

How to use the Manual Checkout Functionality of Photo Seller

WP Photo Seller plugin offers a manual or offline checkout functionality for your photos.

Manual Payment Settings

First we need to enable the manual payment feature. Go to **WP Photo Seller -> Settings -> Payment Gateway Settings** and select from the following options. Each option has a simple explanation to help you further choose one or both options.

1. **Use Manual Gateway Checkout:** Check this if you want to give your customers the option of paying by direct transfer or check by using a manual checkout
2. **Process manual checkout as if the payment was complete:** Manual checkout orders are kept in a pending state by default. Check this if you want to set the manual checkout orders to "Complete" when it comes in. This will deliver any download links immediately.

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If you don't want to provide both payment options **PayPal Checkout** and **Manual Checkout** in the dropdown menu as illustrated later on then make sure that you uncheck the following option **"Use PayPal Standard Checkout"**.

WP Photo Seller Settings

Main Settings Email Settings **Payment Gateway Settings** Autoresponder Settings Advanced Settings System Info

Paypal Settings

Use PayPal Standard Checkout: Check this if you want to use PayPal standard checkout

PayPal Email: Enter your PayPal seller email address.

How The Manual or Offline Checkout Works

Pot Plants



When you click on the gallery image item to purchase , the following is displayed.

You can add a **Qty** and then click on **Add To Cart**.

Photo Details



Displaying photo 1 of 1

« Previous Photo Next Photo »

pot-plants-3

A potplant for everyday household.

To buy this photo choose from the selections below:

Qty	Description	Price	Totals
<input type="text" value="1"/>	Digital : Garden Pot Plant(120x160)	\$27.50	\$0

Click on **View Cart** as illustrated in the following image.

Photo Details

Item(s) successfully added.

1) 1 x Digital : Garden Pot Plant(120x160)


[View Cart](#) [View Gallery](#)

Manual Checkout



After you click on the **View Cart** link (see the above image), you will be taken to the shopping cart page.

In the following image you can see a menu that gives you two checkout options, **PayPal Checkout** and **Manual Checkout**.

Cart



Your Shopping Cart.

Item Details	Quantity	Unit Price	Subtotal
 pot-plants-3 - Digital : Garden Pot Plant(120x160)	1 	\$27.50	\$27.50

[Update Cart](#) [Clear Cart](#) **Subtotal: \$27.50**

Total: \$27.50

[<< Continue Shopping](#)

[Proceed to Checkout](#)

- Manual Checkout
- Paypal Checkout
- Manual Checkout

Checkout

The following image shows you what your client will see after they select the **Manual Checkout** option and clicks on **Proceed to Checkout** as illustrated in the previous above.

- First Name
- Last Name
- Email
- Additional Comments
- **Submit Order** button

Store » Checkout

Checkout

Please Fill in Order Details