

Multi Fees Magento Extension User Guide

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1. Extension Description

Multi Fees Magento extension allows you easily to create additional fees for extra services (e.g. Rush Delivery, Gift Wrap, etc.) that your customers may want to choose before or during the checkout.

Fees Management - Create any number of fees. Upload fee logos, change the logo's size and specify the default value.

Input/Price Type - Set handling fees for each Store View. Display fees in one of the 4 input type positions. Set either a flat rate or a percent fee cost.

Fees Conditions - Create extra fees based on various conditions: product attribute, cart attribute, product type and more. Charge extra for specific products or groups of products.

Fees Block Placement - Display the cart fees block in one of the 6 predefined positions. Insert the extra fees block at a custom position using the special code snippet

Payment/Shipping Fees - Create and assign transaction/shipping fees to any active payment/shipping method.

Tax Classes - Use the default tax classes or assign separate ones for any extra fee.



2. Extension Installation

To install the extension, please follow the steps below:

- **1.** Disable the *Compilation Mode* (if enabled)
- 2. Log out from *Magento Admin Panel* (if logged in)
- **3.** Unpack the contents of the *Extension folder* (depending on your current Magento version) from the package file purchased from Mageworx to your *Magento root folder*
- 4. Log into Magento Admin Panel
- **5.** Go to <u>System Cache Management</u> section, choose *Refresh* under the *All Cache* dropdown menu and press the *Save Cache Settings* (if Cache Control is enabled in Magento)
- 6. Run the Compilation Mode back if necessary (not enable but run it)
- **7.** Go to <u>System Configuration MageWorx tab Extensions & Support</u> section. If you see Multi Fees in the list of installed MageWorx extensions, the installation is done.

Installation to a custom template/theme

If you use a custom template/theme, you should copy the extension's layouts, templates and skin files to your custom template/theme.

The folders that should be copied:

app/design/frontend/default/default/layout/

app/design/frontend/default/default/template/

skin/frontend/default/default/css/

skin/frontend/default/default/images/

Copy them to:

app/design/frontend/<your-template>/<your-theme>/layout/

app/design/frontend<your-template>/<your-theme>/template/

skin/frontend/<your-template>/<your-theme>/css/

skin/frontend/<your-template>/<your-theme>/images/

Note! All these folders already exist in your store and you have to merge them with the folders on your server. Do not overwrite them.



3. General Settings

To configure the extension, log into the Magento Admin panel and go to <u>System – Configuration – MAGEWORX – Multi Fees</u>.

Here is what each here setting does:

- Size Thumbnail a size of images uploaded to extra fees.
- · Include Fee in Shipping Price allows to add extra fees to the shipping price.
- Calculation Settings specifies whether multi fees include/exclude tax.
- Display Price in Additional Fees Block offers 3 options:

Excluding Tax / Including Tax / Including and Excluding Tax.

The setting works the same way as it does in the standard Magento. You can display prices of extra fees including or excluding taxes in the extra fees block on the cart page.

Display Additional Fees Amount in Cart Total – offers 3 options:

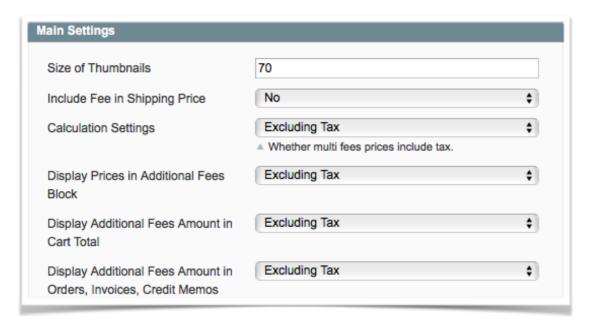
Excluding Tax / Including Tax / Including and Excluding Tax.

The setting works the same way as it does in the standard Magento. You can display prices of extra fees including/ excluding taxes in the total on the cart page.

Display Price in Additional Fees in Orders, Invoices and Credit Memos – offers 3 options:

Excluding Tax / Including Tax / Including and Excluding Tax.

The setting works the same way as it does in standard Magento. You can display prices of extra fees including or excluding taxes in orders, invoices and credit memos.



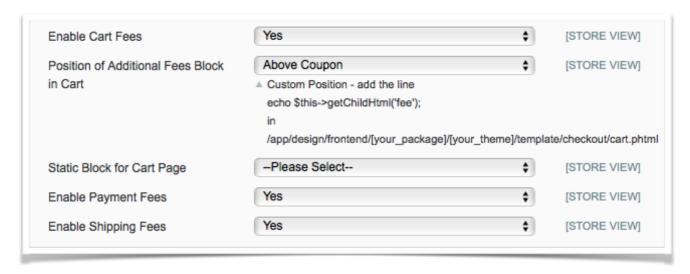
• Enable Cart Fees - enables/disables the fees displayed on cart page.



 Position of Additional Fees in Cart – specifies one of the 6 available positions of the extra fees block on the cart page:

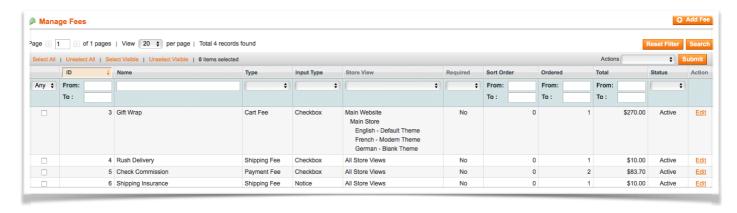
above crossell / below crossell / above coupon / below coupon / above estimate shipping / below estimate shipping

- Static block for Cart Page you can assign a static block to be displayed in the extra
 fees block on the cart page. It helps when you need to add a description (plain or
 HTML) what your extra fees mean.
- Enable Payment Fees enables/disables displaying fees at the checkout (when customers select a payment method).
- Enable Shipping Fees enables/disables displaying fees at the checkout (when customers select a shipping method).



4. Extra Fees Management

To add/edit/delete or check all the info about all extra fees, go to Sales - Multi Fees:



Note! Only paid orders are counted in the revenue section.

To create a new fee, click on the 'Add Fee' button. Adding a new fee page includes 4 sections:

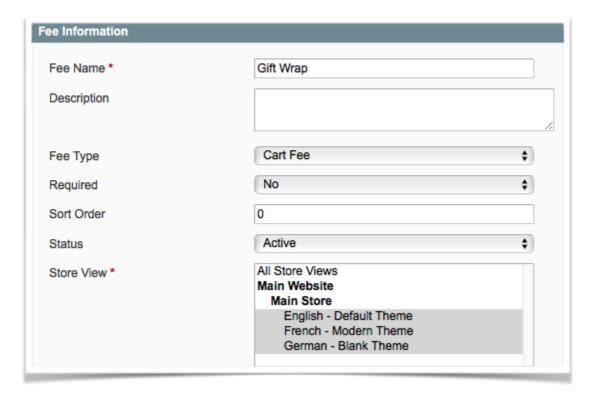


- 1. Fee Information;
- 2. Conditions;
- 3. Options;
- 4. Labels.

1. The Fee Information Tab

Here is what each setting does:

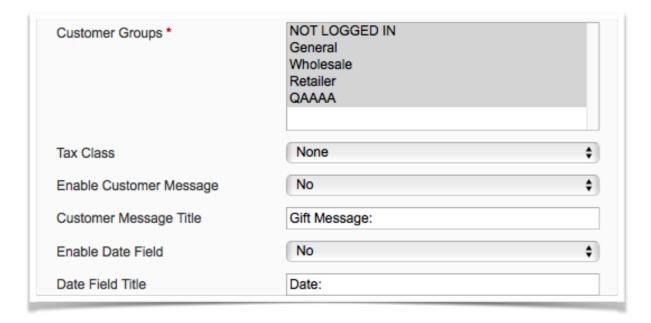
- Fee Name a name of the fee visible in the back-end only.
- Fee Description a description of the fee visible on the front-end.
- Fee Type specifies 1 of the 3 available types: cart fee / payment fee / shipping fee.
- Required customers will have to select required fees to proceed to the checkout.
 Default values of required fees are added automatically to the order's totals.
- · Sort Order sorting order of a fee among other fees on the front-end.
- Status active/disabled status of a fee.
- Store View select store views where the fee should be visible/applied.



- Customer Groups select customer groups to apply fees to.
- Tax Class assign a separate tax class to each fee. In case of "None", a default tax class of the order will be applied to each fee too.
- Enable Customer Message adds a comment field for every fee so that customers could write their messages.



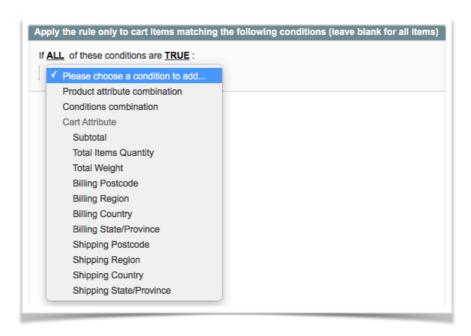
- Customer Message Title the title of the block for a customer message.
- Enable Date Field adds a new field of a date type. Customers will be able to select a preferable date. It can be used for shipping options to specify a delivery date.
- Date Field Title the title of the date block.



2. Conditions Tab

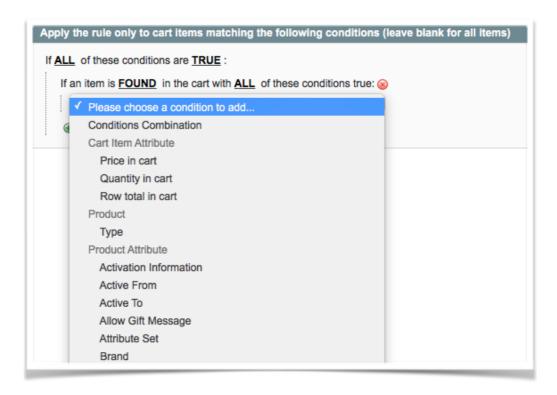
All Magento conditions, available for creating shopping cart rules, could be applied to multi fees. You could combine different conditions to offer flexible fees.

For example, it's possible to offer a free gift wrap for all the products from the TV category with the price more than \$1500. You can charge extra 3% if customers pay with PayPal or add 5% extra to the shipping cost if customers purchase fragile products.





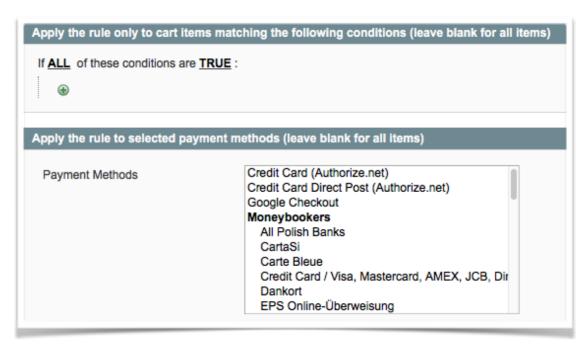
You can either add conditions to the cart attributes or to the product attributes (all product attributes, product type and cart item attributes).



For payment or shipping fees, choose the corresponding type in the 'Fee Information' tab:



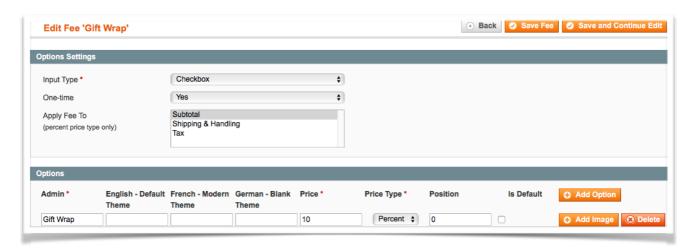
When the fee type is selected, you will be able to choose payment or shipping methods, the fees will be displayed for.





3. The Options Tab

In the options tab you can create the fee's values and decide how the fees should behave.



Here is what each setting does here:

Input Type - the input type must be specified here*. You need to choose one of the 5 input types: drop-down, radio-button, checkbox, notice and hidden.

Hidden fees aren't visible on the front-end but they still can be added automatically to the order. For example, you add 3% to all the orders paid via PayPal, want this fee to be added automatically and visible only on the last checkout step. In this case, you should select the 'Hidden' type. When selected, customers won't see anything on the payment method checkout step while selecting a payment method and will see this fee only on the order review step.

 One-time – the setting specifies whether a fee should depend on the quantity of products added to cart or not.

For example, if you sell organic juice and want to add a bottle cost (\$0.15) to each product. Customers can return the bottle later and refund the price of the bottle. In this case, you add \$0.15 as a fee for specific SKUs and disable "One-time" setting. When customers a bottle of juice, one fee will be added. However, if they purchase 5 bottles, the fee cost will be multiplied (5 * \$0.15). Thus, your customers will be charged for 5 bottles and you will handle this case correctly.

Apply Fees to – apply extra fees to the subtotal, shipping & handing, tax or any
combinations of the order's attributes.

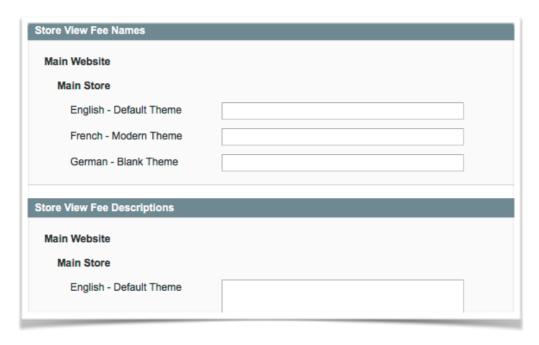
Below these settings there is 'Options' tab. Here you can:

- add fee's values with the correct name of each store view, price, type (fixed or percentage) and position on the front-end;
- select the fee's value, that will be selected on the front-end by default;
- upload logo of each fee. This logo will be displayed on the front-end near each fee's value.



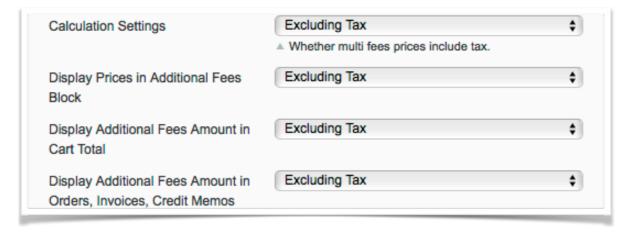
3. The Labels Tab

Here you can specify correct translations of fees for each store view.



5. Tax Management

To manage taxes, go to <u>System - Configuration</u>. It's possible to display fee including, excluding or including and excluding taxes, create separate tax classes and assign them to fees only.

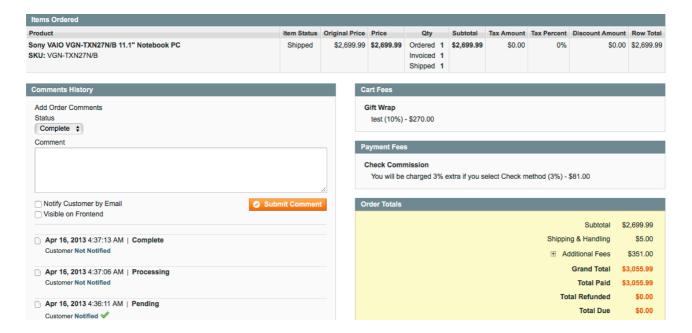


The Multi Fees supports all standard Magento tax settings from the <u>System - Configuration – Tax</u> section.



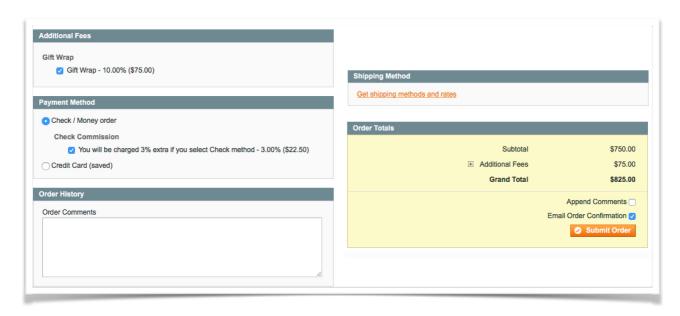
6. Orders/Invoices/Credit Memos

All selected fees are displayed in the order's view (Sales - Orders).



Note! The fees in the order total can be expanded or collapsed.

You can select all types of extra fees while manually creating or editing orders from the back-end:

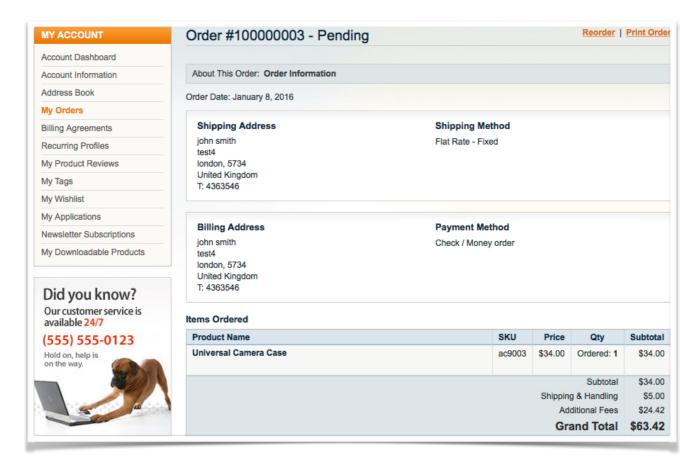


Invoices and credit memos have additional fees in the order total block only.



7. Fees in Customer's Order and Confirmation Emails

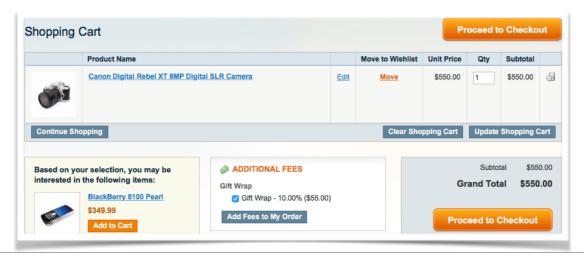
Selected fees are also added to the order's details visible to customers in the customers' accounts and to the confirmation emails. Thus, customers will see all details about selected fees in the order.



8. Shopping Cart Fees

The whole process of adding/removing extra fees on the cart page is developed using AJAX to avoid page reload.

Here is how multi fees option looks on the cart page:

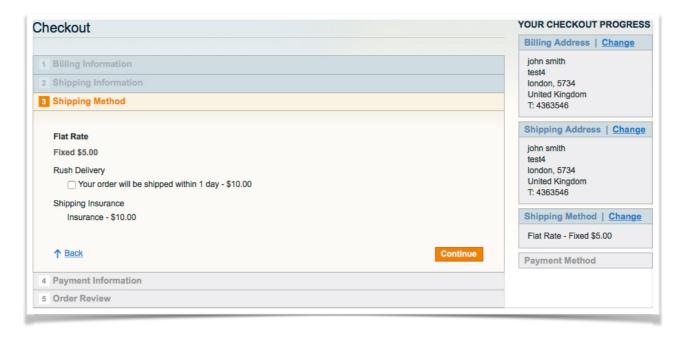




9. Payment/Shipping Fees

These fees allow adding surcharges when specific payment or shipping method is selected during the checkout.

Here is how the fee of the check-box type looks on the front-end:



11. Support

GOT QUESTIONS?

MageWorx offers FREE lifetime support and updates for any extension developed for Magento.

If you need support related to MageWorx extension usage, feel free submit a ticket from http://support.mageworx.com

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