



# Free Shipping Admin

User/Installation Guide

Version 2.4.2

## 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 2.4

## 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/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 --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

- 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-free-shipping-admin`
  - `php bin/magento module:enable MageVision_FreeShippingAdmin --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

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

The screenshot shows the Magento Admin Configuration interface. On the left is a vertical sidebar with navigation icons for Dashboard, Sales, Catalog, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main content area is titled 'Configuration' and has a 'Save Config' button in the top right. The left sidebar is expanded to 'SALES', which is further expanded to 'Delivery Methods'. Under 'Delivery Methods', 'Free Shipping Admin' is selected. The configuration form for 'Free Shipping Admin' includes the following fields:

- Enabled** [website]: A dropdown menu set to 'Yes'. There is an unchecked checkbox for 'Use system value'.
- Title** [store view]: A text input field containing 'Free Shipping Admin'. There is a checked checkbox for 'Use system value'.
- Method Name** [store view]: A text input field containing 'Free'. There is a checked checkbox for 'Use system value'.
- Displayed Error Message** [store view]: A text area containing 'This shipping method is not available. To use this shipping method, please contact us.'. There is a checked checkbox for 'Use system value'.
- Ship to Applicable Countries** [website]: A dropdown menu set to 'All Allowed Countries'. There is a checked checkbox for 'Use system value'.
- Ship to Specific Countries** [website]: A list box containing a scrollable list of countries: Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua & Barbuda, and Argentina. There is a checked checkbox for 'Use system value'.
- Sort Order** [website]: An empty text input field.

At the bottom of the configuration area, the text 'Free Shipping' is displayed with a refresh icon to its right.

# Screenshot New Order Frontend

**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>
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[+ 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)

**Create New Order for Veronica Costello in Default Store View** Cancel Submit Order

**Payment & Shipping Information**

**Payment Method**  
Check / Money order

**Shipping Method**  
 Free Shipping Admin - **\$0.00**  
 Flat Rate - **\$5.00**  
 Best Way  
 Table Rate - **\$15.00**

**Order Total**

**Order History**

**Order Comments**

**Order Totals**

Subtotal	\$59.00
Shipping & Handling	\$0.00
Tax	\$4.87
<b>Grand Total</b>	<b>\$63.87</b>

Append Comments  
 Email Order Confirmation

Submit Order

**Sidebar:** DASHBOARD, SALES, PRODUCTS, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, FIND PARTNERS & EXTENSIONS



## 10. 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