

Extra Customer Fields

Collect additional information from customers when they create an account through the registration form or checkout page

A product of PrestaHero

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I. INTRODUCTION

Welcome to the **Extra Customer Fields** module! This module, developed by the PrestaHero team, is designed to help you gather more detailed information about your customers, going beyond the basic fields provided by PrestaShop. Collecting additional information can personalize your service, better understand customer preferences, and create more targeted marketing efforts.

With **Extra Customer Fields**, you can easily add custom fields to both the registration form and the checkout page, allowing you to capture extra details when customers sign up or place an order. The module offers a variety of field types to choose from, such as text, dropdown, date, and even file uploads, so you can tailor the data collection to suit your store's specific needs.

The module is fully compatible with PrestaShop versions 1.7.x and 8.x, ensuring smooth integration with your current setup. Whether you want to learn more about your customers' preferences, needs, or interests, the **Extra Customer Fields** module is here to help you get the insights you need to serve them better.

Let's get started!

II. INSTALLATION

Installing the **Extra Customer Fields** module is quick and easy. Just follow these steps:

Step 1: Make sure you have the file for the **Extra Customer Fields** module saved on your computer. The file should be named something like **etsextracustomerfields.zip**.

Step 2: Upload the module

- Log in to your PrestaShop site's back office.
- Go to **Modules > Module Manager**.
- Click the **Upload a module** button, then select the **etsextracustomerfields.zip** file from your computer.

Step 3: Install the module

- Once uploaded, PrestaShop will automatically recognize the module.
- Click **Install** to complete the installation.

Step 4: Activate the module

- After installation, find **Extra Customer Fields** in your list of installed modules.
- Click **Configure** to start setting up your new fields.

That's it! Your **Extra Customer Fields** module is now installed and ready to be customized.

III. CONFIGURATION

1. Configuring extra fields on the Registration page

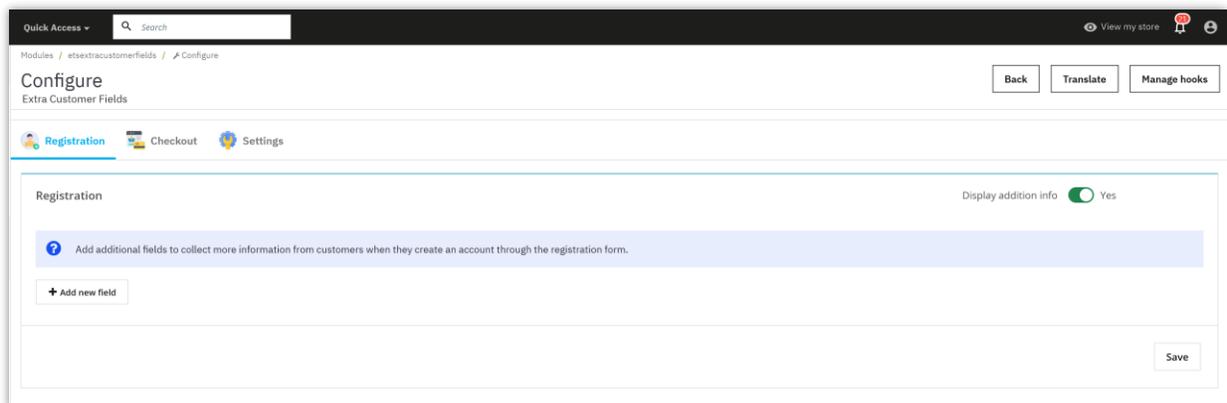
With the **Extra Customer Fields** module, you can easily add new fields to the registration form, allowing you to collect more details about your customers right from the start. Follow these steps to set up custom fields on the registration page:

Step 1: Access the module settings

- In your PrestaShop back office, go to **Modules > Module Manager**.
- Find **Extra Customer Fields** in the list of installed modules and click **Configure**.
- Select **“Registration”** menu.
- Activate **“Display addition info”** option to display the additional fields on the front office.

Step 2: Add a new field

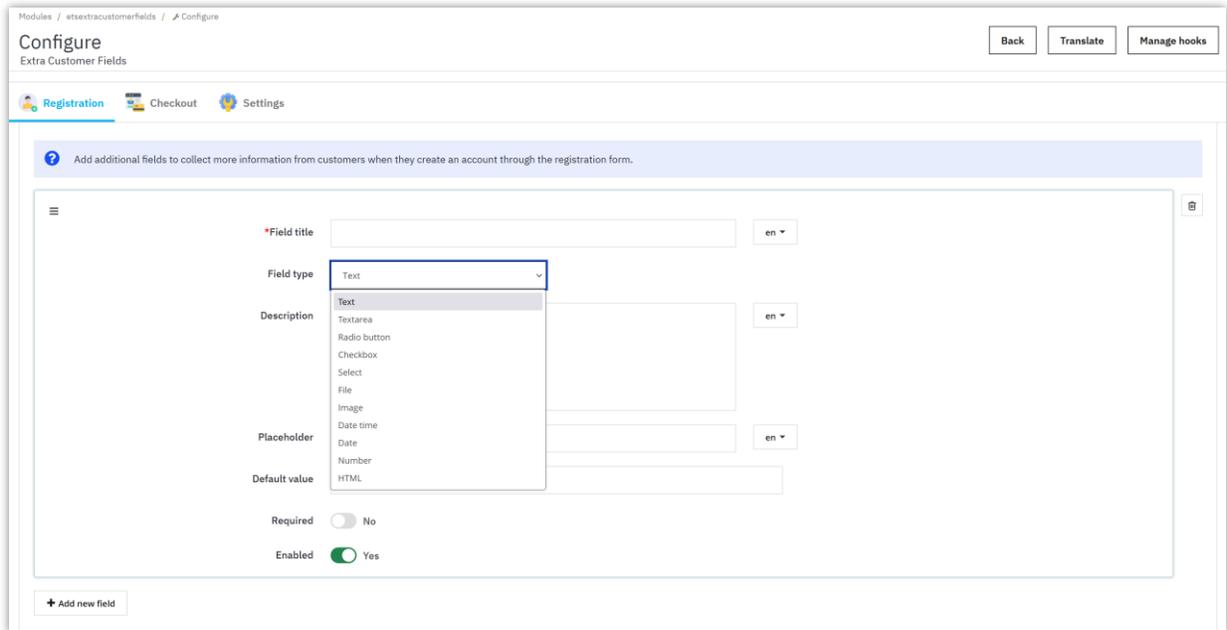
Click on the **Add new field** button to start creating a custom field.



Step 3: Set up field details

- **Field title:** Enter a title for the field (e.g., “Favorite Product Category”). You can add titles in multiple languages if your store is multilingual.

- **Field type:** Choose the type of field you want to add. Available options include text, text area, radio button, checkbox, dropdown, file upload, image upload, date, and more. Select the type that best suits the information you want to collect.



- **Description:** Provide a brief description to help customers understand what information they should enter.
- **Placeholder:** Add a placeholder text (e.g., "Enter here..."), which will display in the field to guide customers.
- **Default value:** Set a default value for the field if needed. This value will appear in the field by default and can help guide customers on the expected input.
- **Required or optional:** Decide if the field should be mandatory for customers to fill out by marking it as required.
- **Enable/Disable:** Toggle this option to show or hide the field on the registration form.

The screenshot shows the 'Configure Extra Customer Fields' interface. At the top, there's a search bar and navigation links for 'Back', 'Translate', and 'Manage hooks'. Below that, there are tabs for 'Registration', 'Checkout', and 'Settings'. The main content area is titled 'Registration' and includes a toggle for 'Display addition info' set to 'Yes'. A blue banner with a question mark icon contains the text: 'Add additional fields to collect more information from customers when they create an account through the registration form.' Below this is a form configuration area with the following fields: '*Field title' (text input), 'Field type' (dropdown menu showing 'Text'), 'Description' (text area), 'Placeholder' (text input), and 'Default value' (text input). There are also two toggle switches: 'Required' (set to 'No') and 'Enabled' (set to 'Yes'). At the bottom left of the configuration area is a '+ Add new field' button, and at the bottom right is a 'Save' button.

Once you've completed the setup, click **Save** to add the field to the registration form.

2. Supported input fields

The **Extra Customer Fields** module provides a variety of input field types, allowing you to customize the information you collect from customers based on your store's needs. Here's a list of the supported input field types:

1. **Text:** A simple single-line text field, ideal for short responses like names, cities, or short notes.
2. **Text area:** A larger, multi-line text box for longer responses, such as additional comments or descriptions.

Registration Checkout Settings

Registration Display addition info Yes

? Add additional fields to collect more information from customers when they create an account through the registration form.

***Field title** en ▾

Field type Textarea ▾

Description en ▾

Placeholder en ▾

Default value

Required No

Enabled Yes

[+ Add new field](#)

- Radio button:** Allows customers to select one option from a set of choices. This is useful for questions with limited answers (e.g., "Yes" or "No").

Registration Checkout Settings

Registration Display addition info Yes

? Add additional fields to collect more information from customers when they create an account through the registration form.

***Field title** en ▾

Field type Radio button ▾

***Option label**

	Option label	en ▾	Default	
<input type="text"/>	<input type="text"/>	en ▾	<input type="radio"/>	<input type="button" value="✕"/>
<input type="text"/>	<input type="text"/>	en ▾	<input type="radio"/>	<input type="button" value="✕"/>

[+ Add option](#)

Description en ▾

Required No

Enabled Yes

[+ Add new field](#)

4. **Checkbox:** Lets customers select multiple options from a set. Ideal for collecting preferences or subscriptions.

The screenshot shows a configuration interface for a registration form. At the top, there are navigation tabs for 'Registration', 'Checkout', and 'Settings'. The main heading is 'Registration', and there is a 'Display addition info' toggle set to 'Yes'. A blue banner contains a help icon and the text: 'Add additional fields to collect more information from customers when they create an account through the registration form.' Below this is a large white box containing the configuration for a new field. The field is titled '*Field title' with an input field and a language dropdown set to 'en'. The 'Field type' is set to 'Checkbox'. The '*Option label' section contains a table with two columns: 'Option label' and 'Default'. There are two rows in the table, each with an input field for the label, a language dropdown set to 'en', and a checkbox for the default value. Below the table is a '+ Add option' button. The 'Description' field has a large text area and a language dropdown set to 'en'. At the bottom, there are two toggle switches: 'Required' set to 'No' and 'Enabled' set to 'Yes'. A '+ Add new field' button is located at the bottom left of the configuration box.

5. **Dropdown (Select):** A drop-down menu from which customers can choose one option. This is helpful for listing predefined choices, like country or product categories.

Registration Checkout Settings

Registration Display addition info Yes

[?](#) Add additional fields to collect more information from customers when they create an account through the registration form.

***Field title** en ▾

Field type Select ▾

***Option label**

Option Label	Default		
<input type="text" value="Insert a blank item"/>	en ▾	<input type="radio"/>	<input type="button" value="✕"/>
<input type="text"/>	en ▾	<input type="radio"/>	<input type="button" value="✕"/>
<input type="text"/>	en ▾	<input type="radio"/>	<input type="button" value="✕"/>

Description en ▾

Allow multiple values selection No

Required No

Enabled Yes

6. **File upload:** Allows customers to upload files, such as documents or images, which can be useful for verification purposes or to collect additional documents.

Registration Checkout Settings

Registration Display addition info Yes

[?](#) Add additional fields to collect more information from customers when they create an account through the registration form.

***Field title** en ▾

Field type File ▾

***File type**

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> jpg	<input checked="" type="checkbox"/> gif
<input checked="" type="checkbox"/> pdf	<input checked="" type="checkbox"/> jpeg	<input checked="" type="checkbox"/> docs
<input checked="" type="checkbox"/> png	<input checked="" type="checkbox"/> doc	<input checked="" type="checkbox"/> txt
<input checked="" type="checkbox"/> docx	<input checked="" type="checkbox"/> webp	<input checked="" type="checkbox"/> csv
<input checked="" type="checkbox"/> zip	<input checked="" type="checkbox"/> xls	

Description en ▾

Required No

Enabled Yes

7. **Image upload:** Specifically designed for uploading images, useful for requests that may require photo verification or additional visuals.

The screenshot shows the 'Registration' configuration page in a system. At the top, there are navigation links for 'Registration', 'Checkout', and 'Settings'. A 'Display addition info' toggle is set to 'Yes'. Below the navigation is a blue banner with a question mark icon and the text: 'Add additional fields to collect more information from customers when they create an account through the registration form.' The main area contains a configuration card for a new field. The card has a hamburger menu icon on the left and a trash icon on the right. The configuration fields are: 'Field title' (text input), 'Field type' (dropdown menu with 'Image' selected), 'Description' (text area), 'Required' (toggle set to 'No'), and 'Enabled' (toggle set to 'Yes'). At the bottom left of the card is a '+ Add new field' button.

8. **Date:** A calendar-based field that lets customers select a specific date, suitable for birth dates or appointment scheduling.

9. **Date & Time:** Similar to the date field, but includes a time selector. Useful for capturing both date and time (e.g., preferred delivery times).

The screenshot shows the 'Registration' configuration page in a system, similar to the previous one. At the top, there are navigation links for 'Registration', 'Checkout', and 'Settings'. A 'Display addition info' toggle is set to 'Yes'. Below the navigation is a blue banner with a question mark icon and the text: 'Add additional fields to collect more information from customers when they create an account through the registration form.' The main area contains a configuration card for a new field. The card has a hamburger menu icon on the left and a trash icon on the right. The configuration fields are: 'Field title' (text input), 'Field type' (dropdown menu with 'Date time' selected), 'Description' (text area), 'Placeholder' (text input), 'Default value' (text input with a trash icon), 'Required' (toggle set to 'No'), and 'Enabled' (toggle set to 'Yes'). At the bottom left of the card is a '+ Add new field' button.

10. **Number:** A field that accepts only numeric input. Ideal for quantities, phone numbers, or other number-specific data.

The screenshot shows the 'Registration' configuration page in a system. At the top, there are navigation links for 'Registration', 'Checkout', and 'Settings'. The page title is 'Registration' and there is a 'Display addition info' toggle set to 'Yes'. A blue banner contains a question mark icon and the text: 'Add additional fields to collect more information from customers when they create an account through the registration form.' Below this is a form editor with a hamburger menu icon on the left and a trash icon on the right. The form editor contains a single field configuration with the following fields: 'Field title' (text input), 'Field type' (dropdown menu set to 'Number'), 'Description' (text area), 'Placeholder' (text input), 'Default value' (text input), 'Required' (toggle set to 'No'), and 'Enabled' (toggle set to 'Yes'). Each of the first four fields has a language dropdown menu set to 'en'. At the bottom left of the form editor is a '+ Add new field' button.

11. **HTML:** A field that allows for formatted content or displays custom HTML. This is useful for embedding additional instructional content or visuals within the form.

The screenshot shows the 'Registration' configuration page in a system, similar to the previous one. The page title is 'Registration' and there is a 'Display addition info' toggle set to 'Yes'. A blue banner contains a question mark icon and the text: 'Add additional fields to collect more information from customers when they create an account through the registration form.' Below this is a form editor with a hamburger menu icon on the left and a trash icon on the right. The form editor contains a single field configuration with the following fields: 'Field title' (text input), 'Field type' (dropdown menu set to 'HTML'), 'Text/HTML' (text area), 'Display label' (toggle set to 'No'), and 'Enabled' (toggle set to 'Yes'). Each of the first two fields has a language dropdown menu set to 'en'. Below the 'Text/HTML' field is a small note: 'Custom HTML code to display on the front office (Google map embedded code, YouTube video embedded code, custom text, image, etc.)'. At the bottom left of the form editor is a '+ Add new field' button.

Each field type is designed to offer flexibility in gathering various types of information, giving you control over how you interact with and learn from your customers. Select the types that best match the data you need and easily configure them on your registration or checkout forms.

3. Manage input fields on the Registration page

Manage field order: You can add as many custom fields as you need. To rearrange the fields, simply drag and drop them in the desired order.



View customer information: After customers fill out these fields, you can view their additional information from the **Customers** page in your back office. Select **View** on a customer's profile, and you'll see the extra details listed under the **Additional Info** section.

Quick Access - Search (e.g.: product reference, customer) View my store

Customers

Manage your Customers

[Add new customer](#) [Help](#)

Customers ALL TIME Average Age ALL TIME Orders per Customer ALL TIME Newsletter Registrations ALL TIME

Manage your Customers (97)

Bulk actions

ID	Social title	First name	Last name	Email address	Group	Sales	Enabled	Newsletter	Partner offers	Registration	Last visit	Actions
<input type="checkbox"/>	Search	Search first name	Search last name	Search email			All	All	All	YY-MM-DD	YY-MM-DD	Search
<input type="checkbox"/>	98	--	Gianluca	Bertulu	gbertulu@yathos.it	Customer	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/06/2024 11:15:49	11/06/2024 11:14:57	Edit
<input type="checkbox"/>	97	Mr.	dsfds	dsf	dsfds@yathos.it	Guest	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/28/2024 00:32:15	10/28/2024 00:31	View Delete Edit additional info
<input type="checkbox"/>	96	--	Jo	Jo	jo@yathos.it	Guest	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/22/2024 17:14:30	10/22/2024 17:11	Edit additional info
<input type="checkbox"/>	95	Mr.	Viopo	Yolo	viopo@yathos.it	Customer	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/12/2024 11:09:52	10/12/2024 11:08:16	Edit
<input type="checkbox"/>	94	Mr.	Viopo	Yolo	viopo@yathos.it	Customer	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/11/2024 03:51:55	10/11/2024 03:50:28	Edit
<input type="checkbox"/>	93	--	RANAIVO	Nirison	nirison@yathos.it	Guest	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/07/2024 09:41:25	10/07/2024 09:32:03	Edit
<input type="checkbox"/>	92	Mr.	Francisco Javier	Santacruz del Peral	francisco@yathos.it	Guest	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/28/2024 18:54:45	09/28/2024 18:53:53	Edit

Quick Access - Search (e.g.: product reference, customer) View my store

Customers

Information about customer G. Bertulu

[Help](#)

Gianluca Bertulu [000098] - @bertulu@yathos.it

Social Title: Unknown
 Age: 53 years old (birth date: 05/04/1971)
 Registration Date: 11/06/2024 11:15:49
 Last Visit: 11/06/2024 11:14:57
 Language: Italiano (Italian)
 Registrations: [Newsletter](#) [Partner offers](#)
 Latest Update: 11/06/2024 11:15:49
 Status: Active

Add a private note

This note will be displayed to all employees but not to customers.

Add a note on this customer. It will only be visible to you.

[Save](#)

Additional info

Phone number: --
 Address: Lungotevere Testaccio 15
 Your feedback: --
 How did you hear about us? --

[Edit](#)

Messages

Gianluca Bertulu has never contacted you

Vouchers

Gianluca Bertulu has no discount vouchers

Orders

Gianluca Bertulu has not placed any orders yet

Last emails

You can edit the additional information of a specific customer by clicking on **“Edit additional info”** button.

The additional fields will appear on the customer registration form at the front office:

Home / Create an account

Create an account

Already have an account? [Log in instead!](#)

Social title Mr. Mrs.

First name
Only letters and the dot (.) character, followed by a space, are allowed.

Last name
Only letters and the dot (.) character, followed by a space, are allowed.

Email

Password

Birthdate Optional
(E.g.: 05/31/1970)

Receive offers from our partners

Customer data privacy
The personal data you provide is used to answer queries, process orders or allow access to specific information. You have the right to modify and delete all the personal information found in the "My Account" page.

Sign up for our newsletter
You may unsubscribe at any moment. For that purpose, please find our contact info in the legal notice.

I agree to the terms and conditions and the privacy policy

Preferred contact method Phone Optional
 Email
 Text
 Instant message
 Other

Preferred language

How did you hear about us? Newspaper Optional
 Internet
 Magazine
 Other

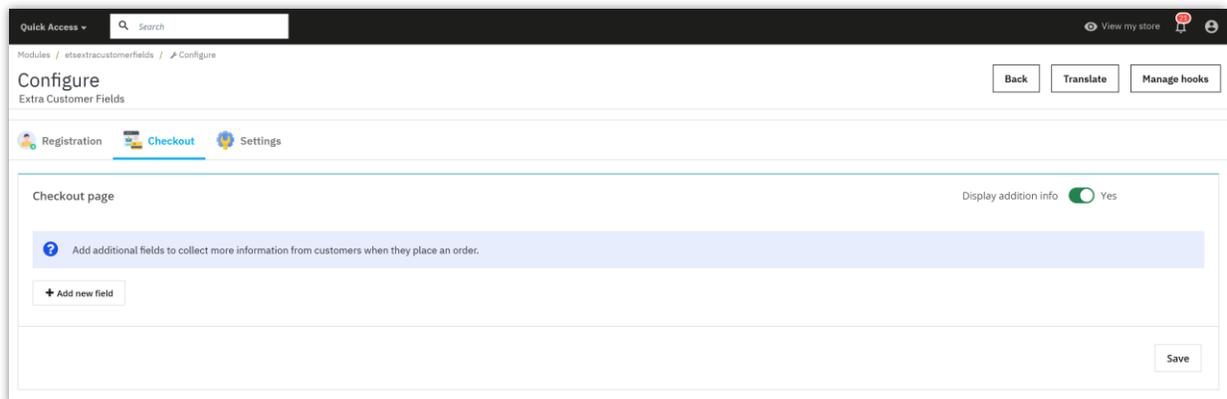
4. Configuring extra fields on the Checkout page

The **Extra Customer Fields** module allows you to collect additional information from customers during checkout, which can help streamline order processing and enhance customer service. Follow these steps to set up custom fields on the checkout page:

Step 1: Access the module settings:

- In your PrestaShop back office, go to **Modules > Module Manager**.
- Find **Extra Customer Fields** in the list of installed modules and click **Configure**.
- Select **“Checkout”** menu.
- Activate **“Display addition info”** option to display the additional fields on the front office.

Step 2: Click on the **Add New Field** button to create a custom field that will appear on the checkout page.



Step 3: Set up field details

- **Field title:** Enter a title for the field (e.g., “Delivery Instructions”). If your store supports multiple languages, you can add titles in different languages.

- **Field type:** Choose the type of field that best fits the information you need, such as text, dropdown, radio button, checkbox, date, file upload, etc. (Refer to **Supported input fields** for a full list of available field types).
- **Description:** Provide a short description to clarify what information customers should enter.
- **Placeholder:** Add placeholder text (e.g., “Enter any special instructions here...”) to guide customers.
- **Default value:** Set a default value if needed, which will appear in the field by default and can help guide customers.
- **Required or Optional:** Choose if the field should be required or optional. For example, you might make “Delivery Instructions” optional but make “Phone Number” required.
- **Enable/Disable:** Use this toggle to display or hide the field on the checkout page.

The screenshot shows the 'Configure Extra Customer Fields' interface. At the top, there are navigation buttons for 'Back', 'Translate', and 'Manage hooks'. Below this, there are tabs for 'Registration', 'Checkout', and 'Settings', with 'Checkout' being the active tab. The main content area is titled 'Checkout page' and includes a 'Display addition info' toggle set to 'Yes'. A blue banner contains a help icon and the text: 'Add additional fields to collect more information from customers when they place an order.' Below this, a form is displayed with the following fields:

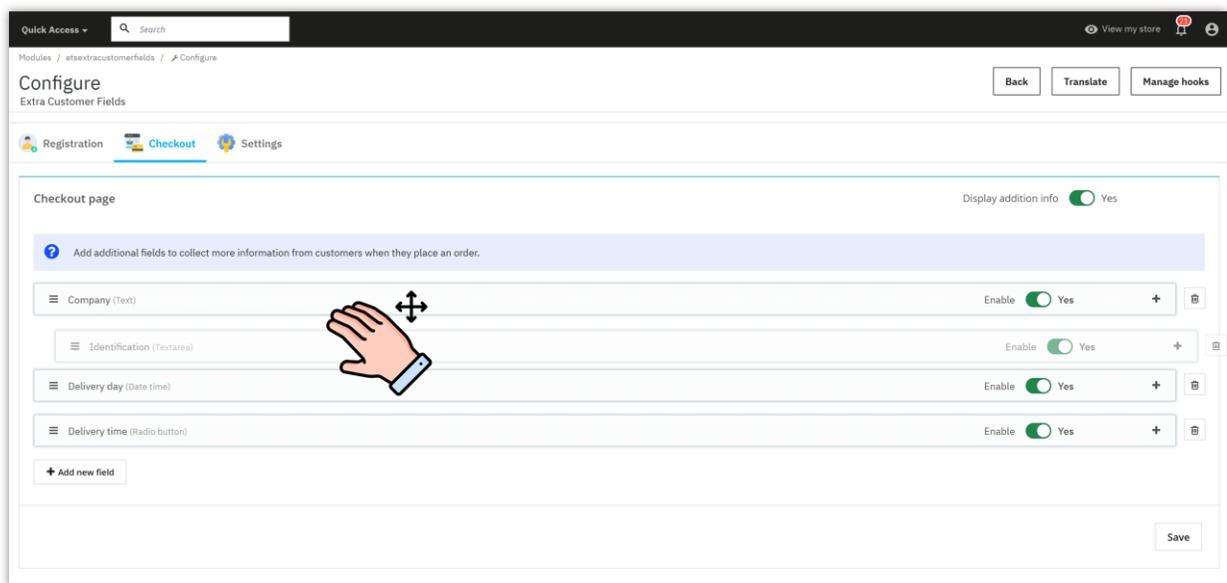
- *Field title:** A text input field with a language dropdown set to 'en'.
- Field type:** A dropdown menu currently showing 'Text'.
- Description:** A text area with a language dropdown set to 'en'.
- Placeholder:** A text input field with a language dropdown set to 'en'.
- Default value:** A text input field with a language dropdown set to 'en'.
- Required:** A toggle switch set to 'No'.
- Enabled:** A toggle switch set to 'Yes'.

At the bottom left, there is a '+ Add new field' button, and at the bottom right, there is a 'Save' button.

Once you have completed the setup, click **Save** to add the field to the checkout page.

5. Manage input fields on the Checkout page

Manage field order: You can add multiple fields to the checkout page. To change the order, simply drag and drop the fields to arrange them as you prefer.



View customer information:

After a customer completes checkout, you can view their additional information from the **Orders** page in your back office. Go to **Orders > View** on the specific order to see the extra details in the **Additional Info** section.

Quick Access ▾ Search (e.g.: product reference, customer) View my store

Orders

#15 WYRSIQDS from Olivier Doherty \$83.04 06/07/2023 at 04:37:45 Help

Awaiting bank wire payment Update status Print order

Customer

Olivier Doherty #32 View full details

Guest

Email: demo@demo45545.com Validated orders placed: 0

Shipping address	Invoice address
Olivier Doherty 125 N MAIN ST CASTELLON DE LA PLANA/ CASTELLÓ, Iowa 69009 United States	Olivier Doherty 125 N MAIN ST CASTELLON DE LA PLANA/ CASTELLÓ, Iowa 69009 United States

Private note +

Products (2)

Product	Base price <small>Tax excluded</small>	Quantity	Available	Total <small>Tax excluded</small>	Actions
Hummingbird printed t-shirt (Taille : S - Couleur : Blanc) Reference number: demo_1 Supplier reference: demo_1_46	\$19.12	2	270	\$38.24	
Hummingbird cushion (Couleur : Blanc) Reference number: demo_17 Supplier reference: demo_17_83	\$18.90	2	272	\$37.80	

Items per page: 8 Add a product Add a discount

Products	Shipping	Taxes	Total
\$76.04	\$7.00	\$0.00	\$83.04

For this customer group, prices are displayed as: Tax excluded. Merchandise returns are disabled

Additional info

Company	Demo Company
Identification	ID123
Delivery day	06/10/2023
Delivery time	All-day

Status (1) Documents (0) Carriers (1)

Awaiting bank wire payment 06/07/2023 04:37:46 Resend email

Awaiting bank wire payment Update status

Order note +

Messages (0)

Choose your order message

Configure predefined messages →

Display to customer?

*Message

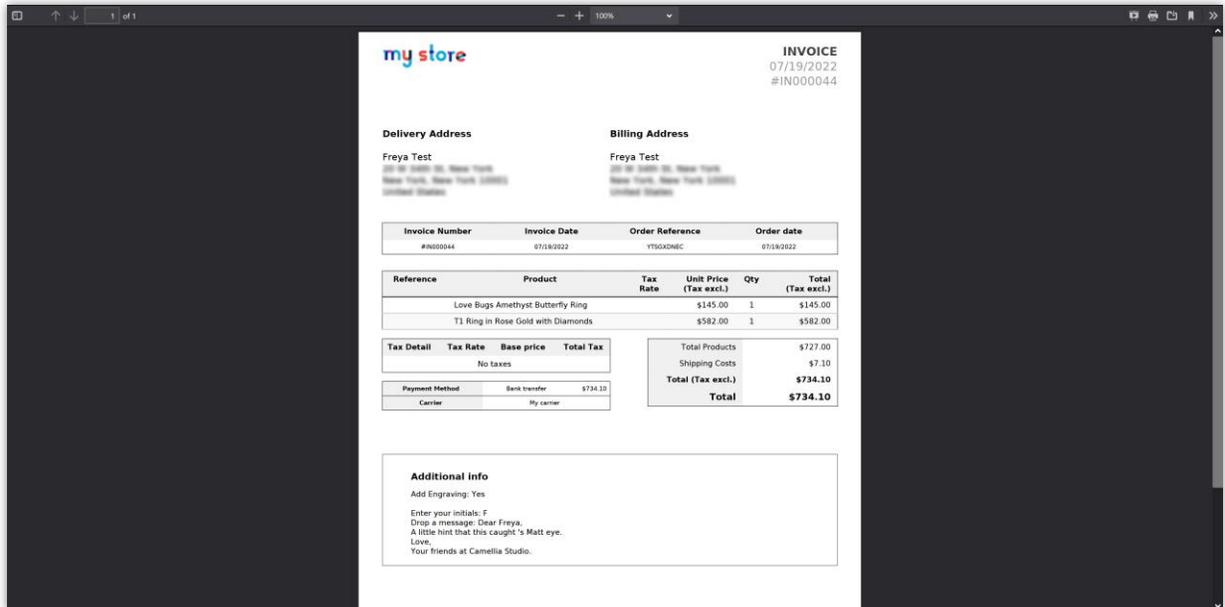
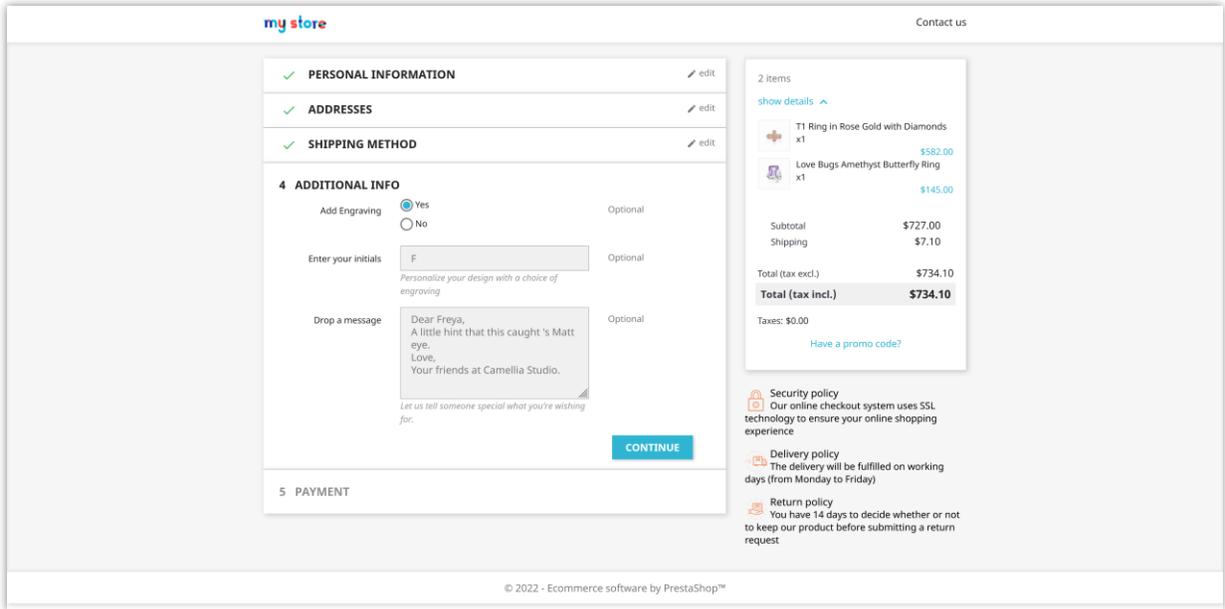
1200

Send message

Payment (0)

Date	Payment method	Transaction ID	Amount	Invoice	Employee
				\$	Add

The extra details collected during checkout will also appear on the customer's order invoice if you have enabled this option in the settings.



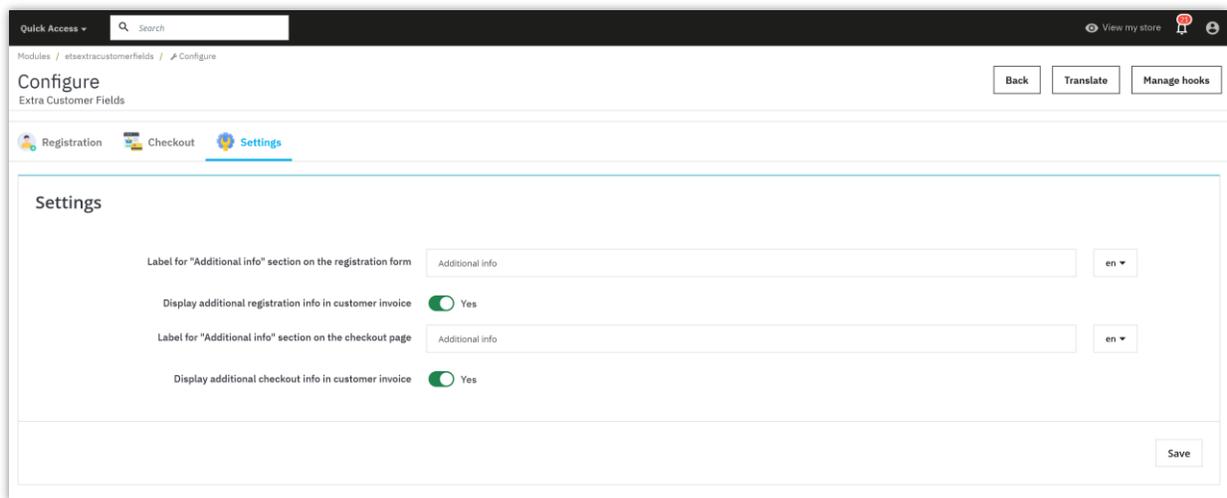
By following these steps, you can gather essential information during the checkout process to help fulfill orders smoothly and understand any special requests from customers.

6. Settings

The **Settings** section of the **Extra Customer Fields** module allows you to customize labels and control how customer information is displayed. Follow these steps to configure the module settings:

Step 1: Access the Settings page

- In your PrestaShop back office, go to **Modules > Module Manager**.
- Find **Extra Customer Fields** in the list of installed modules and click **Configure**.
Then, go to the **Settings** tab.



The screenshot shows the PrestaShop configuration interface for the 'Extra Customer Fields' module. The page is titled 'Configure Extra Customer Fields' and has three tabs: 'Registration', 'Checkout', and 'Settings'. The 'Settings' tab is active. The settings are as follows:

Setting	Value
Label for "Additional info" section on the registration form	Additional info (language: en)
Display additional registration info in customer invoice	<input checked="" type="checkbox"/> Yes
Label for "Additional info" section on the checkout page	Additional info (language: en)
Display additional checkout info in customer invoice	<input checked="" type="checkbox"/> Yes

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

Step 2: Customize the label for "Additional Information"

- Here, you can customize the label that appears for the "Additional Information" section on both the registration and checkout pages.
- If your store supports multiple languages, you can add a label for each language. This ensures customers see the label in their preferred language.

Step 3: Enable/Disable information display on invoices:

- If you'd like the extra customer information collected during registration or checkout to be included on order invoices, enable this option.
- This feature can be useful for fields like "Delivery Instructions" or "Contact Preferences" that may assist in order processing and fulfillment.

After making your changes, click **Save** to apply the settings.

With these options, you can customize how and where extra customer information is displayed, creating a seamless and personalized experience for both you and your customers.

IV. BEST PRACTICES

To help you make the most of the **Extra Customer Fields** module, here are some best practices for using it effectively and responsibly:

1. Ensure data privacy compliance

- **Follow GDPR guidelines:** When collecting additional customer information, it's essential to comply with data protection laws like GDPR. Only ask for information that's necessary for your business, and ensure customers understand why their information is being collected.
- **Obtain customer consent:** Make sure customers are informed and consent to share additional details. Clearly state your data privacy policy, and consider including a checkbox to confirm customer agreement.

2. Use collected data to enhance customer service

- **Personalize marketing and offers:** The additional data collected can help you understand your customers' preferences. Use this information to create targeted marketing campaigns or special offers. For example, if a customer indicates a preference for certain products, you can send them personalized promotions or product recommendations.
- **Improve customer experience:** Details like "Delivery Instructions" or "Preferred Contact Method" can be used to provide a more customized shopping experience. Use this information to fulfill orders according to customer preferences or to communicate more effectively.

By following these practices, you'll not only build trust with customers by respecting their data privacy but also create a more engaging and personalized experience that can lead to better customer satisfaction and loyalty.

V. THANK YOU

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