

Order Flags



Magento Extension User Guide

Official extension page: [Order Flags](#)



User Guide: [Order Flags](#)

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

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1. Creation of order flags

Existing order flags can be seen in admin panel -> Sales -> Order Flags. Five order flags are supplied with the extension. Feel free to replace them and/or add new ones.

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

Page 1 | 1 per page | Total 5 records found | Reset Filter | Search

Flag Icon	Flag	Comments	Auto Apply On Order Status Change To
	Blue	Medium	
	Green	Normal	Pending, Pending Payment, Pending PayPal
	Magenta	High Priority	Processing
	Red	Immediate	Complete
	Yellow	Urgent	



1. Creation of order flags

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

Back Reset Save Flag

Flag Information

New Flag

General Information

Automatic Apply

Flag Information

Alias *	<input type="text" value="White"/>
Icon Image	<input type="text" value="es\order flags\white.jpg"/> <input type="button" value="Browse..."/> <small>▲ JPG, PNG or GIF. 20x20 pixels strongly recommended. Images of different size will break design.</small>
Priority	<input type="text" value="40"/> <small>▲ Numeric value for internal use.</small>
Comments	<input type="text" value="Suspended"/>

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

Orders can be sorted based on flag priority.



1. Creation of order flags

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

Flag Information

New Flag

Back Reset Save Flag

General Information

Automatic Apply

Automatically Apply On Order Status Change

Order Status

- Canceled
- Closed
- Complete
- Suspected Fraud
- On Hold
- Payment Review
- Pending
- Pending Payment
- Pending PayPal
- Processing

▲ Set flag if order changes to one of selected statuses

This flag (white) will be applied automatically to orders, which get 'Suspected Fraud' or 'On Hold' status.



1. Creation of order flags

Flag Information

General Information

Automatic Apply

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

Order Shipping Method

- Flat Rate
- Free Shipping
- Best Way
- DHL (Deprecated)
- Federal Express
- United Parcel Service
- United States Postal Service
- DHL
- googlecheckout

▲ Set flag if in the order used one of selected shipping methods

Order Payment Method

- Credit Card (saved)
- Check / Money order
- No Payment Information Required
- Purchase Order
- Bank Transfer Payment
- Cash On Delivery
- Google Checkout
- Credit Card (Authorize.net)
- PayPal Express Checkout
- PayPal Payments Pro

▲ Set flag if in the order used one of selected payment methods

Column name

Additional Flags

▲ Assign to column

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










2. Creation of flag columns

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

Columns

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

Page of 1 pages | View per page | Total 3 records found

Position ↑	Column Alias	Comments	Applied Flags
1	Flags		 Red,  Yellow,  Magenta,  Blue
2	Additional Flags		 Magenta,  Blue
3	Final Flags		 Green

Each column has its own flags.



2. Creation of flag columns

Column Information

General Information

Apply Flags

New Column

Back

Reset

Save Column

Column Information

Alias *

Urgent flags

Position

1

▲ Numeric value for internal use.

Comments

The orders require urgent execution.

Specify the column purpose.

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



2. Creation of flag columns

Column Information

General Information

Apply Flags

New Column

Back

Reset

Save Column

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

Apply Flags To Column

Flags

Red
Yellow
Magenta
Blue
Green

Assign the appropriate flags to the column.

▲ Set flags to column



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3. Order flags on order grid

Orders

Page 1 of 1 pages | View 20 per page | Total 8 records found | [RSS](#)

[Order RSS](#)

Select Visible | Unselect Visible | 0 items selected

	Flag ↓	Order #	Purchased From (Store)	Purchased On
Any ↓				From: <input type="text"/> To: <input type="text"/>
<input type="checkbox"/>		100000003	Main Website Main Store English	Sep 27, 2010 3:22:03 PM
<input type="checkbox"/>		100000006	Main Website Main Store English	Oct 26, 2010 2:39:50 PM
<input type="checkbox"/>	High Priority	100000004	Main Website Main Store English	Sep 28, 2010 1:22:04 PM
<input type="checkbox"/>		100000007	Main Website Main Store English	Oct 26, 2010 2:40:50 PM
<input type="checkbox"/>		100000001	Main Website Main Store English	Sep 26, 2010 1:41:35 PM

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



4. Assign order flags to orders

The screenshot shows the 'Orders' management interface. At the top, there are navigation options: 'Page 1 of 1 pages', 'View 20 per page', 'Total 8 records found', and a 'New' button. Below this is a table with columns: 'Flag', 'Order #', 'Purchased From (Store)', 'Purchased On', 'Bill to Name', and 'Ship to Name'. A modal window titled 'Flag For Order #100000008' is open, displaying a list of flag options with 'Set' buttons next to each. The options are: 'NO FLAG', 'Urgent', 'High Priority', 'Medium', 'Normal', 'Suspended', and 'Immediate'. A callout box points to the 'Set' button for the 'Urgent' flag.

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.



5. Apply flags to multiple orders

Create New Order

Export to: CSV Export Reset Filter Search

Submit

G.T. (Base)	G.T.	From	To	Action
\$849.97				View
\$485.00				View
\$156.94				View
\$2,689.98	\$2,689.98		Pending	View
\$434.98	\$434.98		Pending	View

Actions

- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packingslips
- Print Credit Memos
- Print All
- Print Shipping Labels
-
- Apply "Red" Flag
- Apply "Yellow" Flag
- Apply "Magenta" Flag
- Apply "Blue" Flag
- Apply "Green" Flag
- Remove Flag
-

You can also apply flags to multiple orders by using the 'apply flag' 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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