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MAGENTO 2 GUEST TO CUSTOMER USER GUIDE

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Guest to Customer is a Magento 2 extension that helps you convert **guests** (customers who bought from you but didn't create an account) to **registered customers**.

The extension requires no configuration - once you install it it is ready to be used.

Disclaimer: it is a good security measure to backup your files and DB before you use the extension. Just in case things go wrong you would have all your data intact in a safe place.

How to see a list of all guests?

You can see a list of all guests at backend menu Customers > Guest 2 Customer:

A screenshot of the Magento 2 admin interface. On the left, a dark sidebar menu is open, showing the 'Customers' section with a sub-item 'Guest 2 Customer' highlighted. The main content area shows a yellow banner at the top with the text 'We can help you upgrade to Magento 2.0'. Below the banner, there is a search bar, a notification bell, and a user profile icon labeled 'admin'. A 'Reload Data' button is visible on the right. The main content area is currently empty, displaying 'No Data Found'. Below this, there is a summary table with columns for Revenue, Tax, Shipping, and Quantity, all showing zero values. At the bottom, a table with columns for 'Items' and 'Total' is partially visible, showing a total of \$70.00.

Once you click on Guest 2 Customer you will see a grid like these:

Guests 2 Customers

Search by keyword Default View Columns Export

Actions 4 records found 20 per page 1 of 1

| <input type="checkbox"/> | Customer Email | Website Name |
|--------------------------|--------------------|--------------|
| <input type="checkbox"/> | fwefew@fewfwe.com | Main Website |
| <input type="checkbox"/> | green023@gmail.com | Main Website |
| <input type="checkbox"/> | t@gmail.com | Main Website |
| <input type="checkbox"/> | test@test.com | Main Website |

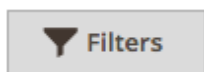
Columns description:

- **Customer Email** - email a guest used to place an order
- **Website Name** - a website name a guest placed an order on. In case you run multi-site magento installation a guest could belong to various websites.

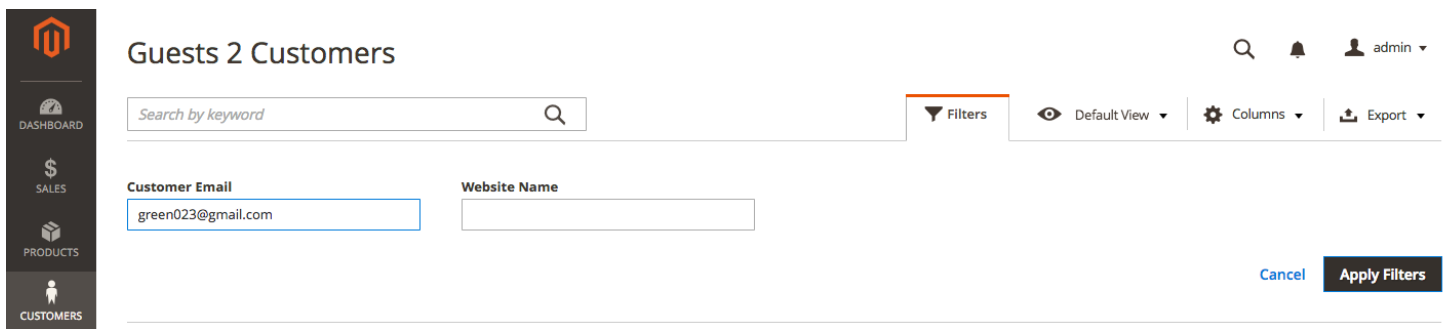
How to convert a particular guest to a registered customer?

If you want to convert a particular guest to a registered customer first go to [Customers > Guest 2 Customer](#) in magento backend.

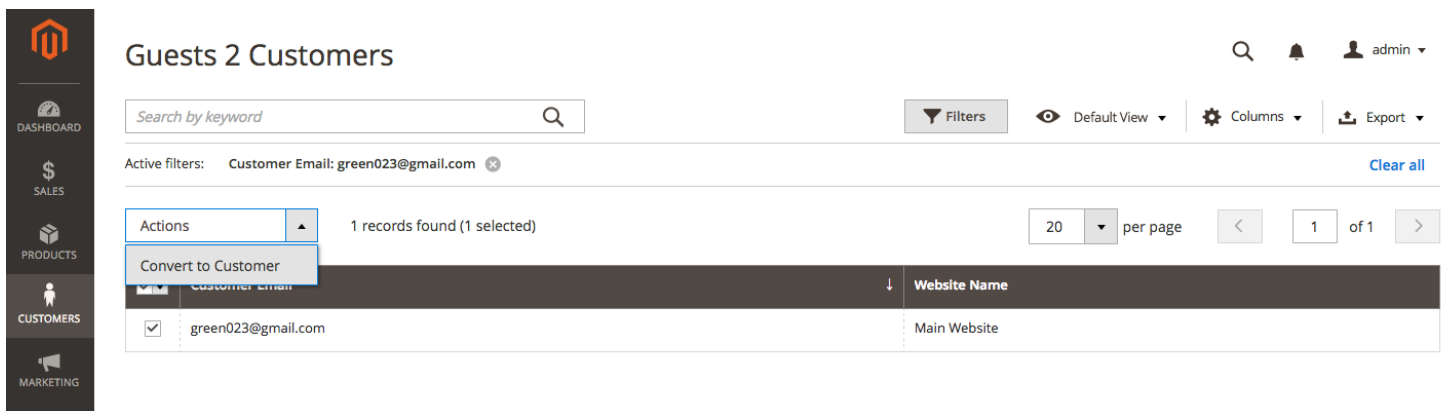
Then click on *Filters* button:



You will see two input fields *Customer Email* and *Website Name* , enter email into *Customer Email* field and click on *Apply Filters*:

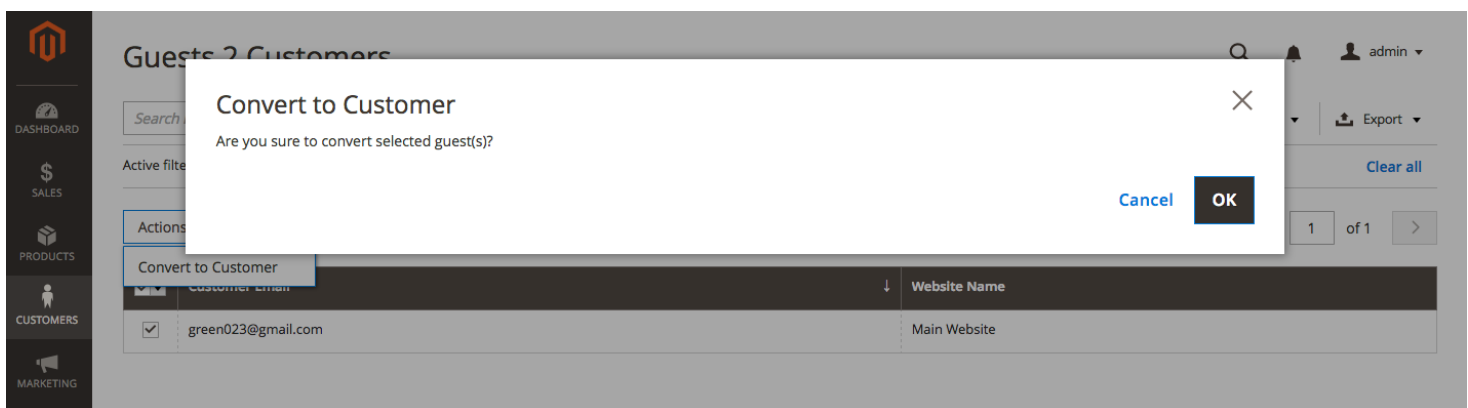


Now click on checkbox to the right and select 'Convert to Customer' from *Actions* dropdown:



| Customer Email | Website Name |
|--|--------------|
| <input checked="" type="checkbox"/> green023@gmail.com | Main Website |

Click on *OK* on the popup:



And you should see a success message meaning your guest has been converted to a customer:

The screenshot shows the 'Guests 2 Customers' interface. At the top, there is a yellow banner with a green checkmark and the text 'A total of 1 guest(s) were converted.' Below this is a search bar with the placeholder 'Search by keyword'. To the right of the search bar are buttons for 'Filters', 'Default View', 'Columns', and 'Export'. Below the search bar, there is a filter applied: 'Customer Email: green023@gmail.com'. The 'Actions' dropdown is set to '0 records found'. The table below has two columns: 'Customer Email' and 'Website Name'. The table is empty, with the text 'We couldn't find any records.' centered in the table area.

How to mass convert all guests?

The extension lets you mass convert all guests to registered customers.

As shown on the picture below select 'Select All' from the dropdown:

The screenshot shows the 'Guests 2 Customers' interface with a table containing 4 records. The table has two columns: 'Customer Email' and 'Website Name'. The 'Actions' dropdown is set to '4 records found'. The table is as follows:

| Customer Email | Website Name |
|--|--------------|
| <input checked="" type="checkbox"/> few@fewfwe.com | Main Website |
| <input type="checkbox"/> green023@gmail.com | Main Website |
| <input type="checkbox"/> t@gmail.com | Main Website |
| <input type="checkbox"/> test@test.com | Main Website |

Then select 'Convert to Customer' and click on OK:

Guests 2 Customers

Search by keyword

Actions 4 records found (4 selected) 20 per page 1 of 1

| <input type="checkbox"/> | Customer Email | Website Name |
|-------------------------------------|--------------------|--------------|
| <input checked="" type="checkbox"/> | fewfew@fewfew.com | Main Website |
| <input checked="" type="checkbox"/> | green023@gmail.com | Main Website |
| <input checked="" type="checkbox"/> | t@gmail.com | Main Website |
| <input checked="" type="checkbox"/> | test@test.com | Main Website |

Guest to Customer demo site

Please use the following demo site to check out the extension:

frontend: <http://magento2.goivvy.com/> (<http://magento2.goivvy.com/>)

backend: http://magento2.goivvy.com/admin_scf1lq (http://magento2.goivvy.com/admin_scf1lq)

user: demouser

pass: demo123

Name

Email

Phone (optional)

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