

# WooCommerce Abandoned Cart - Email Reminder Plugin

## Extendons

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- by: Extendons
- [www.extendons.com/](http://www.extendons.com/)
- email: [info@extendons.com](mailto:info@extendons.com)

## 1 Installation Guide

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This is a quick guide on installation, and updating.

### 1.1 Plugin Installation

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To install WooCommerce Product plugin you must have a working and latest version of WordPress and WooCommerce plugin already installed. For information on installing the WordPress , please see the [WordPress Codex - Installing WordPress](#). For installing the WooCommerce and configure the shop please visit the following link [WooThemes - Installing WooCommerce](#).

- Now the next step is the WooCommerce Abandoned Cart. In the full .ZIP archive you have downloaded from **Codecanyon.net** you will find a file called ext\_woo\_abandoned\_cart.zip. This file is the installable .ZIP archive you can install via WordPress.

Now is time to install WooCommerce Abandoned Cart, please read these steps carefully.

### Installing from WordPress

Follow the steps bellow to install from WordPress Admin Dashboard

- Navigate to Plugins
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate ext\_woo\_abandoned\_cart.zip on your computer and click Install Now
- When installation is done please click Activate to activate plugin

### Installing using FTP

Follow the steps bellow to install using FTP

- Unzip ext\_woo\_abandoned\_cart.zip to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory
- Locate the local directory where you have unzipped the ext\_woo\_abandoned\_cart.zip archive
- Upload local folder /ext\_woo\_abandoned\_cart/ to remote /wp-content/plugins/
- To activate the newly installed plugin navigate to Plugins and click the Activate button within the WooCommerce Abandoned Cart

## 1.2 Plugin Updates

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### Update from WordPress Admin

Follow the steps bellow to update from WordPress Admin Dashboard

- Navigate to Plugins
- Find the currently installed WooCommerce Abandoned Cart plugin and click Deactivate
- After deactivation click Delete to remove the old version (your saved setting will not be lost)
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the new version archive ext\_woo\_abandoned\_cart.zip on your computer and click Install Now
- When installation is done please click Activate to activate plugin

### Update using FTP

Follow the steps bellow to update using FTP

- Unzip the new version archive ext\_woo\_abandoned\_cart.zip to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory and delete the current plugin folder /ext\_woo\_abandoned\_cart/
- Locate the local directory where you have unzipped the new version archive extendons-PDF-invoices-pro.zip
- Upload local folder /ext\_woo\_abandoned\_cart/ to remote /wp-content/plugins/

## 2 User Guide

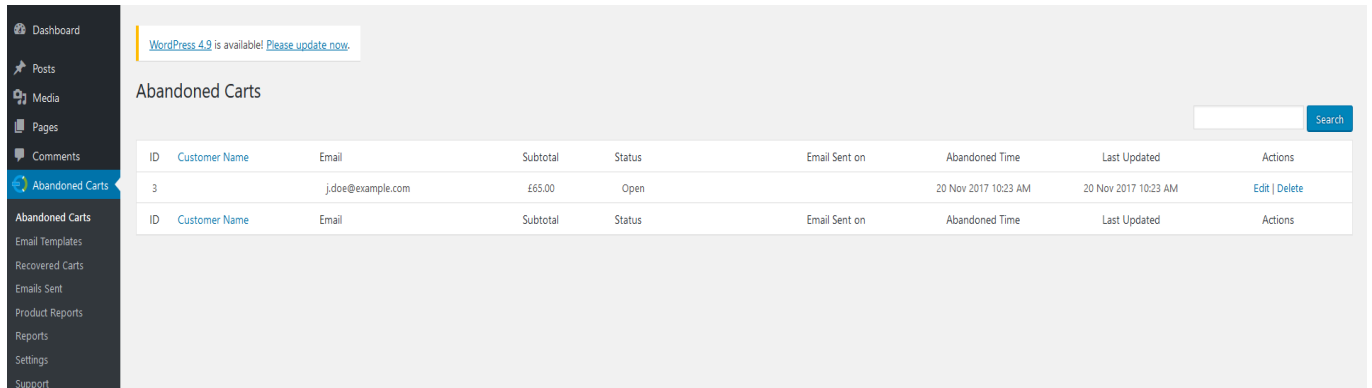
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After installation of plugin, login to admin panel and flush your cache storage.

## 2.1 How to Send Emails to Abandoned Carts

### Step 1 - Go to Abandoned Carts:

At the backend go to Abandoned Carts. Here you will find all the abandoned carts. Click of edit on any abandoned cart to continue.



### Step 2 - Click on Send Email:

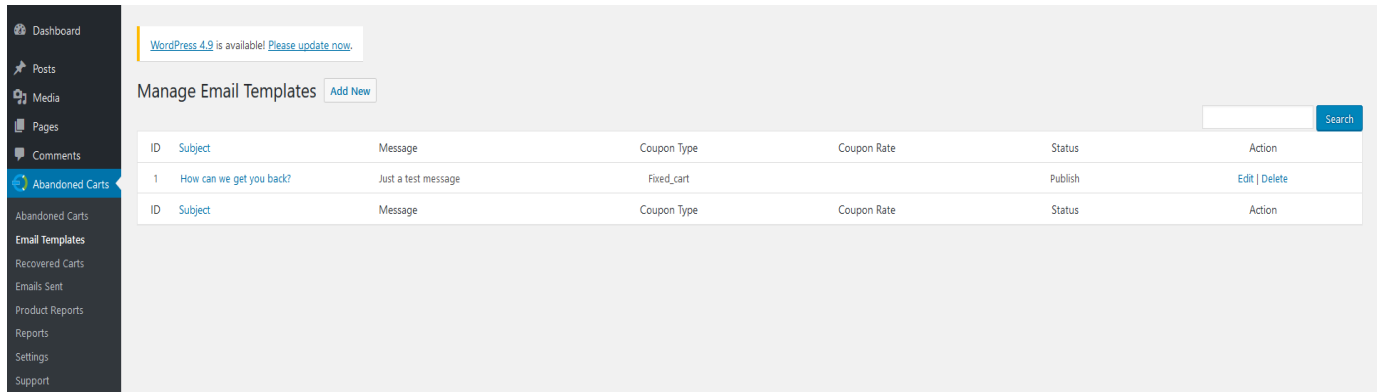
Now here you will get all the information about the abandoned cart. Click on the indicated icon at the bottom of the page to send your email.



## 2.2 How to Add New Email Templates

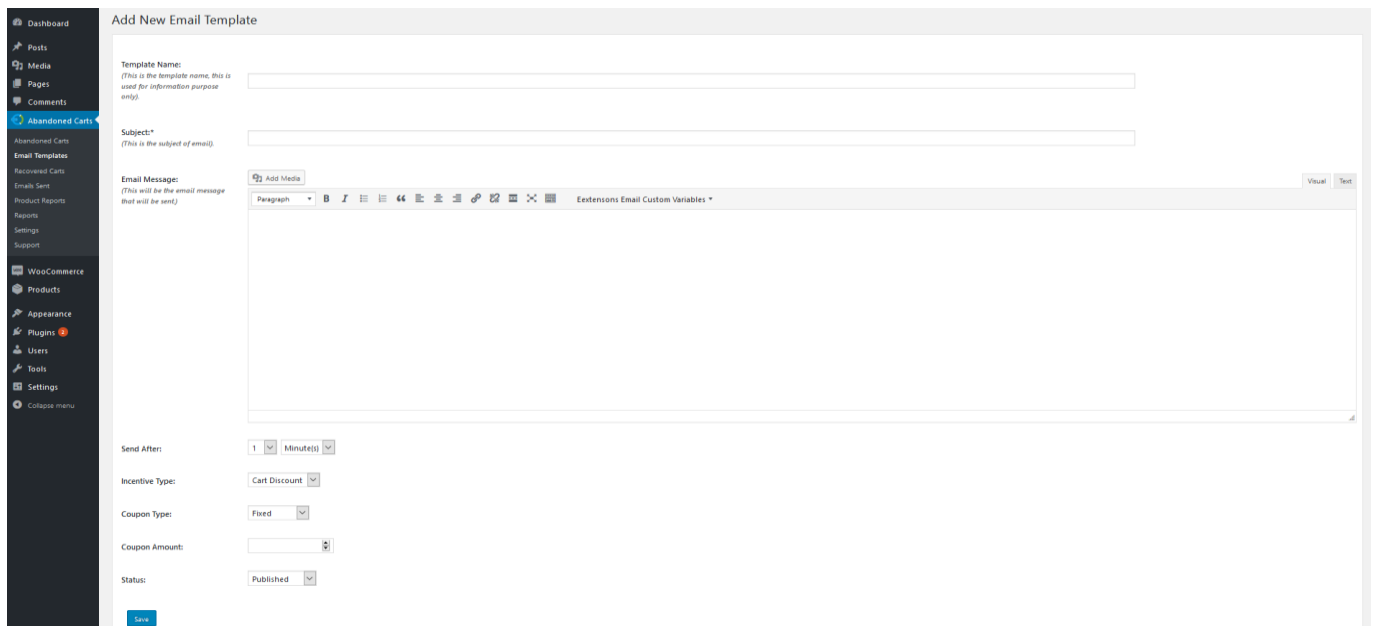
### Step 1 - Go to Email Templates:

At the backend go to Email Templates. Here you will find all your email templates. Click on Add New to continue.



### Step 2 - Fill Required Information:

Now here you can fill your template information as per your requirement as shown below.



## 2.2 How to Configure the Plugin

At the backend, go to "Settings". Here you will find the following settings:

## General Settings:

- **Cut Off Time:** Time to be passed after cart is consider as abandoned. This time will be in minutes.
- **Delete Cart After:** Number of days passed to delete the cart.
- **Enable Guest Cart:** Enable or Disable guest abandoned carts.
- **Specific Roles:** You can set specific roles, so abandoned cart of the users having these roles will be captured, by default is all.

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### Addons configuration settings.

Configure basic settings to personalize the extension to your website specific requirements. With an enticing user interface, you can easily enable or disable an option or functionality. Try customization the extension and explore the useful features of this extension.

Support Center [Save Changes](#)

#### General Settings

**Cut Off Time:**  Minutes  
(Time to be passed after cart is consider as abandoned. This time will be in minutes.)

**Delete Cart After:**  Days  
(Number of days passed to delete the cart.)

**Enable Guest Cart:** ☒ Enabled ☐ Disable  
(Enable or Disable guest abandoned carts.)


**Specific Roles:**   
(You can set specific roles, so abandoned cart of the users having these roles will be captured, by default is all.)

[Save Changes](#)

## User Email Settings:

- **Enable abandoned cart emails:** Enable or Disable abandoned carts emails, if disabled no email will be sent to any customer.
- **Email Sender Name:** This name will show on email that goes to user.
- **Email Sender:** This email will show on email that goes to user.

Media
Pages
Comments
Abandoned Carts
Abandoned Carts
Email Templates
Recovered Carts
Emails Sent
Product Reports
Reports
Settings
Support
WooCommerce
Products
Appearance
Plugins
Users
Tools
Settings
Collapse menu



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- General Settings
- User Email Settings
- Admin Email Settings
- Wp Cron Settings
- Collapse Menu

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Configure basic settings to personalize the extension to your website specific requirements. With an enticing user interface, you can easily enable or disable an option or functionality. Try customization the extension and explore the useful features of this extension.

Support Center

Save Changes

### User Email Settings

**Enable abandoned cart emails:**  
(Enable or Disable abandoned carts emails, if disabled no email will be sent to any customer)

Enabled Disable


**Email Sender Name:**  
(This name will show on email that goes to user)

**Email Sender:**  
(This email will show on email that goes to user)

## Admin Email Settings:

- **Email to admin on abandoned cart recovery:** Enable or Disable abandoned carts recovery emails, if enable an email sent to admin with the recovered cart information.
- **Admin Email Sender Name:** This name will show on email that goes to admin when cart is recovered.
- **Email Recipients:** You can add more than one emails separated by comma(,). Abandoned cart recovery emails sent to these recipients.
- **Email Subject:** This will be the subject of email that is sent to admin when cart is recovered.

Dashboard
Posts
Media
Pages
Comments
Abandoned Carts
Abandoned Carts
Email Templates
Recovered Carts
Emails Sent
Product Reports
Reports
Settings
Support
WooCommerce
Products
Appearance
Plugins
Users
Tools
Settings
Collapse menu



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Support Center

Save Changes

### Admin Email Settings

**Email to admin on abandoned cart recovery:**  
(Enable or Disable abandoned carts recovery emails, if enable an email sent to admin with the recovered cart information)

Enabled Disable

**Admin Email Sender Name**  
(This name will show on email that goes to admin when cart is recovered)

**Email Recipients:**  
(You can add more than one emails separated by comma(,). Abandoned cart recovery emails sent to these recipients.)

**Email Subject:**  
(This will be the subject of email that is sent to admin when cart is recovered.)

Save Changes

## Wp Cron Settings:

- **Enable Cron:** Enable or Disable cron job. If cron is disabled no email will be sent automatically to customers.
- **Cron Time:** This is time for executing wp cron, Time should be in minutes.



### Addons configuration settings.

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[Support Center](#)

[Save Changes](#)

#### Wp Cron Settings

##### Enable Cron:

(Enable or Disable cron job. If cron is disabled no email will be sent automatically to customers.)

[Enabled](#) [Disable](#)

##### Cron Time:

(This is time for executing wp cron, Time should be in minutes.)

[Save Changes](#)