PRODUCT DOCUMENTATION

PLUGMIGO / EASYSLOTS

Complete User Guide

Installation / setup / operation / security

CUSTOMER EDITION / 2026

A premium handbook for WooCommerce retailers using EasySlots to manage delivery, collection and postal scheduling with confidence.

PLUGMIGO / OFFICIAL PRODUCT DOCUMENTATION

plugmigo.com | Version 1.0 of this guide

01 / PRODUCT OVERVIEW

Welcome to EasySlots

Scheduling clarity for independent WooCommerce stores.

EasySlots by PlugMigo adds customer-facing delivery and collection date/time scheduling to a WordPress store powered by WooCommerce. It helps shoppers choose an eligible slot and gives your team more control over preparation time, service days and booking limits.

01

CLEARER CHECKOUT

Show shoppers relevant dates and time windows.

02

CALMER OPERATIONS

Plan around working hours, lead times and capacity.

03

FLEXIBLE SERVICES

Differentiate delivery, collection and postal orders.

The customer-to-store workflow

01

SHIPPING METHOD

WooCommerce zone / method

>

02

EASYSLOTS RULES

Service / date / capacity

>

03

CHECKOUT

Customer selects a slot

>

04

ORDER RECORD

Review fulfilment details

Designed for real fulfilment

Particularly useful for bakeries, florists, gift stores and local retailers that must prepare orders before a customer arrives or a driver collects them.

What EasySlots is - and is not

EasySlots controls the date and time choices associated with fulfilment. It is not a courier integration, payment gateway or replacement for WooCommerce shipping zones. The PlugMigo website tour is illustrative and uses sample data; test the actual plugin in your own store.

Official product: plugmigo.com/easyslots

02 / CONTENTS

Inside this guide

Find the right answer, from first installation to daily operations.

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03 / PREPARATION

System readiness

Before you change a live WooCommerce checkout.

Requirements and dependencies

- A functioning **WordPress** site with **WooCommerce** installed and activated.
- An administrator or appropriately authorised store manager to configure WooCommerce shipping and EasySlots settings.
- A **publicly reachable HTTPS website** for the documented trial verification process.
- WooCommerce shipping zones and methods that reflect how your business delivers, offers collection or sends postal orders.
- A current full backup and, ideally, a staging copy of the store.

> **Compatibility is store-specific**
>
> The official product guidance does not promise universal compatibility with every theme, checkout extension or WooCommerce checkout type. Test your actual checkout, shipping configuration and payment flow during the 72-hour trial.

Pre-installation checklist

- Record your active theme, WordPress, WooCommerce and PHP versions.
- Back up both website files and the database.
- Note any checkout customisation, shipping extensions and caching tools.
- Identify your delivery, collection and postal shipping methods.
- Pick a quiet time or staging environment for initial testing.

No minimum WordPress, WooCommerce or PHP version is specified here because the public EasySlots pages reviewed do not publish an explicit version matrix. Check support before deployment if your stack is unusual.

04 / STEP-BY-STEP

Install EasySlots

A reliable ZIP-based WordPress installation.

01 Download the official ZIP

Visit plugmigo.com/easyslots and select **Download your free trial**. Keep the ZIP archive intact; do not upload an extracted folder or a file from an untrusted distributor.

02 Upload in WordPress

Sign in to your WordPress administration area, then navigate to **Plugins > Add New Plugin > Upload Plugin**. Choose the EasySlots ZIP, select **Install Now**, and wait for WordPress to confirm the upload.

03 Activate the plugin

Select **Activate Plugin**. Check the active plugins list and locate the EasySlots licence screen under **WooCommerce**. If WooCommerce is not active, fix that dependency before configuring checkout scheduling.

04 Establish the baseline

Before setting up dates or time slots, confirm that the store checkout works normally with its current shipping methods. Then configure EasySlots one service at a time.

> **Best practice: install on staging first**
>
> Test the downloaded ZIP on a staging copy. Keep the same theme, checkout layout, WooCommerce settings and key extensions as production wherever possible.

Official download: EasySlots free trial ZIP

05 / GETTING STARTED

Trial and licence activation

Start the trial deliberately, then choose when to purchase.

The 72-hour full trial

In WordPress, open the **EasySlots licence screen under WooCommerce** and explicitly start the trial. According to PlugMigo, the full-feature trial runs for 72 hours from activation, requires no payment card and does not start merely by viewing the product tour.

Activate a purchased licence

Purchase an EasySlots annual licence through the official website. Once payment is confirmed, check the billing email for licence details. Enter the provided key into the EasySlots licence screen on the intended website and follow the on-screen activation steps.

72H	1 SITE	£49.90
FULL TRIAL	**ANNUAL LICENCE**	**PER YEAR**
Explore the installed plugin before you buy.	One WordPress and WooCommerce website.	12 months of licensed use, updates and support.

Important licence terms

- Renewal is **manual**. There is no automatic annual charge.
- An additional website requires an additional licence.
- Licensed booking functions stop when the licence expires; existing records are retained according to published product guidance.
- The price offered at renewal may differ; review it before paying.

The quoted price is £49.90/year as publicly displayed on 31 October 2026. Applicable taxes and the checkout total must be checked at purchase.

06 / SETUP

Map your shipping methods

Connect WooCommerce fulfilment options to the right EasySlots experience.

WooCommerce determines which shipping methods a customer can use. EasySlots then applies the scheduling behaviour that you configure for each relevant delivery, collection or postal service.

Begin in WooCommerce

- Open **WooCommerce > Settings > Shipping > Shipping zones**.
- Review the geographical zones your customers match.
- Add or verify shipping methods such as Flat Rate, Local Pickup or relevant custom methods.
- Open EasySlots and map each shipping method to the corresponding service behaviour.
- Save your settings, then test every available method at checkout.

Example service mapping

WooCommerce method	EasySlots treatment	Customer experience
Local Delivery	Delivery scheduling	Select an eligible date and time window
Store Collection	Collection scheduling	Select a collection date and time window
Postal / Courier	Postal-specific rules	Date selector shown or hidden by configuration

Method names are examples

Your shipping method names and available settings may differ by store. Map the actual methods configured in WooCommerce; do not assume custom shipping plugins behave identically.

WooCommerce reference: Setting up shipping zones

07 / SERVICE RULES

Delivery scheduling

Offer dates and time windows you can realistically fulfil.

Configure local delivery

- Choose the shipping method mapped to **Delivery**.
- Set eligible service days that match your delivery operation.
- Define the time windows customers should be offered.
- Allow sufficient **preparation or lead time** before the first eligible slot.
- Apply booking limits or slot capacity when required.
- Save and test from the customer side of checkout.

Practical decision points

Setting	Question to answer
Service days	Which weekdays can your business actually deliver?
Time windows	What delivery windows can you promise consistently?
Preparation time	How much time do you need between order and fulfilment?
Capacity	How many orders fit in each relevant slot?
Blocked dates	Which holidays or exceptional dates must be unavailable?

Example, not a product default

A bakery might offer Tuesday-Saturday delivery with morning and afternoon windows, a 24-hour preparation allowance and a per-slot limit. Configure values that match your own operation.

08 / SERVICE RULES

Collection scheduling

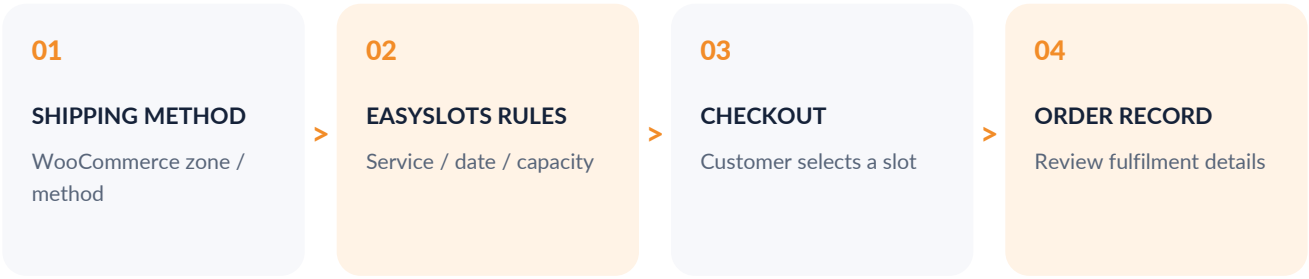
Make pickup appointments clear for customers and staff.

Collection needs its own practical rules. Your pickup schedule may differ from local delivery hours, and your checkout should clearly communicate what the customer has selected.

Configure store collection

- Map the relevant WooCommerce pickup method to **Collection**.
- Choose dates and collection windows aligned with opening hours and staffing.
- Set preparation time that reflects how products are made, packed or personalised.
- Use slot limits where queues, handover space or preparation capacity are constrained.
- Place a test collection order and confirm the selected date/time appears in the order record.

Customer collection journey



Operational tip

Give staff one clear procedure for checking the scheduled collection date and time in an order. For orders requiring special preparation, align your internal production cut-off with the availability customers can see.

Do not assume shared hours

A shop may accept collections during business hours but only dispatch deliveries in selected windows. Configure delivery and collection independently when the installed version supports the required distinction.

09 / SERVICE RULES

Postal fulfilment rules

Only ask postal customers for a date when it adds real value.

EasySlots includes postal scheduling options. For a normal postal workflow where customers do not choose a precise delivery date, it can be configured to **skip the scheduling selector** for the relevant shipping method.

Recommended setup sequence

- Identify all postal or courier shipping methods used by the store.
- Configure each as postal within EasySlots service mapping.
- Choose whether a date selector is needed for that method.
- When it is not needed, confirm the checkout hides scheduling for postal orders.
- Test any basket containing a mixture of products or shipping classes.

What the customer should see

Order type	Expected scheduling behaviour
Local Delivery	Eligible delivery date/time according to configured rules
Store Collection	Eligible collection date/time according to configured rules
Postal order (no date needed)	No unnecessary date/time selector
Mixed basket	Behaviour verified against the actual WooCommerce setup

Important distinction

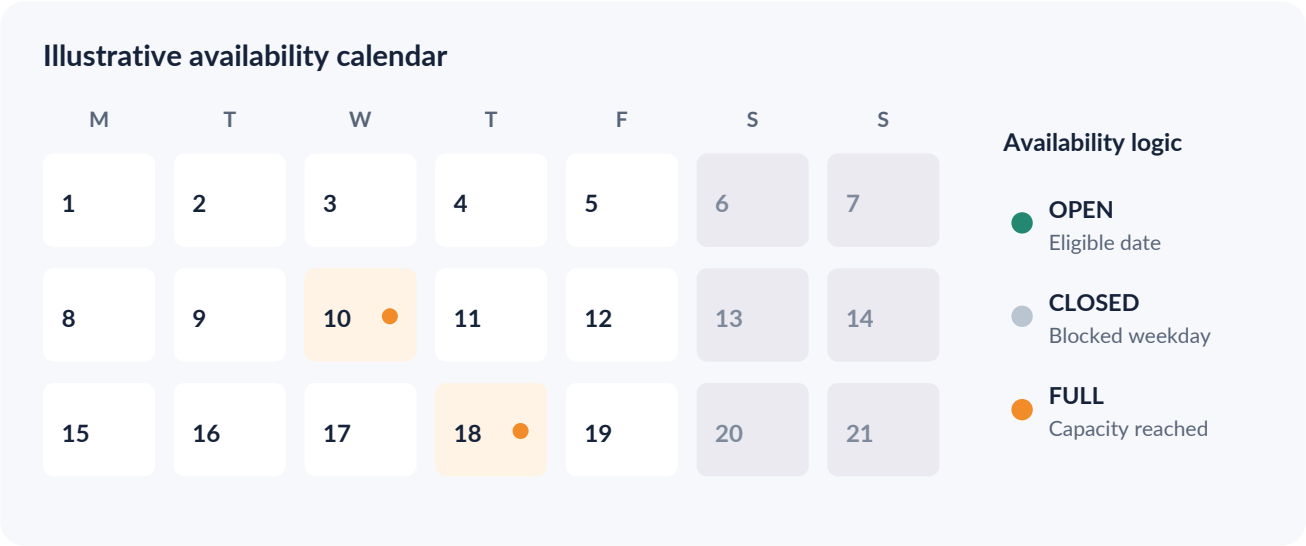
A postal shipping date is not a guaranteed courier arrival date. Do not imply that EasySlots controls the delivery performance of external postal carriers.

10 / AVAILABILITY

Calendar and capacity

Protect your schedule from impossible promises.

Use EasySlots availability controls to define when customers may book. The public documentation highlights service days, preparation time, booking windows, blocked dates and capacity limits.



The four checks behind every offered slot

- **Service:** does the selected shipping method require scheduling?
- **Date:** is the day open and outside any blocked period?
- **Preparation:** is enough lead time available to fulfil the order?
- **Capacity:** has the relevant slot reached its booking limit?

Calendar graphic is a simplified teaching diagram, not a screenshot or a representation of the plugin's internal booking algorithm.

11 / OPERATIONS

Checkout and order records

Give customers a simple choice and teams a reliable record.

The customer experience

- The shopper adds products to their basket and reaches WooCommerce checkout.
- WooCommerce presents eligible shipping methods for the customer's address.
- EasySlots presents scheduling choices for methods configured to require them.
- The shopper selects an eligible date and time window and completes checkout.
- Store staff review the relevant service, date and time in the WooCommerce order record.

What to verify in every real workflow

Customer-facing	Store-facing
Clear delivery vs collection label	Corresponding method stored with order
Only eligible dates and slots offered	Date and time visible on completed order
Postal rule applied correctly	No inconsistent shipping or slot data
Checkout completes without an error	Staff can plan fulfilment from the record

One important boundary

Payment confirmation and order creation remain governed by WooCommerce and your payment gateway. Test successful and unsuccessful payment states rather than assuming the scheduling fields behave identically in every checkout configuration.

12 / PLAYBOOKS

Configuration examples

Use these models as starting points, not universal defaults.

Store	Recommended service design
Bakery & patisserie	Local delivery plus collection; preparation lead time for made-to-order products; limited slot capacity; optional postal rule that hides dates.
Florist	Same-day or next-day windows where operationally possible; blocked dates for closures; separate collection and delivery service days.
Gift & hamper retailer	Collection time windows; postal orders without unnecessary date selection; capacity limits during seasonal peaks.
Neighbourhood retailer	Simple pickup windows, restricted local delivery days and clear service mapping by shipping method.

Example: a small bakery

Imagine a shop open six days a week that prepares bespoke cakes, sells ready-to-go items and posts boxed brownies. Its configuration might use the following logic:

- **Collection:** pickup windows matching opening hours and a preparation allowance for bespoke items.
- **Local delivery:** smaller dispatch windows, with a capacity limit that reflects available drivers.
- **Postal brownies:** hide the scheduling selector where dispatch is handled by normal postal rules.
- **Closures:** block staff holidays or exceptional dates and verify the next available booking.

> **Avoid copying example numbers blindly**
>
> A checkout that offers more slots than the team can fulfil creates customer-service problems. Match every date, cut-off, capacity value and shipping rule to your actual operation.

13 / QUALITY ASSURANCE

Pre-launch checkout testing

A controlled test plan before enabling a live checkout.

Perform the following checks on staging, using the same checkout configuration and core extensions as the intended live store. Record the result of each test and repeat after material updates.

Test	Expected result
01 / Delivery method	Date/time selector appears with only eligible options
02 / Collection method	Collection rules and hours apply as configured
03 / Postal method	Date selector appears or disappears as intended
04 / Blocked weekday/date	Unavailable date cannot be selected
05 / Preparation time	Too-soon fulfilment date is not offered
06 / Fully booked slot	Capacity rule prevents further eligible selection
07 / Method switch	Old scheduling choice does not produce an incorrect order
08 / Payment success	Completed order contains service, date and time
09 / Payment failure	No misleading completed booking is presented
10 / Mobile and desktop	Checkout is readable and usable on both

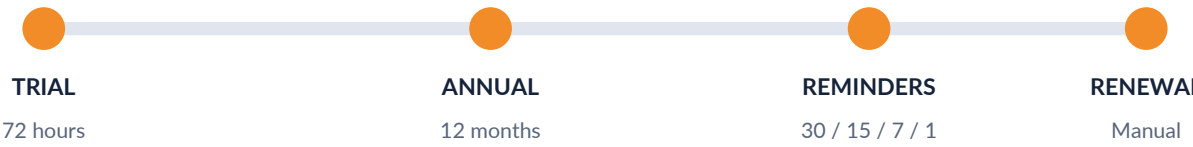
Release gate

Only publish to live checkout once critical shipping, payment and scheduling tests pass. If tests fail, restore the working configuration or rollback using a verified backup.

14 / COMMERCIAL

Licence lifecycle

Understand exactly what happens before and after expiry.



Published terms at a glance

- **Trial:** 72 hours of full plugin functionality, started explicitly inside WordPress, no payment card required.
- **Paid licence:** £49.90 for one website and 12 months of licensed use, updates and support at the reviewed price.
- **Reminders:** renewal reminder windows at 30, 15, 7 and 1 day before expiry.
- **Renewal:** manual; no automatic charge.
- **Expiry:** licensed booking functions cease until renewal; saved records remain.

Owner action plan

Maintain a licence-owner email inbox, note the expiry date, and review reminders before they become urgent. Renew in advance if uninterrupted booking matters to your business. Verify licence status after renewal.

> **Business continuity warning**
>
> Because booking functions stop at expiry, an expired licence can affect new customer selections at checkout. Plan renewal as an operational task, not merely an administrative expense.

15 / SECURITY

Security and access

Practical controls for a safer scheduling workflow.

Confirmed product requirements

- The trial activation flow requires a **publicly reachable HTTPS website**.
- The free trial does not require a payment card, and annual renewal is manual.
- EasySlots operates within a WordPress and WooCommerce environment, so store security depends on the broader installation.

Recommended protections for store owners

- Keep WordPress, WooCommerce, EasySlots, payment integrations and themes updated.
- Use individual administrator accounts, strong credentials and multi-factor authentication where available.
- Limit administrative access to people who need it; never send a password or full licence key in a support email.
- Secure the site with HTTPS, reputable hosting, off-site backups and sensible monitoring.
- Install only official plugin packages; avoid modified or pirated ZIPs.
- Use staging to check updates, and test checkout before deploying changes.

> **No unverified security certification claim**
>
> This guide does not claim that EasySlots has a particular penetration-test result, independent certification, encryption architecture or PCI/GDPR certification. Those require separate vendor or technical verification.

Security references: WordPress Advanced Administration Security; WooCommerce security best practices (see reference section).

16 / DATA PROTECTION

Privacy and data handling

Design the process around necessary customer information.

An order scheduling feature may make order fulfilment details more visible to staff. Treat names, delivery addresses, dates and collection details as customer information governed by your store's privacy, retention and access policies.

Good data stewardship

- Use only the information necessary to fulfil the order; avoid including sensitive details in free-text instructions.
- Restrict order access to authorised staff and avoid sharing full customer records over unsecured channels.
- Set retention and deletion practices based on legal, accounting and operational requirements.
- Ensure privacy notices accurately explain what the store collects, why it is needed and how customers can contact you.
- Use your hosting, WordPress and payment-service documentation to understand where each type of information is stored or transferred.

What has not been independently verified here

The exact EasySlots database schema, telemetry, licence-verification payload, data-subprocessor list and retention implementation were not independently audited for this guide. Request a written technical clarification from PlugMigo if your store requires a detailed privacy impact assessment or regulatory evidence.

> **Helpful distinction**
>
> Customer checkout/order data and billing information for purchasing a PlugMigo licence are separate workflows. Consult the relevant shop privacy policy and payment provider information rather than assuming that the scheduling plugin processes payment-card data.

Review the vendor's live Privacy Policy and Terms & Conditions.

17 / MAINTENANCE

Updates and continuity

Protect your live store when software or rules change.

Safe update procedure

- Check your current EasySlots version, licence status and WordPress/WooCommerce versions.
- Create and verify a full backup of the site files and database.
- Apply the update to staging, not immediately to the live checkout.
- Repeat key tests for delivery, collection, postal, booking limits and payments.
- Schedule the live update for a quieter period and retain the rollback plan.
- Monitor recent orders and customer reports after deployment.

Changes worth documenting

Change	What to re-test
New shipping method or zone	Correct delivery / pickup / postal mapping
New checkout theme or plugin	Field display, responsive usability, payment journey
New holiday or business hours	Blocked dates, lead times, available slots
Price / product mix change	Mixed baskets, shipping classes and eligible methods
Licence or domain change	Activation status and customer booking availability

What deactivation is not

Do not assume deactivating or removing a plugin is a safe method to preserve every operational behaviour or remove every data record. Take a backup and ask support about the exact removal/reinstallation outcome before deleting files or data.

18 / SUPPORT

Troubleshooting

Identify the layer causing the problem before making changes.

Symptom	First checks
EasySlots settings not visible	Confirm plugin is active and WooCommerce is installed; check the WooCommerce menu and user permissions.
Trial cannot activate	Check publicly reachable HTTPS, network connectivity and licence-screen messages.
No available date	Check service days, lead times, blocked dates and capacity settings.
Wrong dates for shipping method	Review WooCommerce zone/method and its EasySlots mapping.
Calendar shown for postal orders	Check postal service rule and checkout method switching.
Slot disappears or checkout conflicts	Reproduce on staging; test theme, checkout extensions, caching and payment method.
Licence reports expired	Confirm expiry and renewal status; contact PlugMigo with order details if it appears wrong.
Order lacks expected slot	Test with a fresh order, document the selected method and preserve logs/screenshots.

A useful escalation report

Include the affected page, time of the failure, the shipping method chosen, the exact message shown, steps to reproduce and WordPress / WooCommerce / plugin versions. Sanitise screenshots and logs so they do not expose customer details, credentials or full keys.

19 / FAQ

Frequently asked questions

Concise answers to common customer questions.

Does EasySlots work without WooCommerce?

No. It is built for WooCommerce stores running on WordPress.

Do I need to enter a card for the trial?

No. PlugMigo advertises a 72-hour full trial without a payment card.

When does the trial begin?

When you explicitly activate it within the installed plugin, not when viewing the online demo.

Can I hide scheduling for postal orders?

Yes. Configure postal rules to skip the selector where a customer-chosen date is unnecessary.

Does a licence cover multiple websites?

No. The published offer is for one website; additional websites require separate licences.

Will an annual renewal happen automatically?

No. Renewal is manual at the price offered when you renew.

What if the licence expires?

New licensed booking functions stop until renewal; existing records are retained according to the product website.

Does it work with every checkout and theme?

Compatibility must be confirmed on your own store during the trial, especially with checkout customisations.

Is the product tour a real admin screen?

No. It is an illustrative interactive demo using sample data.

20 / REFERENCE

Support and reference

Everything in one place for a confident rollout.

Official PlugMigo links

- **Product overview and interactive tour:** plugmigo.com/easyslots/
- **Documentation and getting started:** plugmigo.com/docs/
- **Pricing and licensing:** plugmigo.com/pricing/
- **Privacy policy:** plugmigo.com/privacy-policy/
- **Terms and conditions:** plugmigo.com/terms-and-conditions/

External implementation and security guidance

- WooCommerce - Setting up shipping zones
- WordPress - Security administration handbook
- WooCommerce - Security best practices

Technical support

Email: support@plugmigo.com. Include your order number, plugin version, WordPress and WooCommerce versions, a brief description of the problem and reproducible steps. Do not include passwords, complete licence keys or payment details.

Editorial and verification notes

Prepared in UK English using the live PlugMigo product, documentation and pricing pages reviewed on 31 October 2026, plus official WordPress and WooCommerce guidance. Store-specific settings and interface wording may vary with updates. This guide is instructional and does not replace a software security audit, contract or legal advice.

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