

ORDER MANAGER

Edit/delete orders, export orders to CSV/Excel/XML, customizable order listing page with quick view. All-in-one order management tool to manage your orders easily and effectively

A product of PrestaHero

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I. WELCOME

Thank you for purchasing our product. We hope to guide you through all the aspects of the module installation and the module setup within this document. If you have any questions beyond this documentation's scope, please feel free to contact us.

II. INTRODUCTION

You chose PrestaShop for your business because it's simple to use, quick to set up and it's one of the best ecommerce platforms out there. While PrestaShop helps you get sales, it's quite difficult if you want to **edit an order or delete PrestaShop orders** as per customer's demand. In addition, the default order export feature of PrestaShop is very restricted and couldn't satisfy your increasing requirements.

But don't be worried! We've developed **Order Manager**, an innovative order management tool for PrestaShop with useful features to help you solve all the problems with managing orders on the PrestaShop e-commerce platform. **Order Manager** is an **all-in-one** PrestaShop order management tool that allows you to manage orders easily and effectively.

* "Order Manager" is compatible with PrestaShop 1.6.x, 1.7.x to PrestaShop 8.x

III. INSTALLATION

- Navigate to "Modules / Modules & Services", and click on "Upload a module / Select file".
- Select the module file "ets_ordermanager.zip" from your computer then click on "Open" to install.
- 3. Click on "**Configure**" button of the module you just installed to open the module's configuration page.

IV. MANAGE ALL EXISTING ORDERS

Order Manager is a powerful order management tool for PrestaShop. This module allows you to edit, delete, or duplicate orders, quick view orders, and customizable order listing page with additional data fields. On this section, we will introduce to you all order management features of **Order Manager**.

From module's configuration page, click on "**Manage orders**" tab to be navigated to "**Orders**" page.



1. Customize orders listing page

From the "**Orders**" page, you can see configuration buttons used to manage existing orders.

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With **Order Manager** module, you can add more useful data fields to display on order listing page (for example: *shipping code, order added date, order delivery, shipping cost, shipping address*, etc.).

To add more data fields on order listing page, click on "**Customize order list**" option to open the popup. You can select which fields to display and arrange them by dragging and dropping the field names.

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In addition, **Order Manager** also supports the following bulk actions for selected orders on the order list:

- Change order status
- Print selected invoices/delivery slips
- Export orders to CSV file
- Delete orders

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2. Convenient order quick view popup

Order Manager provides a quick view popup to help you view order details without opening a separate order page.

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			ownload invoi or print th	ce as PDF ils order	file	ORDER D 2023-05-11 05:07:27 ment method: Transfert bancaire r status: Peyment accepted	DETAILS (#	20 ADKOIBJNE) Customer: This order has Emeil: Phone: -	been placed b	y a guest.	×		0.4	då new order.	nee C
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3. Edit an existing order and duplicate the order

This edit PrestaShop order module allows you to **modify every type of order information** visible to you in the PrestaShop back office thanks to the **live editor** feature. For example, you may easily edit the customer shipping address and invoice address, add/edit/delete a product, assign an order to another customer, change order status, etc.

You can modify order data not only right on the *order listing page* but also on *order details page*.

* Edit order data on the order listing page

On the order listing page, select an order you want to edit and open the drop-down menu > Select "**Edit**".

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You can edit any order data visible to you > Click "**Update**" button to finish.

Orders ((23)													1
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* Edit order data on the order details page

On order listing page, select an order you want to edit then click on "**View**" icon to open the order details page.

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You can also edit any order detail data that is visible to you:

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Private order note	Products (1)	Add/edit/delete products
	Product	Base price Quantity Available Total Invoice Act Tax included
Note about this order, only visible *-	Hummingbird printed sweater (Taille : S) Reference number: demo_3 Supplier reference: demo_3_62	\$28.72 🚺 1192 \$86.16 #FA000013 🎤 🎚
Add or edit order note	Items per page: 50 ♀	• Add a product
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M sam sam View full details #10	🕥 Status (2) 📄 Documents (1) 🜉 Ca	uriers (1)
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Private Assign an order to another customer Messages (0) Choose your order message Configure predefined messages → ☐ Display to customer? *Message 1200	04/14/2024 22:21:15 Payments by check	Sec.16 #IN000013 Details • Sec.16 #IN000013 Details • #IN000013 @ Add Add payment method

Payment accepted 🗸 🗸	Update status	Invoice Print order c ^{an} Partial refund				< →
Private order note	CHANGE CURRENCY	Products (1)	×			Change currency
	Convert to • Convert price Exchange rate •	British Pound (GBP) O Convert currency label only (keep value) O Convert by current exchange rate configured for your store O Convert by custom exchange rate	×	Available 1192	Total Tee included Invoice \$80.10 #FA000013 Image: Comparison of the inclusion of	Actions
Customer	X Cancel		E Save	ferchandise	Total \$36.16 returns are disabled	

* Duplicate an order

This module also allows you to duplicate an order. When duplicate an order, you may modify *shipping method*, *customer shipping/invoice address*, or even *assign a new customer to the order*.

To duplicate an order, on the **order listing page** select an order you want to duplicate then open the drop-down menu > Click on "**Duplicate**" or click on the "**Duplicate this order**" button from the **order details page**.

Bulk ac	tions 🗸													
ID ~	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number		Actio
Searc	Search refere	Search produc	Search custo	Search email	Search to	Search payrr	All	Search note	YY-MM-DD	Search invoi	Search come	Search VAT nur		Q. Searc
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Note about this order, only visible to	Payment method	Chèque		1192			
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	Customer:	sam sam 🕜 Change			(† 4	dd a product	👪 Add a discount
	W Cancel		P) Savo			lotal	
Customer		THE WAS CONTINUE SHOP FOR AN	E Save		returns are disab	led	
M sam sam #10		🕥 Status (2) 💽 Documents (1) 🔛 Carriers (1)					

Click on the "**Change**" button to search and select the customer you want to assign the duplicated order.

							_		
sam sam \$86.16 09/08/2024 at 1	创 DUPLICATE ORDER						×		
View invo	Order reference Payment method	MAQKMIPDC							
te	Shipping method	Click and collect				~			
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ible to staffs in back office.	DEMO DEMO	#3 C	DEMO DEMO	#6	ТК	#9	•	1192	
	demo@demo.com	d	lemo@demo.fr		demo@demo.es				
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n 2 Total spent since regi	sam sam		✓ Edit	sam sam		✓ Edit	4 23:15		Resend email
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Invoice address	+ Add a new address								~
Lam saim 5 rue des rosiers Paris, 75027 France	¥ Cancel					B Save			

Save your changes to finish.

4. Delete and restore orders

By default, you cannot delete a PrestaShop order, but **Order Manager** enables you to do that. You can move unnecessary orders or failed orders to a trash. From this trash, you can **delete orders permanently** or **restore orders** to the order listing page.

To delete an order, on the **order listing page** select the order you want to delete, then open the drop-down menu > Click on "**Delete**" option or click on "**Delete this order**" button from **order details page**.

Bul	k action:	~													
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	Searc	Search refere	Search produc	Search custo	Search email	Search tc	Search paym	All 🗢	Search note	YY-MM-DD C	Search invo	Search comp	Search VAT n	ur	Q Se
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	22	KQYCHCZKY	1. Alexandre de la construcción	i. k		\$35.72	Pagos por transferencia bancaria	Awaiting bank wire payment		09/29/2023 05:57:02				🖍 Edit 🛢 Delete	
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Quick Access - Q. Search (e.g.: product reference, custor		👁 View my store 🗜 😝
0rders #29 MAQKMIPDC from sam sam \$96.16 09/08/2024 at 23:15	:00 Cart id: 137 Back to order list Delete this order Duplicate this order	Boost sales Help
Payment accepted V Update status	🖶 Print order 🐘 View delivery slip 😅 Partial refund	$\epsilon \rightarrow$
Private order note	Products (1)	Change currency
	Product Base price Quantity Available Total Invoice Tax included Tax included	Actions
Note about this order, only visible to staffs in back office.	Hummingbird printed sweater (Taille : 5) Reference number: demo_3 \$28.72 1192 \$86.16 #FA000014 Supplier reference: demo_3_62	× 11
Save	Items per page: 50 •	E Add a discount

Click "Ok" button to move order to trash.

Private order note		Products (2	1)						Change o	urrency
		Product		Base price	Quantity	Available	Total Tax included	Invoice		Action
Note about this order, only visible to staffs in back office.	Save	demo2.presta-demos.com Order will be removed from list a remove it?	nd moved to Trash, do you want to	\$28.72	8	1192	\$86.16	#FA000014	Add a c	liscount
Customer	Jave		Products \$86.16					Total 86.16		

Click on "View trash" option to navigate to Trash page.

arc												Add	new orde	Boost sales
515												(Aud	new orde	- Boost sales
	- - -	vention Pate		Abandor	ad Casta		C Averate C	uder Velue			-	Net Profit per Vi		
	···· 09	30 DAYS			IAY		\$0.00	tax excl.	30 DAYS			\$0.00 301	DAYS	_
0														_
Orders (23)														\$
														Export
Bulk actions 🗸														C Refresh list
								Order		,	Fracking		VAT	<> Show SQL query
ID 🛩 Reference	Products	Customer	Email		Total	Payment	Status	note	Date		number	Company	number	Export to SOL Manager
									YY-MM-DD					View trash
Search refe	e Search produc	Search custo	Search email		Search tc	Search payrr	All 🗘	Search note	VV-MM-DD	-	Search invo	Search comp	Search	
									TT-MM-DD					Customize order list
	â I					Padamento	Awaiting Cash							🕒 Export orders by rule

Select the "**Delete**" option to permanently delete an order. Select the "**Restore**" option to restore an order back to the order listing page.

h											Back to order l	st 🕀 Ad	d new order	ж в	oost sales	
			il. Cor	nversion Rate	Aban 0 1	doned Carts TODAY		Average Order \$0.00 ta	Value x excl. 301	DAYS	E	Net Profit per \$0.00 3	Visit D DAYS			e
Tr	ash	(5)													Empty tra	sh
6	ID v	tions 🗸	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number		Actio	ns
נ	29	MAQKMIPDC	Â	s. sam		\$86.16	Chèque	Payment accepted		09/08/2024 23:15:00					Q	:
ב	27	ZNVPFBOFX		D. Citak		\$153.18	Płatności elektroniczne	Awaiting bank wire payment		07/03/2024 05:52:11		WEBimpuls		Delet C Resto	e re ing label	
ב	26	PCNBAUDJO	#	p. zaky	1000	\$55.12	Pagamento in contrassegno	Payment accepted		04/12/2024 05:37:38	1234	Mycompany		🛔 Login	as customer	
ב	25	BRAPQFXJL		J. DOE		\$19.12	Bank transfer	Payment accepted		04/03/2024 21:15:45	5476	My Company		۲	■ Q	:
ב	24	UPDQXRCQC	#	S. Muller		\$65.00	Transfert bancaire	Payment accepted		11/23/2023 12:00:54	9328			۲	0 Q	:
<																>

5. Log in as a customer

Order Manager enables a store manager to log in to the store's front office as a specific customer and views all order history, personal information, addresses, credit slips, and vouchers of that customer.

Bulk	c action	s 🗸													
	ID ¥	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number		Ac
	Searc	Search refere	Search produc	Search custo	Search email	Search to	Search payrr	All \$	Search note	YY-MM-DD	Search invo	Search comp	Search VAT n	IF.	Q Se
	28	MYCXLTULU		m. rossi		\$81.52	Pagamento in contrassegno	Awaiting Cash On Delivery validation		07/09/2024 08:07:33		mario rossi spa	1234567890	10 💌	Q
	23 🗸	MAQKMIPDC		s. sam		\$86.16	Chèque	Payment accepted		11/13/2023 03:47:22				۲	
	22	KQYCHCZKY		i. k		\$35.72	Pagos por transferencia bancaria	Awaiting bank wire payment		09/29/2023 05:57:02				✓ Edit Î Delete	
	21	DQZUGGSIS		H. Le	101110-0111-020-011	\$81.10	Chèque	Payment accepted		09/25/2023 05:05:58				🗋 Duplicate	label
			<u>ن</u>											🛔 Login as (customer

Store manager will be navigated to "**Your account**" page of store's front office:

Contact us				English 🕶	Currency: USD \$ •	• &:	Sign out sam sam	🏋 Cart (0)
my store	CLOTHES	ACCESSORIES	ART				Q Search our ca	talog
Home / Your account Your account								
	ION			Q ADDRESSES		OR	DER HISTORY AND I	DETAILS
	IPS		м	Y WISHLISTS			GDPR - PERSONALI	DATA
MYALER	rs							
				Sign out				

From here, store manager can view customer information, address, order history, etc.

Contact	us			En	glish 👻 Currency: US	SD\$▼ & Sigr	nout sam sam	📜 Cart (0)
my st	ore	CLOTHES A		ART		С	C Search our cat	talog
Home / Order	Your account / Or history	der history						
Here a	re the orders you'v	e placed since y	our account was o	created.				
Orde	r reference	Date	Total price	Payment	Status	Invoice	е	
MAQI	KMIPDC	11/13/2023	\$86.16	Chèque	Payment accepte	d Par	Details	Reorder
< Back to	o your account 🛛 🕇 H	ome						

6. Assign order management permissions for staff profiles

Order Manager allows you to assign these following order management permissions for specific staff profiles: view orders, add orders, edit orders and delete orders.

To assign order management permissions to staff profiles, please navigate to **Order Manager** module's configuration page > Select "**Permissions**" tab. Check on the checkboxes to assign order management permissions to specific staff profiles.

Ulck Access - Q. Search lodules / ets.ordermanager / / Configure Configure Vicer Manader					Back	♥ View my store Translate Manage hooks
GENERAL SETTINGS			Settings Global FTP	Permissions	Shipping labels	Manage orders Export orders
Assign order management permissions to specific staff profiles.						
Profile	View	Add	Edit		Delete	All
SuperAdmin						
Logistician		2				
Translator		•				
Salesman		Z				
Demo			•			

7. Customize shipping label

Order Manager also enables you to customize the shipping label template. Using the shortcodes, you can add necessary information about order details, customers, delivery address, etc. into the shipping label.

Size format	84 V	
	<u> </u>	
Use header	Ves Yes	
Height of header	20 mm	
Header content	A B I U ∓ ** G> E * E * E * E * E Paragraph *	en▼
	(bops) (shop_phone) (shop_site_name)	
	Custom variables: (logo) (shop_phone) (shop_fax) (shop_address) (shop_email) (shop_site_name) (shop_name) (shop_city) (shop_postcode)	
	(shop_country) (shop_state) (customer_lastname) (customer_firstname) (customer_email) (customer_address) (customer_phone) (customer_phone_mobile) (customer_company) (customer_country) (customer_state) (customer_city) (customer_postcode) (id_order) (reference_order).	
	(barcode_order) (total_weight) (product_list) (product_list_total_order) (subtotal) (shipping) (taxes) (total) (discount) (payment_method)	
	(shipping_method)	
Body content	⇔ <u>A</u> B <u>I</u> <u>U</u> ∓ [*]	en▼
	Deliver to: Shipped by (if undelivered, return to): (custome_fistume) (custome_istuame) (hop_under) (custome_states) (hop_under) (custome_state) (hop_under) (hop_under) (hop_under) (hop_under) (hop_under)	
	ORDER # (vriference_order) (barcode_order)	
	Payment mathed: (payment, method) Shipping mathed: (shipping, method) Shipment weight: (stat weight) (croduit list at order)	
	Custom variables: (logs) (shop_shone) (shop_fax) (shop_address) (shop_email) (shop_site_name) (shop_name) (shop_name) (shop_sostcode). (shop_country) (shop_state) (customer_lastname) (customer_firstname) (customer_email) (customer_address) (customer_phone). (customer_phone_mobile) (customer_company) (customer_country) (customer_state) (customer_chy) (customer_postcode). (id_order) (reference_order). (barcode_order). (otal_weign) (product_list) (product_list_total_order) (subtota) (shipping) (taxes) (total). (discount) (payment_method) (shipping_method)	
Use footer	Ves	
Height of footer	15 mm	
Footer content	A B I U ∓ ** ↔ E * ⊞ * ⊞ * ■ ■ Paragraph *	en▼
	(shop_neme) - (shop_address) - (shop_orby, (shop_state) (shop_postcode) - (shop_country) For more assistance, contact Support: Tel.(shop_phone)	
	Custom veriables (dogo) (shop_phone) (shop_fax) (shop_address) (shop_email) (shop_site_name) (shop_name) (shop_dty) (shop_postcode) (shop_country) (shop_state) (customer_lastname) (customer_firstname) (customer_email) (customer_address) (customer_phone)	
	(customer_phone_mobile) (customer_company) (customer_country) (customer_state) (customer_chy) (customer_postcode) (di,order) (reference_order) (barcode_order) (total_weight) (product_list) (product_list_total_order) (subtotal) (shipping) (taxes) (total) (discount) (payment_method) (chipping_method)	

To print shipping label, navigate to order listing page and select the order(s) you want to print shipping label. Click on "*Bulk actions*" button > select "*Print selected shipping label orders*" option.

Bulk actio	ons A													
Change Or Open in ne	rder Status		mer	Email	Total	Payment	Status	Order note	Date	Tracking	Company	VAT number		A
Delete sel Print selec	ected orders cted invoices		:h custo	Search email	Search to	Search paym	All \$	Search note	YY-MM-DD	Search invo	Search comp	Search VAT nur		Q Se
Print selec Export sel Print selec	cted delivery slips ected orders to c	sv els of selected o	.si ders		\$81.52	Pagamento in contrassegno	Awaiting Cash On Delivery validation		07/09/2024 08:07:33		mario rossi spa	123456789010	۲	Q
✓ 23	MAQKMIPDC	Â	s. sam		\$86.16	Chèque	Payment accepted		11/13/2023 03:47:22				۲	0
✓ 22	KQYCHCZKY	Ê	i. k		\$35.72	Pagos por transferencia bancaria	Awaiting bank wire payment		09/29/2023 05:57:02				۲	Θ
✓ 21	DQZUGGSIS		H. Le		\$81.10	Chèque	Payment accepted		09/25/2023 05:05:58				۲	0

You can also print shipping label for a separate order:

В	ılk act	ions 🗸												
I	D ~	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number	Action
	Searc	Search refere	Search produc	Search custo	Search email	Search to	Search payrr	All ¢	Search note	YY-MM-DD	Search invo	Search comp	Search VAT nur	Q Search
										YY-MM-DD	3			
2	8 🗸	MYCXLTULU		m. rossi		\$81.52	Pagamento in contrassegno	Awaiting Cash On Delivery validation		07/09/2024 08:07:33		mario rossi spa	123456789010	● Q
2	3	MAQKMIPDC	Â	s. sam		\$86.16	Chèque	Payment accepted		11/13/2023 03:47:22				d Delete
		KONCHICZKY		: h		\$25.72	Pagos por	Awaiting bank		09/29/2023				Duplicate

V. EXPORT PRESTASHOP ORDERS

The default order export feature of PrestaShop is very restricted and couldn't satisfy your increasing requirement. With a customizable export tool like **Order Manager**, you can

easily **export your order data to CSV, Excel or XML** for accounting work, data transfer or other purposes.

1. Export orders to CSV file from orders listing page

Order Manager offers you an option to **export all orders** or **export selected orders** to CSV file on orders listing page.

			11.	Conversion Rate 1.56% 30 D	iays	Abandoned Ca O TODAY	rts	Avera \$80	ge Order Value	cl. 30 DAYS			\$1.06	30 DAYS	
c	rder	s (23)													
															C Export
	Bulk ac	tions 🗸													C Refresh list
														VAT	Show SQL query
									Order			Tracking		VAI	
	ID 🗸	Reference	Products	Customer	Email	Total	Payment	Status	note	Date		number	Company	number	Export to SQL Manager
1	ID V	Reference	Products	Customer	Email	Total	Payment	Status	note	Date YY-MM-DD		number	Company	number	 Export to SQL Manager View trash
]	ID V	Reference Search refere	Products Search produc	Customer Search custo	Email Search email	Total Search to	Payment Search paym	Status All ¢	Search note	Date YY-MM-DD YY-MM-DD	•	number Search invo	Company Search comp	Search VAT	 Export to SQL Manager View trash Customize order list
]	ID V	Reference Search refere	Products Search produc	Customer Search custo	Email Search email	Total Search to	Payment Search paym Pagamento	Status All Awaiting Cash	Search note	VY-MM-DD YY-MM-DD VY-MM-DD	8	Search invo	Company Search comp mario rossi	Search VAT	 Export to SQL Manager View trash Customize order list Export orders by rule
]	ID V Searc 28	Reference Search refere MYCXLTULU	Products Search produc	Customer Search custo m. rossi	Email Search email	Total Search tc \$81.52	Payment Search paym Pagamento in contrassegno	Status All Auaiting Cash On Delivery validation	Search note	YY-MM-DD YY-MM-DD YY-MM-DD 07/09/2024 08:07:33	8	Search invo	Company Search comp mario rossi spa	Search VAT	Export to SQL Manager View trash Customize order list Export orders by rule

Bulk actions A Change Order Status Open in new tabs		her	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number		Ac
Delete selected orders Print selected invoices		custo	Search email	Search tc	Search paym	All \$	Search note	YY-MM-DD	Search invo	Search comp	Search VAT nur		Q, Sea
Print selected delivery slips Export selected orders to csv Print selected shipping labels o	f selected orde	i		\$81.52	Pagamento in contrassegno	Awaiting Cash On Delivery validation		07/09/2024 08:07:33		mario rossi spa	123456789010	۲	Q
23 MAQKMIPDC	5.	sam		\$86.16	Chèque	Payment accepted		11/13/2023 03:47:22				۲	Q
22 KQYCHCZKY	i.	¢.		\$35.72	Pagos por transferencia bancaria	Awaiting bank wire payment		09/29/2023 05:57:02				۲	Q
	28	1.0		\$81.10	Chèque	Payment		09/25/2023				۲	

2. Create new export rule

Our PrestaShop export order module also allows you to **create different export rules** like *"This month orders", "Awaiting orders", "Paid orders", "Orders of a specific customer"*, etc. to easily export any order which satisfies your requirements.

To create a new export rule, from module's configuration page, select "**Export orders**" tab.

Quick Access - Q Search		⊙ View	r my store 🛱 🔒				
Modules / ets_ordermanager /					Back	Translate	Manage hooks
Order Manager							2
GENERAL SETTINGS		Settings	Global FTP	Permissions	Shipping labels	Manage orders	Export orders
Enable instant search on order listing page	Ves Display search result immediately as you typing in order filter						
Set fixed order for column titles on order listing page	Easier to view order information when scrolling						

On "Export orders" page, click on "Add new rule" icon.

Orders /	Export orders						Help
EXPO	RT ORDERS 3						ADD NEW RULE
ID	Name	File format	Send via email	Send via FTP	Save to web directory	Date of order	Action
1	Export any date	xisx	 Receiver emails: lethihien95tn@gmail.com Frequency: Daily Send on (at): 12 AM 			Any date	≓ Export 👻
2	Export this month order	csv	**		**	Any date	≓ Export 👻
3	Export this year order	xml				Any date	≓ Export 👻

Fill in the fields on "Information" tab:

Quick Access - Q. Search			⊙ Vie	ew my store 🚆 😝
Orders / Export orders				
Add new				Help
EXPORT ORDERS		Information	Export fields Filt	ter Automation
* Rule name			en▼	
File format	CSV V			
File name prefix				
File name including rule name	Ves			
Sort by	Newest order 🗸			
Convert currency of all items in the order into one currency	No conversion 🗸			
Back				Save

Navigate to "**Export fields**" tab > select export fields that are necessary to you and sort up fields in your final data export file just by dragging and dropping field names:

Export orders			
PORT ORDE	RS	Information Export fiel	ds Filter Autom
	Available fields	Selected fields	
	□ All	-¦- Order ID	
	Vorder ID	-l- Order reference	
	✓ Order reference	-1- First name	
	Total payment tax included		
	Total payment tax excluded	de Ernail	
	✓ Invoice number	+l- Shipping country	
	✓ Order added date		
Order	Order updated date	-}- Order status	
	✓ Order status	+ Invoice number	
	Customer messages		
	Admin messages	Shipping tax incl Delivers sumber	
	Order discount value (Tax incl)	Payment method	
	Order discount percentage	-↓- Order added date	
	Private order note		
	Customer ID		
	First name		
Customer information	✓ Last name		
	Email		

Navigate to "**Filter**" tab > select export conditions to apply this rule:



Navigate to **"Automation**" tab to set up the configuration for **auto-exporting orders using a cronjob**.

Set equer that and Image: set of the set of th	FORT ORDERS	Info	rmation	Export fields	Filter	Automa
* starting * starting <th>Send export file via email</th> <th>Yes</th> <th></th> <th></th> <th></th> <th></th>	Send export file via email	Yes				
winder geff • function of field • f	* Email title	Orders exported on [date]		en▼		
• 'statistical • 'st		Available tag: [date]				
in a case aque da a factor ganta in a case aque da factor ganta <t< td=""><td>* Email content</td><td></td><td></td><td>en≖</td><td></td><td></td></t<>	* Email content			en≖		
Autor up 3000 Autor up 4000		Here are orders exported on [date]				
<pre>kuture; jiiif</pre>						
Interver teel						
*Becker with in the second sequent dis a second of the light is *Becker with is *Becker		Avrileble top: filed				
Interest of the second sequence of the sequence of	* Receiver emails	year-granitation and too				
Image: series of the series of th		Email addresses to receive export files, separated by a comma (if multiple)				
Seed of (d) i Orders tead i Orders tead i Disctory off i Disctory off i Disctory off i Orders tead i Disctory off i Orders tead i Instruming (D) i Orders tead i Instruming (D) i </td <td>Frequency</td> <td>Daily v</td> <td></td> <td></td> <td></td> <td></td>	Frequency	Daily v				
Orders to see Socional control contr	Send on (at)	00 ~				
Orders to set A decimation of the induction of the set of the induction of the set of the induction of the set o						
Save order export file to a directory on this save Directory pail Directory pail <t< td=""><td>Orders to send</td><td>All orders matched filter (default)</td><td></td><td></td><td></td><td></td></t<>	Orders to send	All orders matched filter (default)				
See order export file to a directory of this frame Directory bit Directory bit </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						
Directory at Or ever value vectory of rest. Americates directory	Save order export file to a directory on this server	Yes				
Diverter val vieret va	Directory path					
Frequency Day Send on (at) 00 Orders to send Al orders matched filer (default) Automatically delete oported file Nerr Upload order export file to another server using FFP • Vos • Upload • Vos • Uploa		Only enter sub directory of root: /home/etssofl/web/demo2.presta-demos.com/public_html/ordermanager. Leave blank will export file to the root directory (not reco	ommended	D.		
Send on (a) 0 Orders to send At orders matched filter (seleabu) Automatically delete exported file Nerr Upload order export file to another server uning FIP * Username * Username • Username <t< th=""><th>Frequency</th><th>Daily v</th><th></th><th></th><th></th><th></th></t<>	Frequency	Daily v				
Orders to sed At orders matched filter (default) Automatically delate exported filts Incer Upload order export file to another server using FFP • Ves •	Send on (at)	00 ~				
All orders matched litter (estaul) Automatically delete exported files Neer Upload order export file to another server using FTP • Ves • Username • Username <	Orders to cond					
Automatically delete export file is another server using FPP Upload order export file to another server using FPP • Vos • Vos • Username • Username • Username • Password • Password • I • Det • I • Det • Det • I • Det • Det <td< th=""><th>Urders to send</th><th>All orders matched filter (default)</th><th></th><th></th><th></th><th></th></td<>	Urders to send	All orders matched filter (default)				
Upload order export file to another server using FTP Image: Comparison of the total comparison of the tota	Automatically delete exported files	Never v				
Uplead order export flie to another server using FTP • • • • • • • • • • • • • • • • • • •						
*Hod •Username •Username •Password •a •a 21 Remote directory and the upload file to root directory of the FFP account. Only enter sub-directory it upload order export file to. Every blank to upload file to root directory of the FFP account. Only enter sub-directory it upload order export file to. Grequence 0	Upload order export file to another server using FTP	Ves				
• Username • Password • • • • • • • • • • • • • • • • • • •	* Host					
Password Password Port 21 Remote directory pau Image: Comparison of the comparison of the CPP account. Only enter sub-directory if you want to specify a sub-directory to upload order export file to. Frequency Daily Send on (at) All orders matched filter (default)	* Username					
Port 21 Remote directory path	* Password	۵,				
Port 21 Remote directory path	0-4					
Remote directory path	Port	21				
Learner search and information part or low understanding to give if or an accounting, using strates and started by give with the specify of sub-dimeter segrent part or uppediation of the segrent part of the second part of the sec	Remote directory path	Lanua block to unload file to root directory of the FTR account. Only aster rub directory if our west to work to work on the directory of the FTR account.				
Send on (at) 00 Orders to send All orders matched filter (default)	Fromosey	Leave union is approved for one or now uneversity of the Fire account. Unity enter sub directory if you want to specify a sub directory to upload order export file to.				
Send on (at) 00 Orders to send All orders matched filter (default)	requency	Unity U				
Orders to send All orders matched filter (default)	Send on (at)	00 ~				
		All and an excepted films (define)				
	Orders to send	All orders matched filter (default)				

Click "**Save**" button to save your export rule.

NOTE: *You need to enable the cronjob feature to make automation tasks work.*

After adding an export rule, from "**Export orders**" page, you can click on "Export" button to immediately export orders.

Quick Ac	cess 🗸 🤗 Search						 View my store 	🤗 \varTheta
Orders /	Export orders							
Expo	rt orders							Help
EXPO	RT ORDERS 3						+	e e
ID	Name	File format	Send via email	Send via FTP	Save to web directory	Date of order		Action
1	Export any date	xisx	Receiver emails: Frequency: Daily Send on (at): 12 AM			Any date	≓ Export	•
2	Export this month order	CSV				Any date	Send via	email
3	Export this year order	xml	-			Any date	Delete	

3. Settings

To allow **Order Manager** to execute automation tasks (send order export file via email, FTP, or save to a web directory), you need to enable the cronjob feature. To set up a cronjob, open the module's configuration page and select "**Settings**" tab.

GENERAL SETTINGS			Settings	Global FTP	Permissions	Shipping labels	Manage orders	Export orders
Enable instant search on order listing page	Yes Display search result immediately as you typ	ng in order filter						
Set fixed order for column titles on order listing page	Easier to view order information when scroll	ng						
Keep search on page reload	No							
Behavior when deleting order from the order list	 Delete permanently (Can NOT restore Move to Trash (Can restore the order f 	he order) rom Trash)						
Enable cronjob	Yes Setup a cronjob to execute automation tasks	(send order export file via email, FTP or save to a w	eb directory). For	more information a	bout Cronjob, see here			
* Cronjob secure token	sxxjdjn49z 🗙 🗸	enerate						
	*****/usr/bin/php Manually send exported orders to receive Execute cronjob manually	s by running the following URL on your web brow	modules/ets_oi	any dermanager/cronjo	b.php secure=sxijdjn4	92		
Save Cronjob log	Yes Recommended for debug purpose only Time zone: US/Eastern Current time: 2024	09-08 20:57:44						
Cronjob log								
	# finales							
	u ciear log							
								Save

Click "**Save**" to apply the cronjob configuration.

4. Set up global FTP

To allow **Order Manager** to send order export file to a remote host, you need to set up FTP information. From the module's configuration page, navigate to "**Global FTP**" tab > enter your FTP information then click "**Save**" to finish.

Quick Access - Q Search						⊙ View	my store 🛱 😝
Configure Order Manager					Back	Translate	Manage hooks
GENERAL SETTINGS		Settings	Global FTP	Permissions	Shipping labels	Manage orders	Export orders
Configure global FTP of a remote host that can be used for Host	all order export rules to save exported file to the remote host.						
Username							
Password							
Port	21						
							Save

5. Export result

Below is an example of an export file in XLSX format:

ETS this, year, 03, 002, 2004 - Book												Anh Thu Nguyen		a x
File Hor	ne Insert P	age Layout 🛛 Formulas												A Share
Paste V Forr Clipboan	mat Painter	bri 11 - 11 - 11 - 11 - 11 - 11 - 11 - 11		89 Wrap Text	General \$ ~ % 9 \$	Conditional Format as Formatting ~ Table ~	Normal Bad Check Cell Explanatory	Good Input	Neutral Linked Cell	Calculation Note	Insert Delete For	The second seco	Sort & Find & Filter ~ Select ~	
日 5 - で・・														
A	в	c	D	E	F	G	н	1		к	L	м	N	(•
1 Order ID	Order reference	Shipping first name	Shipping last name	Email	Shipping country	Total payment tax included	Order status	Invoice number	Carrier name	Shipping tax incl	Payment method	Order added date	Product quanti	ty Produ
2 47	LVKKCFVWL	ETS	Test	der to sill the trace of the	United States	38.0	02 Awaiting bank wire payment		My carrier		7	08/02/2022		1 demo
3 47	LVKKCFVWL	ETS	Test	den se décision en ser	United States	38.0	02 Awaiting bank wire payment		My carrier		7	08/02/2022		1 demo
4 46	VXVQYOUCG	Andry Nantenaina	RALAJARUAONA	10100	France	17.3	21 Payment accepted	#IN000031	My carrier		0 Payments by check	04/21/2022		1 demo
5 45	THEPKUUYI	Anna	Smith	and a second second second	United States	18	3.6 Payment accepted	#IN000030	My carrier		6.23 Payments by check	04/14/2022		1 demo
6 44	PZZWUPUJE	Vitaly	S	CONTRACTOR OF A CONTRACTOR A	France	57.2	28 Payment accepted	#IN000029	My carrier		6.23 Bank transfer	01/24/2022		1 demo
7 44	PZZWUPUJE	Vitaly	S	\$100 Million 100	France	57.2	28 Payment accepted	#IN000029	My carrier		6.23 Bank transfer	01/24/2022		2 demo
8 43	NEGIODILH	Ramunas	Leipus	terfenger providenter der	France	1	29 Awaiting bank wire payment		My carrier		0	01/12/2022		1 demo
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VI. THANK YOU

Thank you again for purchasing our product and going through this documentation. We hope this document is helpful and efficient in the installation and usage of **Order Manager** module. If you have any questions for which the answer is not available in this document, please feel free to contact us.