

For more details see the [Order Notes for Magento 2](#) extension page.

# Order Notes for Magento 2

Create order notes and mark them with colored flags. Simplify your order management process in times by making important comments noticeable.

## Creation of order flags

Existing order flags can be seen in the **Sales → Order Flags**

The screenshot displays the 'Order Flags' management page. At the top right, there is a search icon and a user profile labeled 'admin'. Below this is a prominent orange 'Add New Flag' button. The interface includes a 'Filters' button, a 'Default View' dropdown, and a 'Columns' dropdown. A pagination control shows '5 records found', '20 per page', and '1 of 1' items. The main content is a table with the following data:

Icon	Priority	Comments	Name	Auto Apply on Order Status	Auto Apply on Order Shipping Method	Auto Apply on Order Payment Method
	100	Order is canceled	Red	Canceled		
	90	Pending Payment Order	Yellow	Pending Payment		
	80	Order on hold	Magenta	On Hold		
	70	Suspected Fraud	Blue	Suspected Fraud		
	60	Order is complete	Green	Complete		


Five order flags are supplied with the extension. Feel free to replace them and/or add new ones.

Click **'Add New Flag'** to create a new flag.

# Order Flags

← Back   Delete   Reset   Save and Continue Edit   **Save**


**FLAG INFORMATION**

General Information 

Automatic Apply

## Flag Information

Name \*

Icon Image  61191-big.jpg   
JPG, PNG, GIF or SVG. 20x20 pixels strongly recommended. Images of different size will break design.

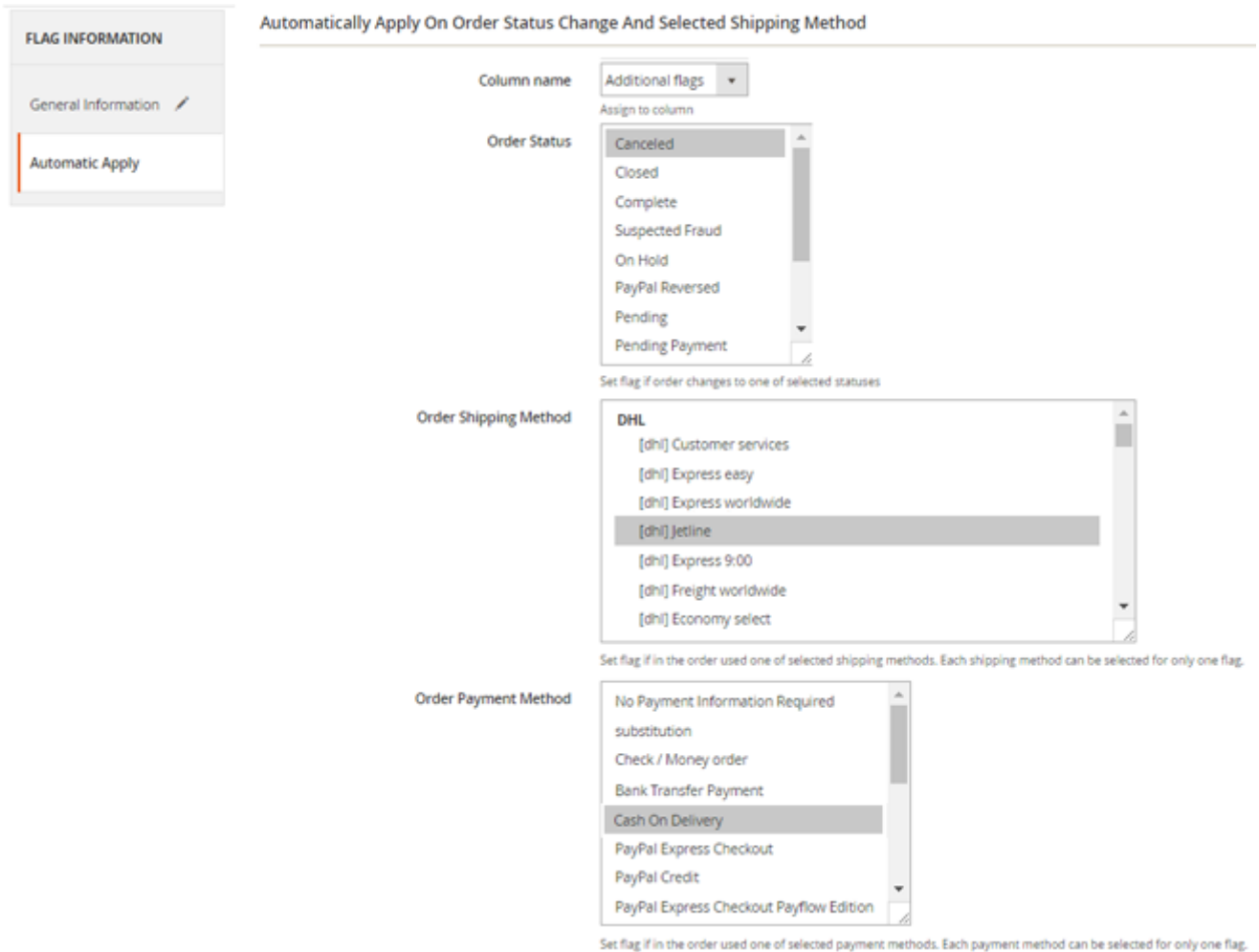
Priority   
Numeric value for internal use.

Comments

**Icon Image** - you can upload a new icon instead of a default flag.

**Priority** - set a high value to define high priority. Priorities are used in flags auto assigning. In this case, the module chooses the most prioritizing flag in the column.

**Comments** - leave a comment to display it on the order grid. Hover over a flag to see it.



**'Column name'** - select the appropriate flag column. Learn how to create flag columns below.

**'Automatic Apply'** - you can select order parameters, to which the flag should apply automatically.

**Order status** - the flag will be applied automatically to the orders, which get a status(es) you choose. In this case, it's a 'Canceled' status.

**Order Shipping Method** and **Order Payment method** - specify additional parameters for automatic flag apply, such as shipping and payment methods.

## Creation of flag columns

You can add new flag columns to the order grid. For this aim, please open: **Sales → Order Flags → Columns**

# Order Flag Columns

Add New Column

Filters Default View Columns

3 records found

20 per page 1 of 1

Position	Name	Comments	Applied Flags	Action
1	Flags		Red, Yellow	Edit
2	Additional flags		Magenta, Blue	Edit
3	Final flags		Green	Edit

'Add New Column'- click to create a new flag column.

You can set for each column its own flags.

# Order Flags

Back Delete Reset Save and Continue Edit Save

## COLUMN INFORMATION

General Information

Apply Flags

## Column Information

Name \* Urgent flags

Position 1

Numeric value for internal use.

Comments The orders require urgent execution.

**Priority** - columns can be arranged on the order grid basing on the required priority.

**Comments** - here you can add a note to the whole column.

This comment is displayed on the order grid in case an order doesn't have a flag note. Hover over a flag to see it.

# Order Flags

← Back   Delete   Reset   Save and Continue Edit   **Save**

**COLUMN INFORMATION**

General Information ✎

**Apply Flags**

## Apply Flags To Column

Flags

- Red
- Yellow
- Magenta
- Blue
- Green

Set flags to column

**Flags** - assign the appropriate flags to the column.

## Order flags on order grid

Go to **Sales** → **Orders**

Search by keyword

Actions  6 records found

<input type="checkbox"/>	ID	Flags	Additional flags	Final flags	Status	Purch
<input type="checkbox"/>	000000003				Pending	Main Mai De
<input type="checkbox"/>	000000006				Pending	Main Mai De
<input type="checkbox"/>	000000001				Processing	Main Mai De
<input type="checkbox"/>	000000005				Pending	Main Mai De
<input type="checkbox"/>	000000004				Pending	Main Mai De
<input type="checkbox"/>	000000002				Complete	Main Mai De






Order on hold

Hover over a flag to see the comments. Click on the flag field to set a flag for the order.










### Flag For Order #000000001 (Column: Flags) ✕

Enter/modify comment for the flag you want to assign, and click 'Set' button.

**NO FLAG**

	<input type="text" value="Canceled Order"/>	<input type="button" value="Set"/>
	<input type="text"/>	<input type="button" value="Set"/>
	<input type="text"/>	<input type="button" value="Set"/>
	<input type="text"/>	<input type="button" value="Set"/>
	<input type="text"/>	<input type="button" value="Set"/>

			Pending	Main Website Main Website Store Default Store View	\$101.76
			Processing	Main Website Main Website Store Default Store View	\$36.39
			Pending	Main Website Main Website Store Default Store View	\$139.00

Press **'Set'** button next to the appropriate flag to assign it to the order. If it's necessary, you can edit the flag comment that will be saved only for this order.

To remove a flag from the order, choose **'NO FLAG'** option.

# Orders

Search by keyword

6 records found (2 selected)

Additional flags	Final flags	Status	Purchase			
		Pending	Main V Main Det			
		Pending	Main V Main Det			
		Processing	Main V Main Det			
		Pending	Main V Main Det			
		Pending	Main V Main Det			
<input type="checkbox"/>	00000002				Complete	Main V Main Det

- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packing Slips
- Print Credit Memos
- Print All
- Print Shipping Labels
- Assign Flags To "Flags" Column
- Assign Flags To "Additional flags" Column
- Assign Flags To "Final flags" Column
- Unassign Flags

You can also apply flags to multiple orders by using the **'Assign flags'** actions on the order grid.

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