Admin Payment Method for Magento 2

User Guide

Version 1.0

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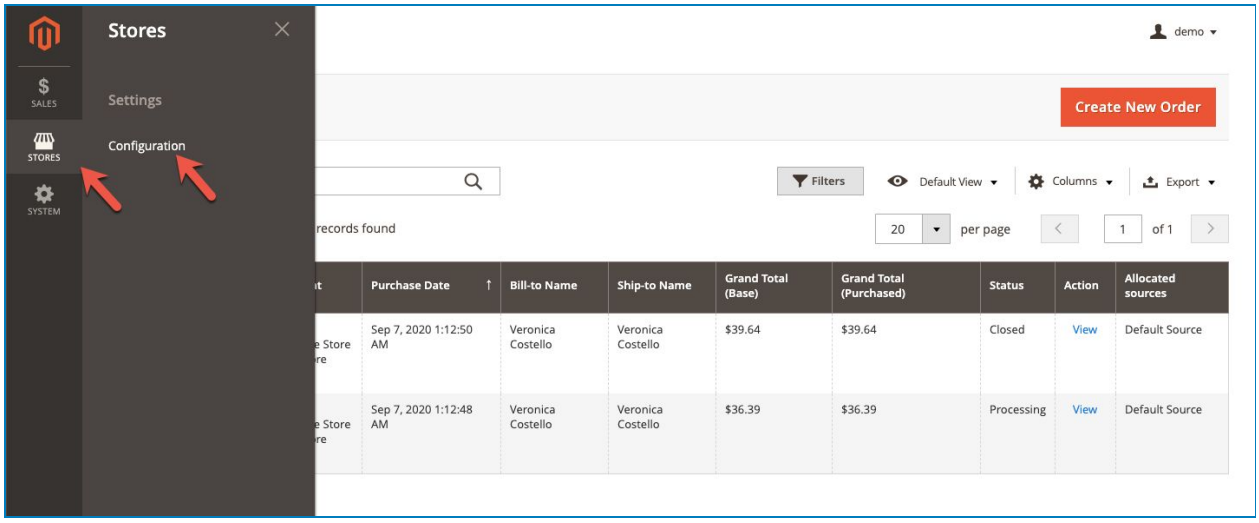
I) Introduction

Admin Payment Method for Magento 2 is a handy tool for your online store to create and manage your order within the admin dashboard only. This module will help you alleviate the restrictions of traditional payment methods in Magento 2 and make it easy to keep track of your online business.

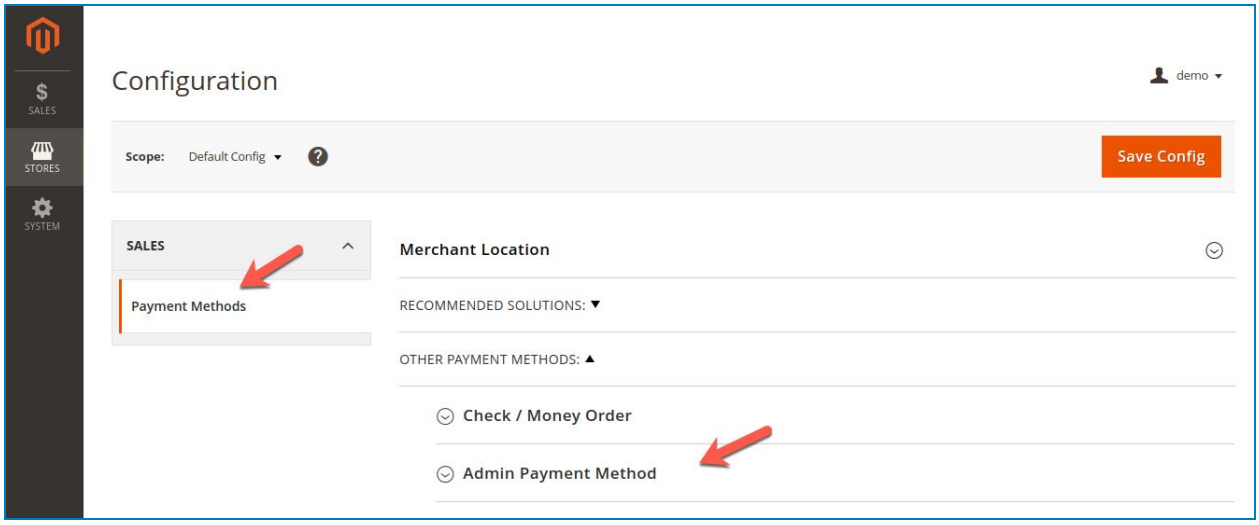
- Support admin to create orders using Admin Payment Method
- Choose order status right from the backend
- Assign specific countries for your payment method
- Easily customize your payment method name
- Visible on the admin dashboard only
- Pre-select function for new orders
- Sort order field supported
- User-friendly interface

II) Configuration

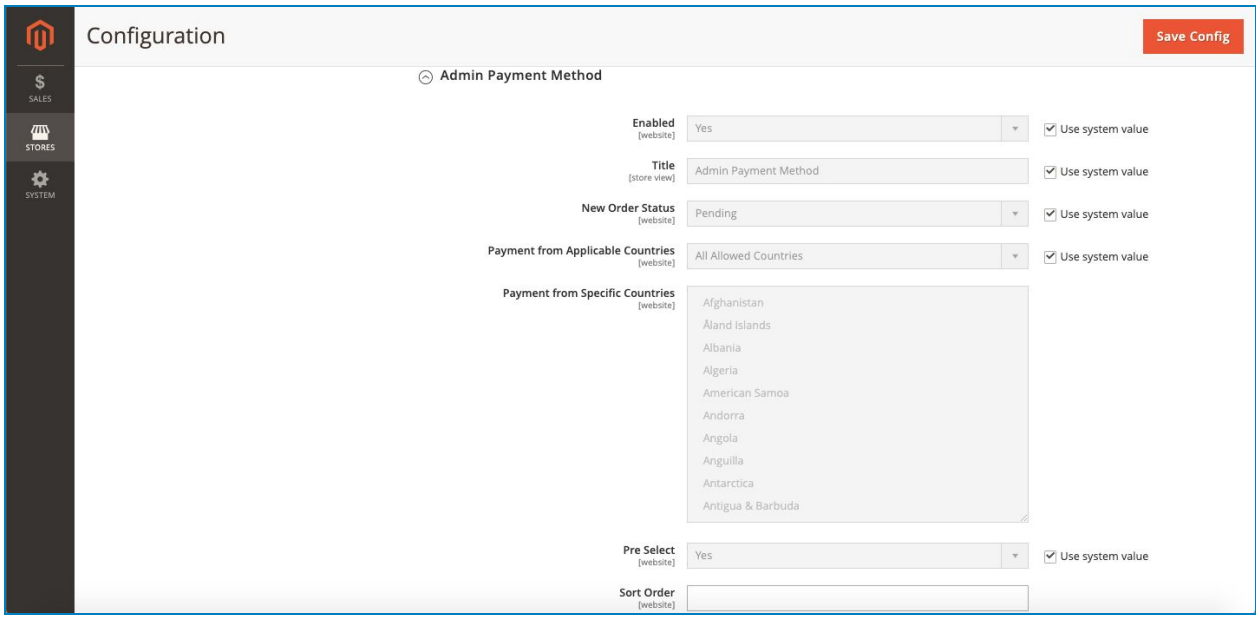
After installing the extension, navigate to **Stores > Settings > Configuration**:



In the left panel, span **Sales** and click **Payment Methods**. Scroll down to see the Admin Payment Method section:



Span **Admin Payment Method** section:



Enable: Choose **Yes/No** to enable/disable the extension.

Title: Use this field to adjust and customize the name of the admin payment method.

New Order Status: Choose order status when you create a new one.

Payment from Applicable Countries:

- **All Allowed Countries**: Choosing it means that all countries can apply this payment method.
- **Specific Country**: Choosing Specific Country will enable the following field called.**Payment from Specific Countries** then you can select the countries you want.

Pre Select: Yes to automatically select the admin payment method when a new order is created. If you do not want to, click No.

Sort Order: Enter a number to set priority for Admin Payment Method when multiple payment methods are enabled.

III) Support

If you have any questions or need any support, feel free to contact us by the following ways. We will get back to you within 24 hours since you submit your support request.

- Submit contact form.
- Email us at support@magezon.com.
- Submit a ticket.
- Contact us through Skype: support@magezon.com.
- Contact us via live chat on our website: magezon.com.