



Multistep Vendor Registration Addon Admin Guide

Version 1.0

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[Abstract](#)

Multistep Vendor Registration Addon, developed by CedCommerce for Magento® 2.x facilitates admin to create multistep vendor registration form.

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Table of Contents

Overview.....2

Enable Vendor Multi-step Registration.....2

Multi-step Registration3


 Create Multi-steps3

 Assign Attributes to Each Step5

Vendor Registration8

Overview

Multistep Vendor Registration Addon, developed by CedCommerce for Magento® 2.x 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.

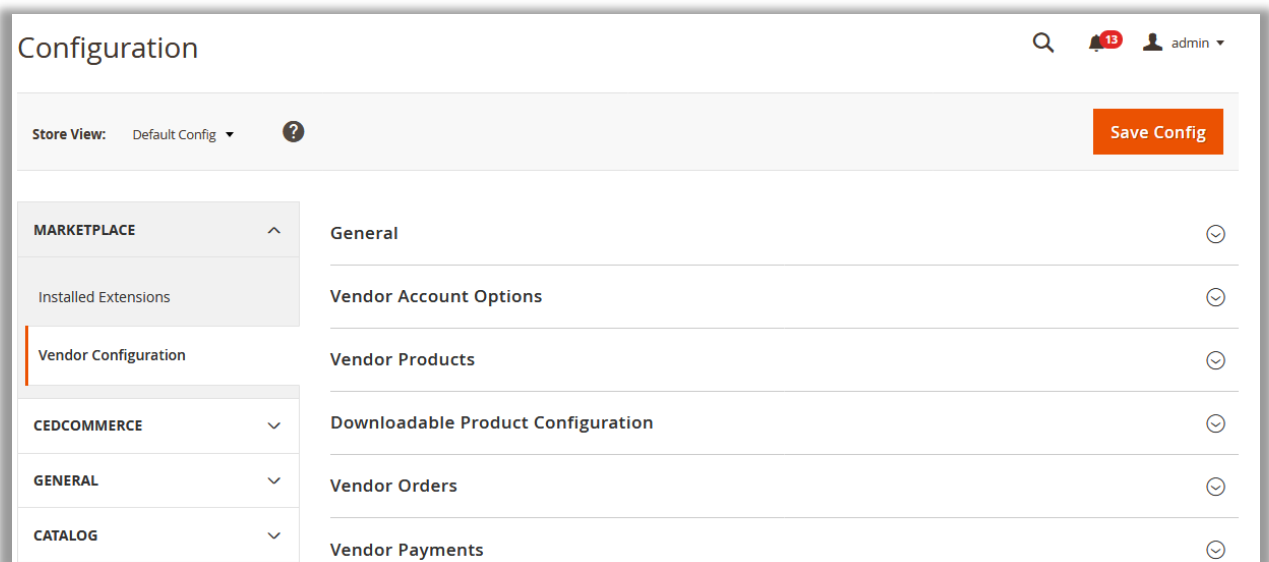
Enable Vendor Multi-step Registration

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:

The screenshot shows a configuration panel titled "Vendor Multi-Step Registration". It contains two settings:

- Enable Vendor Multi-step Registration System** [website]: A dropdown menu with "Yes" selected.
- Vendor Profile Completion Email Template** [website]: A dropdown menu showing "Vendor Multistep Register Complete Email (De".

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

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](#)
- [Assign Attributes to Each Step](#)

Create Multi-steps

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

To create multi-steps

- 7) Go to the **Admin** panel.
- 8) 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 [Reset Filter](#) 33 records found 20 per page 1 of 1

[Add New Attribute](#) [Add Registration Step](#)

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			

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

Manage Steps

← Back Reset [Save Step](#)

ATTRIBUTE INFORMATION

Add/Delete Steps

Step Details

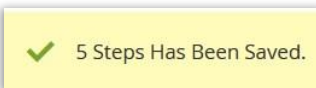
Step Number	Step Label	Add Option
1	step1	Delete
2	step 2	Delete
3	step 3	Delete
4	Step 4	Delete

- 10) In the left navigation panel, click the **Add/Delete Steps** menu.

- 11) Click the **Add Option** button.
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

- 12) In the **Step Number** column, enter the step number.
 13) In the **Step Label** column, enter the label for the step.
 14) In the right-upper corner, click the **Save Step** button.
 The step is added and a success message appears.



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

[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			

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

customer_id

ATTRIBUTE INFORMATION

Properties

Manage Labels

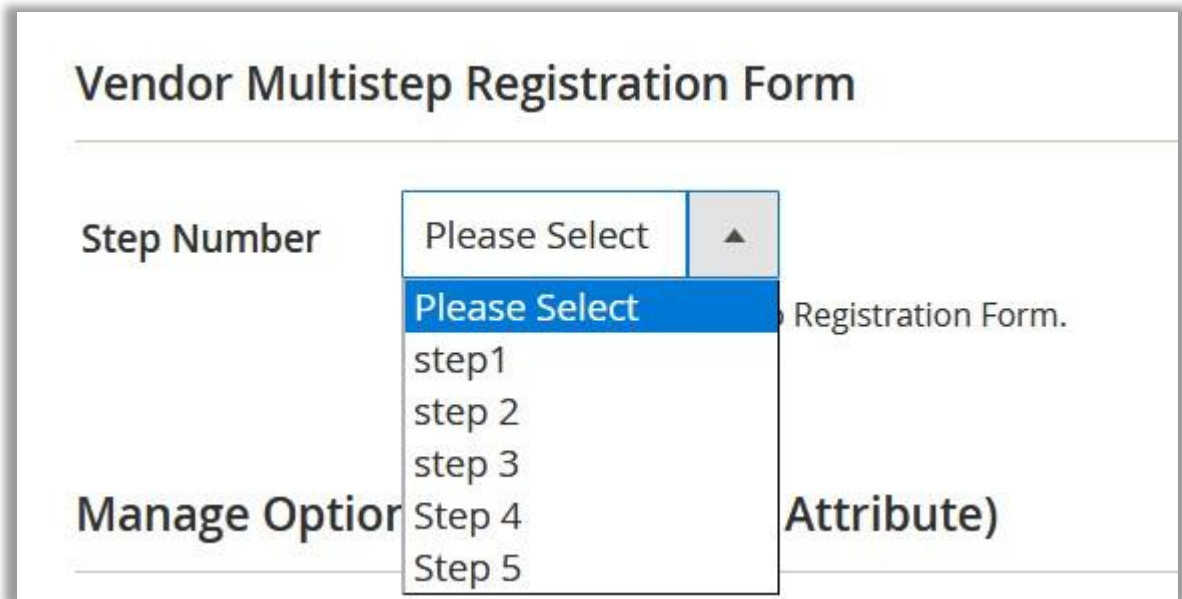
Attribute Properties

Default Label *

Attribute Code *

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

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



The screenshot shows a web interface titled "Vendor Multistep Registration Form". Below the title, there is a section labeled "Step Number" with a dropdown menu. The dropdown menu is open, showing options: "Please Select", "step1", "step 2", "step 3", "Step 4", and "Step 5". The "Please Select" option is highlighted in blue. To the right of the dropdown, there is a label "Registration Form." and a button labeled "Attribute)". Below the dropdown, there is a label "Manage Option".

- 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.

✓ You saved the vendor attribute.

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:



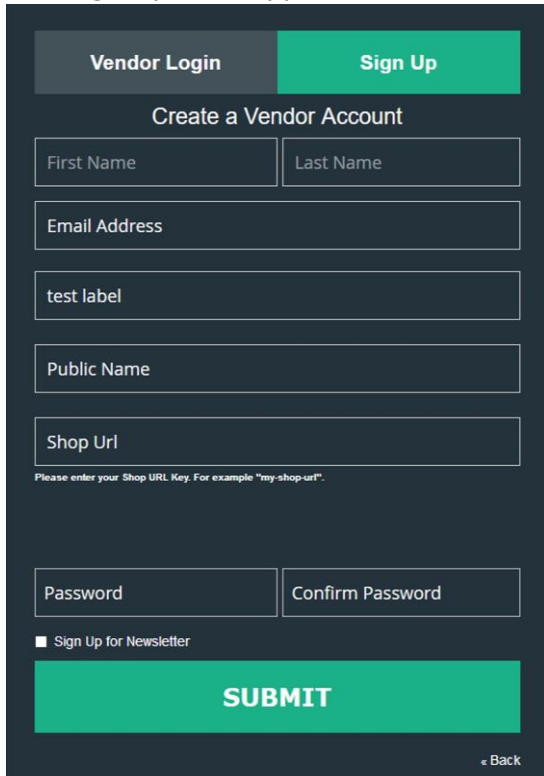
- 2) On the menu bar, click **I am a vendor**.

The login page appears as shown in the following figure:

A screenshot of the 'Vendor Login' page. It features a dark blue background with a teal header bar containing 'Vendor Login' and 'Sign Up' buttons. Below the header, a message reads 'If you have a vendor account with us, please log in.' There are two input fields for 'Email Address' and 'Password'. A 'Remember Me' checkbox is located below the password field. A large teal 'LOGIN' button is at the bottom, with a 'Forgot Your Password?' link underneath it.

- 3) Click the **Sign Up** button.

The Sign Up form appears as shown in the following figure:



The screenshot shows a dark-themed web form titled "Create a Vendor Account". At the top, there are two buttons: "Vendor Login" (dark grey) and "Sign Up" (teal). Below the title, the form contains several input fields: "First Name" and "Last Name" (side-by-side), "Email Address", a field containing "test label", "Public Name", and "Shop Url". Below the "Shop Url" field is a small note: "Please enter your Shop URL Key. For example 'my-shop-url'". Further down are "Password" and "Confirm Password" fields. A checkbox labeled "Sign Up for Newsletter" is positioned above a large teal "SUBMIT" button. At the bottom right, there is a small link that says "« Back".

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

The image shows a multi-step form interface. At the top, there is a horizontal bar with five steps: step1, step 2, step 3, Step 4, and Step 5. Step 1 is highlighted with a purple square containing a pencil icon. Below the steps, the form contains several input fields: a 'phone' field, a 'test label' field with the text 'test label' inside, a 'test Mail' field, a 'Shop Uri*' field with the text 'shoppeurl' inside, and a 'Name*' field with the text 'V1_FN V1_LN' inside. At the bottom of the form, there are three buttons: a green 'LOG OUT' button on the left, and two green buttons labeled 'BACK' and 'NEXT' on the right.

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 step2 step3 Step4 Step5

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.