

WooCommerce Checkout Fields Manager - Custom Checkout Fields Plugin

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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 Checkout Fields Manager, Custom Checkout Fields Plugin**. In the full .ZIP archive you have downloaded from Codecanyon.net. This file is the installable .ZIP archive you can install via WordPress.

Now is time to install **WooCommerce Checkout Fields Manager, Custom Checkout Fields Plugin**, 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 the .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 the provided .ZIP file 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 archive
- Upload local folder to remote /wp-content/plugins/
- To activate the newly installed plugin navigate to Plugins and click the Activate button within the **WooCommerce Checkout Fields Manager, Custom Checkout Fields Plugin**

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 Checkout Fields Manager, Custom Checkout Fields 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 .ZIP file 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 .ZIP file 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
- Locate the local directory where you have unzipped the new version archive .ZIP file
- Upload local folder to remote /wp-content/plugins/

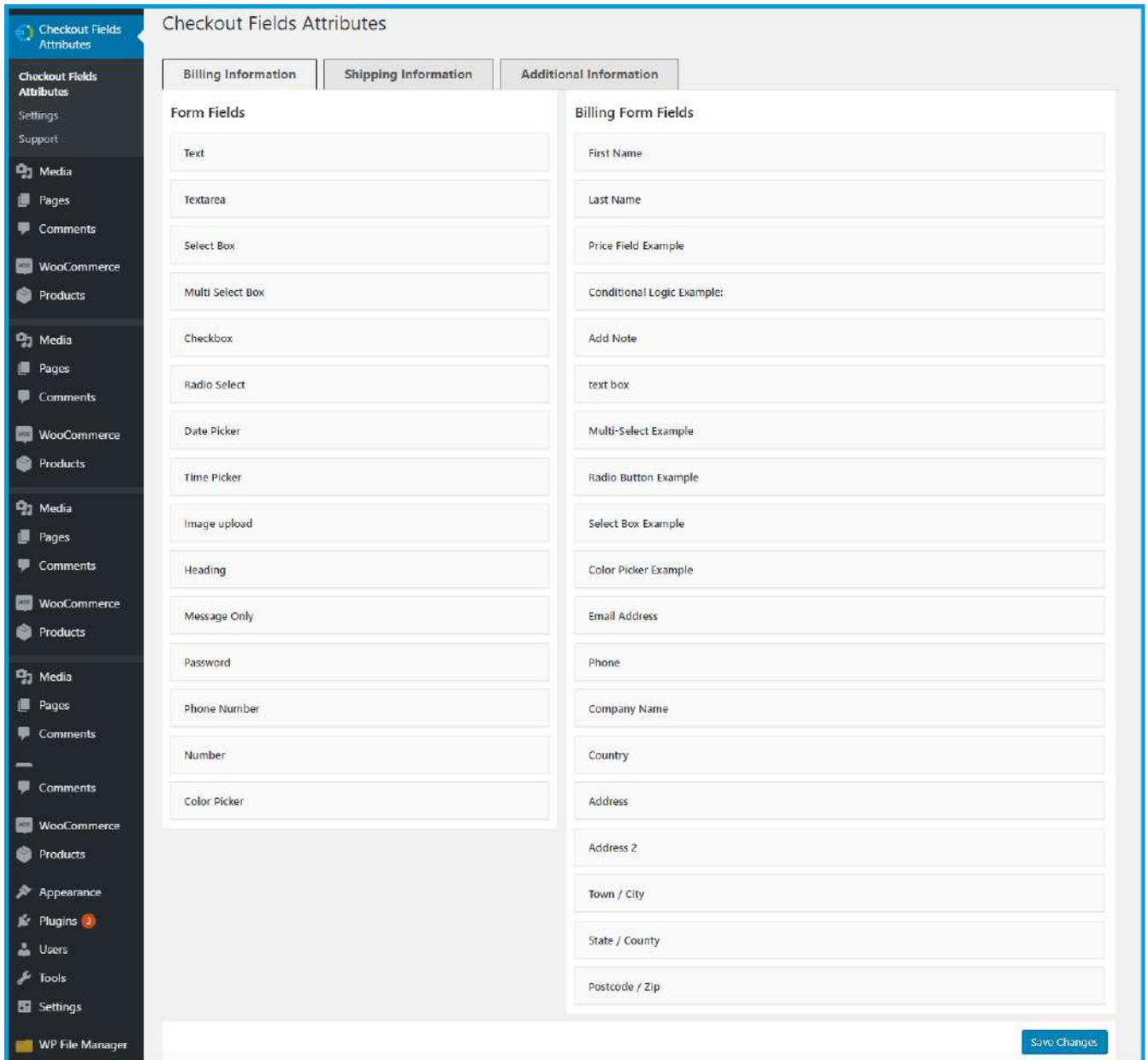
2 User Guide

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

2.1 How to Add/Manage Custom Checkout Fields

At the backend end go to **Checkout Fields Attributes**. Here you will find three tabs **Billing Information, Shipping Information & Additional Information**. Each tab will have **From Fields** with 15 different type of fields which are:

- **Text Field**
- **Text Area**
- **Select Box**
- **Multi Select Box**
- **Checkbox**
- **Radio Select**
- **Date Picker**
- **Time Picker**
- **Image Upload**
- **Heading**
- **Message Only**
- **Password**
- **Phone Number**
- **Number**
- **Color Picker**



Checkout the demo ([Link](#)) we have provided to see all the custom fields we have created in the demo.

2.2 How to Configure the Plugin

At the back end go to **Checkout Fields Attributes > Settings**. Here you will find the following:

- Additional Title: Main heading of the additional section



Checkout Fields
Attributes

Checkout Fields
Attributes

Settings

Support



Media



Pages



Comments



WooCommerce

Checkout Field Attribute Settings

Enter your settings below:

Additional Title:

(Main heading of the additional section.)

Save Changes