

Magento Delivery Instructions or Order Comments

Installation and User Guide for Magento 1 Delivery Instructions or Order Comments

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Installation

- **Disable Compilation Mode:** To check that this is disabled, go to **System >Tools>Compilation**. If the compiler status is 'Disabled', you are ready to go. If not, simply click the 'Disable' button on the right hand side of the screen.
- **Upload Package:** Upload the content of the module to your root folder. This will not overwrite the existing Magento folder or files, only the new contents will be added.
- **Clear Caches:** This can be done from the admin console by navigating to the cache management page (**System > Cache Management**), selecting all caches, clicking 'refresh' from the drop-down menu, and submitting the change.

Configuration Settings for Delivery Instructions

Go to **Admin > Stores > Configuration > Scommerce Configuration > Delivery Instructions**

General Settings

- **Enabled** - Select "Yes" or "No" to enable or disable the module.
- **Frontend Label** - Please add the frontend label, this will be shown to customers during the checkout process.
- **Maximum Characters** - Please add the Maximum Characters.

Delivery Instructions

The screenshot shows the 'Delivery Instructions' configuration page. It has a 'General' tab with three settings: 'Enabled' (set to 'Yes'), 'Frontend Label' (set to 'Delivery Instructions'), and 'Maximum Characters' (set to '500'). Three callout boxes with arrows point to these settings: 'Select "Yes" to enable the module' points to the 'Enabled' dropdown; 'Please add the Frontend Label' points to the 'Frontend Label' text input; and 'Please define the Maximum Characters limit' points to the 'Maximum Characters' text input. The 'Frontend Label' input has a tooltip that says 'This will be shown to customers during the checkout process'.

- **Delivery Instructions Details on Order View Page** - To view the delivery instructions details go to **Admin > Sales > Order > Select Order > View**. You can see the added delivery note under delivery instructions section.

The screenshot shows an order view page with several sections: 'Billing Address', 'Shipping Address', 'Payment Information', 'Shipping & Handling Information', and 'Delivery Instructions'. The 'Billing Address' and 'Shipping Address' sections contain the same test data: 'test test', 'test test', 'test', 'New Delhi, Alaska, 110017', 'United States', 'T: 748356454755747', and 'F: 3945858758'. The 'Payment Information' section shows 'Cash On Delivery' and 'Order was placed using GBP'. The 'Shipping & Handling Information' section shows 'Flat Rate - Fixed £5.00'. The 'Delivery Instructions' section, which is highlighted with a red box, contains the text 'Leave the delivery in the shed if no one is around. Thanks'.

Front-end Site View

- **Delivery Instructions on the Checkout Page** - When you enable the module, the Delivery Instruction input field appears on the checkout page.

4 SHIPPING METHOD

Flat Rate
Fixed **£5.00**

Delivery Instructions (max 500 characters)

DO YOU HAVE ANY GIFT ITEMS IN YOUR ORDER?

Add gift options.

CONTINUE « Ba

If you have a question related to this extension please check out our **[FAQ Section](#)** first. If you can't find the answer you are looking for then please contact **support@scommerce-mage.com**.

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