



# Free Shipping Admin for Magento 2

User/Installation Guide  
Version 2.4.6

## 1. Overview

The Free Shipping Admin extension for Magento 2 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 configuration is for 'Free Shipping Admin' under the 'Sales' section. The settings are as follows:

- Enabled** [website]: Yes  Use system value
- Title** [store view]: Free Shipping Admin  Use system value
- Method Name** [store view]: Free  Use system value
- Displayed Error Message** [store view]: This shipping method is not available. To use this shipping method, please contact us.  Use system value
- Ship to Applicable Countries** [website]: All Allowed Countries  Use system value
- Ship to Specific Countries** [website]: Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua & Barbuda, Argentina  Use system value
- Sort Order** [website]:

Below the configuration, there is a section for 'Free Shipping' with a refresh icon.

# Screenshot New Order Frontend

The screenshot displays the LUMA New Order Frontend. At the top left is the LUMA logo. Below it is a progress indicator 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 of the address cards is an 'Order Summary' box showing '1 Item in Cart'. Below the address cards 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>
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[+ New Address](#)

### Shipping Methods

<input 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**  
 Free - **\$0.00**

**Flat Rate**  
 Fixed - **\$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