USER GUIDE

FREE

GUESTS CATALOG

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BelVG

Magento

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1. Introduction to Guests Catalog

Save the track of your unregistered guests and turn them into regular clients with this extension. It facilitates collecting customer info in the admin panel for further communication with them. Accessing data of unregistered users who made the purchase is easy now. You will be able to look through customer emails, addresses, some of their credentials and export this info into CSV and Excel XML formats.

Key features:

- A new tab "Guests" in Customers category

- Quick access to information of unregistered buyers

- Guest information includes their emails, first/last names, phone&address, registration date

- Exporting guest data into CSV and Excel XML formats

Overall information

We require no payment for this extension, because it's the must-have one for your Magento-based store. We have received a lot of inquiries from our customers to create a feature of collecting unregistered users' info in the admin

> **Version & compatibility:**
> Version: 1.0. stable
> Magento CE 1.4+, 1.5+, 1.6+

panel. We follow our clients' wishes, so we did it. Besides, all guest data is exportable to CSV and Excel XML formats.

Make a little difference to your Magento store and enjoy new experience for no cost.

2. How to Install

Step 1. Check Permissions.

Make sure the "app", "js" and "skin" directories of your Magento and all directories inside them have full written permissions or set permissions on each directory equal to 777 or 0777.

Important! Change all permissions back after installation.

Read more about permissions here.

Step 2. Disable Cache.

Log into Magento **Admin Panel** and go to **System** → **Cache Management** and disable cache. Read more about Cache Management here.

Step 3. Disable Compilation.

Log into Magento **Admin Panel** and go to **System** → **Tools** → **Compilation** and disable the compilation.

Step 4. Upload files

Upload all files and folders from folder "Install" to the installation directory of your Magento software using an FTP client.

Step 5. Re-login.

Log out and back into Magento **Admin Panel.**

Step 6. Final.

Go to Customers -> Guest

Disclaimer!

It is highly recommended to backup your server files and database before installing this module. No responsibility can be taken for any adverse effects installation or advice may cause.

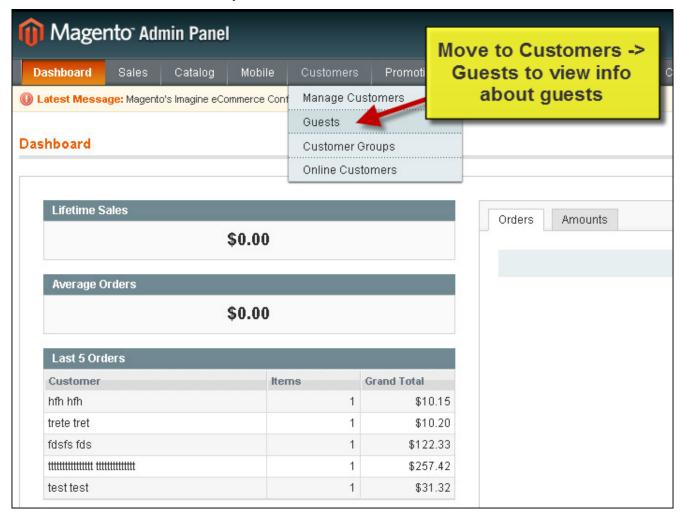Recommended you install on a test server initially to carry out your own testing.

3. How to Use

The extension allows collecting information about unregistered users who made a purchase.

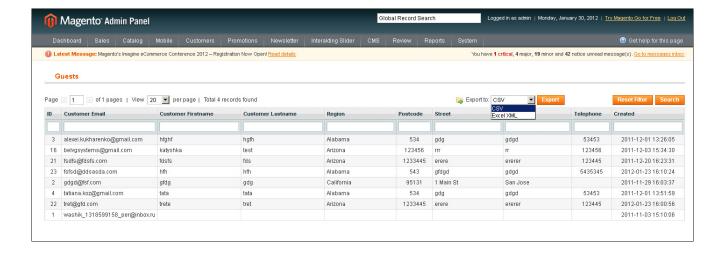Go to **Customers -> Guests** on your dashboard to view some of their data.

There is a grid with your guest emails, first/last names and detailed address information. You can successfully import this list to CSV and Excel XML format files.

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Thanks for your interest in BelVG Magento extensions!

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