

# MageArray

## User Guide

# Order Attachments



**Extension Version - 1.0.12**  
**User Guide Version - 1.0.12**

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### Introduction

The Order Attachment extension for Magento, developed for upload attachments to order. Attachments uploaded by customer (configurable, can be enable/disable) and store admin if module is enabled.

### Installation

- Backup your web directory and store database
- Download extension installation package
- Disable Magento Cache run command "**php bin/magento cache:disable**" using SSH from your magento root directory
- Upload contents of the extension installation package to your "**app/code/MageArray/OrderAttachments**", directory
- Then run commands "**php bin/magento setup:upgrade**" using SSH from your magento root directory
- Enable Magento Cache run command "**php bin/magento cache:enable**" using SSH from your magento root directory

## Usage

### Admin

#### Order Attachments Configuration

To configure the Order Attachments Extension for Magento, navigate to **Stores >> Settings >> Configuration >> MageArray Extensions >> Order Attachments**.

The screenshot shows the 'Configuration' page in the Magento Admin interface. The left sidebar contains a menu with categories: GENERAL, CATALOG, CUSTOMERS, MageArray Extensions (expanded), SALES, SERVICES, and ADVANCED. Under 'MageArray Extensions', the 'Order Attachments' option is selected. The main content area is titled 'General Settings' and contains various configuration options for the extension. A speech bubble points to the top of this section, labeled 'System Config For Order Attachments'. The 'Save Config' button is visible in the top right corner.

Field Name	Value	System Value
Enabled	Yes	<input type="checkbox"/>
Attachment Directory	magearray/attachments	<input type="checkbox"/>
Allowed Extension	jpg,jpeg,gif,bmp,png,svg,pdf,txt	<input type="checkbox"/>
Max file size of attachment	[Empty]	<input checked="" type="checkbox"/>
Can Delete Attachments	Yes	<input type="checkbox"/>
Enable Email	Yes	<input type="checkbox"/>
Admin Name	Admin	<input type="checkbox"/>
Admin Email	[Redacted]	<input type="checkbox"/>
Email Template	Order Attachments (Default)	<input type="checkbox"/>
Add Attachment in email	Yes	<input type="checkbox"/>
Send email separately or attach with order email	Separate Email	<input type="checkbox"/>
When admin upload attachment in existing order, then send mail to customer	Yes	<input type="checkbox"/>
When customer upload attachment in existing order, then sends mail to admin	Yes	<input type="checkbox"/>

### General Settings

- **Enabled** - Activate or Deactivate the Extension (by default it's deactivate).
- **Attachment Directory** - Directory where attachments are saved.
- **Allowed Extension** - Define which type of extensions are allowed.
- **Display Allowed File Type On Front end** - Display Accepted file type on frontend.
- **Max file size of attachment** - Maximum size of file.
- **Display Allowed File Size On Front end** - Display allowed file size on frontend.
- **Can Delete Attachments** - Customer or Admin can delete attachment.
- **Enable Email** - Activate or Deactivate the Email (by default it's deactivate). if this is deactivate then email is not send.
- **Admin Name** - Admin name which is shown in order attachment email.
- **Admin Email** - Email Address where you want to receive notification.if empty,no email is sent.
- **Email Template for Admin** - The Email Template for email notification when customer add/edit order attachments.
- **Email Template for Customer** - The Email Template for email notification when admin add/edit order attachments.
- **Add Attachment in email** - You can set add attachment in email or not.
- **Send Email Separately or attach with order email** - You can set add attachment in order email or separate email when you are adding attachment on checkout page.
- **When admin upload attachment in existing order, then send mail to customer** - You can set send email to customer when admin changes attachment in existing order.

- **When customer upload attachment in existing order, then sends mail to admin** - You can set send email to admin when customer changes attachment in existing order.
- **Attachment Type** - When admin/customer upload attachment in existing order, then send mail to customer/admin with all attachment or newly added only.
- **Order Attachment Terms and Conditions** - Description to show on payment page.You can create static block and select your block from here.
- **Order Status** - Order Status to limit access of uploading. Customer Cannot upload attachment for selected order status.
- **Enable Custom File Path** - Enable custom file path for attachments. You can set dynamic file path for order attachment where variables are from order.
- **Custom File Path** - Your custom file path where all var replaced from order object.

### Order View File Attachments

Attachments can be viewed and managed through **Sales > Order > Order View > File Attachments**. Here admin can add/edit/delete attachment when module is enable (By default module is disabled).

#000000005

🔍
🔔
👤 admin

← Back
Cancel
Send Email
Reorder
Edit

**ORDER VIEW**

Information

Invoices

Credit Memos

Shipments

Comments History

Order Attachments

### Order Attachments

Created On	Updated On	File	Comment	Show on customer account	Remove
2016-11-25 07:00:15	2016-11-25 07:01:08	<a href="#">17482pdfs.pdf</a>	attached required material design	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2016-11-25 07:01:08	2016-11-25 07:01:08	<a href="#">19763pdfs.pdf</a>	attached required items list pdf	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Add file

No file chosen
Submit

Order Attachments  
in Admin Order  
View Page

### Email variables and templates

The extension comes with a number of predefined template for the module's notifications. Beside this default one, you can use any template created via Marketing > Communications > Email Templates. The default templates can also be amended via the Transactional Emails grid, they have "Order Attachments \* " prefix:

The screenshot shows the 'New Template' configuration page in a Magento admin interface. At the top, there are navigation buttons: 'Back', 'Reset', 'Convert to Plain Text', 'Preview Template', and 'Save Template'. Below this, the 'Load default template' section has a dropdown menu set to 'Order Attachments' and a 'Load Template' button. A callout bubble points to this section with the text 'Order Attachments Email Template Section'. The 'Template Information' section includes 'Currently Used For' (Stores -> Configuration -> Order Attachments -> General Settings -> Email Template (Default Config)), 'Template Name' (Order Attachments (Custom)), and 'Template Subject' (Order Attachments For Order #{{var var order\_id}}). The 'Template Content' field contains HTML code for an email header and body. The 'Template Styles' field contains CSS for the body and table elements.

**Order Attachments Email Template Section**

**Template Information**

Currently Used For: Stores -> Configuration -> Order Attachments -> General Settings -> Email Template (Default Config)

Template Name: Order Attachments (Custom)

Template Subject: Order Attachments For Order #{{var var order\_id}}

Template Content:

```

<!-- [ middle starts here ] -->
<table border="1" style="width:100%; border-collapse: collapse; height:100%; text-align: center; padding: 20px 0 20px 0;">
<tr>
<td align="center" valign="top" style="padding:20px 0 20px 0">
<table bgcolor="FFFFFF" cellspacing="0" cellpadding="10" border="0" style="width:"650" style="border:1px solid #E0E0E0;">
<tr>
<td align="center" style="padding: 10px 0 10px 0;">
<p><b>Order #</b> {{var order_id}}</p>
<p><b>Your order Attachments have been added/updated.</b></p>
</td>
</tr>
</table>

```

Template Styles:

```

body,td { color:#2f2f2f;font:11px/1.35em Verdana, Arial, Helvetica, sans-serif; }

```



### Front-End

Customer Account - My Order Attachments

This section is not visible if module is disabled. Attachments of all order show in **My Account > My Order Attachments**.

Welcome, test! test teest! ▾

MageArray

test

Account Dashboard  
Account Information  
Address Book  
My Orders  
My Downloadable Products  
Newsletter Subscriptions  
My Credit Cards  
Billing Agreements  
**My Order Attachments**  
My Product Reviews  
My Wish List

### My Order Attachments

All Orders Attachments in My Account Section

# Order	Attachment	Comment	Created On
000000002	<a href="#">sitting_requiremens.pdf</a>	Attached sitting requirements	2016-11-16 13:45:56
000000002	<a href="#">dev-workflow.pdf</a>		2016-11-16 13:46:18
000000002	<a href="#">dev-workflow.pdf</a>		2016-11-16 13:53:13
000000005	<a href="#">17482pdfs.pdf</a>	attached required material design	2016-11-25 07:00:15
000000005	<a href="#">19763pdfs.pdf</a>	attached required items list pdf	2016-11-25 07:01:08

5 Item(s)

### Customer Account - Order view - Order Attachments

This section is not visible if module is disable. Here customer can view or manage (if admin allowed to add/delete attachment) **My Account > My Orders > View Order.**

The screenshot displays the 'View Order' page for a customer account. The page includes a navigation sidebar, a search bar, and a main content area with the following sections:

- Order Summary:** Order # 000000005 (PENDING), dated November 16, 2016. Includes a 'Reorder' button and a 'Print Order' link.
- Items Ordered Table:**

Product Name	SKU	Price	Qty	Subtotal
Carrot Cake	Carrot Cake	\$22.00	Ordered: 1	\$22.00
Subtotal				\$22.00
Shipping & Handling				\$5.00
<b>Grand Total</b>				<b>\$27.00</b>
- Order Information:**
  - Shipping Address:** test teestl, test, 875 GREENDALE AVE, NEEDHAM MA 02492, NEEDHAM, Massachusetts, 02492-4413, United States, T: 11111111111
  - Shipping Method:** Flat Rate - Fixed
  - Billing Address:** test teestl, test, 875 GREENDALE AVE, NEEDHAM MA 02492, NEEDHAM, Massachusetts, 02492-4413, United States, T: 11111111111
  - Payment Method:** Check / Money order
- Order Attachments Table:**

Created On	Updated On	File	Comment	Remove
2016-11-25 07:00:15	2016-11-25 07:01:08	17482pdfs.pdf	attached required material design	<input type="checkbox"/> No
2016-11-25 07:01:08	2016-11-25 07:01:08	19763pdfs.pdf	attached required items list pdf	<input type="checkbox"/> No

A callout bubble points to the 'Order Attachments' section with the text: **Order Wise Attachement on Order View Page**

At the bottom, there is a file upload area: 'Add file: [Choose Files] No file chosen [Submit]'

### Checkout - Add Attachment

User can add multiple attachment before order place form checkout page also. It shows percent progress indicator while attachment files uploading.

Welcome, test! test teest! ▾

Shipping  Review & Payments

Search entire store here... 🔍

### Payment

Check / Money order

My billing and shipping address are the same

test teest!  
875 GREENDALE AVE,NEEDHAM MA 02492  
NEEDHAM, Massachusetts 02492-4413  
United States  
11111111111

[Apply Discount Code ▾](#)

[Place Order](#)

### Order Attachment

[Choose File](#) No file chosen

[16883pdfs.pdf](#) [Remove](#)

**Order Attachment Section at Checkout On Payment Step**

### Order Summary

Cart Subtotal	\$44.00
Shipping Flat Rate - Fixed	\$10.00
<b>Order Total</b>	<b>\$54.00</b>

2 Items in Cart ▾

	Carrot Cake Qty: 2	\$44.00
--	-----------------------	---------

### Ship To:

test teest!  
875 GREENDALE AVE,NEEDHAM MA 02492  
NEEDHAM, Massachusetts 02492-4413  
United States  
11111111111

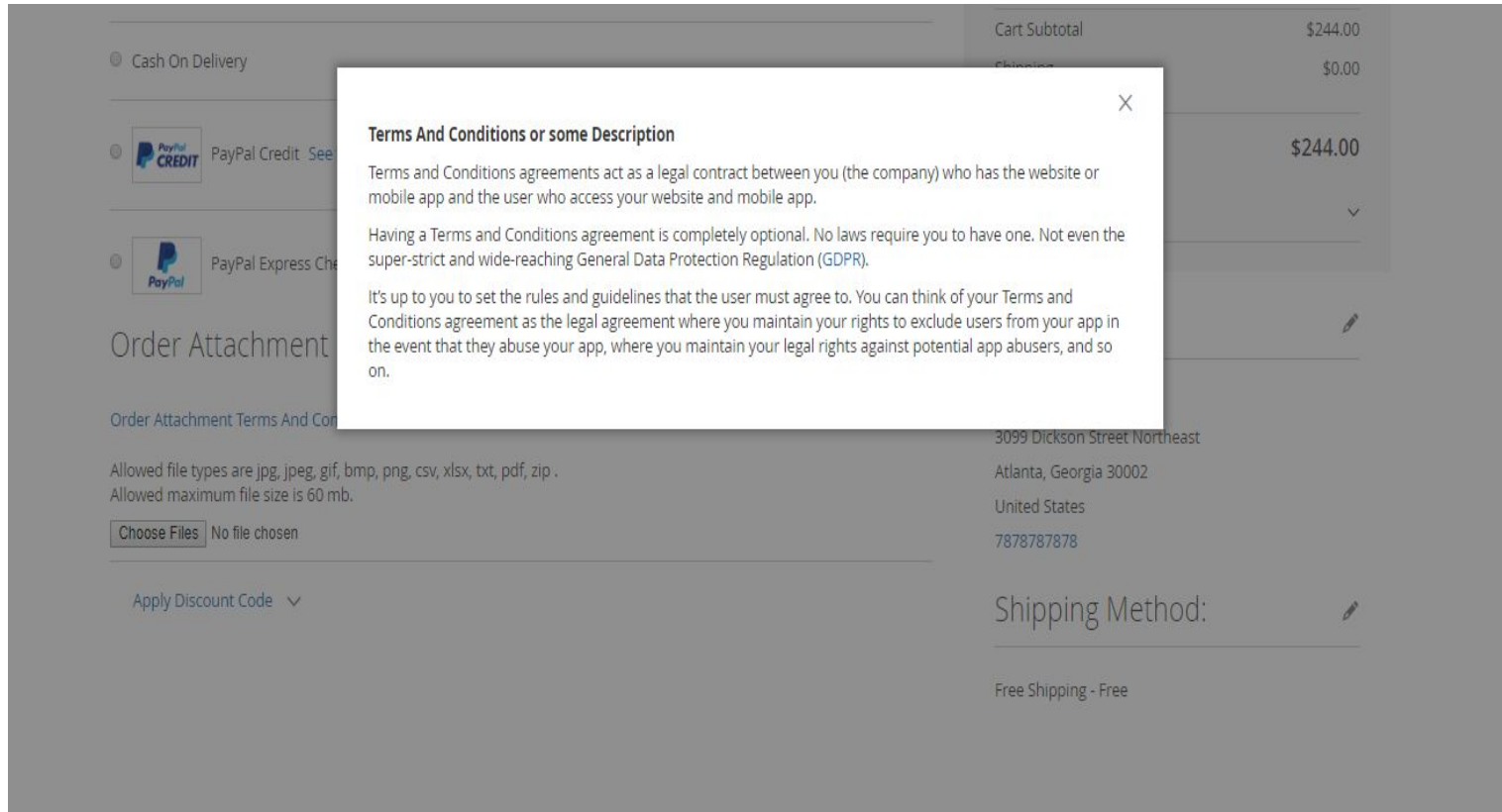
### Shipping Method:

Flat Rate - Fixed

### Checkout - Terms And Condition

You can add terms and conditions for order attachment from system configuration . Just create one static block for your terms and condition and you can set it for checkout from extension system configuration.

**Stores >> Settings >> Configuration >> MageArray Extensions >> Order Attachments >> Order Attachment Terms and Conditions.**



The screenshot shows a checkout page with a modal dialog box open. The modal is titled "Terms And Conditions or some Description" and contains the following text:

Terms and Conditions agreements act as a legal contract between you (the company) who has the website or mobile app and the user who access your website and mobile app.

Having a Terms and Conditions agreement is completely optional. No laws require you to have one. Not even the super-strict and wide-reaching General Data Protection Regulation (GDPR).

It's up to you to set the rules and guidelines that the user must agree to. You can think of your Terms and Conditions agreement as the legal agreement where you maintain your rights to exclude users from your app in the event that they abuse your app, where you maintain your legal rights against potential app abusers, and so on.

The background shows a checkout page with a "Cash On Delivery" option, a "PayPal Credit" option, and a "PayPal Express" option. The "Order Attachment" section is visible, showing a "Choose Files" button and a "No file chosen" message. The "Shipping Method" section shows "Free Shipping - Free".

### Support

We support all our customers through our website <https://www.magearray.com/support> or mail us on **support@magearray.com**.

If you have any questions on Extension or need support with its use please contact us <https://www.magearray.com/contact> - we're happy to help you.