Authority To Leave

Overview

Allow users to grant 'Authority To Leave' at designated location if unavailable, at checkout. This info can be mapped to a field in your ERP.

- Authority to Leave functionality is enabled in the Checkout template in the CMS.
- Once the user selects the Authority To Leave option, that information is then displayed by various widgets as they progress through the checkout process.
- Authority To Leave information is also displayed in the Order Confirmation Email.
- (If used) Authority To Leave information can be mapped to the Delivery Instructions field on the ERP sales order at integration.

The guides below will walk you through the implementation of Authority To Leave for your website.

neckout Address page		
🗄 Checkout		
ease provide your delivery address details		
Delivery Details		
Customer Reference *	Delivery Instructions	
12345	Delivery Instructions	
Delivery Address *		
Please Select	v	
Alternate Address 1	Order Comments	
30 Lisburn Street	Order Comments	
EAST BRISBANE		
QLD	🖉 šurbority to leave at alternate location if you are unavailable	
	Reception	•
Postcode *		
4169		

Checkout Review page				
Checkout Step 2 of 3 - Confirm your order and process payment				
🌹 Order Summary		Delivery Address		
Quick View Edit		Edit		
Subtotal (ex GST) Freight Plus GST Total (inc GST)	\$3,393.30 \$0.00 \$339.34 \$3,732.64	Customer Reference Address	12245 Alternate Address 1 30 Libburn Street EAST BRISRANE QLD 4160	
		Delivery Method Authority To Leave	a 199 Toll Jacc Authority to leave Reception]

Order Confirmation page

Confirmat	lion
ep 3 of 3 - Confirmation	
Print	
✓ Order Successful!	
	iling your order once your payment has been confirmed
u will receive an email deta	ning your order once your payment has been commined.
u will receive an email deta	ning your order once your payment has been commined.
u will receive an email deta e details of your order are (displayed below.
u will receive an email deta e details of your order are (displayed below.
u will receive an email deta e details of your order are (Delivery Address	displayed below.
u will receive an email deta e details of your order are o b Delivery Address Customer Reference:	displayed below.
u will receive an email deta e details of your order are o b Delivery Address Customer Reference: Address:	displayed below. 12345 Alternate Address 1
u will receive an email deta e details of your order are o b Delivery Address Customer Reference: Address:	displayed below. 12345 Alternate Address 1 30 Lisburn Street
u will receive an email deta e details of your order are o b Delivery Address Customer Reference: Address:	12345 Alternate Address 1 30 Lisburn Street EAST BRISBANE
u will receive an email deta e details of your order are o Delivery Address Customer Reference: Address:	12345 Alternate Address 1 30 Lisburn Street EAST BRISBANE QLD
u will receive an email deta e details of your order are o B: Delivery Address Customer Reference: Address:	12345 Alternate Address 1 30 Lisburn Street EAST BRISBANE QLD 4169
u will receive an email deta e details of your order are o Delivery Address Customer Reference: Address: Instructions:	12345 Alternate Address 1 30 Lisburn Street EAST BRISBANE QLD 4169 Delivery before 4pm please.
u will receive an email deta e details of your order are of b Delivery Address Customer Reference: Address: Instructions: Authority To Leave	12345 Alternate Address 1 30 Lisburn Street EAST BRISBANE QLD 4169 Delivery before 4pm please. Authority To Leave Reception

Order Confirmation email

Item	Qty		Price (ex GST)	Unit	Discount	Total (ex GST)
Zebra Z-Grip Retractable Ballpo Code: CV147	oint Pen, Medium	2	\$7.50	DOZE	5.00%	\$14.25
		Subtotal (e	x GST)		S	14.25
		Freight			\$	10.45
		Plus GST				\$2.48
		Total (inc (GST)		s	27.18
30 Lisburn Street EAST BRISBANE 4169						
Order Comments Sample Comments						
Delivery Instructions Delivery before 4pm please.						
Authority To Leave Authority To Leave Reception						

Step-by-step guides

Enable Authority To Leave for the Checkout Address page. This is where your customers select the Authority To Leave option, as well as their designated location.

- 1. Login to the CMS.
- 2. Navigate to Content --> Standard Pages.
- 3. Select the Checkout template.
- 4. Edit the Delivery Address B2B widget (if not applicable to your site, edit the Delivery Address B2C widget instead).
- 5. Tick the 'Show Authority To Leave' flag.

Delivery Address B2B			×
General Options	General Options		
Titles	Ø Description		
Notifications	Ø Layer	B2B	
Prompts	 Use Store Pickup? Ask Store Pickup Contact Details? 		
Authority to Leave	Show Address Input Prompts?		
Common Options	Show Authority To Leave?	∞ ←	

6. Select the Authority to Leave options section and update values as required.

Delivery Address B2B		
General Options	Authority to Leave	
litles	Leave At Alternative Location Prom	pt Authority to leave at alternate location if you are unavailable
Notifications	Authority To Leave Prompt	Authority To Leave
Prompts	Authority To Leave Options	Reception; Front Door; Front Porch; Front Verandah; In Carport; In Garage; In Letter Box; In
Authority to Leave	Authority To Leave Format	Authority To Leave {0}
	Authority To Leave Updated Success Message	Authority to leave updated successfully

- 7. Click 'Save'
- 8. Repeat the above steps for the Delivery Address B2C widget (if applicable to your site).

Next, enable the display of Authority to Leave info on the Checkout Review page:

- Still in the Checkout template, Edit the Checkout Review Addresses B2B widget (if not applicable to your site, edit the Ch eckout Review Addresses B2C widget instead).
- 2. Tick the 'Show Authority To Leave?' flag.
- 3. Edit the Authority To Leave Prompt if required.
 - Widget documentation can be found here Checkout Review Addresses B2B Widget & Checkout Review Addresses B2C Widget.
- 4. Click 'Save'.
- 5. Repeat the above steps for the Checkout Review Addresses B2C widget (if applicable to your site).

You will also want to enable the display of Authority To Leave info on the Order Confirmation page:

- 1. Still in the CMS, navigate to Content --> Standard Pages.
- 2. Select the Order Confirmation Page template.
- 3. Edit the Order Confirmation Address B2B widget (if not applicable to your site, edit the Order Confirmation Address B2C widget instead).
- 4. Tick the 'Show Authority To Leave?' flag.
- 5. Select the Authority to Leave options section and update prompt text and format if required.
 - Widget documentation can be found here Order Confirmation Address B2B Widget & Order Confirmation Address B2C Widget.
- 6. Click 'Save'.
- 7. Repeat the above steps for the Order Confirmation Address B2C widget (if applicable to your site).

Last, enable the display of Authority To Leave info on the Order Confirmation email:

- In the CMS, navigate to Content --> Emails.
 Select the Order Confirmation Email template.
 Edit the Email Delivery Instructions widget.
 Tick the 'Show Authority To Leave?' flag.
 Edit the prompt text and format if required.
 Click 'Save'

6.	Click	'Save'.

General Options	General Options	
Common Options	Oescription	
	@ Layer	All Pages
	Title	Delivery Instructions
	Pickup Instructions Prompt	Pickup Instructions
	Show Delivery Instructions?	2
	Show Authority To Leave?	ø
	Ø Authority To Leave Prompt	Authority To Leave
	Ø Authority To Leave Format	Authority To Leave {0}

Congratulations! Authority To Leave functionality is now enabled for your site.

Additional Information

Minimum Version Requirements	03.83.00
Prerequisites	
Self Configurable	Yes
Business Function	Fulfillment & Delivery
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- Google API Address ValidationPreferred Delivery Date

- Guest Checkout
 Authority To Leave

• Store Locator Maintenance