



# Store pickup and Local delivery

Schedule an in-store pickup, local delivery, and date-based shipping orders

A product of PrestaHero

# Contents

<b>I. INTRODUCTION</b>	<b>3</b>
<b>II. INSTALLATION</b>	<b>3</b>
<b>III. SLOT SETTINGS</b>	<b>3</b>
<b>IV. STORES SETTINGS</b>	<b>8</b>
<b>V. VACATIONS</b>	<b>10</b>
<b>VI. GENERAL SETTINGS</b>	<b>12</b>
1. Slot status general settings	12
2. Email settings	17
<b>VII. THANK YOU</b>	<b>19</b>

## I. INTRODUCTION

**Store pickup and Local delivery** is a smart PrestaShop store schedule pickup module that helps you make schedules for picking up orders in-store for customers. Make it more convenient for local delivery and date-based shipping orders.

\****Store pickup and Local delivery*** is compatible with PrestaShop 1.6.x, 1.7.x and PrestaShop 8.x

## II. INSTALLATION

- Navigate to **"Modules/Modules Manager"** > click on **"Upload a module/Select file"**.
- Select the module file **"ets\_delivery.zip"** from your computer then click on **"Open"** to install.
- Click on the **"Configure"** button of the module you just installed to open the module's configuration page.

## III. SLOT SETTINGS

When configuring the module, **"Slot Settings"** will be the first page shown. You can install everything related to the delivery slot on this page as well as preview how the delivery time and location you set will be displayed on the front office.

Slot settings Help

Slot Settings Stores Vacations Settings

---

**SLOT SETTINGS** PREVIEW PICKUP SLOTS

Enable pickup slot  Yes

Apply pickup slot for carrier My carrier ▼  
Please select or create a new carrier that specify for in-store pickup

Preparing slot 30 min  
Waiting time between 2 continuous time slots. Leave blank if there is no waiting time.

\* Slot open time 7:30 AM 🕒  
In-store pickup start time in one day

\* Slot close time 5:30 PM 🕒  
In-store pickup end time in one day

\* Pickup slot duration 30 min

\* Maximum number of orders for a slot 20 orders

\* Number of available days to select slot 7 days

Working days  Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

How to display stores  In list  
 In dropdown selection  
If you have 2 available stores and more.

How to display pickup slot  Slider layout  
 Grid layout

**Please choose a pickup location**

Dade County  
Miami, 33135, 3030 SW 8th St Miami

E Fort Lauderdale  
Miami, 33304, 1000 Northeast 4th Ave Fort Lauderdale

Pembroke Pines  
Miami, 33026, 11001 Pines Blvd Pembroke Pines

Coconut Grove  
Miami, 33133, 2999 SW 32nd Avenue

N Miami/Biscayne  
Miami, 33181, 12055 Biscayne Blvd

**Please choose date and time to pick up**

11/07/2024
11/08/2024
11/09/2024
11/10/2024

7:30 AM - 8:00 AM

8:30 AM - 9:00 AM

9:30 AM - 10:00 AM

10:30 AM - 11:00 AM

11:30 AM - 12:00 PM

12:30 PM - 1:00 PM

1:30 PM - 2:00 PM

2:30 PM - 3:00 PM

3:30 PM - 4:00 PM

4:30 PM - 5:00 PM

Not available  
 Available for select  
 Selected  
 Full slot

Current server time: 11/7/24, 9:11:53 PM

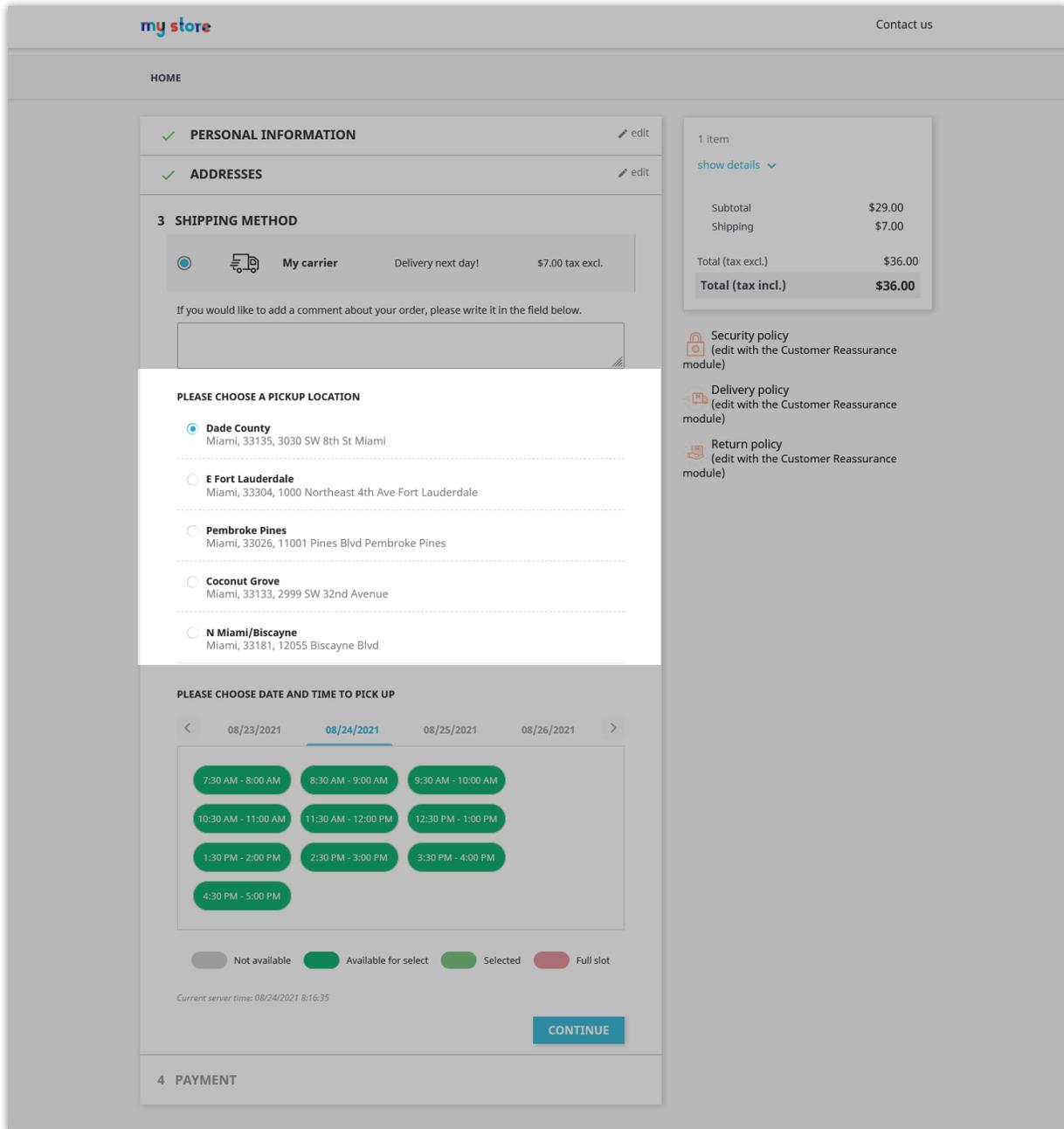
Save

Select or fill in the required fields to set up slot settings:

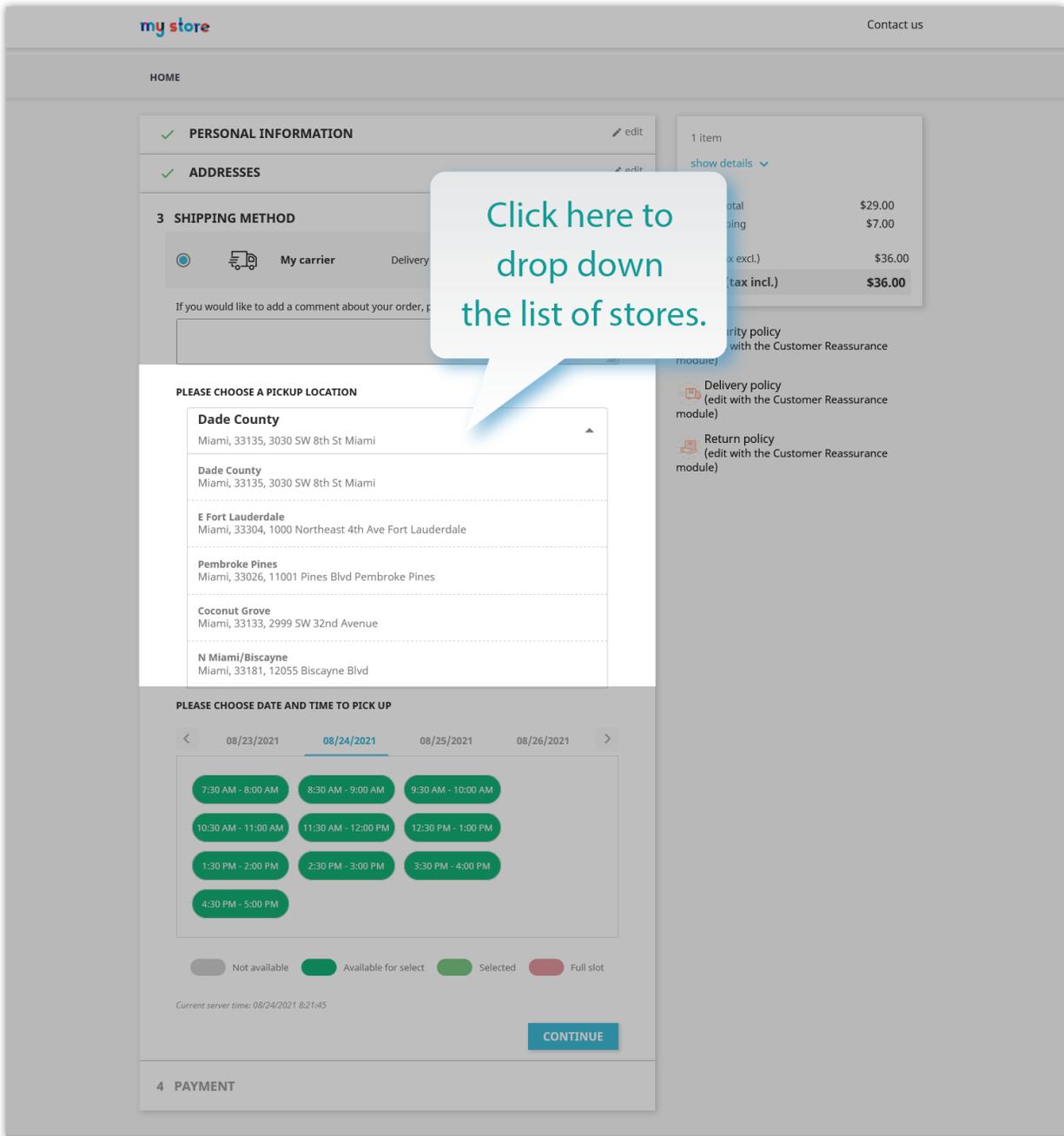
- Choose or create a new carrier for customers who want to come to the store to pick up items.
- Preparing slot: set waiting time between 2 continuous-time slots.
- Set up delivery open time/close time in one day.
- Set up pickup slot duration.
- Set up the maximum number of orders for a slot and the number of available days for customers to select a slot.
- Choose how to display stores and pickup slots on the checkout page.

There are 2 ways of store displaying: in list or in dropdown selection.

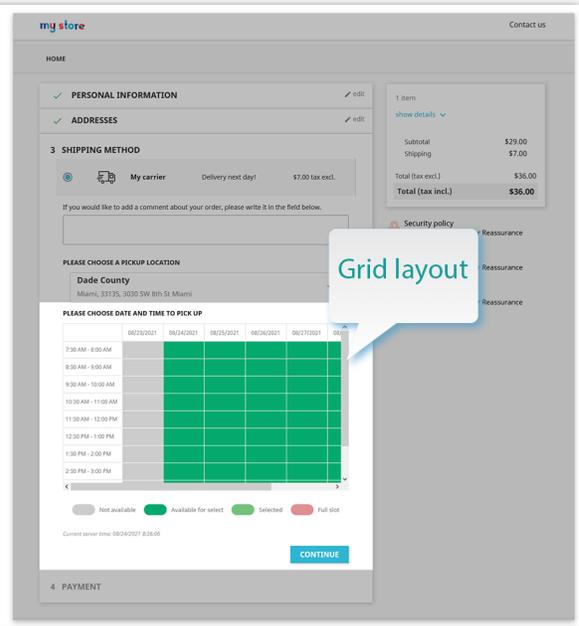
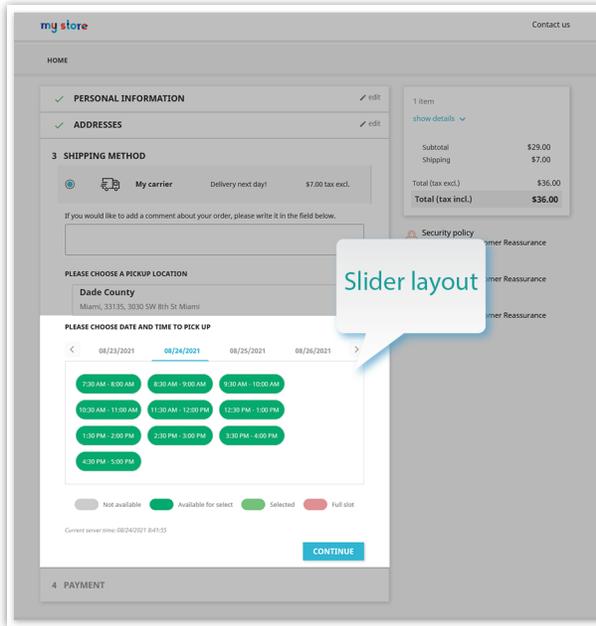
Example of displaying list layout on the front office:



Display in dropdown selection:



Also, you can choose to display pickup slots in slider layout or grid layout.



You can preview how store and pickup slots will be displayed on the front office from the “Slot Settings” page directly by “Preview mode”.

Slot settings Help

Slot Settings Stores Vacations Settings

**SLOT SETTINGS**

Enable pickup slot  Yes

Apply pickup slot for carrier My carrier

Please select or create a new carrier that specify for in-store pickup

Preparing slot 30 min

Waiting time between 2 continuous time slots. Leave blank if there is no waiting time.

\* Slot open time 7:30 AM

In-store pickup start time in one day

\* Slot close time 5:30 PM

In-store pickup end time in one day

\* Pickup slot duration 30 min

\* Maximum number of orders for a slot 20 orders

\* Number of available days to select slot 7 days

Working days  Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

How to display stores  In list  
 In dropdown selection  
If you have 2 available stores and more.

How to display pickup slot  Slider layout  
 Grid layout

**PREVIEW PICKUP SLOTS**

Please choose a pickup location

- Dade County  
Miami, 33135, 3030 SW 8th St Miami
- E Fort Lauderdale  
Miami, 33304, 1000 Northeast 4th Ave Fort Lauderdale
- Pembroke Pines  
Miami, 33026, 11001 Pines Blvd Pembroke Pines
- Coconut Grove  
Miami, 33133, 2999 SW 32nd Avenue
- N Miami/Biscayne  
Miami, 33181, 12055 Biscayne Blvd

Please choose date and time to pick up

< 11/07/2024 **11/08/2024** 11/09/2024 11/10/2024 >

7:30 AM - 8:00 AM

8:30 AM - 9:00 AM

9:30 AM - 10:00 AM

10:30 AM - 11:00 AM

11:30 AM - 12:00 PM

12:30 PM - 1:00 PM

1:30 PM - 2:00 PM

2:30 PM - 3:00 PM

3:30 PM - 4:00 PM

4:30 PM - 5:00 PM

Current server time: 11/7/24, 9:11:53 PM

Save

## IV. STORES SETTINGS

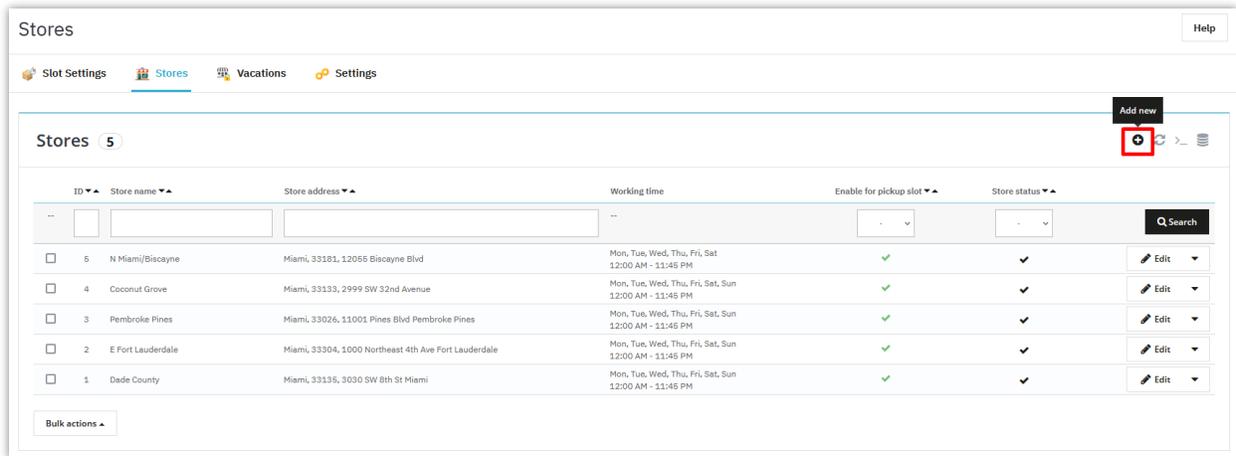
All the stores you add will be listed on this page with all information such as store name, address, working time, etc for store admin easy to manage.

**Note:**

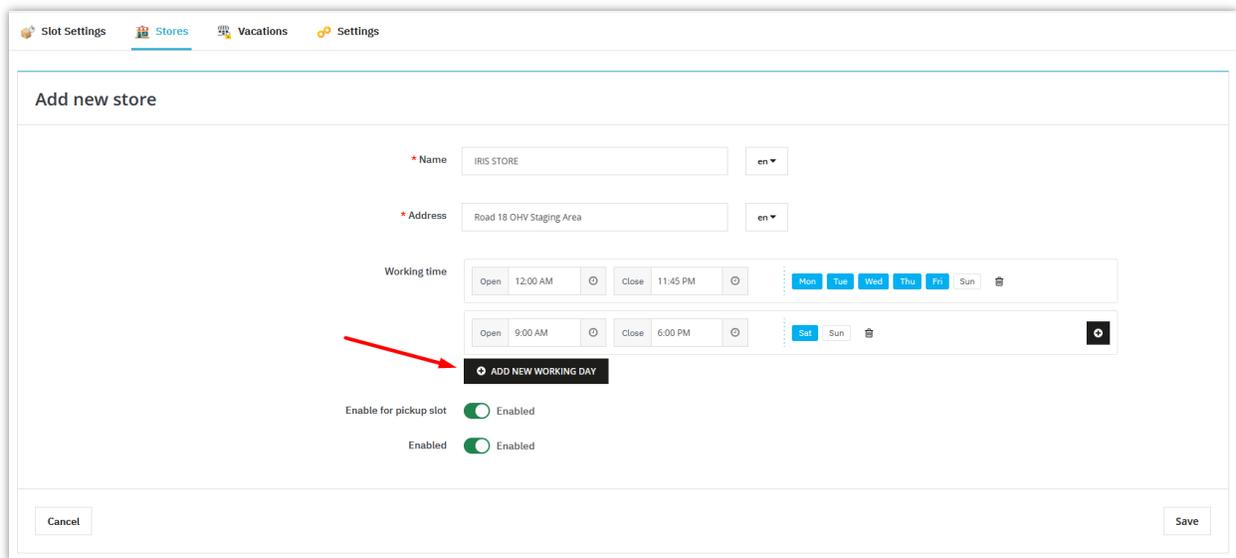
By default, we created 4-5 demo stores for you when you install the module, but it's just for demonstration purpose only. When you have finished entering real data for your stores, you can disable or delete the demo stores.

You can add unlimited stores that sell your products so that customers can find the place closest to them for their convenience. How to add a store?

- Click on the "+" at the right top corner of the store listing page to add a new store.



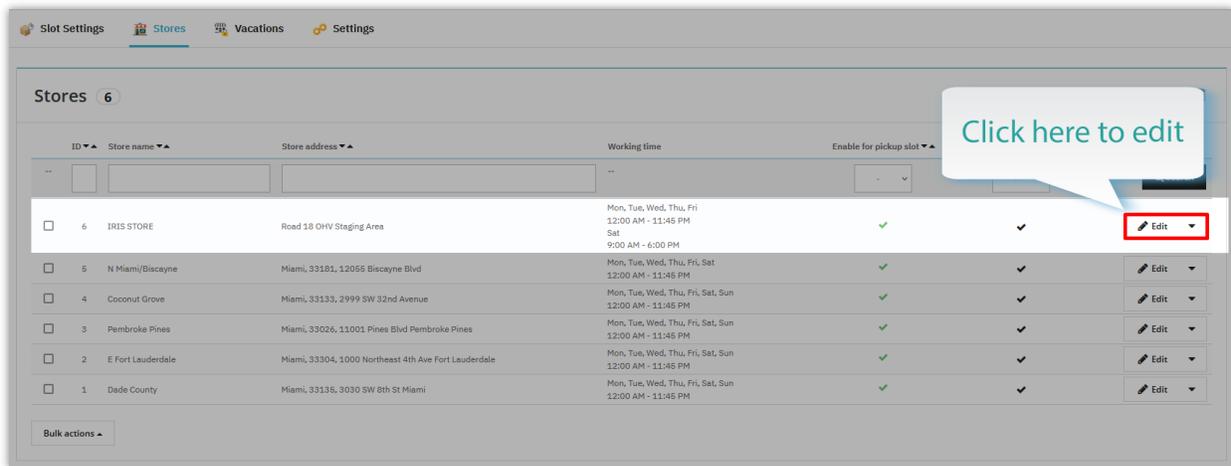
- Fill in the required fields (Store name, address)
- Set up working time (Opening/closing time). Select working days that apply that timeframe. You also can set up specific working days apply different timeframes by clicking **"ADD NEW WORKING DAY"** then do the same steps).



- Enable pickup slots if you want to configure pickup slots for this store.

- Enable store then **"Save"**

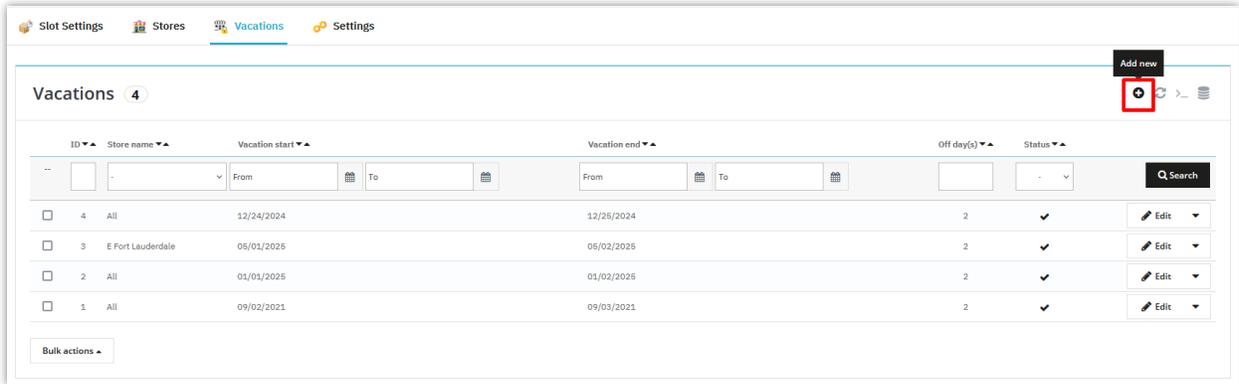
After adding a new store, it will be shown on the store listing page. You can quickly enable the pickup slot and change the store status directly from here, or you can click **"Edit"** to customize any information about the store.



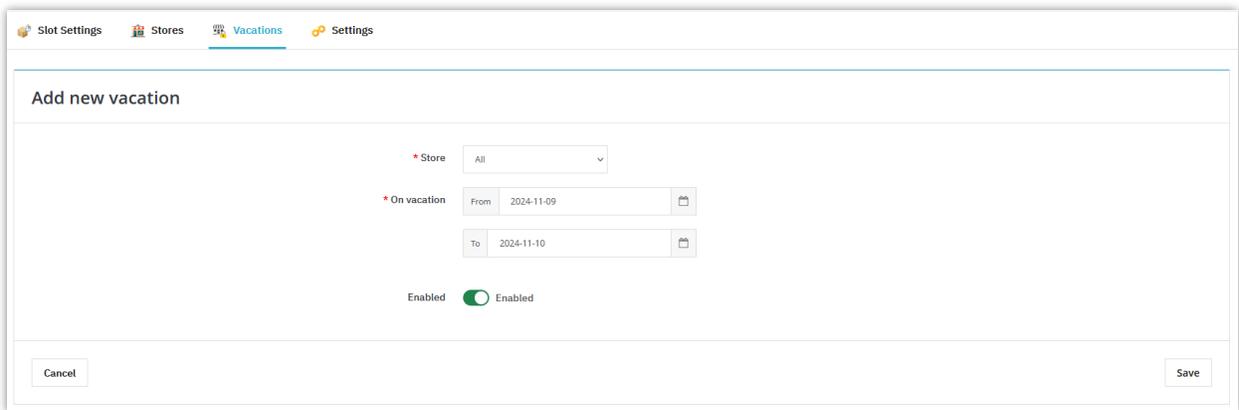
## V. VACATIONS

You can add flexible vacations (holidays) for each store (pickup location) to prevent customers from scheduling on days when your stores are closed. Now, follow these steps to start adding a new vacation:

- Click on the "+" at the right top corner of the vacation listing page to add a new vacation.

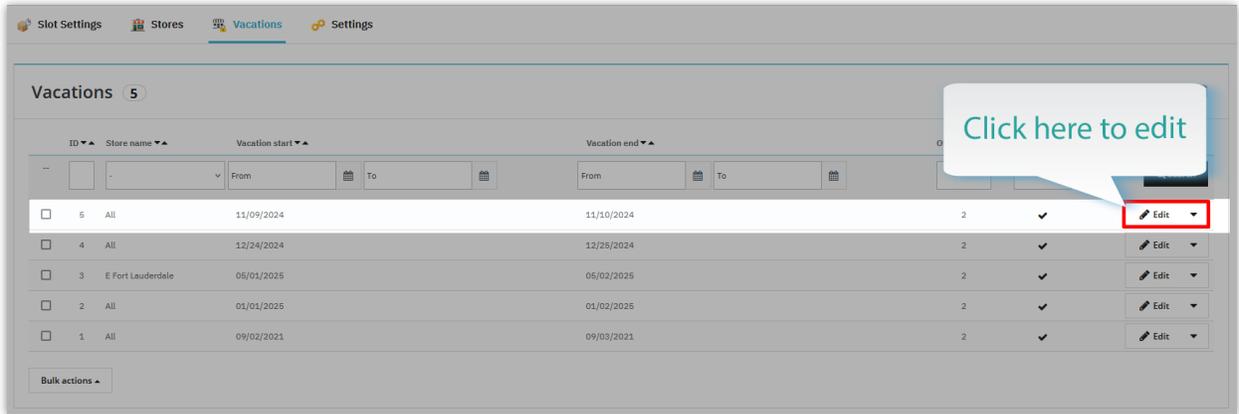


- Choose all stores or a specific store that applies the vacation.
- Set up a period of vacation as you want (choose start date and end date).
- Enable then **“Save”**



All the vacations you added will be listed on the vacation listing page with the store name, start date, end date, the number of days off, and the vacation status for store admin easy to track and manage.

The module also allows you to quickly change the status of the vacation from vacation listing page or customize information by clicking **“Edit”** button to open vacation editing page.



## VI. GENERAL SETTINGS

### 1. Slot status general settings

The module allows you to set up automatically to change pickup slot status when the customers' order status changes, make it easier for both customers and store admin to track order status and pickup slots.

Slot Settings Stores Vacations Settings

SETTINGS General Email

Set slot status as **Prepare for order** when order status is

- Authorized. To be captured by merchant
- Awaiting bank wire payment
- Awaiting Cash On Delivery validation
- Awaiting check payment
- On backorder (not paid)
- On backorder (paid)
- Partial payment
- Partial refund
- Payment accepted
- Processing in progress
- Remote payment accepted
- Waiting for payment

Set slot status as **completed** when order status is

- Authorized. To be captured by merchant
- Awaiting bank wire payment
- Awaiting Cash On Delivery validation
- Awaiting check payment
- Delivered
- On backorder (not paid)
- Partial payment
- Partial refund
- Processing in progress
- Shipped
- Waiting for payment

Set slot status as  **canceled**  when order status is

- Authorized. To be captured by merchant
- Awaiting bank wire payment
- Awaiting Cash On Delivery validation
- Awaiting check payment
- Canceled
- On backorder (not paid)
- Partial payment
- Partial refund
- Payment error
- Processing in progress
- Refunded
- Waiting for payment

Not available #cccccc

Available for select #d4aa6d

Hover & Selected #72c279

Full slot #e08f95

Reset color

Display store name on the order listing page  Yes

Display selected slot on the order listing page  Yes

Display slot status on the order listing page  Yes

Save

You can customize the colors for pickup slot status (not available, available for select, selected, or full slot) on the pickup slot schedule table.

Slot Settings Stores Vacations Settings

SETTINGS General Email

Set slot status as **Prepare for order** when order status is

- Authorized. To be captured by merchant
- Awaiting bank wire payment
- Awaiting Cash On Delivery validation
- Awaiting check payment
- On backorder (not paid)
- On backorder (paid)
- Partial payment
- Partial refund
- Payment accepted
- Processing in progress
- Remote payment accepted
- Waiting for payment

Set slot status as **completed** when order status is

- Authorized. To be captured by merchant
- Awaiting bank wire payment
- Awaiting Cash On Delivery validation
- Awaiting check payment
- Delivered
- On backorder (not paid)
- Partial payment
- Partial refund
- Processing in progress
- Shipped
- Waiting for payment

Set slot status as **cancelled** when order status is

- Authorized. To be captured by merchant
- Awaiting bank wire payment
- Awaiting Cash On Delivery validation
- Awaiting check payment
- Canceled
- On backorder (not paid)
- Partial payment
- Partial refund
- Payment error
- Processing in progress
- Refunded
- Waiting for payment

Not available #cccccc

Available for select #04A66D

Hover & Selected #72C279

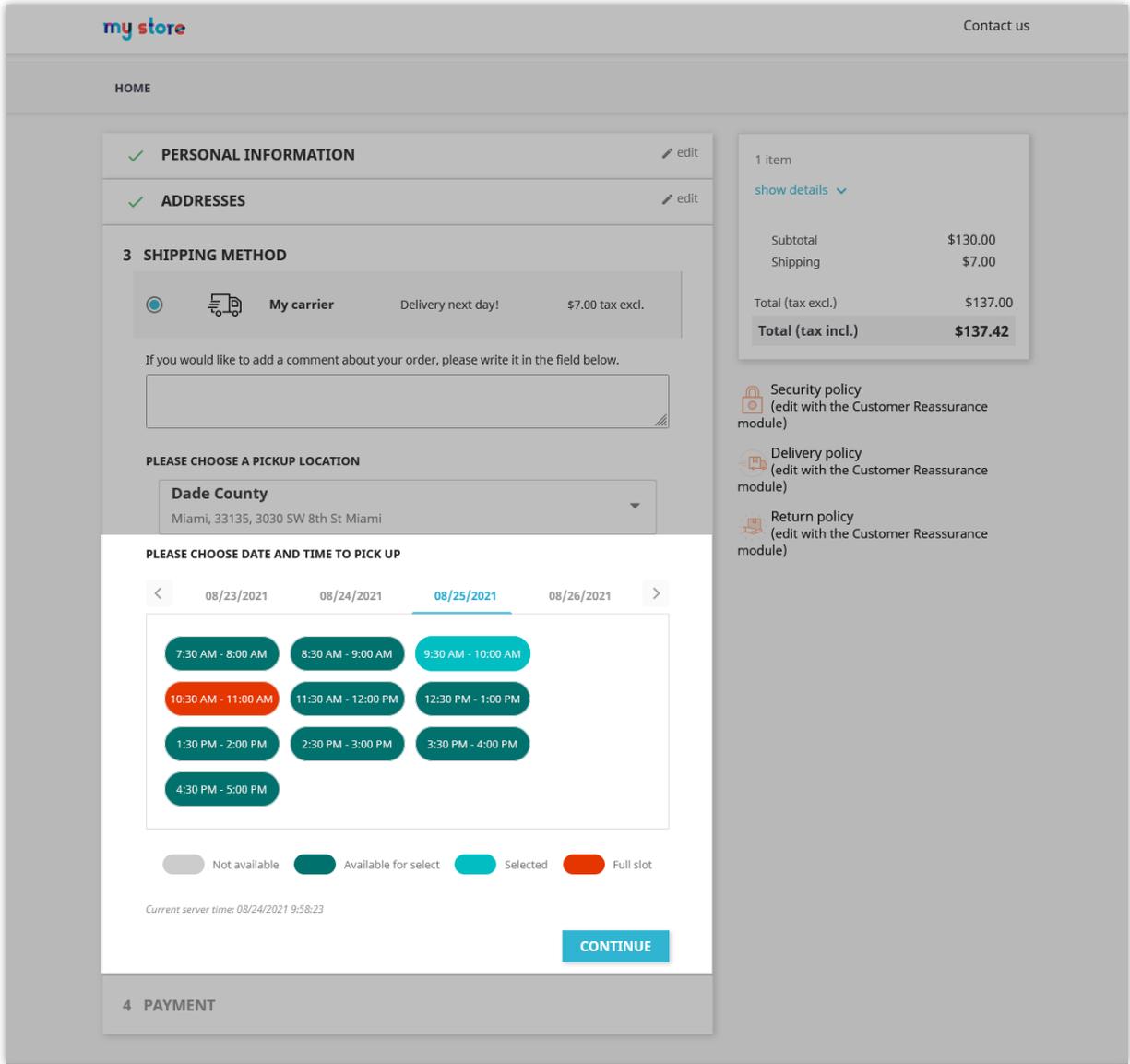
Full slot #e08f95

Display store name on the order listing page  Yes

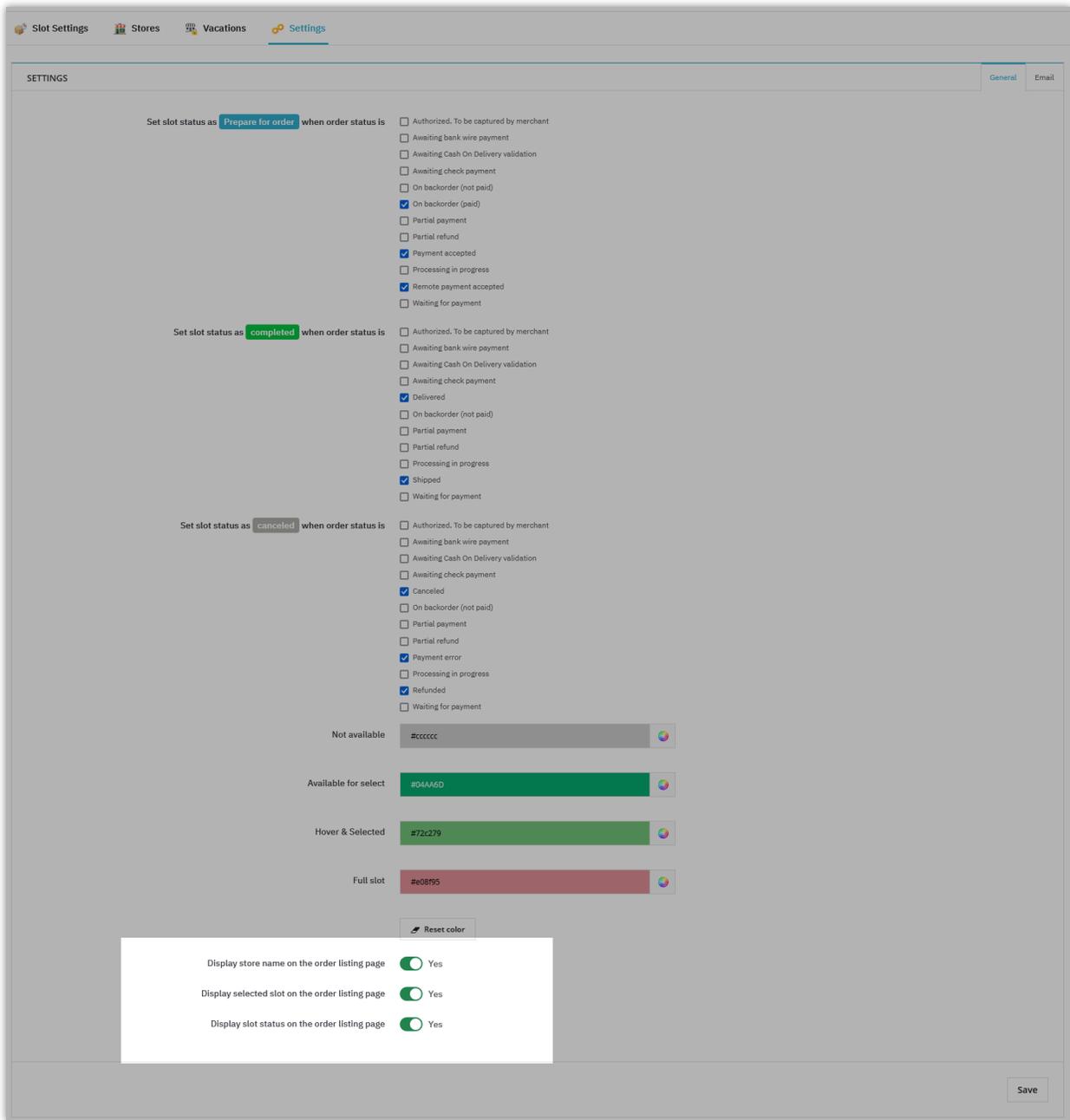
Display selected slot on the order listing page  Yes

Display slot status on the order listing page  Yes

Let change the colors and see how it looks like in the front office!



Below are options to display more data fields on the order listing page. You can enable any of them if needed.



Go to the order listing page to see the changes after setting up picking slot status and enable to display more data fields.

ID	Reference	New client	Delivery	Customer	Total	Payment	Store name	Selected slot	Slot status	Status	Date	Actions
101	BPRECKZCZ	No	United States	D. Demo	\$45.02	Payments by check	Dade County	12:30 PM - 1:00 PM 10/27/2024	Completed	Delivered	10/26/2024 15:42:45	[Icons]
100	BIDQILUPP	No	United States	D. Demo	\$45.02	Chèque	Coconut Grove	2:30 PM - 3:00 PM 10/22/2024	Pending	Awaiting check payment	10/16/2024 19:19:54	[Icons]
99	KQHNECKRW	No	United States	D. Demo	\$47.72	Chèque	E Fort Lauderdale	12:30 PM - 1:00 PM 08/29/2024	Cancelled	Cancelled	08/28/2024 20:54:24	[Icons]
98	OSEISLWYG	No	United States	D. Demo	\$27.45	Transfert bancaire	E Fort Lauderdale	4:30 PM - 5:00 PM 07/30/2024	Prepare for order	Payment accepted	07/30/2024 09:38:17	[Icons]
97	OZHQANOQU	No	United States	D. Demo	\$45.02	Chèque	E Fort Lauderdale	2:30 PM - 3:00 PM 07/30/2024	Prepare for order	Payment accepted	07/30/2024 09:31:23	[Icons]
96	PUGRYUVUQ	No	United States	D. Demo	\$45.02	Bank transfer	Coconut Grove	1:30 PM - 2:00 PM 05/14/2024	Cancelled	Refunded	05/13/2024 02:19:33	[Icons]
95	BKAGKSVNW	No	United States	D. Demo	\$45.02	Cash on delivery (COD)	Dade County	6:30 PM - 7:00 PM 05/09/2024	Completed	Delivered	05/09/2024 06:28:03	[Icons]
94	BSACSTSTI	No	United States	D. Demo	\$74.02	Cash on delivery (COD)	E Fort Lauderdale	3:30 PM - 4:00 PM 03/22/2024	Completed	Delivered	03/21/2024 22:18:19	[Icons]
93	WVDFLGBD	No	United States	D. Demo	\$45.02	Bank transfer	E Fort Lauderdale	5:30 PM - 6:00 PM 03/11/2024	Pending	Awaiting bank wire payment	03/11/2024 11:18:36	[Icons]
92	DYEELPUWO	No	United States	D. Demo	\$45.02	Cash on delivery (COD)	Dade County	1:30 PM - 2:00 PM 02/20/2024	Pending	Awaiting Cash On Delivery validation	02/20/2024 05:04:40	[Icons]
91	ABUXFRQOD	No	United States	D. Demo	\$45.02	Bank transfer	Dade County	2:30 PM - 3:00 PM 02/16/2024	Pending	Awaiting bank wire payment	02/15/2024 18:57:48	[Icons]
90	GYHBHDXDU	No	United States	D. Demo	\$45.02	Cash on delivery (COD)	Dade County	5:30 PM - 6:00 PM 02/02/2024	Pending	Awaiting Cash On Delivery validation	02/02/2024 09:11:06	[Icons]

## 2. Email settings

There are some options to choose when notification emails will be sent to store administrators and customers. You can enable options depending on your needs.

### 2.1. Send email to administrator

You can set up notifications for store administrators to stay informed about the status of pickup slots. These emails can be sent when a slot changes status:

- **Pending:** Notify the admin when a pickup slot is newly booked.
- **Prepare for order:** Notify the admin when the order is ready for preparation.
- **Completed:** Notify the admin when the pickup is completed.
- **Cancelled:** Notify the admin when the pickup slot is canceled.

You can add multiple email addresses to receive these notifications by entering each email on a new line.

The screenshot shows a web application interface with a navigation bar at the top containing 'Slot Settings', 'Stores', 'Vacations', and 'Settings'. The 'Settings' page is divided into two sections: '1. SEND EMAIL TO ADMINISTRATOR' and '2. SEND EMAIL TO CUSTOMER'. Each section has four toggle switches for different pickup slot statuses: 'Pending', 'Prepare for order', 'Completed', and 'Canceled'. All 'Pending' and 'Prepare for order' toggles are turned on. Below the toggles in the first section is a text input field for 'Email address(es) to receive notification email' containing '@gmail.com'. A note below the field states: 'You can enter multiple email addresses. Each email address is in one line.' A 'Save' button is located at the bottom right of the page.

*Example:*

In our women's fashion store, **Camellia Studio**, the administrator receives notifications when customer **Marie** schedules, completes, or cancels her pickup slot.

### 3. Send email to customer

Customers should also receive timely notifications regarding their pickup slots. You can configure the system to send emails when:

- **Pending:** Inform the customer that their pickup slot is confirmed.
- **Prepare for order:** Notify the customer that their order is being prepared.
- **Completed:** Let the customer know that their order is ready for pickup.

- **Canceled:** Notify the customer if their pickup slot is canceled.

The screenshot shows a web interface for 'Settings' with a navigation bar at the top containing 'Slot Settings', 'Stores', 'Vacations', and 'Settings'. The main content area is titled 'SETTINGS' and has tabs for 'General' and 'Email'. It is divided into two sections:

**1. SEND EMAIL TO ADMINISTRATOR**

- When pickup slot is in "Pending" status:  Yes
- When pickup slot is in "Prepare for order" status:  Yes
- When pickup slot is in "Completed" status:  Yes
- When pickup slot is in "Canceled" status:  Yes

Email address(es) to receive notification email:   
You can enter multiple email addresses. Each email address is in one line.

**2. SEND EMAIL TO CUSTOMER**

- When pickup slot is in "Pending" status:  Yes
- When pickup slot is in "Prepare for order" status:  Yes
- When pickup slot is in "Completed" status:  Yes
- When pickup slot is in "Canceled" status:  Yes

A 'Save' button is located at the bottom right of the form.

*Example:*

When Marie schedules a pickup at **Camellia Studio**, she will receive an email confirmation. As her order is prepared, she will be notified, and upon completion, she'll receive another email letting her know it's time to pick up her items.

## VII. THANK YOU

Thank you again for purchasing our product and going through this documentation. We hope this document is helpful and efficient in the installation and usage of **Store pickup and Local delivery** module. If you do have any questions for which the answer is not available in this document, please feel free to contact us.