

GEKKODE

Easy Checkout Fields

User guide

Document generated on 2026-10-07 · modules.gekkode.com

Contents

1. What the module does
2. Installation
3. Your first field in 5 minutes
4. The 14 field types
5. Checkout steps and placement
6. Conditions: show a field only when it is useful
7. Translating the texts
8. Where to find the answers
9. Collected data and CSV export
10. File uploads
11. GDPR and personal data
12. Settings
13. Questions and troubleshooting
14. Glossary

Easy Checkout Fields adds your own questions to the PrestaShop checkout: a purchase order number, a pickup time slot, a gift message, a consent box... Your customers answer while they order, and you find their answers on the order, in emails, on invoices and in a spreadsheet export.

This guide is written for shop owners, not developers. It takes you step by step, with real examples. Version described: **1.1.2**.

About the screenshots. They come from a demo shop in English, “Colibri & Co”, running PrestaShop 9.1. Your back office may look slightly different on another PrestaShop version. The numbers in orange circles on the screenshots match the numbered steps in the text.

1. What the module does

During checkout, PrestaShop only asks for the basics: name, address, carrier and payment. Many shops need one more piece of information, for example:

- **B2B orders:** the customer’s purchase order number, and the signed purchase order as a PDF.
- **In-store pickup:** the time slot when the customer will come.
- **Gifts:** “This order is a gift” and a message for the gift card.
- **Delivery:** a preferred delivery date, a door code, the floor.
- **GDPR:** a consent box, for example to share the phone number with the carrier.

Easy Checkout Fields lets you add these questions yourself, in a few clicks, without touching your theme. We call each question a **field**.

Where the answers go

Once the order is placed, you find the answers:

- on the order page of your back office (and you can download attached files there);
- on the order confirmation page and in the customer’s account;
- in the order emails sent to the customer and in the “new order” email sent to you;
- on the PDF invoice and on the PDF delivery slip;
- on the **Collected data** page of the module, with a CSV export for your spreadsheet.

For each field, you choose where its answer appears.

Compatibility and requirements

Item	Supported
PrestaShop	1.7.6 to 9.1 (tested up to 9.1.5)
PHP	7.1 or later (tested up to PHP 8.4)
Checkout	The native PrestaShop checkout (4 steps)
Theme	Classic (tested). For another theme, see the box below.
Multistore	Yes: each shop has its own fields

Not validated yet: the Hummingbird theme, the one-page checkout of PrestaShop 9.2, one-page checkout modules from other vendors, and themes that heavily change the checkout. If you use one of them, test the module on a copy of your shop first.

Plans: Free and Pro

The module is sold as a subscription, with two plans, Free and Pro. The Free plan works without a licence key and without time limit. The Pro plan unlocks every feature for €2 excl. VAT per month or €19.20 excl. VAT per year. The current prices are shown on the module page.

Feature	Free	Pro
Number of fields	3	Unlimited
Field types	Text, Text area, Dropdown list, Yes / No, GDPR consent, Info message	All 14 types
8 placements in the checkout, autosave, checks at each step	✓	✓
Answers on the order page, confirmation page, customer account and emails	✓	✓
GDPR tools (psgdpr, purge, anonymisation, deletion)	✓	✓
Display targeting by products, categories, customer groups and languages	-	✓
Field required depending on another answer	-	✓
PDF invoice, PDF delivery slip and CSV export	-	✓
Show a field depending on another answer or on the checkout context (cart, carrier, payment, country, group, guest)	-	✓
Field required depending on the checkout context	-	✓
Display targeting by carrier	-	✓
File upload field	-	✓
Edit the answers from the order page	-	✓

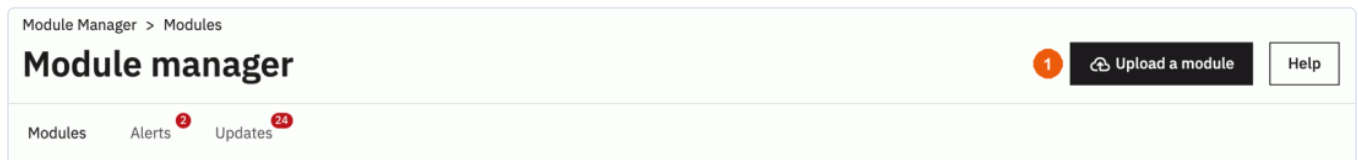
In the module, most features your plan does not include show a small padlock, usually with the name of the plan that unlocks them.

If your subscription ends, the module goes back to the Free plan. Your fields and the answers already collected are kept. In the checkout, a field whose type, display targeting or display conditions are not included in the Free plan is hidden, rather than shown to everyone: a field reserved for some customers never becomes visible to all of them by accident. Beyond the first 3 fields the plan can show, the others are hidden too. A conditional requirement simply stops applying, and the answers no longer appear on invoices and delivery slips.

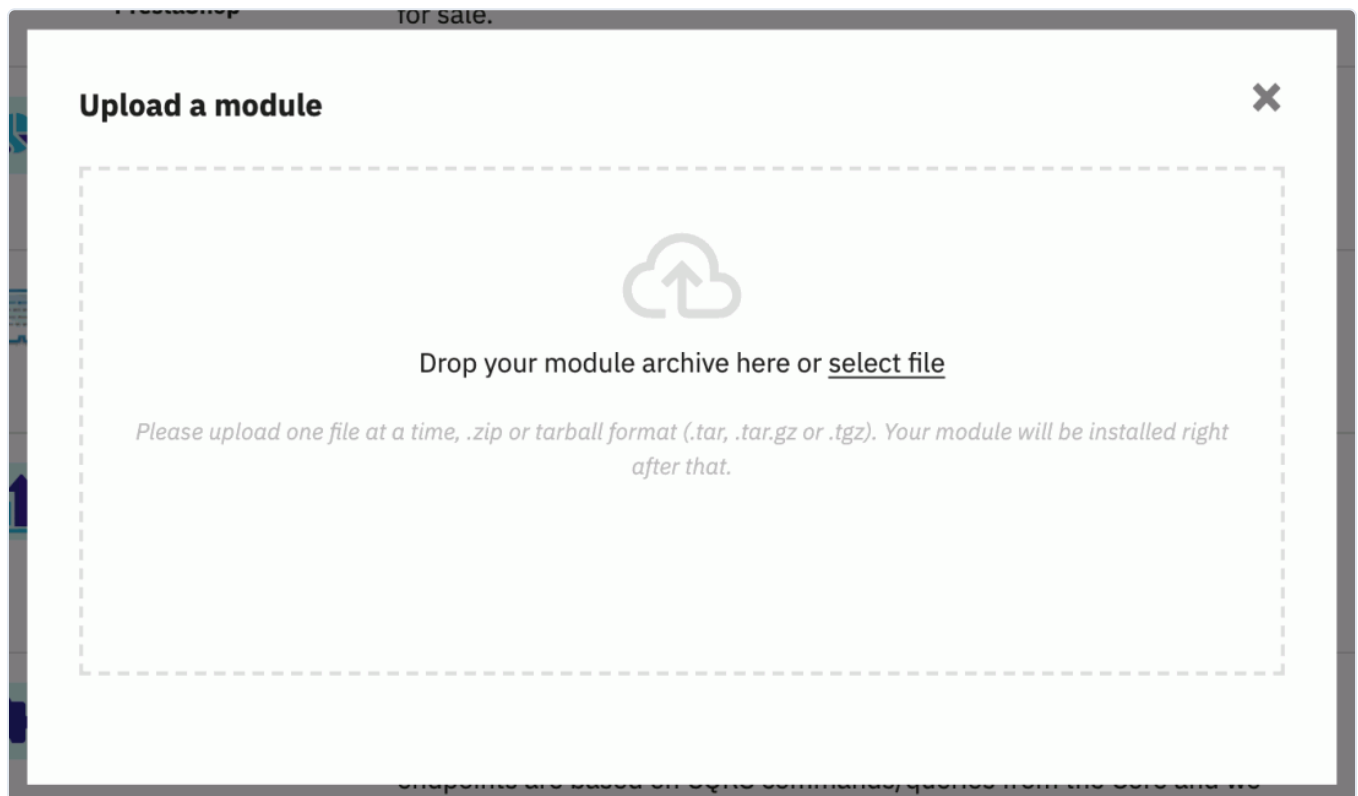
2. Installation

Before you start, download the module ZIP file from your customer area on modules.gekkode.com: **My Licenses**, then the **Download** button of your licence. Do not unzip it.

1. In your back office, open **Modules > Module Manager**.
2. Click **Upload a module** at the top right (1).
3. Drop the ZIP file in the window, or click **select file** and choose it.
4. Wait for the message “Module installed!”, then click **Configure**.



The **Upload a module** button of the Module Manager (PrestaShop 9.1).



Drop the ZIP file here. PrestaShop installs the module right after.

From now on, the module is in the **Orders** menu (1), under **Easy Checkout Fields** (2). It has four pages, shown as tabs at the top: **Dashboard**, **Fields**, **Collected data** and **Settings**.

PRESTASHOP

9.1.0

Quick Access ▾

🔍

Search

⏪

Dashboard

SELL

1  Orders

Orders

Invoices

Credit Slips

Delivery Slips

Shopping Carts

2 Easy Checkout Fields

 Catalog

Orders > Easy Checkout Fields

Easy Checkout Fields

Dashboard

Fields

Collected data

Settings

Dashboard

Collect extra information from your customers during checkout

Active fields

9

Orders with data

13

The module lives in the **Orders** menu.

Good to know. Installing the module does not change your checkout. Nothing appears to your customers until you create and activate a field.

Licence and activation

The Free plan works as soon as the module is installed: you have nothing to activate. For the Pro plan, you link your licence to your shop in two places: first in your customer area, then in PrestaShop.

In your customer area on modules.gekkode.com (always start here):

1. Open **My Sites** and click **Add a Site**.
2. In **Site Domain Name**, type your shop's domain, for example `my-shop.com`, then click **Add Site**. You can type it with or without `https://` and `www.`: they are ignored, so `www.my-shop.com` and `my-shop.com` are the same site. A subdomain, however, is a different site: `shop.my-shop.com` is not `my-shop.com`.
3. Open **My Licenses**, open your Easy Checkout Fields licence, click **Activate on a site** and choose the site you just added.
4. Click **Copy key** to copy your licence key. It looks like `XXXX-XXXX-XXXX-XXXX`.

Then in PrestaShop:

1. Open **Orders > Easy Checkout Fields > Dashboard**.
2. At the bottom of the page, click the **Module information** panel to open it.
3. Paste your key in the **License Key** field, then click **Activate License**.

Module information



Easy Checkout Fields

v1.1.2

View documentation

Up to date

Checked just now

Check now

The **Module information** panel at the bottom of the Dashboard: version, documentation and updates. Click its title to show the licence details.

Module information



Easy Checkout Fields

v1.1.2

View documentation

Up to date

Checked just now

Check now

Active

Your license is valid and active.

Module	Easy Checkout Fields
License Key	EZDR-****-****-NDPE
Status	Active
Plan Type	Business
Shop domain	
Renewal Date	28/09/2027
Last successful check	30/09/2026 15:55

Configure My License

Deactivate License

Once the licence is active: status, plan, shop domain and date of the last check.

“Domain not authorized”? The domain of your shop is not linked to the licence yet. Check steps 1 to 3 in your customer area, then reload the Dashboard. The panel shows the domain your shop uses (**Shop domain**): it must be the one you added.

If the licence server cannot be reached (network problem on your server or ours), the module keeps your paid plan for 14 days, based on the last successful check, and retries automatically. After 14 days without an answer, it switches to the Free plan until the server answers again. A message on the module pages tells you when this happens.

If your licence expires or is suspended (for example after a failed payment), the module switches to the Free plan and a message explains what to do. Renew or fix the payment from your customer area: the paid features come back on the next check.

Updating the module

The **Module information** panel of the Dashboard checks for new versions. When one is available, it shows **Update available** and a button **Install the update**. The module keeps a backup of the current version and restores it automatically if anything goes wrong. You can also click **Download the ZIP** and install it through **Modules > Module Manager > Upload a module**. Both buttons need a licence key activated in the panel. Without one, download the new ZIP from **My Licenses** in your customer area

and upload it the same way. Your fields, answers and attached files are kept.

Uninstalling

If you uninstall the module, your fields, the answers and the uploaded files are **kept** by default, so you can reinstall it later without losing them. Only the **Settings** page goes back to its default values. To delete everything when uninstalling, first turn on **Delete ALL data on uninstall** in [Settings](#).

3. Your first field in 5 minutes

Example: you deliver furniture and want your customers to leave **delivery instructions** (door code, floor, best time). The answer must appear on the delivery slip, so the driver has it.

Step 1: open the form

Go to **Orders > Easy Checkout Fields**, then the **Fields** tab, and click **New field**.

Dashboard
Fields
Collected data
Settings

Checkout fields

1
+ New field

Drag the rows to reorder the fields as your customers see them

Bulk actions
Show 25 entries
Search...

5
Type: All
Checkout step: All
Status: All
Reset

	ID	Label	Type	Checkout step	Options	Status	Actions
2	1	I'm ordering for a company	Yes / No	Step 1 - After information	—	3 Active 4	edit duplicate delete
	2	Company registration number	Text	Step 1 - After information	Conditional	Active	edit duplicate delete
	3	In-store pickup time slot	Dropdown	Step 3 - Shipping	Conditional	Active	edit duplicate delete
	4	Preferred delivery date	Date	Step 3 - Shipping	Conditional	Active	edit duplicate delete
	5	Purchase order number	Text	Step 4 - Before payment	Conditional	Active	edit duplicate delete
	6	Signed purchase order (PDF)	File	Step 4 - Before payment	Conditional	Active	edit duplicate delete
	7	This order is a gift	Yes / No	Step 4 - Before payment	—	Active	edit duplicate delete
	8	Gift card message	Text area	Step 4 - Before payment	Conditional	Active	edit duplicate delete
	9	Carrier consent	GDPR consent	Step 4 - After payment	Conditional	Active	edit duplicate delete

Showing 1 to 9 of 9 entries

The **Fields** page: (1) create a field, (2) drag a row to change the order of the fields, (3) click the status to turn a field on or off, (4) edit, duplicate or delete, (5) filter the list.

Step 2: fill in the essentials

- Label** (1): the question your customer reads. Type *Delivery instructions*.
- Field type** (2): choose *Text area*, a text box of several lines.
- Placeholder** (3), optional: a grey example shown inside the empty box. Type *Door code, floor, best time to deliver...*
- Help text** (4), optional: a small note under the field. Type *Optional. Our driver will read it before delivering.*

The essentials

Language:

 English (English) ▾

Select a language to edit the texts

1 Label *

Multilang field

Delivery instructions

EN

Shown to the customer above the field.

Field type *

2

Text area



Placeholder

Multilang field

3

Door code, floor, best time to deliver...

EN

Default value

Multilang field

English (English)

EN

Pre-filled for the customer. For choice fields, use the stored value (before the).

Help text

Multilang field

4

Optional. Our driver will read it before delivering.

EN

Small note displayed under the field.

Maximum length

255

Characters allowed. Leave empty for the default limit.

The **The essentials** card. Only the label and the type are required.

Step 3: choose where and when it appears

In the right-hand column:

1. **Active field** (1) is on: the field will appear in the checkout.
2. **Required field** (2) stays off: the customer may leave it empty. Only make a field required if you really cannot prepare the order without the answer.
3. **Step** (3): choose *Step 3 — Shipping*, the step where the customer picks a carrier.

4. **Placement** (4): choose *After the carriers*.

5. In **Show the answer in**, keep the first three switches on and turn on **PDF delivery slip** (5).

On the Free plan, the PDF switches are locked: the delivery slip and the invoice are included in the Pro plan.

The screenshot shows a configuration form with three main sections: **Status**, **Checkout step**, and **Show the answer in**. The **Status** section contains two toggle switches: 'Active field' (numbered 1, turned on) and 'Required field' (numbered 2, turned off). The **Checkout step** section contains two dropdown menus: 'Step' (numbered 3, set to 'Step 3 — Shipping') and 'Placement' (numbered 4, set to 'After the carriers'). The **Show the answer in** section contains five toggle switches: 'Back-office order page' (turned on), 'Order emails' (turned on), 'Customer account & confirmation page' (turned on), 'PDF invoice' (turned off), and 'PDF delivery slip' (numbered 5, turned on).

Status

1 ☒ **Active field**
Inactive fields are hidden from the checkout.

2 ☐ **Required field**
The customer cannot place the order without answering.
Only applies when the field is displayed.

Checkout step

Step

3 ▼

Placement

4 ▼

Choose whether the field appears before or after the main content of this step.

Show the answer in

☒ **Back-office order page**

☒ **Order emails**

☒ **Customer account & confirmation page**

☐ **PDF invoice**

5 ☒ **PDF delivery slip**

Status, checkout step, and the places where the answer will appear.

Step 4: save and check

Click **Create field** at the bottom of the form. The field now appears in the list, and in your checkout, under the carriers:

3 SHIPPING METHOD

- ☐ **Click and collect** Pick up in-store Free
- ☒  **My carrier** Delivery next day! €8.40 tax incl.

If you would like to add a comment about your order, please write it in the field below.

CONTINUE

Additional information

Preferred delivery date

10/23/2026



We will do our best to meet it.

1 Delivery instructions

Please ring twice. Second floor, blue door.

Optional. Our driver will read it before delivering.

What your customer sees at the Shipping step (1).

Place a test order in your shop: you will find the answer on the order page of your back office, in the emails and on the delivery slip.

Keep your checkout short. Each extra question slows your customers down. Ask only what you really use, prefer optional fields, and use [conditions](#) to show a field only to the customers concerned.

4. The 14 field types

Choose the type that matches the answer you expect. The form only shows the settings that make sense for the chosen type.

Type	What the customer sees	Real-life example	Specific settings
------	------------------------	-------------------	-------------------

Text	A one-line box	Company registration number, door code	Maximum length (255 characters by default)
Text area	A box of several lines	Delivery instructions, gift card message	Maximum length (2,000 characters by default)
Date	A date picker	Preferred delivery date, event date	Allowed dates: any date, today or later, today or earlier
Time	A time picker (hours and minutes)	Preferred delivery time	-
Number	A box that only accepts a number	Number of guests, number of boxes	Minimum value, maximum value
Email	A box that checks the email format	Email of the gift recipient, of the accounting department	-
Phone	A box that checks the phone number format	Phone number of the person receiving the parcel	-
Dropdown list	A list with one choice	Pickup time slot	Choices (one per line)
Radio buttons	All choices visible, only one can be picked	"Leave the parcel: at the door / with a neighbour"	Choices (one per line)
Checkboxes	All choices visible, several can be ticked	Gift options: wrapping, card, ribbon	Choices (one per line)
Yes / No	A single box to tick	"I'm ordering for a company", "This order is a gift"	-
File upload	A "Choose a file" button	Signed purchase order, logo to print	Allowed extensions, maximum size (see File uploads)
Info message	A text, without anything to fill in	"Orders placed after 2 pm ship the next day."	Message (simple HTML allowed, e.g. a link)
GDPR consent	A box to tick next to your text	"I agree that my phone number is shared with the carrier."	Message (simple HTML allowed, e.g. a link to your privacy page)

Writing the choices of a list

For **Dropdown list**, **Radio buttons** and **Checkboxes**, type one choice per line in **Choices**. You can simply write the text shown to the customer:

Tuesday, 10 am – 12 pm
Wednesday, 2 pm – 6 pm

Or use the form `value|Text shown`: the part before the `|` is a short code stored with the order, the part after is what the customer reads.

tuesday|Tuesday, 10 am – 12 pm
wednesday|Wednesday, 2 pm – 6 pm
saturday|Saturday, 10 am – 1 pm

Choices *

Multilang field

tuesday|Tuesday, 10 am – 12 pm
wednesday|Wednesday, 2 pm – 6 pm
saturday|Saturday, 10 am – 1 pm

EN

One choice per line. Optional syntax "value|Label" keeps the stored value identical in every language.

The choices of the pickup time slot, written as `value|Text shown`.

Use the `value|Text shown` form if your shop has several languages. You translate the text after the `|` and keep the same code in every language. The answers then stay consistent whatever the customer's language, and your conditions work in all languages.

Three types that behave differently

- **Yes / No:** if you make it required, the customer must tick it to order. For a question the customer may answer "no" to, leave it optional: an unticked box is recorded as *X*.
- **GDPR consent:** always required. The customer cannot order without ticking it. The answer is stored with the order (✓), as a record of the consent.
- **Info message:** it only displays your text. It collects nothing, so it never appears in orders, emails or documents.

5. Checkout steps and placement

The native PrestaShop checkout has 4 steps. For each field, you choose the **Step**, then the **Placement** within that step: before or after its main content. That makes 8 possible places.

Step	What the customer does there	Placement "before"	Placement "after"
Step 1 — Personal information	Gives name and email, logs in or orders as a guest	Before the customer information form	After the customer information
Step 2 — Addresses	Enters or chooses the delivery address	Before the address selection	After the address selection
Step 3 — Shipping	Chooses a carrier	Before the carriers	After the carriers
Step 4 — Payment	Chooses a payment method and confirms the order	Before the payment methods	After the payment methods

Which step should I choose? Ask the question where it makes sense for the customer:

- "Are you ordering for a company?": step 1, with the personal information.
- A door code or a floor: step 2, after the address.
- A pickup time slot or a preferred delivery date: step 3, after the carriers.
- A purchase order number, a gift message, a consent: step 4, before the payment methods. If you hesitate, this is the safest place: the customer has made all their choices.

Inside the same place, fields appear in the order of the **Fields** list. Drag the rows to change it.

How answers are saved and checked

- **Saved while typing.** Each answer is saved with the cart as the customer types. Nothing is lost if they go back to a previous step.
- **Checked at each step.** When the customer clicks **Continue**, the module checks the fields of that step: a required field left empty or a wrong format (an invalid email, a date in the past...) is shown in red with an explanation.
- **Checked again before payment.** When the customer confirms the order, every visible field of the checkout is checked again, on the server too. A field with a problem turns red with its own message (for example “This field is required.”) and the page scrolls to it.
- **A hidden field never blocks the order.** A field hidden by its conditions is never checked, and what the customer types while it is hidden is not saved.

4

PAYMENT

Additional information

1 Purchase order number

e.g. PO-2026-0001

Required for business orders paid by bank transfer.

This field is required.

Signed purchase order (PDF)

Choose a file

☒ This order is a gift

Gift card message

Thank you for a great year, team!

☐ Pay by Check

☒ Pay by bank wire

Please transfer the invoice amount to our bank account. You will receive our order confirmation by email containing bank details and order number.

☐ Pay by Cash on Delivery

☒ I agree to the [terms of service](#) and will adhere to them unconditionally.

Additional information

☒ I agree that my phone number is shared with the carrier so they can let me know about the delivery. *

PLACE ORDER

The purchase order number is required with bank transfer: the customer sees what is missing (1) before paying.

6. Conditions: show a field only when it is useful

A condition is a rule such as “show this field only if the customer pays by bank transfer”. Conditions keep your checkout short: each customer only sees the questions that concern them.

In the field form, you will find two cards:

- **Conditional display:** the field is *shown* only when the rules are met. Otherwise it is hidden and never required.

- **Conditionally required:** the field is always shown, but it becomes *required* only when the rules are met.

The two cards work independently. You can use one, the other, or both.

How a rule is written

A rule reads like a sentence, on one line: **what to look at**, **how to compare**, and **the value**. For example: *Selected payment method · is · Wire payment*.

- The first list groups your own fields (under **Checkout fields**) and the context of the order (under **Order context**: cart, carrier, payment method, country, customer group, guest checkout).
- The second list only offers the comparisons that make sense for what you picked. When only one is possible, as *is* before Yes or No, it is shown as plain text.
- The value is chosen from a list whenever possible: Yes or No, the choices of a list field, your carriers, payment methods, countries and customer groups. Products and categories are searched by name.

When a card has several rules, choose at the top whether the field needs **ALL conditions are met** (every rule must be true) or **AT LEAST ONE condition is met** (one true rule is enough). The rules then start with **If**, then **And** or **Or**, according to your choice.

Example 1: purchase order number for companies that pay by bank transfer

Customers who order for a company and pay by bank transfer must give their purchase order number. Other customers must not see this question. The demo shop uses a **Yes / No** field “I’m ordering for a company” at step 1, then a **Text** field “Purchase order number” at step 4.

1. Open the “Purchase order number” field. In **Conditional display**, turn on **Enable conditions for this field** (1).
2. In **Show the field when**, keep **ALL conditions are met** (2).
3. Click **Add a condition**, choose *I’m ordering for a company* in the first list, then *Yes* as the value (3). The rule reads: If · I’m ordering for a company · is · Yes.
4. Add a second condition: *Selected payment method · is · Wire payment* (4). The list shows the payment methods enabled in your shop, by their name.
5. In **Conditionally required**, turn on **Enable conditional requirement** (5) and add: *Selected payment method · is · Wire payment* (6).
6. Leave **Required field** off in the right-hand column, then click **Save changes**.

Conditional display

Advanced

Show this field only when answers or checkout context match your rules.

1 ☒ Enable conditions for this field

Show the field when

2 ALL conditions are met

3 IF I'm ordering for a company is Yes

4 AND Selected payment method is Wire payment

+ Add a condition

Conditionally required

Keep the field visible, but require an answer only when these conditions are met.

5 ☒ Enable conditional requirement

Require the field when

ALL conditions are met

6 IF Selected payment method is Wire payment

+ Add a condition

Shown for a company paying by bank transfer, and required in that case.

Leave “Required field” off when you use “Conditionally required”. “Required field” makes the field required every time it is shown, whatever your rules. Conditional requirement only works when it is off.

Result in the checkout: the customer ticks “I’m ordering for a company” at step 1, then chooses bank transfer at step 4, and the purchase order number appears, with the file upload for the signed purchase order.

Additional information

1 ☒ I'm ordering for a company

2 Company registration number *

612987

It will appear on your invoice.

Step 1: ticking "I'm ordering for a company" (1) shows the company registration number (2).

4 PAYMENT

Additional information

2 Purchase order number

PO-2026-0512

Required for business orders paid by bank transfer.

3 Signed purchase order (PDF)

Choose a file

purchase-order-PO-2026-0512.pdf ×

☒ This order is a gift

4 Gift card message

Thank you for a great year, team!

☐ Pay by Check

1 ☒ Pay by bank wire

Please transfer the invoice amount to our bank account. You will receive our order confirmation by email containing bank details and order number.

☐ Pay by Cash on Delivery

☒ I agree to the [terms of service](#) and will adhere to them unconditionally.

Additional information

5 ☒ I agree that my phone number is shared with the carrier so they can let me know about the delivery.*

PLACE ORDER

Step 4 with bank transfer (1): purchase order number (2), signed purchase order (3), gift card message (4) and carrier consent (5).

Example 2: gift card message

Create a **Yes / No** field “This order is a gift”, then a **Text area** field “Gift card message” at the same step. On the message field, add one display condition: *This order is a gift* · is · Yes. The message box only appears when the customer ticks “This order is a gift”.

Conditional display

Advanced

Show this field only when answers or checkout context match your rules.

☒ Enable conditions for this field

Show the field when

ALL conditions are met

IF This order is a gift is Yes

+ Add a condition

The gift card message only appears when “This order is a gift” is ticked.

Example 3: pickup time slot for in-store pickup

The “In-store pickup time slot” field is a **Dropdown list** at step 3, after the carriers. Its display condition is *Selected carrier* · is · *Click and collect*, the in-store pickup carrier chosen by its name. The slot appears as soon as the customer selects in-store pickup, and disappears if they choose delivery.

Conditional display

Advanced

Show this field only when answers or checkout context match your rules.

☒ Enable conditions for this field

Show the field when

ALL conditions are met

IF Selected carrier is Click and collect

+ Add a condition

The time slot depends on the selected carrier.

3 SHIPPING METHOD

1



Click and collect

Pick up in-store

Free



My carrier

Delivery next day!

€8.40 tax incl.

If you would like to add a comment about your order, please write it in the field below.

CONTINUE

Additional information

2

In-store pickup time slot *

Saturday, 10 am – 1 pm

Delivery instructions

Door code, floor, best time to deliver...

Optional. Our driver will read it before delivering.

The customer chooses in-store pickup (1): the time slot appears (2).

What a rule can look at

The first list of a rule offers your fields, then 8 choices about the order. The table tells you how the value is given for each of them.

Choice	What it looks at	The value
One of your fields (under Checkout fields)	The customer's answer to that field	For Yes / No: choose Yes or No. For a list: choose one of its choices. For a date or a time: pick it. Otherwise type the text or the number to compare.
Cart total	The amount of the cart with taxes, without shipping costs	An amount in your default currency, shown next to the box: 100 or 99.90
Products in cart	The products in the cart	Type a few letters of the name, the reference or the ID, then pick the product in the list. Its ID is shown next to its name.

Choice	What it looks at	The value
Categories in cart	The categories of the products in the cart	Type a few letters of the name or the ID, then pick the category in the list
Selected carrier	The carrier chosen at step 3	Choose the carrier in the list, by its name. It stays recognised after you edit it in PrestaShop.
Selected payment method	The payment method chosen at step 4	Choose the payment method in the list: it shows the payment modules enabled in your shop.
Delivery country	The country of the delivery address	Choose the country in the list of your active countries
Customer group	The groups of the customer	Choose the group in the list. A customer who orders without an account counts as a Visitor here: to target them, use <i>Guest checkout</i> instead.
Guest checkout	Whether the customer orders without an account	Choose Yes or No

How to compare

Operator	The rule is true when...	Example
is	the value is exactly the one chosen. For the customer groups, one of the customer's groups is enough.	Selected carrier · is · Click and collect
is not	the value is different	Delivery country · is not · France
includes / does not include	for the products and categories in the cart, and for a Checkboxes field: the cart, or the answer, has (or has not) the chosen one among others	Products in cart · includes · Customizable mug
contains	the answer contains your text, capital letters or not	Company name · contains · Ltd
does not contain	the answer does not contain your text	Company name · does not contain · test
is empty	the customer has not answered, a Yes / No box is not ticked, or the answer is 0	VAT number · is empty
is filled	the customer has answered	Door code · is filled
is greater than	the number is strictly higher. Offered for the cart total and for Number fields.	Cart total · is greater than · 500
is less than	the number is strictly lower. Offered for the cart total and for Number fields.	Cart total · is less than · 50

Rules to know

- **An answer typed while the field was shown stays with the order.** For example, if a customer writes a gift message and then unticks "This order is a gift", the message they had typed is still saved with the order.
- **Which fields can be used in a rule?** An active field that has no display condition itself, and that is neither a File upload nor an Info message. Conditions have one level only: a field shown under condition cannot control another field. These fields are listed under **Checkout fields** in the first list; if that group is missing, create the other field first.

- **A choice not made yet counts as “unknown”.** Until the customer has chosen a carrier or a payment method, a field that depends on it stays hidden. It appears as soon as the choice is made, without reloading the page.
- **A field can only depend on what is already known.** Put the field at the same step as the choice it depends on, or later. For example, a field that depends on the payment method belongs at step 4.

Display targeting: reserve a field for some customers

The **Display targeting** card is a simpler way to limit a field. Leave everything empty to show the field to every customer, or fill in one or more criteria:

- **Products in cart** and **Categories in cart**: type at least 2 letters, then click the product or category to add it. The field appears if the cart contains at least one of them.
- **Customer groups**: tick the groups allowed to see the field.
- **Shop languages** (only when your shop has several languages): tick the languages in which the field appears.
- **Carriers**: tick the carriers. This criterion is meant for fields shown at step 4, once the carrier is chosen. For a field at step 3 that must react to the carrier the customer clicks, use a *Selected carrier* condition instead ([example 3](#)).

When you fill in several criteria, all of them must be met. Inside one criterion, one match is enough.

Display targeting

Advanced

Leave everything empty to show the field to every customer. Fill a criterion to restrict it.

Products in cart

No selection

Type at least 2 characters, then click a product to add it.

Categories in cart

No selection

Type at least 2 characters, then click a category to add it.

Customer groups

☐ Visitor☐ Guest☐ Customer

Carriers

☐ Click and collect☐ My carrier☐ My cheap carrier☐ My light carrier

Shown only when the customer picked one of these carriers (payment step).

The **Display targeting** card: leave it empty to show the field to everyone.

Targeting or condition? Targeting is decided when the checkout page loads, from the cart and the customer. A condition reacts live to what the customer does in the page: ticking a box, choosing a carrier or a payment method.

7. Translating the texts

The texts of your fields

Every text you type in a field (label, placeholder, help text, choices, message) exists in each language of your shop. These inputs show the mention **Multilang field**.

1. At the top of the **The essentials** card, choose a language in **Language**.
 2. Type the texts in that language.
 3. Repeat for each language, then save.
- If you leave the **label** empty in a language, the module copies the label of another language, so the question is never blank.

- The other texts are **not copied**. Fill in the **Choices** of a list and the **Message** of an Info message or a GDPR consent in every language: otherwise the list is empty, or the box has no text, for customers of that language.
- For lists, use the `value|Text shown` form (see [Writing the choices](#)).

The texts of the module

The module also displays its own texts to customers: the “Additional information” title, the “Choose a file” button and the error messages (“This field is required.”...). They are provided in English, French, Spanish, Italian, German and Polish.

In version 1.1.2, these texts cannot be changed from the back office: the PrestaShop translation page (**International > Translations**) does not list them. In a language other than these six, customers see them in English. If the “Additional information” title does not suit you, you can hide it in [Settings](#).

The language of the module’s back office

The module’s back office follows the language of the employee who is logged in. It is available in English and in French; in the other languages, it is shown in English.

The answers are recorded with the label in the customer’s language at the time of the order. If a customer ordered in French, you will read the French label on the order page.

8. Where to find the answers

In each field, the **Show the answer in** card tells where its answer appears. By default, the first three places are on. Empty optional answers are not shown to the customer, in emails or on documents; the order page of your back office shows them too, empty. An unticked Yes / No box appears as *X*.

On the order page of your back office

Open the order in **Orders > Orders**. The **Additional information (Easy Checkout Fields)** block lists the answers. Click a file name to download it (1).

To correct an answer given by mistake, click the pencil next to it (2), change the value and click **Save**. Files cannot be edited.

Editing answers from the order page is included in the Pro plan.

Additional information (Easy Checkout Fields)

I'm ordering for a company	✓	2 
Company registration number	612987	
Preferred delivery date	2026-10-23	
Purchase order number	PO-2026-0512	
Signed purchase order (PDF)	1  purchase-order-PO-2026-0512.pdf	
This order is a gift	✓	
Gift card message	Thank you for a great year, team!	
Carrier consent	✓	
Delivery instructions	Please ring twice. Second floor, blue door.	

The answers on the order page: download the file (1), edit an answer (2).

On the confirmation page and in the customer account

With **Customer account & confirmation page** on, the customer finds the answers on the confirmation page after ordering, then in their account, under **Order history and details**, in the details of the order.

Additional information

I'm ordering for a company	✓
Company registration number	612987
Preferred delivery date	2026-10-23
Purchase order number	PO-2026-0512
Signed purchase order (PDF)	purchase-order-PO-2026-0512.pdf
This order is a gift	✓
Gift card message	Thank you for a great year, team!
Carrier consent	✓
Delivery instructions	Please ring twice. Second floor, blue door.

The confirmation page, right after the order.

Additional information

I'm ordering for a company
✓

Company registration number
612987

Preferred delivery date
2026-10-23

Purchase order number
PO-2026-0512

Signed purchase order (PDF)
purchase-order-PO-2026-0512.pdf

This order is a gift
✓

Gift card message
Thank you for a great year, team!

Carrier consent
✓

Delivery instructions
Please ring twice. Second floor, blue door.

The order details in the customer account.

In the emails

With **Order emails** on, an “Additional information” block is added to these emails, without changing your email templates:

- to the customer: order confirmation, awaiting bank wire payment, awaiting check payment, payment accepted;
- to you: the “new order” email. PrestaShop sends it through its **Mail alerts** module (ps_emailalerts), which must be installed and set up with your email address.

The block appears under the payment method in the order confirmation and in the “new order” email, and at the end of the other emails. In [Settings](#), you can stop adding the answers to all customer emails, or to the “new order” email, at once. For an uploaded file, the email shows the file name, not the file itself.

Additional information

I'm ordering for a company	✓
Company registration number	612987
Preferred delivery date	2026-10-23
Purchase order number	PO-2026-0512
Signed purchase order (PDF)	purchase-order-PO-2026-0512.pdf
This order is a gift	✓
Gift card message	Thank you for a great year, team!
Carrier consent	✓
Delivery instructions	Please ring twice. Second floor, blue door.

The “Additional information” block in the order confirmation email.

On the invoice and the delivery slip

Turn on **PDF invoice** and/or **PDF delivery slip** in the field. An “Additional information” block then appears at the bottom of the document. Invoices and delivery slips are built when you open them, so an answer also appears on documents of past orders.

The invoice and the delivery slip are included in the Pro plan.

Additional information

I'm ordering for a company	✓
Company registration number	612987
Preferred delivery date	2026-10-23
Purchase order number	PO-2026-0512
Signed purchase order (PDF)	purchase-order-PO-2026-0512.pdf

On the invoice.

Additional information

Preferred delivery date	2026-10-23
Gift card message	Thank you for a great year, team!
Delivery instructions	Please ring twice. Second floor, blue door.

On the delivery slip: the driver sees the delivery instructions.

If you change or delete a field

- The label is recorded with each answer. If you rename a field later, past orders keep the label the customer saw.
- Deleting a field never deletes the answers already attached to orders. They stay visible on the order page of your back office, on the **Collected data** page and in the export, but no longer on the customer's pages, in emails or on documents.
- If an order is split into several orders (one per carrier), each order keeps the answers.

9. Collected data and CSV export

The **Collected data** page lists the answers of your orders, most recent first: order, field, answer, file, customer and date. It also shows answers still in carts, marked **Cart (not ordered)**: by default, they are deleted after 30 days if the cart never becomes an order (see [GDPR](#)). You can search, filter by field (2) and open the order.

Dashboard
Fields
Collected data
Settings

Collected data

1
Export CSV

Every answer collected at checkout, order by order — 92 value(s)

GDPR: the trash action permanently erases a value (and its file). Automatic retention rules are available in Settings.

Show
25
entries
Search...

2
All
Reset

	ID	Order	Field	Value	File	Customer	Date	Actions
☐	158	#18	Gift card message	Thank you for a great year, team!	—	Emma Walsh	30/09/2026 10:25	3
☐	157	#18	Signed purchase order (PDF)	purchase-order-PO-2026-0418.pdf	purchase-order-PO-2026-0418.pdf	Emma Walsh	30/09/2026 10:25	
☐	154	#18	This order is a gift	✓	—	Emma Walsh	30/09/2026 10:25	
☐	155	#18	Carrier consent	✓	—	Emma Walsh	30/09/2026 10:25	
☐	156	#18	Purchase order number	PO-2026-0418	—	Emma Walsh	30/09/2026 10:25	
☐	153	#18	In-store pickup time slot	Saturday, 10 am – 1 pm	—	Emma Walsh	30/09/2026 10:24	
☐	152	#18	Company registration number	654321	—	Emma Walsh	30/09/2026 10:24	

The **Collected data** page: CSV export (1), filter by field (2), delete an answer (3).

Exporting to a spreadsheet

Click **Export CSV** (1). You get a file with **one row per order**, which opens in Excel, LibreOffice or Google Sheets. It contains:

- the order: number, reference, date, status, carrier, payment method, totals and currency;
- the customer: name, email, delivery and invoice addresses;
- the products: quantity, name and reference;
- then one column per field, with the answers.

The columns are separated by semicolons. The file is encoded so that accented letters display correctly in Excel. Any text that starts with `=`, `+`, `-` or `@` gets an apostrophe in front, so your spreadsheet never runs it as a formula. Plain numbers are left as they are.

The CSV export is included in the Pro plan.

The export contains personal data (names, emails, addresses). Store the file safely and delete it when you no longer need it.

10. File uploads

With a **File upload** field, the customer attaches a document to the order: a signed purchase order, a logo to print, a drawing... They click **Choose a file**. The file is sent at once; the customer can remove it with the × and choose another one.

The File upload field is included in the Pro plan.

Which files are accepted

- **Extensions:** by default `pdf`, `jpg`, `jpeg`, `png`, `gif`, `doc`, `docx`, `txt`, `zip`. You can change this list for all fields in **Settings**, or for one field in its own settings (**Allowed extensions**).
- **Size:** 5 MB per file by default, set in **Settings**. To accept larger files, raise this value, up to the limit of your server, which the module displays; to go beyond, ask your host to increase the PHP upload limits (`upload_max_filesize` and `post_max_size`). In a field's own settings, you can set a lower limit for that field.
- **Always refused**, whatever your list: programs and scripts (for example `php`, `js`, `exe`, `sh`, `html`, `svg`).
- **Real content checked:** for common formats (PDF, images, Word and Excel documents, text, CSV, ZIP), the module checks that the file really is what its extension says, when your server provides the PHP "fileinfo" extension (most hosts do). A renamed program is refused.

Where the files are kept

The files are stored in the `modules/easycheckoutfields/uploads/` folder of your shop, under random names without extension. You download them from your back office only: from the order page or from the **Collected data** page. Emails, invoices and the export only show the file name.

The folder contains a rule that closes it to visitors on Apache servers, the most common ones. If your server runs Nginx, ask your host to block web access to this folder.

Include this folder in your backups. If you delete the module folder from your server by hand, the files go with it.

11. GDPR and personal data

The answers to your fields can be personal data. The module gives you the tools to respect the GDPR:

- **GDPR consent field.** Write your text, with a link to your privacy page if you want. The box is always required, and the ✓ is stored with the order as a record of the consent.
- **Official GDPR module (psgdpr).** If you use PrestaShop's free GDPR module, Easy Checkout Fields appears in its list. When a customer asks for their data, the export includes their answers. When they ask to be forgotten, their answers and files are deleted.
- **Customer deletion.** When you delete a customer in PrestaShop, their answers and files are deleted too.
- **Answers of abandoned carts.** Answers saved in carts that never became orders are deleted after 30 days by default.
- **Anonymisation.** You can have the answers of old orders replaced by "[anonymized]" (and the files deleted) after a number of months.
- **Deletion one by one.** On the **Collected data** page, the trash icon (3) permanently deletes an answer and its file.

The retention periods are set in **Settings > GDPR & data retention** (see below). Ask only for the information you need: it is the first rule of the GDPR, and your customers will thank you.

12. Settings

The **Settings** page sets the global behaviour of the module. Click **Save settings** at the bottom after any change.

Checkout display

Show the “Additional information” title above the fields : shows or hides this title above each group of fields in the checkout.

 Checkout display

☒ Show the "Additional information" title above the fields

Emails

- **Customer emails (order confirmation, payment)** : adds the answers to the emails sent to the customer. Turned off, the emails are still sent, without the answers.
- **Merchant notification (new order)** : adds the answers to the “new order” email sent to you.

Each field can also be left out of emails with its own **Order emails** switch.

 Emails

The answers are added to the existing email templates, no template file is modified. Each field can additionally be excluded from emails in its own settings.

☒ Customer emails (order confirmation, payment)

☒ Merchant notification (new order)

File uploads

- **Allowed extensions (default)** : the extensions accepted by the file fields, separated by commas. A field can have its own list.
- **Max size (MB, default)** : the maximum size of a file. The note below the box shows the limit of your server. A field can have a lower limit, not a higher one.

File uploads

Allowed extensions (default)

pdf,jpg,jpeg,png,gif,doc,docx,txt,zip

Comma-separated. Executable and script files are always rejected. Each file field can override this list.

Max size (MB, default)

5

Your server accepts up to 20 MB per file (PHP `upload_max_filesize` / `post_max_size`) — you can lower this limit, not raise it.

Files are stored outside the web root equivalent (direct access denied) and downloaded from the back office only.

GDPR & data retention

- **Purge abandoned cart answers after (days)**: 30 by default. 0 turns the purge off.
- **Anonymize order answers after (months)**: 0 by default, which keeps the answers. For example, 36 anonymises the answers of orders older than 3 years.

GDPR & data retention

The module answers the official GDPR module (psgdp) for data export and erasure, deletes a customer's answers when the customer is deleted, and offers a "GDPR consent" field type. The rules below add automatic retention limits.

Purge abandoned cart answers after (days)

30

Answers of carts that never became orders. 0 disables the purge.

Anonymize order answers after (months)

0

Values are replaced by "[anonymized]" and files deleted. 0 = keep forever.

Advanced

- **Strict server-side blocking** (off by default): refuses to create the order when a required field is missing, even if the checks in the browser were bypassed (robots, unusual checkouts). Leave it off unless the information is essential to your contract.
Warning: with a payment module that takes the money before creating the order, a refused order can leave a payment without an order.
- **Automatic retention tasks on shop traffic (lazy cron)** (on by default): the purge and the anonymisation run on their own, at most once every 6 hours, when visitors browse your shop. If you prefer a fixed schedule, turn it off and ask your host to call the address shown below the switch regularly (a "cron job"). Keep this address private.
- **Delete ALL data on uninstall** (off by default): if you turn it on, uninstalling the module permanently deletes the fields, the answers and the uploaded files.

☐ **Strict server-side blocking**

Refuses order creation when a required field is missing, even if the browser validation was bypassed (bots, exotic checkouts). Leave disabled unless the collected data is contractually critical: if a payment module charges before creating the order, a refused order can leave a captured payment without an order.

☒ **Automatic retention tasks on shop traffic (lazy cron)**

Throttled to once every 6 hours. For precise scheduling, disable it and call this URL from a server cron:

☐ **Delete ALL data on uninstall**

Fields, collected answers and uploaded files are permanently removed when the module is uninstalled. Leave disabled to reinstall without losing anything.

Several shops (multistore)

With the PrestaShop multistore feature, each shop has its own fields and answers. Choose the shop in the shop selector at the top of the back office before managing its fields.

13. Questions and troubleshooting

My field does not appear in the checkout

Check, in this order:

1. The field is **Active** (Status column of the **Fields** list).
2. You are looking at the right **step**: the field only appears at the step chosen in its settings.
3. Its **Display targeting** matches your test cart (products, categories, group, language, carrier).
4. Its **conditions** are met. A field that depends on the carrier or the payment method only appears once that choice is made.
5. Your theme uses the native checkout. A one-page checkout module or a heavily modified checkout may not show the fields.

On the Free plan, a field whose type, targeting or display conditions are not included is hidden, and only the first 3 fields the plan can show appear in the checkout.

A customer cannot place the order

A visible required field is empty, or an answer has a wrong format. The field is shown in red with the reason, for example “This field is required.”, and the page scrolls to it. A hidden field never blocks an order. If customers often get stuck, ask yourself whether the field really needs to be required.

If you turned on **Strict server-side blocking** in [Settings](#), PrestaShop can also refuse the order with the message “Please fill in the required information before placing your order.”.

A required Yes / No field blocks customers who answer “no”

That is normal: a required Yes / No box must be ticked. For a real yes/no question, leave it optional, or use a **Radio buttons** field with the choices “Yes” and “No”.

The answers are missing from the “new order” email I receive

- Check that the PrestaShop **Mail alerts** module is installed and set up with your email address: it sends this email.
- Check that **Merchant notification (new order)** is on in **Settings**, and **Order emails** in the field.
- An optional field left empty is not shown in emails.

The answers are missing from the invoice or the delivery slip

Turn on **PDF invoice** or **PDF delivery slip** in the **Show the answer in** card of the field, then open the document again. An optional field left empty is not shown.

These two switches are included in the Pro plan.

My condition on the carrier does not work

Check that the field is at step 3, after the carriers, or at step 4: before the carrier is chosen, the field stays hidden. The carrier is chosen by its name and stays recognised when you edit it in PrestaShop. A carrier you have deleted no longer appears in the list: choose another one.

My condition on the payment method does not work

Check that the field is at step 4, where the payment method is chosen. The list only shows the payment modules enabled in your shop: if a rule shows a technical name such as `ps_wirepayment` instead of a name, that module has been disabled or uninstalled since; choose an enabled one.

A customer’s file is refused

The message says why. “This file type is not allowed.”: the extension is not in the list, or the content of the file does not match its extension. “This file is too large.” (or “This file is too large (5 MB maximum).”): the file is bigger than the limit. Add the extension to the list if it is safe, or raise the maximum size in Settings within your server’s limit. Programs and scripts are always refused.

The module’s back office is in English

The back office of the module exists in English and French. It follows the language of the logged-in employee: in any language other than French, it is in English. Your customers, however, see the module’s texts in English, French, Spanish, Italian, German or Polish.

On PrestaShop 1.7.6 and 1.7.7, these versions do not read translation files from a module’s folder. When it is installed or updated, the module therefore copies its French texts into the `app/Resources/translations/` folder of your shop. If that folder cannot be written to (access rights on the server), the copy fails and the module stays in English, even for a French-speaking employee. Ask your host to make the folder writable, then reinstall the module or install the next update. A reinstall keeps your fields and answers, unless **Delete ALL data on uninstall** is on, but resets the Settings page.

Can I change a field after receiving orders?

Yes. Past orders keep the label and the answer as they were at the time of the order. If you change the choices of a list, past answers keep the text the customer chose.

What does “Duplicate” do?

It creates a copy of the field, with all its settings, and adds “(copy)” to its label. The copy is created **inactive**, so it does not appear in your checkout before you have adapted it.

On the Free plan, duplicating is refused once the limit of 3 fields is reached.

Does the module slow down my shop?

Its scripts are only loaded on the checkout page, and its style on the checkout and confirmation pages. The automatic GDPR tasks run at most once every 6 hours.

How do I get help?

Click the **Support** bubble at the bottom right of the module pages to open a ticket: you can attach a screenshot, and the answer comes both there and by email. You can also open a ticket from your customer area on modules.gekkode.com.

14. Glossary

Back office

The administration of your shop, where you manage products, orders and modules.

Cart

The list of products the customer is about to buy. The answers are saved with it until the order is placed.

Carrier

The delivery method chosen at step 3 (a transport company, in-store pickup...).

Checkout

The pages where the customer places the order, from the cart to the payment. The native PrestaShop checkout has 4 steps.

Condition

A rule that shows a field, or makes it required, only in some cases.

Cron job

A task that your server runs automatically at regular times, set up by your host.

CSV

A simple spreadsheet file, which opens in Excel, LibreOffice or Google Sheets.

Customer group

A family of customers in PrestaShop (Visitor, Guest, Customer, or your own groups, such as “Professionals”).

Delivery slip

The PDF document that goes with the parcel.

Display targeting

Criteria (products, categories, groups, languages, carriers) that reserve a field for some carts or customers.

Extension

The end of a file name that tells its type: `.pdf` , `.jpg` ...

Field

A question you add to the checkout.

GDPR

The European regulation on personal data.

Guest checkout

Ordering without creating a customer account.

Help text

A small note shown under a field.

ID

The number PrestaShop gives to each product, category, carrier, country or group. It appears in the ID column of the lists.

Label

The question shown above a field.

Multistore

A PrestaShop feature to run several shops from one back office.

Operator

The way a rule compares: is, is not, contains, is greater than...

Placeholder

A grey example shown inside an empty box, which disappears when the customer types.

psgdpr

PrestaShop's official GDPR module, which handles the customers' requests for access and deletion.

Required field

A field the customer must answer to place the order, when it is displayed.

Technical name

The internal name of a module, in lower case, such as `ps_wirepayment`.

ZIP

A compressed file that contains the module. You upload it as it is, without unzipping it.