



# Free Shipping Admin

User/Installation Guide

Version 2.3.4

## 1. Overview

The Free Shipping Admin extension brings a new free shipping method only for admin users (backend). The free shipping admin method can be only used for orders that will be created in Magento admin panel. Useful for pickup customers that their orders are free of shipping costs.

## 2. Key Features

- Free shipping method available only for admin users (backend)
- Not visible in frontend
- Method name and title fully configurable

## 3. Other Features

- Developed by a Magento Certified Developer
- Meets Magento standard development practices
- Simple installation
- 100% open source

## 4. Compatibility

Magento Community Edition 2.3 – 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

- 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/FreeShippingAdmin** 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_FreeShippingAdmin`
  - `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. How to Use

Screenshot

Magento Admin Configuration under **Stores** → **Configuration** → **Sales** → **Shipping Methods** → **Free Shipping Admin**

The screenshot shows the Magento Admin configuration interface for the 'Free Shipping Admin' shipping method. The left sidebar contains a navigation menu with categories: DASHBOARD, SALES, PRODUCTS, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The 'STORES' category is expanded, showing sub-items: Sales, Sales Emails, PDF Print-outs, Tax, Checkout, Shipping Settings, Multishipping Settings, and Shipping Methods. The main content area is titled 'Free Shipping Admin' and includes a 'Store View: Default Config' dropdown and a 'Save Config' button. The configuration fields are as follows:

- Enabled:** A dropdown menu set to 'Yes' with a '[WEBSITE]' label.
- Title:** A text input field containing 'Free Shipping Admin' with a '[STORE VIEW]' label.
- Method Name:** A text input field containing 'Free' with a '[STORE VIEW]' label.
- Displayed Error Message:** A text area containing the message 'This shipping method is not available. To use this shipping method, please contact us.' with a '[STORE VIEW]' label.
- Ship to Applicable Countries:** A dropdown menu set to 'All Allowed Countries' with a '[WEBSITE]' label.
- Ship to Specific Countries:** A multi-select dropdown menu with a list of countries including Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, and Antigua and Barbuda. It has a '[WEBSITE]' label.
- Sort Order:** A text input field with a '[WEBSITE]' label.

Screenshot  
New Order Frontend

The screenshot shows the LUMA checkout interface. At the top left is the LUMA logo. Below it is a progress bar with two steps: 'Shipping' (marked with a checkmark) and 'Review & Payments' (marked with the number 2). The main content area is titled 'Shipping Address' and contains three address cards for 'Veronica Costello' at '6146 Honey Bluff Parkway, Calder, Michigan 49628-7978, United States, (555) 229-3326'. The first card is selected with a checkmark and has a 'Ship Here' button. Below the address cards is a '+ New Address' button. To the right is an 'Order Summary' box showing '1 Item in Cart'. Below the address section is a 'Shipping Methods' section with two options: 'Fixed Flat Rate' and 'Table Rate Best Way', both priced at '\$0.00'. A blue 'Next' button is located at the bottom right of the shipping methods section.

**LUMA**

Shipping **2** Review & Payments

### Shipping Address

<input checked="" type="checkbox"/> Veronica Costello 6146 Honey Bluff Parkway Calder, Michigan 49628-7978 United States (555) 229-3326	<input type="checkbox"/> Veronica Costello 6146 Honey Bluff Parkway Calder, Michigan 49628-7978 United States (555) 229-3326 <a href="#">Ship Here</a>	<input type="checkbox"/> Veronica Costello 6146 Honey Bluff Parkway Calder, Michigan 49628-7978 United States (555) 229-3326 <a href="#">Ship Here</a>
---	---	---

[+ New Address](#)

### Shipping Methods

<input checked="" type="radio"/> \$0.00	Fixed	Flat Rate
<input type="radio"/> \$0.00	Table Rate	Best Way

[Next](#)

### Order Summary

1 Item in Cart

Screenshot  
New Order Magento Admin (Backend)

The screenshot displays the 'Create New Order' interface in the Magento Admin backend. The page title is 'Create New Order for Veronica Costello in Default Store View'. The interface is divided into several sections:

- Payment & Shipping Information:** This section contains two columns of options. The 'Payment Method' column shows 'Check / Money order' as the selected option. The 'Shipping Method' column offers three choices: 'Free Shipping Admin' (selected), 'Flat Rate' (with 'Fixed - \$5.00' as an option), and 'Best Way' (with 'Table Rate - \$15.00' as an option).
- Order Total:** A section header for the order summary.
- Order History:** A section header for tracking previous orders.
- Order Comments:** A text area for adding notes to the order.
- Order Totals:** A table summarizing the order's financial details:

Subtotal	\$59.00
Shipping & Handling	\$0.00
Tax	\$4.87
<b>Grand Total</b>	<b>\$63.87</b>
- Form Controls:** Checkboxes for 'Append Comments' and 'Email Order Confirmation' are present, both of which are checked. A 'Submit Order' button is located at the bottom right of the form area.

The left sidebar contains navigation icons for: DASHBOARD, SALES, PRODUCTS, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS.

## 9. Support

If you need support or have any questions directly related to a MageVision extension, please contact us at [support@magevision.com](mailto:support@magevision.com)

Best regards,  
The MageVision Team