



Admin Name Order Comment for Magento 2

User/Installation Guide

Version 2.4.6

1. Overview

The Admin Name Order Comment extension for Magento 2 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 an order. On the left is a vertical sidebar with navigation icons for Dashboard, Sales, Products, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main content area is titled '#000000002' and includes navigation links: Back, Send Email, Credit Memo, and Reorder. The 'Order Total' section is visible, along with a 'Notes for this Order' section containing a status dropdown (set to 'Complete'), a comment text area, and checkboxes for 'Notify Customer by Email' and 'Visible on Storefront'. A 'Submit Comment' button is located below the comment area. A list of order comments is shown at the bottom of the notes section, with the first comment being 'First Comment! (Added by admin)' and the second being 'We refunded \$5.00 offline.' To the right of the notes is an 'Order Totals' table.

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

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Screenshot:
Admin Name Order Comment (Comments history tab)

#000000002

← 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