

TRACK ORDER



USER GUIDE

**Track Order
(Magento 2)**

Compatibility:

Community Edition: 2.0.x

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1. Introduction

The “Track Order” extension when installed on your store will allow your customers to trace the status of the order placed and access the shipment tracking link.

2. Extension Activation

Step 1:

Copy an activation key

Copy the activation key from the Order Confirmation Mail.

OR

Log into your account at <http://store.biztechconsultancy.com> using the email and password you have provided at checkout process.

Go to Downloadable Options and copy the activation key for the **Track Order** extension.

Step 2:

Activate the extension

Log into Magento **Admin Panel** and go to **Stores → Configuration → Biztech → Track Order** and enter the activation key in the "Activation Key" field and then click the “Save Config” button.



Track Order Activation

Activation Key [WEBSITE]

Select Websites **Please enter a valid key** [STORE VIEW]

Step 3:

Select Websites

When you enter and save the key it will be verified and you can select the websites where you need to use the **Track Order** extension. Click the "Save Config" button after making your selections.

Track Order Activation

Activation Key	<input type="text" value="abcdefghijklmnopqrstuvwxyz"/>	[WEBSITE]
Select Websites	<input checked="" type="checkbox"/> Main Website	[STORE VIEW]

Now, Track Order Extension got activated! You just have to set configurations.

3. Configuration

Please follow below mentioned steps to configure the “Track Order” extension.

Go to **Stores → Configuration**.

Step 1: General Configuration

In the left column under **Biztech** tab click on **Track Order**, you can see its configuration sections.

- **Enabled:** The extension will be disabled by default. You need to select “Yes” and enable the extension.
- **Allowed for Top Links:** Choose “Yes” to display the track order link in the top links of your web page.
- **Allowed for Top Menu:** Select “Yes” to display the track order link in the top menu.
- **Send Track Order Link:** If you would link to send the “Track Order” link to customer via email, then choose “Yes”.

General Options

Enabled	<input type="text" value="Yes"/>	[STORE VIEW]
Allowed For Top Links	<input type="text" value="Yes"/> <small>Select Yes to allow for Top Links.</small>	[STORE VIEW]
Allowed For Top Menu	<input type="text" value="Yes"/> <small>Select Yes to allow for Top Menu.</small>	[STORE VIEW]
Send TrackOrder Link	<input type="text" value="Yes"/> <small>Select Yes to send track order link in email.</small>	[STORE VIEW]

Step 2: Widget Configuration

- Go to Content → Widgets. Look for “Track Widget” and open it in edit mode.
- Move to Container selection in Layout updates.
- Here you can select an option where you would like to display the widget.

Layout Updates

Display on ▼ 

Container	Template
<input type="text" value="Page Bottom"/> ▼	Please Select Container First

Front end:

- The “Track Order” page will be displayed as shown in the image below.
- Your customers can enter the order id and email address to track their order.

What's New Women Men Gear Training Sale Track Order

Track Order

Order Id *

Email Address *

Tracking Information

Your Order Status is : **Processing**

Click [here](#) to view your Order Detail.

Shipment #000000006

DHL:	F12340
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About us	Privacy and Cookie Policy	<input type="text" value="Enter your email address"/> <input type="button" value="Subscribe"/>
Customer Service	Search Terms	
	Contact Us	

All set! You are now ready to use the extension.

4. Quick Notes

- Admin needs to generate Tracking number. Go to Sales → Orders and open any order in detail view. Move to the “Shipments” section.
- Click on the shipment grid and it will open up in detail view.
- Look for “Shipping and Tracking Information”. Select the carrier; provide a title and tracking number.

Shipping and Tracking Information

[Track this shipment](#)

Flat Rate - Fixed
Total Shipping Charges: **\$5.00**

Carrier	Title	Number	Action
DHL	DHL	F12340	
<input type="text" value="Custom Value"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

- Custom Value
- DHL
- Federal Express
- United Parcel Service
- United States Postal Service

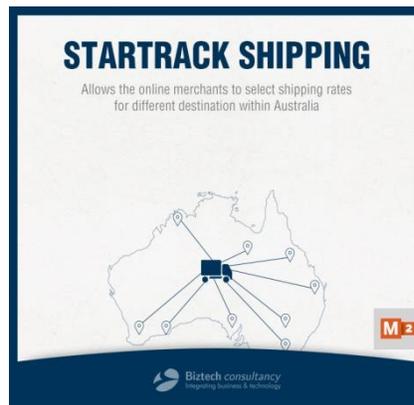
5. Technical Support

We welcome all forms of customized Magento e-commerce queries and deliver tailor-made Magento e-store solution, given your distinct business needs!

We provide all technical support! Get in touch filling in our online message form to contact our support team or shoot us an email at support@biztechconsultancy.com.

Your IT Partner, With You Anytime, Anywhere!

You may also like



6. About Biztech Consultancy

We simplify your business by offering unique business solutions in digital web and IT landscapes.

Our core expertise includes



Magento Expertise

We are Magento e-commerce specialist!

Be it,

- Store Development
- Customization
- Integration
- Maintenance
- Upgradation

You can trust our expertise!



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