

Free Shipping Admin Extension User Guide



Import Stock

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Introduction

The “Free Shipping Admin” module is a backend tool that allows administrators to configure and manage free shipping options within an e-commerce platform. Its primary aim is to streamline the process of offering free shipping as a promotional or standard feature, enhancing the overall customer experience while simplifying administrative tasks.

Configuration

Magento Admin To configure free shipping settings in Magento, navigate to **Stores** → **Configuration** → **Sales** → **Delivery Methods** → **Free Shipping Admin**. Here, you can enable the free shipping module and set specific criteria and rules.

The screenshot shows the Magento Admin Configuration page for the 'Free Shipping Admin' module. The left sidebar contains a navigation menu with categories like CATALOG, SECURITY, CUSTOMERS, SALES, and STORES. The 'STORES' category is expanded, and 'Delivery Methods' is selected. The main content area displays the configuration for 'Free Shipping Admin'. The 'Enabled' checkbox is checked, and the 'Title' is set to 'Free Shipping Admin'. The 'Method Name' is set to 'Free'. The 'Displayed Error Message' is set to 'This shipping method is not available. To use this shipping method, please contact us.' The 'Ship to Applicable Countries' is set to 'All Allowed Countries'. The 'Ship to Specific Countries' list includes Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua & Barbuda, and Argentina. The 'Sort Order' is set to 1. A 'Save Config' button is visible in the top right corner.

Field	Value	Use System Value
Enabled (website)	Yes	<input type="checkbox"/>
Title (store view)	Free Shipping Admin	<input checked="" type="checkbox"/>
Method Name (store view)	Free	<input checked="" type="checkbox"/>
Displayed Error Message (store view)	This shipping method is not available. To use this shipping method, please contact us.	<input checked="" type="checkbox"/>
Ship to Applicable Countries (website)	All Allowed Countries	<input checked="" type="checkbox"/>
Ship to Specific Countries (website)	Alghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua & Barbuda, Argentina	<input checked="" type="checkbox"/>
Sort Order (website)	1	

- **Enable Module:**

Toggle the **Enable Module** setting to activate or deactivate the Free Shipping feature on your store.

- **Title:**

Set a descriptive **Title** for the Free Shipping option that will be displayed to customers during checkout. This title should clearly convey the benefit of free shipping.

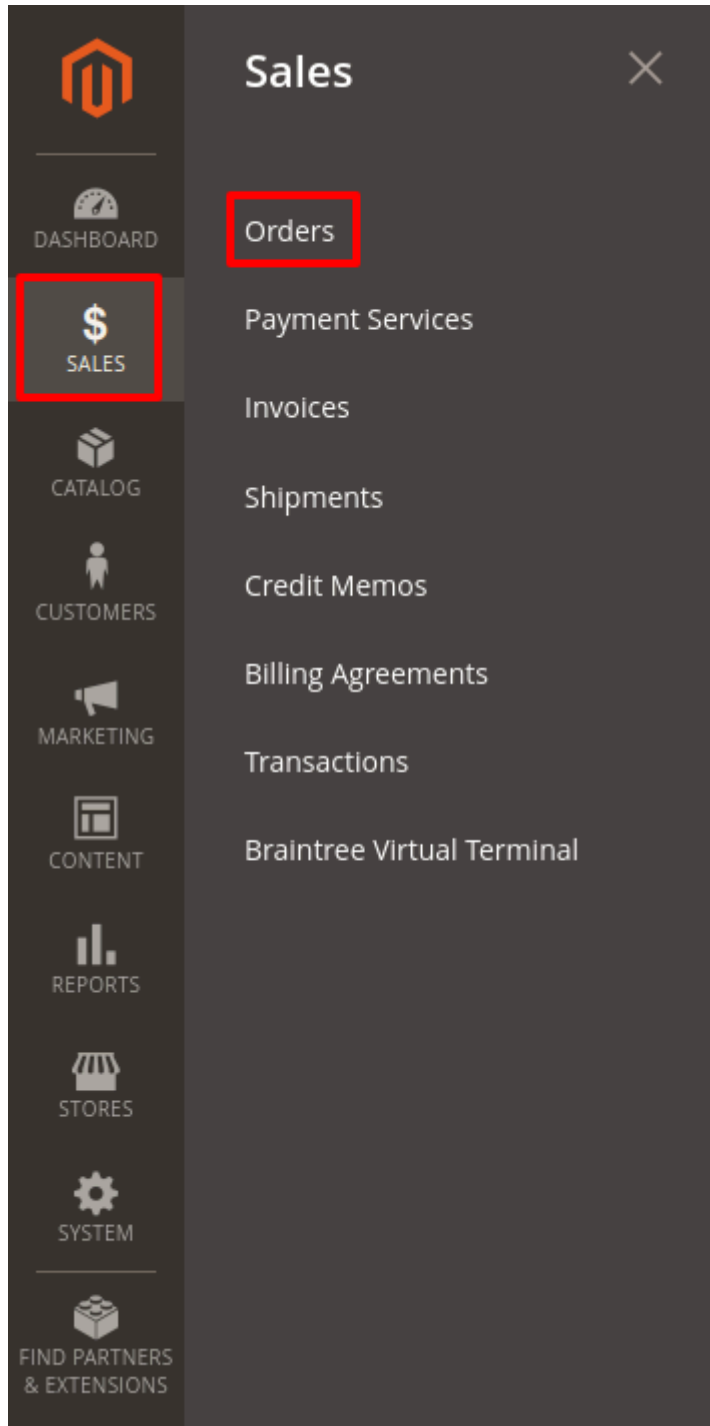
- **Applicable Locations:**

Define the **States**, **Countries**, or specific **Addresses** where free shipping will be available. This allows you to restrict or extend free shipping based on geographical locations.

- **Configuration Rules:**

Set criteria for applying free shipping, such as minimum order amounts or specific product categories, ensuring that customers meet these conditions to qualify for free shipping.

Sales & Orders



Order Details

Orders											
Create New Order											
Search by keyword											
Filters Default View Columns Export											
Actions 5 records found 20 per page 1 of 1											
ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources	Braintree Transaction Source	Dispute State
000000003	Main Website Main Website Store Default Store View	Jul 30, 2024 7:10:24 AM	Veronica Costello	Veronica Costello	\$48.71	\$48.71	Pending	View			
000000001-1	Main Website Main Website Store Default Store View	Jul 29, 2024 11:23:49 PM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Pending	View			
000000002	Main Website Main Website Store Default Store View	Jul 10, 2024 5:01:37 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	Closed	View	Default Source		
000000001	Main Website Main Website Store Default Store View	Jul 10, 2024 5:01:36 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Closed	View	Default Source		

Clicking on View for an order will redirect you to the Select Customer in Magento.

Below give various order details

- **Order Summary:**
View a detailed list of all customer orders with essential information such as Order ID, Customer Name, Date, and Order Status.
- **Order Details:**
Access in-depth information for each order by clicking on it, including product details, quantities, shipping addresses, and payment methods.
- **Update Status:**
Manage the order process by updating statuses to reflect current stages, such as Pending, Processing, Shipped, or Complete.
- **Search and Filter:**
Use search and filtering tools to quickly find specific orders and perform actions like editing order details, issuing refunds, or generating invoices.

Customer Select

Task "Rule processing: 1": 1 item(s) have been scheduled for update. [View Details](#) System Messages: 1

Create New Order in Default Store View

← Back

Please select a customer [Create New Customer](#)

Search [Reset Filter](#) 2 records found 20 per page 1 of 1

ID	Name	Email	Phone	ZIP/Post Code	Country	State/Province	Signed-up Point	Website
1	Veronica Costello	roni_cost@example.com	(555) 229-3326	49628-7978	United States	Michigan	Default Store View	Main Website

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Magento ver. 2.4.7-p1

- **Choose Customer:**

Click Select Customer to open a list of registered customers and choose the one for whom you want to create or manage an order.

- **Search and Filter:**

Use the search and filter options to quickly find and select a specific customer from the list.

- **Select from List:**

Choose a customer from the dropdown or search results to assign them to the current order or view their previous orders.

- **Detailed Customer Information:**

During selection, view all relevant customer details listed, including contact information, shipping addresses, country, state, sign-up point, website, ID, and email.

Add New Product

Create New Order for Veronica Costello in Default Store View

🔍 🔔 👤 support ▾

Cancel

Submit Order



Items Ordered

Add Products

Product	Price	Qty	Subtotal	Discount	Row Subtotal	Action
No ordered items						

- **Product Selection:**

Clicking **Add Product** redirects you to the product selection page, where you can browse or search for products to include in the order.

- **Search and Filter:**

Use search and filter options on the selection page to quickly locate the desired product.

- **Add to Order:**

Once you've selected the product, confirm the choice to add it to the order and proceed with further configuration.

Add Selected Product To Order

Please select products

Add Selected Product(s) to Order

Search

Reset Filter

2041 records found

20

▼

per page

<

1

of 103

>

ID	Product	SKU	Price	Select	Quantity
			<div>From</div> <div>To</div>	<div>Any</div> <div>▼</div>	
2046	Hoddies	Hoddies	\$30.00	<input checked="" type="checkbox"/>	1
2040	Erika Running Short	WSH12	\$45.00	<input type="checkbox"/>	
2039	Erika Running Short-32-Red	WSH12-32-Red	\$45.00	<input checked="" type="checkbox"/>	1
2038	Erika Running Short-32-Purple	WSH12-32-Purple	\$45.00	<input type="checkbox"/>	

- **Select Products:**

Choose the products you want to add from the list by checking the relevant checkboxes.

- **Review Selection:**

The selected products will now appear in the order details for further review and processing.

- **Select Checkboxes:**

Use checkboxes to select the products you wish to add from the product list.

- **Adjust Quantity:**

Enter the desired quantity for each selected product before proceeding.

- **Confirm Selection:**

Click "**Add Selected Products to Order**" to finalize adding the checked products with specified quantities to the order.

Items Ordered

Items Ordered

Add Products

Product	Price	Qty	Subtotal	Discount	Row Subtotal	Action
Erika Running Short-32-Red SKU: WSH12-32-Red	\$45.00 <input type="checkbox"/> Custom Price*	<input type="text" value="1"/>	\$45.00	\$0.00 <input checked="" type="checkbox"/> Apply	\$45.00	Please select
Hoddies SKU: Hoddies	\$30.00 <input type="checkbox"/> Custom Price*	<input type="text" value="1"/>	\$30.00	\$0.00 <input checked="" type="checkbox"/> Apply	\$30.00	Please select
Total 2 product(s)		Subtotal:	\$75.00	\$0.00	\$75.00	

- **Item Details:**

Review each item ordered, including product name, Price, Qty, Discount and any selected attributes or options.

- **Quantity Ordered:**

Check the quantity of each product ordered to ensure accuracy before finalizing the order.

- **Subtotal:**

The **Subtotal** for each product displays the total cost before taxes and shipping, calculated by multiplying the unit price by the quantity ordered.

- **Grand Total:**

Review the **Grand Total**, which sums the subtotals of all items, including applicable taxes, shipping costs, and any discounts applied to provide the final order amount.

Payment Shipping Information

Payment & Shipping Information

Payment Method

Check / Money order

Shipping Method *

[Get shipping methods and rates](#)

- As Per Above Image Please Click on Get Shipping Methods and Rates.

Payment & Shipping Information

Payment Method

Check / Money order

Shipping Method *

Free Shipping Admin
Free - \$0.00

[Click to change shipping method](#)

Order Total

Order History

Order Comments

Order Totals

Subtotal	\$75.00
Shipping & Handling (Free Shipping Admin - Free)	\$0.00
Tax	\$6.19
Grand Total	\$81.19

- ☒ Append Comments
- ☒ Email Order Confirmation

[Submit Order](#)

- **Select Free Shipping:**
Choose the **Free Shipping** option from the available shipping methods, ensuring it meets your criteria for eligibility.
- **Review Rates:**
Confirm that the shipping rates are correctly displayed as zero or match your free shipping criteria.
- **Submit Order:**
Click "**Submit Order**" to finalize the purchase and initiate the order fulfillment process with free shipping delivery.

Order Confirmation Details

Cancel

Send Email

Hold

Invoice

Ship

Reorder

Edit

Order # 000000005 (The order confirmation email was sent)

Order Date

Jul 31, 2024, 4:19:09 AM

Order Status

Pending

Purchased From

Main Website
Main Website Store
Default Store View

Account Information

Edit Customer

Customer Name

Veronica Costello

Email

roni_cost@example.com

Customer Group

General

Address Information

Billing Address

Edit

Veronica Costello
6146 Honey Bluff Parkway
Calder, Michigan, 49628-7978
United States
T: (555) 229-3326

Shipping Address

Edit

Veronica Costello
6146 Honey Bluff Parkway
Calder, Michigan, 49628-7978
United States
T: (555) 229-3326

Payment & Shipping Method

Payment Information

Check / Money order
The order was placed using USD.

Shipping & Handling Information

Free Shipping Admin - Free \$0.00

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Erika Running Short-32-Red SKU: WSH12-32-Red	Ordered	\$45.00	\$45.00	Ordered 1	\$45.00	\$3.71	8.25%	\$0.00	\$48.71
Hoddies SKU: Hoddies	Ordered	\$30.00	\$30.00	Ordered 1	\$30.00	\$2.48	8.25%	\$0.00	\$32.48

Order Total

Notes for this Order

Status

Pending

Predefined Admin Comment

Please select a comment

Comment

☐ Notify Customer by Email

☐ Visible on Storefront

Submit Comment

Order Totals

Subtotal	\$75.00
Shipping & Handling	\$0.00
Tax	\$6.19
Grand Total	\$81.19
Total Paid	\$0.00
Total Refunded	\$0.00
Total Due	\$81.19

Thank you!

Do you need Extension Support?
Do you have any suggestions? Please contact us,
<https://www.mavenbird.com/contact>