

**amasty**

For more details see how the [Order Notes for Magento 2](#) extension works.

# Guide for Order Notes for Magento 2

Create order notes and mark them with colored flags. Simplify your order management process in times by making important comments noticeable.

Keep in mind, that when you assign a flag to particular order status, flags will be added to the newly created orders only. Previously created orders will remain without the flag.

## Creation of order flags

Existing order flags can be seen in the **Sales → Order Flags**

Order Flags demouser ▾

[Add New Flag](#)

Filters | Default View ▾ | Columns ▾

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Icon	Priority ↓	Name	Note	Auto Apply on Order Status	Auto Apply on Order Shipping Method	Auto Apply on Order Payment Method	Action
	1	High priority	Immediate action is required				<a href="#">Edit</a>
	2	Medium priority	Requires fast processing				<a href="#">Edit</a>
	3	Need details	Details from a customer are required	On Hold			<a href="#">Edit</a>
	4	Delayed delivery	An order should be delayed later				<a href="#">Edit</a>
	10	Cancelled	Order is canceled	Canceled			<a href="#">Edit</a>
	20	Processing	Order is processing	Processing			<a href="#">Edit</a>
	30	Complete	Order is complete	Complete			<a href="#">Edit</a>

28 icons are supplied with the extension. Feel free to replace them and/or add new.

Click **'Add New Flag'** to create a new flag.

## Order Flags

admin

← Back Delete Reset Save and Continue Edit **Save**

### FLAG INFORMATION

General Information

Automatic Apply

#### Flag Information

Name \* Red

Icon Image  61191-big.jpg   
JPG, PNG, GIF or SVG. 20x20 pixels strongly recommended. Images of different size will break design.

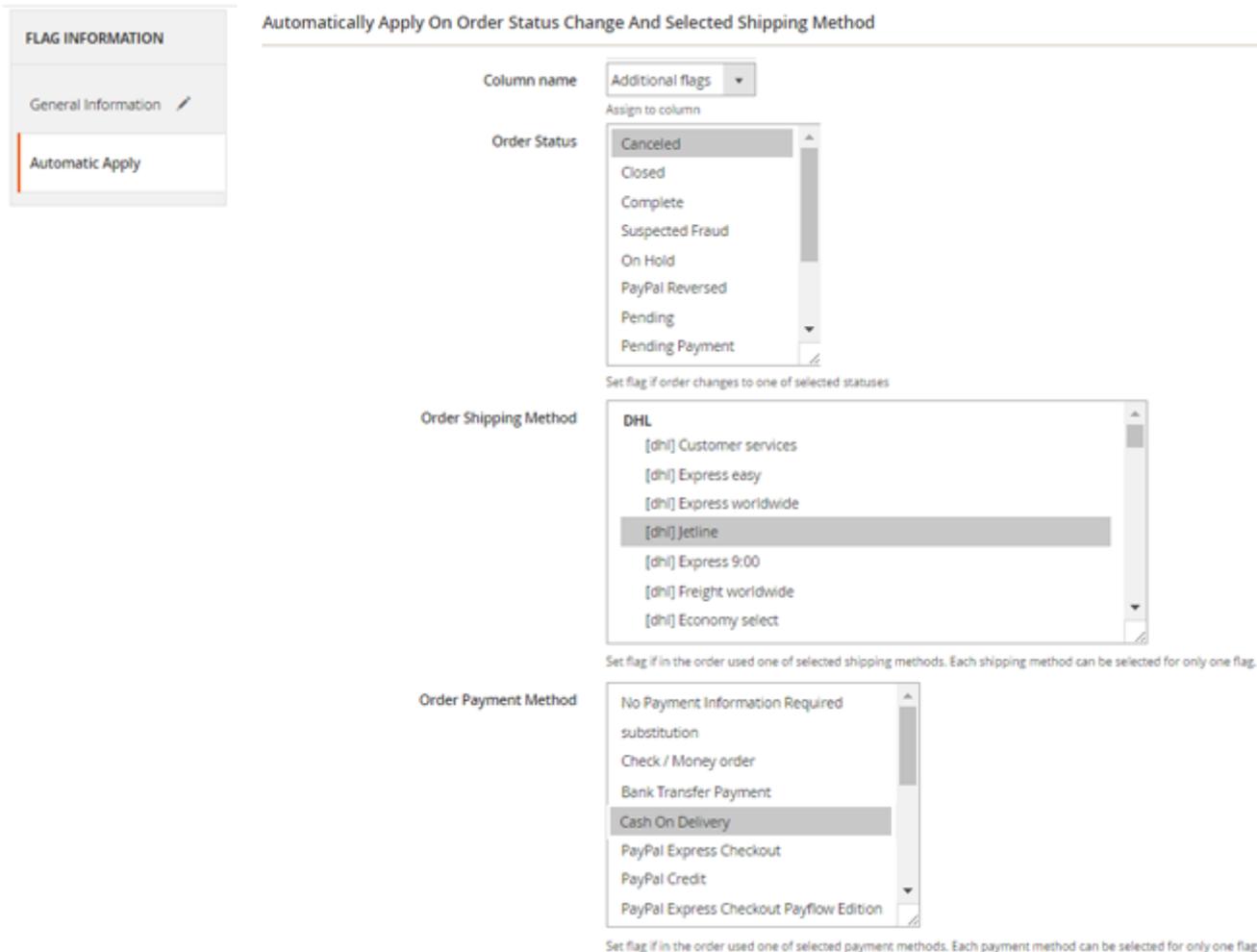
Priority 100  
Numeric value for internal use.

Comments Order is canceled

**Icon Image** - you can upload a new icon instead of a default flag.

**Priority** - set low value to define high priority. Priorities are used in flags auto assigning. In this case, the module chooses the most prioritizing flag in the column.

**Comments** - leave a comment to display it on the order grid. Hover over a flag to see it.



**'Column name'** - select the appropriate flag column. Learn how to create flag columns below.

**'Automatic Apply'** - you can select order parameters, to which the flag should apply automatically.

**Order status** - the flag will be applied automatically to the orders, which get a status(es) you choose. In this case, it's a 'Canceled' status.

**Order Shipping Method** and **Order Payment method** - specify additional parameters for automatic flag apply, such as shipping and payment methods.

## Creation of flag columns

You can add columns with additional labels to the order grid. To do this, please go to: **Sales → Order Flags → Columns**

## Order Flag Columns

admin

[Add New Column](#)

✓ The column has been saved.

Filters | Default View | Columns

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Position	Name	Comments	Applied Flags	Action
0	Applied status	Status of the order	Red, Orange, Green, Grey, Yellow, Blue, Black	<a href="#">Edit</a>
1	Priority	Priority of the order	Urgent, High, Low, On Hold, Review, Medium, Closed	<a href="#">Edit</a>
2	Notes	Additional notes to the order	Busy, VIP, Plus, On Hold, Edit, Ok, Block	<a href="#">Edit</a>

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**'Add New Column'**- click to create a new flag column.

You can set for each column its own labels. For example, you can specify one column and labels there to display priority of the order, the second for status recognition and the third for other order notes.

# Order Flags

← Back Delete Reset Save and Continue Edit **Save**

**COLUMN INFORMATION**

General Information 

Apply Flags

## Column Information

Name \*

Position

Numeric value for internal use.

Comments

**Position** - columns can be arranged on the order grid basing on the required priority.

**Comments** - here you can add a note to the whole column.

**Flags** - assign the appropriate flags to the column.

This comment is displayed on the order grid in case an order doesn't have a flag note. Hover over a flag to see it.

## Edit Column "Priority "

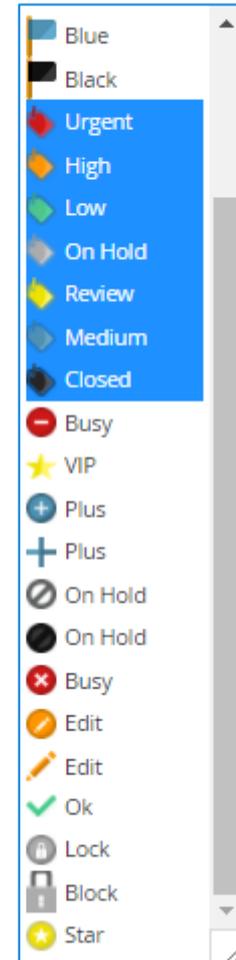
### COLUMN INFORMATION

General Information

Apply Flags

### Apply Flags To Column

Flags



Set flags to column

## Order flags on order grid

Go to **Sales → Orders**

Hover over a label to see the comments. Click on the label field to set it for the order.

ID	Priority ↑	Applied status	Notes	Purchase Point
000000002				Main Website Main Website Store Default Store View
000000006				Main Website Main Website Store Default Store View
000000005				Main Website Main Website Store Default Store View
000000003				Main Website Main Website Store Default Store View

Edit the order

Press **'Set'** button next to the appropriate flag to assign it to the order. If it's necessary, you can edit the flag comment that will be saved only for this order.

To remove a flag from the order, choose **'NO FLAG'** option.

### Flag For Order #000000002 (Column: Priority)

Enter/modify note for the flag you want to assign, and click 'Set' button.

<b>NO FLAG</b>		<b>Set</b>
	<input type="text" value="Immediate action is required"/>	<b>Set</b>
	<input type="text" value="The order requires your attention"/>	<b>Set</b>
	<input type="text" value="The order has low priority"/>	<b>Set</b>
	<input type="text" value="-"/>	<b>Set</b>
	<input type="text" value="-"/>	<b>Set</b>
	<input type="text" value="The order has medium priority"/>	<b>Set</b>
	<input type="text" value="-"/>	<b>Set</b>

You can also apply flags to multiple orders by using the **'Assign flags'** actions on the order grid.

# Orders

Actions

- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packing Slips
- Print Credit Memos
- Print All
- Print Shipping Labels
- Assign Flags To "Applied status" Column
- Assign Flags To "Priority " Column
- Assign Flags To "Notes" Column
- Unassign Flags

6 records found

Priority	Status	Notes	Purchase Point
	Pending		Main Website Main Website Stc Default Store V
	Pending		Main Website Main Website Stc Default Store V
	Pending		Main Website Main Website Stc Default Store V
	Pending		Main Website Main Website Stc Default Store V
	Complete		Main Website Main Website Stc Default Store V
	Processing		Main Website Main Website Stc Default Store V

Find out how to install the **Order Notes** extension for Magento 2 via [Composer](#).

From: <https://amasty.com/docs/> - **Amasty Extensions FAQ**

Permanent link: [https://amasty.com/docs/doku.php?id=magento\\_2:order\\_notes\\_m2](https://amasty.com/docs/doku.php?id=magento_2:order_notes_m2)

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