

# Guest to Customer for Magento 2

## User Guide

### 1. Introduction

Thinking about converting guest orders into customers and offering them an outstanding experience? Then, Milople's Magento 2 Guest to customer extension is the perfect match satisfying your needs.

The module facilitates managing guest users in a more effective manner by notifying customers using an email.

### 2. Extension Configuration

Once you are done with downloading the extension file, go to the Magento backend and configure the extension. Check the below screenshot.

For configuring the extension, login to Magento 2, navigate to **Stores > Configuration > Guest to Customer**. Here, you will find various settings to manage the extension effectively.



# Milople Extensions



DASHBOARD



SALES



CATALOG



CUSTOMERS



MARKETING



CONTENT



REPORTS



MILOPLE  
EXTENSIONS

Manage Customers

Configuration

Now, you need to enter the serial key that you will find from the **“My Account”** dashboard. Enter the serial key provided to activate the module.

The status functionality can enable or disable the Magento 2 Guest to Customer extension from here.

Configuration

Scope: Default Config ? Save Config

MILOPLE

GENERAL

CATALOG

SECURITY

MILOPLE EXTENSIONS

Guest to Customer

Status

Status [global] Enable

Serial Key [global] jjjj

General

Assign Orders With The Same Checkout Email To Customer [global] No

Enable or disable the Guest to Customer extension from here

Add a serial key provided

### 3. General Configuration

You may find the following settings in the General Configuration that are mentioned below:

You can choose yes to assign orders with the same checkout Email to Customer.

The admin can select to auto convert guests to customers.

Here, you can select the customer group to assign to the customers which are auto converted from the guests.

**Save Config**

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**General** ⌵

Select YES or NO to assign orders with the same checkout Email to Customer

Assign Orders With The Same CheckOut Email To Customer  Select YES to auto convert guests to customers  
[global]

Auto Convert To Customer   
[store view]  
 Automatically add order to existing customer with same email address.

Customer Group   
[store view]

Choose the customer group to assign to the customers which are auto converted from the guests to assign group

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**Notification Email** ⌵

NOT LOGGED IN

General

Wholesale

Retailer

Once Auto Convert Guests to Customer is enabled to **“No”** from the configuration, then all the guests gets listed to a separate grid under **Customers > Manage Guests**. Here, the admin is allowed to select multiple guests and then, convert guests to customers using a “Assign a Customer Group” from the drop-down menu.

**General** ⌵

Assign Orders With The Same CheckOut Email To Customer  Select No to auto convert guests to customers  
[global]

Auto Convert To Customer   
[store view]  
 Automatically add order to existing customer with same email address.

### 4. Notification Email:

The module allows admin to choose yes to send email notification to customers.

Here, the admin can select the email sender.

Allows you to select the email template.

## Notification Email

Choose YES to send email notification to customers

Enable Notification Email to Customer [global] Yes

Choose Email Sender [store view] General Contact

Select the Email Sender

Email Template [store view] Guest to Customer (Default)

Choose the Email Template

## 5. Manage Guests:

In the Manage Guests grid, once you set the “Auto Convert Guest to Customer” as No in the configuration all the guests gets listed here.

Choose guests and select an action for the assigned customer group that converts guests to customers.

All the guests gets listed here and select an action for the assigned customer group that converts guests to customers

Guest Management

Search by keyword

Filters

Default View

Columns

Export

3 records found

20 per page

1 of 1

	Guest Email	First Name	Last Name	Web Site
<input type="checkbox"/>	George@example.com	George	William	Main Website
<input type="checkbox"/>	Charles@example.com	Charles	Lock	Main Website
<input type="checkbox"/>	Vernon@example.com	Vernon	Gatti	Main Website

### Guest to Customer

Auto converted guests to customers from “Manage Grid” gets enlisted to customers grid from here.

## Email Notification to Customers on Frontend

Email Notification to customers after the account is converted from guests to customers.

