

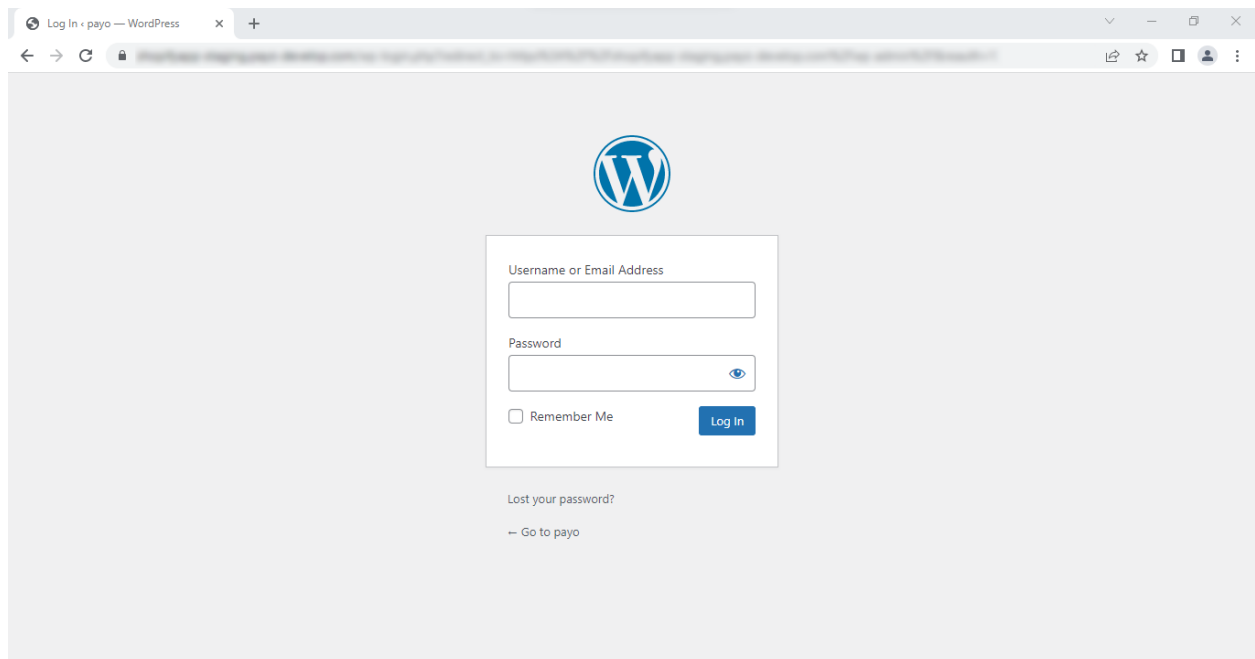
# Payo **COD** Plugin - WooCommerce

## User Manual

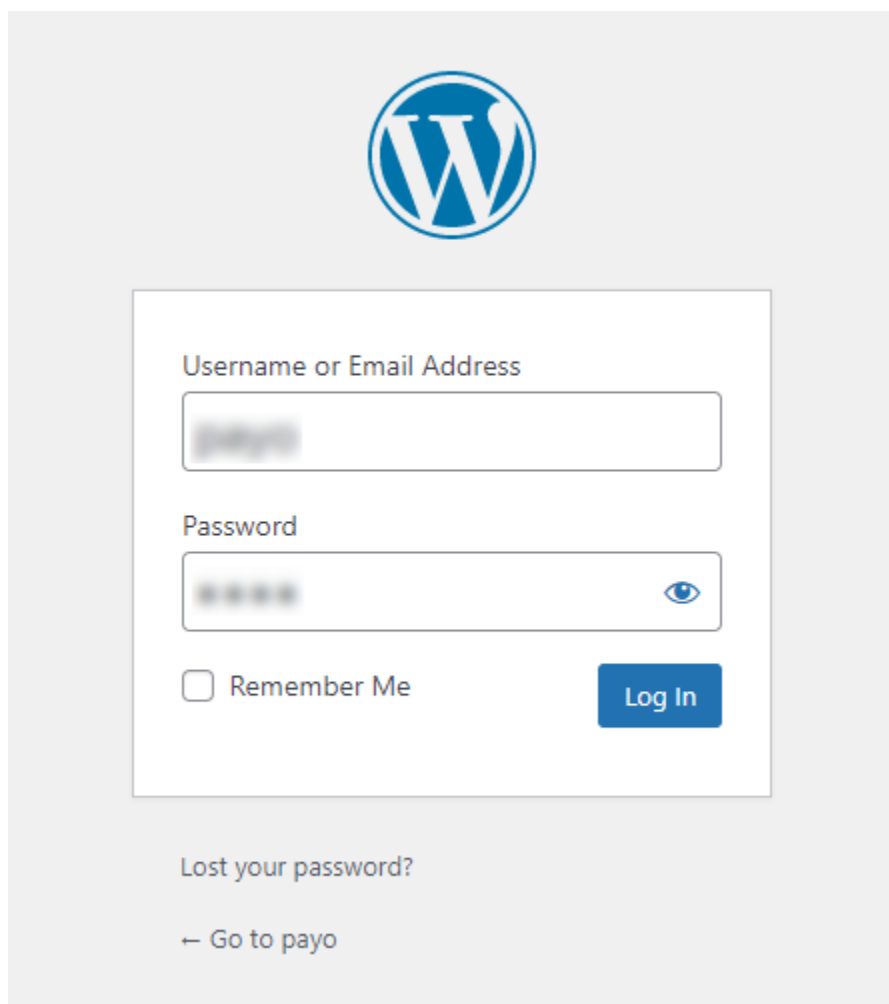
## Login

### How to log in to WooCommerce Dashboard in wordpress:

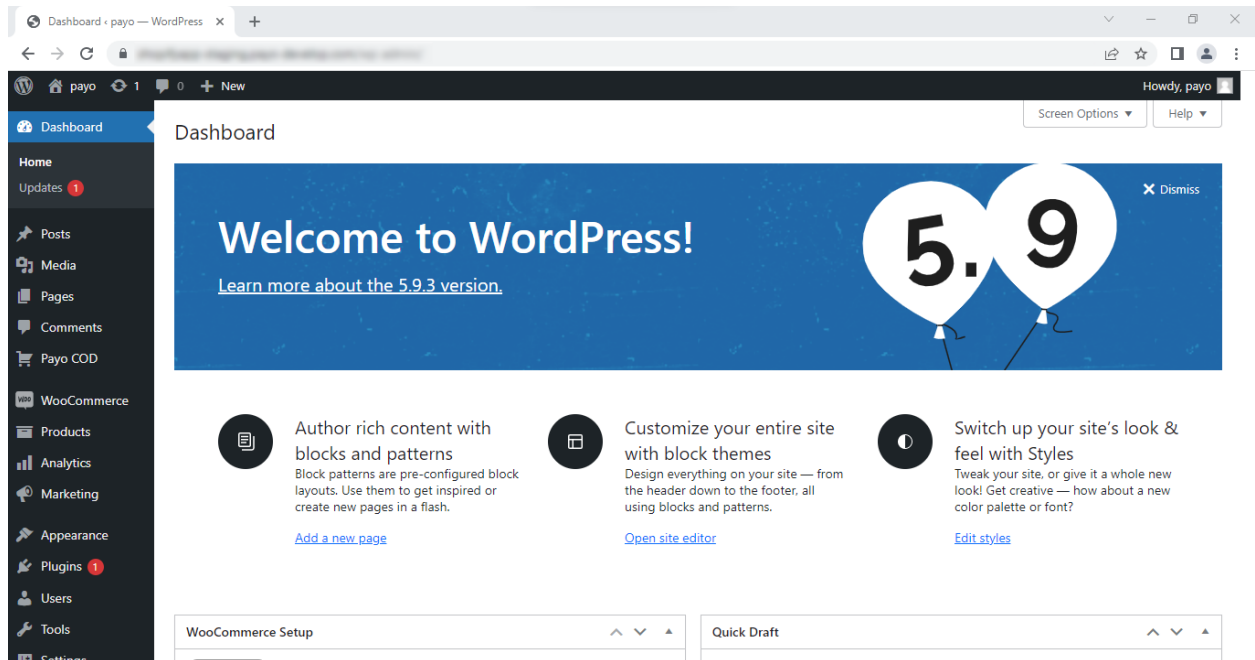
1. Access the **WooCommerce Dashboard** in wordpress.



2. Enter “**Username or Email Address**” to the field.

A screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below it is a white rectangular login box. Inside the box, the text 'Username or Email Address' is above a text input field containing the placeholder 'username'. Below that, the text 'Password' is above a text input field containing the placeholder 'password'. To the right of the password field is a blue eye icon. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In'. Below the login box, the text 'Lost your password?' is displayed. At the bottom, there is a link that says '← Go to payo'.

3. Enter “**Password**” to the Password field. Then click the **Login** button.



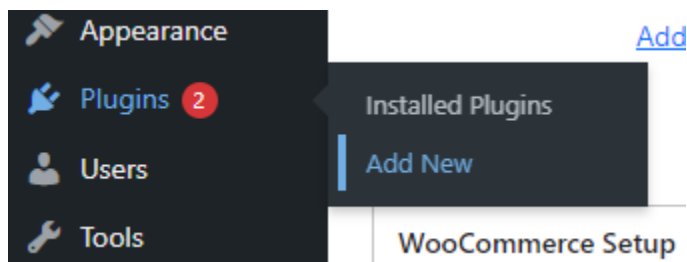
Users are redirected to the WooCommerce dashboard in wordpress.

## Installation

We have two options to install **Payo COD Plugin**, via **WooCommerce Admin Dashboard** and **via public page**.

### How to install Payo COD Plugin via WooCommerce Admin dashboard:

1. From WooCommerce Dashboard go to Plugins, then click the **Add New**.



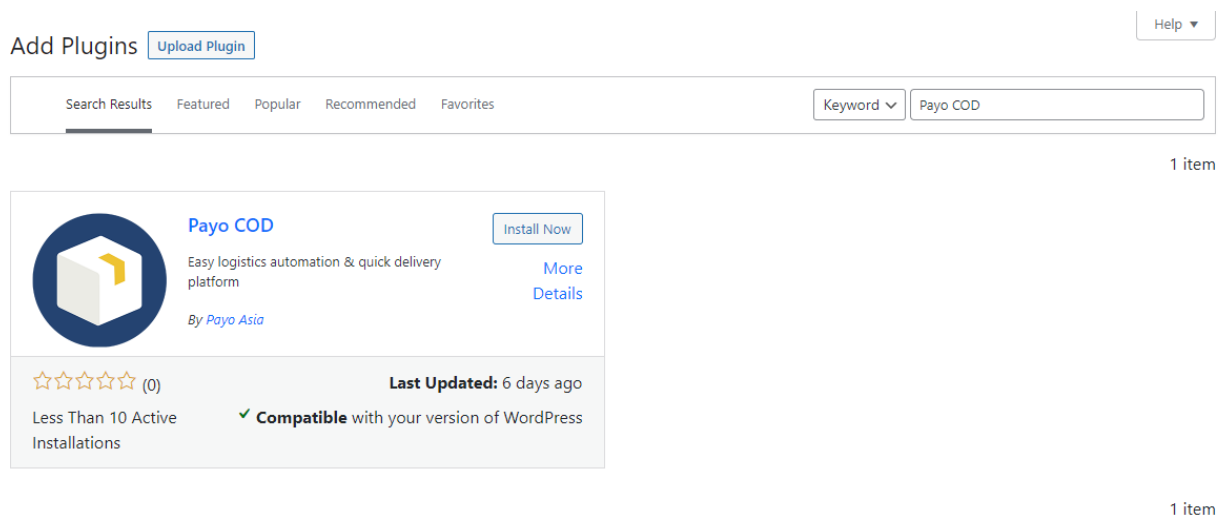
Users are redirected to the **Add Plugins** page.

2. Enter “**Payo COD**” to the Search plugins field.




Payo COD plugin is displayed in the Search Results of Add Plugins page.

3. Click the **Install Now** button.




*NOTE: Once the Payo COD plugin is installed. Activate it and make sure to have a WooCommerce plugin.*

4. Check the “**Payo COD**” plugin.

<input checked="" type="checkbox"/>	<b>Payo COD</b> <a href="#">Activate</a>   <a href="#">Delete</a>	Making E-commerce simple for online merchants Version 1.0.0   By Payo Asia   <a href="#">View details</a>
<input type="checkbox"/>	<b>WooCommerce</b> <a href="#">Settings</a>   <a href="#">Deactivate</a>	An eCommerce toolkit that helps you sell anything. Beautifully. Version 6.2.2   By Automattic   <a href="#">View details</a>   <a href="#">Docs</a>   <a href="#">API docs</a>   <a href="#">Community support</a>
 There is a new version of WooCommerce available. <a href="#">View version 6.4.1 details</a> or <a href="#">update now</a> .		

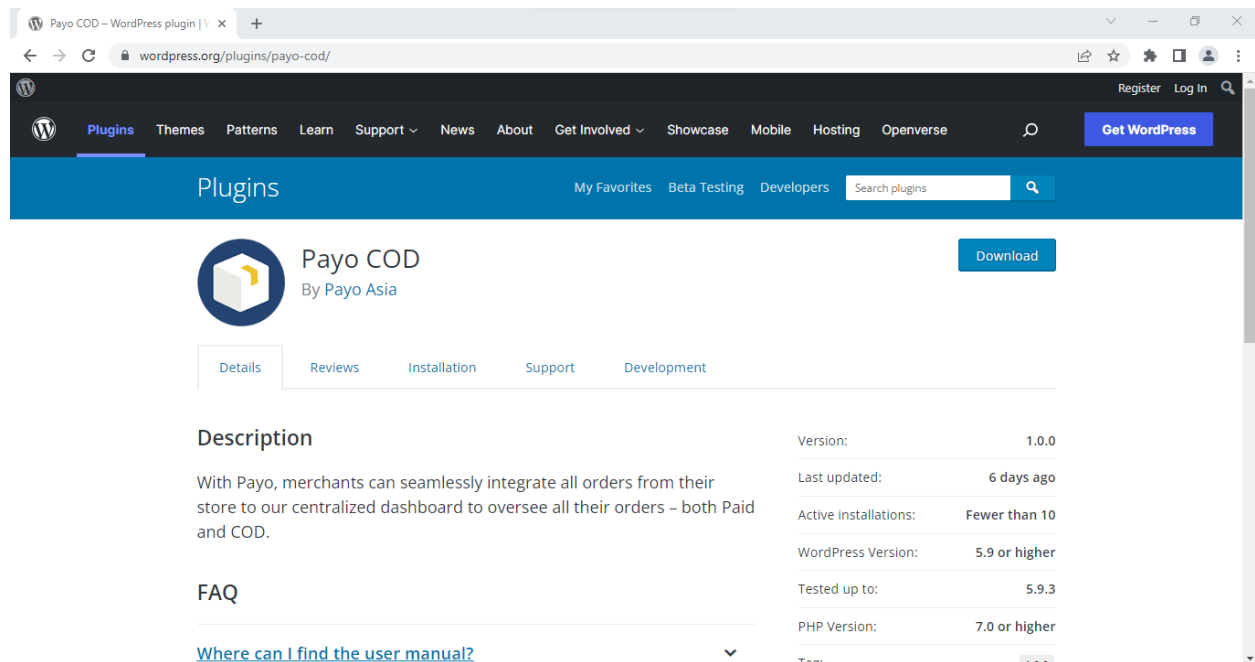
5. Click the **Activate** button.

<input type="checkbox"/>	<b>Payo COD</b> <a href="#">Deactivate</a>	Making E-commerce simple for online merchants Version 1.0.0   By Payo Asia   <a href="#">View details</a>
<input type="checkbox"/>	<b>WooCommerce</b> <a href="#">Settings</a>   <a href="#">Deactivate</a>	An eCommerce toolkit that helps you sell anything. Beautifully. Version 6.2.2   By Automattic   <a href="#">View details</a>   <a href="#">Docs</a>   <a href="#">API docs</a>   <a href="#">Community support</a>
 There is a new version of WooCommerce available. <a href="#">View version 6.4.1 details</a> or <a href="#">update now</a> .		

Once the Payo COD plugin is activated, users can access the Settings, Payments and Orders page of Payo COD.

## How to install Payo COD Plugin via public page:

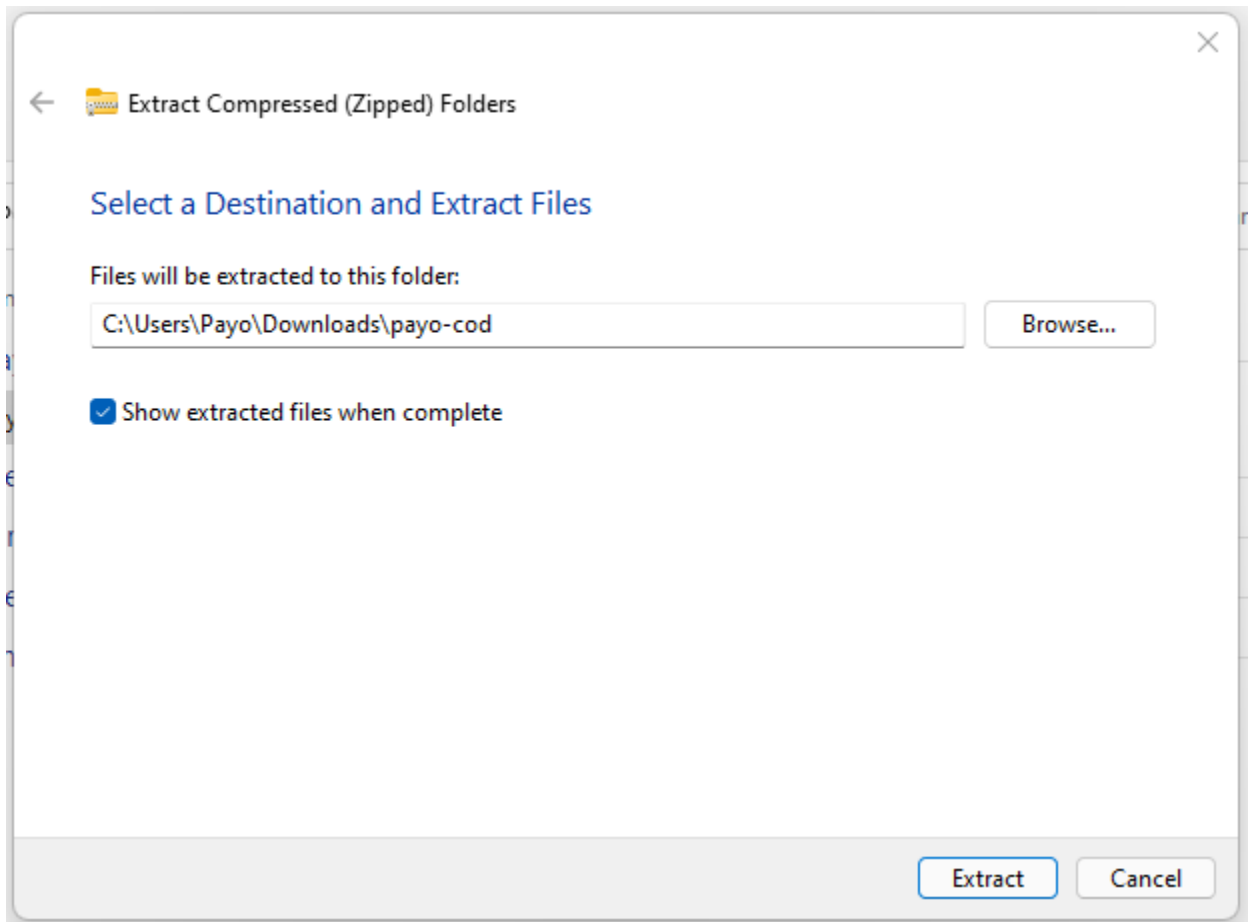
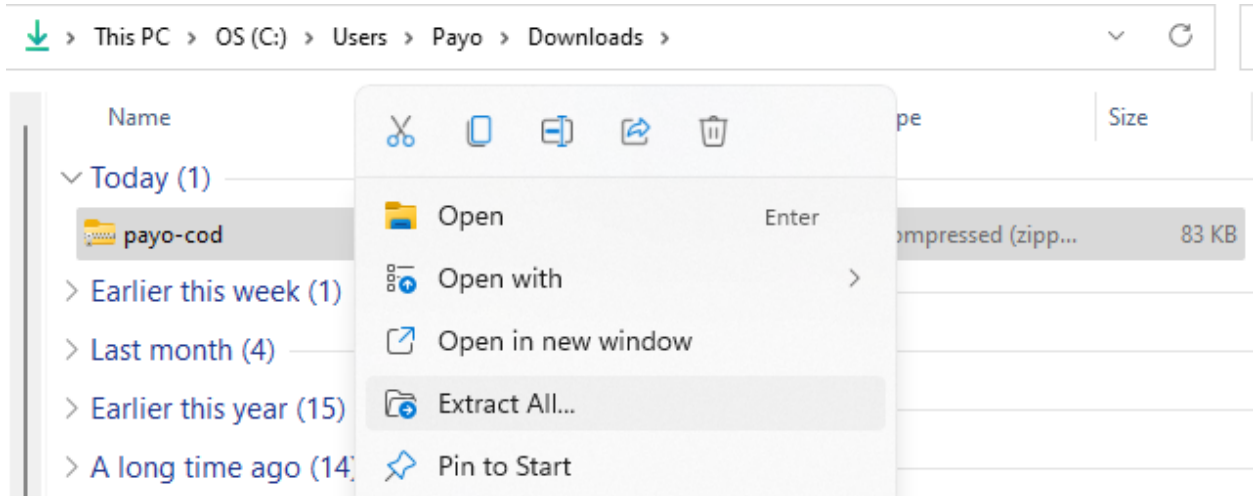
1. Access the public page: <https://wordpress.org/plugins/payo-cod>



2. Click the **Download** button.
3. Select the downloaded file, then Right click then click **Extract All**.

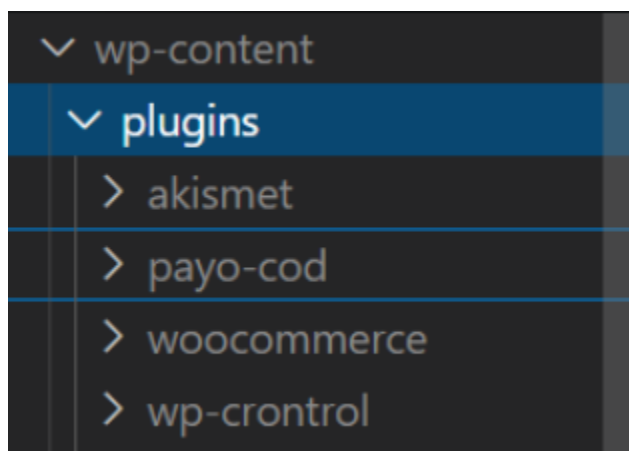
Extract Compressed Zipped folder window form is displayed.

4. Click the **Extract** button.





5. Copy and paste the extracted folder inside the User's server.



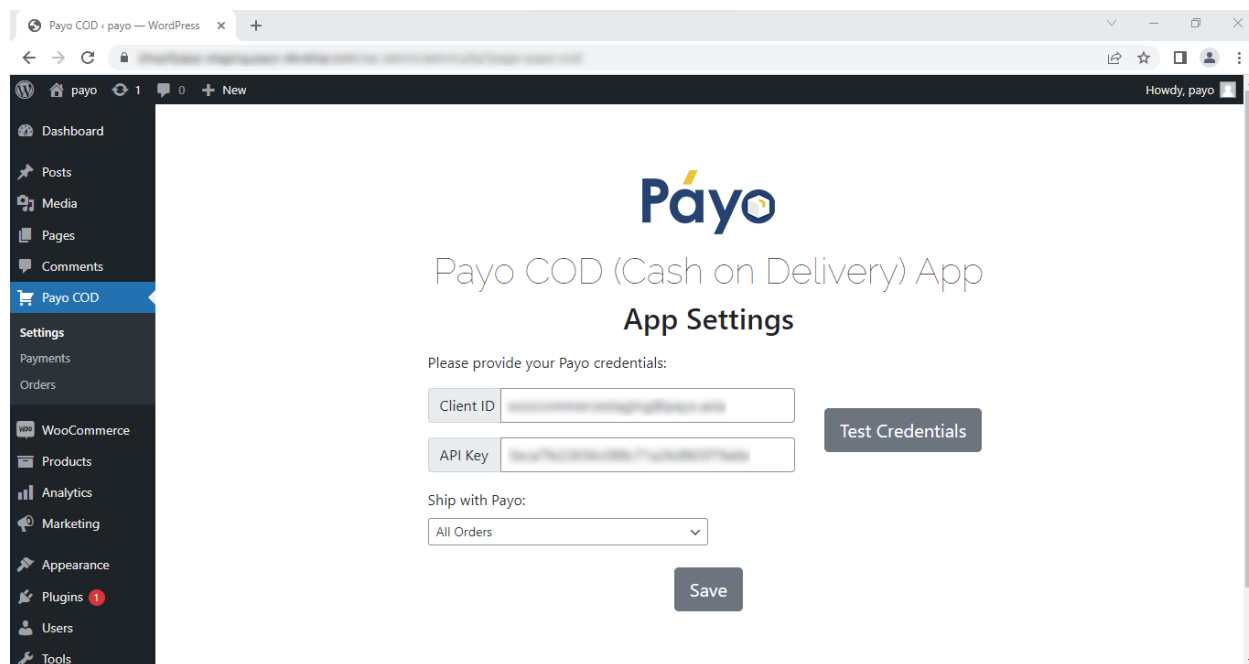
*NOTE: Once the extracted folder is copied inside the User's Server. Activate the Payo COD plugin and make sure to have a WooCommerce plugin.*

## Settings Page

In this page the users can configure the app settings, wherein the users need to provide the following Payo credentials:

- **Client ID**
- **API Key**

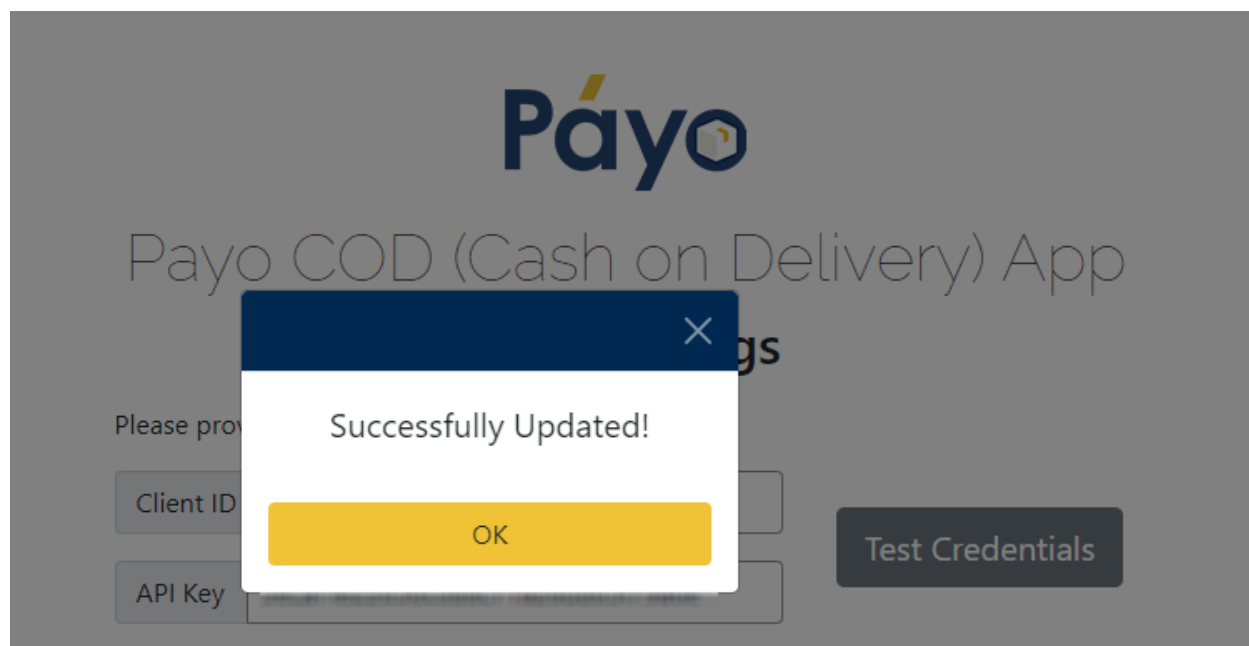
And to select **Ship with Payo** options.



## How to configure the App Settings:

1. Enter **“Client ID”** to the Client ID field.
2. Enter **“API Key”** to the API Key field.
3. Click the **Test credentials** button.
4. Click the **Save** button.

A pop up message box will be displayed stating “**Successfully Updated!**”.



### How to select to Ship with Payo:

1. Select any options to **Ship with Payo** drop down.
2. Click the **Save** button.

Ship with Payo:

Manual

Manual

All Orders

Save


Options to Ship with Payo:

- **Manual** - Ship to Payo manually.
- **Fulfilled Orders Only** - Fulfilled items/orders will automatically Ship to Payo.
- **All Orders** - Created orders will automatically Ship to Payo.

Users can now proceed to the Orders page of the Payo COD.

## Payments Page

In this page the users can enable or disable the Payment Type or Method in Payo COD.



### Payo COD (Cash on Delivery) App Payments Settings

Enable the following payment type with Payo:

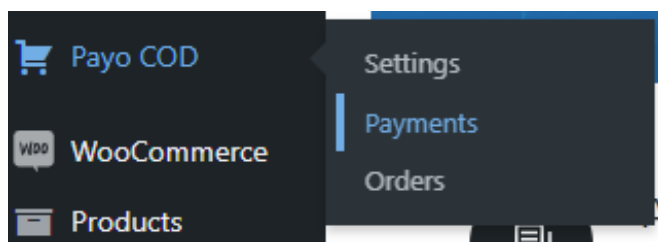
Payment Type	Enable With Payo
Cash on delivery	<input checked="" type="checkbox"/>

**Save**

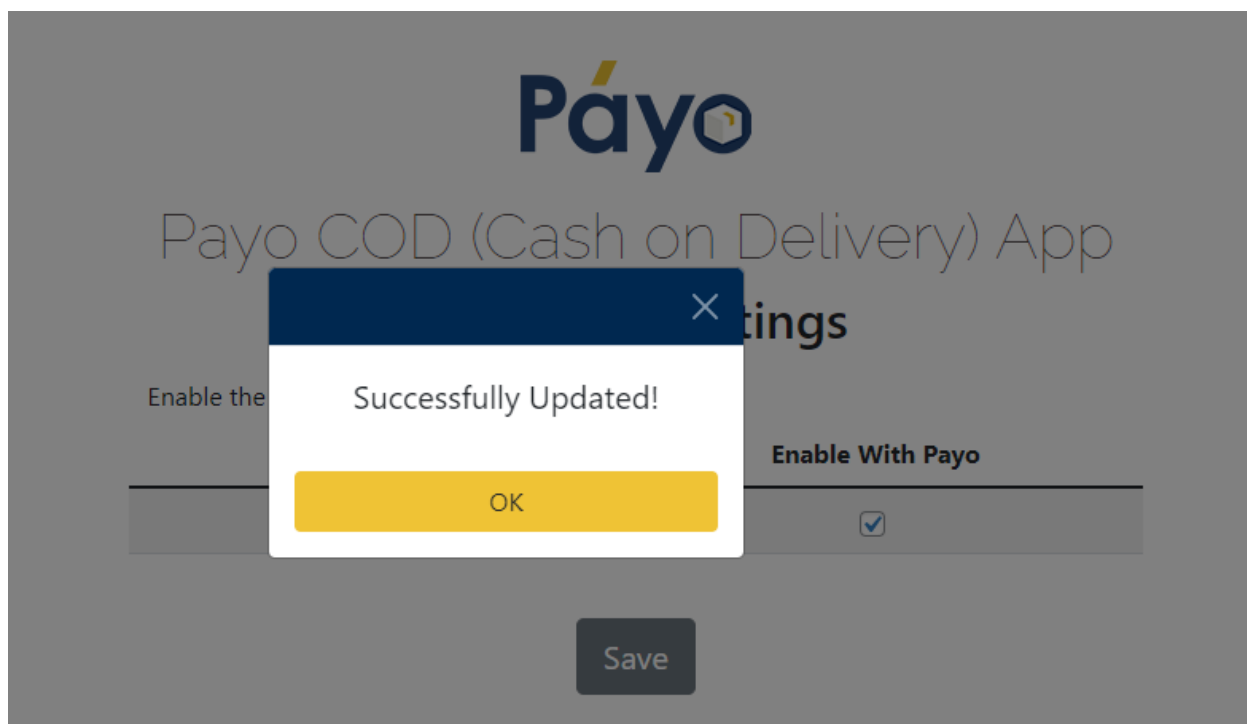
*NOTE: Once you unchecked the Payment Method, the created order will not push to the Orders page.*

### How to activate Payment Method:

1. Go to **Payo COD** then **Payments**.



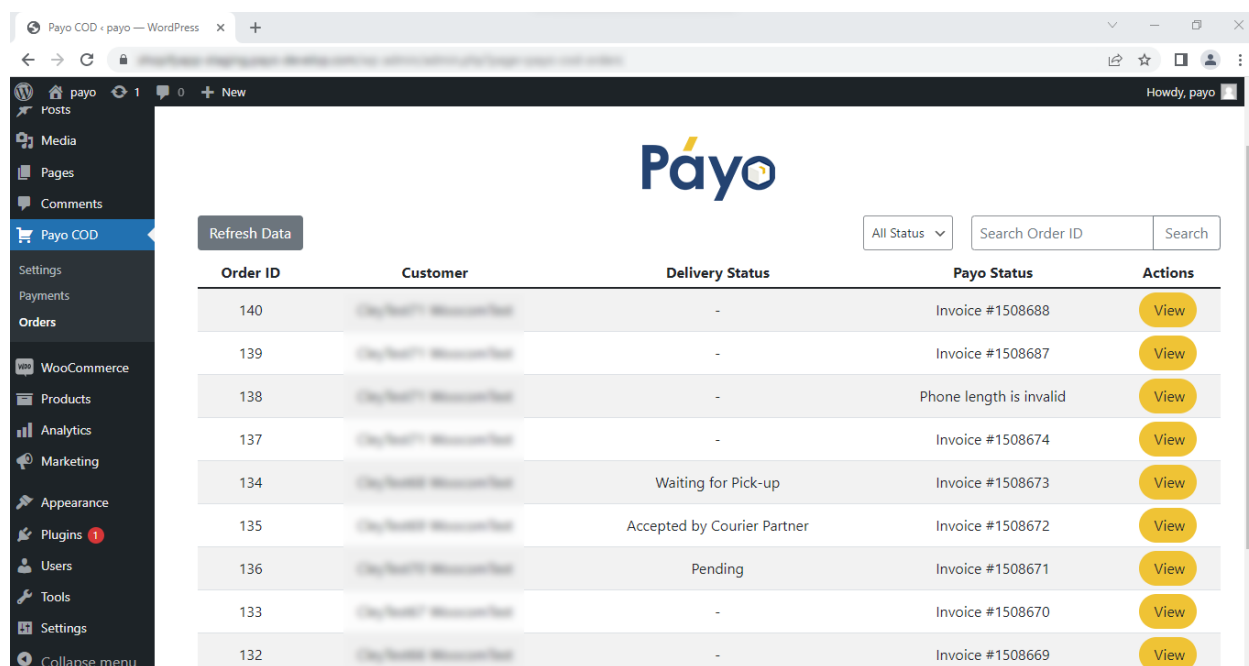
2. Check the **Payment Type** to Enable it with the Payo COD.
3. Click the **Save** button.



The Payment type will be enabled once checked and saved successfully in the Payments page.

## Orders Page

The Orders page of Payo COD will display the latest Delivery and Payo status of the current and existing orders created successfully.



Order ID	Customer	Delivery Status	Payo Status	Actions
140	City Road 11 - Mawson Rd	-	Invoice #1508688	<a href="#">View</a>
139	City Road 11 - Mawson Rd	-	Invoice #1508687	<a href="#">View</a>
138	City Road 11 - Mawson Rd	-	Phone length is invalid	<a href="#">View</a>
137	City Road 11 - Mawson Rd	-	Invoice #1508674	<a href="#">View</a>
134	City Road 11 - Mawson Rd	Waiting for Pick-up	Invoice #1508673	<a href="#">View</a>
135	City Road 11 - Mawson Rd	Accepted by Courier Partner	Invoice #1508672	<a href="#">View</a>
136	City Road 11 - Mawson Rd	Pending	Invoice #1508671	<a href="#">View</a>
133	City Road 11 - Mawson Rd	-	Invoice #1508670	<a href="#">View</a>
132	City Road 11 - Mawson Rd	-	Invoice #1508669	<a href="#">View</a>

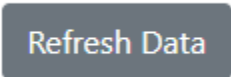
The **Orders page** have the following features:

- **Refresh Data**
- **Filtering Data by Status**
- **Searching Order by Order ID**
- **Viewing of Order Details**

## How to use the features in the Orders page?

### Refresh Data

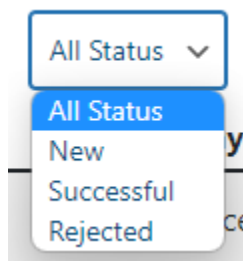
1. Click the **Refresh** button.

A rectangular button with a dark grey background and the text "Refresh Data" in white.

2. Check the **table should load** and refresh the Orders page.

### Filtering Data by Status

1. Click the **All Status** drop down.
2. Select any **"Status" (New, Successful, and Rejected)** in the All Status drop down.



Upon selecting the Status, the table will display all the order/s with the same Status selected.

## Searching Order by Order ID


1. Enter existing “**Order ID**” in the Search field.

Search Order ID	Search
-----------------	--------

2. Click the **Search** button.

118	Search
-----	--------

3. Check the **table should display the Order ID** that has been searched.



Refresh Data		All Status <span>▼</span>		118	Search
Order ID	Customer	Delivery Status	Payo Status	Actions	
118	Ching Babilon - Mawana Mall	-	Invoice #1508590	View	

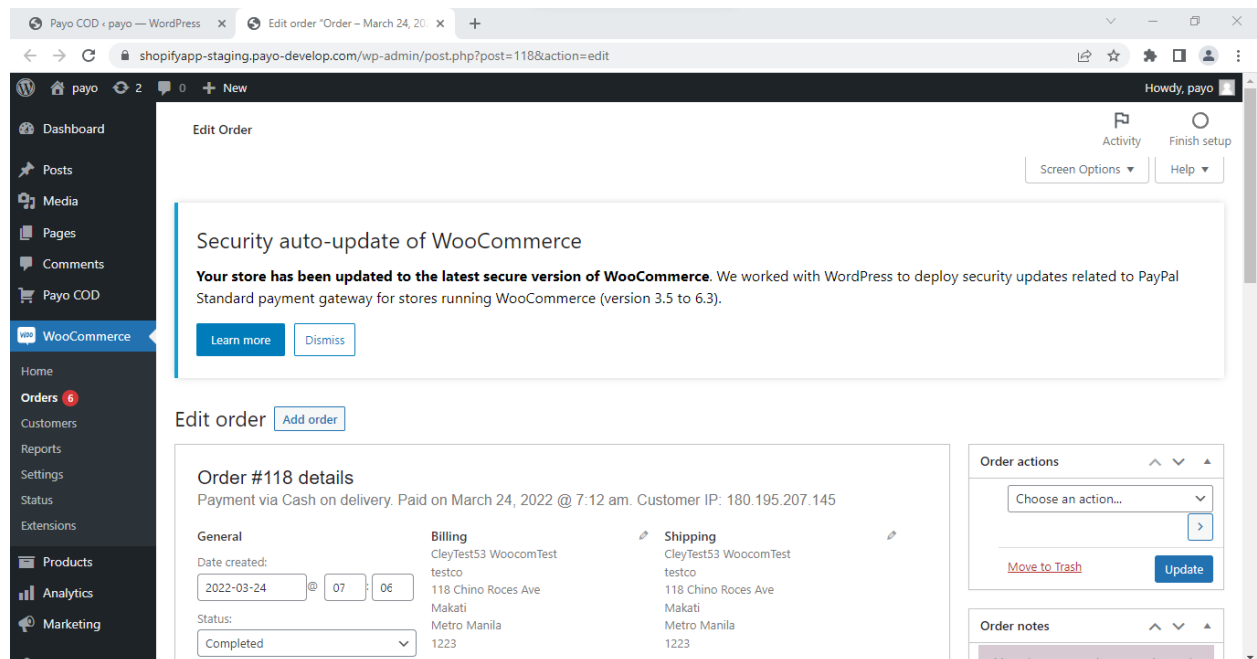


## Viewing of Order Details

1. Click the **View** button.

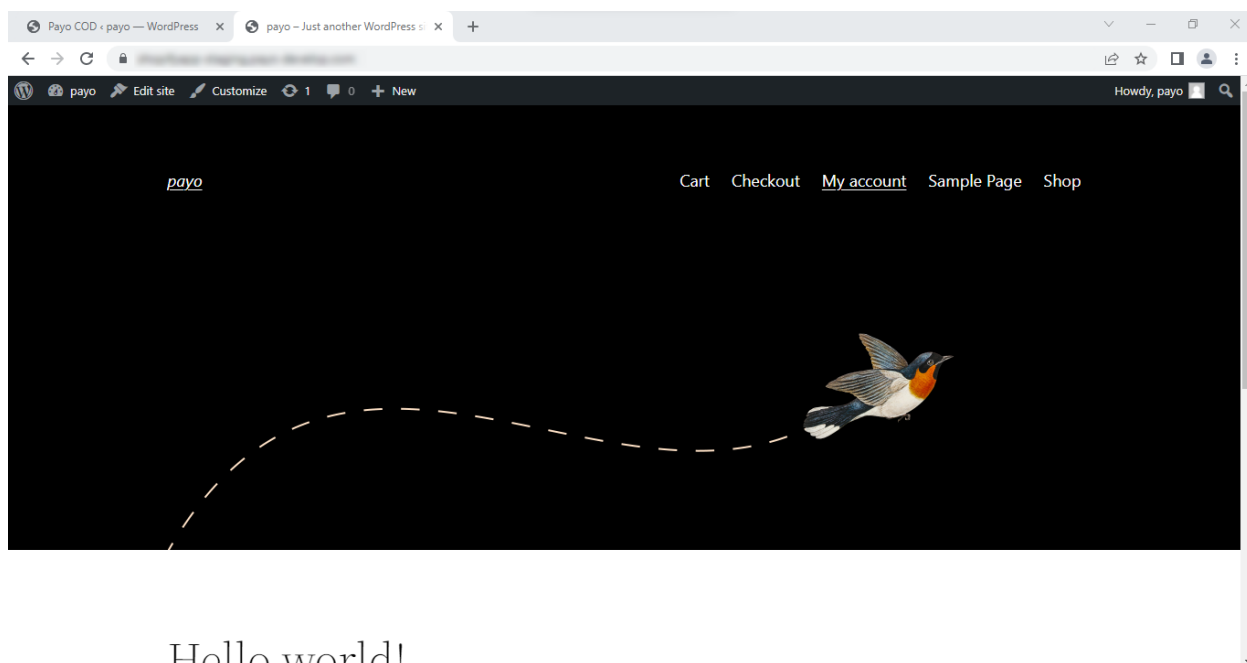


2. Check the new tab should load **Order details** of the selected Order.

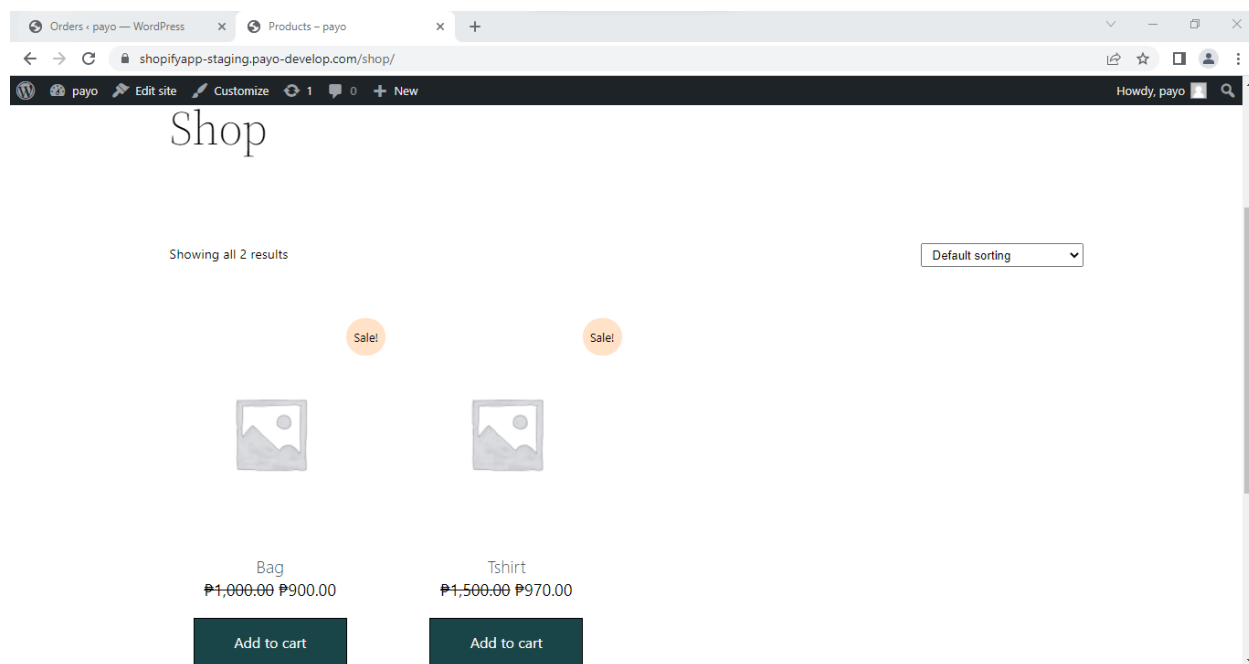


## How to create an order in WooCommerce Store?

1. Access the Woocommerce Store.



2. From the WooCommerce Store click the **Shop** from Menu bar.



3. Select any **product** in the available products in the **Shop** page.
4. Click the **Add to cart** button. Then the **View Cart** link will be displayed.



Users are redirected to the **Cart** page once the **View Cart** link is clicked.

5. Scroll down then click the **Proceed to Checkout** button.

<input type="text" value="Coupon code"/>	<input type="button" value="Apply coupon"/>	<input type="button" value="Update cart"/>
--	---	--

CART TOTALS	
Subtotal	₱900.00
Shipping	Flat rate: ₱100.00
	Shipping to <b>Chino Roces Ave, Makati, Metro Manila, 1233.</b>
	<a href="#">Change address</a>
Total	₱1,000.00

Users are redirected to the **Checkout** page once the **Proceed to checkout** button is clicked.

6. Enter **Billing details** to the required fields.

- First name
- Last name
- Country / Region
- Street Address
- Town / City
- State / County
- Postcode / ZIP
- Phone
- Email address

#### Billing details

First name \*

Last name \*

Company name (optional)

Country / Region \*

Street address \*

Apartment, suite, unit, etc. (optional)

#### Your order

Bag × 1 **₱900.00**

Subtotal **₱900.00**

Shipping Flat rate: **₱100.00**

Total **₱1,000.00**

☒ Cash on delivery

Pay with cash upon delivery.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

7. Scroll down then click the **Place Order** button.

☒ Cash on delivery

Pay with cash upon delivery.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

**PLACE ORDER**

Once **Place Order** is clicked a message will be displayed stating “**Thank you. Your order has been received.**”

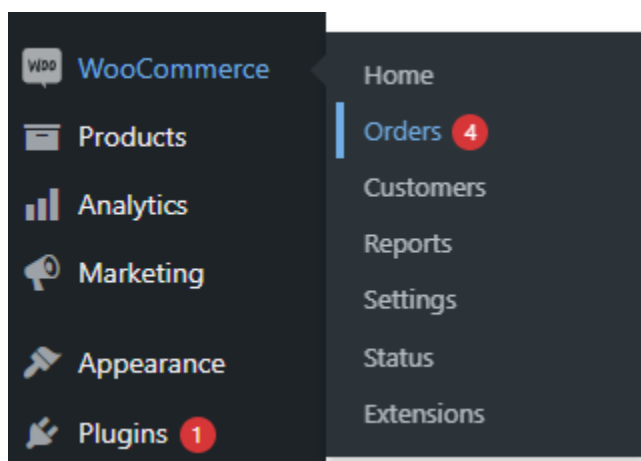
## Checkout

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:	PAYMENT METHOD:
	April 8, 2022	payo-wordpress-store@gmail.com	₱1,000.00	Cash on delivery

## How to Ship Orders to Payo in WooCommerce Dashboard?

1. Go to WooCommerce **Orders** page.



2. Check the order that you want to Ship Order to Payo.

Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Bulk actions [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

<input type="checkbox"/>	Order	Date	Status
<input checked="" type="checkbox"/>	#171 <a href="#">View Order Details</a>	<a href="#">Apr 7, 2022</a>	<a href="#">Processing</a>
<input type="checkbox"/>	#170 <a href="#">View Order Details</a>	<a href="#">Apr 7, 2022</a>	<a href="#">Completed</a>

3. Click **Bulk Options** drop down. And select “**Ship Order to Payo**”.

Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Bulk actions [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

Bulk actions

- Move to Trash
- Change status to processing
- Change status to on-hold
- Change status to completed
- Change status to cancelled
- Ship Order To Payo
- Resubmit Order To Payo

<input type="checkbox"/>	Order	Date	Status
<input checked="" type="checkbox"/>	#171 <a href="#">View Order Details</a>	<a href="#">Apr 7, 2022</a>	<a href="#">Processing</a>
<input type="checkbox"/>	#170 <a href="#">View Order Details</a>	<a href="#">Apr 7, 2022</a>	<a href="#">Completed</a>

4. Click the **Apply** button.

## Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Ship Order To Payo [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

<input type="checkbox"/>	Order	Date	Status
<input checked="" type="checkbox"/>	#171 <a href="#">View Order Details</a>	<a href="#">View</a> Apr 7, 2022	Processing
<input type="checkbox"/>	#170 <a href="#">View Order Details</a>	<a href="#">View</a> Apr 7, 2022	Completed

5. Check the **Status** of the order.

## Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Bulk actions [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

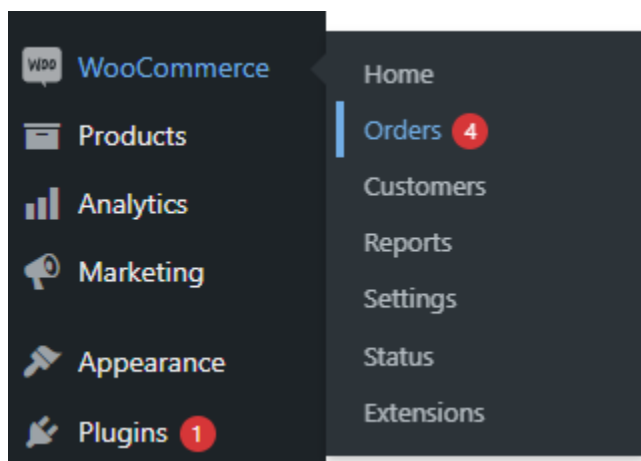
<input type="checkbox"/>	Order	Date	Status
<input checked="" type="checkbox"/>	#171 <a href="#">View Order Details</a>	<a href="#">View</a> Apr 7, 2022	Completed
<input type="checkbox"/>	#170 <a href="#">View Order Details</a>	<a href="#">View</a> Apr 7, 2022	Completed

*NOTE: If Ship Order To Payo is successful the Status will be changed from "Processing" to "Completed". And if the order have issues the Status will remain as "Processing".*



## How to Resubmit Orders to Payo in WooCommerce Dashboard?

1. Go to WooCommerce **Orders** page.



2. **Check** the order that you want to Ship Order to Payo.

Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Bulk actions [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

<input type="checkbox"/>	Order	Date	Status
<input checked="" type="checkbox"/>	#171 <a href="#">View Order Details</a>	<a href="#">Apr 7, 2022</a>	<a href="#">Processing</a>
<input type="checkbox"/>	#170 <a href="#">View Order Details</a>	<a href="#">Apr 7, 2022</a>	<a href="#">Completed</a>

- Click **Bulk Options** drop down. And select “**Resubmit Order to Payo**”.

Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Bulk actions [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

Bulk actions

- Move to Trash
- Change status to processing
- Change status to on-hold
- Change status to completed
- Change status to cancelled
- Ship Order To Payo
- Resubmit Order To Payo

	Date	Status
<a href="#">#171</a>	Apr 7, 2022	Processing
<a href="#">#170</a>	Apr 7, 2022	Completed

- Click the **Apply** button.

Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Resubmit Order To Payo [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

<input type="checkbox"/>	Order	Date	Status
<input checked="" type="checkbox"/>	<a href="#">#171</a>	Apr 7, 2022	Processing
<input type="checkbox"/>	<a href="#">#170</a>	Apr 7, 2022	Completed

- Check the **Status** of the order.

## Orders [Add order](#)

All (148) | [Processing \(4\)](#) | [Completed \(144\)](#)

Bulk actions

▼

Apply

All dates

▼

Filter by registered customer

▼

Filter

<input type="checkbox"/>	Order	Date	Status
<input checked="" type="checkbox"/>	#171 <a href="#">View Order Details</a>	<a href="#">View</a> Apr 7, 2022	Completed
<input type="checkbox"/>	#170 <a href="#">View Order Details</a>	<a href="#">View</a> Apr 7, 2022	Completed

NOTE: If Resubmit Order To Payo is successful the Status will be changed from "Processing" to "Completed". And if the order have issues the Status will remain as "Processing".