

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.

Checkout Address page

Checkout

Please provide your delivery address details

Delivery Details

Customer Reference *

12345

Delivery Address *

Please Select...

Alternate Address 1

30 Lisburn Street

EAST BRISBANE

QLD

Postcode *

4169

Delivery Instructions

Delivery Instructions

Order Comments

Order Comments

☒ Authority to leave at alternate location if you are unavailable

Reception

Checkout Review page

Checkout

Step 2 of 3 - Confirm your order and process payment

Order Summary

Quick View

Edit

Subtotal (ex GST)

\$3,393.30

Freight

\$0.00

Plus GST

\$339.34

Total (inc GST)

\$3,732.64

Delivery Address

Edit

Customer Reference

12345

Address

Alternate Address 1

30 Lisburn Street

EAST BRISBANE

QLD

4169

Delivery Method

Toll Ipec

Authority To Leave

Authority to leave Reception

Order Confirmation page

Confirmation

Step 3 of 3 - Confirmation

 Print

✓ Order Successful!

You will receive an email detailing your order once your payment has been confirmed.

The details of your order are displayed below.


Delivery Address

Customer Reference: 12345
Address: Alternate Address 1
30 Lisburn Street
EAST BRISBANE
QLD
4169
Instructions: Delivery before 4pm please.
Authority To Leave Authority To Leave Reception
Comments: Sample Comments

Order Confirmation email

Order Confirmation #13456

Order Summary

Item	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)
 Zebra Z-Grip Retractable Ballpoint Pen, Medium Code: CV147	2	\$7.50	DOZE	5.00%	\$14.25
Subtotal (ex GST)					\$14.25
Freight					\$10.45
Plus GST					\$2.48
Total (inc GST)					\$27.18

Delivery Address

Alternate Address 1
30 Lisburn Street
EAST BRISBANE
4169

Order Comments

Sample Comments

Delivery Instructions

Delivery before 4pm please.

Authority To Leave

Authority To Leave Reception

Phone: (07) 3369 3733
Fax: (07) 3891 3996

<https://bpdual.customer-self-service.com>
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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.

The screenshot shows the 'Delivery Address B2B' widget configuration interface. On the left is a sidebar with tabs: 'General Options' (selected), 'Titles', 'Notifications', 'Prompts', 'Authority to Leave', and 'Common Options'. The main area is titled 'General Options' and contains several settings: 'Description' (text input), 'Layer' (dropdown menu set to 'B2B'), 'Use Store Pickup?' (checked), 'Ask Store Pickup Contact Details?' (unchecked), 'Show Address Input Prompts?' (unchecked), and 'Show Authority To Leave?' (checked). A red arrow points to the 'Show Authority To Leave?' checkbox.

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](#).

This screenshot shows the 'Authority to Leave' section of the 'Delivery Address B2B' widget configuration. The 'Authority to Leave' tab is selected in the sidebar. The section includes: 'Leave At Alternative Location Prompt' (text input with placeholder 'Authority to leave at alternate location if you are unavailable'), 'Authority To Leave Prompt' (text input with placeholder 'Authority To Leave'), 'Authority To Leave Options' (text input with placeholder 'Reception; Front Door; Front Porch; Front Veranda; In Carport; In Garage; In Letter Box; In...'), 'Authority To Leave Format' (text input with placeholder 'Authority To Leave (0)'), and 'Authority To Leave Updated Success Message' (text input with placeholder '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:

1. 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.
 - Widget documentation can be found here - [Checkout Review Addresses B2B Widget](#) & [Checkout Review Addresses B2C Widget](#).
3. Edit the Authority To Leave Prompt if required.
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.
- 4. Tick the **'Show Authority To Leave?'** flag.
- 5. Edit the prompt text and format if required.
- 6. Click **'Save'**.

Email Delivery Instructions

General Options

Common Options

General Options

Description

Layer

Title

Pickup Instructions Prompt

Show Delivery Instructions?

Show Authority To Leave?

Authority To Leave Prompt

Authority To Leave Format

All Pages

Delivery Instructions

Pickup Instructions

☒

☒

Authority To Leave

Authority To Leave (0)

Cancel

Save

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

Additional Information

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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](#)