



# USER GUIDE

## CUSTOMER ATTRIBUTES

**USER**

**WORK PHONE**

**WORK ADDRESS**

**COMPANY**



**BelVG**



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## 1. Introduction to Customer Attributes

Define profiles of your target audience with Magento Customer attributes extension by adding attributes to customer information section. This module allows you to add attributes and groups of attributes for registered customers. Users will be asked to fill out a few forms, and then you can easily manage their personal data. Every time you need to collect special preferences of your clients or receive some additional data about them, use Magento Customer attributes.

### Magento Customer attributes key features

- Unlimited number of attributes
- Attribute types – "text", "select", "password", "text area"
- Several attributes are combined into a group
- Attributes can be tied to groups (sets) or stores (if there are many of them)
- Group tabs on the admin panel (displayed in the menu while editing groups and users)
- Tabs in the user's account front-end with an option to edit data by himself

You can create a group, called "Work Info" and add attributes like "first/last name", "phone number" and many others in there. From this moment your customer will be able to fill in these fields in his profile, and you can change them via admin panel.

The editing panel is easily accessible.

### Version & compatibility:

Version: 1.0.1 stable

Magento CE 1.4+, 1.5+

## 2. How to Install

**Step 1:** Use FTP client to upload all folders from the zip package to your Magento site root folder. Be sure that you upload them to the correct directories.

**Attention!** If your template is not default, be sure to change the folders of the installed module from `/app/design/frontend/default/default` to

`/app/design/frontend/YOUR_PACKAGE/YOUR_THEME` and `/skin/frontend/default/default` to `/skin/frontend/ YOUR_PACKAGE /YOUR_THEME`

**Step 2:** Login to your Magento administration panel

**Step 3:** Disable compilation (go to **System > Tools > Compilation** and select **Disable**) and refresh cache (go to **System > Cache Management** and select **Refresh**)

**Recommended:** Navigate to **System > Configuration**, if you can see **Customer Attributes** tab, the extension is installed right.

**Step 4:** Relogin to admin panel (log out and back into Magento Admin Panel).

**Step 5:** Go to **System > Configuration > Customer Attributes** and choose the right settings of extension.

**Recommended:** You may go to the frontend and try to check out. This will help you to be sure that **Customer Attributes** is working.

**Step 6:** If your compilation is disabled, go to **System > Tools > Compilation** and select **Enable**.

**That's all!** Enjoy the **Customer Attributes** performance.

### 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.

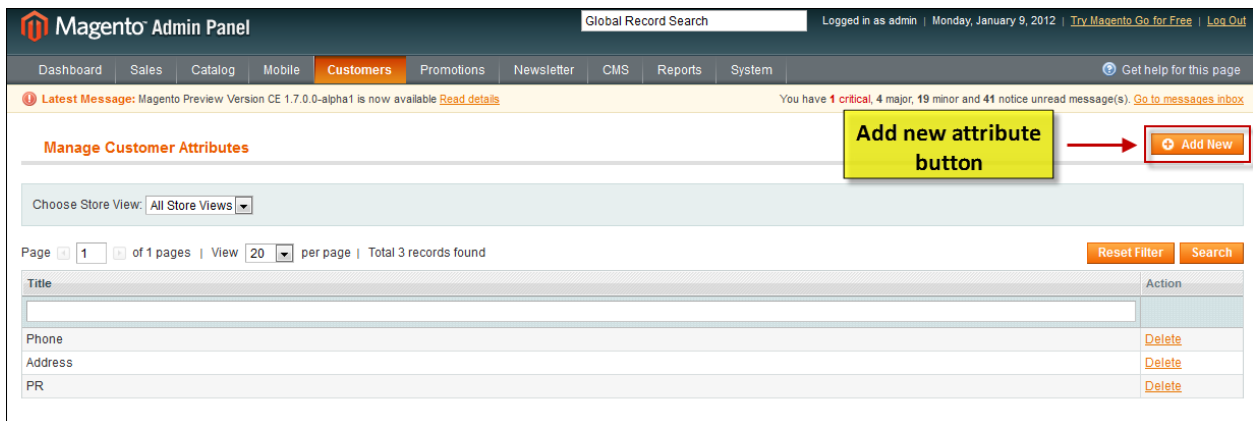
### 3. How to Configure

You can create a group, called "Work Info" and add attributes like "first/last name", "phone number" and many others in there. From this moment your customer will be able to fill in these fields in his profile, and you can change them via admin panel.

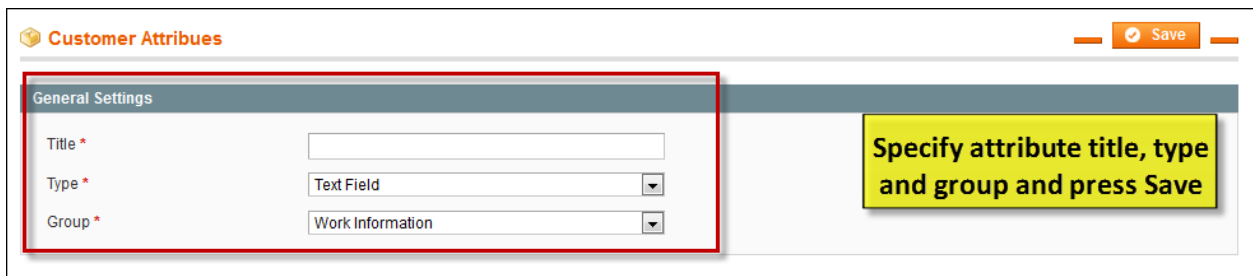
Log in to the admin panel, and we will show you how to configure the extension step by step.

#### 3.1. How to create customer attributes

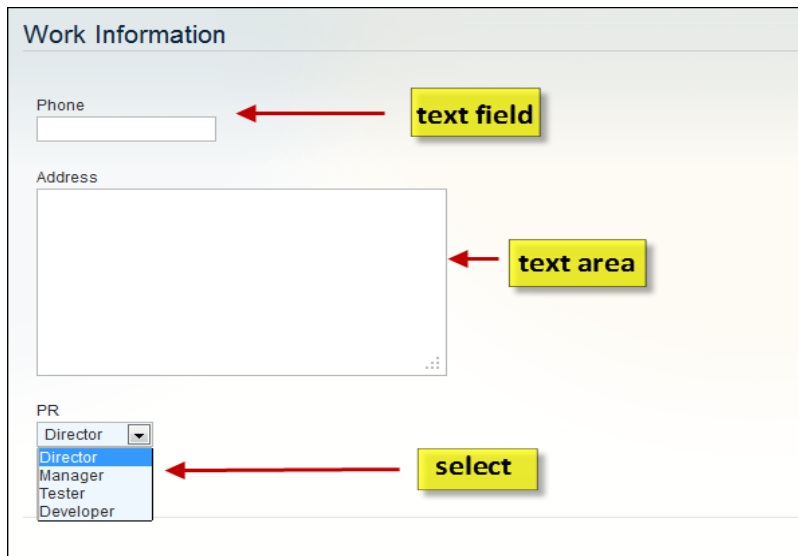
When you need to add attributes to customer accounts for different reasons, move to **Customers -> Attributes -> Manage Attributes**. You will see the screen with editable attributes and the option of creating new ones.



Fill in required fields for a new attribute.



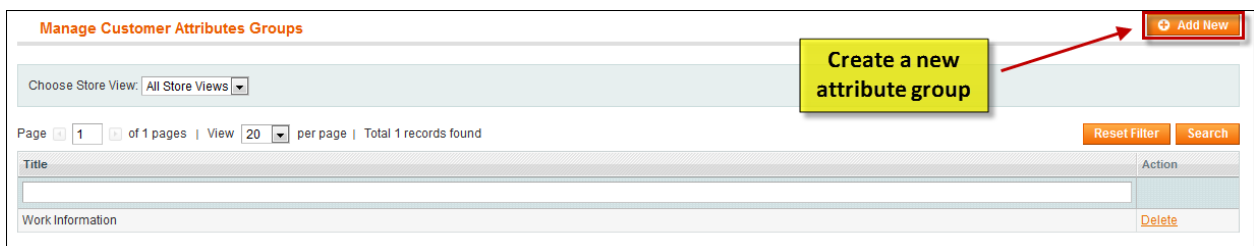
Attribute types include "text field", "select", "password", "text area" forms.



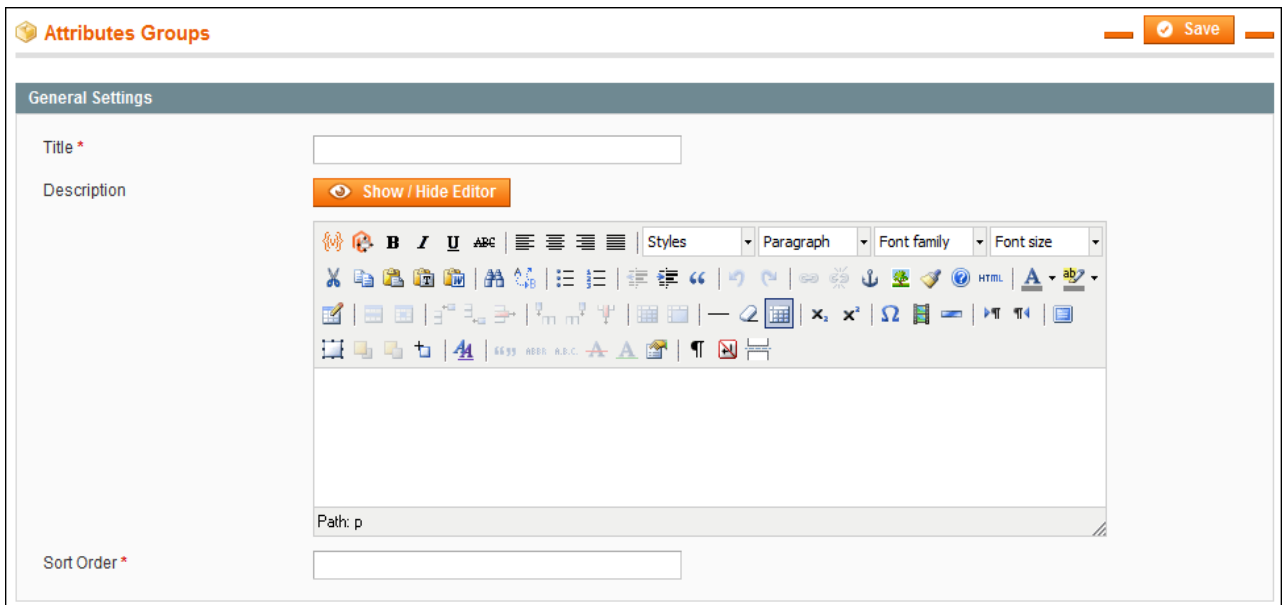
### 3.2. How to create attribute groups

Unite similar attributes into one group. For instance, you may create a group, called "Work Info" and add attributes like "first/last name", "phone number" and many others in there.

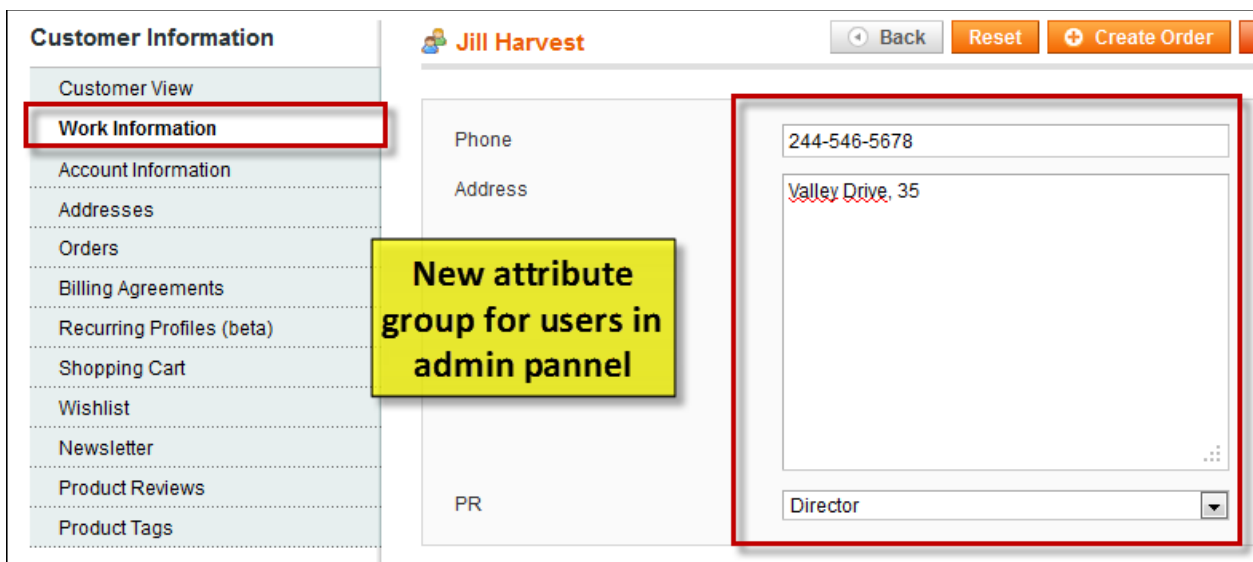
Move to **Customers -> Attributes -> Manage Attributes Groups**. You will see the screen with manageable attribute groups and the option of creating new ones.



Fill in required fields for a new group attribute and press Save button.



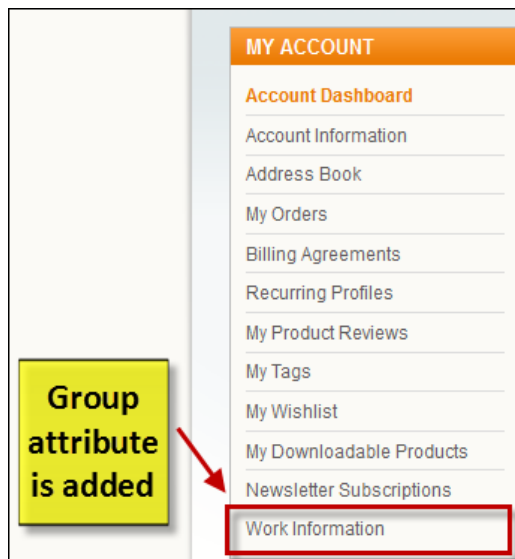
Track down user's information and change it in the admin panel. For this purpose choose **Customers** tab on the Dashboard -> **Manage Customers**. Select the particular user for viewing and editing his/her account data.



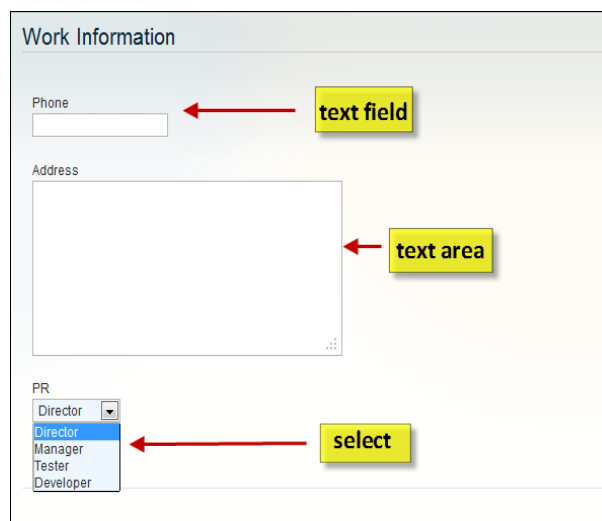
## 4. How to Use

It's time to explore the ways customers use additional attributes.

New attributes appear in customer's account. The fresh attribute group will be added to existing account tabs.



Look at additional attributes in customer's account. Your customers will be able to fill in these fields in their profile, and you can change them via admin panel. Clients may also edit this data by themselves.







Thanks for your interest in BelVG Magento extensions!

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If you have any questions, contact us by e-mail: [store@belvg.com](mailto:store@belvg.com)



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