

Multistep Vendor Registration Addon - Admin Guide

by CedCommerce Technical Publications

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1. 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:

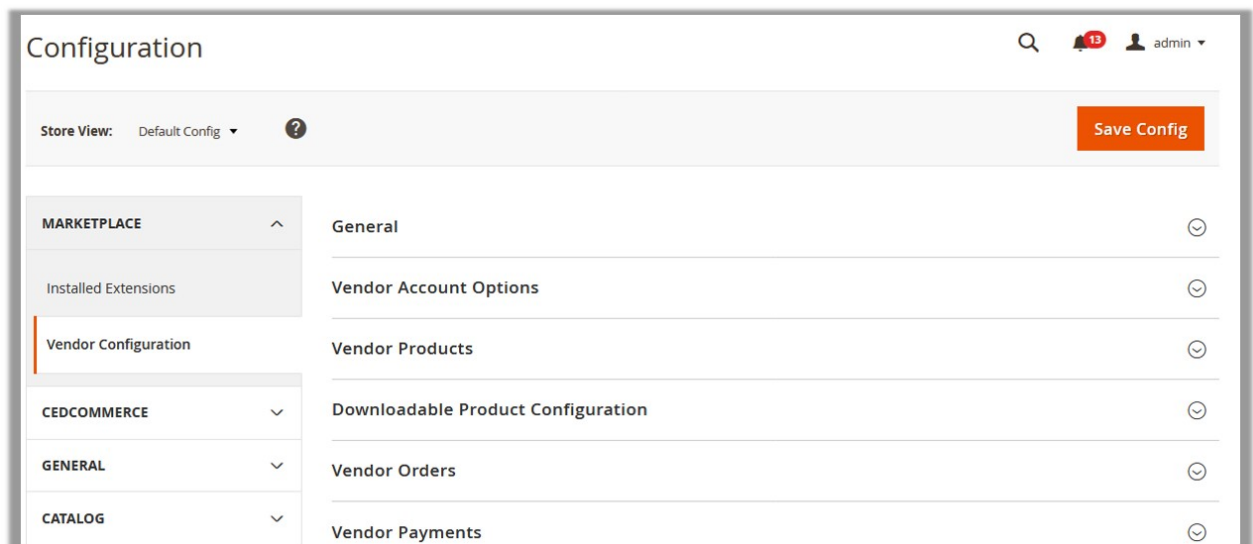
- Step-wise navigation to fill the required information.
- Form Validation to prevent the users from leaving the fields blank.
- Upload documents like ID Proof, PAN Card, and so on.
- Profile completion Progress Bar and notification mail for profile completion.

2. Enable Vendor Multi-step Registration

In the **Enable Vendor Multi-step Registration System** 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:

Vendor Multi-Step Registration



Enable Vendor Multi-step Registration System <small>[website]</small>	Yes	▼
Vendor Profile Completion Email Template <small>[website]</small>	Vendor Multistep Register Complete Email (De	▼

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

3. 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(<http://docs.cedcommerce.com/multistep-vendor-registration-addon-admin-guide/?section=create-multi-steps>)
- Assign Attributes to Each Step(<http://docs.cedcommerce.com/multistep-vendor-registration-addon-admin-guide/?section=assign-attributes-to-each-step>)

3.1. Create Multi-steps

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

To create multi-steps

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

Search 13 admin

Add New Attribute

Add Registration Step

Search [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			

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

Manage Steps

Search 13 admin

← 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

- In the left navigation panel, click the **Add/Delete Steps**.
- Click the **Add Option**. 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

6. In the **Step Number** column, enter the step number.
7. In the **Step Label** column, enter the label for the step.
8. In the right-upper corner, click the **Save Step**
The step is added and a success message appears.

 5 Steps Has Been Saved.

3.2. 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

Add New Attribute

Add Registration Step

Search [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			

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

customer_id

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Reset

Save and Continue Edit

Save Attribute

ATTRIBUTE INFORMATION

Properties

Manage Labels

Attribute Properties

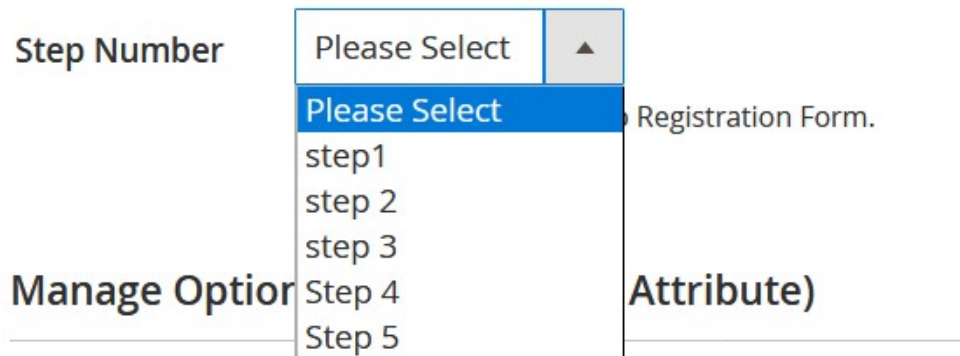
Default Label *

Attribute Code *

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

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

Vendor Multistep Registration Form



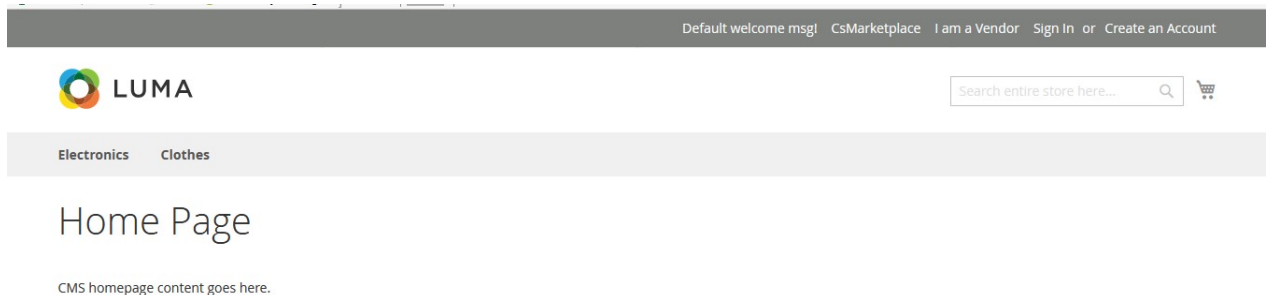
5. Under **Vendor Multistep Registration Form**, do the following step:
 - In the **Step Number** list, select the required step number to which the attribute has to be assigned.
6. In the upper-right corner, click the **Save Attribute** button.
The attribute is saved and a success message appears.

4. 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:

Vendor Login **Sign Up**

If you have a vendor account with us, please log in.

Email Address

Password

Remember Me

LOGIN

[Forgot Your Password?](#)

3. Click the **Sign Up** button.
The **Sign Up** form appears as shown in the following figure:

The screenshot shows a registration form on a dark background. At the top, there are two tabs: 'Vendor Login' (grey) and 'Sign Up' (green). Below the tabs is the heading 'Create a Vendor Account'. The form consists of 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 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 present. At the bottom is a large green 'SUBMIT' button and a 'Back' link.

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

step1 step 2 step 3 Step 4 Step 5

phone

test label

test Mail

Shop Url*

Name*

LOG OUT BACK NEXT

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:

The image shows a multistep registration process. At the top, a progress bar contains five steps: 'step1', 'step 2', 'step 3', 'Step 4', and 'Step 5'. Steps 1 through 4 are marked with green checkmarks, indicating they are completed. Step 5 is marked with a purple pencil icon, indicating it is the current active step. Below the progress bar is a form with two input fields: 'Address*' and 'City*'. The 'Address*' field is empty, and the 'City*' field has a vertical cursor. At the bottom of the form, there are three buttons: 'LOG OUT' (green), 'BACK' (green), and 'SUBMIT' (green).

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

The image shows a dark-themed dialog box with a green header bar containing the text 'Vendor Status'. Below the header, the text 'Hello, John Defoe !' is displayed. Underneath, there is an eye icon followed by the text 'Under Review!'. Below this, a message states 'Your vendor account is under admin approval.' At the bottom of the dialog box, there are two green buttons: 'LOG OUT' and '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.