



Admin Name Order Comment

User/Installation Guide

Version 2.4.4

1. Overview

The Admin Name Order Comment extension is a simple but really useful extension which gives you the ability to display next to the order comments in Magento admin, the username of the commentator. Solving the problem when you have more than one person serving Magento orders and you want to know who added every comment. Commentator's username is only shown in the Magento admin (order view and comments history tab) and is not visible to the customer.

2. Key Features

- Display commentator's username next to the order comments in Magento admin (order view and comments history tab)
- Commentator's username is visible only in Magento admin and not to the customer

3. Other Features

- Developed by a Magento Certified Developer
- Meets Magento standard development practices
- Single License is valid for 1 live Magento installation and unlimited test Magento installations
- Simple installation
- 100% open source

4. Compatibility

Magento Community Edition 2.4

5. Download the Extension

- [Sign in](#) to your account
- Navigate to menu **My Account** → **My Downloads**
- Find the extension and click to download it
- Extract the downloaded ZIP file in a temporary directory

6. Backup your web directory and store database

Before installing the extension, backup your web directory and store database. All our extensions are tested on clean Magento installations. We can not guarantee of compatibility with third party extensions or customized Magento installations. We recommend to install any extension you obtain from us on a testing Magento installation first and then on a live Magento installation in case of incompatibility with third party extensions.

7. Installing the Extension using an archive and FTP

- Upload the extracted folders and files of the extension to base (root) Magento directory. Do not replace the whole folders, but merge them. If you have downloaded the extension from Magento Marketplace, then create the following folder path **app/code/MageVision/AdminNameOrderComment** and upload there the extracted folders and files.
- Connect via SSH to your Magento server as, or switch to, the Magento file system owner and run the following commands from the (root) Magento directory:
 - `cd path_to_the_magento_root_directory`
 - `php bin/magento maintenance:enable`
 - `php bin/magento module:enable MageVision_AdminNameOrderComment --clear-static-content`
 - `php bin/magento setup:upgrade`
 - `php bin/magento setup:di:compile`
 - `php bin/magento setup:static-content:deploy`
 - `php bin/magento maintenance:disable`
- Log out from Magento admin and log in again

8. Installing the Extension via composer (Magento Marketplace)

- Connect via SSH to your Magento server as, or switch to, the Magento file system owner and run the following commands from the (root) Magento directory:
 - `cd path_to_the_magento_root_directory`
 - `php bin/magento maintenance:enable`
 - `composer require magevision/module-admin-name-order-comment`
 - `php bin/magento module:enable MageVision_AdminNameOrderComment --clear-static-content`
 - `php bin/magento setup:upgrade`
 - `php bin/magento setup:di:compile`
 - `php bin/magento setup:static-content:deploy`
 - `php bin/magento maintenance:disable`

9. How to Use

Screenshot:
Admin Name Order Comment (Order View)

The screenshot displays the Magento Admin interface for viewing an order. The top navigation bar includes the Magento logo, the order ID #000000002, and action links: Back, Send Email, Credit Memo, and Reorder. A vertical sidebar on the left contains navigation icons for Dashboard, Sales, Products, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions.

The main content area is divided into three sections:

- Order Total**: A section header.
- Notes for this Order**: Contains a status dropdown menu set to "Complete", a text area for comments, and two checkboxes: "Notify Customer by Email" and "Visible on Storefront". A "Submit Comment" button is located below the checkboxes.
- Order Totals**: A table summarizing the order's financial details.

| Order Totals | |
|-----------------------|----------------|
| Subtotal | \$32.00 |
| Shipping & Handling | \$5.00 |
| Grand Total | \$37.00 |
| Total Paid | \$37.00 |
| Total Refunded | \$5.00 |
| Total Due | \$0.00 |

Below the notes section, there are two comment entries:

- Jun 18, 2016 12:06:53 PM | Complete | Customer **Not Notified**
First Comment! (Added by admin)
- Jun 18, 2016 12:06:53 PM | Processing | Customer **Not Notified**
We refunded \$5.00 offline.

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Screenshot:
Admin Name Order Comment (Comments history tab)

#000000002

SEARCH NOTIFICATIONS ADMIN

← Back Send Email Credit Memo Reorder

ORDER VIEW

- Information
- Invoices
- Credit Memos
- Shipments
- Comments History**

| | | |
|---------------------------|-------------|--|
| Feb 22, 2016, 2:09:29 PM | 2:09:29 PM | Credit memo #000000001 created |
| Feb 22, 2016, 2:09:29 PM | 2:09:29 PM | Shipment #000000002 created Customer Notified |
| Feb 22, 2016, 2:09:29 PM | 2:09:29 PM | Invoice #000000002 created |
| Feb 22, 2016, 2:09:30 PM | 2:09:30 PM | Processing |
| Feb 26, 2016, 11:38:57 AM | 11:38:57 AM | Tracking number 000000000 for Custom assigned |
| Feb 26, 2016, 11:39:06 AM | 11:39:06 AM | Tracking number 1111111111 for Royal mail assigned |
| Feb 26, 2016, 11:39:14 AM | 11:39:14 AM | Tracking number 222222222 for Fedex assigned |
| Feb 26, 2016, 12:19:38 PM | 12:19:38 PM | Complete Customer Not Notified |

Notes for this Order

We refunded \$5.00 offline.
Comment added Feb 22, 2016, 2:09:30 PM 2:09:30 PM

First Comment! (Added by admin)
Comment added Feb 26, 2016, 12:19:38 PM 12:19:38 PM

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9. Support

If you need support or have any questions directly related to a MageVision extension, please contact us at support@magevision.com

Best regards,
The MageVision Team