

Predefined Admin Order Comments for Magento 2

User & Installation Guide

Version 2.4.8

Overview

The Predefined Admin Order Comments extension for Magento 2 gives the ability to Magento admin users to create predefined admin order comments depending on different order statuses. Admin users do not have to create every time a new comment message, but they can easily select the comment message from a drop down while adding an order comment. It reduces the time to draft a comment message every time. Create and manage easily comment messages and assign them against order statuses.

Key Features

- Create predefined admin order comments depending on different order statuses
- Select a predefined comment from the dropdown while adding an order comment
- Create and manage easily comment messages and assign them against order statuses and stores
- Reduce the time to draft a comment message every time

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

Compatibility

Magento Community Edition 2.4

Download the Extension

- 1 Sign in to your account at www.magevision.com
- 2 Navigate to My Account § My Downloads
- 3 Find the extension and click to download it
- 4 Extract the downloaded ZIP file in a temporary directory
- 5 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 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.

Installing the Extension

Using an Archive and FTP

Upload the extracted folders and files of the extension to the 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/PredefinedAdminOrderComments` 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_PredefinedAdminOrderComments --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.

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-predefined-admin-order-comments
php bin/magento module:enable MageVision_PredefinedAdminOrderComments --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
```

How to Use

Navigate to Magento Admin under Stores § Configuration § MageVision Extensions § Predefined Admin Order Comments to enable the extension.

Navigate to Magento Admin under Content § Predefined Admin Order Comments § Comments to create, view and manage the comments. By creating a comment you can define a title, the content, comment's status and assign it to a store and an order's status.

After creating some comments, navigate to Magento Admin under Sales § Orders and select an order. Above the default comment area a dropdown field will be displayed with the titles of all predefined admin order comments you have created for the current order's status. Select one and you will see the comment area populated with the comment's content.

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