

ORDER DELIVERY DATE

USER GUIDE



Contents

1.	Order Delivery Date Overview	3
2.	How does Order Delivery Date Work?	3
3.	Contact Us	11

1. Order Delivery Date Overview

After installing [Order Delivery Date Extension](#), your customers can choose their preferable delivery arrival dates and can leave a message for their postal or delivery person as well. With Order Delivery Date, store owners can set their own regulations including “Cut off Time”, “Processing time”, “Holidays/Exclude Days/Blackout Days” in backend. In specific time and date fixed, customers cannot choose these options and these dates because they will be fader than the others and non-clickable.

2. How does Order Delivery Date Work?

The Order Delivery Date professionally provides an advanced configuration to determine where to place delivery date from customers.

You can set the most convenient delivery schedule for your business and your customers. Check it in **System → Configuration → Order Delivery**.

In “**Display at**”, you can set up where the delivery date customization will display. It means the steps in the check-out process at which customers can give their requirements of delivery



The screenshot shows a configuration interface for the Order Delivery Date extension. It has a dark header with the word "General". Below the header, there are two main configuration items:

- Enabled:** A dropdown menu is set to "Yes". To the right of the dropdown is a link that says "[STORE VIEW]". Below the dropdown, there is a small triangle icon and the text "Select Yes to enable this feature."
- Display At:** A dropdown menu is open, showing three options: "Shipping Method" (which is highlighted in blue), "Order Review", and "Product Page". To the right of the dropdown is a link that says "[STORE VIEW]".

In Show on Order Grid View:

- Choose Yes to show Delivery Date on Order Grid View, and then choose which information you want to display on Order Grid View: Shipping Arrival Date, time

Slot and Shipping Arrival Comment.

- Choose No if you don't want to show it.

Delivery Date

The screenshot shows the 'Delivery Date' configuration page. The 'General' tab is active. The settings are as follows:

Setting	Value	View
Enabled	Yes	[STORE VIEW]
Display At	Shipping Method	[STORE VIEW]
Show on Order Grid View	Yes	[STORE VIEW]

Below the 'Show on Order Grid View' setting, there is a list of items to be displayed:

- Shipping Arrival Date
- Time Slot
- Shipping Arrival Comment

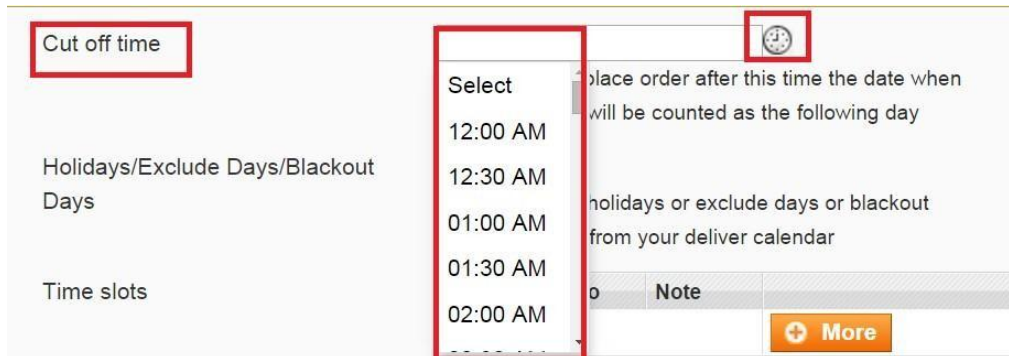
- **“Processing time”** is a minimal time that store owner can process purchasing order and start delivering your goods. For instance, admin sets the processing time is 2 days then customers can choose after 3 days processing time.

The screenshot shows the 'Delivery Date' configuration page with a 'Save Config' button in the top right. The 'General' tab is active. The settings are as follows:

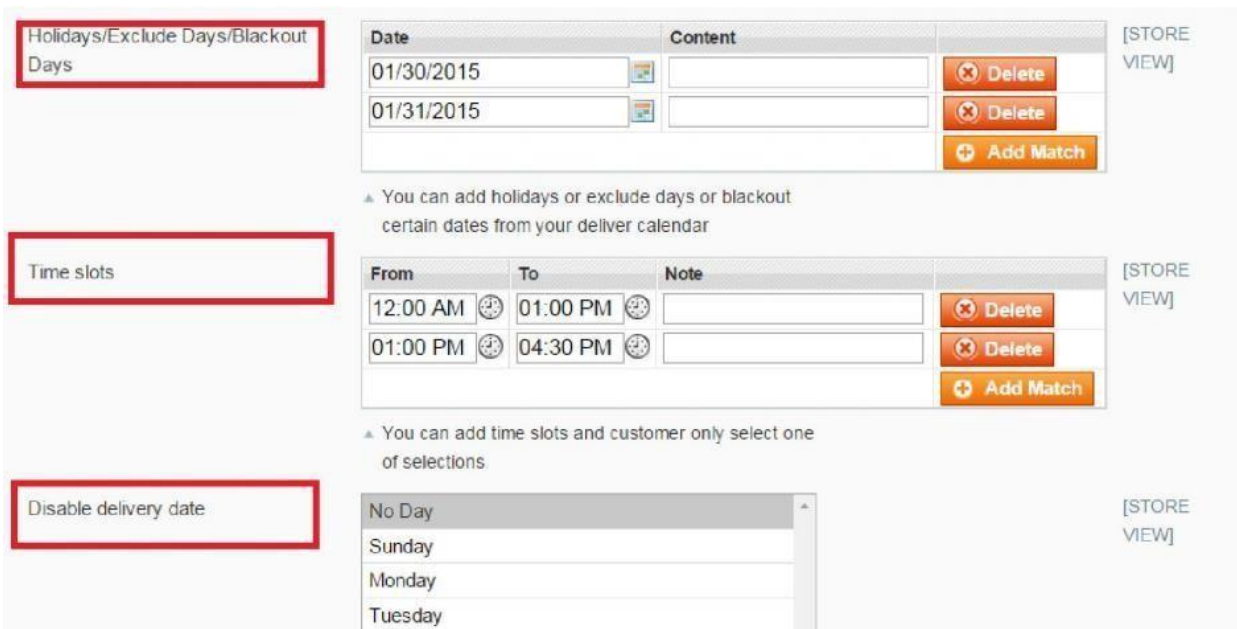
Setting	Value	View
Enabled	Yes	[STORE VIEW]
Display At	Shipping Method	[STORE VIEW]
Processing time	0	[STORE VIEW]

The 'Processing time' field is highlighted with a red box. Below it, there is a note: "Delivery will be taken after(x) day(s) upon the date order(s) made".

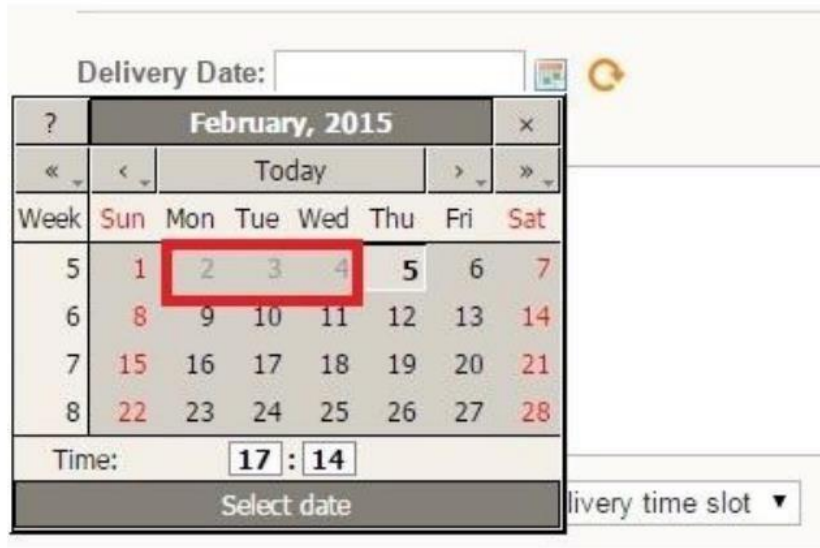
“Cut off time” is defined as the “last hour” they can order goods. If customers place order after this time, the date when orders made will be counted as the following day



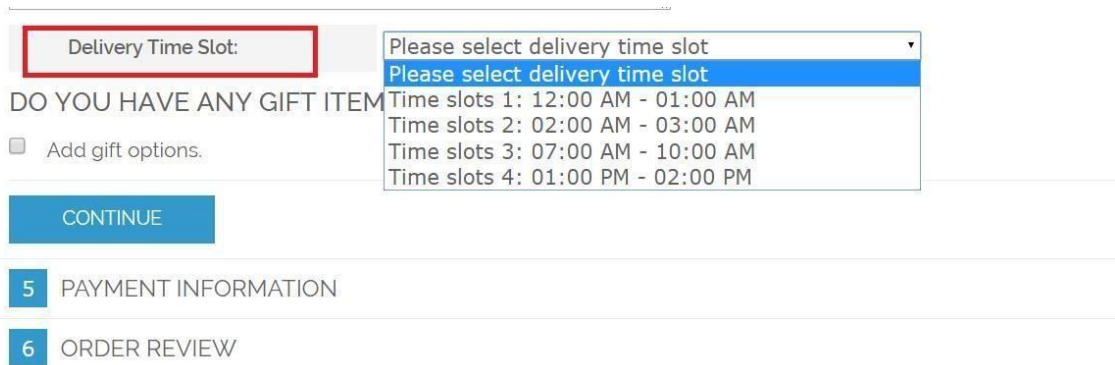
With Order Delivery Date, admin can also exclude holidays or blackout days by choosing exactly days from the table “Holidays/Exclude Days/Blackout Days”



These unavailable days will come up as processing days, fader and non-clickable.



Beside the days excluded, if a company or store wants to disable any other days which are not suitable for shipping goods for their own reasons or regulations, “**Time Slots**” will be selected as store owners’ wishes. Then customers can choose one of options as below:



In case, customers find hard to choose one of available slots, they can comment directly in the box “**Delivery comments**”

Delivery Comments:

I want to receive goods out of office hours

Finally, your customer can see all of their requirements including order delivery date info through transactional emails sent out to them.

THANK YOU FOR YOUR ORDER FROM MADISON ISLAND.

Once your package ships we will send an email with a link to track your order. Your order summary is below. Thank you again for your business.

Order Questions?
Email: support@example.com

Your order #145000023

Placed on December 29, 2015 4:43:58 AM PST

Item	Sku	Qty	Subtotal
Plaid Cotton Shirt-Royal Blue-L	msj006c-Royal Blue-L	1	\$160.00
Subtotal			\$160.00
Shipping & Handling			\$5.00
Grand Total			\$165.00

BILL TO:
dao duc
test
test, 123
Vatican City
T: 123345

SHIP TO:
dao duc
test
test, 123
Vatican City
T: 123345

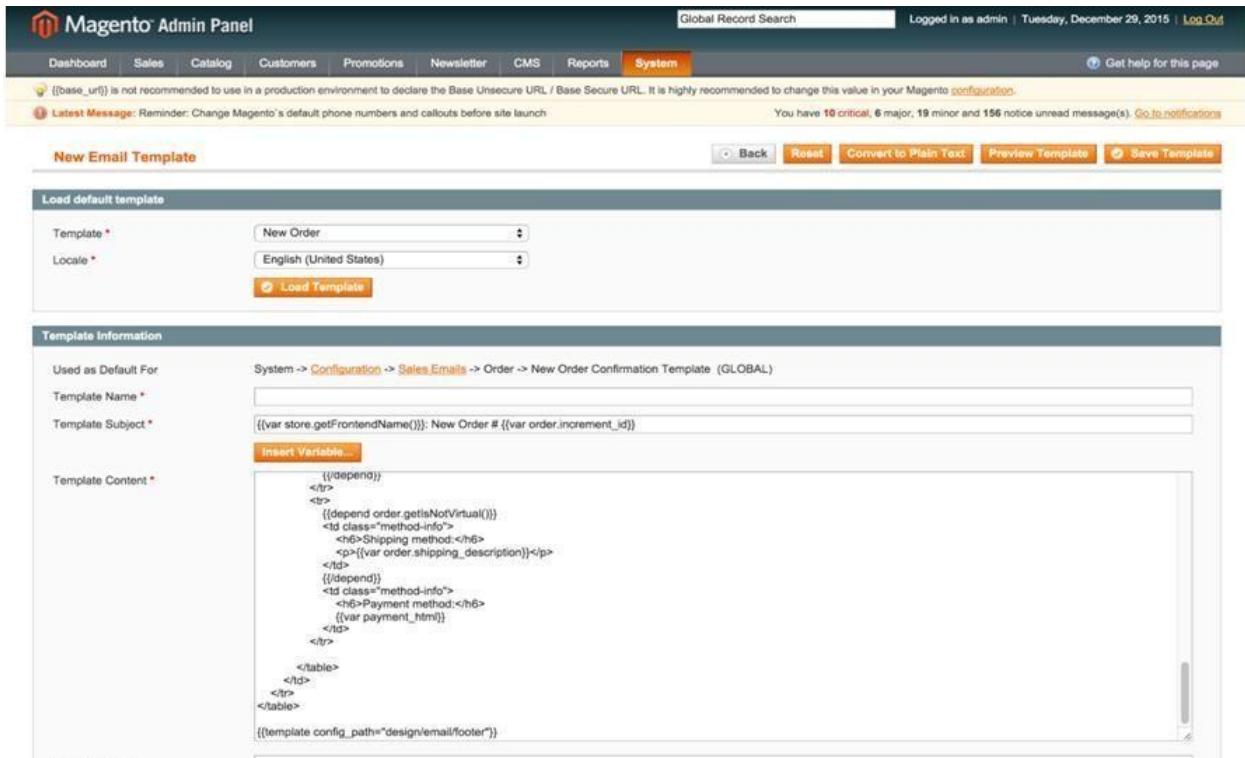
SHIPPING METHOD:
Flat Rate - Fixed

PAYMENT METHOD:
Cash On Delivery

DELIVERY DATE INFORMATION
Shipping Arrival Date:
31/Dec/2015 in test1: 12:00 AM - 01:00 AM
Shipping Arrival Comment:
abc

Delivery Date Information is embedded in emails

To add Order Delivery Date info to transactional emails, please check out below example. We will do an example about inserting delivery date in the New Order Confirmation Template.

Step 1: Go through System → Transactional Emails → Add new template:

In **Load Default Template**: choose the email template in which you want to add delivery date (New Order in this case) and then click “**Load Template**” button.

In Template Information:

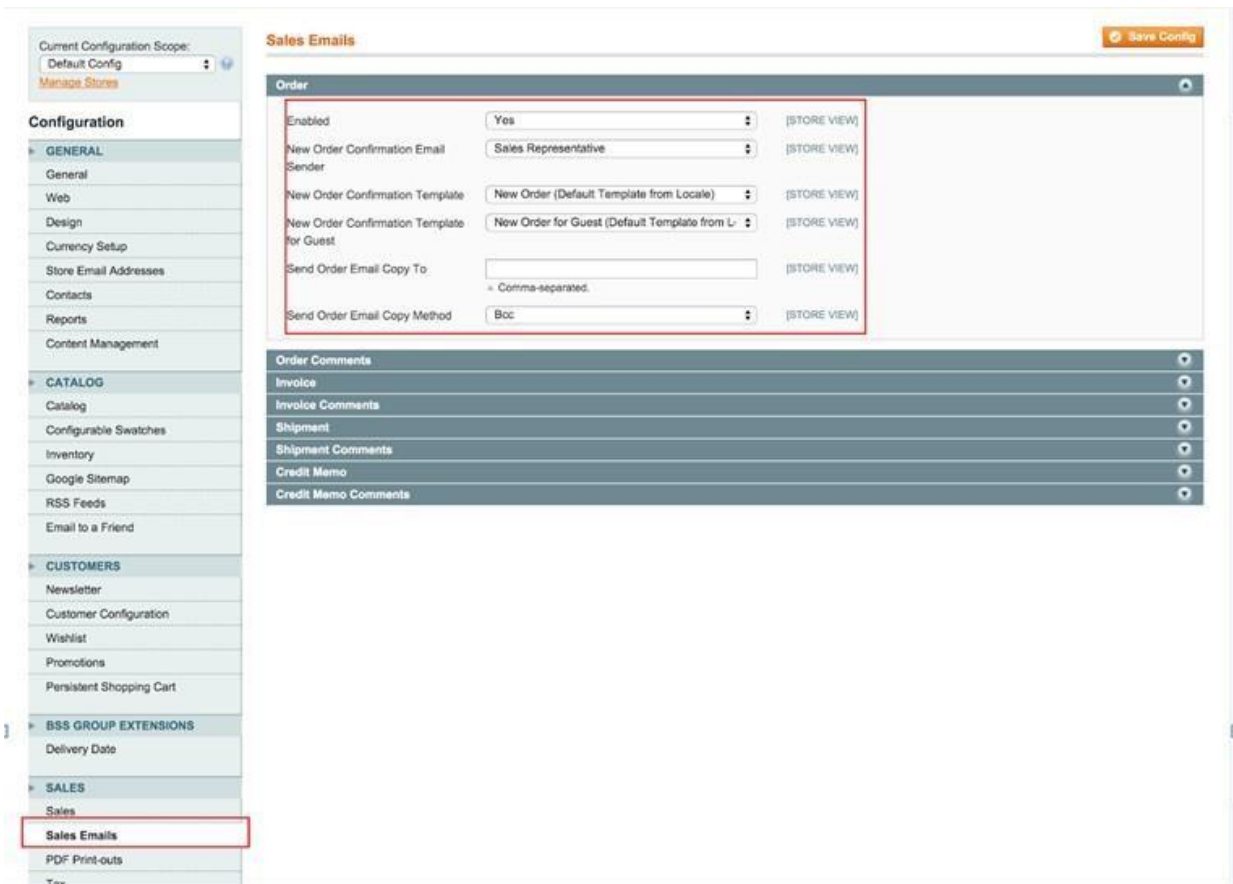
- Firstly, set up Template name (New Order Delivery Date, for example)
- Secondly, set up Delivery Date as your wish in Template Content by adding:
 - **{{var deliverydate_arrival_date}}** in corresponding to **Shipping Arrival Date: xxxx** (xxx is the time in each order)
 - **{{var deliverydate_comment}}** in corresponding to **Shipping Arrival Comment: xxxx** (xxxx is the comment in each order)

- Finally, click “Save Template” button



Step 2: Go through **System → Configurable → Sales Emails → Tab Order**

In **New Order Confirmation Template**, you choose the name of the template created in the previous steps and click “Save Config” button.



As a result, your email to confirm orders sent to customers will be added with delivery date information.

Your order #145000023
Placed on December 29, 2015 4:43:58 AM PST

Item	Sku	Qty	Subtotal
Plaid Cotton Shirt-Royal Blue-L	msj006c-Royal Blue-L	1	\$160.00
		Subtotal	\$160.00
		Shipping & Handling	\$5.00
		Grand Total	\$165.00

BILL TO:
dao duc
test
test, 123
Vatican City
T: 123345

SHIP TO:
dao duc
test
test, 123
Vatican City
T: 123345

SHIPPING METHOD:
Flat Rate - Fixed

PAYMENT METHOD:
Cash On Delivery

DELIVERY DATE INFORMATION
Shipping Arrival Date:
31/Dec/2015 in test1: 12:00 AM - 01:00 AM
Shipping Arrival Comment:
abc

You can do the same when creating/editing other email templates to add delivery date information

3. Contact Us



Any questions or concern about us, feel free contact:

Website: <http://bsscommerce.com>

Support: support@bsscommerce.com

Skype: support.bsscommerce

BSS Support team is always ready to aid you with any issue referring to our products.

Additionally, we also give you Website development and Administration Support.

We do offer:

1. Free commercial products installation services
2. Free updates within offered support period

Our duties:

1. Responsibility for resolving product bugs
2. Help with technical queries
3. Technical support in installation and product usage.