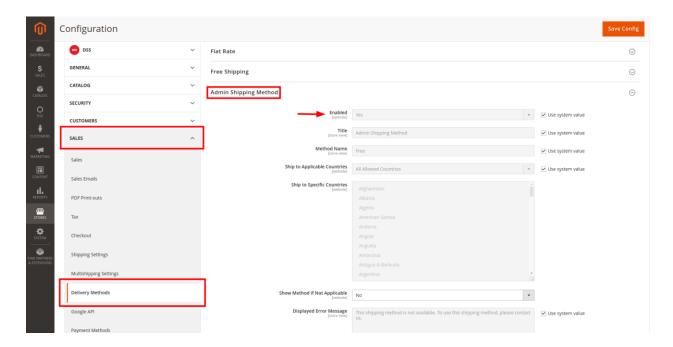# Admin Shipping Method

DSS

1. How Does It Work?

1.1 Module configuration:

Navigate to Stores ⇒ Configuration ⇒ Sales ⇒ Delivery Methods ⇒ Admin Shipping Method

1.2 General configuration:

- **Enabled:** Choose **Yes** to enable the extension.
- **Use system value:** Choose for use system value (By default yes).
- **Title:** Set name you want to call this functionality.
- **Method Name:** Set name you want to call this method.
- **Ship to Applicable Countries:** Choose countries you want to enable this functionality,
- **Ship to Specific Countries:** If you want to Choose specific countries for this functionality, 1st choose **Specific Countries** in **Ship to Applicable Countries** Field, now you can select specific countries you want to ship using this method.
- **Show Method if Not Applicable:** Choose **Yes** to show this method in admin area.
- **Displayed Error Message:** Write an error massage you want to show when method is not available, and it's look like this.
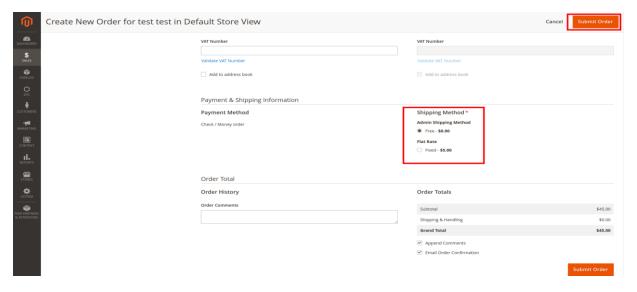
- **Auto create Invoice:** Choose **Yes** to auto generate **Invoice** when admin reorder using admin panel (behalf of customer).
- **Auto create Shipment:** Choose **Yes** to auto generate **Shipment** when admin reorder using admin panel (behalf of customer).
- **Pre-Select:** Choose **Yes** to **Pre-Select** this method for store.
- **Sort Order:** Choose 1 to any number order for display this method in all methods (By default 0).

1.3 How to use?:

- **Enable** the extension.
- If you want to give free shipping to customer's order,

Navigate to Sales ⇒ Orders ⇒ Click on "Create New Order" ⇒ "Please select a customer",

Now, add products for customer and scroll down to the **Shipping Method** area, click on "Get shipping methods and rates",

As you can see, select the method and submit order, customer got free shipping.

- You can apply this method using reorder also.