

1-0013-EN-How do I make fields on my order form NON - M...

Author:
ShopFactory

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Some fields should Always be mandatory for ShopFactory to work correctly. Do not remove Country and Email fields, leave them a mandatory. 1. Open your shop in ShopFactory. 2. Click "Central" icon from the toolbar.

3. Select "Customer details" from the menu. 4. The Page Properties Wizard - Customer Details - Billing Address dialog box will appear. 5. On the left pane of the screen, you will find the List of Fields. *All the fields that are ticked are displayed on the Order Form at Checkout.* To remove from the Order form untick it. To make a field available on Order Form but NON-Mandatory click on the field and then the Edit Button. For example I want to make Street NON-Mandatory but I still want it to appear on the Order Form. a) Click on Street and then click the Edit button

6. When you have finished editing Click the Next button. You need to repeat for Delivery Address fields if necessary 7 . Click FINISH. 8. Save and Preview your shop. 9. Place a test order to see changes, when happy with the changes Re-Publish Your Shop