

# Admin Payment Method

# **Dss**

## 1. Installation Guide

Step 1: Unzip the file

#### Step 2:

Create a new directory: app/code/Dss/AdminPaymentMethod. AdminPaymentMethod is the module's internal identifier which can be found in the "composer.json" file of the downloaded compressed file. (Please see node "psr-4").

Then put the contents of the extension ZIP file in the directory.

#### Step 3:

Upload the directory app/code/Dss/AdminPaymentMethod to the root directory of your Magento installation. The Magento root directory contains directories such as "app", "bin", "lib" and more. All directories should match the existing directory structure.

#### Step 4:

Go to Magento 2 root directory. Use command lines:

php bin/magento setup:upgrade.

php bin/magento setup:static-content:deploy

php bin/magento cache:flush

## 2. How Does It Work?

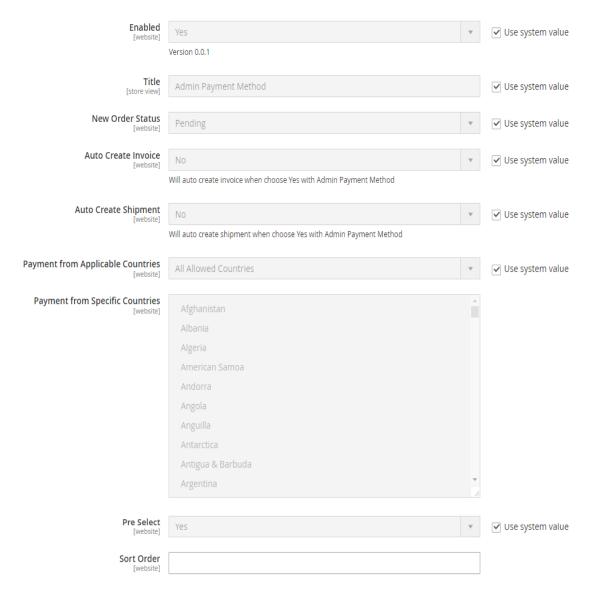
# 1.1 Module configuration:

Navigate to Stores  $\Rightarrow$  Configuration  $\Rightarrow$  Sales  $\Rightarrow$  Payment Methods and find the module.

# 1.2 General configuration:



#### Admin Payment Method



- **Enabled:** Choose **Yes** to enable the extension, choose to disable. The payment method does not display in frontend under any circumstances.
- **Title:** Type the name of the payment method here. This will also be displayed in the front-end Account Dashboard.
- Auto Create Invoice: Enable/Disable creating invoice right after the order is created.
- Auto Create Shipment: Enable/Disable creating shipment right after the order is created.
- Payment from Applicable Countries: Choose All Allowed Countries to assign this payment method to all areas or Specific Countries.
- Payment from Specific Countries: If you have chosen Specific Countries above, then select the countries to allow using this method.



- **Pre-select:** Choose Yes to enable preselecting the admin payment method for payment whenever you create a new order in the backend. Choose No to disable pre-selecting this method.
- **Sort Order:** Enter a number to set priority for Admin Payment Method when multiple payment methods are enabled.

**Note:** The module is already compatible with Hyva theme itself, so you don't have to install any extra package.