

# Multistep Vendor Registration - Admin Guide

For <https://e-mwakete.com.ki>

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## 1. Overview

Multistep Vendor Registration Addon, developed by CedCommerce for NOM enables admin to create multi-step vendor registration wizard. It means, the admin can create a vendor registration wizard by defining the required number of registration steps and assigning the corresponding attributes to each step. The vendors have to follow these steps while registration.

**Note:** This add-on is compatible only when the Marketplace and Vendor Attributes extensions are already installed on the Magento website.

The key features of Multistep Vendor Registration Addon are as follows:

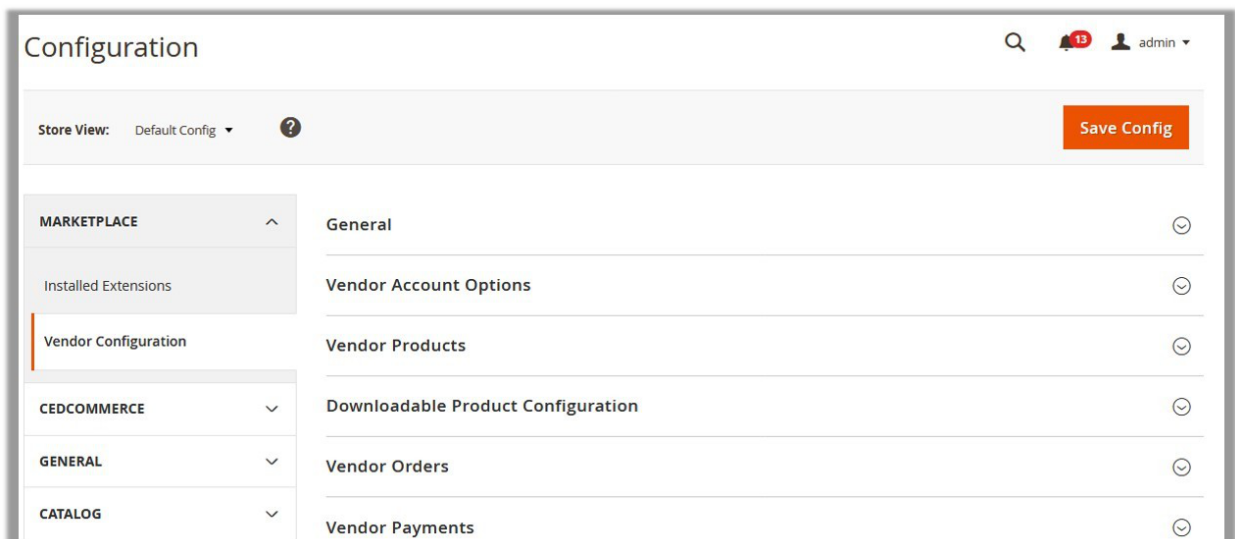
- Step-wise navigation to fill the required information.
- Form Validation to prevent the users from leaving the fields blank.
- Upload documents like ID Proof, PAN Card, and so on.
- Profile completion Progress Bar and notification mail for profile completion.

## 2. Enable Vendor Multi-step Registration

In the Enable Vendor Multi-step Registration System The admin can enable or disable the add-on features. To allow the vendors to follow the multi-step registration process, the admin has to enable the add-on.

To enable vendor multi-step registration

1. Go to the Admin panel.
2. On the left navigation bar, click the MARKETPLACE menu, and then click Vendor Configuration. The Configuration page appears.



3. In the right panel, scroll down to the Vendor Multi-step Registration tab.
4. Click the Vendor Multi-step Registration tab. The Vendor Multi-step Registration tab is expanded and the corresponding fields appear as shown in the following figure:

## Vendor Multi-Step Registration



Enable Vendor Multi-step Registration System <small>[website]</small>	Yes	▼
Vendor Profile Completion Email Template <small>[website]</small>	Vendor Multistep Register Complete Email (De	▼

5. In the Enable Vendor Multi-step Registration System list, and then select Yes.
6. In the upper-right corner, click the Save Config button.

### 3. Multi-step Registration

Using this add-on, the admin can create multi-steps for vendors to follow while registering themselves to the store.

The admin has to go through the following tasks for creating the multi-step registration form:

- Create Multi-steps(<http://docs.cedcommerce.com/multistep-vendor-registration-addon-admin-guide/?section=create-multi-steps>)
- Assign Attributes to Each Step(<http://docs.cedcommerce.com/multistep-vendor-registration-addon-admin-guide/?section=assign-attributes-to-each-step>)

#### 3.1. Create Multi-steps

Admin can create number of steps that vendors have to follow while registration process.

To create multi-steps

1. Go to the Admin panel.
2. On the left navigation bar, click the MARKETPLACE menu, and then click Multi-step Registration. The Manage Vendor Attributes page appears:

## Manage Vendor Attributes

Search 13 admin

Add New Attribute

Add Registration Step

Search

Reset Filter

33 records found

20

per page

1

of 1

Attribute Code	Default Label	Required	System	Use in Edit Form	Use in Registration Form	Use in Left Profile	Step Number
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
customer_id	Associated Customer	Yes	Yes	No			
created_at	Created At	No	Yes	Yes	No	Yes	0
shop_url	Shop Url	Yes	Yes	Yes	Yes	No	1
status	Status	Yes	Yes	Yes			

- In the upper-right corner, click the Add Registration Step  
The Manage Steps page appears.

## Manage Steps

Search 13 admin

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Reset

Save Step

### ATTRIBUTE INFORMATION

Add/Delete Steps

### Step Details


Step Number	Step Label	Add Option
1	step1	Delete
2	step 2	Delete
3	step 3	Delete
4	Step 4	Delete

- In the left navigation panel, click the Add/Delete Steps
- Click the Add Option  
The next row is added below.

## Step Details

Step Number	Step Label	Add Option
1	step1	Delete
2	step 2	Delete
3	step 3	Delete
4	Step 4	Delete
5		Delete

6. In the Step Number column, enter the step number.
7. In the Step Label column, enter the label for the step.
8. In the right-upper corner, click the Save Step  
The step is added and a success message appears.

 5 Steps Has Been Saved.

### 3.2. Assign Attributes to Each Step

The admin can assign the required attributes to the added step. These attributes are the required fields that the vendors have to fill while registration.

**Note:** If the required attribute is no available then the admin can create a new attribute.

To assign attributes to each step

1. Go to the Admin panel.
2. On the left navigation bar, click the MARKETPLACE menu, and then click Multi-step Registration.  
The Manage Vendor Attributes page appears:

## Manage Vendor Attributes

Add New Attribute

Add Registration Step

Search

Reset Filter

33 records found

20

per page

1

of 1

Attribute Code	Default Label	Required	System	Use in Edit Form	Use in Registration Form	Use in Left Profile	Step Number
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
customer_id	Associated Customer	Yes	Yes	No			
created_at	Created At	No	Yes	Yes	No	Yes	0
shop_url	Shop Url	Yes	Yes	Yes	Yes	No	1
status	Status	Yes	Yes	Yes			

- Click the row of the required attribute to assign it to the required step. The attribute page appears.

## customer\_id

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Reset

Save and Continue Edit

Save Attribute

### ATTRIBUTE INFORMATION

Properties

Manage Labels

### Attribute Properties

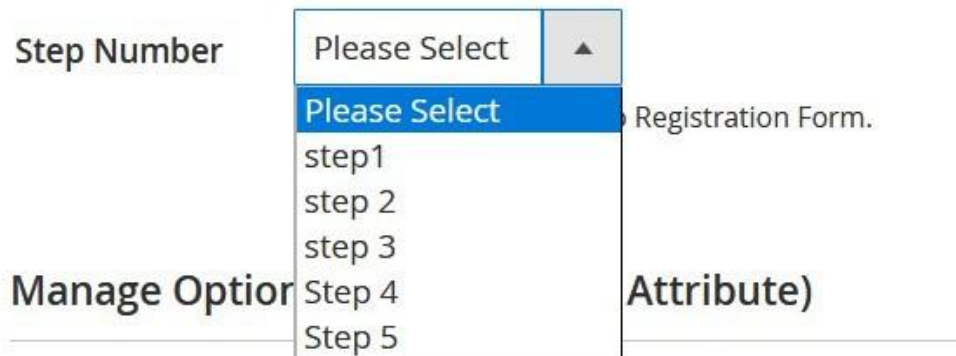
Default Label \*

Attribute Code \*

This is used internally. Make sure you don't use spaces or more

- In the right panel, scroll down to the Vendor Multistep Registration Form tab. The expanded tab appears as shown in the following figure:

## Vendor Multistep Registration Form



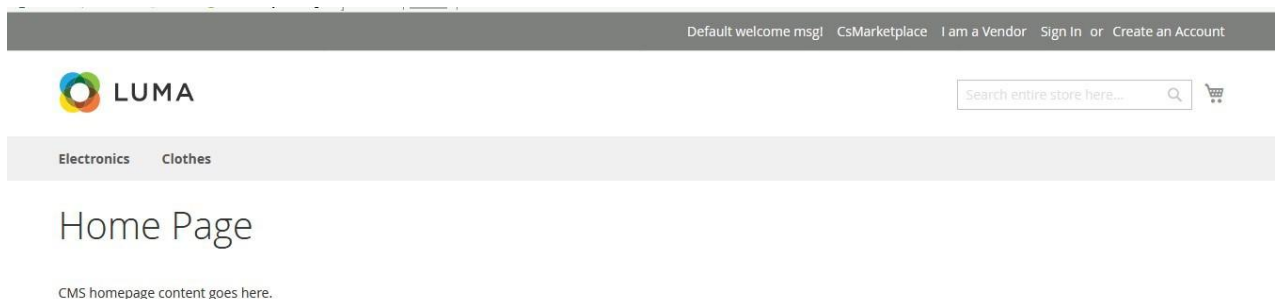
5. Under Vendor Multistep Registration Form, do the following step:
  - In the Step Number list, select the required step number to which the attribute has to be assigned.
6. In the upper-right corner, click the Save Attribute button.  
The attribute is saved and a success message appears.

## 4. Vendor Registration

Vendors have to go through the various steps while following the registration process.

To register vendor ship

1. Go to the front-end login page.  
The page appears as shown in the following figure:



2. On the menu bar, click I am a vendor.  
The login page appears as shown in the following figure:



The image shows a dark-themed login form. At the top, there are two buttons: 'Vendor Login' (highlighted in green) and 'Sign Up' (in grey). Below the buttons is the text 'If you have a vendor account with us, please log in.' followed by two input fields for 'Email Address' and 'Password'. A 'Remember Me' checkbox is located below the password field. At the bottom, there is a large green 'LOGIN' button and a link for 'Forgot Your Password?'.

3. Click the Sign Up button.  
The Sign Up form appears as shown in the following figure:

**Vendor Login** **Sign Up**

### Create a Vendor Account

First Name Last Name

Email Address

test label

Public Name

Shop Url

Please enter your Shop URL Key. For example "my-shop-url".

Password Confirm Password

Sign Up for Newsletter

**SUBMIT**

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4. Enter the required information, and then click the Submit button.  
The page appears as shown in the following figure:



A registration form with five input fields: 'phone', 'test label', 'test Mail', 'Shop Url\*', and 'Name\*'. The 'Name\*' field contains the text 'V1\_FN V1\_LN'. At the bottom, there are three buttons: 'LOG OUT', 'BACK', and 'NEXT'.

First step is highlighted.

5. Enter the values in the required fields, and then click the Next button to move to the next step.
6. Similarly, enter the values in all the corresponding fields displayed in the all the steps, and then click the Next button to move to the next step.

The last step page appears as shown in the following figure:

step1 step 2 step 3 Step 4 Step 5

Address\*

City\*

LOG OUT BACK SUBMIT

7. In the last step enter the values in the corresponding fields, and then click the **SUBMIT** button. The dialog box appears, if the vendor account requires the admin approval.

## Account Approval

**Vendor Status**

Hello, John Defoe !

**Under Review!**

Your vendor account is under admin approval.

LOG OUT GO TO MAIN WEBSITE

**Note:** If the admin approval is not required for the vendor account, then the vendor is redirected to the Vendor dashboard.