User guide Module GiftListPro by Alize Web



DESCRIPTION	3
As a merchant	
As the creator (of a gift list)	4
As a donor	5
INSTALL AND CONFIGURE THE MODULE (BACK-OFFICE)	5
Download the module	
Install the module	
Configure the module	
Settings	
Translate the module	
DASHBOARD OF THE MODULE (BACK OFFICE)	16
Access the back-office	
Orders view : orders of wishlists over a period	17
Lists view: list of giftlists over a period	18
Customer view	18
CREATE AND MANAGE A LIST	21
Add products without creating a list	21
Create the list	21
Creator's delivery address	21
Create a list and manage it	24
Add products to your list	25
Manage your list(s)	26
Functionalities	28
Communicate your list	33
OFFER A GIFT	34
Find out and display the list	34
Description of the layout	35
Buy a gift	36
Check out	37
GIFT COUPON	37
Use	37
Create a gift coupon	37
DATABASE TABLES	38

Description

Boost your sales by installing this professional gift list module which allows offering wedding, birth, birthday presents or gifts for any occasion. As efficient as the big department stores, this complete and user-friendly module will simplify your life and make you save a lot of time.

Let your customers create and manage their gift lists on their own. They will be kept **inform of each purchase** on their list thanks to an **automatic email sending**!

Have access to a real **dashboard** which centralizes all the information of the lists and their purchases. No need to spread out papers and archives.

Data can be sorted, filtered, and exported in PDF, excel or csv format!

To communicate with your customers, **generate PDF** detailing gifts (who offered what and when), and with one click **send the PDF by email** to your customer.

Finally, people who want to offer gifts will easily **find the list** of their choice **by an alphabetical name search**, or via a direct link displayed in an email sent by the shop.

As a merchant

Easy installation

Installation is quick and easy, without changing the core of PrestaShop. An installation wizard will guide you, and even offers to import data from the old module Prestashop gift list!

Simplify your life

Get everything you need to manage your shop and the gift lists:

- quick access to the module configuration (« quick access » button)
- list of orders with lists of gifts for a selected period
- list of gift lists for a selected period, with date event
- analysis of each gift list with total purchases, detail of orders and products purchased and the remaining
- automatic email sending after every creation of a new list
- automatic email sending after every gift purchase (incl. PDF)
- authorize list creation **authorize your customers to create** one list with or without your permission
- allow creators of the list to decide whether or not to allow donators to view and use the owner's list address when offering a gift
- display the list name and list's owner on PDF invoice and at the top of the order back office
 page
- allow welcome pictures to be uploaded by your customers or upload by yourself pictures
- activation/deactivation of a list: you can deactivated a list and it will not be available for gift
- distinction between paid orders status and "all status" orders

Increase productivity

In one or two clicks, get access to all information of gift lists.

To be well prepared for an appointment with a client who created his/her list, save time by **knowing immediately who bought what and when**, what remains on his/her list, what is the total of donations...

You can also directly have access to the back office of the order or a product by clicking on specific icons displayed on the page.

Satisfy your customer (who created a list)

- Propose a user-friendly and complete interface
- Enable social network sharing
- Enable donators to use delivery address of lists creators
- Enable welcome picture on list page
- Enable list attributes like event date, type of list, etc.
- Enable to rename the list
- Enable to protect the list with password protection
- Send him/her the PDF summary by email in two clicks to provide an update on the purchases
 of his/her list, view the content of the email before sending it, and receive a copy of this
 email if you wish.

Adapt to each situation

- Issue information about lists in multiple formats. Whether you are at your desk, on the ground preparing orders or in a meeting with a client, take advantage of many available output formats (PDF, monitor, printer, csv, excel).
- Empower all / some of your clients to create their lists

As the creator (of a gift list)

Use every functionality with ease

An **online manual** guides you in creating your gift list, as well as mouse-over **context-sensitive** help icons.

Communicate quickly address list

- Share your list on social networks via AddThis (Facebook, Tweeter, Google Plus)
- Send an **email invitation** to your friends, customize it and view it before sending.
- Get the web link of your list and send it by e-mail
- Or propose the name search

Manage the list

- Add a product to a list without having created a list: automatic list creation
- Receive an email to confirm the creation of your list
- Add welcome message on your list page
- Add welcome picture on your list page
- Set up **event date**, type of list, etc.
- Rename the list
- Enable donators to use your delivery address
- Protect the list with password
- **Publish** your list when you are ready: it will be **available for buying products** and displayed in search list results.
- Prioritize your products, up to 5 levels to sort products
- Add or remove a product at any time, and set up the wished quantity by product

Know in real time

- who gave you and what, either on screen or in a pdf
- messages from your friends

- the quantities offered, and the remaining quantities
- thank easily donators by clicking their direct email link

As a donor (to offer a gift)

Find a list easily

Search for a list by name of its creator or the list name, without having to find the mail featuring the link

Offer

- Being welcomed by the welcome picture and message posted by the creator
- Leave a message (of congratulations for example) to the recipient of the gift when buying
- Select the list's owner address when you check out

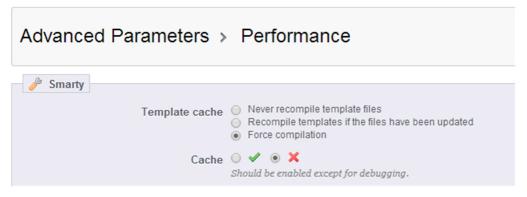
Enjoy Prestashop

Take advantage of the functionalities of Prestashop about the payment and data security

Install and configure the module (back-office)

✓ IMPORTANT : remove any performance cache smarty settings and CCC parameters before installing the module. You will set them back afterwards.

Exemple of performance recommended settings (Prestashop 1.5x here) to install the module.





Download the module

Versions Prestashop 1.5 and >1.5

Connect to back-office

Click "Modules" sheet,

✓ "add a module from my computer"

Module: List of modules



- ✓ In the section "module file" select the zip file of the module "blockgiftlistpro.zip"
- ✓ "upload this module"



Install the module

✓ Click "Install"





Comment

Should you encounter any problem, please unzip the module file, copy and paste the directory in the "modules" directory.

Configure the module

Click "configure"



Tip

You can access the module configuration by clicking its link in Quick access area:



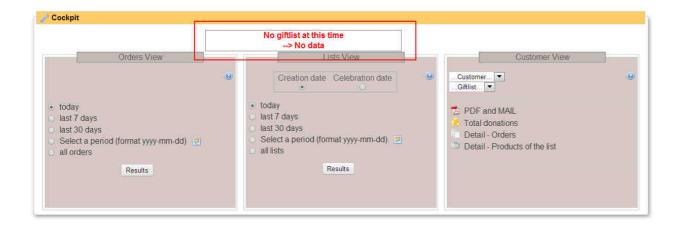
Installation message - Data recovery

Case 1

The native prestashop module "wishlist block by PrestaShop" (blockwishlist) has not been installed.

You don't have anything to do, just wait for wishlists and purchases!

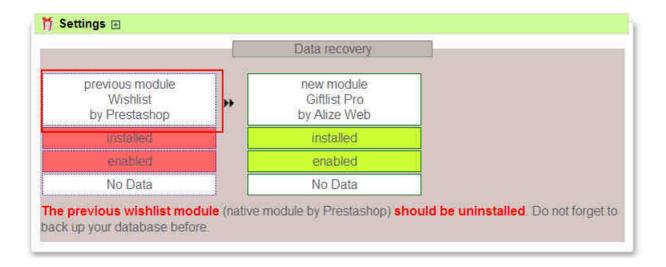
> Information: no data at this time because no list created and no purchases.



Case 2

The native prestashop module (blockwishlist) has been installed and no wishlists have been created (no data).

- > Information [1]: The native prestashop module should be uninstalled.
- > Information [2]: Nobody has offered gifts at that time ("(No Data").



Comment

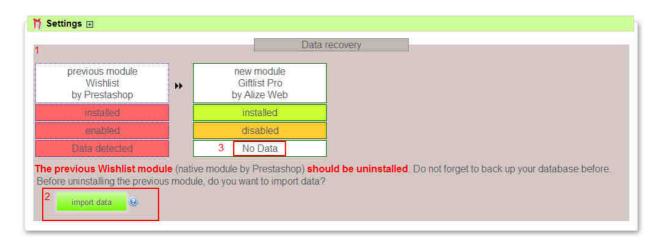
To uninstall the native prestashop module please connect to the back office, click on the "modules" tab, select the line of the native module by Prestashop (Wishlist block v0.2 by PrestaShop) and click « uninstall »



Case 3

The native prestashop module (blockwishlist) has been installed and some wishlists have been created (data detected).

- > Information 1: The native prestashop module should be uninstalled. Caution: should you want to keep your previous lists and view and manage them in the new module please use "import data" displayed on this screen.
- > Information 2: Some lists have been created ("data detected"). Before proceeding to uninstall the native module (refer to the point below) and if you may want to import these lists in the new module ("import data") please do not forget to import data first.
- > Information 3: No list has been created at this time. Hence there isn't any data regarding Giftlistpro.



You can now see the following display:

Giftlist Pro - 1.131



Now you have to **uninstall the native prestashop module** (**wishlist block** v0.2 by *PrestaShop*). Click "Back" and come back to module configuration by clicking "configure" as below:



Case 4

The Wishlist Pro module by Alize Web has been installed and no wishlists have been created (no data).

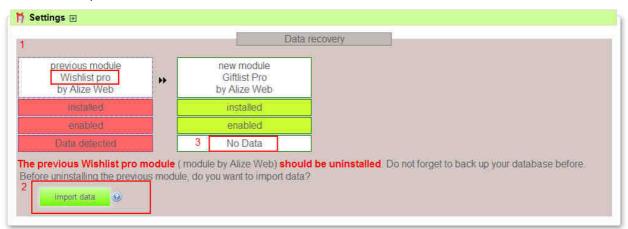
- > Information [1]: Wishlist Pro module should be uninstalled.
- > Information [2]: Nobody has offered gifts at that time ("(No Data").



Case 5

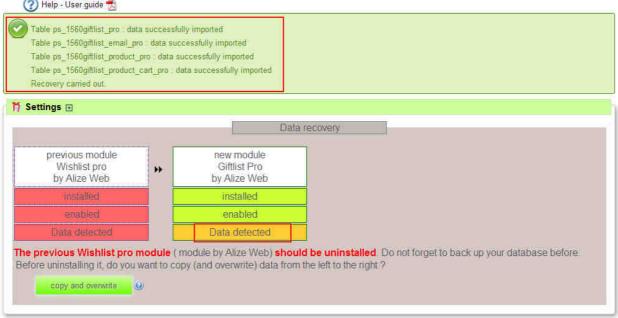
The Wishlist Pro module by Alize Web has been installed and some wishlists have been created (data detected).

- > Information 1: Wishlist Pro should be uninstalled. Caution: should you want to keep your previous lists and view and manage them in the new module please use "import data" displayed on this screen.
- > Information 2: Some lists have been created ("data detected"). Before proceeding to uninstall the Wishlist Pro module and if you may want to import these lists in the new module ("import data") please do not forget to import data first. Click "import data".
- > Information 3: No list has been created at this time in Giftlistpro. Hence there isn't any data regarding Giftlistpro.



And then you can see the following display:

Giftlist Pro - 1.131 (?) Help - User guide



Do not forget to uninstall Wishlistpro module.

Settings

Setting 1: Automatic e-mail sending settings



after every gift purchase

Creators of a gift list may want to be informed as soon as someone offers them a gift from their list. Giftlist Pro features this functionality. An automatic e-mail will be sent to the creator of a giftlist when someone purchases a gift. A pdf is included and details gifts, name of donators and their messages.

As a merchant, select "receive a copy of the mail" if you wish to receive a copy of the automatic email sending.

By default automatic e-mail sending is activated and copy to the Shop is disabled.

after every creation of a new list According to your choice you can enable **email sending after each list creation**.

Comment

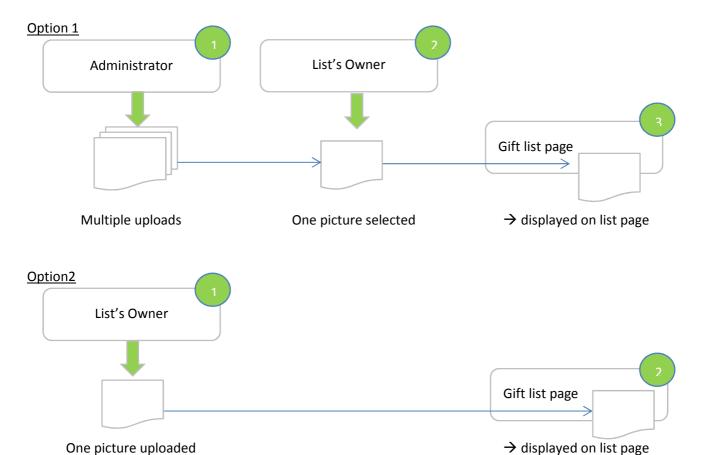
An e-mail including a pdf summary can be sent by the merchant at any time. Please refer below to the section Dashboard of the module / customers view / PDF and EMAIL.

Setting 2: Welcome picture

Giftlistpro enables to upload welcome pictures.

There are three options.

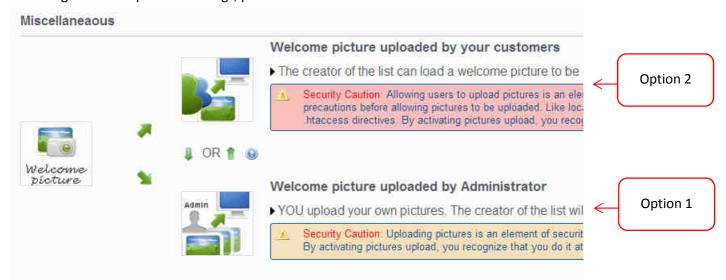
- Option 1 \rightarrow you upload several pictures among those the creator will select his own.
- Option 2 \rightarrow the creator can upload whatever he wants as a welcome picture.
- Option 3 → No pictures uploaded / displayed



The welcome picture will be displayed at the top on gift list page:



To manage welcome pictures settings, please refer to Miscellaneous section:

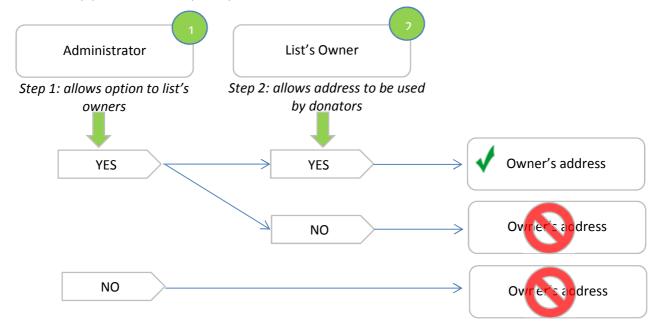


Please read carefully security warnings. Option 1 is of course safer.

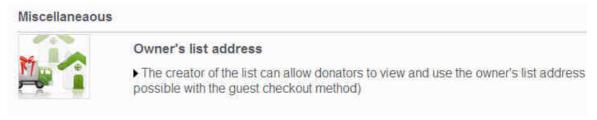
Setting 3: Creator's address settings

Not compatible with the guest checkout method.

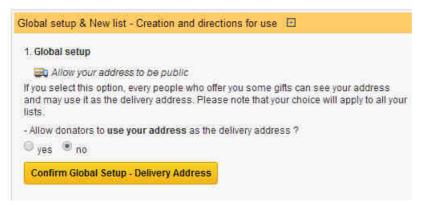
This is a 2-step process for data privacy reason.



• Firstly at back office level, you allow (or you don't) your customers to have the choice to let their address to be used by donators.



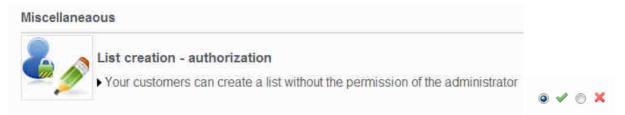
If you select Yes , creators will see the section below when creating a new list and it's up to them to decide whether they allow donators to use (and see) their address.



(displayed on creator list page)

Setting 4: Enabling list creation

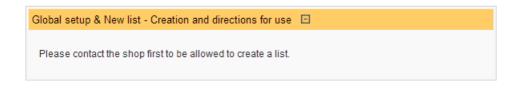
You may want to brief your customers before they can create their own list. Click the green mark to enable this feature.



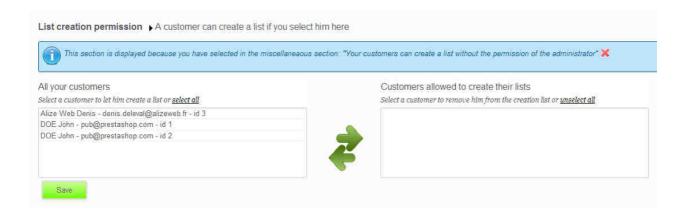
Your customer can see the warning when he wants to create his list:



My giftlists

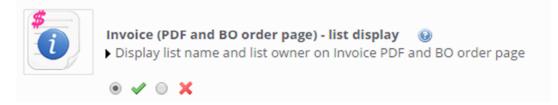


One you have saved your setup, please select customers on the section below:

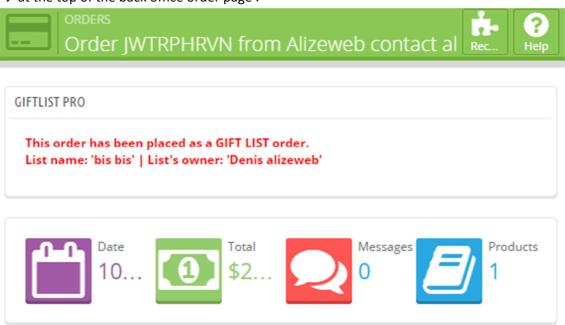


Setting 5: Invoice (PDF and BO order page) - list display

Display list name and list owner on Invoice PDF and BO order page by checking the green mark.



→ at the top of the back office order page :



Comment: in PS 1.5x versions information will be displayed on the left, in PS 1.6x on the right.

→ on PDF invoice (at the bottom)



Billing & Delivery Address. Denis alizeweb 1 oxford street 75000 paris France 33101010101 33101010101

Order Number: QKKIROKGJ	Product / Reference	Unit Price (Tax Excl.)	Price	Discount	Qty	Total (Tax Incl.)
Order Date: 10/20/2014			(Tax Incl.)			
Payment Method:	Blouse - Couleur : Noir, Taille : M	27,00€	32,40€		1	32,40€
Chèque 32,40 €	(Reference: demo_2)					
Carrier: PS1609			Produ	ct Total (Tax	Excl.)	27,00€
132003			Produ	act Total (Tax	k Incl.)	32,40 €
				Tot	al Tax	5,40 €
					Total	32,40 €

Tax Detail	Tax Rate	Total Tax Excl	Total Tax
Products	20.000 %	27,00€	5,40 €

This order has been placed as a GIFT LIST order.

- List name: "test"

- List's owner: "Denis alizeweb"

Translate the module

To translate the module please connect to Prestashop back office/Localization/Translations and select "installed modules translations"/"Core" and click the appropriate flag.



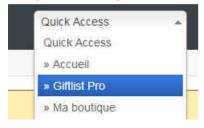
Caution: we strongly recommend to avoid inserting simple or double quote (like ' or ") into the translated field. In some cases it could prevent Javascript code of the module from working properly.

Tip: once translated with quote, you can verify the code thanks to the console app of Chrome or Firefox.

Dashboard of the module (back office)

Access the back-office

To access the back office of the module click "configure" on the line "Giftlist Pro" in the list of modules or take the quick access tip:



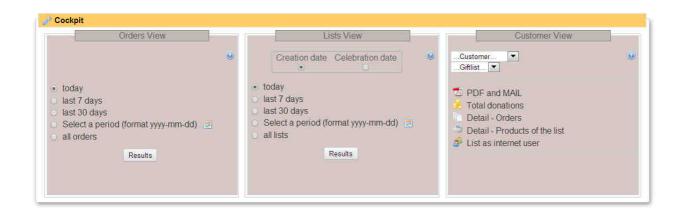
Comment

Note that you can hide settings if you want to go to the Cockpit as quickly as possible:



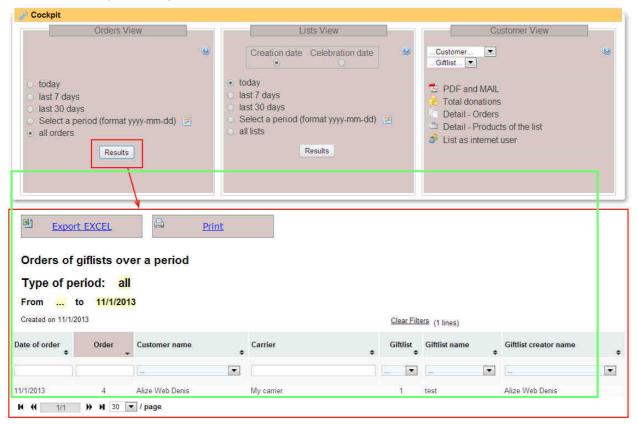
Find out all data regarding the wishlists in the cockpit section.

For instance you may want to get the orders of the day placed through giftlists (block « orders view »). Or print the pdf of products boughts on the list of one of your client before an appointment with him (block « customer view »).



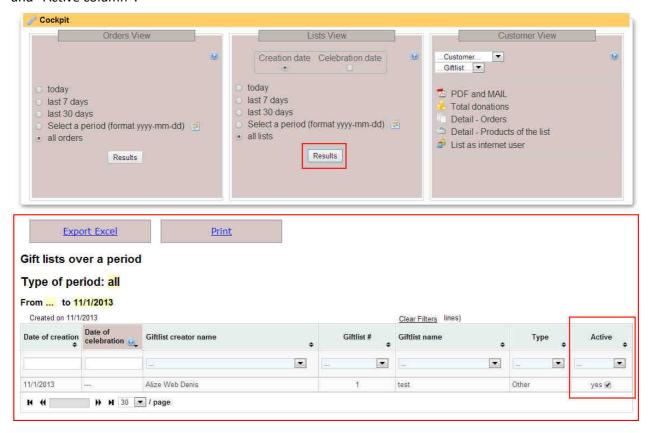
Orders view: orders of wishlists over a period

By selecting the period (for example "last 30 days") the list of orders of wishlists over a period is displayed. The list can be exported or printed out.



Lists view: list of giftlists over a period

By selecting the period (for example "last 30 days") the list of giftlists over a period is displayed. The list can be exported or printed out. You can select the type of period according to creation date or celebration date. Note that you can deactivate or activate one list by unchecking/checking the checkbox on the relevant line and "Active column".

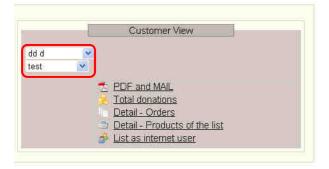


Comment

Where the expiry date has passed, it will be displayed in red.

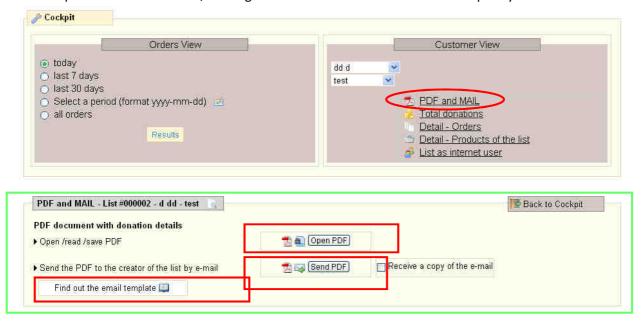
Customer view

Select a client and get all the information about his (her) giftlist: total of purchases, detail by order, detail of bought products.



PDF and MAIL

Click "pdf and mail" and view the summary wishlist PDF of the selected client and the selected wishlist: offered products and donators, messages of donators. You can also send the pdf by email.



Total donations

By clicking "total donations" the total of gifts is detailed.

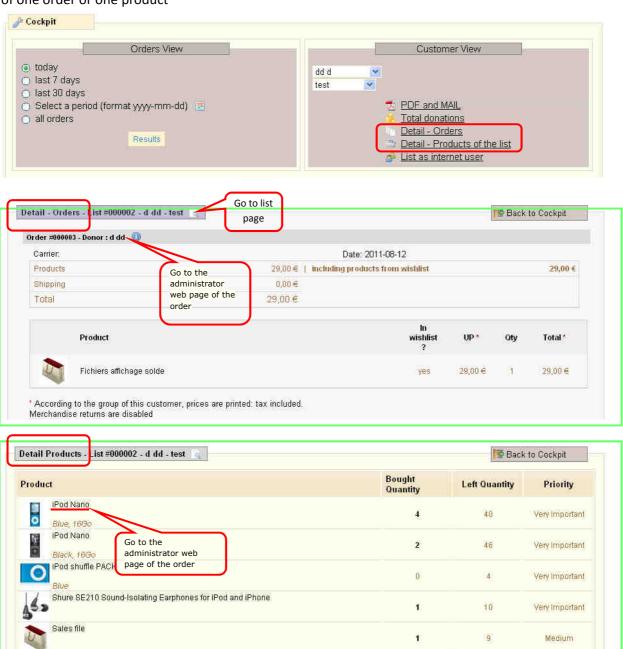
About "paid orders" section: orders that have been paid are taken into account.

About "all orders – whatever the status" section: orders that have been paid and for instance orders with awaiting cheque payment status, or cancelled orders are taken into account.





The detail of orders and bought products can be displayed. If needed be, you can go directly to the back-office of one order or one product



Create and manage a list

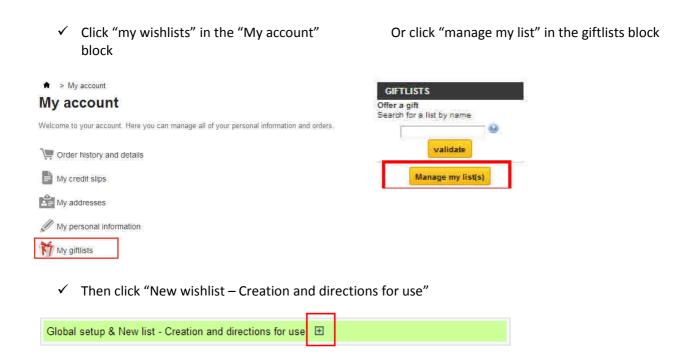
Log in (or create your account if need be) to be able to create a list.

Add products without creating a list

If the customer clicks "add to my list" on a product page before having created his list, a **new list will automatically be created**. The default name is "My gift list". The name can be changed by his own later on.

Create the list

The customer may also create his list before adding any products to it.



Creator's delivery address

Enable to use the creator's address as the delivery address

Caution: not compatible with "guest-check out".

Prerequisite: option to be activated in back office. In this case the section below will be displayed on creator's management page:



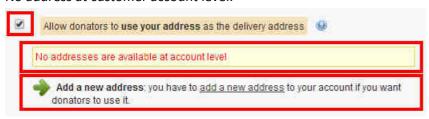
Set up delivery address

It's up to list creators to decide whether they allow donators to use (and see) their address and select which address they want to be used. This choice will apply to all their lists.

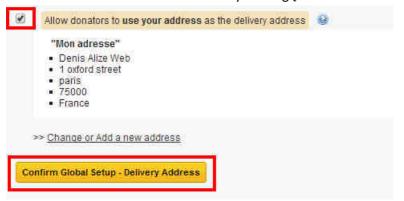
The donator will be able to pick up this address when he checks out. dresses.

Case 1

No address at customer account level:



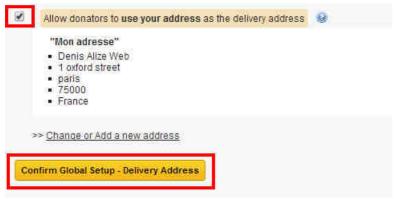
- 1. Go to your account and create an address
- 2. Come back to your lists management
- 3. Check [Allow donators to ...]
- 4. Validate the address by clicking [Confirm Global Setup]



Case 2

An address has already been registered at account level and it does suit you.

- 1. Check [Allow donators to ...]
- 2. Validate the address by clicking [Confirm Global Setup]



Case 3

The defined address doesn't suit.

- 1. Go to your account and change the address or add a new one
- 2. Come back to your lists management
- 3. Refer to case 2 above

Case 4

Many addresses are registered in your account.

- 1. Check [Allow donators to ...]
- 2. Select the address
- 3. Save your choice by clicking [Confirm Global Setup]



Case 5

An address was selected as a delivery address available for gifts. But it has been cancelled from your account. A dedicated warning is displayed at the top of the page.



If an address still exists at account level, it will be displayed for validation:



Should it be no address at account level, please refer to case 1.

Case 6

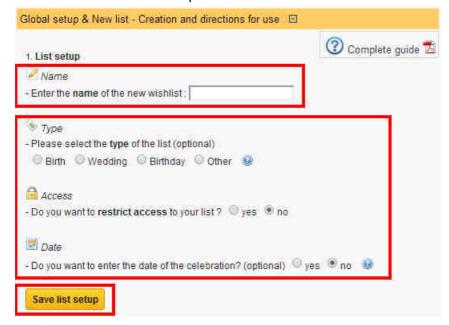
You don't want your address to be used by donators.

- 1. Uncheck [Allow donators to ...]
- 2. Save your choice by clicking [Confirm Global Setup]



Create a list and manage it

- 1. Give a name to your new list
- 2. Optional: select the type, password, event date which will displayed on donators page
- 3. Save list setup



The list has been created:

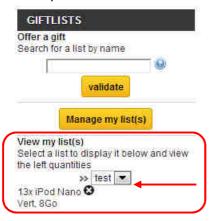
My current lists



Add products to your list

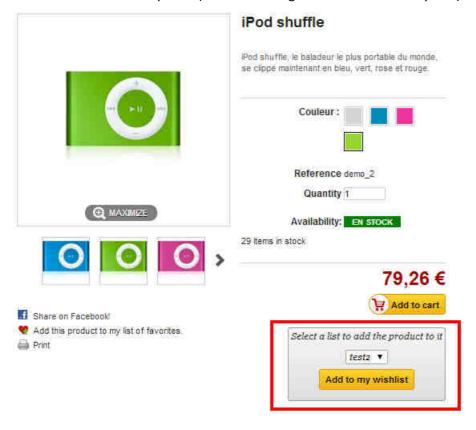
Select your list

Should you have more than one list, please select the list in the 'Wishlists' block before adding products.



Add products

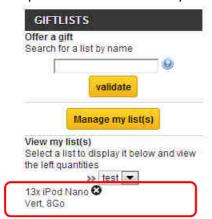
- ✓ Go to each product page you want to add to your list
- ✓ Adjust quantity
- ✓ Click « add to my list » (or select the right one in case of many lists)



Look at the added products

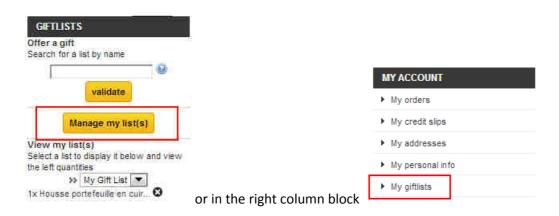
Added products are displayed "in live" in the 'Giftlists' block.

A product can be deleted by clicking 📋 .



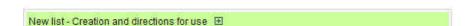
Should you want to change quantity later on, please click "Manage my list(s)" and refer to the section below ("Manage your lists").

Manage your list(s)



The screen below will be displayed:



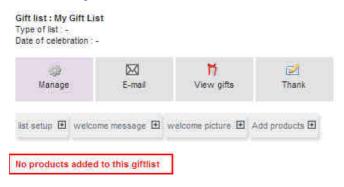


My current lists

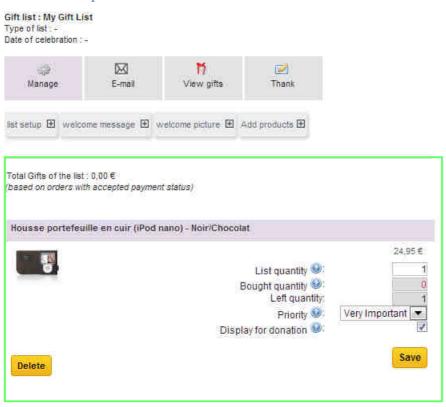


• Click the name of the list to look at it in details

Case 1: No products have been added to the list

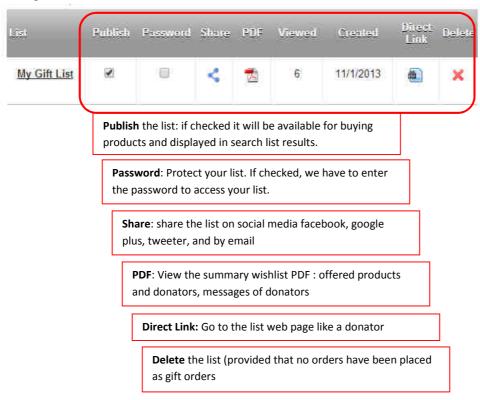


Case 2: Some products have been added

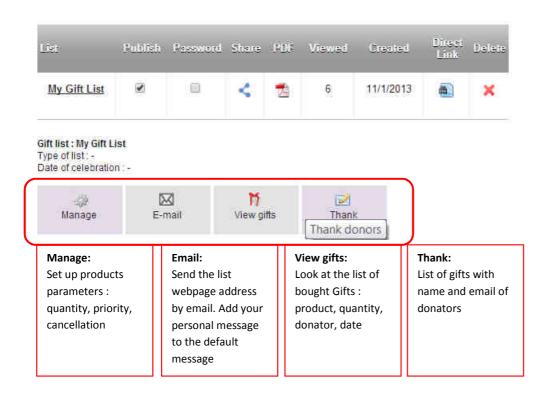


Functionalities

At top lists level

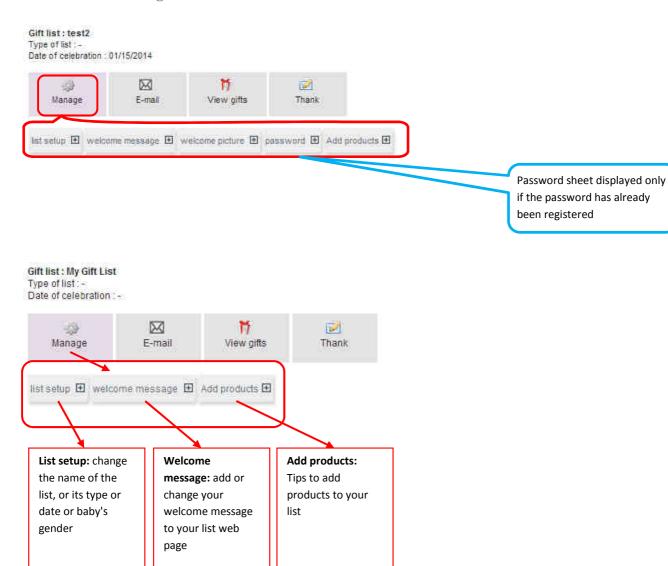


At list level

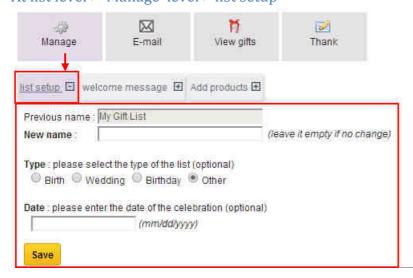


1. Manage the list

At list level > 'Manage' level

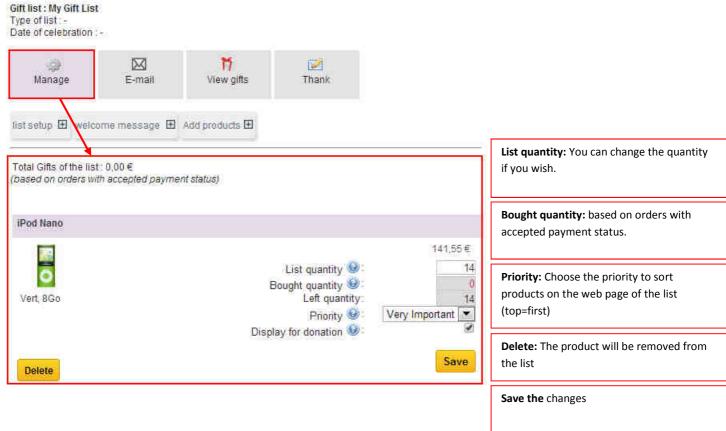


At list level > 'Manage' level > list setup



2. Manage products

At list level > 'Manage' level



Comment about "bought quantities"

- ➤ Bought quantities displayed on this page are based on paid orders, and don't include cancelled orders or orders waiting for payment.
- On the "list page" (to offer gifts) left quantities are based on confirmed orders. So the left quantities displayed on the list page may be inferior to the left quantities on this page. For example this is the case of an order paid by cheque but the cheque has not been cashed yet.

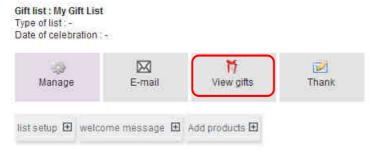
Comment about "delete"

Only available provided that no purchases have been placed on that product.

3. Look at gifts

• Look at the list of bought gifts: product, quantity, donator, date:

At list level > 'View gifts'



iPod Nano - Capacité : 16Go,	1	189.68 79.26	379,36 € 79,26 €
0	1	79.26	79,26€
iPod shuffle - Couleur : Rose			
MacBook	-1	1404.68	1 404,68 .€
	Rose	Rose 1	Rose 1 1404.68

4. Information email

At list level > 'E-mail'

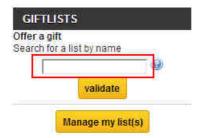
You can get here the permalink of your list [1], send the list webpage address by email [2],, add your personal message to the default message [3], and view your e-mail before sending [4].



Communicate your list

In addition to the option "send the wishlist address" described above it is possible to find out a list by entering - either the creator's name into the "list block",

- or entering the name of the list.



Hence you just have to communicate the name of the e-shop to your friends.

Offer a gift

Find out and display the list

To offer a gift, please go to the web page of the list either by searching the list by name (name of the list or lastname of the creator; or part of it) or by clicking the direct link you may have received.

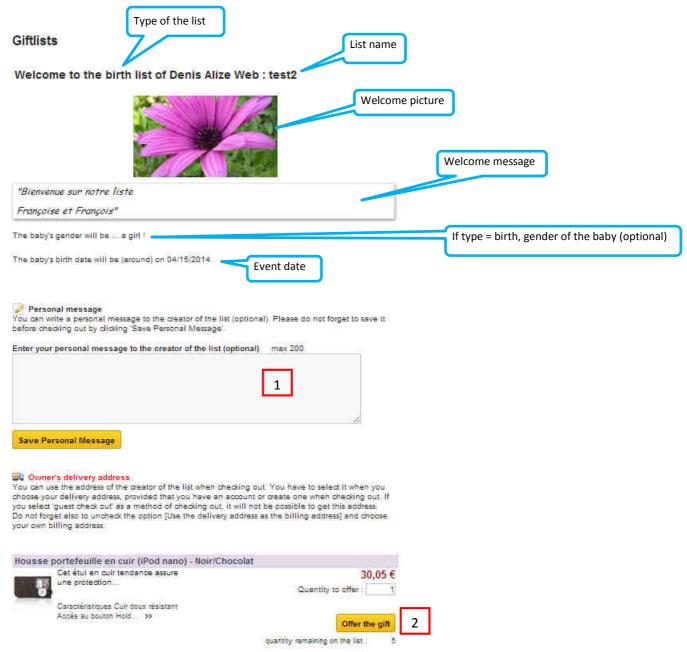
• Search by name (either creator's name or list name)



And click on the wishlist link



Description of the layout

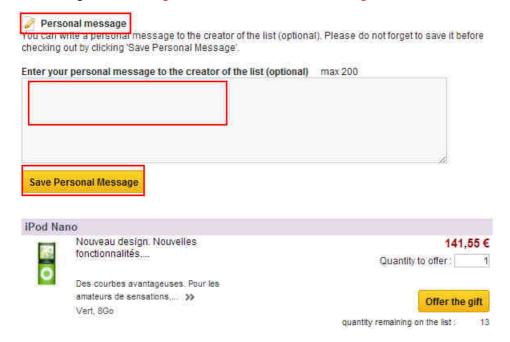


You can enter your congratulations message [1] (optional) and save it (click [Save personal message], and afterwards offer a gift [2]

Buy a gift

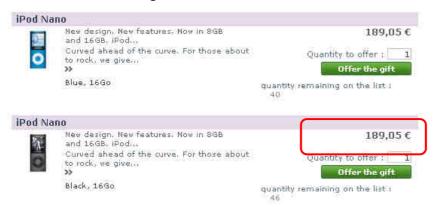
Leave a message

✓ To leave a message to the recipient of the gift please fill in your message in the text area: 'Personal message'. Do not forget to click "Save Personal Message".



Offer a gift

- ✓ Take your pick. You can select one or several products.
- ✓ If need be please adjust the quantity to offer
- ✓ Click "Offer the gift"



Information about quantity remaining on the list

Please note that this number takes into account paid orders but also waiting for payment orders and quantities in carts not already ordered.

Check out

✓ Click "check out" in the cart block



- ✓ Create your account or log in
- ✓ Click 'Pick up in-store' in the carrier section to cancel shipping costs.
- ✓ Choose your payment method and confirm your order.

Gift coupon

Use

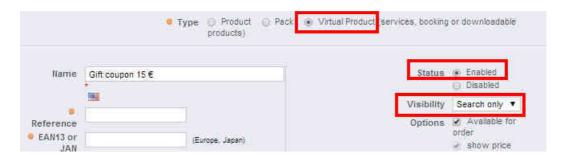
Some of your customers would like to add gift coupons to their list. The objective is to let donators

- feel free about the list because they may not want to choose a specific product in the list
- fix the amount of the gift accurately

This is **like a contribution**. At the closure of the list, you will generate a credit slip to refund this total to your client who has created the list.

Create a gift coupon

- First create a new product called « gift coupon » defined as a virtual product. Set the price (for example 10€) and add a new image by selecting the « gift.gif » file in the modules/blockgiftlistpro directory.
- When creating his list your customer could add this gift coupon as a product. It is advised to choose "top" as priority to display it on the top of the web page (top=first).
- > And also to set an important quantity, for instance 1000. There will always be quantities left.
- > The donator will purchase this product as everyone else.



On quantities sheet:



On virtual product sheet:





Database Tables

giftlist_allow_pro giftlist_automatic_sending_pro giftlist_customer_addr_pro giftlist_email_pro giftlist_pro giftlist_product_cart_pro giftlist_product_pro giftlist_send_pdf_pro