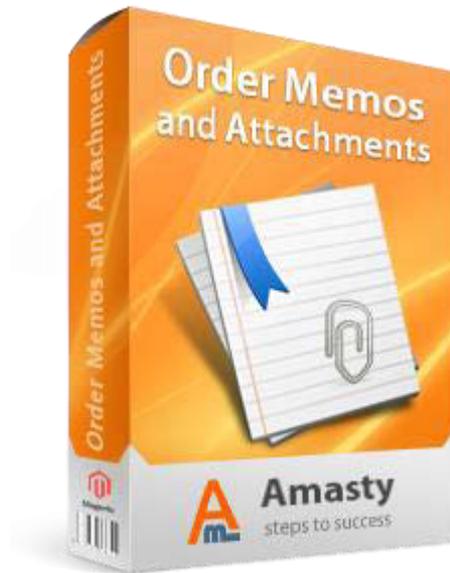


Order Memos and Attachments



Magento Extension User Guide

Official extension page: [Order Memos and Attachments](#)



User Guide: [Order Memos and Attachments](#)

Support: <http://amasty.com/support.html>

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Current Configuration Scope:
Default Config

[Manage Stores](#)

Configuration

- GENERAL
 - General
 - Web
- AMASTY EXTENSIONS
 - General
 - Order Memos And Attachments**

Order Memos And Attachments

Save Config

General Settings

Collapsed by default	Yes	[GLOBAL]
	▲ This sets how to show memos and attachments block on the order view page	
Update "updated_at" order field	Yes	[GLOBAL]
	▲ If set to "Yes", the "updated_at" order field will be set to the current date/time when order memo or attachment field value added or updated for particular order	

If 'Collapsed by default' option is set to 'Yes', the block with the additional fields will be folded on the order view page by default (of course, you can unfold it).

If this option is set to 'Yes', date in 'updated_at' field for orders gets updated each time, when you modify an order memo or attachment.

Extension settings are in admin panel -> System -> Configuration -> Order Memos And Attachments



2. How to create fields

To create a field for order memos/attachments (or some other purpose) please press 'Add New Field' button.

Dashboard Sales Catalog Mobile Customers Promotions Newsletter CMS Reports **System** Get help for page

Manage Fields

Page 1 of 1 pages | View 20 per page | Total 5 records found

Field Alias	Field Label	Field Type
actual_date	Actual Shipping date	Date
id	id	Single File Upload
memo	Memo	Text Area
sales_person	Sales person	Text Field
screens	Screens	Multiple Files Upload

- My Account
- Notifications
- Tools
- Web Services
- Design
- Import/Export
- Manage Currency Rates
- Transactional Emails
- Custom Variables
- Permissions
- Magento Connect
- Cache Management
- Index Management
- Manage Stores
- Order Statuses
- Order Memos And Attachments**
- Configuration

Please go to admin panel -> System -> Order Memos And Attachments



Field Configuration

General Information

Order Status Visibility

New Field

Back

Reset

Save Field

Attachment Field Details

Alias *	<input type="text" value="actual_date"/> <small>▲ Please use lowercase letters a-z and _ symbols only.</small>
Label *	<input type="text" value="Actual Shipping Date"/>
Field Type	<input type="text" value="Text Field"/> <small>Text Field Text Area Single File Upload Multiple Files Upload Date Dropdown</small>
Default Value	<input type="text"/>
Display To Customer	<input type="text"/>
Enabled	<input type="text" value="Yes"/>
Show On Order Grid	<input type="text" value="Yes"/> <small>▲ Does not work for "file" attribute types.</small>

You can indicate any alias (it is used only in the code)

There are six field types available: text field, text area, dropdown, date, single file upload, multiple files upload (it will be possible to upload as many files as you need for one field).



Field Configuration

General Information

Order Status Visibility

New Field

Back

Reset

Save Field

Attachment Field Details

Alias *	<input type="text" value="memo"/> <small>▲ Please use lowercase letters a-z and _ symbols only.</small>
Label *	<input type="text" value="Order memo"/>
Field Type	<input type="text" value="Text Field"/>
Default Value	<input type="text" value="Put invoice inside the package"/> <small>▲ Will be automatically assigned to any new order placed.</small>
Display To Customer	<input type="text" value="Do Not Display"/>
Enabled	<input type="text" value="View Only"/>
Show On Order Grid	<input type="text" value="Allow To Edit"/> <small>▲ Does not work for "file" attribute types.</small>

You can specify default value for 'text field', 'text area', and 'dropdown' field types. This value will be assigned to all orders by default.

You have full control of display of the fields to customers:

1. 'Do Not Display' option – the field will not be displayed to customers.
2. 'View Only' – customers will be able only to see the field.
3. 'Allow To Edit' – customers will be both able to see and to edit the field values.



Field Configuration

New Field Back Reset Save Field

General Information

Order Status Visibility

Attachment Field Details

Alias *	<input type="text" value="memo"/> <small>▲ Please use lowercase letters a-z and _ symbols only.</small>
Label *	<input type="text" value="Order memo"/>
Field Type	<input type="text" value="Text Field"/>
Default Value	<input type="text" value="Put invoice inside the package"/> <small>▲ Will be automatically assigned to any new order placed.</small>
Display To Customer	<input type="text" value="View Only"/>
Enabled	<input type="text" value="Yes"/>
Show On Order Grid	<input type="text" value="Yes"/> <small>▲ Does not work for "file" attribute types.</small>

It is possible to enable and disable the fields.

You can show the fields on order list page. This will work only for 'text field', 'text area', 'date' and 'dropdown' field types.



3. Select order statuses for fields display

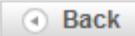
Field Configuration

General Information

Order Status Visibility 

At the 'Order Status Visibility' tab you can select order statuses. The fields will be displayed only for orders with the statuses you select here.

New Field

Order Status Visibility

Order Status For Backend

- All
- Canceled
- Closed
- Complete**
- Suspected Fraud
- On Hold
- Payment Review
- Pending**
- Pending Payment
- Pending PayPal

▲ Display field only if order status is one of the selected

Order Status For Frontend

- All
- Canceled
- Closed
- Complete**
- Suspected Fraud
- On Hold
- Payment Review
- Pending
- Pending Payment
- Pending PayPal

▲ Display field only if order status is one of the selected

You can have a separate selection of statuses for frontend (customer) and backend (admin) order displays.



4. Fill in fields on order page

 **Order # 100000004 | Apr 21, 2011 9:01:01 AM**

 Back

Edit

Cancel

Send Email

Hold

 Invoice

 Ship

 Reorder

Order # 100000004 (the order confirmation email was sent)

Order Date **Apr 21, 2011 9:01:01 AM**

Order Status **Pending**

Main Website

Main Store

English

Placed from **87.252.227.56**

On the order page you will find a block called 'Order Attachments'. All the fields that you have created will be displayed in this block.

Account Information

Customer Name **[Nancy Hilarison](#)**

Email **nancy@example.com**

Customer Group **General**

You can also fold and unfold the attachments block.

Order Attachments

Screens  **[address.png](#)**
[actions.png](#)

Memo  **What a great customer**

Sales person  **Jack Black**

id 

Actual Shipping date  

Save

Cancel

To upload a file or fill in a field please click the 'pencil' icon.



5. Fields on order grid

s found | [New Order RSS](#) Export to Create New Order Set Filter Search Submit

You can display the fields (except upload types) on order grid. Also you can filter and sort orders by these fields.

Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Sales person	Actual Shipping date	Action
		From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	Jack Black	From: <input type="text"/> 05/9/11 To: <input type="text"/> 05/12/11	
Nancy Hilarison	Nancy Hilarison	\$739.98	\$739.98	Closed	Jack Black	May 11, 2011	View
Nancy Hilarison	Nancy Hilarison	\$321.94	\$321.94	Pending	Jack Black	May 10, 2011	View



6. Fields in customer's account

Billing Address

test test
test
test, Alaska, test
United States
T: test

Payment Method

Check / Money order

Here's an example of how the fields are displayed in customer's account. Customers can edit the field values if allowed by admin.

Order Attachments

Payment Order 

Comments

order comments here.

Notification Date 

Feb 21, 2012

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Orange	O1	\$40.00	Ordered: 1	\$40.00
			Subtotal	\$40.00
			Shipping & Handling	\$5.00
			Grand Total	\$45.00



7. Add the extension data to email templates

You can also include the extension data in email templates. For this please add variables of the kind to the templates:

```
{{var order.memo('some_field')}}}
```

Replace `some_field` with the alias of the field which you will use in emails.



Thank you!

Should you have any questions or feature suggestions, please contact us at:

<http://amasty.com/support.html>

Your feedback is absolutely welcome!

