

# **ORDER COMMENTS**

# **USER GUIDE**

Version 1.1.0



Welcome to Order Comments Extension for Magento 2 developed by Sparsh.

We have provided this guide to understand better use of the extension. We have tried to explain the basic functionality required by every Magento store.

This extension allows customers to add a special comments/notes/message while placing the order on the checkout page which can be viewed both in admin backend and customer account.

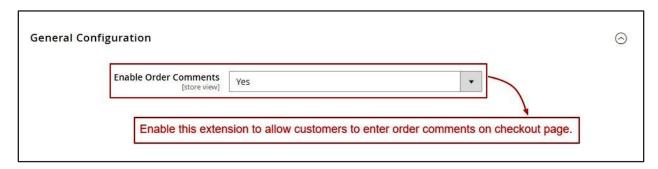
### **KEY FEATURES:**

- > Enable or Disable the extension as per your requirement.
- > Customers can add order comment during the checkout process.
- > Admin can see the order comments on the order view page in the admin panel.
- > Customers can view their order comments in the My Orders section.
- > Customers will get order comments in an order email as well.
- > Easy to install and configure.

Every below steps helps to enable order comments on your site

# 1. HOW TO ENABLE / DISABLE ORDER COMMENTS EXTENSION FROM ADMIN

Go to [Magento 2 Admin] > Stores > Settings > Configuration > Sparsh Extensions > Order Comments



Choose Yes to enable this extension which will allow customers to enter order comments on checkout page.

Clear cache from System > Tools > Cache Management if required.

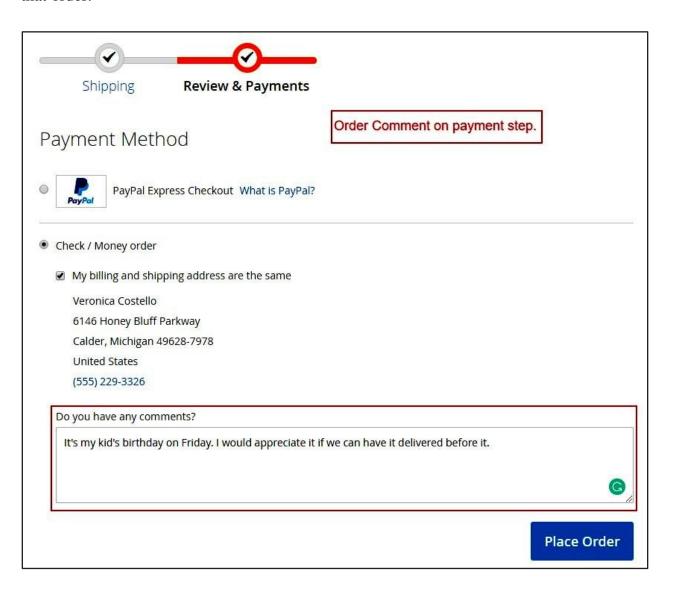
Order Comments v1.1.0

https://www.sparsh-technologies.com



# 2. ORDER COMMENTS ON CHECKOUT PAGE

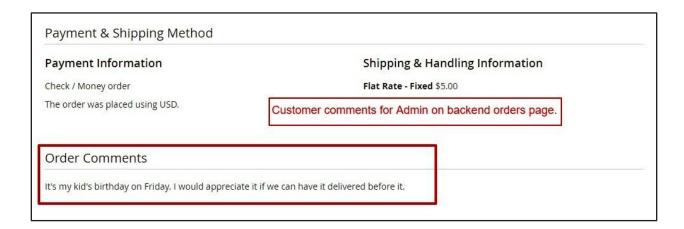
Add products / items to cart and go to checkout page. You can now see the text area option from where customer can enter any specific comments/message/notes related to that order.





### 3. ADMIN ORDERS PAGE

Admin can see the comments entered by customer from orders page in backend as shown below.



## 4. CUSTOMER ACCOUNT - MY ORDERS PAGE

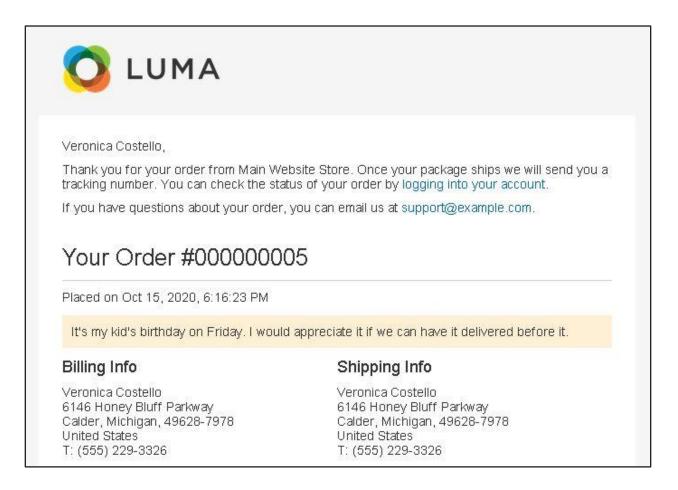
Customer can also see the comments entered on my account orders page as shown below.





### 5. CUSTOMER – ORDER EMAIL

Customer can also get the comments in order email as shown below.



Note: This does not work with "Check Out with Multiple Addresses" option.