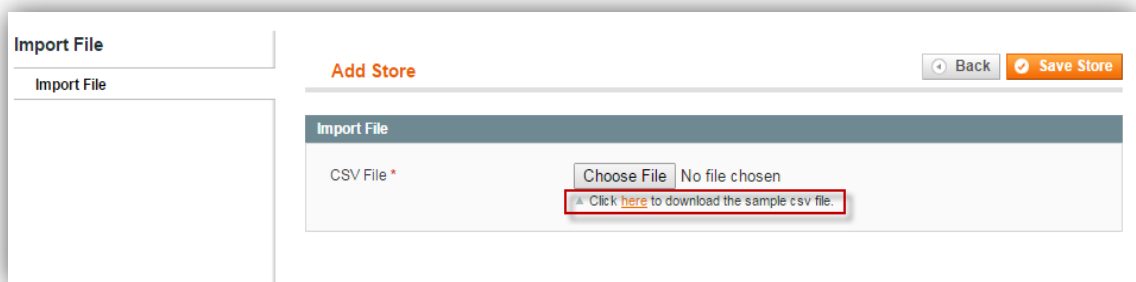
Click on the **Import Store** button on the top right corner of the **Store Manager** page. You will be navigated to the **Import File** page.

- **CSV file structure**

You can download the sample “stores.csv” file to view its structure. The columns are attribute values of the store and each row corresponds to one store. The title row (first row) contains the attribute name; you can note it (important!) because the system reads data from CSV files based on the name. If the attribute value of any stores is null, you don't have to fill data in to it.

- **Import file**

- ✓ Create a CSV file with information of your store following the sample file structure
- ✓ Click on button **Choose File** to select your CSV file
- ✓ Select **Save Store** to import the CSV file



## iii. Edit Store

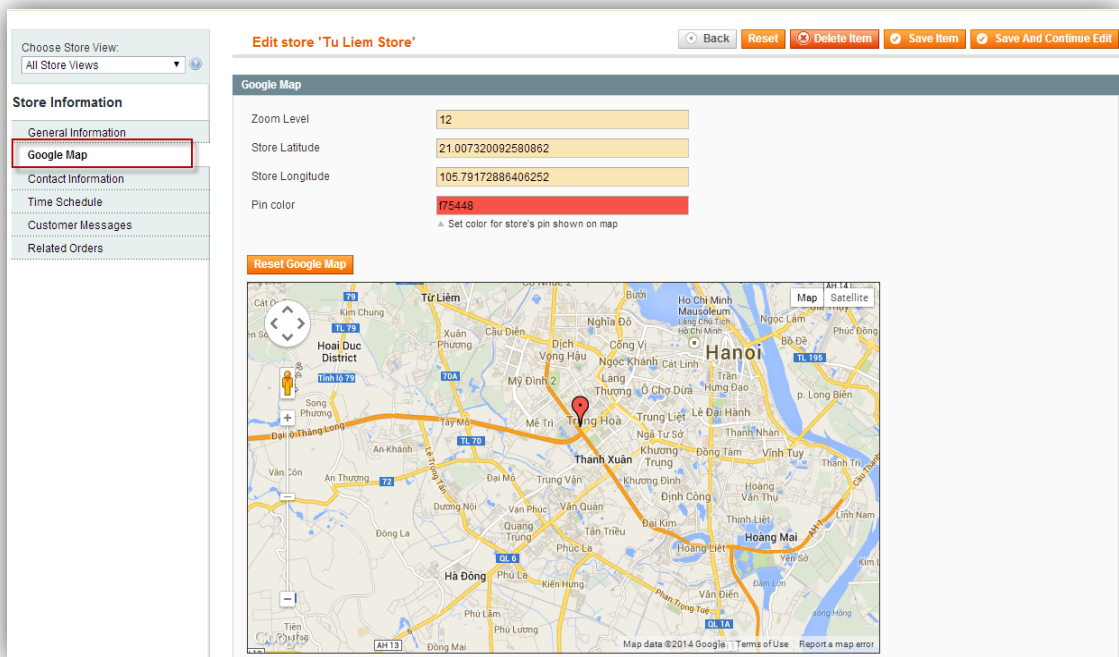
On the **Store Manager** grid, you click on any store to edit. Besides 3 tabs when you create a new store, you can see more **Related Orders** tab.

**\*Note:**

When a store is imported or created manually, the system will automatically get the coordinates based on the store address by using Google API. However, in some cases, this way may be not completely accurate. Therefore, the **Google Map** tab allows you to edit store coordinates manually.

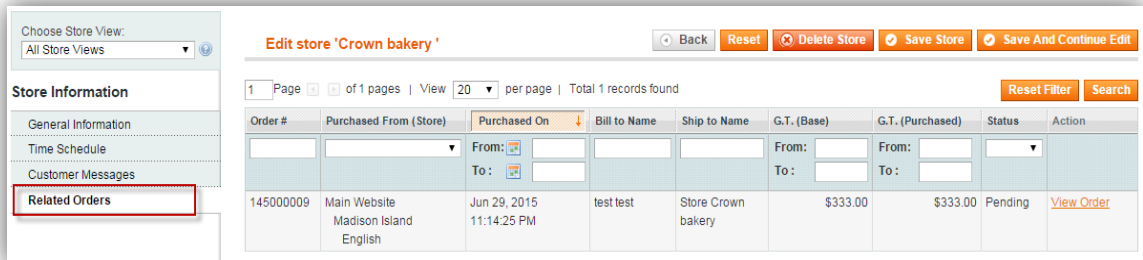
You can see it at the left upper. Click on this tab, the Google map will be displayed. You can reset store position by clicking on any point on the map, and then select **Save Store**.

When you edit the store address (street, city or state/province) in **General Information**, the store coordinates will be auto-updated after being saved. You can also edit the color of store's pin shown on map and preview it.



- **Related Orders tab:**

This tab shows you all pickup orders of this store.



#### f. Manage Holidays

To set days off for your stores, go to **Store Pickup** → **Manage Holidays**. You will be navigated to the **Holiday Manager** page listing all holidays created. Click on **Add Holiday** button to create a new one.

Holiday Manager								Add Holiday	
1 Page 1 of 1 pages   View 20 per page   Total 2 records found				Export to: CSV Export		Reset Filter Search		Submit	
Select All   Unselect All   Select Visible   Unselect Visible   0 items selected								Actions	
ID	Holiday Name	Store	Starting Date	End Date	Comment	Action			
Any			From: To:	From: To:					
<input type="checkbox"/>	3 Holiday 2	GREEN FINGERED HYDROPONICS, GREEN GROW HYDRO, GREEN PLANET HYDROPONICS, GREENDAZE, GROWMORE HYDROPONICS	Sep 30, 2015	Oct 1, 2015		Edit			
<input type="checkbox"/>	2 Holiday 1	ABER HYDRO, ABER HYDRO1, ABERGREEN HORTICULTURE LTD, ANGUS HYDROPONICS, ASHFORD HYDROPONICS, ASHTON HYDROPONICS, Crown bakery	Jul 3, 2015	Jul 4, 2015	Holiday 1 Please choose another arrival date.	Edit			

On the **Add Holiday** page:

- Enter the holiday name
- Select store(s) to apply holiday from the list
- Select the start date and end date of holiday
- Fill a notification message in the **Comment** field. It will be shown on your checkout page when customers select one of the holidays you set as their shipping date.

Remember to click on the **Save Item** button after entering required fields to save your work.

**Holiday Information**

Holiday Information

Back Reset Save Item Save And Continue Edit

**Add Holiday**

**Holiday information**

Holiday Name \*

Store \* 

Glaytot.com1  
 GREEN FINGERED HYDROPONICS  
 GREEN GROW HYDRO  
 GREEN PLANET HYDROPONICS  
 GREENDAZE  
 GROWMORE HYDROPONICS  
 GROWMORE HYDROPONICS1  
 HAPPY GARDENS LTD  
 HASLINGTON LTD T/A ROCK HYDROPONIC  
 Phoebe Test

▲ Select store(s) applying holiday.

Starting Date \*

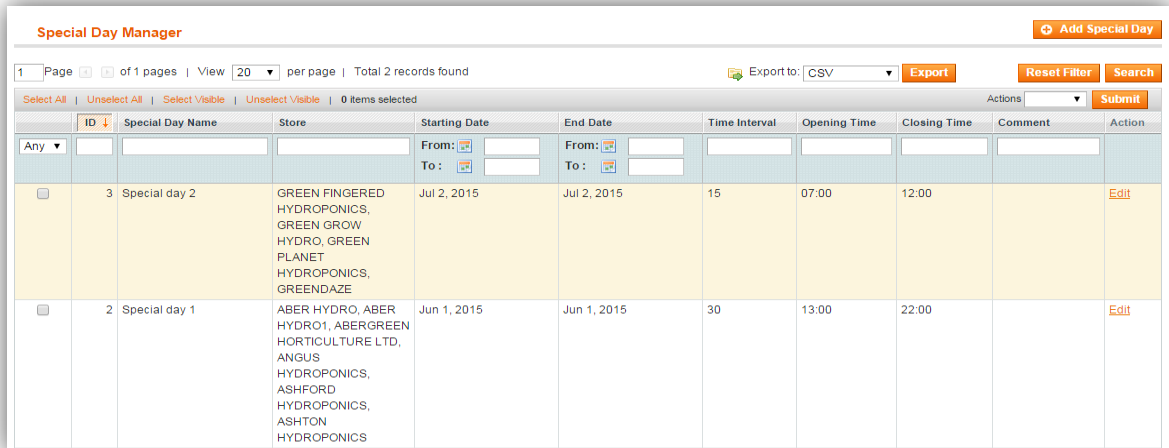
End Date \*

Comment

▲ Notification message shown to customers

### g. Manage Special Days

To set days with special working time for your stores, go to **Store Pickup** → **Manage Special Days**. You will be navigated to the **Special Day Manager** page listing all special days created. Click on the **Add Special Day** button to create a new one.

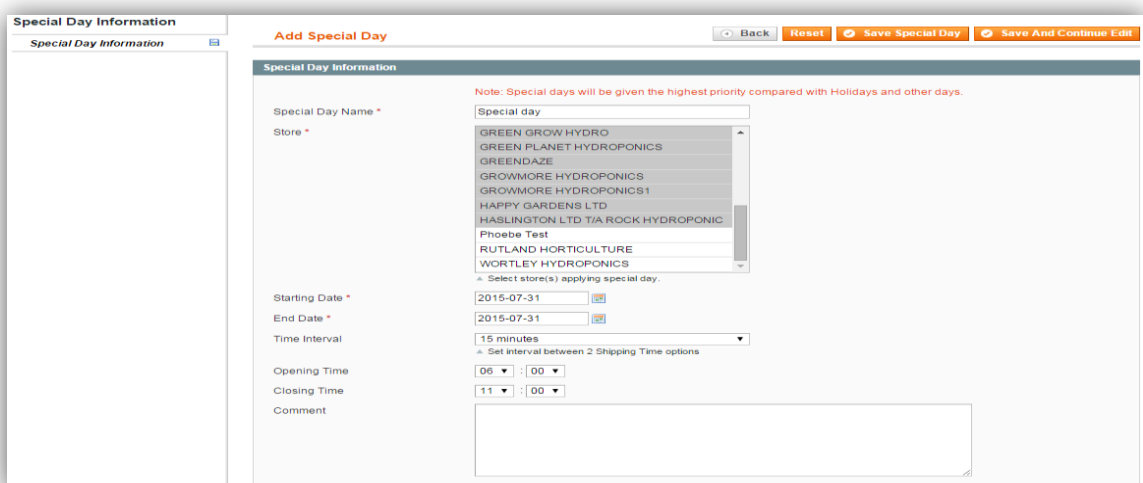


The screenshot shows the 'Special Day Manager' interface. At the top right, there is an 'Add Special Day' button. Below it, there are navigation and filtering options: 'Page 1 of 1 pages', 'View 20 per page', 'Total 2 records found', 'Export to: CSV', 'Export', 'Reset Filter', and 'Search'. A toolbar contains 'Select All', 'Unselect All', 'Select Visible', 'Unselect Visible', and '0 Items selected'. Below this is a table with columns: ID, Special Day Name, Store, Starting Date, End Date, Time Interval, Opening Time, Closing Time, Comment, and Action. Two rows are visible:

ID	Special Day Name	Store	Starting Date	End Date	Time Interval	Opening Time	Closing Time	Comment	Action
3	Special day 2	GREEN FINGERED HYDROPONICS, GREEN GROW HYDRO, GREEN PLANET HYDROPONICS, GREENDAZE	Jul 2, 2015	Jul 2, 2015	15	07:00	12:00		Edit
2	Special day 1	ABER HYDRO, ABER HYDRO1, ABERGREEN HORTICULTURE LTD, ANGUS HYDROPONICS, ASHFORD HYDROPONICS, ASHTON HYDROPONICS	Jun 1, 2015	Jun 1, 2015	30	13:00	22:00		Edit

On the **Add Special Day** page:

- Enter special day name
- Select store(s) to apply special working days from the list
- Select the start date and end date of special days
- Set interval between shipping time options shown to customers at checkout, such as 15 minutes
- Choose opening and closing time applied to these special days



The screenshot shows the 'Add Special Day' form. It includes a 'Special Day Information' sidebar on the left. The main form area has the following fields:

- Special Day Name \***: A text input field with 'Special day' entered.
- Store \***: A dropdown menu showing a list of stores including 'GREEN GROW HYDRO', 'GREEN PLANET HYDROPONICS', 'GREENDAZE', 'GROWMORE HYDROPONICS', 'GROWMORE HYDROPONICS 1', 'HAPPY GARDENS LTD', 'HASLINGTON LTD T/A ROCK HYDROPONIC', 'Phoebe Test', 'RUTLAND HORTICULTURE', and 'WORTLEY HYDROPONICS'. Below the list is a note: 'Select store(s) applying special day.'
- Starting Date \***: A date picker set to '2015-07-31'.
- End Date \***: A date picker set to '2015-07-31'.
- Time Interval**: A dropdown menu set to '15 minutes'. Below it is a note: 'Set interval between 2 Shipping Time options'.
- Opening Time**: A time picker set to '06 : 00'.
- Closing Time**: A time picker set to '11 : 00'.
- Comment**: A large text area for additional notes.

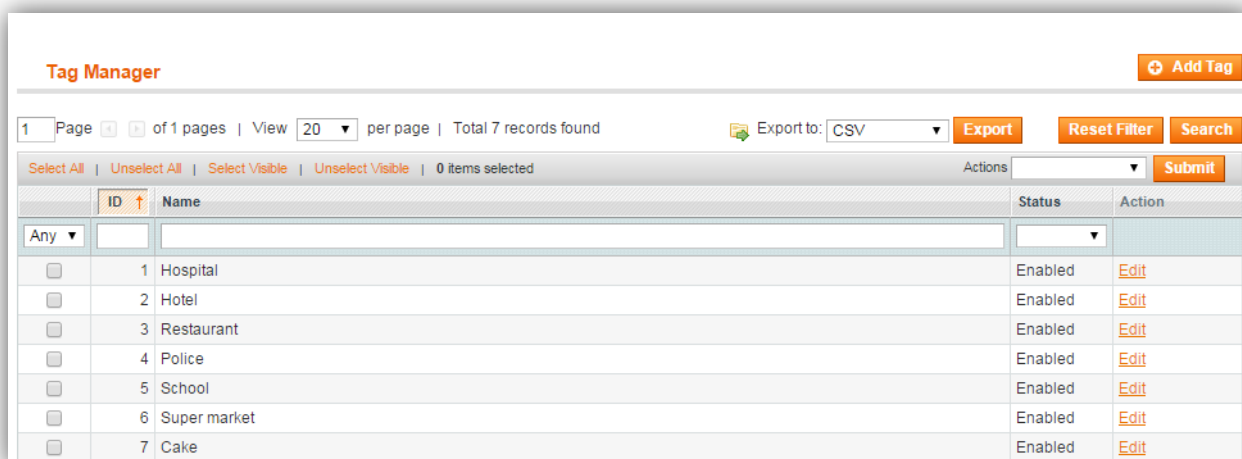
At the top right of the form, there are buttons for 'Back', 'Reset', 'Save Special Day', and 'Save And Continue Edit'.

Remember to click on the **Save Item** button to save your work.

**\* Note:** Special days have the highest priority compared with holidays and other days. If a specific date is assigned as both store's special day and holiday, it will be counted as special working day. The store still opens for pickup on that date but with special opening hours as you configured.

#### h. *Manage Tags*

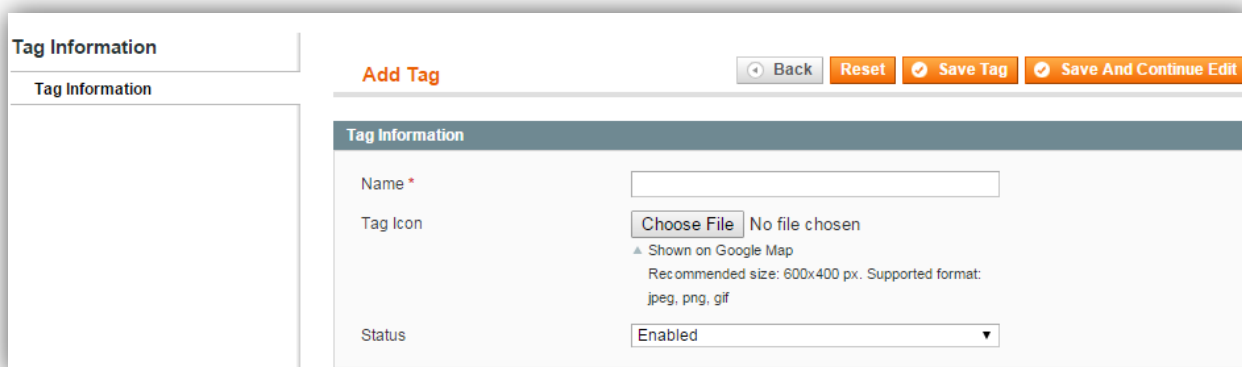
This page shows the list of tags that you added. This tags list will be shown on the Store listing page to your customers can filter stores by them.



The screenshot shows the 'Tag Manager' interface. At the top right is an 'Add Tag' button. Below it, there are pagination controls: '1 Page of 1 pages | View 20 per page | Total 7 records found'. To the right of these are 'Export to: CSV', 'Export', 'Reset Filter', and 'Search' buttons. Below the pagination is a selection bar with 'Select All', 'Unselect All', 'Select Visible', 'Unselect Visible', and '0 items selected'. To the right of this bar is an 'Actions' dropdown and a 'Submit' button. The main content is a table with columns: 'ID', 'Name', 'Status', and 'Action'. The table contains 7 rows of tags:

ID	Name	Status	Action
1	Hospital	Enabled	<a href="#">Edit</a>
2	Hotel	Enabled	<a href="#">Edit</a>
3	Restaurant	Enabled	<a href="#">Edit</a>
4	Police	Enabled	<a href="#">Edit</a>
5	School	Enabled	<a href="#">Edit</a>
6	Super market	Enabled	<a href="#">Edit</a>
7	Cake	Enabled	<a href="#">Edit</a>

To add a new tag, please click on **Add Tag** button, the **Add Tags** page will be shown and you need to fill tag's name, upload icon and select status for that tag.



The screenshot shows the 'Add Tag' form. At the top right are buttons: 'Back', 'Reset', 'Save Tag', and 'Save And Continue Edit'. The form has a 'Tag Information' section with the following fields:

- Name \***: A text input field.
- Tag Icon**: A 'Choose File' button, followed by 'No file chosen'. Below it, there is a note: 'Shown on Google Map' and 'Recommended size: 600x400 px. Supported format: jpeg, png, gif'.
- Status**: A dropdown menu with 'Enabled' selected.

After that, remember to save your work by clicking on **Save Tag** button or **Save And Continue Edit** button.

i. *View Pickup Orders*

To view pickup orders in backend:

- Go to **Sales** → **Orders** on the menu, choose the order in which the shipping name is the same as the pickup store's name.
- In the **Information** tab, you can see the information about shipping address changed to the address of pickup store and attached with a map location.

**Order View**

Order # 145000014 | Jun 30, 2015 1:29:45 AM

Back Edit Cancel Send Email Hold Invoice Ship Reorder

**Information**

- Invoices
- Credit Memos
- Shipments
- Comments History
- Transactions
- Store Pickup

**Order # 145000014 (the order confirmation email was sent)**

Order Date	Jun 30, 2015 1:29:45 AM
Order Status	Pending
Purchased From	Main Website Madison Island English
Placed from IP	101.99.23.40

**Account Information**

Customer Name	<a href="#">Kelly Dao</a>
Email	<a href="mailto:thao.dao@trueplus.vn">thao.dao@trueplus.vn</a>
Customer Group	General

**Billing Address** Edit

Kelly Dao  
Westway  
London, 12501  
United Kingdom  
T: 065198959

**Shipping Address** Edit

Store Crown bakery  
Baker Street  
London, 1000  
United Kingdom  
T: 021568970

**Payment Information**

Cash On Delivery  
Order was placed using USD

**Shipping & Handling Information**

StorePickup - Best Way  
Pickup Time:  
Jun 30, 2015 8:30:00 AM

70th St SE

Map data ©2015 Google

\$3.00

- **Store Pickup** tab shows you more detailed information of store location.

**Order View**

Order # 145000014 | Jun 30, 2015 1:29:45 AM

Back Edit Cancel Send Email Hold Invoice Ship Reorder

**Information**

- Invoices
- Credit Memos
- Shipments
- Comments History
- Transactions
- Store Pickup**

**Store Information**

Name	Crown bakery
Address	Baker Street
City	London
State/Province	Kingsford
Zipcode	1000
Country	United Kingdom

70th St SE

Map data ©2015 Google

**Delivery Time**

Time	08:30:00
Date	01-01-1970

j. *Receive Notification Emails about Pickup Orders*

After customers place orders with the in-store pickup option, notification emails will be sent to the store manager and the web administrator.

- Email sent to the store manager:

**MADISON ISLAND**

**Hello John**

There is a customer that has placed an order from Main Store and select your store location to pickup. If you have any questions about this order please contact us at [support@example.com](mailto:support@example.com) or call us at Monday - Friday, 8am - 5pm PST.  
The order information is below.

**Your Order #10000271** (placed on June 30, 2015 1:20:02 AM PDT)

<b>Billing Information:</b> Kelly Dao Westway London, 12501 United Kingdom	<b>Payment Method:</b> Cash On Delivery
<b>Shipping Information:</b> Store Crown bakery Baker Street London, 1000 United Kingdom T: 021568970	<b>Shipping Method:</b> Store Pickup - Free Pickup Time: Jun 30, 2015 5:30:00 AM

Item	Sku	Qty	Subtotal
Madison 8GB Digital Media Player	hde012	1	\$150.00
		Subtotal	\$150.00
		Shipping & Handling	\$3.00
		<b>Grand Total</b>	<b>\$153.00</b>

- Email sent to the web administrator:

**MADISON ISLAND**

**Hello Owner,**

There is a customer that has placed an order from Main Store. You can check the status of this order by [logging into back-end](#).  
The order information is below.

**The Order #10000271** (placed on June 30, 2015 1:20:02 AM PDT)

<b>Billing Information:</b> Kelly Dao Westway London, 12501 United Kingdom	<b>Payment Method:</b> Cash On Delivery
<b>Shipping Information:</b> Store Crown bakery Baker Street London, 1000 United Kingdom T: 021568970	<b>Shipping Method:</b> Store Pickup - Free Pickup Time: Jun 30, 2015 5:30:00 AM

Item	Sku	Qty	Subtotal
Madison 8GB Digital Media Player	hde012	1	\$150.00
		Subtotal	\$150.00
		Shipping & Handling	\$3.00
		<b>Grand Total</b>	<b>\$153.00</b>

k. *Settings*

To configure settings of the **Store Pickup** extension, go to **System > Configuration** on the menu bar, choose the **Shipping Methods** tab on the left navigation, select the **Store Pickup** method.

The configuration is divided into 4 groups including **General**, **Store List**, **Checkout** and **Email Template**

- **General:**

No.	Field	Sample	Result
1	Enable Store Pickup	Yes	Enable this extension on your site
2	Store List link shown in frontend	Top Link/Footer Link/ Not Shown	Show <b>Our stores</b> link on the top link/ footer link in frontend or not
3	Google Map key		Fill the Google map key into this field to use Google API. You can get this key by following the guide link or going to <b>Store Pickup &gt; Guide</b> .



- **Store List:**

**Store List** [STORE VIEW]

Description [STORE VIEW]

Search Tab [STORE VIEW]

Store Search [STORE VIEW]

Maximum Radius [STORE VIEW] 200

Unit of distance [STORE VIEW] Kilometers  
 ▲ Unit to measure distance between store and customer

- **Description:** enter description that will be shown on the Store Listing page
- **Search Tab:** select types of search tabs that will be shown on the search form.
- **Store Search:** select the information customers can select when they search by area
- **Maximum Radius:** enter the maximum radius that you allow your customer to search
- **Unit of distance:** select unit to measure distance between store and customer as Kilometers or Miles

- **Checkout:**

Checkout		
Carrier Title	<input type="text" value="StorePickup"/>	[STORE VIEW] ▲ Carrier title is shown in Shipping Method stage at checkout
Method Title	<input type="text" value="Best Way"/>	[STORE VIEW] ▲ Method title is shown in Shipping Method stage at checkout
Default store at checkout	<input type="text" value="--Choose Default Store--"/>	[STORE VIEW]
Display pickup time/date	<input type="text" value="Yes"/>	[WEBSITE] ▲ Allow customers to select pickup date and time at checkout
Time format	<input type="text" value="24h"/>	[STORE VIEW] ▲ Set format of shipping time and store's working time
Applicable payment method(s)	<input type="text" value="Only Selected Payment Methods"/>	[WEBSITE] ▲ Select payment methods applied to Store Pickup
Select applicable payment methods	<input type="text" value="Credit Card (saved)"/> <input type="text" value="Check / Money order"/> <input type="text" value="No Payment Information Required"/> <input type="text" value="Cash On Delivery"/> <input type="text" value="PayPal Mobile Express Checkout"/>	[WEBSITE]

- **Carrier Title:** The title shown in Shipping Method stage at checkout.
- **Method Title:** Method title is shown in Shipping Method stage at checkout
- **Default store at checkout:** Choose this store as the default store in Shipping Method at checkout when customers select the Store Pickup option
- **Display pickup time/date:** Allow customers to select pickup date and time at checkout or not.
- **Time format:** Set format of shipping time and store's working time.
- **Applicable payment method(s):** You can select payment methods applied to Store Pickup here. If you choose Only Selected Payment Methods, it will apply only specific payment methods for pickup orders.
- **Select applicable payment methods:** Select the payment methods that you allow customers to choose between these payment methods to pay for pickup orders

- **Email Template:**

Email Template		
To store owner when pickup order is created	Email to store owner (Default Template from L ▼	[STORE VIEW]
To admin when pickup order is created	Email to web-shop admin (Default Template fr ▼	[STORE VIEW]
To store-owner and web-shop admin when customers contact	Email to store owner and web-shopadmin (De ▼	[STORE VIEW]
To store owner when pickup order status is changed	Email to store owner (Default Template from L ▼	[STORE VIEW]

You can modify default email template sent to store manager and admin when pickup order is created, changed status or customers send message through the **Contact Form**.

After configuring all fields, click on the **Save Config** button to save your work.

**Contact us:**

-  [www.magestore.com](http://www.magestore.com)
-  [magestore.zendesk.com](https://magestore.zendesk.com)
-  [support@magestore.com](mailto:support@magestore.com)
-  +1-606-657-0768
-  1750 Montgomery Street 1st Floor,  
San Francisco, CA 94111, United States.

