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## **User's Manual**

**Project name: TrueLoaded**

**Module: Configuration**

**Section: Customers Details**

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version 1.1

o s C o m m e r c e m o d u l e s  
I n t e g r a t i o n w i t h E R P s y s t e m s  
S e r v i c e s  
S k i n s

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## Introduction

Here you can set up customer details values entered when a customer creates a new account. These can be turned off or on at the web-store owner's discretion. Some listings (such as Newsletter) can be set to *on or off* only, and some listings (such as Gender) are set to *required or not required*, and other listings give the option of a Minimum number of letters required for that listing.

## Updating Gender

1. Go to the Admin Panel and click the **Configuration** link.
2. Then select the **Customers Details** item.
3. Since the **Gender** item is highlighted, click the **Edit** button on the right.



| Title          | Value       | Action | Gender                                  |
|----------------|-------------|--------|---|
| <b>Gender</b>  | <b>true</b> | ▶      | <input type="button" value="edit"/>     |
| Company VAT-ID | true        | ⓘ      |   |
| Date of Birth  | true        | ⓘ      | Display gender in the customers account |
| Company        | true        | ⓘ      |   |
| Suburb         | true        | ⓘ      |   |
| State          | true        | ⓘ      | Date Added: 07/17/2003                  |

- Tick the **True** button to display Gender in the customer's account.
  - Tick the **False** button if you do not want to display Gender in the customer's account.
4. Click the **Update** button.

## Updating Company VAT- ID

1. From the Admin Panel click the **Configuration** link and select the **Customers Details** item.
2. Select the **Company VAT-ID** item in the grid and click the **Edit** button on the right.

Configuration :: Customer Details

osCommerce | Catalog | Admin | Logoff

| Title                 | Value       | Action | Company VAT-ID                          |
|-----------------------|-------------|--------|---|
| Gender                | true        |        | <input type="button" value="edit"/>     |
| <b>Company VAT-ID</b> | <b>true</b> |        | <input type="button" value="edit"/>     |
| Date of Birth         | true        |        | Display VAT-ID in the customers account |
| Company               | true        |        |   |
| Suburb                | true        |        |   |
| State                 | true        |        | Date Added: 07/17/2003                  |

- Tick the **True** button to display the company VAT-ID in the customer's account.
  - Tick the **False** button if you do not want to display the company VAT-ID in the customer's account.
3. Click the **Update** button.

## Updating Date of Birth

1. From the Admin Panel click the **Configuration** link and select the **Customers Details** item.
2. Select the **Date of Birth** item in the grid and click the **Edit** button on the right.

Configuration :: Customer Details

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| Title                | Value       | Action | Date of Birth                                  |
|----------------------|-------------|--------|--|
| Gender               | true        |        | <input type="button" value="edit"/>            |
| Company VAT-ID       | true        |        |  |
| <b>Date of Birth</b> | <b>true</b> |        | <input type="button" value="edit"/>            |
| Company              | true        |        | Display date of birth in the customers account |
| Suburb               | true        |        |  |
| State                | true        |        | Date Added: 07/17/2003                         |

- Tick the **True** button to display the date of birth in the customer's account.
  - Tick the **False** button if you do not want to display the date of birth in the customer's account.
3. Click the **Update** button.

## Updating Company

1. From the Admin Panel click the **Configuration** link and select the **Customers Details** item.
2. Select the **Company** item in the grid and click the **Edit** button on the right.

| Title          | Value       | Action | Company                                  |
|----------------|-------------|--------|--|
| Gender         | true        |        | <input type="button" value="edit"/>      |
| Company VAT-ID | true        |        |  |
| Date of Birth  | true        |        | Display company in the customers account |
| <b>Company</b> | <b>true</b> |        | Date Added: 07/17/2003                   |
| Suburb         | true        |        |  |
| State          | true        |        |  |

- Tick the **True** button to display the Company name in the customer's account.
  - Tick the **False** button if you do not want to display the Company name in the customer's account.
3. Click the **Update** button.

## Updating Suburb

1. From the Admin Panel click the **Configuration** link and select the **Customers Details** item.
2. Select the **Suburb** item in the grid and click the **Edit** button on the right.

| Title          | Value       | Action | Suburb                                  |
|----------------|-------------|--------|---|
| Gender         | true        |        | <input type="button" value="edit"/>     |
| Company VAT-ID | true        |        |   |
| Date of Birth  | true        |        | Display suburb in the customers account |
| Company        | true        |        | Date Added: 07/17/2003                  |
| <b>Suburb</b>  | <b>true</b> |        |   |
| State          | true        |        |   |

- Tick the **True** button to display the suburb in the customer's account.
  - Tick the **False** button if you do not want to display the suburb in the customer's account.
3. Click the **Update** button.

## Updating State

1. From the Admin Panel click the **Configuration** link and select the **Customers Details** item.
2. Select the **State** item in the grid and click the **Edit** button on the right.



Configuration ::  
Customer  
Details

osCommerce | Catalog | Admin | Logoff

| Title          | Value       | Action | State   |
|----------------|-------------|--------|---|
| Gender         | true        |        | <input type="checkbox"/>                        |
| Company VAT-ID | true        |        | <input type="checkbox"/>                        |
| Date of Birth  | true        |        | <input type="checkbox"/>                        |
| Company        | true        |        | <input type="checkbox"/>                        |
| Suburb         | true        |        | <input type="checkbox"/>                        |
| <b>State</b>   | <b>true</b> |        | <input checked="" type="checkbox"/> <b>edit</b> |

Display state in the customers account.

Date Added:  
07/17/2003

- Tick the **True** button to display the state in the customer's account.
  - Tick the **False** button if you do not want to display the state in the customer's account.
3. Click the **Update** button.