

For example: When admin inserts 4 in this field, customers can select a day in the next 4 weeks from the current time.

+ **Default max deliveries per slot:** Allow admin to set the maximum number of bookings per slot.

+ **Return Delivery Slot When Order shipped:** For each order be shipped, the maximum slot bookings of delivery time increase 1.

+ **Return Delivery Slot When Order Canceled:** For each order be canceled, the maximum slot bookings of delivery time increase 1.

+ **Delay (hour):** Enter the number of hours.

For example: When admin inserts 24, the current time is 07:00 pm, 2018/09/10, then only slots after 24 hours counted from the current time (5 pm) will be enabled at Frontend. All earlier slots are disabled and customers can't select.

+ **First Column Header:** Title of Schedule in the delivery information section on the checkout page.

+ **Deliver Saturdays:** Allow to deliver on Saturday or not.





+ **Deliver Sundays:** Allow to deliver on Sunday or not.

+ **List Special Day (not delivery):** Allow admin to enter the list of special days. The date format must comply with the example.

+ **Calendar Display:** Allow admin to select Calendar or Datetime Picker.

If admin chooses Calendar, delivery information will be displayed at Frontend as follows:

Shipping Methods

Next 7 days 							
Delivery Windows are Morning or Evening:	Thu 09/27	Fri 09/28	Sat 09/29	Sun 09/30	Mon 10/01	Tue 10/02	Wed 10/03
5:00AM - 11:00AM	Select	Select	Select	Select	Select	Select	Select
11:00AM - 1:00PM	Select	Select			Select	Select	Select
1:00PM - 5:00PM	Select	Select	Select		Select	Select	Select

Your Description!

Delivery Comment

☐ \$5.00 Fixed Flat Rate

☐ \$15.00 Table Rate Best Way

Next

If you choose the Datetime Picker option, it will be displayed as:

Shipping Methods

Delivery Date

09-22-2018

Delivery Time

08:00 A.M - 10:00 A.M



+ **Enable Comment:** Allow customers to leave a comment.

+ **Description:** Description will be displayed below the schedule in Delivery Information on the checkout page.

II. Manage Delivery Times

From *Admin Sidebar*, go to ⇒ *Delivery Schedule* ⇒ *Manage Delivery Times*.

This page lists information of Delivery Schedule including ID, Delivery Time, Sort, Status, Store view and Action.

Manage Delivery Times

Search [Reset Filter](#) 5 records found

20 per page 1 of 1

ID	Delivery slot Time	Slot time sorting	Status	Store	Action
1	7:00 A.M - 9:00 A.M	1	Active	All Store Views	Edit
2	08:00 A.M - 10:00 A.M	2	Active	All Store Views	Edit
3	01:00 P.M - 03:00 P.M	0	Active	Main Website Main Website Store Default Store View	Edit
4	04:00 P.M - 06:00 P.M	6	Active	All Store Views	Edit
5	07:00 P.M - 09:00 P.M	0	Active	Main Website Main Website Store Default Store View	Edit

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Click on <Add New>

The Delivery Time Information page has 2 sections named *General* and *Delivery Days*

General

Title *

Store View *

All Store Views

Main Website

Main Website Store

Default Store View

Max Deliveries Per Slot *

Special Day
Example: 2018-11-09;2018-12-08

Active Time *
Example: 8:00-14:30

Sort Order

Is Active ☒ Yes

Delivery Days

Monday ☒ Yes

Tuesday ☒ Yes

Wednesday ☒ Yes

Thursday ☒ Yes

Friday ☒ Yes

Saturday ☒ Yes

Sunday ☒ Yes

Special days ☐ No

In the *General* tab, admin can insert general information for one delivery time such as Store View, Title, Is Active...

+ **Store view:** The Delivery Time will be applied for the selected store view.

+ **Title:** Name of delivery time.

+ **Is Active:** The status of delivery time (Enabled/Disabled).

+ Insert a value to the **Max Deliveries Per Slot** field to limit the total number of deliveries per slot. The default value is taken from *Configuration* ⇒ *Delivery Date* ⇒ *Default max deliveries per slot*. Leave this field blank if there is no limitation.

+ Insert the value for the **Special Day** field. Note that it must be in accordance with the format date.

This Special Day field is in higher priority than List Special Day (not delivery) in Configuration.

+ **Active Time** field specifies the time range for the time slot to be available.

+ **Sorting tab** defines sorting of the delivery time displayed at Frontend.

At the **Delivery Days** tab, admin can enable/ disable delivery days. If admin chooses YES, the day will be enabled.

III. Manage Delivery Schedule

Go to *Backend* ⇒ *Delivery Schedule* ⇒ *Manage Delivery Schedule*.

This page lists all information of Delivery Schedule including ID, Delivery Date, Delivery Time, Bookings(Ordered) and Action.

Manage Delivery Schedule

11 records found

ID	Delivery Date	Delivery Time	Ordered	Action
35	2018-09-16	7:00 A.M - 9:00 A.M	1	View
36	2018-09-25	04:00 P.M - 06:00 P.M	1	View
37	2018-09-21	08:00 A.M - 10:00 A.M	1	View
38	2018-09-15	04:00 P.M - 06:00 P.M	1	View
39	2018-09-29	7:00 A.M - 9:00 A.M	1	View
40	2018-09-27	08:00 A.M - 10:00 A.M	1	View
41	2018-09-28	7:00 A.M - 9:00 A.M	1	View
42	2018-09-28	01:00 P.M - 03:00 P.M	1	View
43	2018-09-22	7:00 A.M - 9:00 A.M	1	View
44	2018-09-21	01:00 P.M - 03:00 P.M	1	View
34	2018-09-15	7:00 A.M - 9:00 A.M	0	View

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To see the detailed delivery schedule of each transaction, click “View”.

The page show information for this schedule and orders list has 3 orders listing include: Shipped, Isn't shipped, canceled orders.

EASY FAQ
DASHBOARD
DELIVERY SCHEDULE
SALES
CATALOG
CUSTOMERS
MARKETING
CONTENT
REPORTS
STORES
SYSTEM
FIND PARTNERS & EXTENSIONS

Manage Delivery Schedule

Back

General Information

Delivery Date * 2018-09-22

Delivery Time * 7h sáng - 9h sáng

Current Booking * 1

Total Booking * 1

Isn't Shipped Orders

Shipped Orders

Canceled Orders

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IV. Email Integration

Your Order #000000052

Placed on Sep 14, 2018, 5:30:10 AM

Billing Info

dreyar le
trong
la thanh
ha noi, Georgia, 13211
United States
T: 13213213213

Shipping Info

dreyar le
trong
la thanh
ha noi, Georgia, 13211
United States
T: 13213213213

Payment Method

Check / Money order

Shipping Method

Flat Rate - Fixed

Delivery Information

2018-09-27

8h sáng - 10h sáng

Items	Qty	Price
Chaz Kangeroo Hoodie SKU: MH01-L-Orange Size L Color Orange	1	\$52.00

In extension, we have added email template file include delivery information.

To integrate information of delivery schedule (including delivery date, delivery time and comment) in the New Order Confirmation Email when the customer complete their order, take step by step as below:

- Go to *Backend* ⇒ *Marketing* ⇒ *Email Templates* ⇒ *Add new Template*.

New Template

← Back Reset Convert to Plain Text Preview Template **Save Template**

Load default template

Template

Template Information

Template Name *

Template Subject *

Template Content *

Amazon_Payment
Hard-declined Authorization
~~Soft-declined Authorization~~
MW_Order
New Order for Guest Include Delivery Information
New Order include Delivery Information
~~Magento_Checkout~~
Payment Failed
Magento_Contact
Contact Form
Magento_Customer
Change Email
Change Email and Password
Forgot Password
New Account
New Account (Magento/luma)
New Account Confirmation Key
New Account Confirmed
New Account Without Password
Remind Password
Reset Password

Load 2 template be added default and save to 2 new templates.

- 2. Go to *Backend* ⇒ *Store* ⇒ *Configuration* ⇒ *Sales* ⇒ *Sales Emails* ⇒ *Order tab*.

Change some attributes:

+ New Order Confirmation Template

+ New Order Confirmation Template for Guest

Configuration

Save Config

- CATALOG
- CUSTOMERS
- SALES
- Sales
- Sales Emails
- PDF Print-outs
- Tax
- Checkout
- Shipping Settings

Order



Enabled	Yes	<input checked="" type="checkbox"/> Use system value
New Order Confirmation Email Sender	Sales Representative	<input checked="" type="checkbox"/> Use system value
New Order Confirmation Template	New Order include Delivery Information	<input type="checkbox"/> Use system value
Email template chosen based on theme fallback when "Default" option is selected.		
New Order Confirmation Template for Guest	New Order for Guest include Delivery Information	<input type="checkbox"/> Use system value
Email template chosen based on theme fallback when "Default" option is selected.		
Send Order Email Copy To		
Comma-separated		
Send Order Email Copy Method	Bcc	<input checked="" type="checkbox"/> Use system value