

Order Notes for Magento 2



Magento Extension User Guide

Official extension page: [Order Notes for Magento 2](#)



User Guide: [Order Notes for Magento 2](#)

Support: <http://amasty.com/contacts/>

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1. Creation of order flags

Order Flags

Existing order labels can be seen in Sales -> Order Flags -> Flags. 28 order flags, badges and symbols are supplied with the extension. Feel free to replace them and/or add new











Add New Flag

28 records found

Filters Default View Settings Columns

per page 1

Click 'Add New Flag' to create a new flag

Icon	Priority ↑	Name	Note	Auto Apply on Order Status	Auto Apply on Order
	1000	Red	Order is canceled	Canceled	
	900	Orange	Pending Payment Order	Suspected Fraud	
	800	Green	Order is complete	Complete	
	700	Grey	Suspected Fraud	Pending	
	600	Yellow	Order is processing	Processing	
	500	Black	The order is holding	On Hold	
	450	Ok	The order has been corrected		
	440	Edit	Edit the order		
	430	Plus	Need to add some information		
	420	VIP	VIP order		




1. Creation of order flags

Order Flags

Click 'Save Flag' once you've entered all the flag data

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

FLAG INFORMATION

General Information 

Automatic Apply

Flag Information

Name *

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

Priority
Numeric value for internal use.

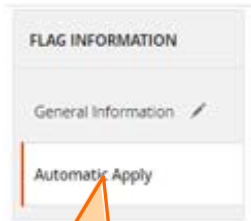
Orders can be sorted based on flag priority

Comments

The comments are visible on order grid, hover over flag to see them



1. Creation of order flags



At the 'Automatic Apply' tab you can select order parameters, to which the flag should apply automatically

Specify additional parameters for automatic flag apply, such as shipping and payment methods.

Automatically Apply On Order Status Change And Selected Shipping Method

Column name: Additional flags

Assign to column:

- Order Status: Canceled, Closed, Complete, Suspected Fraud, On Hold, PayPal Reversed, Pending, Pending Payment
- Order Shipping Method: DHL, [dhl] Customer services, [dhl] Express easy, [dhl] Express worldwide, [dhl] Jetline, [dhl] Express 9:00, [dhl] Freight worldwide, [dhl] Economy select
- Order Payment Method: No Payment Information Required, substitution, Check / Money order, Bank Transfer Payment, Cash On Delivery, PayPal Express Checkout, PayPal Credit, PayPal Express Checkout Payflow Edition

Set flag if order changes to one of selected statuses

Set flag if in the order used one of selected shipping methods. Each shipping method can be selected for only one flag.

Set flag if in the order used one of selected payment methods. Each payment method can be selected for only one flag.

Select the appropriate flag column. Learn how to create flag columns on the next pages

This flag (red) will be applied automatically to orders, which get 'Canceled' status



2. Creation of flag columns

Order Flag Columns

You can add new flag columns to the order grid. For this aim, please open: **Sales > Order Flags > Columns**

admin

Add New Column


Filters

Default

Click 'Add New Column' to create a new flag column

3 records found

20 per page

Position	Name	Comments	Applied Flags	Action
1	Flags		 Red,  Yellow	Edit
2	Additional flags		 Magenta,  Blue	Edit
3	Final flags		 Green	Edit

Each column has its own flags



2. Creation of flag columns

Order Flags

admin

← Back


Delete

Reset

Save and Continue Edit

Save

COLUMN INFORMATION

General Information 

Apply Flags

Column Information

Name *

Position

Numeric value for internal use.

Comments

Specify the column purpose

Columns can be arranged on the order grid basing on the required priority



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2. Creation of flag columns

Order Flags

admin

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

Edit Column "Priority "

COLUMN INFORMATION

General Information

Apply Flags

Apply Flags To Column

Flags

- Blue
- Black
- Urgent
- High
- Low
- On Hold
- Review
- Medium
- Closed
- Busy
- VIP
- Plus
- Plus
- On Hold
- On Hold
- Busy
- Edit
- Edit
- Ok
- Lock
- Block
- Star

Set flags to column

Click 'Save Column' once you've entered all the column data

Assign the appropriate flags to the column



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3. Order flags on order grid

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

Hover over flag to see the flag comments. Click on the flag field to set a flag for an order








Edit the order









4. Assign order flags to orders

Flag For Order #000000002 (Column: Priority) ×

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

NO FLAG	Set
 Immediate action is required	Set
 The order requires your attention	Set
 The order has low priority	Set
 -	Set
 -	Set
 The order has medium priority	Set
 -	Set

Press 'Set' button next to the appropriate flag to assign it to the order. If necessary, edit the flag comment, the custom comment will be saved only for this order. To remove a flag from an order, choose 'NO FLAG' option

000002				Pending	Main Website Main Website Store Default Store View
000006				Pending	Main Website



5. Apply flags to multiple orders

Orders

Search by keyword

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		Website Website Stc Default Store V
	Complete		Main Website Main Website Stc Default Store V
	Processing		Main Website Main Website Stc Default Store V

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

You can also apply flags to multiple orders by using the 'Actions' on the order grid



Thank you!

Should you have any questions or feature suggestions, please contact us at:

<http://amasty.com/support.html>

Your feedback is absolutely welcome!



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