Authority To Leave

Overview

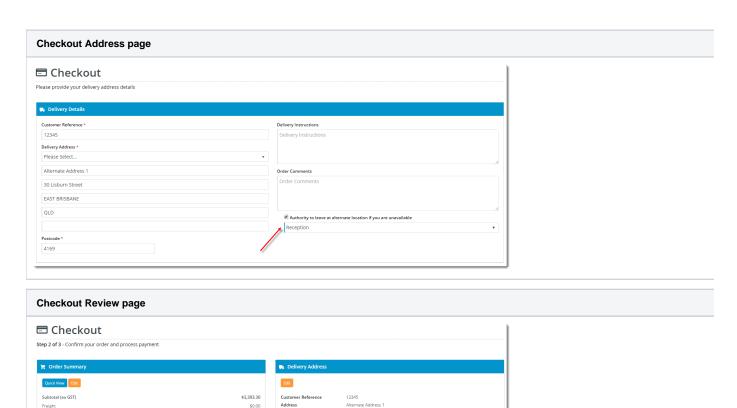
Allow users to grant 'Authority To Leave' at designated location if unavailable, at checkout. This info can be mapped to a field in your ERP.

- 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.

\$3,732.64

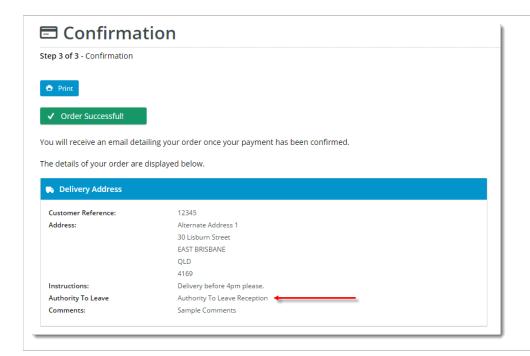
Authority To Leave



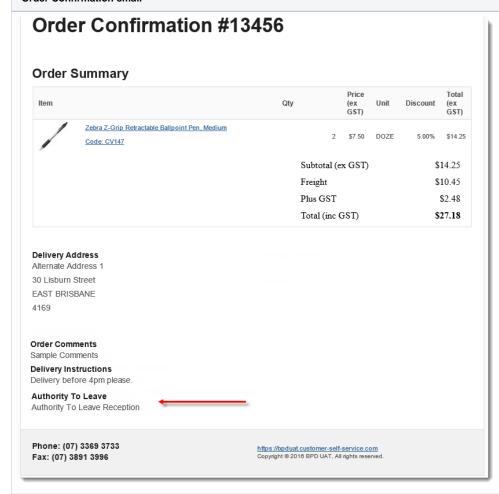
FAST BRISBANE

Order Confirmation page

Total (inc GST)

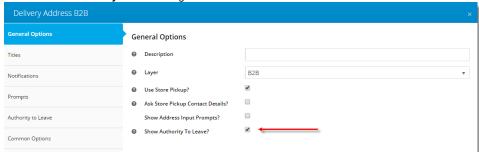


Order Confirmation email

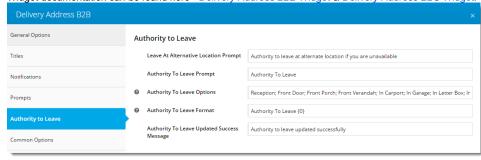


Enable Authority To Leave for the Checkout Address page. This is where your customers select the Authority To Leave option, as well as their designated location.

- 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.



- 6. Select the Authority to Leave options section and update values as required.
 - Widget documentation can be found here Delivery Address B2B Widget & Delivery Address B2C Widget.



- 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:

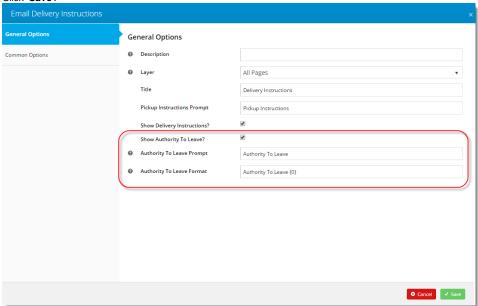
- Still in the Checkout template, Edit the Checkout Review Addresses B2B widget (if not applicable to your site, edit the Checkout Review Addresses B2C widget instead).
- 2. Tick the 'Show Authority To Leave?' flag.
- 3. Edit the Authority To Leave Prompt if required.
 - Widget documentation can be found 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:

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



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 Validation
- Preferred Delivery Date
- Guest Checkout
- Authority To Leave

Store Locator Maintenance