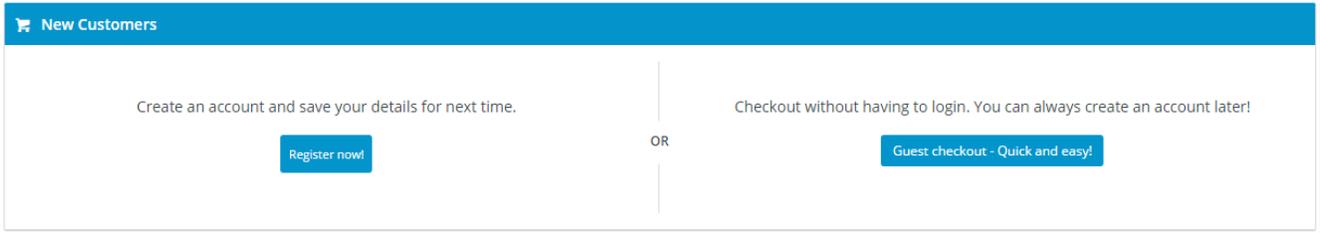


Guest Checkout

Overview

Guest Checkout functionality allows users to checkout without logging in or creating a user account. Most commonly used for a B2C audience, the feature allows the user to input all delivery and payment info at checkout. They can choose to create an account during this time, or remain a guest.



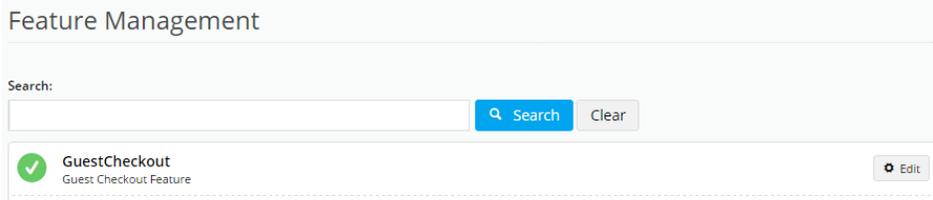
Contents

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- [Email Customisation](#)
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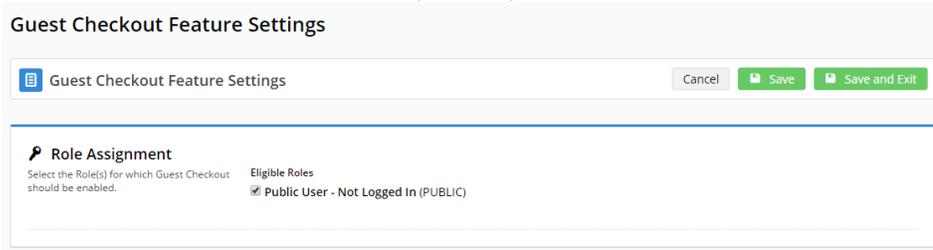
Step-by-step guide

Guest Checkout can be enabled for your B2C site quickly and easily via the CMS. Simply follow the steps below.

1. *Login to the CMS.*
2. *Navigate to **Settings** --> **Website Features**.*
3. *Click the grey minus icon to enable Guest Checkout.*
4. *Verify that the icon changes to a green tick, and an **'Edit'** button appears for the feature.*



5. *Click **'Edit'**.*
6. *Select the role(s) that should utilise the Guest Checkout template (most common application is the **'Public'**, pre-login role). Guest Checkout should not be enabled for B2B, Accounts, or Administrator roles.*



7. Click **'Save'** to save changes and stay on the page, or **'Save and Exit'** to save changes and return to the Features index.

Congratulations, Guest Checkout is now enabled!

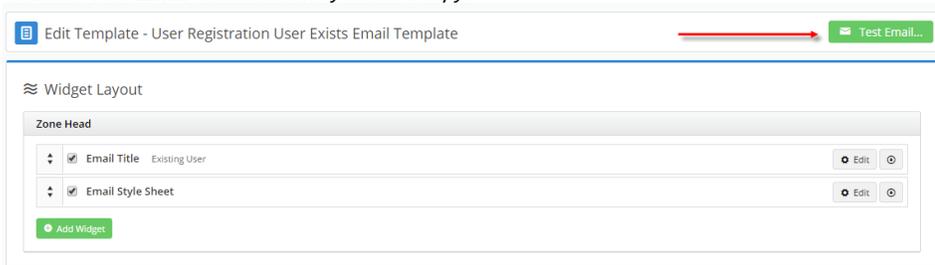
Email Customisation

When a user checks out as a guest, they are given the option to create an account at the same time. If the user ticks the 'Create Account' option during checkout, the system will search for the guest user's email address and

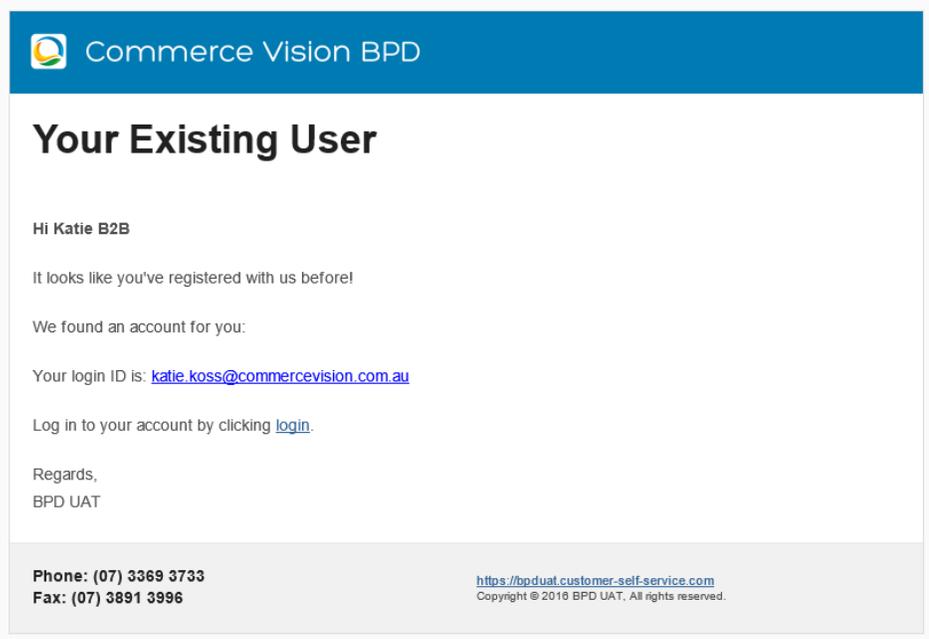
- if not found, it will create a login based on the data supplied, and send the standard New User Registration email.
- if found, the user is sent an email advising that they already have an account. They are also provided with their login ID.

To customise this email template:

1. Login to the CMS.
2. Navigate to **Content** → **Emails**.
3. Select the **'User Exists Email'** template.
4. Locate the **'User Registration'** widget and click **'Edit'**.
5. Ensure the widget option to **'Show User Exists Message'** is ticked. If not, tick it and click **'Save'**.
6. Click the **'Test Email'** button to send yourself a copy.



7. Review the content of the email and determine whether changes are required.
8. The default widgets will be listed in each of the zones on the template.
9. Drag and drop widgets to reorder them in the layout.
10. Click **'Edit'** on any of the widgets to configure options as required.
11. Click the **'Test Email'** button to send another copy for review.

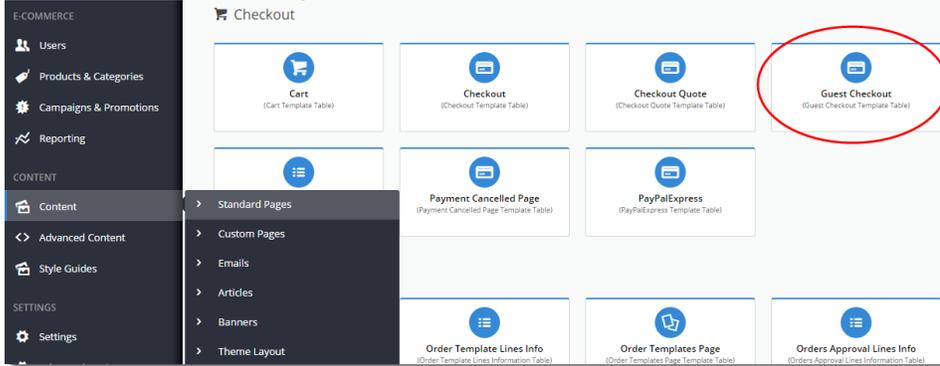


Template Customisation

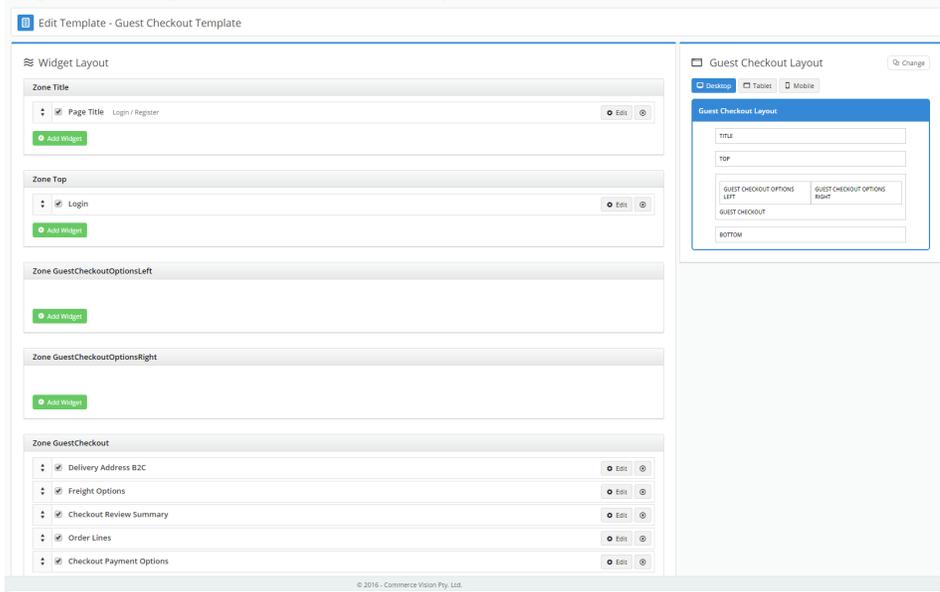
Once Guest Checkout has been turned on, you may wish to customise the look and feel. The Guest Checkout Template becomes available in the Content menu once the function is enabled.

To edit the template:

1. Login to the CMS.
2. Navigate to **Content --> Standard Pages**.
3. Select the **'Guest Checkout Template'**.



4. The default widgets will be listed in each of the zones.
5. Drag and drop widgets to reposition them in the layout if required.



6. To customise the text on the Guest Checkout button, add the **'Guest Checkout Expand Button'** widget to the **Zone Guest Checkout**.



7. Click **'Edit'** on the widget to update the text, then click **'Save'**:

Widget Configuration - Guest Checkout Expand Button

Description

Layer: All Pages

Expand Button Label: Guest checkout - Quick and easy!

Cancel Save

8. Load your website in another browser / incognito tab and test the output. Adjust widgets and options as required.

New Customers

Guest checkout - Quick and easy!

Contact / Billing Address

Email Address *

Name * Phone Number *

Address Line 1 * Address Line 2 *

Suburb * State * Postcode *

State: Please Select

Create Account & Remember my details

My Delivery Address is different to my Contact / Billing Address

Delivery Instructions

Delivery Instructions

Order Comments

Order Comments

Freight Options

(+\$14.00) Australia Post (orders over \$100 to \$500) (inc GST)

Order Summary

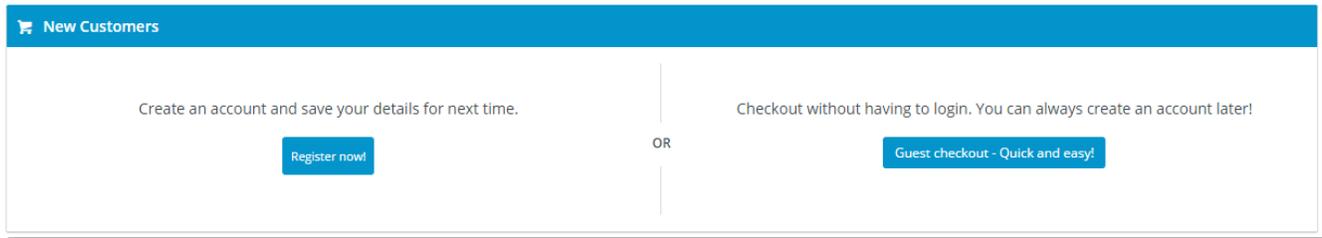
Quick View Edit

Subtotal (inc GST)	\$315.50
Freight	\$14.00
Total (inc GST)	\$329.50
Including GST	\$29.95

Variations

The Guest Checkout template also contains 2 zones - **Options Left** and **Options Right** - which can be used to customise the layout in conjunction with the '**Guest Checkout Expand Button**'.

In the example below, a link to the Registration page has been placed in the Left zone. Then the Guest Checkout button has been placed in the Right zone.



(The actual Guest Checkout fields - Delivery Address, Freight Options, Payment - remain in the **Zone Guest Checkout**, and are only revealed when the button is clicked.)

To replicate this layout:

1. *Login to the CMS.*
2. *Navigate to **Content** --> **Standard Pages**.*
3. *Select the **Guest Checkout** template.*
4. *In the **Zone Options Left**, add a widget for your content - for example, an **HTML Snippet**.*

5. Click **'Edit'** on the widget to configure. In this example we used *html* to insert text and a button link.

Widget Configuration - HTML Snippet

Description

Layer: All Pages

HTML

Format B U I [Text Color] [Background Color] </> [Link] [Unlink] [Bulleted List] [Numbered List] [Table] [Image] [Link Icon]

Create an account and save your details for next time.
[Register now!](#)

Show On Mobile?

Right Align? Push element to the right

Cancel Save

6. Style the button by inserting the required class into the *html*. Refer to your site's style guide.

Html Editor

```
1 <p>Create an account and save your details for next time.</p><a class="btn small primary" href="https://bpduat.customer-self-service.com/register">Register now!</a>
2 <p></p>
3 <p></p>
4
```

Cancel Save

7. Click **'Save'**.

8. In the **Zone Options Right**, add the **'Guest Checkout Expand Button'** widget.

9. Click **'Edit'** on the widget to customise the button text.

Widget Configuration - Guest Checkout Expand Button

Description

Layer: All Pages

Expand Button Label: Guest checkout - Quick and easy!

Cancel Save

10. Click **'Save'**.

11. Add another **'HTML Snippet'** widget to the Zone Options Right if you wish to display text or other content with the Guest Checkout Button.

Zone GuestCheckoutOptionsRight

HTML Snippet Edit

Guest Checkout Expand Button Edit

Add Widget

12. Load your website in another browser / incognito tab, and admire your handiwork!

Related articles

- [Product List Title Widget](#)
- [Questionnaire Widget](#)
- [Product Search Widget](#)
- [Offline Order Emails](#)
- [Generating an API Key for eWay](#)

Additional Information

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Minimum Version Requirements	03.81.00
Prerequisites	--
Self Configurable	Yes
Business Function	BPD Structure
BPD Only?	No

B2B/B2C/Both	B2C
Ballpark Hours From CV (if opting for CV to complete self config component)	2
Ballpark Hours From CV (in addition to any self config required)	Contact CV Support
Third Party Costs	n/a
CMS Category	CMS Category