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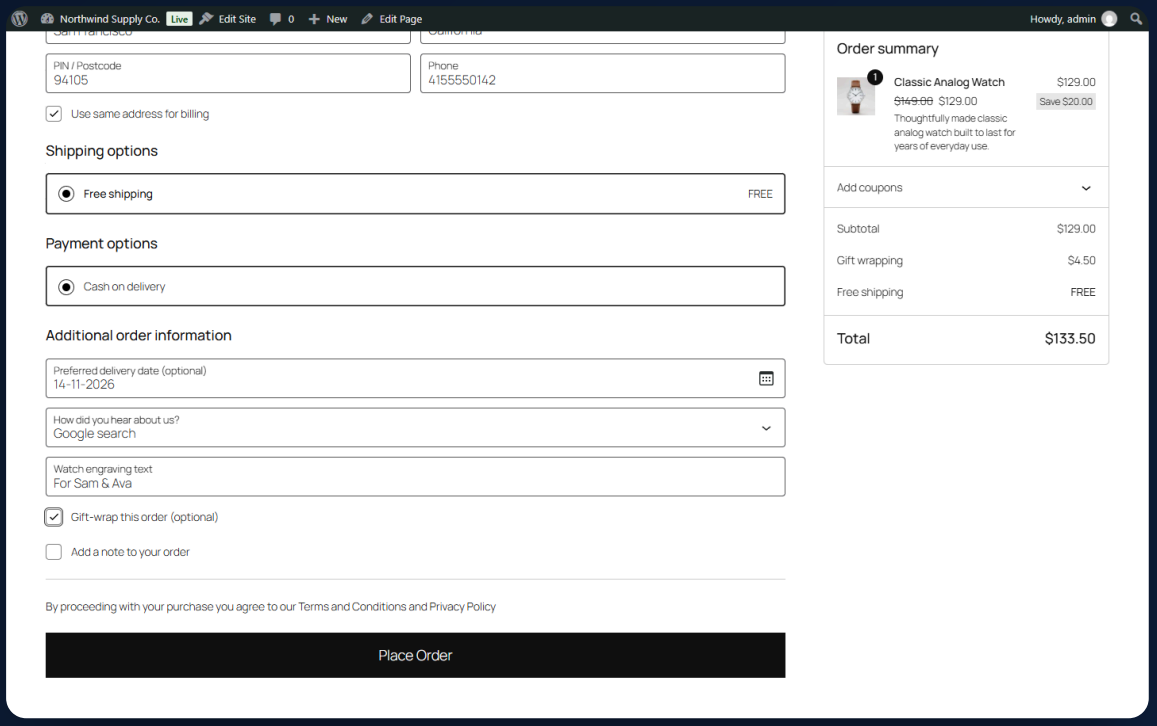
WOOCOMMERCE PLUGIN · USER GUIDE

Tillform — Checkout Field Editor for WooCommerce

Version 1.0.0 · Installation, licence activation, every setting explained, FAQ and troubleshooting.



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Tillform — Checkout Field Editor for WooCommerce: user guide

Tillform adds extra fields to the WooCommerce checkout and lets you rename, require, hide and reorder WooCommerce's own address fields. It works on the **block checkout** (the default Checkout block) and on the **classic checkout** (a page with the `[woocommerce_checkout]` shortcode), and it is compatible with High-Performance Order Storage (HPOS).

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1. Requirements

- WordPress 6.4 or newer, PHP 7.4 or newer.
- WooCommerce 8.9 or newer (the block checkout field API arrived in 8.9; the native date picker on the block checkout needs WooCommerce 11.2 — on older versions a date field is a text field that accepts YYYY-MM-DD).

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2. Installation

1. In wp-admin go to **Plugins** → **Add New** → **Upload Plugin**, choose the zip and click **Install Now**, then **Activate**.
2. A new menu item, **Checkout Fields**, appears in the admin menu.

Moving from Free to Pro

Deactivate and delete the Free plugin, then upload and activate the Pro zip. Your fields are kept, because data is only removed when you tick "Delete all plugin data when the plugin is deleted" on the Settings tab.

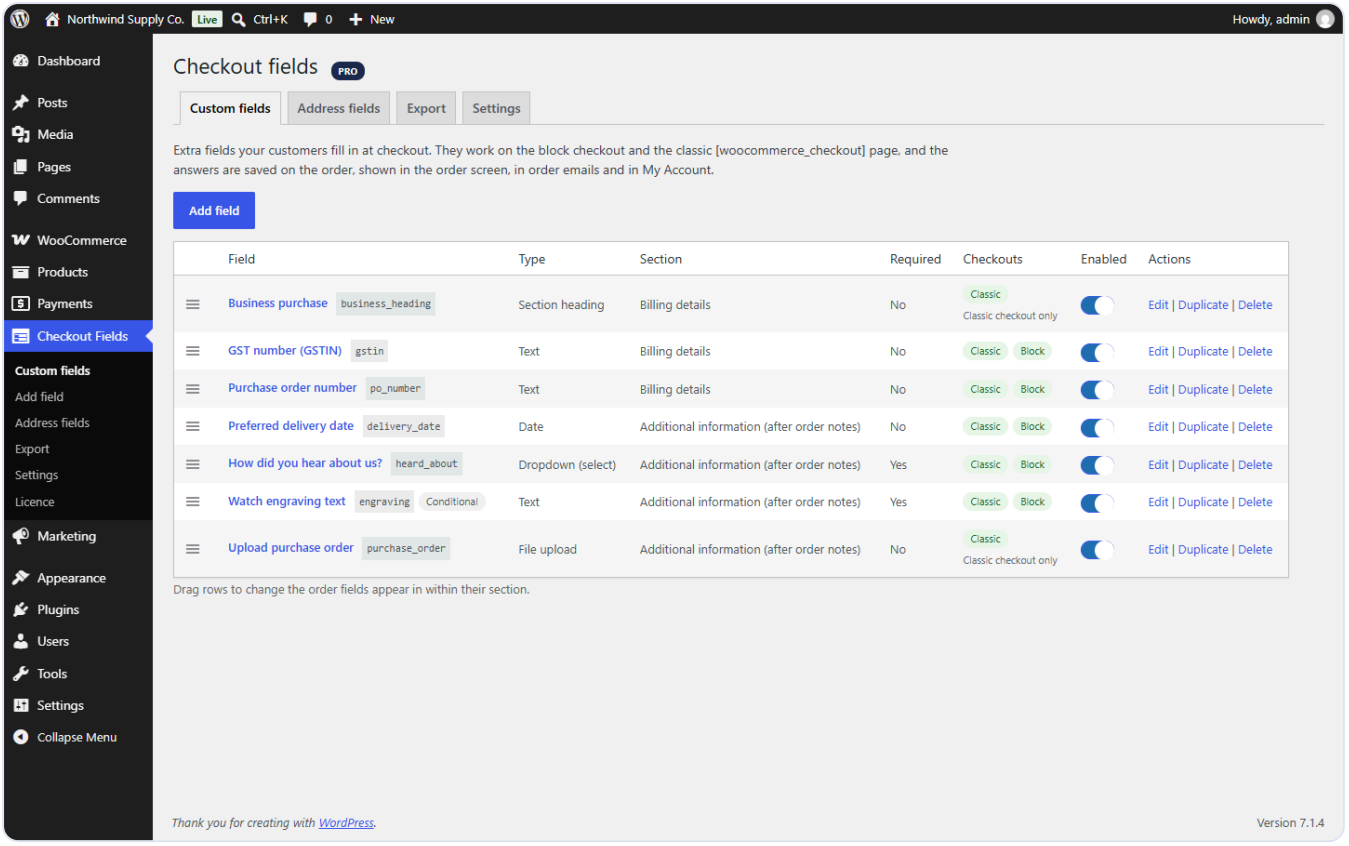
Activating your Pro licence

1. Go to **Checkout Fields** → **Licence**.
2. Paste the licence key from your coodecraft.com purchase email and click **Activate**.
3. Each licence works on one live domain. Monthly and yearly licences switch the Pro features off when they end and back on when renewed; the Licence screen has an "I have paid — check again" button. Lifetime licences never end.

When Pro is off, every field keeps working as a Free field and nothing is deleted: conditions, fees, validation rules, headings, file uploads and two-column layout simply pause, and come back when the licence is active again.

3. Custom fields (Checkout Fields → Custom fields)

Screenshot:



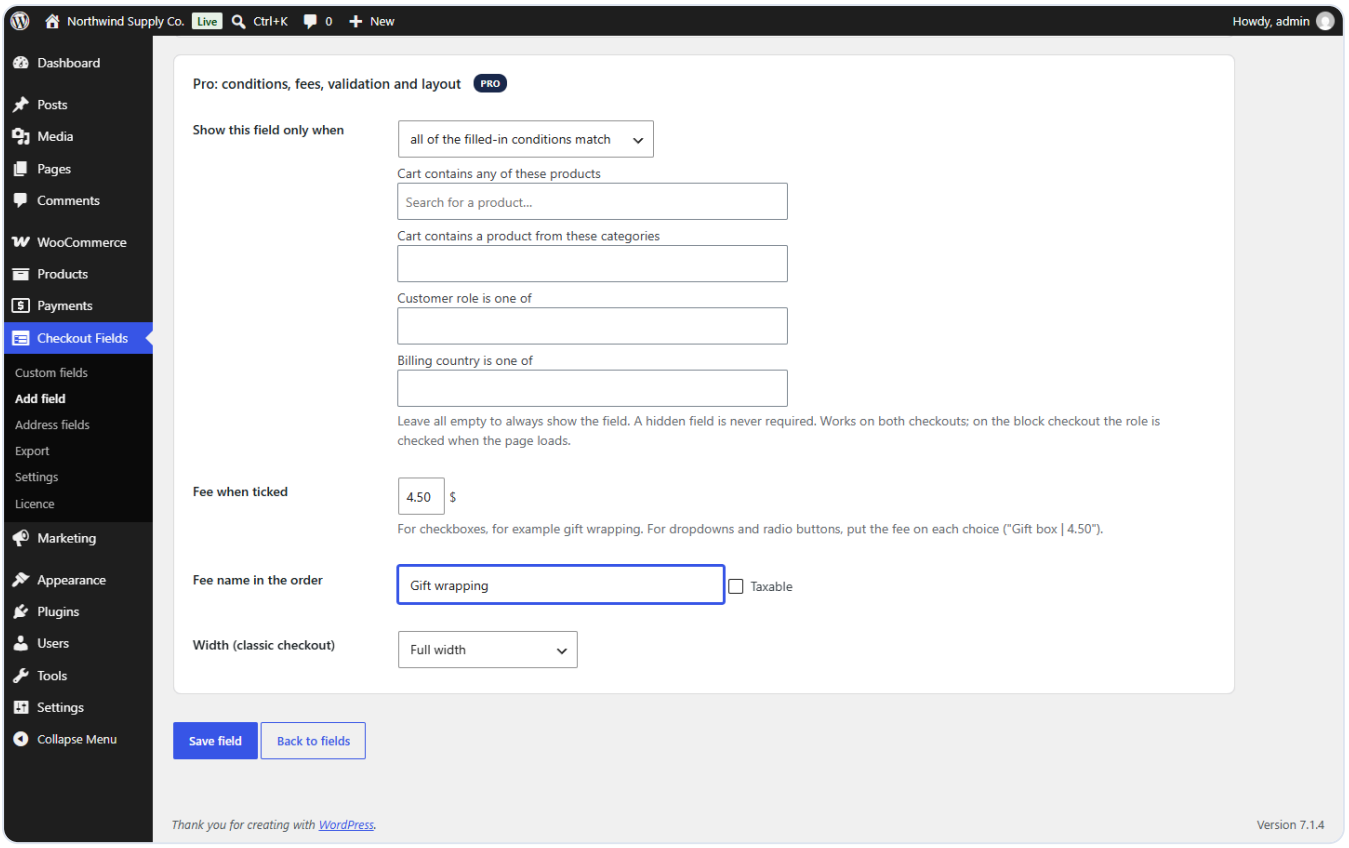
The list shows every custom field with its type, section, whether it is required, which checkouts show it and an on/off switch.

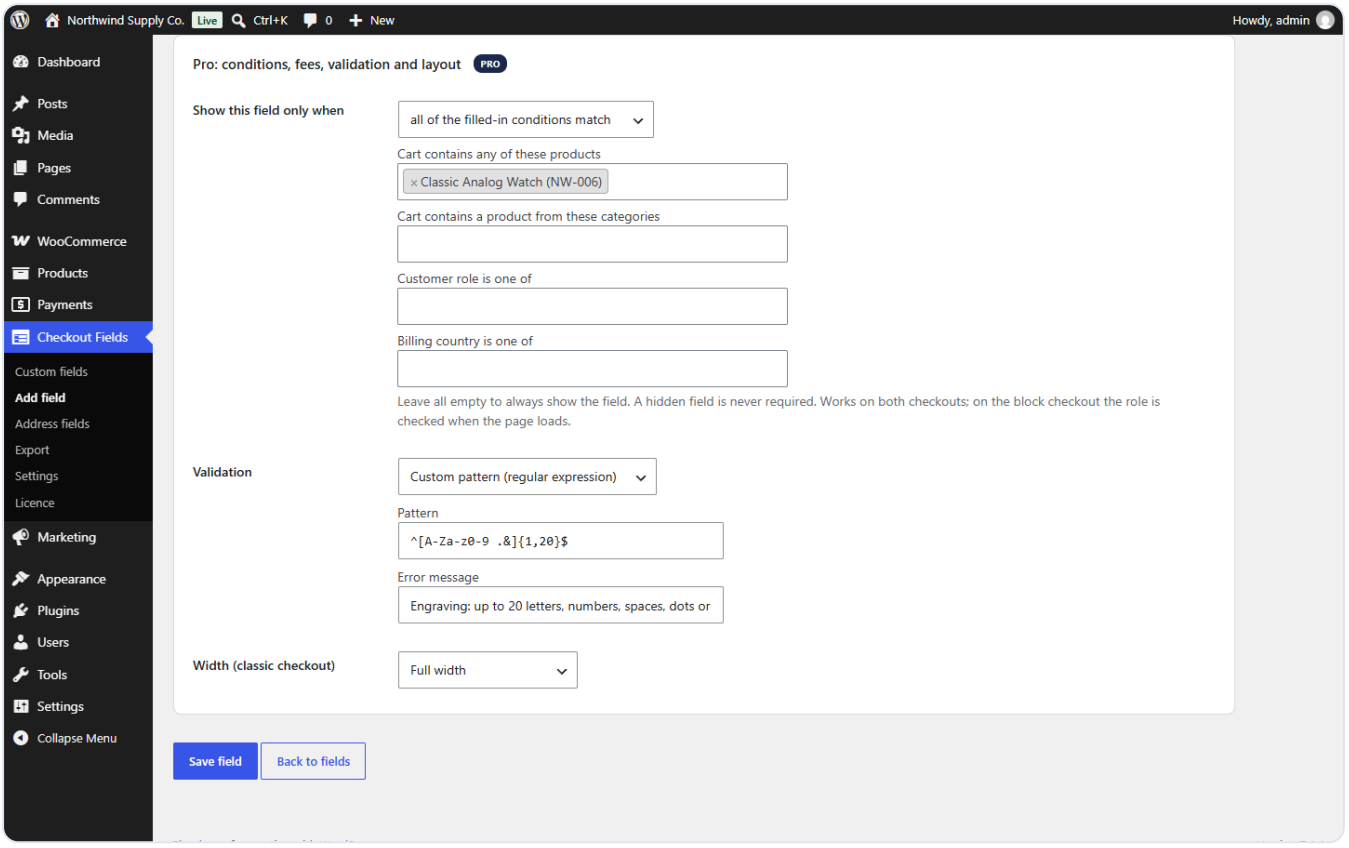
- **Drag** the handle on the left to change the order within a section. The order saves at once.
- **Switch** a field off to remove it from the checkout without deleting it.
- **Duplicate** makes a switched-off copy with a new key.
- **Delete** removes the field setup. Answers already saved on orders stay on those orders.

The "Checkouts" column tells you where a field appears: *Classic* and *Block*, with a note when the block checkout shows it differently (radio buttons as a dropdown, a paragraph as one line) or not at all (file upload, section heading).

4. Adding or editing a field (Add field)

Screenshots: ,





Setting	What it does
Label	The question the customer sees.
Field name (key)	Internal name, built from the label. It is fixed after the first save because orders use it.

Setting	What it does
Type	Text, Paragraph, Dropdown, Radio buttons, Checkbox, Date. Pro adds File upload and Section heading (classic checkout).
Section	Billing details, Shipping address, or Additional information (after order notes) on the classic checkout. Custom fields come after WooCommerce's own fields in that section.
Block checkout area	Contact information, Address forms, or Additional order information. "Automatic" puts billing fields in Contact, shipping fields in Address and additional fields in Order. A field in the Address area appears in both the shipping and the billing address form.
Required / Enabled	Required fields must be filled in before the order can be placed.
Choices	For dropdowns and radio buttons, one choice per line.
Placeholder, Help text, Default value	Classic checkout only.
Earliest date	For date fields: the first day a customer can pick, counted from today (both checkouts).
Show in	Order screen, order emails, thank-you page and My Account.

On block checkout orders WooCommerce itself displays the answers: always in the order screen, and to the customer (emails, confirmation page, My Account) when "Order emails" or "Thank-you page and My Account" is ticked.

Pro settings

- **Show this field only when** — fill in any of: cart contains certain products, cart contains a product from certain categories, the customer's role (including "Guest"), the billing country. Choose whether *all* or *any* filled-in condition must match. A hidden field is never required. On the block checkout the role is checked when the page loads and the cart and country rules are checked live; on the classic checkout the cart and role rules are checked when the page loads and the country rule live (and again when the order is submitted).
- **Fee when ticked** (checkboxes) or **a fee per choice** (`Gift box | 4.50` in the Choices box) — the fee appears in the order totals as soon as the customer ticks or picks it, on both checkouts. Set the fee name and whether it is taxable.
- **Validation** — Indian GSTIN (format and check digit), phone number (7–15 digits, + allowed), email, number, or your own regular expression with your own error message.
- **Width** — full or half width (two fields side by side) on the classic checkout.
- **Allowed file types** — for the file upload field (jpg, jpeg, png, gif, webp, pdf, txt, doc, docx). The size limit is on the Settings tab.

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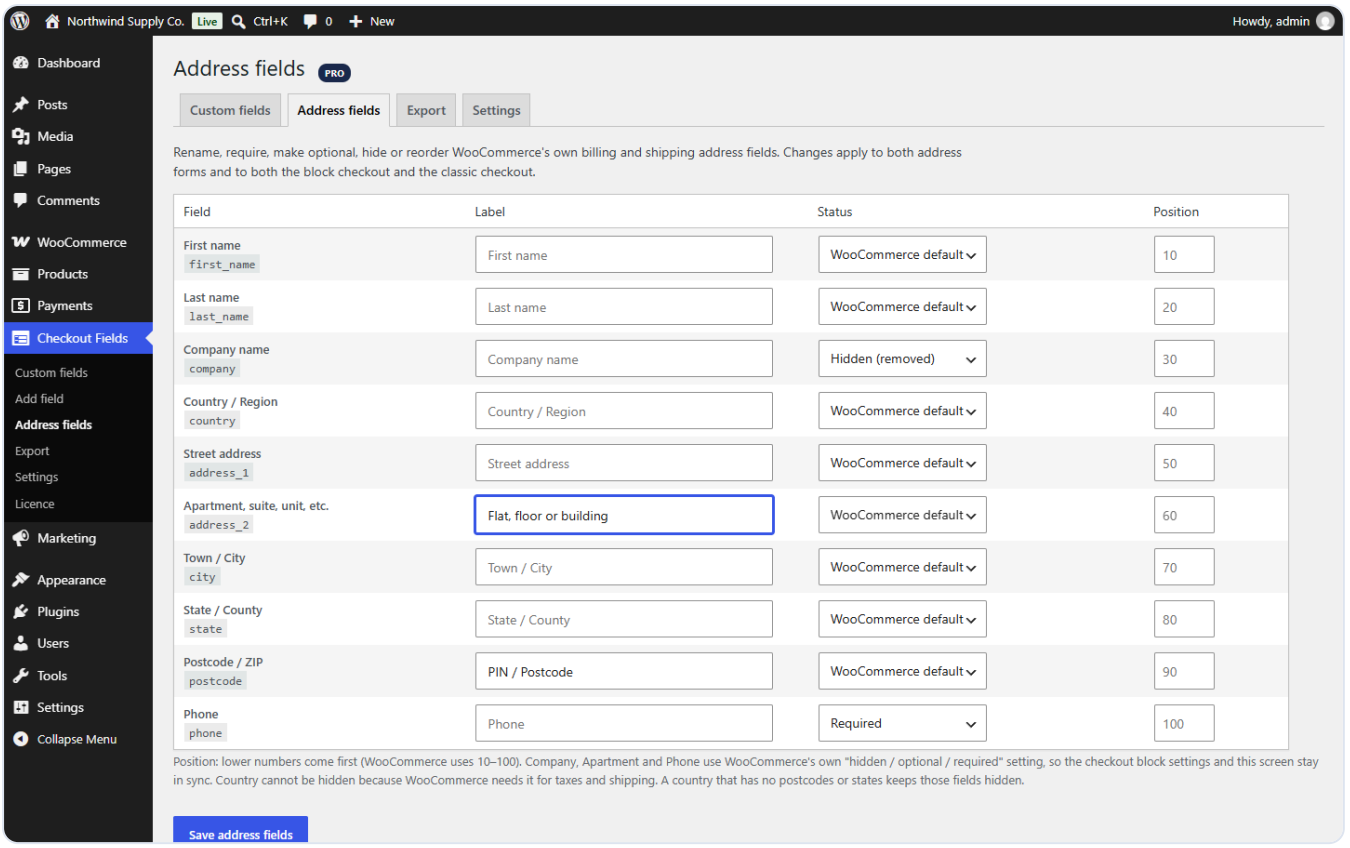
5. Address fields (Checkout Fields → Address fields)

Screenshot:



For first name, last name, company, country, street address, apartment, city, state, postcode and phone you can set:

- **Label** — leave empty to keep WooCommerce's label.
- **Status** — WooCommerce default, Required, Optional or Hidden. Country cannot be hidden (taxes and shipping need it); first name, last name and street address can be required or optional.
- **Position** — lower numbers come first (WooCommerce uses 10–100).

The changes apply to the billing and the shipping form, on both checkouts. Company, Apartment and Phone use WooCommerce's own "hidden / optional / required" setting — the same one the Checkout block's settings sidebar changes — so both stay in sync. A country that has no postcodes or states keeps those fields hidden.

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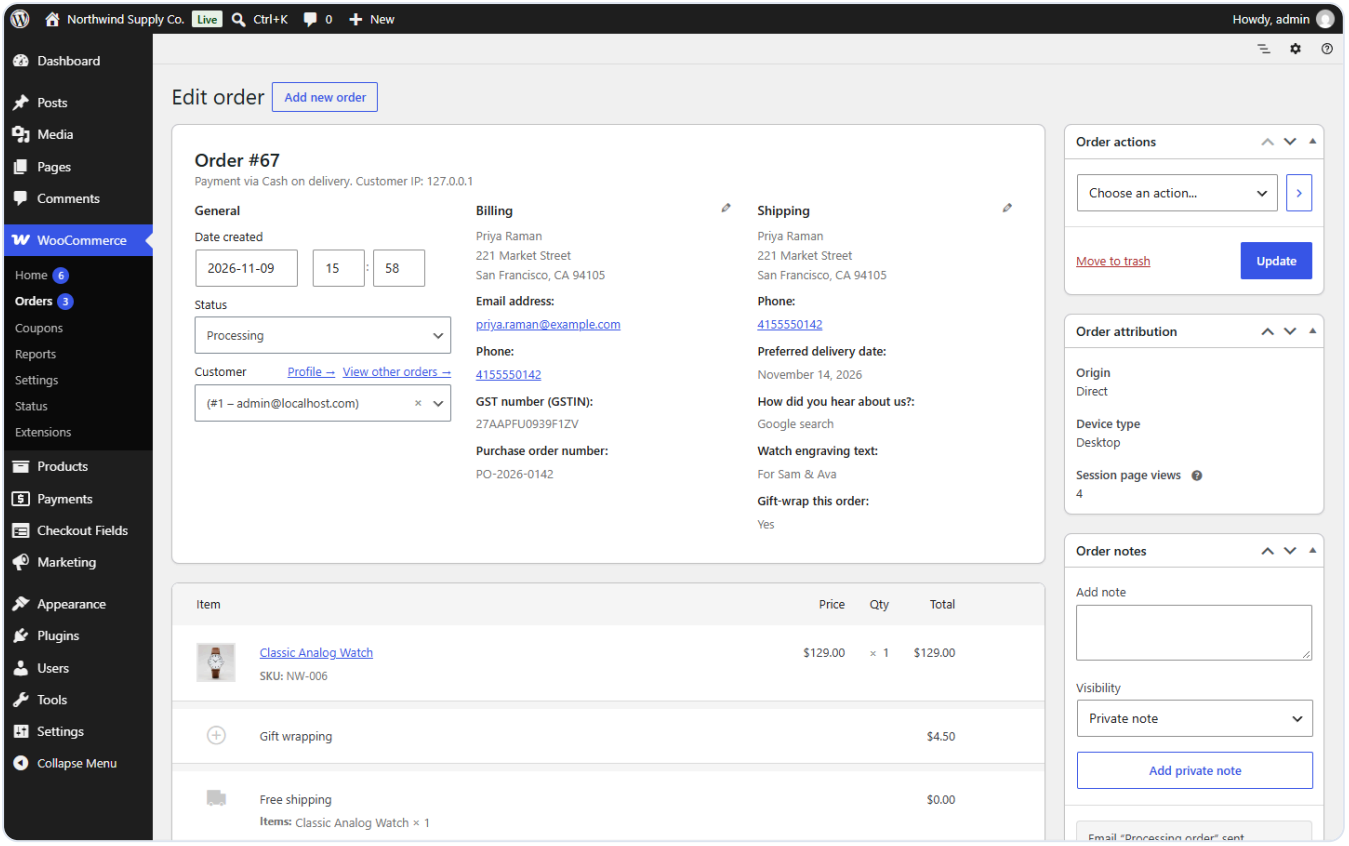
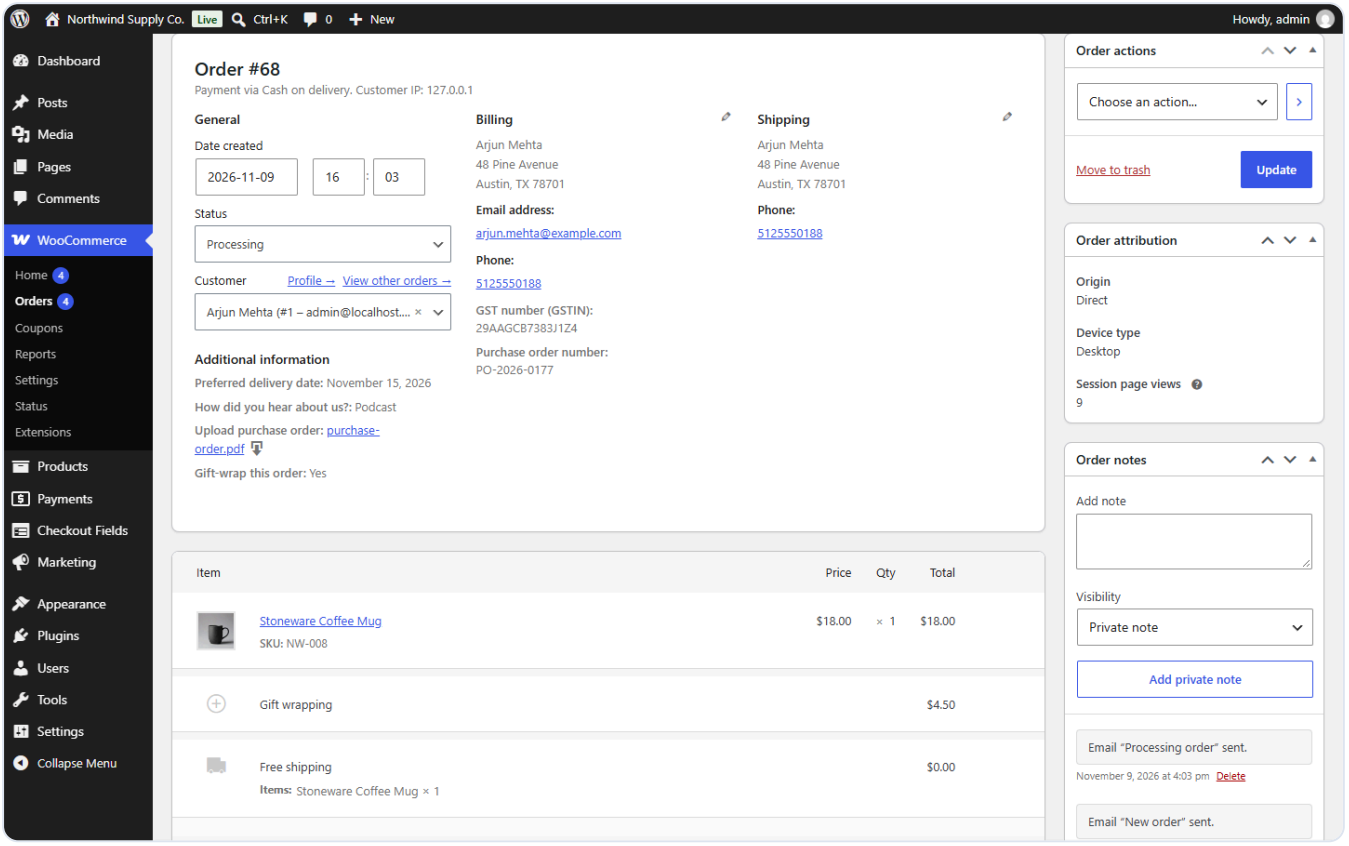
6. What customers see

- **Block checkout** (`pro-09-block-checkout-fields.png` , `pro-10-block-checkout-validation.png`): the fields appear in the Contact, Address or Order section. Required fields and validation errors are shown next to the field when the order is placed.
- **Classic checkout** (`pro-13-classic-checkout-fields.png`): fields appear in their section with placeholders, help text, headings and two-column layout (Pro).
- **After ordering** (`pro-11-block-order-confirmation.png` , `pro-15-my-account-order.png`): the answers are on the order confirmation page and in My Account → Orders → View, and in the order emails.

7. Orders (wp-admin)

Screenshots: ,

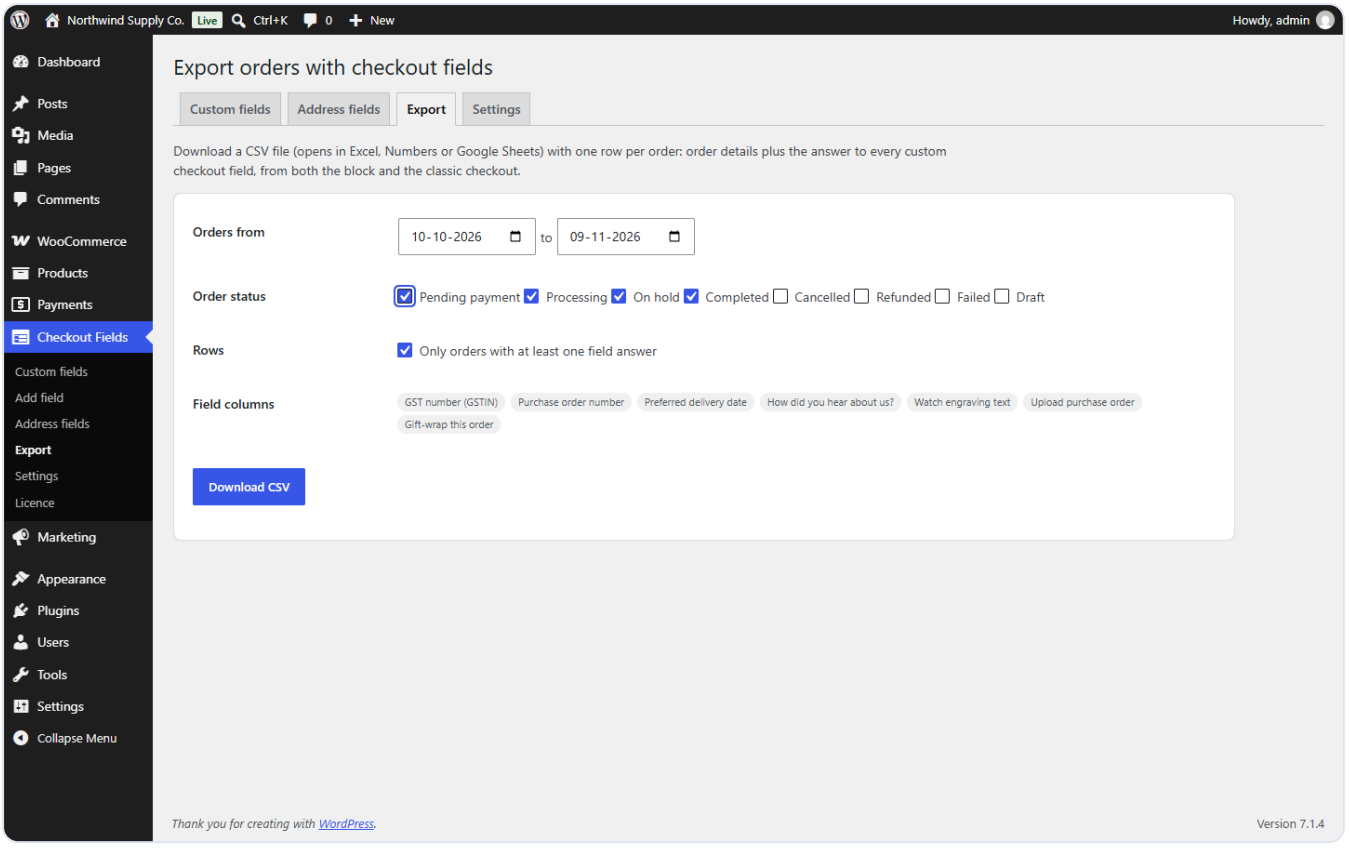




Open any order: the answers are under the billing address, the shipping address or in the general column. Uploaded files (Pro) have a download link that only logged-in store staff can use; the files are stored in `wp-content/uploads/fwcf-uploads` behind a deny-all rule with random file names.

8. Export (Pro, Checkout Fields → Export)

Screenshot:



Pick a date range and order statuses and click **Download CSV**. Each row is one order with its number, date, status, customer, email, phone, total, which checkout it came from, one column per custom field, and the total of the field fees. The file opens in Excel, Numbers or Google Sheets.

9. Settings

- **Heading on the thank-you page and My Account** — the heading above the answers for classic checkout orders (block checkout orders use WooCommerce's own headings).
- **Largest upload** (Pro) — size limit for the file upload field (never more than the server's own upload limit).
- **Delete all plugin data when the plugin is deleted** — off by default. When on, deleting the plugin removes the field setup, the address changes, the answers saved on orders, the fee markers and the uploaded files. WooCommerce's own company / apartment / phone setting stays.

10. FAQ

Does it slow down the checkout? Fields are stored in one option that is loaded once per request. Category conditions are cached for a day and refreshed when products change.

Can I put a custom field between two WooCommerce fields? Not yet — custom fields come after WooCommerce's fields in their section. You can move WooCommerce's fields with their positions.

Why is my radio-button field a dropdown on the block checkout? The block checkout supports text, dropdown, checkbox and date fields only. The classic checkout shows real radio buttons.

Can customers upload files on the block checkout? Not yet. The file upload field is classic checkout only, because the block checkout has no file field.

Hooks for developers: `fwcf_field_visible`, `fwcf_classic_field_args`, `fwcf_block_field_options`, `fwcf_validate_value`, `fwcf_format_value`, `fwcf_classic_save_value`.

11. Troubleshooting

- *A field does not show on the block checkout* — check the "Checkouts" column on the list: file uploads and headings are classic only, and a dropdown needs at least one choice.
- *The fee does not appear* — fees are Pro; check the Licence screen. On the block checkout the fee is added a moment after the box is ticked.
- *"Please upload the file … again"* — the upload belongs to the shopper's session; if the session expired, the file has to be uploaded again.