

# **WooCommerce Checkout Field Editor Documentation**

By Themehigh

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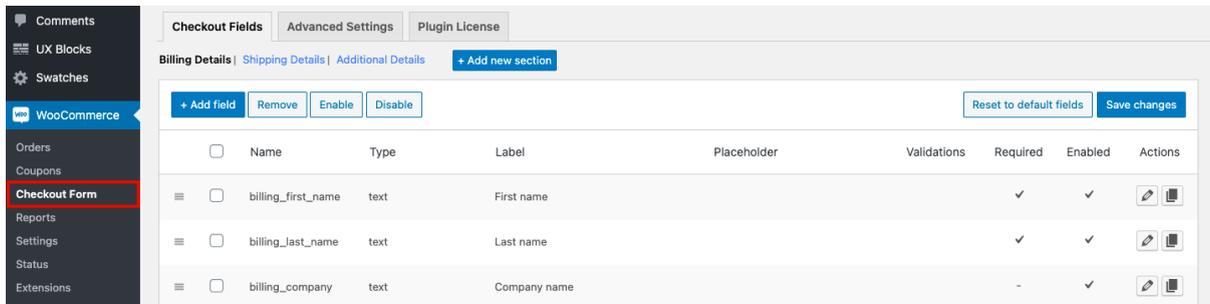
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# 1. Getting Started

## 1.1 Overview



**WooCommerce Checkout Field Editor** plugin helps you to customize your checkout page by adding, editing, deleting, and rearranging the fields of your checkout page.

### 1.1.1 Manage Sections in the Checkout Page

Sections are collections of related fields that help you to organize your fields on the checkout page. Out of the box, WooCommerce has three sections of fields (Billing, Shipping, Additional Fields) on the checkout form. The Checkout Field Editor plugin lets you add additional sections apart from the default sections to the checkout page.

### 1.1.2 Manage Fields in the Checkout Page

WooCommerce Checkout Field Editor plugin lets you easily add, edit, delete and rearrange fields on your checkout page.

This plugin also provides a lot more features which help you to,

- Set additional properties to the checkout fields such as default value, placeholder, max. length etc.
- Set display rules to show or hide fields based on certain conditions.
- Set repeat rules to repeat fields based on product quantity and cart count.
- Set price fields to add an extra fee to the order total based on the field value.
- Set custom validations.

### 1.1.3 Display Rules

Repeat Rules are useful when you want to repeat a section or a field based on a certain property of the checkout page. The property value will be used to determine how many times the section or field should be repeated. The property value should resolve to a number.

You can repeat section & fields based on:

- Product quantity
- Cart count

### 1.1.4 Price Fields & Types

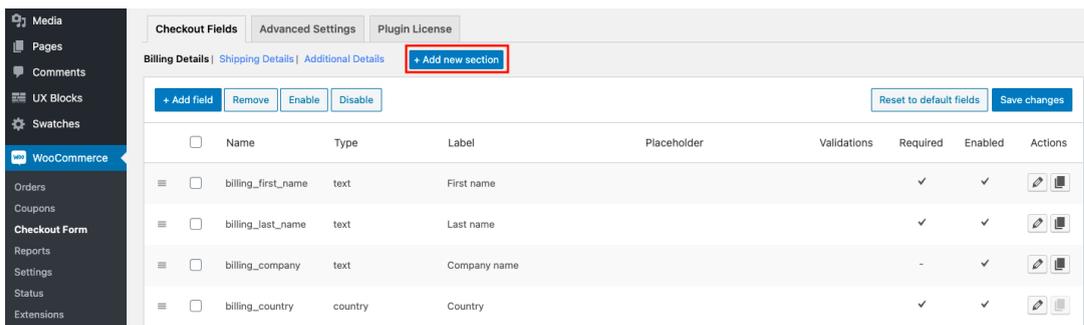
Add an additional price to the order total based on the field value. This feature is useful to collect an additional fee for your additional services. Also, different price types are provided for the price fields.

## 1.2 Add/Edit Custom Sections

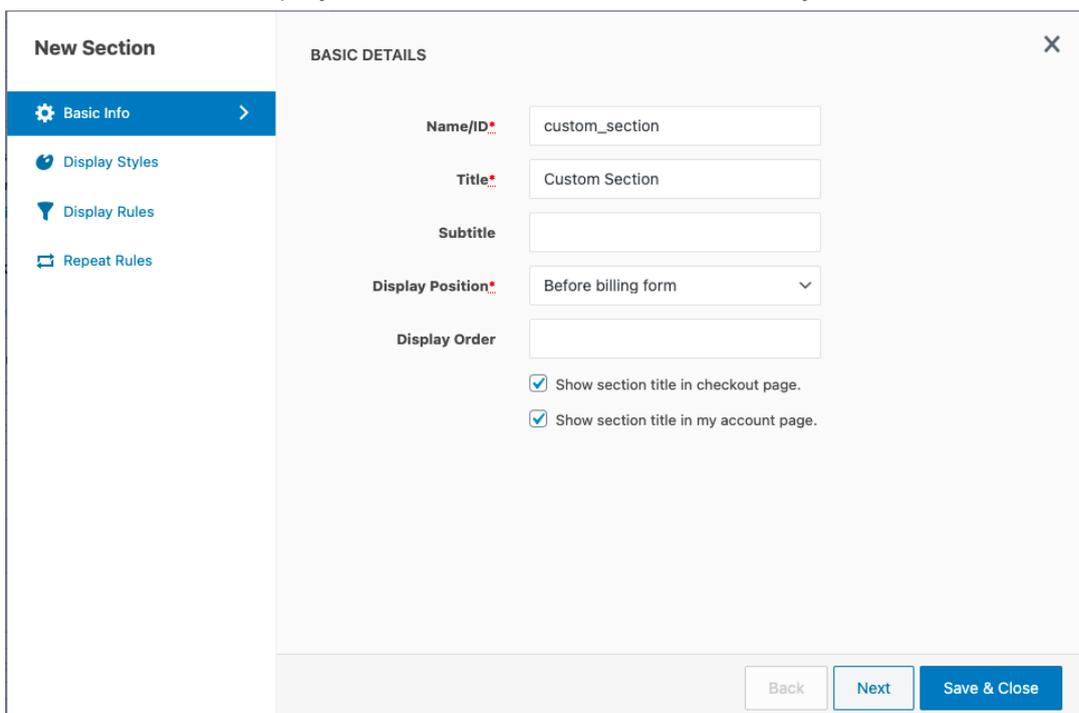
### 1.2.1 Add new section

To add a section:

1. Navigate to the Checkout Field Editor settings page (*WooCommerce* → *Checkout Form*)
2. Click on the Add new section button.



3. Enter a Name/ID, Display Position, Title, and other details for your section.



4. Set Display Styles if required.
5. Set Display Rules if required.
6. Set Repeat Rules if required.
7. Click on the Save button.

All these tabs are explained below.

### 1.2.2 Basic Info

This tab contains fields to capture all the basic details of the section. Given below are the fields available in the Basic Info tab. Configure these properties based on your needs.

<b>Name/ID</b>	Unique name or ID for the section. No two sections can have the same section name.
<b>Title</b>	Title or label for the section.
<b>Subtitle</b>	Subtitle or description for the section.
<b>Display Position</b>	The position in the checkout page where the section is to be displayed. This is a dropdown list with all available positions.
<b>Display Order</b>	A number indicating the display order of the section.
<b>Show section title in the checkout page</b>	Tick the checkbox to show the section title on the checkout page.
<b>Show section title in my account page</b>	Tick the checkbox to show the section title on my account page.

### 1.2.3 Display Styles

<b>CSS Class</b>	A comma-separated list of CSS classes is to be added to the wrapper element.
<b>Title Class</b>	A comma-separated list of CSS classes for the title tag.
<b>Subtitle Class</b>	A comma-separated list of CSS classes for the subtitle tag.
<b>Title Type</b>	The type of title element. Ex. H1, H2, etc.
<b>Title Color</b>	The color of the title text.
<b>Subtitle Type</b>	The type of subtitle element. Ex. H1, H2 etc.
<b>Subtitle Color</b>	The color of the subtitle text.

## 1.2.4 Display Rules

Set display condition from this tab. Read the article [Display Rules](#) to know more about display rules and their configuration.

## 1.2.5 Repeat Rules

Set repeat rules from this tab. Read the article [Repeat Rules](#) to know more about repeat rules and their configuration.

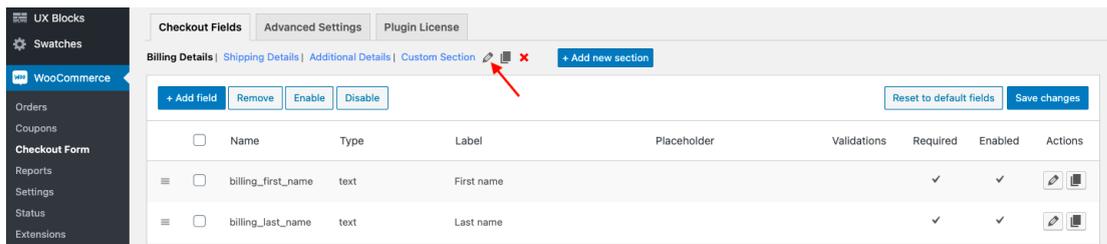
## 1.2.6 Edit section

You can change the properties of a section, all properties except Name/ID of a section can be modified.

Note: The properties of default sections (ie, *Billing, Shipping, and Additional*) are not editable. Only custom sections can be edited.

To edit a section:

1. Navigate to Checkout Field Editor settings page (*WooCommerce* → *Checkout Form*)
2. Click on the pencil icon near the section you want to edit.



3. A popup form will be displayed, you can edit the section properties.
4. Once done with the edit, click on the Save button to save the changes.

**Note:** The properties of default sections (ie, *Billing, Shipping, and Additional*) are not customizable. Only custom sections can be edited.

**Note:** The “Shipping Details” and “Billing Details” titles are customizable by using the below hook.

```
function wc_additional_field_strings( $translated_text, $text, $domain ) {  
    switch ( $translated_text ) {  
        case 'Section Name':  
            $translated_text = __( 'Your Title Here', 'woocommerce' );  
            break;  
    }  
    return $translated_text;  
}  
add_filter( 'gettext', 'wc_additional_field_strings', 20, 3 );
```

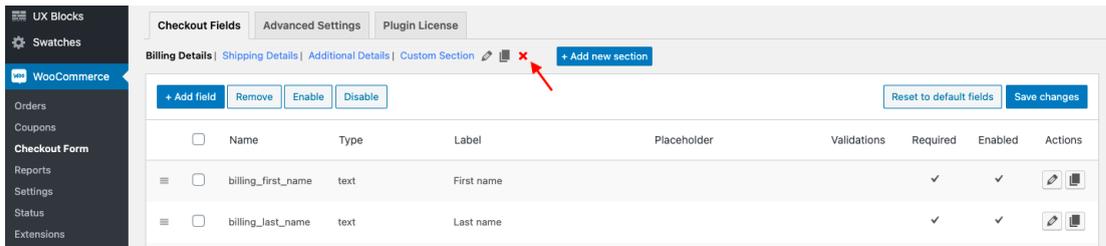
Replace the text's Section Name with the corresponding section name (Billing details, Ship to different Address and Additional Information) and Your Title Here with the required title.

## 1.2.7 Delete Section

Removing a section will also remove all the fields inside that section. Once a section is deleted it cannot be restored.

To remove a section:

1. Navigate to Checkout Field Editor settings page (*WooCommerce* → *Checkout Form*)
2. Click on the X icon near the section you want to delete.



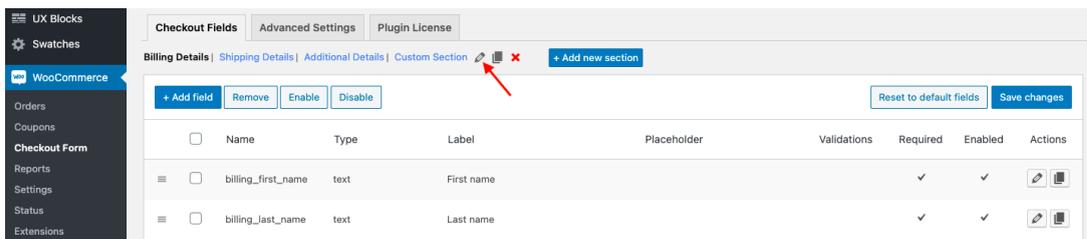
3. A confirmation popup with the message “Are you sure you want to delete this section?” will be shown. Click on the OK button to confirm.

## 1.2.8 Rearranging Sections

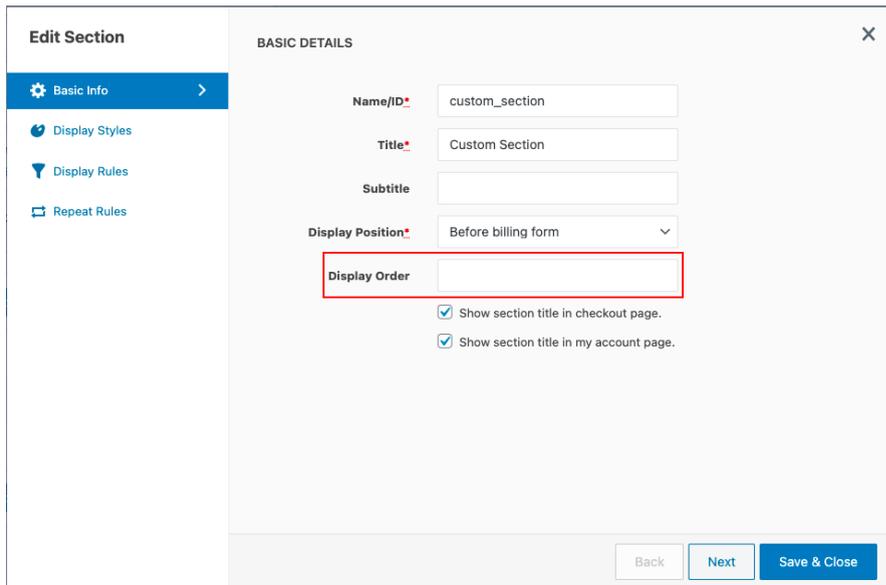
The display position of a section on the checkout page is determined by the two properties Display Position & Display Order. *Display Position* property determines where the section should be displayed and *Display Order* property determines in which order the sections should be arranged when there are multiple sections for a given position.

To set Display Order:

1. Navigate to Checkout Field Editor settings page (*WooCommerce* → *Checkout Form*)
2. Click on the pencil icon near the section you want to edit.



3. From the edit dialogue box, provide a number in the Display Order field according to the order you want to arrange the sections.



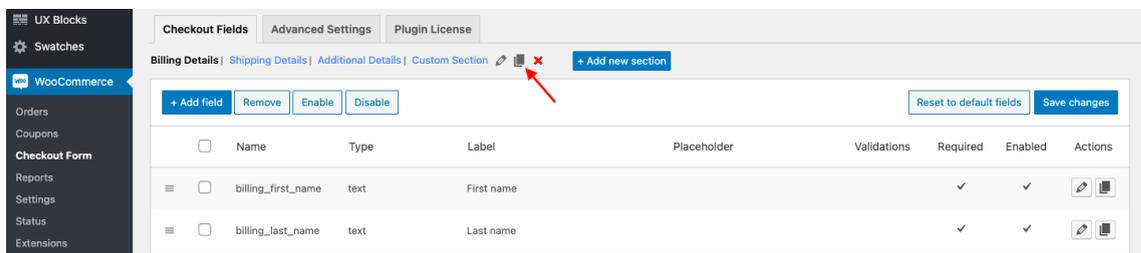
It should be noted that the Display Positions set earlier in the section properties can override the Display Order. Even if the sections are arranged according to display numbers, sections coming under the same display position will display first according to the display order assigned. For example, suppose that **A** and **C** are two sections coming before billing details, and **B** and **D** come after the billing details. If the Display Order assigned to **A**, **B**, **C** and **D** are **1**, **2**, **3**, and **4** respectively, the sections will be arranged as **A** → **C** → **B** → **D**.

### 1.2.9 Copy A Section (Duplicate A Section)

A duplicate of an existing section can be created by clicking on the 'Copy' button next to the pencil icon for editing. Then, a popup to create a new section will appear with all the fields except the section name, filled the same as that of the duplicated field. All you have to do is to assign a new section name and Save the changes.

To duplicate a section:

1. Navigate to Checkout Field Editor settings page (*WooCommerce* → *Checkout Form*)
2. Click on the copy icon near the section you want to make a copy.



3. Enter a new Name/ID for the new section. Feel free to modify other properties of the section based on your need.
4. Click on the OK button to save the new section.

## 1.2.10 Add A Custom Section To A Custom Step Created Using A Multistep Plugin

Following are the steps to add a custom section to a newly created step:

1. Navigate to Checkout Field Editor via Dashboard → WooCommerce → Checkout Form.
2. Click on the Add New Section button which is displayed above the field list.
3. Fill the properties and choose the step name from the Display Position pull-down.
4. Once new fields are added to the section, it will be displayed in the newly created step.

The screenshot shows the 'Edit Section' dialog box. The 'Display Position' dropdown menu is open, showing a list of positions. The 'Demo Step (demo\_step)' option is highlighted in purple. The 'Name/ID' field is set to 'custom\_section' and the 'Title' field is set to 'Custom Section'.

## 1.3 Add/Edit Custom Fields

Installing Checkout Field Editor lets add custom fields apart from the default ones. You can choose from over **24+ field types** to your checkout form:

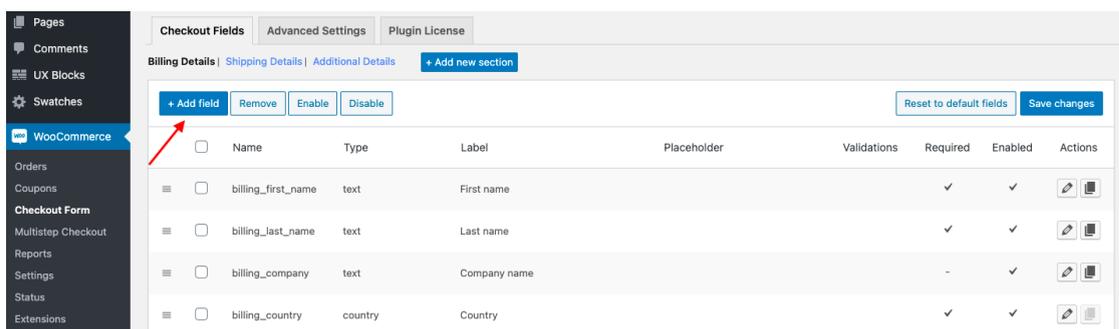
The screenshot shows the 'New Field' dialog box. The 'Field Type' dropdown menu is open, showing a list of field types. The 'Telephone' option is highlighted in blue. The 'Name' field is empty and the 'Label' field is empty.

1. Text
2. Hidden
3. Password
4. Telephone
5. Email
6. Number
7. Textarea
8. Select
9. Multi-Select
10. Radio
11. Checkbox
12. Checkbox Group
13. Date Picker
14. Time Picker
15. File Upload
16. Heading
17. Label
18. Datetime local
19. Date
20. Month
21. Time
22. Week
23. URL
24. Paragraph

### 1.3.1 Add new field

To add a field:

1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Click on the **Add field** button.



3. Enter a **Name**, **Field Type**, **Label**, and other details of your field.

4. Set display rules from the Display Rules tab if required.
5. Set display styles from the Display styles tab if required.
6. Set price details from the Price details tab if required.
7. Set repeat rules from the Repeat Rules tab if required.
8. Click on the **Save Field** button.

All these tabs are explained below.

### 1.3.2 Basic Info

This tab contains fields to capture all the basic details of the checkout field. All the properties available in the General Properties tab are listed below. Depending on the field type selected, the properties of the field may change.

<b>Field Type</b>	The type for the field. It could be text, password, text area, select, checkbox, radio, paragraph, URL, etc.
<b>Name</b>	Unique name for the field. No two fields can have the same name.
<b>Label</b>	The display label for the field.
<b>Description</b>	Description for the field. The description is displayed below the field label.
<b>Default Value</b>	You can assign a default value for the field. This value will be shown as the default value when the checkout form is loaded.
<b>Placeholder</b>	The placeholder property is a short hint (a sample value or a short

	description of the expected format) that describes the expected value of an input field. For example, for an email field, the expected format <i>name@example.com</i> can be displayed. The short hint is displayed in the input field before the user enters a value.
<b>Max. Length</b>	The max length property specifies the maximum number of characters allowed in the input field.
<b>Validations</b>	Choose validators that should be applied to the input field. Email, Phone, and Number are supported out-of-the-box. You can define your own validation rules in the Advanced Settings section. Any validation rule defined in the Advanced Settings section will appear in the select box.
<b>Required</b>	If checked, the field will be set as a mandatory field.
<b>Enabled</b>	Uncheck this checkbox to disable this field.
<b>Order Meta Data</b>	This property can be used to save your custom value as part of order data so that this field value will be specific to each order. (For example, <i>Delivery Date</i> which is specific for each purchase.) Order fields will be saved in wp_postmeta table as Order metadata. To create Order fields you must select the checkbox 'Order Meta Data'.
<b>User Meta Data</b>	<p>This property can be used to save your custom field value as part of user data, so that the custom field will be available in the user profile page and the user can edit the value from there. The user metadata is the information directly related to the user and will be the same for every order to a probability of 90%. Data like date of birth, email, billing and shipping addresses, etc. belong to this category.</p> <p>User fields will be saved in wp_usermeta table as user metadata. Custom user field values can be updated from the user profile page. To create User fields you must select the checkbox 'User Meta Data'.</p> <p>The custom fields of Billing and Shipping will be displayed at My Account page → Addresses → Corresponding Address(Billing or Shipping).</p> <p>The custom fields created in the Additional info section and in the custom sections will be displayed at the My Account → Account details tab.</p>

### 1.3.3 Display Styles

<b>Wrapper Class</b>	A comma-separated list of CSS classes will be added to the container that wraps the input field and the label.
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<b>Input Class</b>	A comma-separated list of CSS classes will be added to the input element.
<b>Label Class</b>	A comma-separated list of CSS classes will be added to the label tag.
<b>Display in Admin Mails</b>	By selecting this property, display the field and value in all WooCommerce emails sent to Admins.
<b>Display in Customer Emails</b>	If this property is selected, the field and its value will be displayed in the Order Confirmation email (customer copy) and Thank You mail.
<b>Display in Order Detail Pages</b>	This property can be used to display your custom field and its value on the Order Details page (for both Admin & Customer views).
<b>Display in Thank You Page</b>	Check this option, and the field details will be displayed in your Thank You page.

#### 1.3.4 Price Details

<b>Price</b>	Add an additional price to the order total based on the field value. To learn more about price fields and their configuration, see Price Fields.
<b>Price Type</b>	
<b>Taxable and Tax Class</b>	

Properties specific to the field types – **Text and Telephone**

<b>Input Masking</b>	
Input for these fields can be predefined to a set format in – alphabets/ numeric/ alphanumerical/ special character	
<b>a</b>	alphabetic
<b>9</b>	numeric. Example : (99) 99999-9999 allow input like (12) 12345-1234.
<b>@,%!,,\$ and ^.</b>	Special characters can be added which ever is required
<b>*</b>	alphanumeric
<b>Dynamic</b>	The input can be in any format as customer feeds in Eg: a{1,3}-9{1,3} this will have a pattern of 3 letters followed by a special character and 3 digits 3 digits. Eg: abc-123.

Properties specific to the field types **Select, Multiselect, Radio, and Checkbox Group**

Options	
<b>- Option Value</b>	Option key
<b>- Option Text</b>	Display label for the option.
<b>- Price</b>	The extra price added for the option.
<b>- Price Type</b>	The type of price added to the option.

Properties specific to the field type **Select and Multiselect**

<b>Disable “Enhanced Select (Select2)” for select field</b>	Select2 supports advanced styling and searching options of remote data sets, and infinite scrolling of results. By enabling this option the enhanced select features will be disabled.
<b>Maximum Selections</b>	The maximum number of options that can be selected from the multi-select field

Properties specific to the field types **Date, Time, Month, Week, Datetime local**

<b>Default Date/Time/Month/Week/Datetime local</b>	You can assign a default date/time/month/week/datetime local for the field. This will be shown as the default set date when the checkout form is loaded.
<b>Min. Date/Time/Month/Week/Datetime local</b>	The calendar will only show dates starting from the date/time/month/week/datetime local set in this field. Enter the value as per suggested format in the tooltip.
<b>Max Date/Time/Month/Week/Datetime local</b>	The calendar will show dates upto the date/time/month/week/datetime local set in the field here. Enter the value as per suggested format in the tooltip.

Properties specific to the field type **Datepicker**

<b>Date Format</b>	<p>Define the date format accepted for this field. The default format is dd/mm/yy. You can edit this format and rewrite it according to your requirements. These are the other general time formats you can use:</p> <ul style="list-style-type: none"> <li>● International – mm/dd/yy</li> <li>● Medium – d MM, y</li> <li>● ISO 8601 – yyyy-mm-dd</li> <li>● Short – d M, y</li> </ul>
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	<ul style="list-style-type: none"> <li>● Full – DD, d MM, yy</li> <li>● With Text – ‘Day’ d ‘of’ MM ‘in the year’ yy</li> </ul>
<b>Default Date</b>	Set default date to be displayed. Specify the date in the format specified in the Date Format property. You may also specify the number of days to be offset from today (e.g. +7) or a string of values and periods (‘y’ for years, ‘m’ for months, ‘w’ for weeks, ‘d’ for days, e.g. ‘+1m +7d’), or leave empty if you don’t want to set a minimum limit.
<b>Min. Date</b>	The date picker calendar will only show dates starting from the date set in this field. Specify the date in the format yyyy-mm-dd. You may also specify the number of days to be offset from today (e.g. -7) or a string of values and periods (‘y’ for years, ‘m’ for months, ‘w’ for weeks, ‘d’ for days, e.g. ‘-1m -7d’), or leave empty for today.
<b>Max. Date</b>	The calendar will only show dates up to the date set in this field. Specify the date in the format yyyy-mm-dd. You may also specify the number of days from today (e.g. +7) or a string of values and periods (‘y’ for years, ‘m’ for months, ‘w’ for weeks, ‘d’ for days, e.g. ‘+1m +7d’), or leave empty if you don’t want to set a maximum limit.
<b>Year Range</b>	<p>This defines the range of years displayed in the year drop-down of the date picker calendar. The format is “from year: to year”. You can set the range in different ways as explained below:</p> <ul style="list-style-type: none"> <li>● Relative to current year (‘-nn:+nn’): e.g. -5:+3 . If the current year is 2016, the dropdown will show years from 2011 till 2019.</li> <li>● Relative to the currently selected year(‘c-nn:c+nn’): e.g. c-5:c+3. If the year of the selected date is 2017, the dropdown will show years from 2012 till 2020.</li> <li>● Absolute values(‘nnnn:nnnn’): e.g. 1900:2018. The dropdown will show years from 1900 till 2018.</li> <li>● Combinations of above formats(‘nnnn:+nn’, ‘-nn:c+nn’,etc.. ): e.g. 2012:+3. The dropdown will show years from 2012 till 2019 if the current year is 2016. eg -5:c+3. The dropdown will show years from 2011 till 2020 if the current year is 2016 and the selected date is in the year 2017. Note that this option only affects what appears in the year drop-down on the calendar popup. To restrict which dates may be selected from the calendar, use Min. Date and/or Max. Date properties.</li> </ul>

<b>Number Of Months</b>	The number of months to show at once on the date picker calendar.
<b>Disabled Days</b>	Select the days of the week that need to be disabled on the calendar. For example, you may want to disable Saturdays and Sundays on the calendar.
<b>Disabled Dates</b>	Enter dates that need to be disabled on the calendar in yyyy-mm-dd format separated by commas for multiple dates. This is useful if you want to disable specific days such as holidays. Ensure the dates are provided in the correct format. If you want to disable 17th January 2017 and 23rd March 2017 in the date picker you can fill this field with the value 2017-01-17,2017-03-23.

Properties specific to the field type **Timepicker**

<b>Linked Date</b>	To link the Timepicker field to the Date Picker field, enter the field name of the date picker field in the Linked Date field. The time picker will display the time slots according to the chosen date of the linked Date Picker. If a day less than the current date is picked from the Date Picker, none of the time slots will be active to choose from. Similarly, while a day after the current date is picked from the Date Picker, all the time slots will be active.
<b>Min. Time</b>	The starting time in the list. ex: 9:00 AM.
<b>Max. Time</b>	The end time available in the list. ex: 7:00 PM.
<b>Start Time</b>	Minimum time needed to choose the next time slot. For example, if you require a minimum 2 hour and 30 minutes to prepare, pack & deliver the order placed by your customers, then you can set the Start Time as 2h 30m so the customer will only be able to select a time which is after 2h 30m from now.
<b>Time Step</b>	The interval which splits the time between the starting and ending time. In minutes, ex: 30.
<b>Time Format</b>	Choose between a 12 hour or 24 hours format.
<b>Disable time slot</b>	Choose any number of time slots that need disabled. Multiple entries must be separated with commas. Eg: 12:30-14:00,18:00-20:00

Properties specific to the field type **File Upload**

<b>Maxsize (in MB)</b>	The maximum size for the file that can be uploaded.
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<b>Accepted File Types</b>	Extensions/formats for the file types that can be uploaded. Multiple formats can be inputted separated by commas.
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Properties specific to the field types **Heading, Label and Paragraph**

<b>Title</b>	The display text (content) for the title tag.
<b>Title Type</b>	The type of title element. Ex. H1, H2 etc.
<b>Title Color</b>	The colour of the title text.
<b>Title Class</b>	A comma-separated list of CSS classes for the title tag.
<b>Subtitle</b>	The display text (content) for the subtitle tag.
<b>Subtitle Type</b>	The type of subtitle element. Ex. H1, H2 etc.
<b>Subtitle Color</b>	The colour of the subtitle text.
<b>Subtitle Class</b>	A comma-separated list of CSS classes for the subtitle tag.

### 1.3.5 Display Rules

Set display condition from this tab. Read the article Display Rules to know more about display rules and their configuration.

### 1.3.6 Repeat Rules

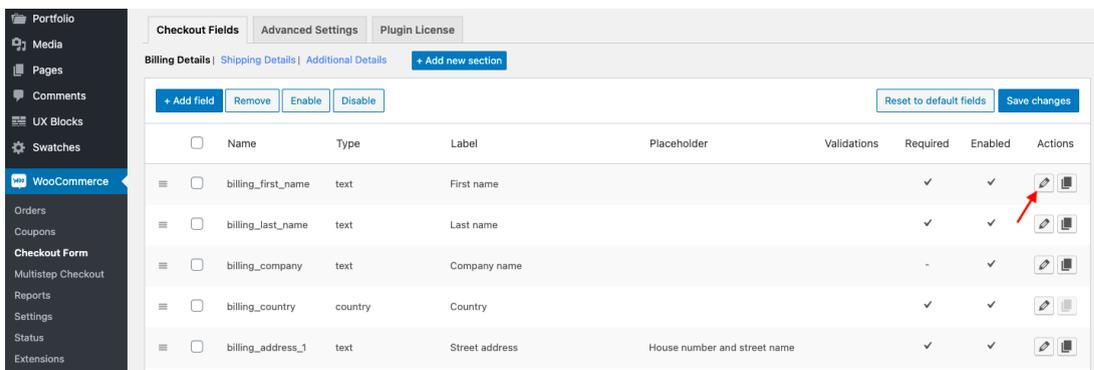
Set repeat rules from this tab. Read the article Repeat Rules to know more about repeat rules and their configuration.

### 1.3.7 Edit Field

You can change the properties of any field including default fields.

To edit a field:

1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Click on the pencil icon near the field you want to edit.



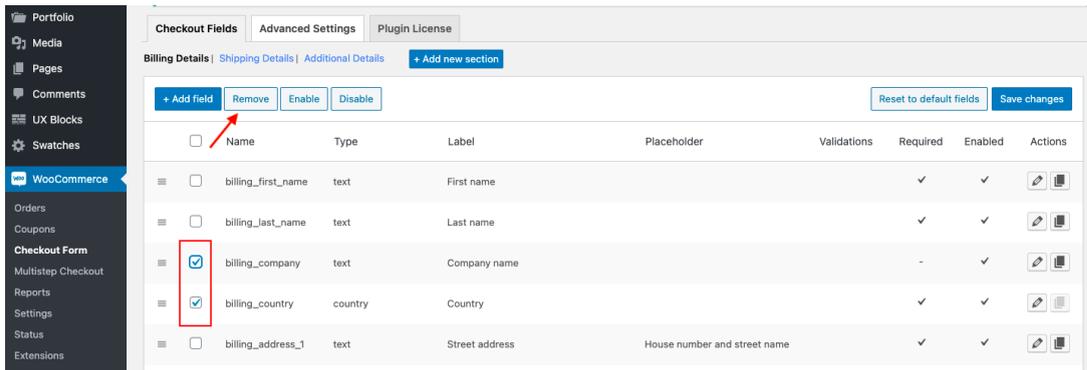
3. A popup form will be displayed, you can edit any field property from this form.
4. Once done with the edit, click on the **Save** button to save the changes.

### 1.3.8 Delete Fields

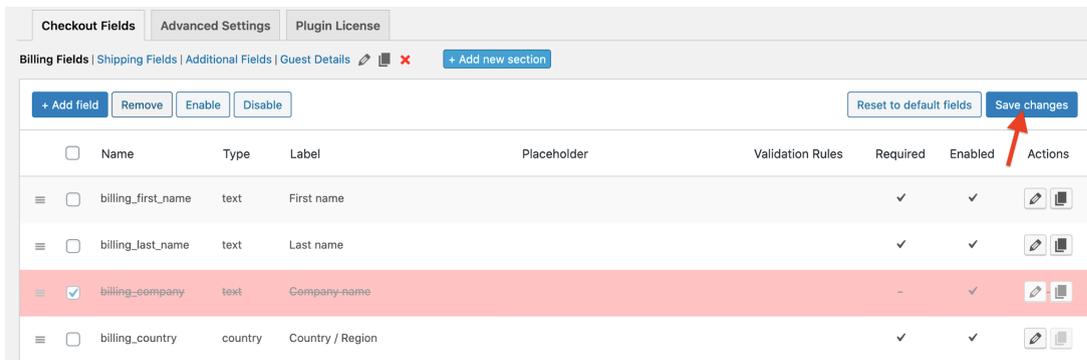
Once a field is deleted it cannot be restored.

To delete a field:

1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Select the fields you want to delete using the check-boxes on the left side of each field.
3. Click on the **Remove** button from the action bar.



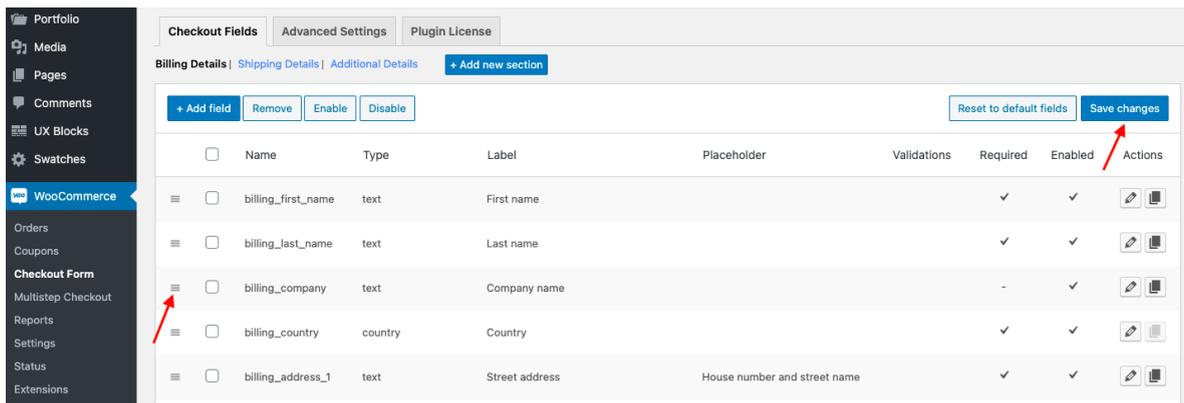
4. The deleted fields will be highlighted with a red color background.
5. Click on the Save changes button to confirm the delete.



### 1.3.9 Rearranging Fields

To rearrange fields:

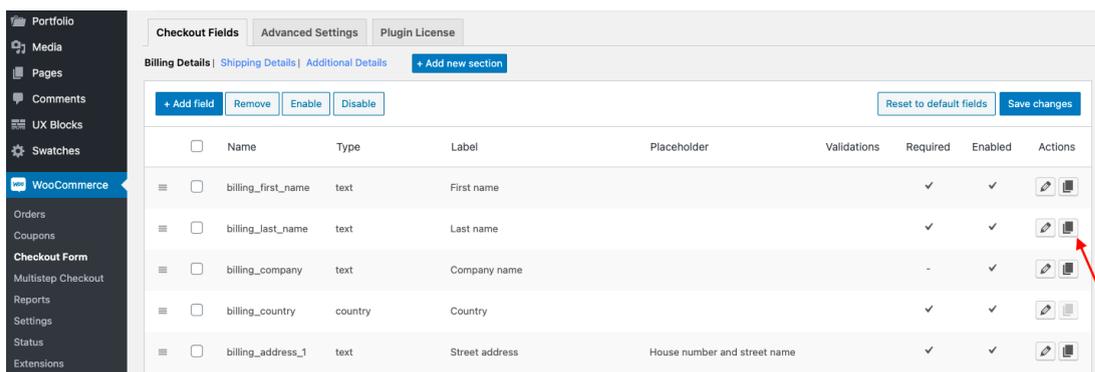
1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Move the field up or down using the move handle at the leftmost side of each field.
3. Once fields are rearranged, click on the **Save changes** button to save the changes.



### 1.3.10 Copy a field (Duplicate field)

This option provides you with an easy way to create a new field by duplicating an existing field. This is helpful when you want to create a new field that is almost similar to an existing one. To duplicate a field:

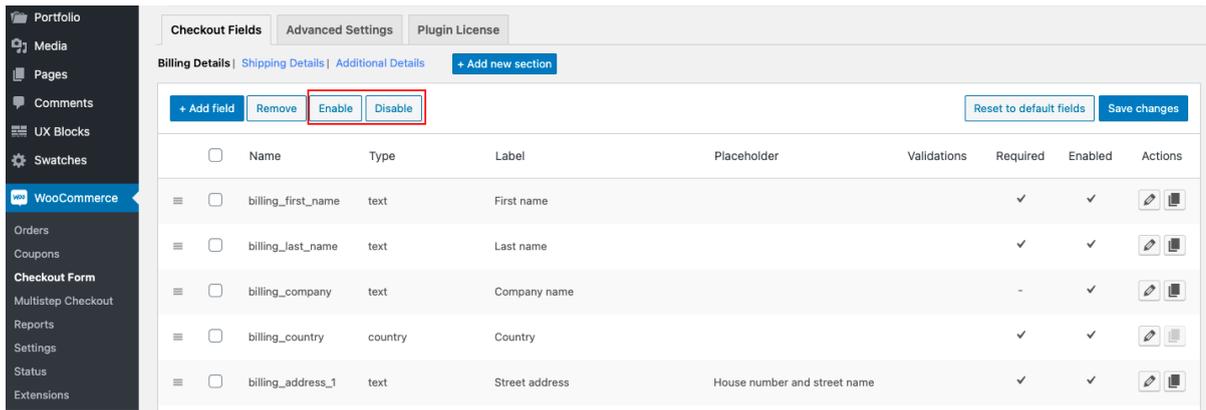
1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Click on the copy icon near the field you want to duplicate.



3. A popup to create a new field will appear with all the property except the field name, filled the same as that of the duplicated field.
4. Enter the new field name, then click on the **Save Field** button to save the changes.

### 1.3.11 Enable/Disable Fields

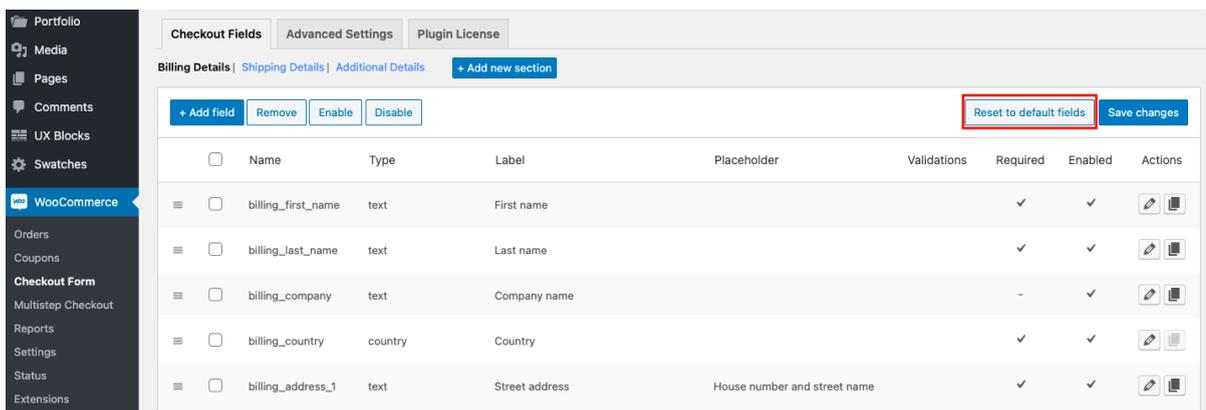
To **Enable** or **Disable** field(s) → **Select field(s)** using the check-boxes at the left side of each field, then click on '**Enable**' or '**Disable**' button. The selected fields will be marked as disabled and shown in a grey background color.



Finally, click on the ‘**Save Changes**’ button to actually enable/disable selected fields.

### 1.3.12 Reset to Default Settings

To revert all changes, click on ‘**Reset to default fields**’ button. Then all your changes will be removed and reset to the WooCommerce default fields set.



### 1.3.13 Overriding a Default Field

When you create a new field with the field name of a default field, the existing field gets replaced by the custom field. All properties of the default field will also get replaced with new properties assigned

## 1.4 Set Display Rules

Display rules are a set of conditions that can be set for sections & fields to control their display on the checkout page. This means you can set certain conditions for showing or hiding fields & sections on the checkout page.

This article will help you to understand display rules settings, and will also explain all the different types of conditions available for setting display rules.

### 1.4.1 General Instructions To Set Display Rules

This section will explain to you the common steps to set display rules.

### To set display rules for checkout fields or sections:

1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Open the field/section property form popup.
  - Click on the **Add Field** button to open the popup form if you are setting display rules for a new field.
  - Click on the **Edit Field** button to open the popup form if you are setting display rules for an existing field.
  - Click on the **Add New Section** button to open the popup form if you are setting display rules for a new section that you are creating.
  - Click on the **Edit Section** button to open the popup form if you are setting display rules for an existing section.
3. Navigate to the **Display Rules** tab from the popup.
4. From this tab, you can define display rules. Here you can see two sets of rules, the first one will be validated before loading the checkout page. And the other one will be validated once the page is loaded. You can add multiple conditions to each rule.
5. Click on the **AND** or **OR** operator button to add multiple conditions and use these operators properly based on your requirement.
6. Once the required conditions are added, click on the **Save Field** button to save the settings.

The screenshot displays the 'New Field' popup form with the 'Display Rules' tab selected. The 'DISPLAY RULES' section contains two rule sets. Each rule set begins with a 'Show' dropdown menu and the text 'field if all below conditions are met.'. The first rule set includes two 'Select an option...' dropdown menus, followed by 'AND' and 'OR' buttons. The second rule set includes a text input field, a 'Select an operator...' dropdown menu, another text input field, and 'AND' and 'OR' buttons. At the bottom right of the popup, there are 'Back', 'Next', and 'Save & Close' buttons.

### 1.4.2 Conditions Based On User Role

Show or hide fields & sections based on user role. Below is the list of conditions available to display fields & sections based on the user role.

1. User role equal to
2. User role not equal to

### Example #1: Show field xyz only for “Shop Manager”

#### New Field

- Basic Info
- Display Styles
- Price Details
- Display Rules**
- Repeat Rules

#### DISPLAY RULES

Show ▾ field if all below conditions are met.

User role equals to ▾ Select an option... ▾ × Shop manager × AND OR ✕

---

Show ▾ field if all below conditions are met.

Click to select field( Select an operator... ▾ AND OR ✕

Back Next Save & Close

### Example #2: Hide field xyz for “Shop Manager” and “Administrator”

#### New Field

- Basic Info
- Display Styles
- Price Details
- Display Rules**
- Repeat Rules

#### DISPLAY RULES

Show ▾ field if all below conditions are met.

User role equals to ▾ Select an option... ▾ × Shop manager × AND OR ✕

OR

User role equals to ▾ Select an option... ▾ × Administrator × AND OR ✕

---

Show ▾ field if all below conditions are met.

Click to select field( Select an operator... ▾ AND OR ✕

Back Next Save & Close

### 1.4.3 Conditions Based On Cart Totals

Show or hide fields & sections based on cart totals. Below is the list of conditions available to display fields & sections based on the cart totals.

1. Cart total equal to
2. Cart total greater than
3. Cart total less than
4. Cart subtotal equal to
5. Cart subtotal greater than
6. Cart subtotal less than

**Example #1:** Show field xyz if the cart total amount is between \$100 & \$500

The screenshot shows the 'New Field' configuration interface. On the left, a sidebar contains navigation options: 'Basic Info', 'Display Styles', 'Price Details', 'Display Rules' (highlighted), and 'Repeat Rules'. The main area is titled 'DISPLAY RULES' and features a 'Show' dropdown set to 'field if all below conditions are met.'. Below this, two conditions are listed in a table-like structure, highlighted with a red border:

Cart total greater than	Select an option...	100	AND	X	
Cart total less than	Select an option...	500	AND	OR	X

Below the conditions, there is another 'Show' dropdown and a 'Click to select field()' input. At the bottom, there are 'Back', 'Next', and 'Save & Close' buttons.

### 1.4.4 Conditions Based On Shipping Weight

The screenshot shows the 'New Field' configuration interface. On the left, a sidebar contains navigation options: 'Basic Info', 'Display Styles', 'Price Details', 'Display Rules' (highlighted), and 'Repeat Rules'. The main area is titled 'DISPLAY RULES' and features a 'Show' dropdown set to 'field if all below conditions are met.'. Below this, a dropdown menu is open, listing various conditions:

- Select an option...
- ✓ Cart contains
- Cart not contains
- Cart only contains
- Cart subtotal equals to
- Cart subtotal greater than
- Cart subtotal less than
- Cart total equals to
- Cart total greater than
- Cart total less than
- Shipping weight equals to
- Shipping weight greater than
- Shipping weight less than
- User role equals to
- User role not equals to

Below the dropdown, there is a 'Shipping Class' dropdown and an 'Enter slug of shipping class' input. At the bottom, there are 'Back', 'Next', and 'Save & Close' buttons.

Show or hide fields & sections based on shipping weight. Below is the list of conditions available to display fields & sections based on the shipping weight.

- Shipping weight less than
- Shipping weight equal to
- Shipping weight greater than

### 1.4.5 Conditions Based On Products & Product Variations

Show or hide fields & sections based on products. Below is the list of conditions available to display fields & sections based on products in the cart.

1. Cart contains
2. Cart not contains
3. Cart only contains

**Example #1:** Show field xyz if cart contains the product **Cap**

The screenshot shows a 'New Field' configuration window with a 'DISPLAY RULES' section. The first rule is configured as follows:

- Show  field if all below conditions are met.
- Condition 1:  Cart contains  Product  Cap(#36)  AND  OR

The second rule is partially visible:

- Show  field if all below conditions are met.
- Condition 1:  Select an operator...

At the bottom of the window are three buttons: 'Back', 'Next', and 'Save & Close'.

### 1.4.6 Conditions Based On Product Categories

Show or hide fields & sections based on product categories. Below is the list of conditions available to display fields & sections based on the categories of the products in the cart.

1. Cart contains
2. Cart not contains
3. Cart only contains

**Example #1:** Show field xyz if the cart contains products only from the category **Hoodies**

The screenshot shows the 'New Field' configuration interface. On the left is a sidebar with navigation options: Basic Info, Display Styles, Price Details, Display Rules (selected), and Repeat Rules. The main area is titled 'DISPLAY RULES' and contains two rule configurations. The first rule is highlighted with a red box and consists of: a 'Show' dropdown, the text 'field if all below conditions are met.', a dropdown menu set to 'Cart only contains', another dropdown menu set to 'Category', a text input field containing 'Hoodies', and buttons for 'AND', 'OR', and a red 'X' to remove the condition. The second rule is partially visible below, showing a 'Show' dropdown, the text 'field if all below conditions are met.', a dropdown menu, a 'Select an operator...' dropdown, and 'AND', 'OR', and 'X' buttons. At the bottom are 'Back', 'Next', and 'Save & Close' buttons.

### 1.4.7 Conditions Based On Product Tags

Show or hide fields & sections based on product tags. Below is the list of conditions available to display fields & sections based on the tags of the products in the cart.

1. Cart contains
2. Cart not contains
3. Cart only contains

**Example #1:** Show field xyz if the cart has a product under the tag **caps**

The screenshot shows the 'New Field' configuration interface. On the left is a sidebar with navigation options: Basic Info, Display Styles, Price Details, Display Rules (selected), and Repeat Rules. The main area is titled 'DISPLAY RULES' and contains two rule configurations. The first rule is highlighted with a red box and consists of: a 'Show' dropdown, the text 'field if all below conditions are met.', a dropdown menu set to 'Cart contains', another dropdown menu set to 'Tag', a text input field containing 'caps', and buttons for 'AND', 'OR', and a red 'X' to remove the condition. The second rule is partially visible below, showing a 'Show' dropdown, the text 'field if all below conditions are met.', a dropdown menu, a 'Select an operator...' dropdown, and 'AND', 'OR', and 'X' buttons. At the bottom are 'Back', 'Next', and 'Save & Close' buttons.

### 1.4.8 Conditions Based On Product Types

Show or hide fields & sections based on product types. Fields or sections would be displayed based the type of product – **Simple / Variable** that is added in the cart.

The screenshot shows the 'New Field' configuration interface. On the left, a sidebar contains navigation options: 'Basic Info', 'Display Styles', 'Price Details', 'Display Rules' (highlighted with a right arrow), and 'Repeat Rules'. The main area is titled 'DISPLAY RULES' and contains two rule configurations. The first rule is active, showing a 'Show' dropdown, the text 'field if all below conditions are met.', a 'Select an option...' dropdown, and a 'Product Type' dropdown. A dropdown menu is open for 'Product Type', listing 'simple' and 'variable'. To the right of the dropdowns are 'AND', 'OR', and 'X' buttons. The second rule is inactive, showing a 'Show' dropdown, the text 'field if all below conditions are met.', and a 'Select an operator...' dropdown. At the bottom right, there are 'Back', 'Next', and 'Save & Close' buttons.

### 1.4.9 Conditions Based On Shipping Class

Show or hide fields & sections based on shipping class.

The screenshot shows the 'New Field' configuration interface. On the left, a sidebar contains navigation options: 'Basic Info', 'Display Styles', 'Price Details', 'Display Rules' (highlighted with a right arrow), and 'Repeat Rules'. The main area is titled 'DISPLAY RULES' and contains two rule configurations. The first rule is active, showing a 'Show' dropdown, the text 'field if all below conditions are met.', a 'Cart contains' dropdown, a 'Shipping Class' dropdown, and a text input field 'Enter slug of shipping class'. To the right of the dropdowns and text field are 'AND', 'OR', and 'X' buttons. The second rule is inactive, showing a 'Show' dropdown, the text 'field if all below conditions are met.', and a 'Select an operator...' dropdown. At the bottom right, there are 'Back', 'Next', and 'Save & Close' buttons.

### 1.4.10 Conditions Based On Other Field's Value

This option allows you to set conditions based on other field's value. Below is the list of conditions available to display fields & sections based on other fields' value.

1. Is empty
2. Is not empty
3. Value equals to
4. Value not equals to
5. Value in
6. Contains
7. Not contains
8. Value greater than
9. Value less than
10. Value starts with
11. Value not starts with
12. Date equals to
13. Date not equals to
14. Date after
15. Date before
16. Day equals to
17. Day not equals to
18. Is checked
19. Is not checked
20. Match expression

### 1.4.11 Conditions Based On Input Fields (Text, Hidden, Password, and Textarea)

Follow the below steps for the field types like text, textarea, password, and hidden.

**New Field**

- Basic Info
- Display Styles
- Price Details
- Display Rules**
- Repeat Rules

**DISPLAY RULES**

Show  field if all below conditions are met.

Select an option... Select an option... AND OR X

Show  field if all below conditions are met.

Is not empty  AND OR X

Back Next Save & Close

1. Choose the **Show/Hide** option from the drop-down to display/hide the specific field.
2. From the Select field textbox, choose a specific field based on which the rule needs to be set.
3. Select the required condition from the next drop-down.
4. Provide the conditional data that should be satisfied for that particular field.
5. Save the changes made.

### 1.4.12 Conditions Based On Option Value

For Select and Radio

The screenshot shows the 'Edit Field' configuration window. On the left is a sidebar with navigation options: 'Basic Info', 'Display Styles', 'Price Details', 'Display Rules' (selected), and 'Repeat Rules'. The main area is titled 'DISPLAY RULES' and contains two rule configurations. Each rule starts with a 'Show' dropdown and the text 'field if all below conditions are met.'. The first rule has two empty 'Select an option...' dropdowns followed by 'AND' and 'OR' buttons. The second rule has a 'State (billing\_state)' field, a 'Value equals to' dropdown, and an input field containing 'New York', followed by 'AND' and 'OR' buttons. At the bottom right, there are 'Back', 'Next', and 'Save & Close' buttons.

1. Choose **Show/Hide** option from the drop-down to display/hide the specific field.
2. From the Select box, pick the specific field based on which the rule has to be set.
3. Choose the required condition from the next drop-down.
4. Enter the **option value** in the input field at the right.
5. Use the **OR** function to set condition rules based on more than one option text.
6. Save the changes made.

### 1.4.13 Based On The Checkbox

Set display rules using the option 'Is checked/ Is not checked'. Follow the below steps to set a conditional field based on a checkbox

**Edit Field**

- Basic Info
- Display Styles
- Price Details
- Display Rules**
- Repeat Rules

**DISPLAY RULES**

Show ▾ field if all below conditions are met.

Select an option... ▾ Select an option... ▾ [AND] [OR] ✕

---

Show ▾ field if all below conditions are met.

✕ Quantity (qty) × Is checked ▾ [AND] [OR] ✕

[Back] [Next] [Save & Close]

1. Choose **Show/Hide** from the drop-down to display or hide the field.
2. From the Select box, pick the Checkbox field based on which the rule has to be set.
3. Select the required condition **Is Checked/Is not checked** from the drop-down in the middle.
4. Save the changes made.

#### 1.4.14 Based On The Checkbox Group & Multi-Select

**Edit Field**

- Basic Info
- Display Styles
- Price Details
- Display Rules**
- Repeat Rules

**DISPLAY RULES**

Show ▾ field if all below conditions are met.

Select an option... ▾ Select an option... ▾ [AND] [OR] ✕

---

Show ▾ field if all below conditions are met.

✕ Quantity (qty) × Value equals to ▾ A [AND] [OR] ✕

OR

✕ Quantity (qty) × Value equals to ▾ B [AND] [OR] ✕

[Back] [Next] [Save & Close]

1. Choose **Show/Hide** from the drop-down to display or hide the field.
2. From the Select box, pick the field based on which the rule has to be set.
3. Select a suitable condition from the drop-down in the middle.
4. Enter the option value which needs to be satisfied for the field (Enter the value in the final input field.)
5. Use the **OR** function to set condition rules based on more than one option text.
6. Save the changes made.

### 1.4.15 Conditions Based On Date Picker

To set a rule based on the Date picker field type,

1. Insert the date in the format '**DD/MM/YYYY**'.
2. From the Select box, pick the field based on which the rule has to be set.
3. Choose the required condition from the dropdown like '**Day equals to/Day not equals to**'.
4. For setting a rule based on the day of a week enter the input values as the first three letters of the day after choosing the condition. (Example: MON instead of Monday).

**Note:** The date format set for the field/section in the field properties will not be validated while setting as the rule.

### 1.4.16 Conditions For Country Field

Setting display rules for the Country field is exactly the same as for other checkout fields. But this option is disabled by default, you have to enable it first.

To enable display rules for Country field:

1. Navigate to **Advanced Settings** tab.
2. Head to **Other Settings** section.
3. Check the box **Enable display of Country field based on Conditional rules**.

### Other Settings

---

- Enable display of Country field based on Conditional rules.
- Enable display of State/ Province field based on Conditional rules.
- Enable conditional rules based on Country selected.
- Enable conditional rules based on Payment & Shipping methods.
- Enable conditional rules for review panel.
- Disable "Enhanced Select(Select2)" for select fields.
- Enable Zapier support.
- Wrap custom sections with div.
- Enable Heading/Label field display in emails.

[Save changes](#) [Reset to default](#)

#### 1.4.17 Conditions For The State Field

Setting display rules for the State/ Province field is exactly the same as for other checkout fields. But this option is disabled by default, you have to enable it first.

To enable display rules for the State/ Province field:

1. Navigate to **Advanced Settings** tab.
2. Head to **Other Settings** section.
3. Check the box **Enable display of State/ Province field based on Conditional rules**.

### Other Settings

- Enable display of Country field based on Conditional rules.
- Enable display of State/ Province field based on Conditional rules.
- Enable conditional rules based on Country selected.
- Enable conditional rules based on Payment & Shipping methods.
- Enable conditional rules for review panel.
- Disable "Enhanced Select(Select2)" for select fields.
- Enable Zapier support.
- Wrap custom sections with div.
- Enable Heading/Label field display in emails.

Save changes

Reset to default

### 1.4.18 Conditions Based On The Country Field

Show or hide fields & sections based on the country field value. Below is the list of conditions available to display fields & sections based on the country field value.

1. Value equals to
2. Value not equals to

The option to set conditions based on Country Field value is disabled by default. To enable this option:

1. Navigate to **Advanced Settings** tab.
2. Head to **Other Settings** section.
3. Check the box **Enable conditional rules based on Country selected**.

### Other Settings

- Enable display of Country field based on Conditional rules.
- Enable display of State/ Province field based on Conditional rules.
- Enable conditional rules based on Country selected.
- Enable conditional rules based on Payment & Shipping methods.
- Enable conditional rules for review panel.
- Disable "Enhanced Select(Select2)" for select fields.
- Enable Zapier support.
- Wrap custom sections with div.
- Enable Heading/Label field display in emails.

Save changes

Reset to default

Note: Use the two-letter Country Code instead of Country Name for the conditions (Example: Use US for United States of America)

**Example #1: Show field xyz only for United States of America (US)**

The screenshot shows the 'New Field' configuration interface. On the left is a sidebar with options: Basic Info, Display Styles, Price Details, Display Rules (selected), and Repeat Rules. The main area is titled 'DISPLAY RULES' and contains two rule configurations. Each rule starts with a 'Show' dropdown and the text 'field if all below conditions are met.'. The first rule has two empty 'Select an option...' dropdowns followed by 'AND OR X' buttons. The second rule has a dropdown menu with 'Country (billing\_country)' selected, followed by a 'Value equals to' dropdown and a text input field containing 'US'. This second rule's configuration is highlighted with a red border. At the bottom right, there are 'Back', 'Next', and 'Save & Close' buttons.

### 1.4.19 Conditions Based On Payment & Shipping Methods

Show or hide fields & sections based on payment & shipping methods. Below is the list of conditions available to display fields & sections based on payment & shipping methods.

1. Value equals to
2. Value not equals to

The option to set conditions based on Payment & Shipping method is disabled by default. To enable this option:

1. Navigate to **Advanced Settings** tab.
2. Head to **Other Settings** section.
3. Check the box **Enable conditional rules based on Payment & Shipping methods**.

## Other Settings

- Enable display of Country field based on Conditional rules.
- Enable display of State/ Province field based on Conditional rules.
- Enable conditional rules based on Country selected.
- Enable conditional rules based on Payment & Shipping methods.
- Enable conditional rules for review panel.
- Disable "Enhanced Select(Select2)" for select fields.
- Enable Zapier support.
- Wrap custom sections with div.
- Enable Heading/Label field display in emails.

Save changes

Reset to default

### Example #1: Show field xyz only if the selected shipping method is **Free Shipping**

#### New Field

- Basic Info
- Display Rules**
- Repeat Rules

#### DISPLAY RULES

Show field if all below conditions are met.

Select an option... Select an option... AND OR

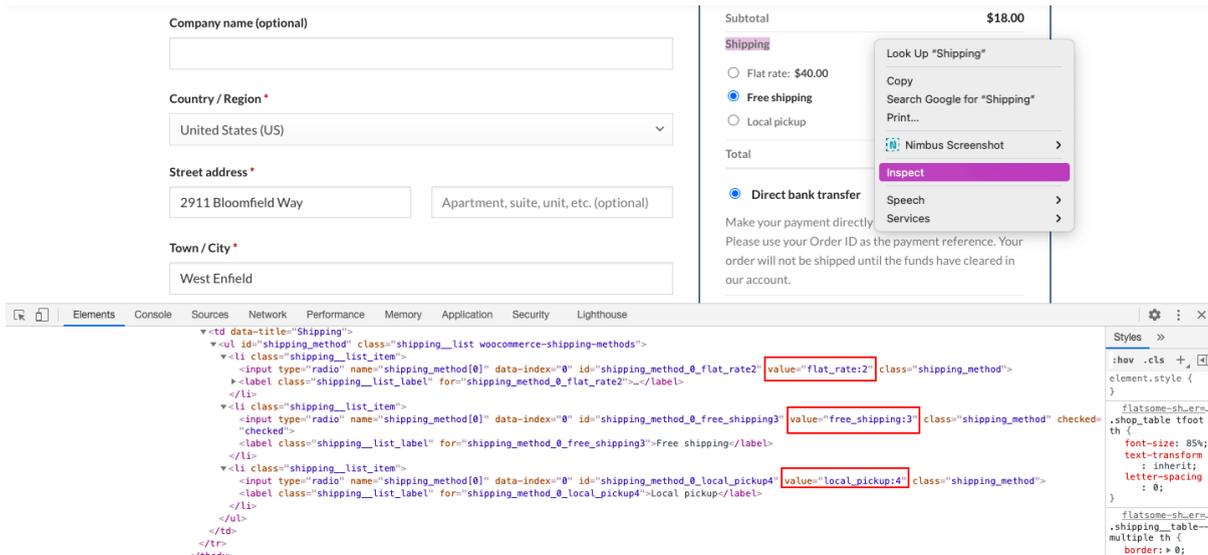
---

Show field if all below conditions are met.

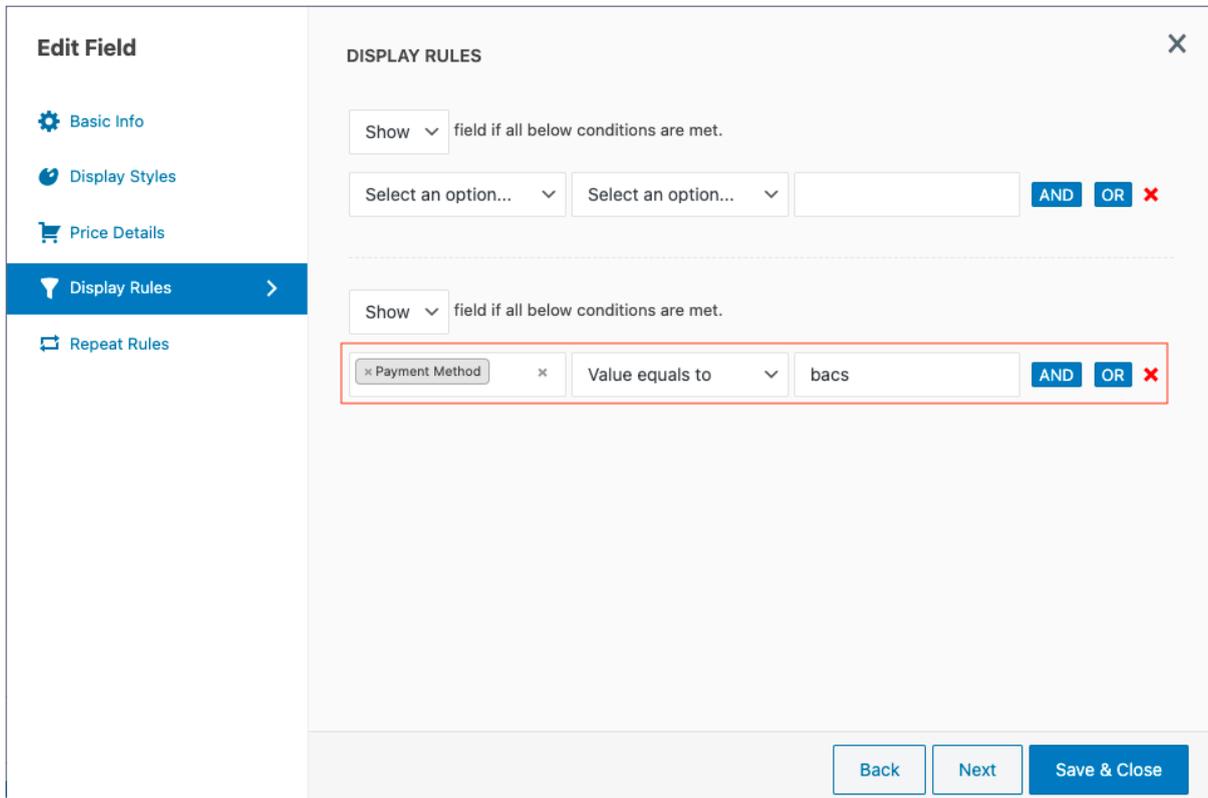
Shipping Method Value equals to free\_shipping:3 AND OR

Back Next Save & Close

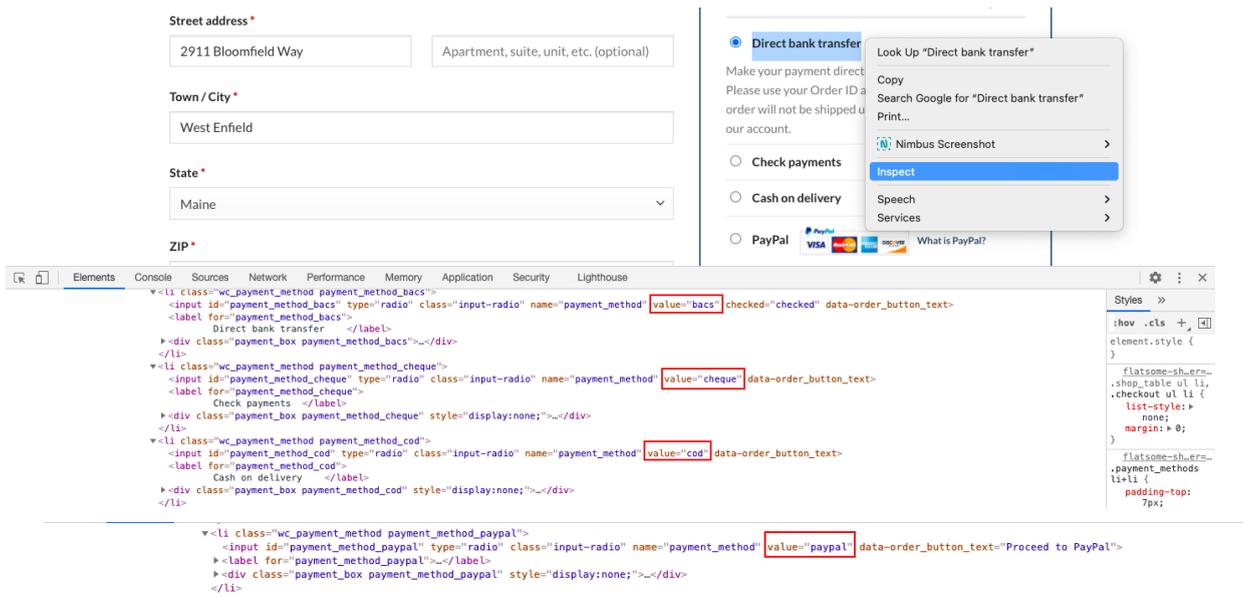
Tip: You can inspect the page and point on the required payment method or shipping method to find its corresponding value in the source code.



## Example # 2: Show field xyz only if the selected payment method is Direct Bank Transfer



**Tip:** You can inspect the page and point on the required payment method or shipping method to find its corresponding value in the source code.



## 1.4.20 Custom Conditions

When the above said out of the box options are not enough to set your required conditions, don't worry you can set your own conditions using below hooks.  
Filter hook to set custom display rules for checkout fields.

```
apply_filters('thwcf_checkout_show_field', $show, $field_name);
```

Filter hook to set custom display rules for custom checkout sections.

```
apply_filters('thwcf_checkout_show_section', $show, $section_name);
```

## 1.5 Set Repeat Rules

Repeat Rules are useful when you want to repeat a section or a field based on a certain property of the checkout page. The property value will be used to determine how many times the section or field should be repeated. The property value should resolve to a number.

You can repeat section & fields based on:

- Product quantity
- Cart count

### 1.5.1 General Instructions To Set Repeat Rules

This section will explain the common steps to set repeat rules.

To set repeat rules:

1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Open the field/section property form popup.
  - Click on the **Add Field** button to open the popup form if you are setting repeat rules for a new field.
  - Click on the **Edit Field** button to open the popup form if you are setting repeat rules for an existing field.
  - Click on the **Add New Section** button to open the popup form if you are setting repeat rules for a new section that you are creating.
  - Click on the **Edit Section** button to open the popup form if you are setting repeat rules for an existing section.
3. Navigate to the **Repeat Rules** tab from the popup.
4. From this tab, you can define repeat rules.
5. Once the repeat rule is set, click on the **Save & Close** button to save the settings.

**New Field**

- Basic Info
- Display Styles
- Price Details
- Display Rules
- Repeat Rules**

**REPEAT RULES**

Repeat field for: Select an option... [dropdown]

Name Suffix: Number [dropdown]

Label Suffix: Number [dropdown]

Start indexing from parent

Back Next Save & Close

### 1.5.2 Repeat Rule Based On Cart Quantity

Repeat field or section N number of times, where N is the cart quantity.

The screenshot shows a configuration window titled 'REPEAT RULES' with a close button (X) in the top right corner. On the left, a sidebar labeled 'New Field' contains a menu with options: 'Basic Info', 'Display Styles', 'Price Details', 'Display Rules', and 'Repeat Rules' (which is highlighted in blue with a right-pointing arrow). The main area of the window contains the following settings:

- Repeat field for:** A dropdown menu set to 'Cart count' and an adjacent empty text input field.
- Name Suffix:** A dropdown menu set to 'Number'.
- Label Suffix:** A dropdown menu set to 'Number'.
- Start indexing from parent

At the bottom right of the window, there are three buttons: 'Back', 'Next', and 'Save & Close'.

### 1.5.3 Repeat Rule Based On Product Quantity

Repeat field or section N number of times, where N is the quantity of a particular product

The screenshot shows a configuration window titled 'REPEAT RULES' with a close button (X) in the top right corner. On the left, a sidebar labeled 'New Field' contains a menu with options: 'Basic Info', 'Display Styles', 'Price Details', 'Display Rules', and 'Repeat Rules' (which is highlighted in blue with a right-pointing arrow). The main area of the window contains the following settings:

- Repeat field for:** A dropdown menu set to 'Product quantity' and a text input field containing 'Cap(#18)' with a small 'x' icon and a dropdown arrow to its right.
- Name Suffix:** A dropdown menu set to 'Number'.
- Label Suffix:** A dropdown menu set to 'Alphabet'.
- Start indexing from parent

At the bottom right of the window, there are three buttons: 'Back', 'Next', and 'Save & Close'.

## 1.5.4 Advanced Settings

**Note:** Enable/Disable the below options based on your needs while setting up repeat rules for the default and custom sections.

The screenshot shows the 'REPEAT RULES' configuration interface. On the left, a sidebar under 'New Section' lists 'Basic Info', 'Display Styles', 'Display Rules', and 'Repeat Rules' (which is highlighted). The main panel is titled 'REPEAT RULES' and contains the following settings:

- Repeat section for:** Two dropdown menus. The first is set to 'Product quantity' and the second to 'Beanie with Logo(#33)'. The second dropdown has a multiplier 'x' and a small downward arrow.
- Name Suffix:** A dropdown menu set to 'Number'.
- Label Suffix:** A dropdown menu set to 'Number'.
- Start indexing from parent:** An unchecked checkbox.
- Inherit Cart & User based display rules:** A checked checkbox.
- Inherit Fields based display rules:** A checked checkbox.
- Adjust display rules based on fields in same section:** A checked checkbox.

At the bottom of the window, there are three buttons: 'Back', 'Next', and 'Save & Close'.

**Start indexing from parent:** Enable the option to start the index from the parent section.

**Inherit Cart & User based display rules:** By default, this feature is enabled. It applies the Cart & User based display rules of the parent section to all the repeated sections.

If the feature is not needed, disable this behavior by unchecking the checkbox.

**Inherit Fields based display rules:** It inherits the field-based display rules of the parent section to all the repeated sections. Enable or disable the feature based on your needs.

For example, a travel agency only needs to display the passport number textbox if the customer's age is eighteen or above. Once the feature is enabled, it displays the passport textbox based on the field value and gets repeated in the required areas.

**Adjust display rules based on fields in the same section:** To set rules based on the fields of that particular section.

For example, a travel agency has three customers of different age groups. If one among them is below eighteen, he/she does not need to display a passport field. Here, the rules can be set based on the field value of each customer.

## 1.6 Price Fields & Types

### 1.6.1 Price Fields

This option allows you to set a price for your checkout fields, and this price will be added to the order total based on the field value. This feature is useful when you want to collect an additional fee for your additional services.

#### 1.6.2 To set price for a field:

1. Navigate to the **WooCommerce** → **Checkout Form** → **Checkout Fields** page.
2. Open the field property form popup.
  - Click on the **Add Field** button to open the popup form if you are setting the price for a new field.
  - Click on the **Edit Field** button to open the popup form if you are setting the price for an existing field.
3. Enter the price info such as *Price*, *Price Type*, *Taxable*, *Tax Class* for the field.

The screenshot shows a 'New Field' popup window with a sidebar on the left and a main content area. The sidebar contains five menu items: 'Basic Info', 'Display Styles', 'Price Details' (highlighted with a blue bar and a right-pointing arrow), 'Display Rules', and 'Repeat Rules'. The main content area is titled 'PRICE DETAILS' and contains four form fields: 'Price Type' (a dropdown menu with 'Fixed' selected), 'Price' (a text input field with 'Price' entered), 'Taxable' (a dropdown menu with 'No' selected), and 'Tax Class' (a dropdown menu with 'Standard' selected). At the bottom right of the popup, there are three buttons: 'Back', 'Next', and 'Save & Close'.

4. Click on the Save Field button to save the settings.

### 1.6.3 Price Types

The custom fields in the checkout form now have a **Price** option that lets you choose the price type for the corresponding field.

The changes on the subtotal amount depend on the chosen price type and the product price.

#### 1.6.4 The available price types are:

1. **Fixed:** To add a predefined price to the total amount.
2. **Custom:** The shopper can enter a specific amount and it gets added to their subtotal. It helps them to add donations or contribute to any other charitable services.
3. **Percentage of Cart Contents Total:** A specific percentage of the cart total gets added to the total amount.
4. **Percentage of Subtotal:** A specific percentage of the subtotal gets added with the whole amount.
5. **Percentage of Subtotal Ex Tax:** A specific percentage of the subtotal can be added by excluding the tax amount.
6. **Dynamic:** You can set a price based on individual units. Here, the total price will be calculated as per the number of units purchased by the shopper.

## 1.7 User Meta Fields

This property lets you save the custom-created fields and the corresponding value to the user meta table. Hence, the custom field will be available on the user profile page, and the users can quickly edit the values from there.

The **User Meta Data** is the information directly related to the users like date of birth, permanent address, Email Id, and much more. In most cases, these details will be similar in every order.

**New Field**

- Basic Info
- Display Styles
- Price Details
- Display Rules
- Repeat Rules

**BASIC DETAILS**

Field Type: Text

Name: test\_field\_1

Label: Test Field 1

Description:

Default Value:

Placeholder:

Max. Length:

Validations:

Required  
 Enabled  
 Order Meta Data  
 User Meta Data

Back Next Save & Close

User meta fields will be saved in the wp\_usermeta table as User Meta Data, and it will be displayed in multiple places. Custom user field values can be updated from the user profile page. To create User meta fields, you must select the checkbox 'User MetaData.' Billing and Shipping's custom fields will be displayed on **My Account page** → **Addresses** → **Corresponding Address**(Billing or Shipping).

The custom fields created in the Additional info section and in the custom sections will be displayed at **the My Account** → **Account details tab**.

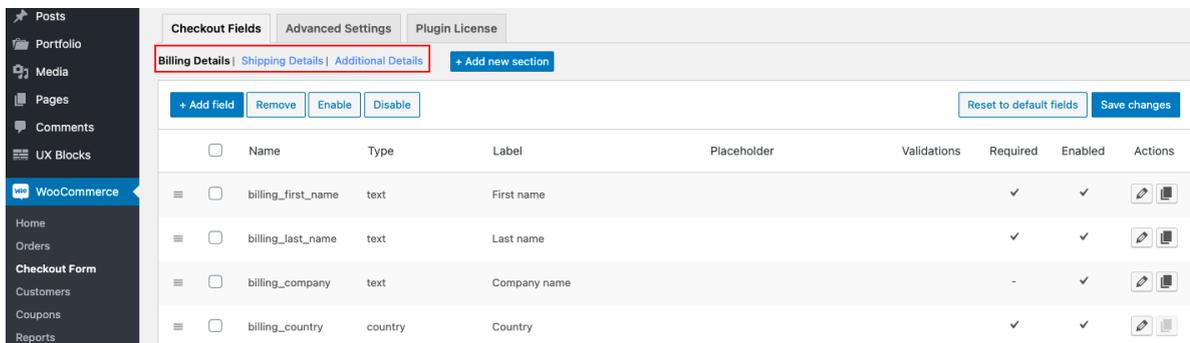
## 1.8 Time Picker Settings

This article explains the steps to add a Time Picker in the WooCommerce Checkout page by correctly configuring the WooCommerce Checkout Field Editor plugin. A Time picker is a dropdown list with time slots listed at a defined interval. This input field helps users to choose time for delivery, appointment, etc. Once WooCommerce Checkout Field Editor is installed and activated, you can access the plugin settings page via **WooCommerce > Checkout Form**.

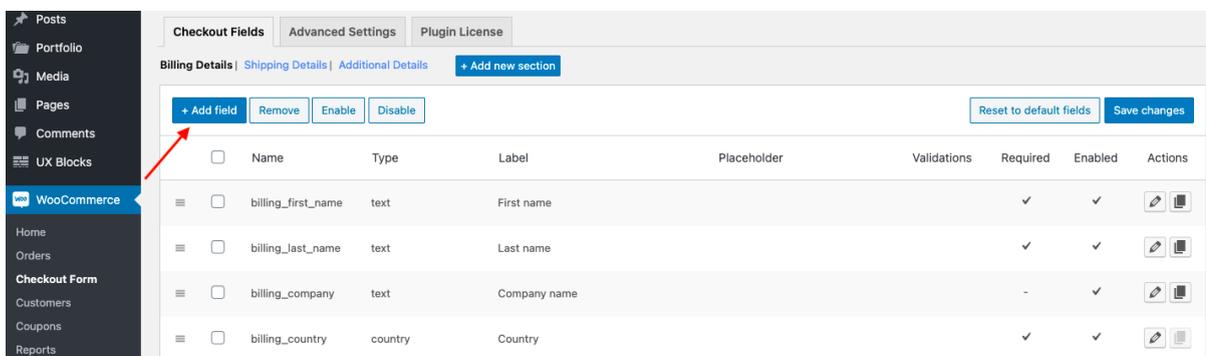
After making changes in the plugin setting, always click on the '**Save Changes**' button to save those changes.

### 1.8.1 Add New Time Picker Field

To add a new Time Picker field, first go to one of the sections (**Billing, Shipping, Additional Details**, or your custom section) where you want to add the field.



Then, click the 'Add Field' button.



It will open a popup form where you need to select **Time Picker** from the **Field Type** select box. Fill the name for the field and other properties in the form and click on the 'Add New Field' button. Finally, click on the 'Save Changes' button so that the new changes take effect.

#### Properties specific to the field type **Timepicker**

<b>Linked Date</b>	To link the Timepicker field to the Date Picker field, enter the field name of the date picker field in the Linked Date field. The time picker will display the time slots according to the chosen date of the linked Date Picker. If a day less than the current date is picked from the Date Picker, none of the time slots will be active to choose from. Similarly, while a day after the current date is picked from the Date Picker, all the time slots will be active.
<b>Min. Time</b>	The starting time in the list. ex: 9:00 AM.
<b>Max. Time</b>	The end time available in the list. ex: 7:00 PM.
<b>Start Time</b>	Minimum time needed to choose the next time slot. For example, if you require a minimum 2 hour and 30 minutes to

	prepare, pack & deliver the order placed by your customers, then you can set the Start Time as 2h 30m so the customer will only be able to select a time which is after 2h 30m from now.
<b>Time Step</b>	The interval which splits the time between the starting and ending time. In minutes, ex: 30.
<b>Time Format</b>	Choose between a 12 hour or 24 hours format.

Once you configure the Time Picker field you will see the field in WooCommerce checkout page as shown below,

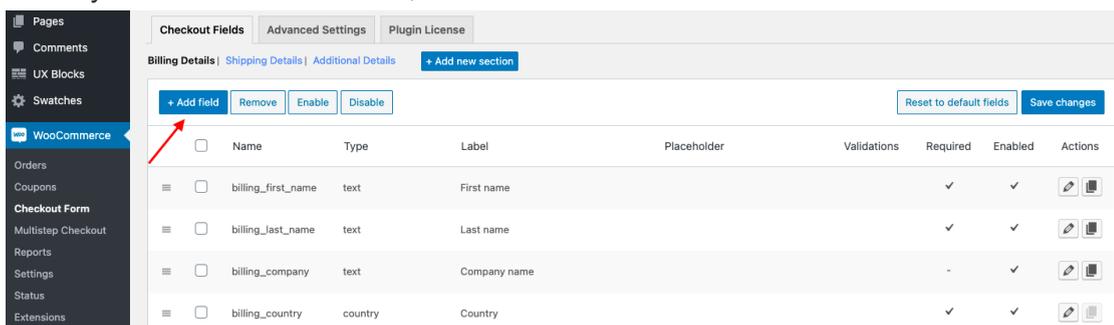
### Booking Time \*

## 1.9 Date Picker Settings

This article explains the steps to add a **Date Picker in the WooCommerce Checkout page** by correctly configuring WooCommerce Checkout Field Editor plugin. Using this plugin you can customize WooCommerce checkout fields.

### 1.9.1 Add New Date Picker Field

To add a new Date Picker field, first go to one of the sections (**Billing, Shipping, Additional**) where you want to add the field, and then click the '**Add Field**' button.



It will open a popup form where you need to select **Date Picker** from the **Field Type** select box. Fill the name for the field and other properties in the form and click on the 'Add New Field' button. Finally, click on the '**Save Changes**' button so that the new changes take effect.

Properties specific to the field type **Datepicker**

Date Format	<p>Define the date format accepted for this field. The default format is dd/mm/yy. You can edit this format and rewrite it according to your requirements. These are the other general time formats you can use:</p> <ul style="list-style-type: none"> <li>● International – mm/dd/yy</li> <li>● Medium – d MM, y</li> <li>● ISO 8601 – yyyy-mm-dd</li> <li>● Short – d M, y</li> <li>● Full – DD, d MM, yy</li> <li>● With Text – 'Day' d 'of' MM 'in the year' yy</li> </ul>
Default Date	<p>Set default date to be displayed. Specify the date in the format specified in the Date Format property. You may also specify the number of days to be offset from today (e.g. +7) or a string of values and periods ('y' for years, 'm' for months, 'w' for weeks, 'd' for days, e.g. '+1m +7d'), or leave empty if you don't want to set a minimum limit.</p>
Min. Date	<p>The date picker calendar will only show dates starting from the date set in this field. Specify the date in the format yyyy-mm-dd. You may also specify the number of days to be offset from today (e.g. -7) or a string of values and periods ('y' for years, 'm' for months, 'w' for weeks, 'd' for days, e.g. '-1m -7d'), or leave empty for today.</p>
Max. Date	<p>The calendar will only show dates up to the date set in this field. Specify the date in the format yyyy-mm-dd. You may also specify the number of days from today (e.g. +7) or a string of values and periods ('y' for years, 'm' for months, 'w' for weeks, 'd' for days, e.g. '+1m +7d'), or leave empty if you don't want to set a maximum limit.</p>
Year Range	<p>This defines the range of years displayed in the year drop-down of the date picker calendar. The format is "from year: to year". You can set the range in different ways as explained below:</p> <ul style="list-style-type: none"> <li>● Relative to current year ('-nn:+nn'): e.g. -5:+3 . If the current year is 2016, the dropdown will show years from 2011 till 2019.</li> </ul>

	<ul style="list-style-type: none"> <li>• Relative to the currently selected year('c-nn:c+nn'): e.g. c-5:c+3. If the year of the selected date is 2017, the dropdown will show years from 2012 till 2020.</li> <li>• Absolute values('nnnn:nnnn'): e.g. 1900:2018. The dropdown will show years from 1900 till 2018.</li> <li>• Combinations of above formats('nnnn:+nn','-nn:c+nn',etc.. ): e.g. 2012:+3. The dropdown will show years from 2012 till 2019 if the current year is 2016. eg -5:c+3. The dropdown will show years from 2011 till 2020 if the current year is 2016 and the selected date is in the year 2017. Note that this option only affects what appears in the year drop-down on the calendar popup. To restrict which dates may be selected from the calendar, use Min. Date and/or Max. Date properties.</li> </ul>
Number Of Months	The number of months to show at once on the date picker calendar.
Disabled Days	Select the days of the week that need to be disabled on the calendar. For example, you may want to disable Saturdays and Sundays on the calendar.
Disabled Dates	Enter dates that need to be disabled on the calendar in yyyy-mm-dd format separated by commas for multiple dates. This is useful if you want to disable specific days such as holidays. Ensure the dates are provided in the correct format. If you want to disable 17th January 2017 and 23rd March 2017 in the date picker you can fill this field with the value 2017-01-17,2017-03-23.

### 1.9.2 How To Disable Specific Days In Date-Picker

You can disable specific days from the calendar using the **Disabled Days** option in the field settings form. Choose the days that need to be disabled on the calendar from the **Disabled Days** multi-select drop-down. This is useful if you want to disable specific days such as Saturdays and Sundays. For example, if you want to disable Saturdays and Sundays in the date picker you can choose these days from the drop-down options.

### 1.9.3 How To Disable Specific Dates In Date-Picker

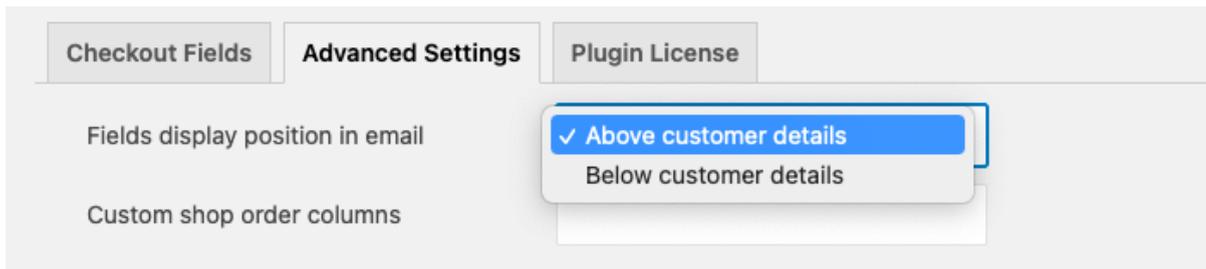
You can disable specific dates from the calendar using the *"Disabled Dates"* option in the field settings form. Enter dates that need to be disabled on the calendar in **yyyy-mm-dd** format separated by commas for multiple dates. This is useful if you want to disable specific days such as holidays. Ensure the dates are provided in the correct format. For example, if you want to disable

3rd March 2017(Mother's Day) and 25th December 2017(Christmas Day) in the date picker you can fill this field with the value **2017-03-03,2017-12-25**.

## 1.10 Display Custom Fields

### 1.10.1 Display Custom Fields in Emails

Any field can be chosen to display in an email by enabling Display in **Admin emails/Display in Customer emails** checkboxes in field properties. The fields can be displayed either above or below the customer details. For changing the display position:

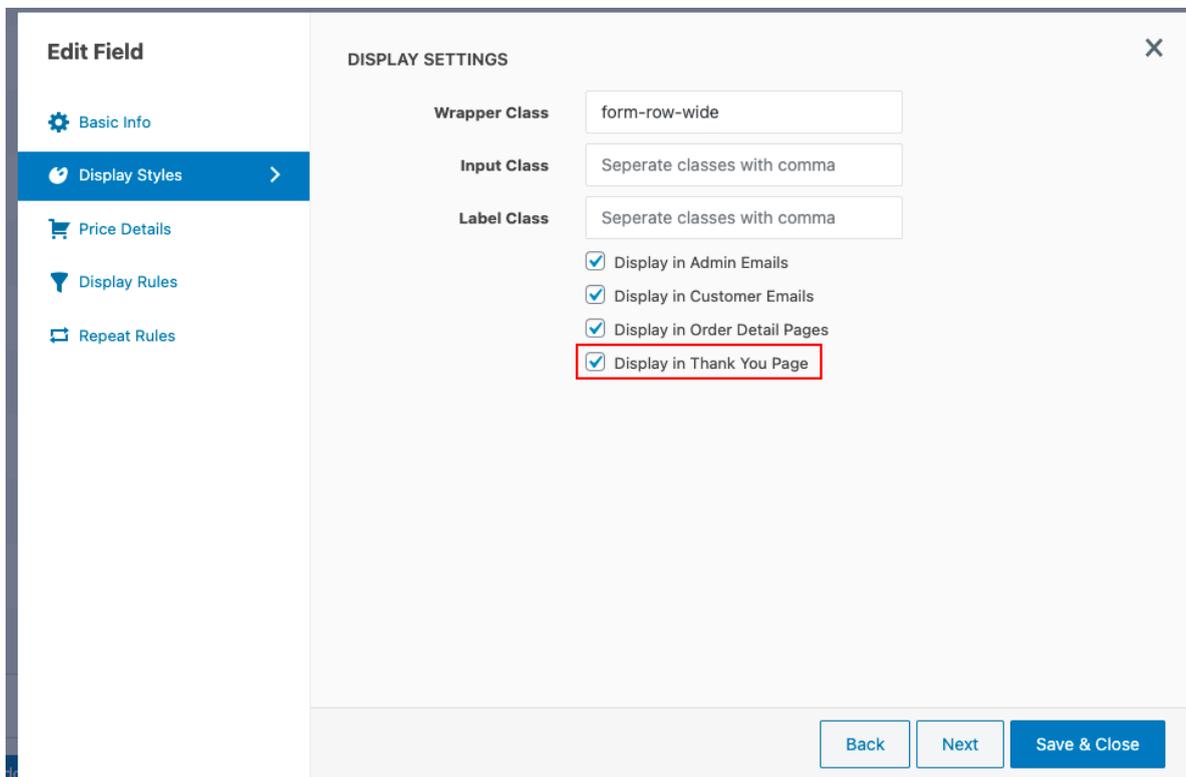


1. Go to **Checkout Form** → **Advanced Settings**.
2. From the Fields display position in the email, choose the position you require.
3. **Save** the changes.

### 1.10.2 Display Custom Fields In Order Thank You Page

You can display the custom created fields on the **Thank You** page.

Follow the below steps to display custom fields on the Order Thank You page:



1. Navigate to **Checkout Form > Checkout Fields**.
2. Click Add/ Edit field to open the Add/Edit field pop-up.
3. Go to **Display Styles**.
4. Enable the option **Display in Thank You Page**.
5. **Save** the changes made.

### 1.10.3 Display Custom Fields On My Account Page

In order to display the Custom fields in the My Account page, enable the option **User Meta Data**. The custom fields of Billing and Shipping will be displayed on the My Account page → Addresses → Corresponding Address page(Billing or Shipping). The custom fields created in the Additional info section and in the custom sections will be displayed at the My Account → Account details tab. Steps to enable the display of the Custom fields at the My Account page:

The screenshot shows the 'New Field' configuration interface. On the left is a sidebar with navigation options: 'Basic Info' (selected), 'Display Styles', 'Price Details', 'Display Rules', and 'Repeat Rules'. The main area is titled 'BASIC DETAILS' and contains the following fields and options:

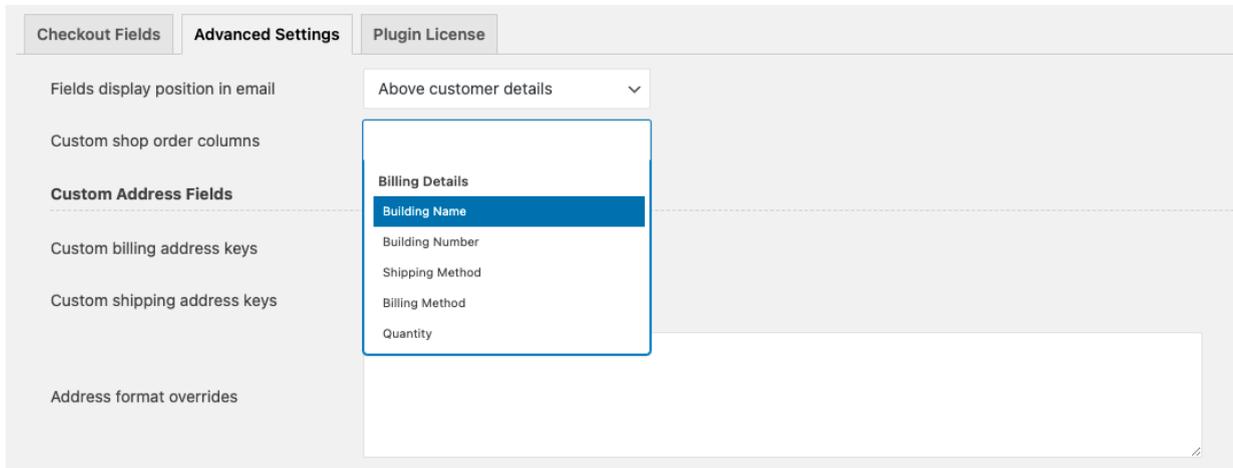
- Field Type**: Text (dropdown menu)
- Name**: test\_field\_1 (text input)
- Label**: Test Field 1 (text input)
- Description**: (empty text input)
- Default Value**: (empty text input)
- Placeholder**: (empty text input)
- Max. Length**: (empty text input with a help icon)
- Validations**: (empty text input)
- Required
- Enabled
- Order Meta Data
- User Meta Data (highlighted with a red box)

At the bottom right, there are three buttons: 'Back', 'Next', and 'Save & Close'.

1. Navigate Dashboard → **WooCommerce** → **Checkout Form**.
2. Click **Add/ Edit** field to open the Add/Edit field pop-up.
3. Go to **Basic Info**.
4. Enable the option **User MetaData**.
5. **Save** the changes.

### 1.10.4 Display Fields In Order Table Column

Any custom fields and their values can be chosen to display as a column in the Orders tab in the WooCommerce dashboard. For this,



1. Go to **Checkout Form** → **Advanced Settings**.
2. In the Custom shop order columns field, click and choose whichever fields you need to display as columns in Orders.
3. **Save** the changes.

## 2. Advanced Settings

### 2.1 Include New Fields in Address Format?

By default, billing and shipping addresses are displayed as formatted by WooCommerce. This address format may be different for each country and it displays only default address fields. In addition to these default address fields, you can also display your custom fields which were created using WooCommerce Checkout Field Editor Pro plugin.

Please follow the below steps to include custom address fields in address display,

1. Navigate to **WooCommerce > Checkout Form > Advanced Settings**.
2. Choose the custom billing fields that you want to include in the billing address display from **Custom billing address keys** drop-down list.

Custom Address Fields

Custom billing address keys

Custom shipping address keys

Address format overrides

```
default=>
{name}\n{company}\n{building_name_billing}\n{building_no_billing}\n{address_1}\n{building_name_shipping}\n
{building_no_shipping}\n{address_2}\n{city}\n{state}\n{postcode}\n{country}|IN=>
{name}\n{company}\n{building_name_billing}\n{building_no_billing}\n{building_name_shipping}\n{building_no
_shipping}\n{address_1}\n{address_2}\n{city}\n{state}\n{postcode}\n{country}
```

3. Choose the custom shipping fields that you want to include in the shipping address display from **Custom shipping address keys** drop-down list.
4. Override default address formats to include custom address fields in address display. The display address format is different for each country. Hence, you may need to override the address format of each country. Each country format should be separated by pipe(|).
5. Once you have edited the address format override, click on **Save changes** button.

**Note:** Following is a sample of the format entered in the Address Format Overrides field:

```
default=>{name}\n{company}\n{building_name_billing}\n{building_no_billi
ng}\n{address_1}\n{building_name_shipping}\n{building_no_shipping}\n{ad
dress_2}\n{city}\n{state}\n{postcode}\n{country}|IN=>{name}\n{company}\n
{building_name_billing}\n{building_no_billing}\n{building_name_shipping
g}\n{building_no_shipping}\n{address_1}\n{address_2}\n{city}\n{state}\n
{postcode}\n{country}
```

## 2.2 Enable Address Autofill

### Address Autofill

---

Enable Address Autofill

[Click here to get your API Key](#)

Google Maps API Key

To enable Address Autofill:

1. Click to enable this option
2. Click on link which will guide on how to generate API key
3. After you have made a basic learning, enable the Maps JavaScript API, Places API to generate the key
4. Paste the API key and get started

Note: The data is generated from Google API autofill. We use the address details to directly map them in the corresponding fields without altering. You can check the address autofill in the given link below.

<https://console.cloud.google.com/google/maps-apis/build/address-selection?project=maps-javascript-api-345207&supportedpurview=project>

## 2.3 Configure Locale Override Settings

By default, WooCommerce will change the address fields (address\_1, address\_2, state, city, postcode, etc) based on the country. It means that each country will have different settings for the address fields and these settings will be applied on country change. For example, a state field is required for the US and optional for the UK.

Using the locale settings, you can prevent the override address fields properties and force to use the values set by our plugin.

Enable/Disable the override settings from the Checkout Field Editor plugin's advanced settings to override the label, placeholder, class, priority, and required validation for address fields.

### WooCommerce

- Home
- Orders 1
- Checkout Form
- Checkout Form**
- Facebook
- Mailchimp
- Customers
- Coupons
- Reports
- Settings
- Status
- Extensions
- PDF Invoices
- Products**
- Email Customizer
- Analytics
- Marketing
- Appearance

#### Locale override settings

- Enable label override for address fields.
- Enable placeholder override for address fields.
- Enable class override for address fields.
- Enable priority override for address fields.
- Enable required validation override for address fields.

#### Other Settings

- Enable display of Country field based on Conditional rules.
- Enable display of State/ Province field based on Conditional rules.
- Enable conditional rules based on Country selected.
- Enable conditional rules based on Payment & Shipping methods.
- Enable conditional rules for review panel.
- Disable "Enhanced Select(Select2)" for select fields.
- Enable Zapier support.
- Wrap custom sections with div.
- Enable Heading/Label field display in emails.

[Save changes](#) [Reset to default](#)

To enable the override settings:

1. Navigate to the **WooCommerce > Checkout Form > Advanced Settings > Locale override settings**.
2. By default, the label, placeholder, and priority override will be enabled for address fields.
3. Based on your needs, you can enable or disable the class and required validation override from Locale override settings.

Once the changes are done, click on **Save changes**.

## 2.4 Add Custom Fields to CSV Export

You can export your custom checkout fields using **WooCommerce Customer / Order / Coupon Export (by SkyVerge)** plugin. Please follow below steps to choose the fields which you want to export.

1. Go to the CSV **Export Fields** section in the Advanced Settings page of Woocommerce Checkout Field Editor.
2. Select the checkbox “Enable CSV Export support”.
3. Choose the fields which you want to export from the multi-select box “CSV export columns”.
4. Click on the Save **changes** button.



**CSV Export Fields**

Enable CSV Export support.

CSV export columns × Field 1 × Field 2 ×

### 2.4.1 Steps to Export the Custom Fields using Customer/Order CSV Export plugin

- Go to Dashboard → WooCommerce → CSV Export.
- Click on the Export button below the page.
- A popup will appear which will automatically export the data into a CSV file.

## 2.5 Display Custom Fields In PDF Invoices & Packing Slips

You can include your custom checkout fields in PDF Invoices & Packing Slips generated by **WooCommerce PDF Invoices & Packing Slips (By WP Overnight)** plugin.

### 2.5.1 Following are the steps to choose the fields to include in Invoices:

1. Go to the Advanced **Settings** page.
2. Tick the checkbox **Enable PDF Invoice & Packing Slip support** in Advanced Settings page.

3. Choose the fields which you want to include in Invoices from the multi-select box **Invoice Fields**.

**PDF Invoice & Packing Slip Fields**

Enable PDF Invoice & Packing Slip support.

Invoice Fields × Field 1 × Field 2 ×

Packing Slip Fields × Field 2 ×

4. Save the settings by clicking on the **Save changes** button.

### 2.5.2 Following are the steps to choose the fields to include in Packing Slips:

1. Go to the Advanced Settings page.
2. Tick the check box Enable PDF Invoice & Packing Slip support in Advanced Settings page.
3. Choose the fields which you want to include in Packing Slips from the multi-select box Packing Slip Fields.

**PDF Invoice & Packing Slip Fields**

Enable PDF Invoice & Packing Slip support.

Invoice Fields × Field 1 × Field 2 ×

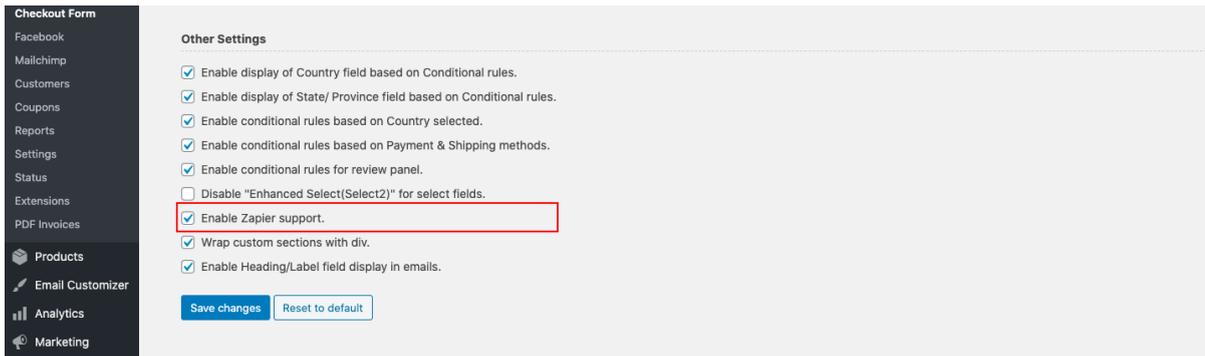
Packing Slip Fields × Field 2 ×

4. Save the settings by clicking on the **Save changes** button.

## 2.6 Zapier Support

Following are the steps to Enable the Zapier Support for WooCommerce Checkout Field Editor. By Enabling this, the Custom fields values can be exported to the corresponding Zap.

1. Navigate to the **Advanced Settings** page.
2. Tick the Checkbox **Enable Zapier** support.
3. **Save** the Changes.



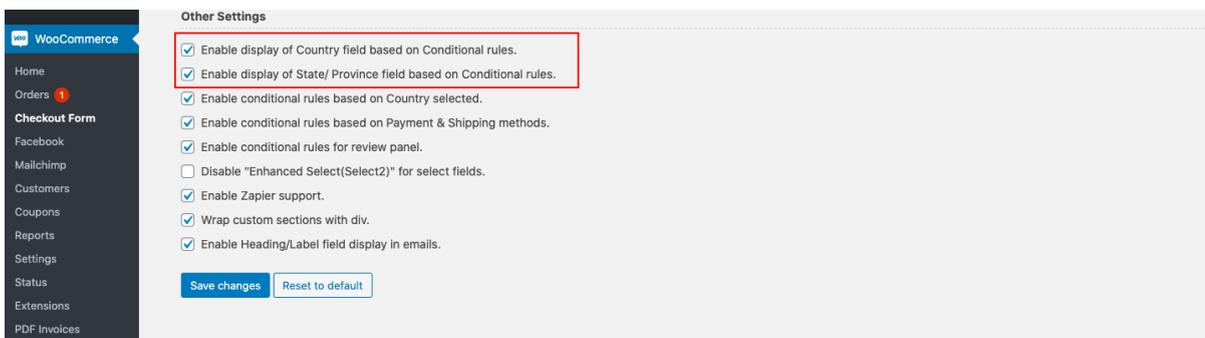
Follow the below steps from the Zap for including the Custom field values to the exported data of the app.

1. Add or Edit a **WooCommerce triggered Zap** for which the WooCommerce fields are configured to be exported.
2. The Custom fields created using **Checkout Field Editor** will be listed along with the other WooCommerce Fields at the Action step.
3. Include this field to the configuration.
4. Continue and Click on Finish at the last step of setting up the Zap.

Whenever the WooCommerce action is triggered for the Zap setup, the fields which are configured will be exported along with the WooCommerce fields.

## 2.7 Display Country & State Fields based on Conditional Rules

In order to display Country and State fields based on conditional rules, you must enable the checkboxes "Enable display of Country field based on Conditional rules" and "Enable display of State/ Province field based on Conditional rules" in the Advanced Settings tab → Other settings.



### 2.7.1 Disable "Enhanced Select(Select2)" for select fields

Select2 is a jQuery based replacement for select boxes. It supports searching, remote data sets, and infinite scrolling of results. By enabling this option the enhanced select features will be disabled for **Select** and **Multi-select** field types.

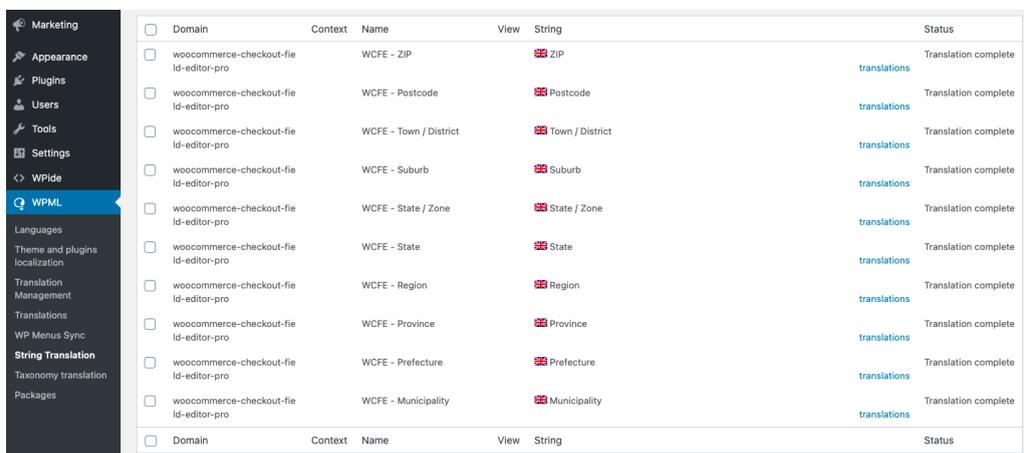
Note: You can also enable /disable this setting specific to the field type from the basic setting of the respective field – Select and Multi-select.

## 2.8 WPML Compatibility

WPML allows you to create multilingual WooCommerce sites with the help of the [WooCommerce Multilingual](#) (WCML) module. The language of the checkout page varies based on the language that the shopper chooses. So, we need to make sure that the relevant texts are correctly translated.

Once the plugins are installed and configured, you can easily translate the **Checkout Field Editor for WooCommerce** strings. For that,

1. Navigate to **WPML > String translation**.
2. From the dashboard, select the **woocommerce\_checkout\_field\_editor-pro** domain and click on the search button to list the related strings.
3. Now, click on the **translations** link corresponding to the string that you need to translate. It gets expanded and provides the text for each language.
4. Also, make sure that you are translating the default WooCommerce strings.



<input type="checkbox"/>	Domain	Context	Name	View	String	Status
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - ZIP	ZIP		ZIP	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - Postcode	Postcode		Postcode	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - Town / District	Town / District		Town / District	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - Suburb	Suburb		Suburb	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - State / Zone	State / Zone		State / Zone	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - State	State		State	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - Region	Region		Region	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - Province	Province		Province	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - Prefecture	Prefecture		Prefecture	<a href="#">translations</a> Translation complete
<input type="checkbox"/>	woocommerce-checkout-field-editor-pro	WCCE - Municipality	Municipality		Municipality	<a href="#">translations</a> Translation complete

5. Once the changes are done, click on the **Save** button.

## 2.9 Where do the Custom Fields get Saved or Displayed?

In WooCommerce Checkout Field Editor other than default fields, custom fields can also be added to the checkout form. When you add a custom field in the checkout page it gets created either as Order Field (order meta data) or as User Field (user meta data) based on the settings.

### 2.9.1 Order Fields (Order Meta Data)

The order meta data are the information provided which are specific to orders and has no direct relation to the user's information. (For example Delivery Date, which is specific for each purchase). Order fields will be saved in wp\_postmeta table as Order Meta data and will be displayed in multiple places. To create Order fields you must select the checkbox "Order Meta Data".

**New Field**

- ⚙️ Basic Info >
- 👁️ Display Styles
- 🛒 Price Details
- 🔍 Display Rules
- 🔄 Repeat Rules

**BASIC DETAILS**
✕

**Field Type\***

**Name\***

**Label**

**Description**

**Default Value**

**Placeholder**

**Max. Length**

**Validations**

Required  
 Enabled  
 Order Meta Data  
 User Meta Data

Back
Next
Save & Close

## 2.9.2 User Fields (User Meta Data)

The user meta data are the information directly related to the user and will be the same for almost every order. Data like date of birth, email, billing and shipping addresses, etc. belong to this category. User fields will be saved in wp\_usermeta table as User Meta data and will be displayed in multiple places. Custom user fields values can be updated from user profile page. To create User fields you must select the checkbox “User Meta Data”

**New Field**

- ⚙️ Basic Info >
- 👁️ Display Styles
- 🛒 Price Details
- 🔍 Display Rules
- 🔄 Repeat Rules

**BASIC DETAILS**
✕

**Field Type\***

**Name\***

**Label**

**Description**

**Default Value**

**Placeholder**

**Max. Length**

**Validations**

Required  
 Enabled  
 Order Meta Data  
 User Meta Data

Back
Next
Save & Close

### 2.9.3 Display Places

When you add an custom checkout field it gets displayed in different pages and emails based on the selections you made in field settings using the check-boxes marked in below screenshot,

The screenshot shows a configuration window titled "New Field" with a sidebar on the left containing menu items: "Basic Info", "Display Styles" (highlighted), "Price Details", "Display Rules", and "Repeat Rules". The main area is titled "DISPLAY SETTINGS" and contains the following fields:

- Wrapper Class:** form-row-wide
- Input Class:** Seperate classes with comma
- Label Class:** Seperate classes with comma

Below these fields is a list of four checked options, highlighted with a red box:

- Display in Admin Emails
- Display in Customer Emails
- Display in Order Detail Pages
- Display in Thank You Page

At the bottom right of the window are three buttons: "Back", "Next", and "Save & Close".

The following screenshots shows the different places where you can see the custom fields and the input provided by the customer.

- Display in Thank You Page

SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE

Pay with cash upon delivery.

**Thank you. Your order has been received.**

- Order number: 178
- Date: March 3, 2021
- Email: test@themehigh.com
- Total: **\$58.00**
- Payment method: Cash on delivery

### Order details

PRODUCT	TOTAL
Beanie with Logo × 1	<b>\$18.00</b>
Subtotal:	<b>\$18.00</b>
Shipping:	<b>\$40.00</b> via Flat rate
Payment method:	Cash on delivery
Total:	<b>\$58.00</b>

**BILLING DETAILS**

TEST FIELD 1:	Dummy Value 1
TEST FIELD 2:	Dummy Value 2
TEST FIELD 3:	Dummy Value 3
TEST FIELD 4:	Dummy Value 4
TEST FIELD 5:	Dummy Value 5

**Billing address**

TESY k  
2911 Bloomfield Way  
West Enfield, ME 04493  
United States (US)  
207-759-5870

test@themehigh.com

**Shipping address**

TESY k  
2911 Bloomfield Way  
West Enfield, ME 04493  
United States (US)

- Display in Order Detail Pages

Order #93 was placed on March 3, 2021 and is currently Processing.

### Order details

PRODUCT	TOTAL
T-shirt with logo × 1	<b>\$10.00</b>
Subtotal:	<b>\$10.00</b>
Shipping:	Flat rate
Payment method:	Cash on delivery
Total:	<b>\$10.00</b>

**BILLING DETAILS**

TEST FIELD 1:	Dummy Value 1
TEST FIELD 2:	Dummy Value 2
TEST FIELD 3:	Dummy Value 3
TEST FIELD 4:	Dummy Value 4
TEST FIELD 5:	Dummy Value 5

### Billing address Shipping address

TESY K  
2911 Bloomfield Way  
West Enfield, ME 04493  
207-759-5870

TESY K  
2911 Bloomfield Way  
West Enfield, ME 04493

test@themehigh.com

- Display in Customer Emails

Thank you for your order

Hi TESH,

Just to let you know — we've received your order #92, and it is now being processed:

Pay with cash upon delivery.

**[Order #92] (March 3, 2021)**

Product	Quantity	Price
T-shirt with logo	1	\$10.00
<b>Subtotal:</b>		\$10.00
<b>Shipping:</b>		Flat rate
<b>Payment method:</b>		Cash on delivery
<b>Total:</b>		\$10.00

**TEST FIELD 1:** Dummy Value 1

**TEST FIELD 2:** Dummy Value 2

**TEST FIELD 3:** Dummy Value 3

**TEST FIELD 4:** Dummy Value 4

**TEST FIELD 5:** Dummy Value 5

**Billing address**

TESY K  
2911 Bloomfield Way  
West Enfield, ME 04493  
[207-759-5870](tel:207-759-5870)  
[test@themehigh.com](mailto:test@themehigh.com)

**Shipping address**

TESY K  
2911 Bloomfield Way  
West Enfield, ME 04493

Thanks for using [woocommerce-540988-1763923.cloudwaysapps.com!](https://www.woocommerce-540988-1763923.cloudwaysapps.com/)

- Display in Admin Emails

## New Order: #95

You've received the following order from TESH K:

**[Order #95] (March 3, 2021)**

Product	Quantity	Price
T-shirt with logo	1	\$10.00
<b>Subtotal:</b>		\$10.00
<b>Shipping:</b>		Flat rate
<b>Payment method:</b>		Cash on delivery
<b>Total:</b>		\$10.00

**TEST FIELD 1:** Dummy Value 1

**TEST FIELD 2:** Dummy Value 2

**TEST FIELD 3:** Dummy Value 3

**TEST FIELD 4:** Dummy Value 4

**TEST FIELD 5:** Dummy Value 5

### Billing address

TESY K  
2911 Bloomfield Way  
West Enfield, ME 04493  
[207-759-5870](tel:207-759-5870)  
[test@themehigh.com](mailto:test@themehigh.com)

### Shipping address

TESY K  
2911 Bloomfield Way  
West Enfield, ME 04493

Congratulations on the sale.



## 2.12 Add a New Custom Validation Rule

Custom validator features can be used to define custom validation rules using RegEx which can be selected from the 'Validations' drop-down when creating or editing checkout fields

The screenshot shows the 'Custom validators' section with two rows of input fields. The first row, labeled 'Custom validators', has fields for 'Validator Name', 'Validator Label', 'Validator Pattern', and 'Validator Message', followed by '+' and '-' icons. The second row, labeled 'Confirm field validators', has fields for 'Validator Name', 'Validator Label', 'Field Name', and 'Validator Message', followed by '+' and '-' icons.

Example:

The screenshot shows the 'Custom validators' section with an example validator. The first row, labeled 'Custom validators', has fields for 'Validator Name' (containing 'email'), 'Validator Label' (containing 'email'), 'Validator Pattern' (containing the regex '/^a-z0-9\_%+-]+@[a-z0-9)'), and 'Validator Message' (containing 'Invalid Email Address'), followed by '+' and '-' icons. The second row, labeled 'Confirm field validators', has fields for 'Validator Name', 'Validator Label', 'Field Name' (containing 'emailaddress'), and 'Validator Message', followed by '+' and '-' icons.

To create new custom validators,

1. Go to **Dashboard** → **WooCommerce** → **Checkout Form** → **Advanced Settings** page. You can see a section **Custom Validators** with 4 fields showing **Validator Name, Validator Label, Validator Pattern, and Validator Message**.
2. Fill in the fields according to your requirements. Enter the regular expression to be validated in the Validator Pattern field.
3. Click on the **Add New Validator** button to get a new validator settings row.
4. Enter the validator settings.

<b>Validator Name</b>	A unique name for the validation rule, which will be used internally to identify the validator.
<b>Validator Label</b>	The display name for the validation rule.
<b>Validator Pattern</b>	A regular expression is used to match a valid input. Eg : <code>/^[0-9]{5}\$/</code> . The regular expression must be prefixed with <code>/^</code> and suffixed with <code>\$/</code> .
<b>Error Message</b>	The message to be displayed when the validation fails. Use <code>%s</code> to include field names in validation messages.

5. **Save** Changes.
6. Newly created validators will be available to choose in the Validations drop-down.

**New Field**

- Basic Info
- Display Styles
- Price Details
- Display Rules
- Repeat Rules

**BASIC DETAILS**

Field Type\*: Text

Name\*: postcode

Label: Postcode

Description:

Default Value:

Placeholder:

Max. Length ? :

Validations: Postcode

- Required
- Enabled
- Order Meta Data
- User Meta Data

Back Next Save & Close

## 2.13 Add a New Confirm Field Validator

Confirm field validators come in handy while there is a particular field that is to be compared with another field to ensure they match. This feature helps to validate two fields for the same value (for example **Email** and **Confirm Email**) while placing an order. This validation is assigned to any particular field which will be verified and validated before placing the order.

To create confirm validators:

1. Navigate to **Advanced Settings** tab (*WooCommerce* → *Checkout Form* → *Advanced Settings*)
2. From the section **Custom validators**, create new **Confirm field validators** by providing all the required values.

**Custom validators**

Custom validators

Validator Name Validator Label Validator Pattern Validator Message + -

Confirm field validators

Validator Name Validator Label Field Name Validator Message + -

*Example:*

Custom validators				
Custom validators	Validator Name	Validator Label	Validator Pattern	Validator Message
Confirm field validators	email_01	retype email	emailaddress	Email Mismatch

<b>Validator Name</b>	A unique name for the validation rule, which will be used internally to identify the validator.
<b>Validator Label</b>	The display name for the validation rule.
<b>Field Name</b>	The field in which the value has to be compared with.
<b>Validator Message</b>	The message to be displayed when the validation fails. Use %s to include the field name in the validation message.

3. Click on the **Save changes** button.
4. The newly created validators will be available to choose in the **Validations** drop-down. Confirm-validator-select.png.

**Edit Field**

- Basic Info
- Display Styles
- Price Details
- Display Rules
- Repeat Rules

**BASIC DETAILS**

Field Type\*: Email

Name\*: billing\_email\_confirm

Label: Confirm Your Email

Description:

Default Value:

Placeholder:

Max. Length: ①

Validations: x Retype Email Address x

Required

Enabled

Order Meta Data

User Meta Data

Back Next Save & Close

5. Confirm field validators will trigger only when there is value in the confirmation field. So please mark the confirmation field as required.

## 2.14 Import/Export the Checkout Fields and Sections

The export and import feature of the plugin lets you quickly export the checkout fields from one section to another section of your checkout page. Also, you can import a particular section and the fields inside them to the checkout page of another website.

Steps to follow while importing and exporting checkout fields and sections are discussed below.

### 2.14.1 Export section

Using the **Export section** feature of the plugin, you can export both the default and custom sections of your checkout page.

To export a section,

1. Navigate to **Checkout Form > Checkout Fields**.
2. Select the section you need to export.
3. When the section is chosen, click on the **Action** drop-down below the section name.
4. Select the **Export section** from the dropdown and click on the **Apply** button.

The screenshot shows the WooCommerce 'Checkout Fields' configuration page. The 'Shipping Details' section is selected. A table lists the following fields:

Name	Type	Label	Placeholder	Validations	Required	Enabled	Actions
shipping_first_name	text	First name		✓	✓	✓	[Edit] [Export]
shipping_last_name	text	Last name		✓	✓	✓	[Edit] [Export]
shipping_company	text	Company name		-	-	✓	[Edit] [Export]
shipping_country	country	Country / Region		✓	✓	✓	[Edit] [Export]
shipping_address_1	text	Street address	House number and street name	✓	✓	✓	[Edit] [Export]
shipping_address_2	text	Apartment, suite, unit etc.	Apartment, suite, unit, etc. (...)	-	-	✓	[Edit] [Export]
shipping_city	text	Town / City		✓	✓	✓	[Edit] [Export]
shipping_state	state	State		State	✓	✓	[Edit] [Export]
shipping_postcode	text	Pin code		Postcode	✓	✓	[Edit] [Export]

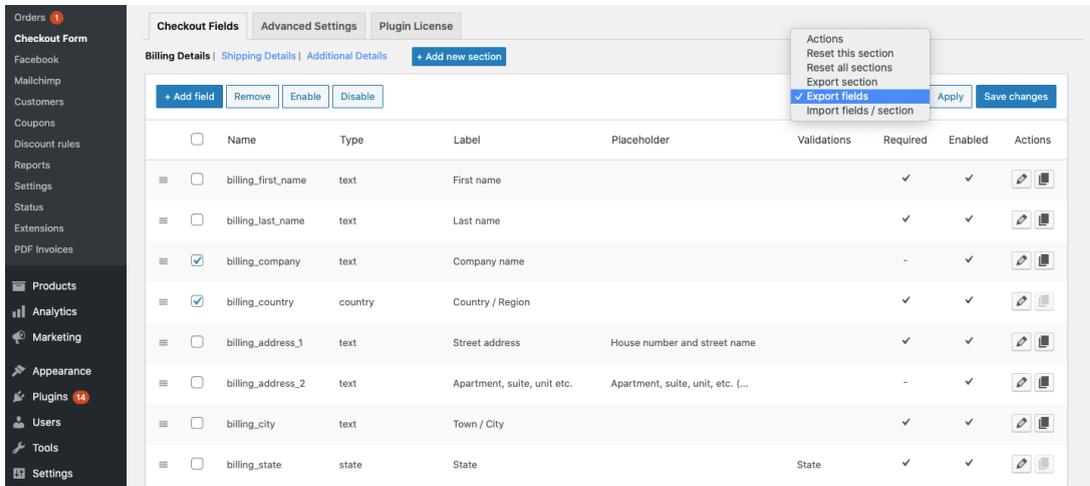
5. You will receive a 'Section exported successfully' message in your dashboard, when it gets exported. You can download the exported file from the media library or get it from the link attached with the message.

### 2.14.2 Export fields

With the **Export fields** feature of the plugin, you can export both the default and custom fields of your checkout page.

To export a field,

1. Navigate to **Checkout Form > Checkout Fields**.
2. Select the field(s) you need to export and click on the **Action** drop-down.

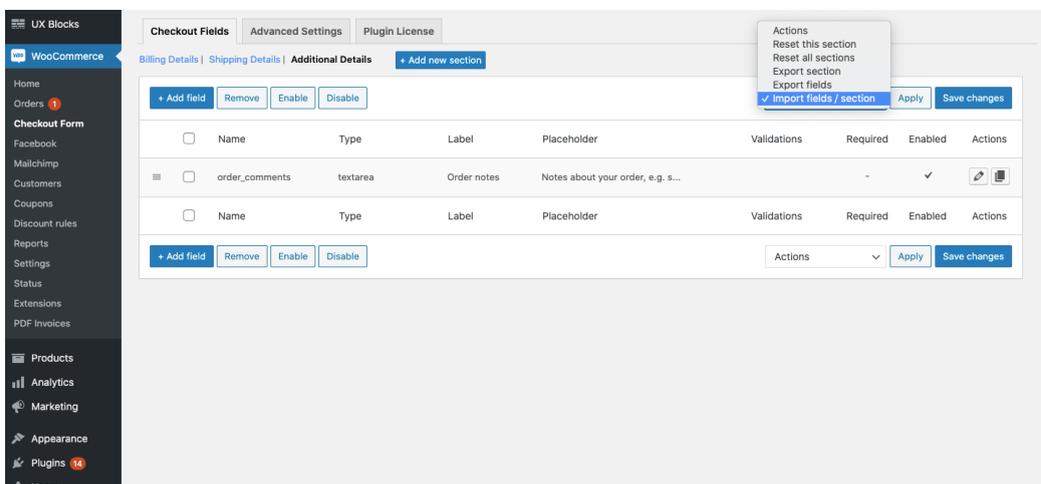


3. Select the **Export fields** from the dropdown and click on the **Apply** button.
4. Once the field gets exported, you will receive a 'Field(s) exported successfully' message in your dashboard.
5. Download the exported file from the media library or get it from the link attached with the message.

### 2.14.3 Import fields / section

To import fields/section,

1. Navigate to **Checkout Form > Checkout Fields**.
2. To import a section, click on the **Actions** drop-down below the section name. Select the **Import fields/section** from the drop-down and click on the **Apply** button.
3. To import field(s), go to the desired section where you want to import the respective field. Click on the **Actions** drop-down and select **Import fields/section** from the dropdown. Click on the **Apply** button.



4. Once the **Apply** button is clicked, a popup appears. Read the points displayed on the popup and click on the **Choose file** button to import the file.
5. After choosing the file to be uploaded, click on the **Import Now** button.
6. The field/section will be successfully imported. You will receive a successfully imported message in your dashboard.

**Note:**

- If you are importing a section with the same name as the existing section, the existing section will be replaced with the section & fields in the imported file.
- If the imported section does not exist, the section & fields in the imported file will be added with the existing sections.
- If you are importing field(s) with the same name in the current section, existing fields will be replaced with fields in the imported file.
- If the imported fields do not exist in the current section, the fields in the imported file will be added with existing fields.
- Also, importing default checkout fields into multiple sections may create some unexpected errors.