

WooCommerce Abandoned Cart - Email Reminder Plugin

Extendons

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1 Installation Guide

This is a quick guide on installation, and updating.

1.1 Plugin Installation

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

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/

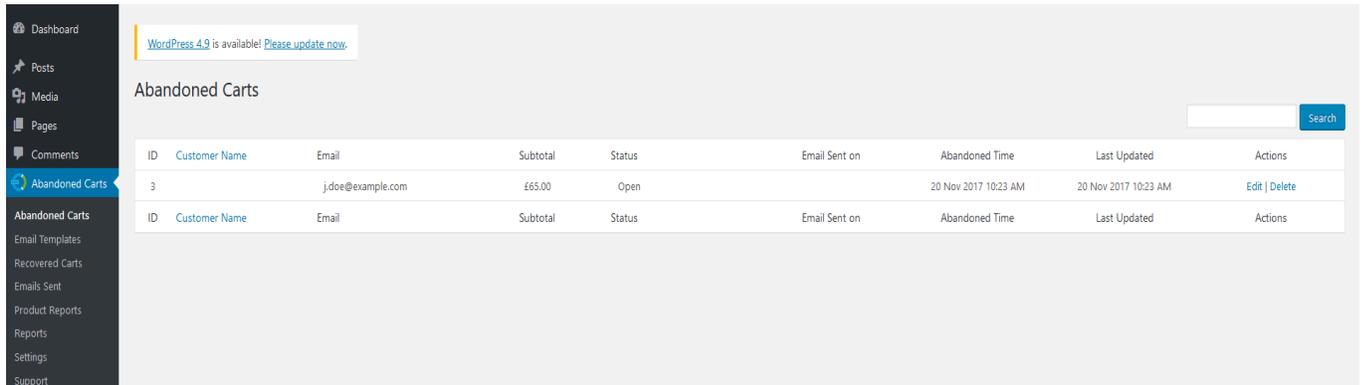
2 User Guide

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.



WordPress 4.9 is available! [Please update now.](#)

Abandoned Carts

ID	Customer Name	Email	Subtotal	Status	Email Sent on	Abandoned Time	Last Updated	Actions
3		j.doe@example.com	£65.00	Open		20 Nov 2017 10:23 AM	20 Nov 2017 10:23 AM	Edit Delete

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.



Edit Abandoned Cart

Customer Info:

First Name: Guest
Last Name:
User Name:
Email: j.doe@example.com

Cart Info:

Cart Status: **Abandoned**
Last Updated: 2017-11-20 10:23:13
History: History will be shown here

Cart Content:

Thumbnail	Product	Product Price	Quantity	Total
	Flynn Tee	£14.00 (£12.00)	1	£12.00
	Happy Tee	£18.00	1	£18.00
	Happy Tee	£35.00	1	£35.00
Cart Subtotal				£65.00

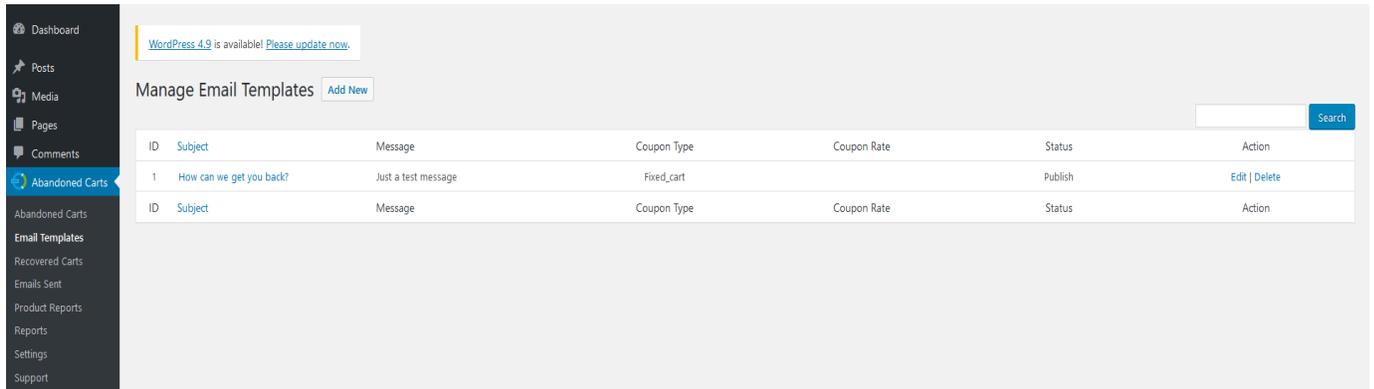
Actions:

Send Email: [Send Email](#)

2.2 How to Add New Email Templates

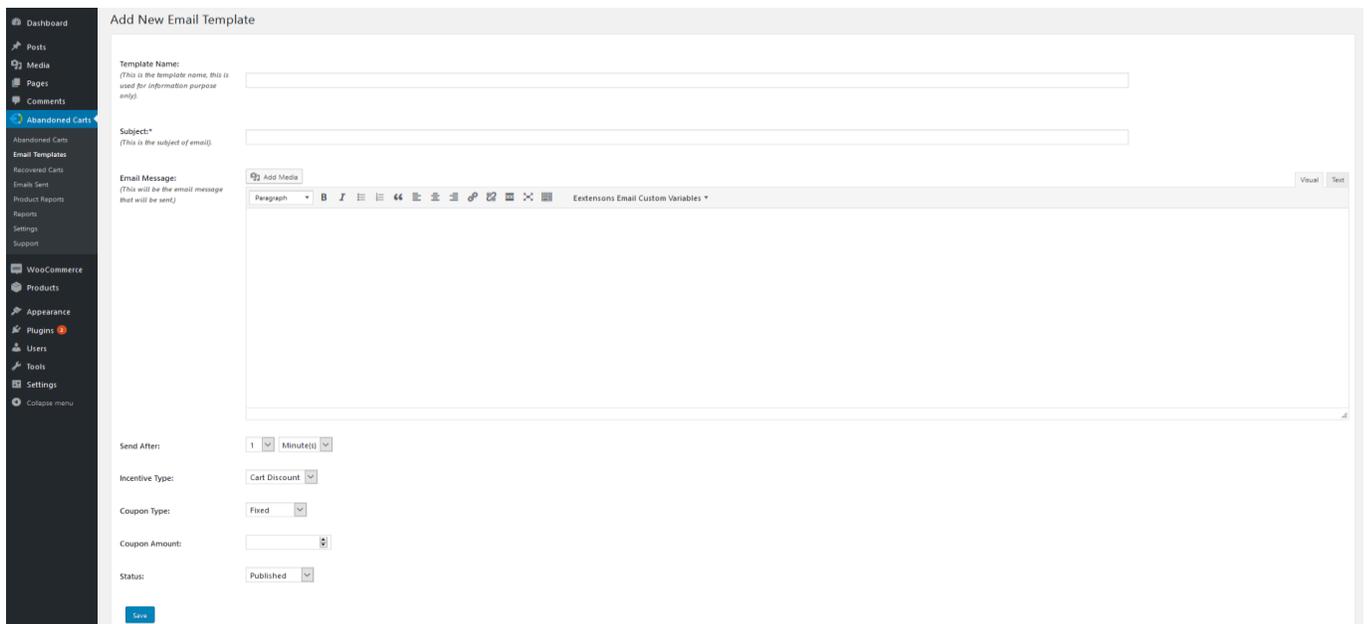
Step 1 - Go to Email Templates:

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.

The screenshot displays the WordPress dashboard with the 'Extendons' plugin settings. The left sidebar shows the navigation menu with 'Abandoned Carts' and 'Settings' highlighted. The main content area is titled 'Addons configuration settings.' and contains the following configuration options:

- General Settings**
- Cut Off Time:** A text input field with a dropdown arrow, labeled 'Minutes'. Below it, a note reads: '(Time to be passed after cart is consider as abandoned. This time will be in minutes.)'
- Delete Cart After:** A text input field with a dropdown arrow, labeled 'Days'. Below it, a note reads: '(Number of days passed to delete the cart.)'
- Enable Guest Cart:** A toggle switch with 'Enabled' selected and 'Disable' as an alternative.
- Specific Roles:** A multi-select dropdown menu with 'All' selected. Other options include 'Administrator', 'Editor', and 'Author'. Below it, a note reads: '(You can set specific roles, so abandoned cart of the users having these roles will be captured, by default is all.)'

A 'Save Changes' button is located at the bottom right of the settings panel.

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

Extendons: WooCommerce Abandoned Cart Reminder (1.0.0)

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

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](#)

User Email Settings

Enable abandoned cart emails: Enabled Disable
(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)

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
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Collapse menu

Extendons: WooCommerce Abandoned Cart Reminder (1.0.0)

General Settings
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Addons configuration settings.

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Support Center [Save Changes](#)

Admin Email Settings

Email to admin on abandoned cart recovery: Enabled Disable
(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.)

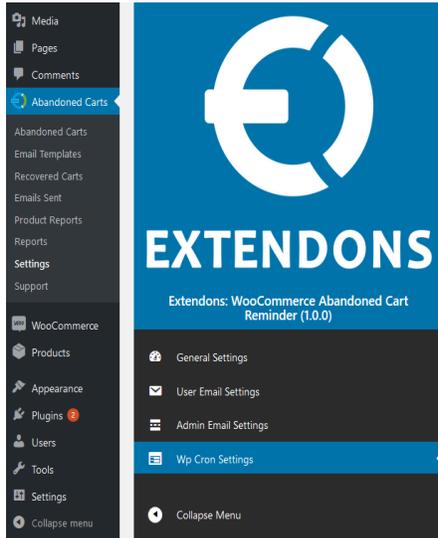
Email Recipients:
(You can add more than one emails separated by comma(,). Abandoned cart recovery emails sent to these recipients.)

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

[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.

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](#)

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](#)