



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

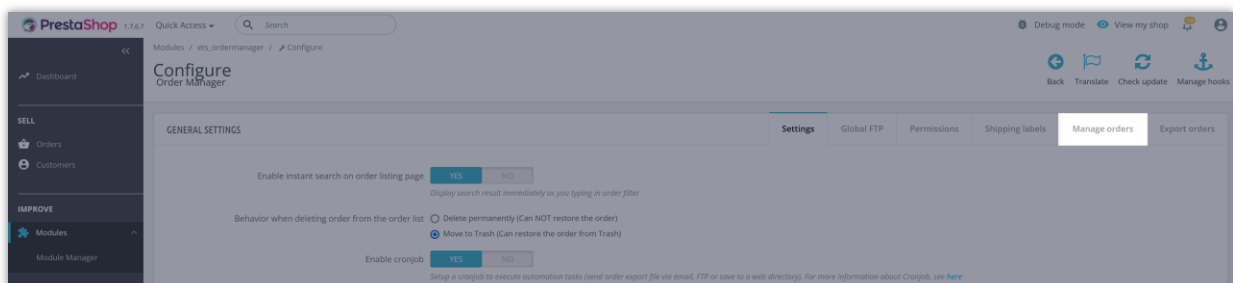
III. INSTALLATION

1. Navigate to **“Modules / Modules & Services”**, and click on **“Upload a module / Select file”**.
2. 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

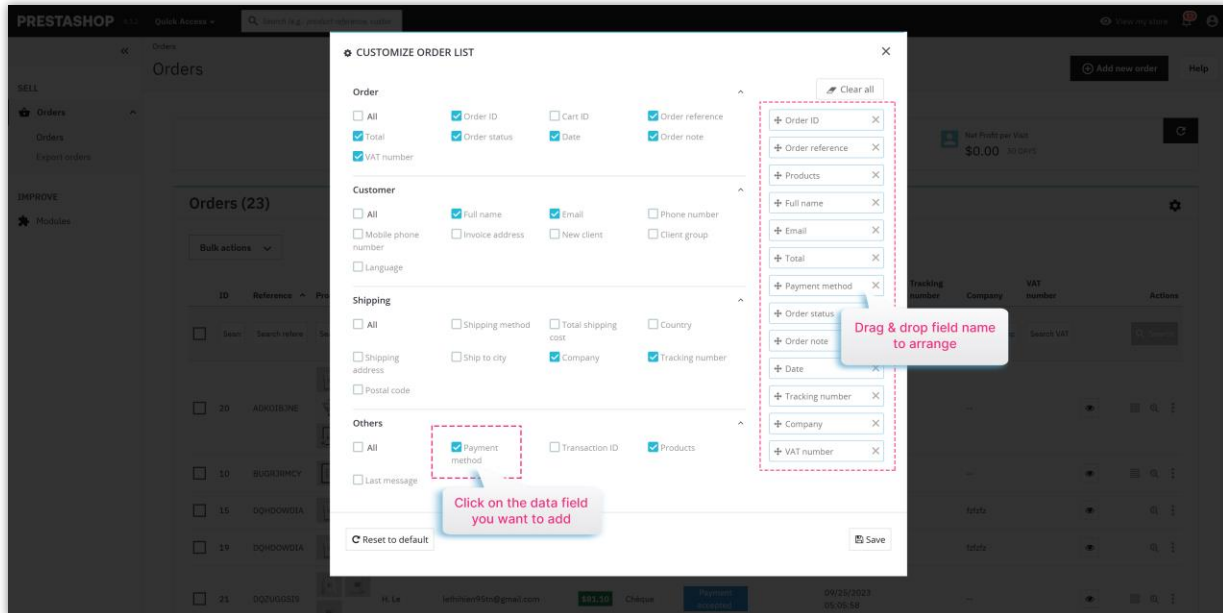
From the **“Orders”** page, you can see configuration buttons used to manage existing orders.

The screenshot displays the 'Orders' management interface. At the top, there are summary cards for Conversion Rate (0%), Abandoned Carts (0 TODAY), Average Order Value (\$0.00 tax excl.), and Net Profit per Visit (\$0.00). Below this is a table of 23 orders. The table has columns for ID, Reference, Products, Customer, Email, Total, Payment, Status, Order note, Date, Tracking number, Company, and VAT number. A context menu is open over the first order (ID 20), showing options like Export, Refresh list, Show SQL query, Export to SQL Manager, View trash, Customize order list, and Export orders by rule. The 'Customize order list' option is highlighted with a red dashed box. The page also includes a search bar, bulk actions dropdown, and pagination controls at the bottom.

ID	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number
20	ADKOIBJNE		M. Sierra		\$420.66	Transfert bancaire	Payment accepted		05/11/2023 05:07:27			
10	BUGR3RCMY		D. Demo		\$36.00	Payments by check	Payment accepted		11/07/2022 05:19:34			
15	DQH0WDIA		e. g2g2g		\$26.12	Transfert bancaire	Awaiting bank wire payment		02/07/2023 09:31:41		tzftz	
19	DQH0WDIA		e. g2g2g		\$33.12	Transfert bancaire	Awaiting bank wire payment		05/08/2023 03:15:22		tzftz	
21	DQZUGGSIS		H. Le		\$81.10	Chèque	Payment accepted		09/25/2023 05:05:58			
6	EZH0HKLKJ		D. Demo		\$36.00	Payments by check	Payment accepted	Verified	10/11/2022 05:08:47			
4	FFATN0MMJ		J. DOE		\$20.11	Payment by check	Payment accepted	Wait for confirmation	09/12/2022 09:26:35		My Company	
9	GGRQ0MCO		H. Le		\$54.84	Payments by check	Payment accepted	Wait for confirmation	10/11/2022 05:14:09			
8	GMDPFQCG		H. Le		\$54.84	Bank transfer	Payment accepted	Wait for confirmation	10/11/2022 05:13:53			
12	JPGLOCMAL		A. Hee		\$47.62	Payments by check	Awaiting check payment		12/13/2022 22:43:25			

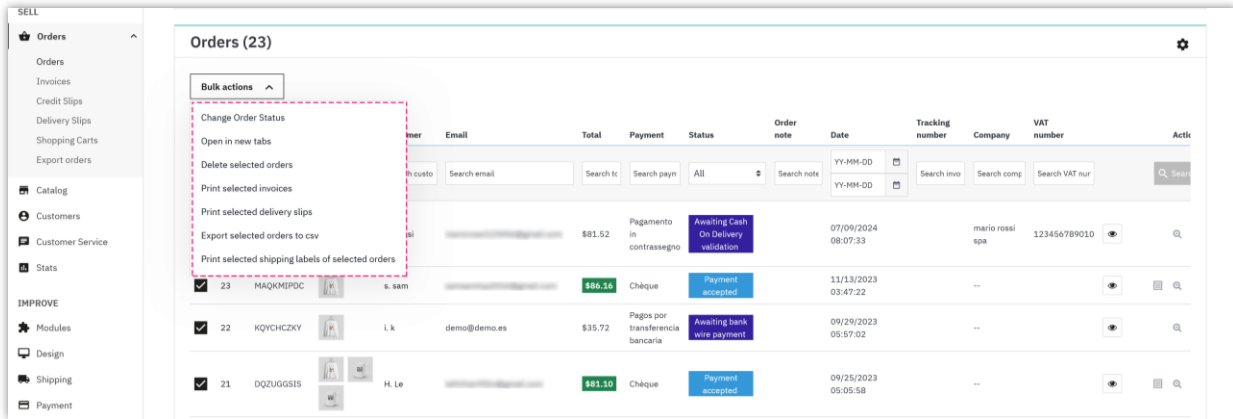
With **Order Manager** module, you can add more useful data fields to display on order listing page (for example: *shipping code, order added date, order delivery, shipping cost, shipping address, etc.*).

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.



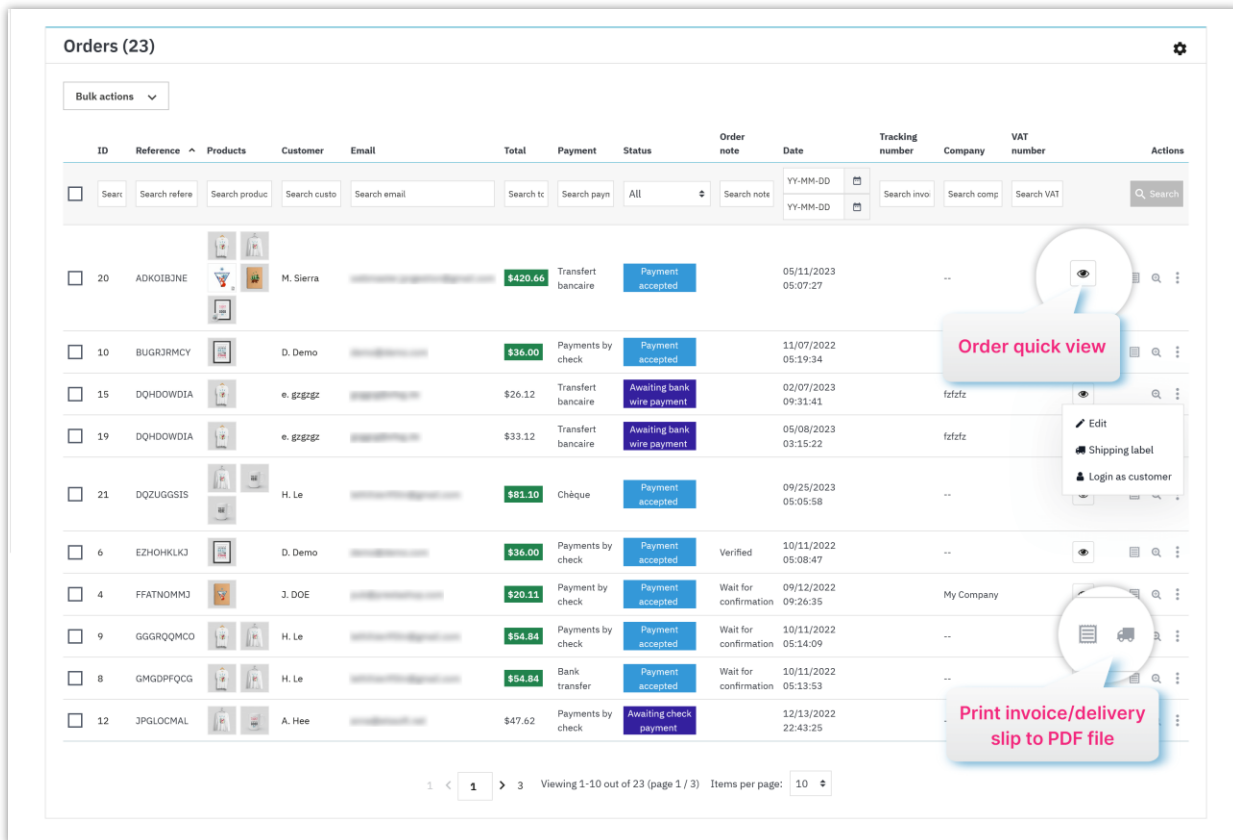
In addition, **Order Manager** also supports the following bulk actions for selected orders on the order list:

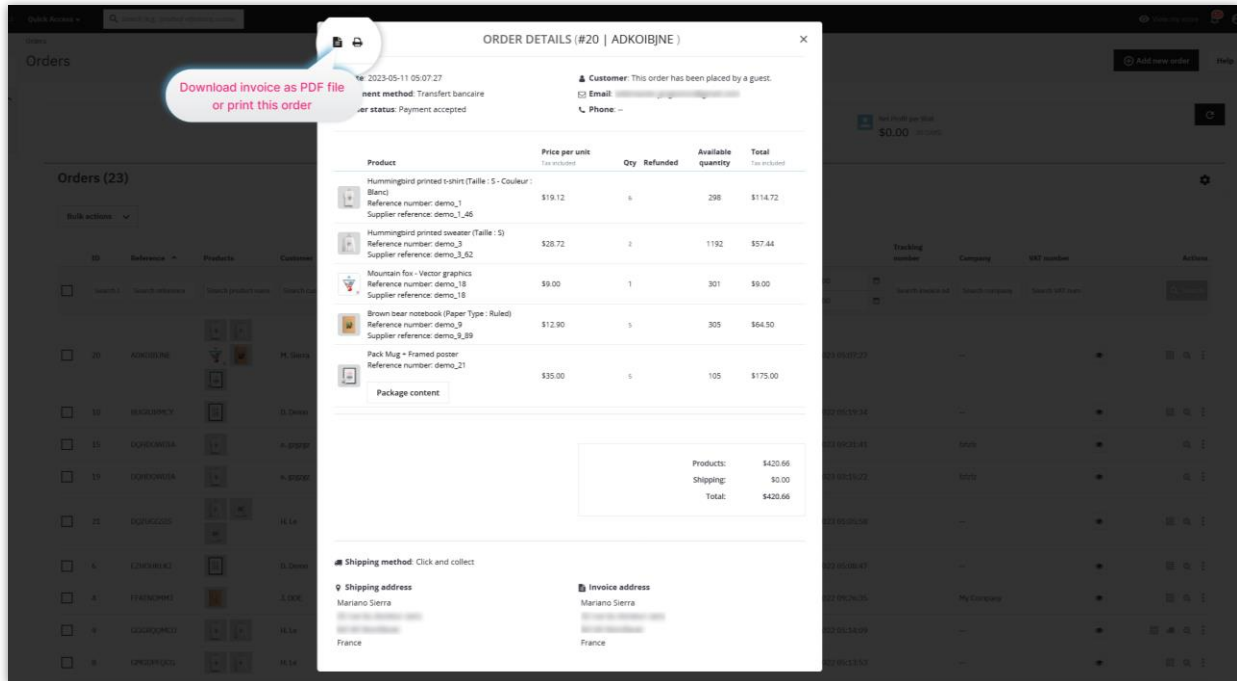
- Change order status
- Print selected invoices/delivery slips
- Export orders to CSV file
- Delete orders



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.





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"**.

Orders (23)

Bulk actions

ID	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number	Actions
28	MYXLTULU		m. rossi		\$81.52	Pagamento in contrassegno	Awaiting Cash On Delivery validation		07/09/2024 08:07:33		mario rossi spa	123456789010	
23	MAQKMPDC		s. sam		\$86.16	Chèque	Payment accepted		11/13/2023 03:47:22		--		
22	KQYHCZKY		i. k	demo@demo.es	\$35.72	Pagos por transferencia bancaria	Awaiting bank wire payment		09/29/2023 05:57:02		--		
21	DQZUGGSIS		H. Le		\$81.10	Chèque	Payment accepted		09/25/2023 05:05:58		--		

Actions: Edit, Delete, Duplicate, Shipping label, Login as customer

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

Orders (23)

Bulk actions

ID	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number	Actions
20	ADKOIBJNE		M. Sierra		\$420.66	Transfert bancaire	Payment accepted		05/11/2023 05:07:27		--		
10	BUGR3RCMY		Demo	demo@demo.com	\$36.00	Payments by check	Payment accepted		2022-11-07 09:55		--		Update, Cancel
15	DQHDWDIA		e. g2g2g2		\$26.12	Transfert bancaire	Awaiting bank wire payment		02/07/2023 09:31:41		tfztfz		

❖ **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.

Orders (23)

Bulk actions

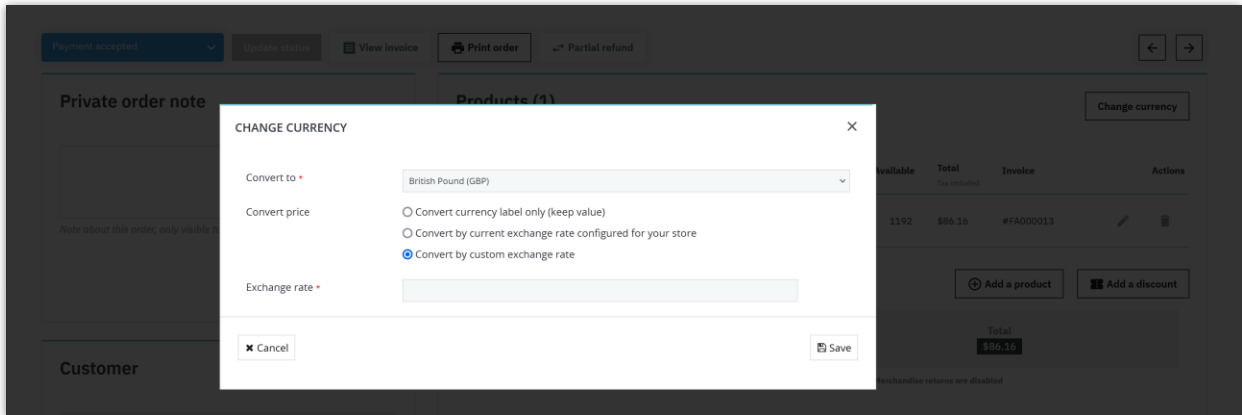
ID	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number	Actions
20	ADKOIBJNE		M. Sierra		\$420.66	Transfert bancaire	Payment accepted		05/11/2023 05:07:27		--		
10	BUGR3RCMY		D. Demo	demo@demo.com	\$36.00	Payments by check	Payment accepted		11/07/2022 05:19:34		--		View
15	DQHDWDIA		e. g2g2g2		\$26.12	Transfert bancaire	Awaiting bank wire payment		02/07/2023 09:31:41		tfztfz		

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

The screenshot shows a web application interface for order management. The top navigation bar includes a search bar, a 'View my store' button, and a user profile icon. The main header displays the order number '#23 MAQKMIPDC', the customer name 'from sam sam', the amount '\$86.16', the date '11/13/2023 at 03:47:22', and the cart ID '99'. Action buttons include 'Back to order list', 'Delete this order', 'Duplicate this order', 'Boost sales', and 'Help'. The 'Delete this order' and 'Duplicate this order' buttons are highlighted with a red dashed box.

The interface is divided into several sections:

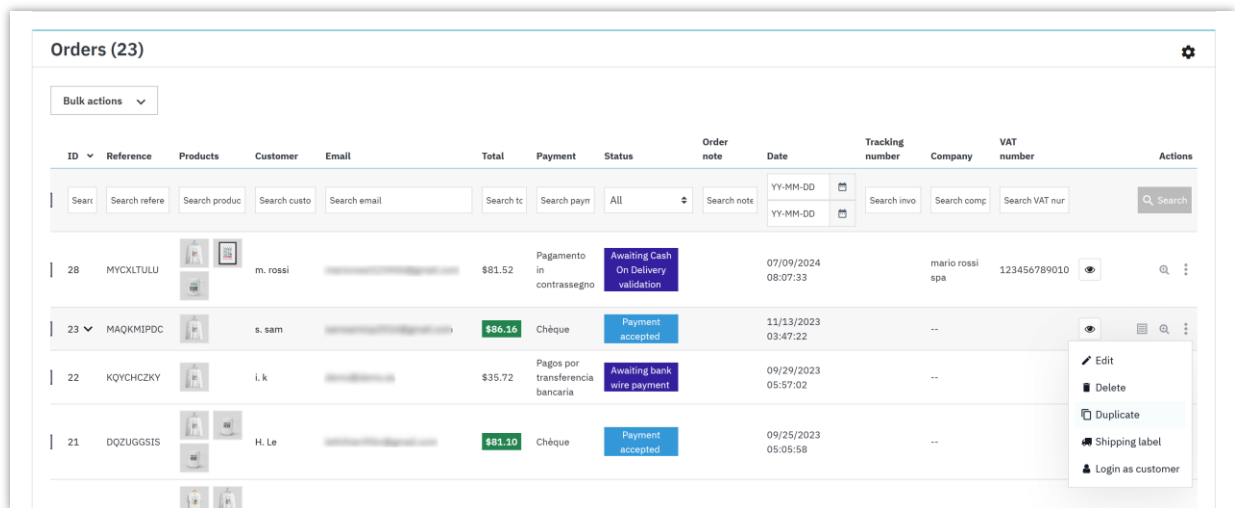
- Private order note:** A text area for adding or editing order notes, with a 'Save' button and a callout 'Add or edit order note'.
- Customer:** A section for customer details, including name 'M sam sam #10', email, account registration date, and shipping/invoice addresses. It includes buttons for 'Login as customer', 'Change customer', and 'Print shipping label'. A callout 'Assign an order to another customer' points to the 'Change customer' button.
- Products (1):** A table listing the order's contents. The table has columns for Product, Base price (Tax included), Quantity, Available, Total (Tax included), Invoice, and Actions. The product listed is 'Hummingbird printed sweater (Taille : S)' with a base price of \$28.72, a quantity of 1, and a total of \$86.16. A callout 'Add/edit/delete products' points to the 'Actions' column. Below the table, there are buttons for 'Add a product' and 'Add a discount', and a summary row showing 'Products \$86.16' and 'Total \$86.16'. A note below the summary states: 'For this customer group, prices are displayed as: Tax included. Merchandise returns are disabled'. A callout 'Edit shipping information' points to the 'Carriers (1)' link.
- Status (2):** A section showing the order's status history. It includes a table with columns for Status, Name, Date, and Resend email. The status history shows 'Payment accepted' (Hien Le, 04/14/2024 22:21:15) and 'Awaiting check payment' (11/13/2023 03:47:22). A callout 'Edit order status' points to the 'Update status' button.
- Payment (1):** A section showing the order's payment history. It includes a table with columns for Date, Payment method, Transaction ID, Amount, and Invoice. The payment history shows 'Payments by check' for \$86.16 on 04/14/2024 22:21:15. A callout 'Add payment method' points to the 'Add' button.
- Messages (0):** A section for sending messages to the customer. It includes a dropdown for 'Choose your order message', a checkbox for 'Display to customer?', and a text area for the message. A callout 'Send message to customer' points to the 'Send message' button.

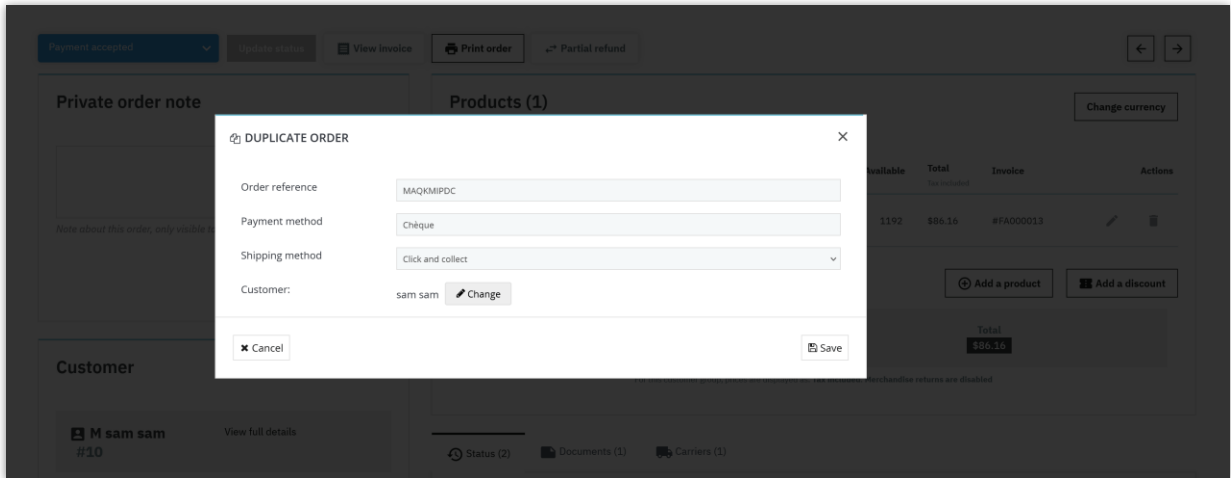


❖ Duplicate an order

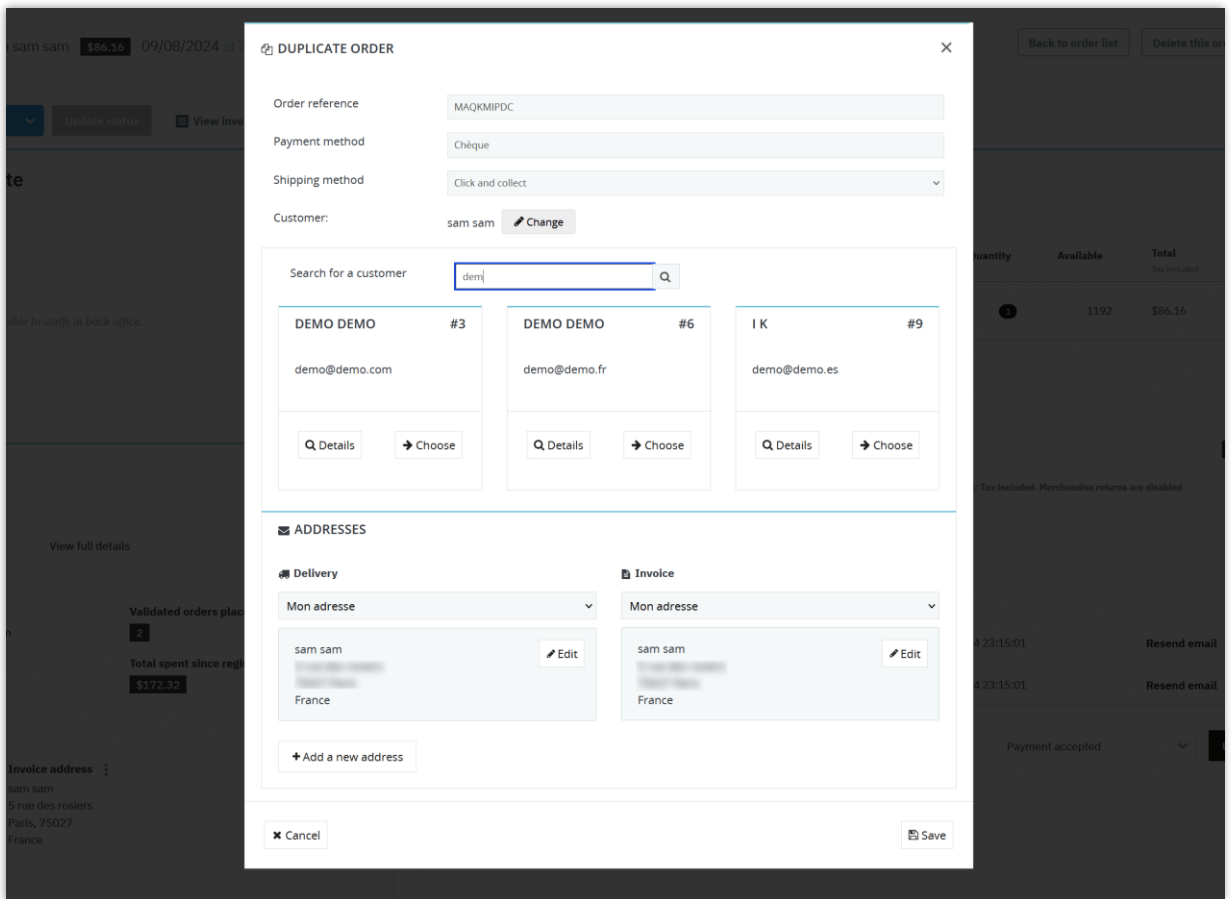
This module also allows you to duplicate an order. When duplicate an order, you may modify *shipping method*, *customer shipping/invoice address*, or even *assign a new customer to the order*.

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**.





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



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**.

ID	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number	Actions
28	MYXLTULU	[Product icons]	m. rossi	[Email]	\$81.52	Pagamento in contrassegno	Awaiting Cash On Delivery validation		07/09/2024 08:07:33		mario rossi spa	123456789010	[Eye icon]
23	MAQKMIPDC	[Product icons]	s. sam	[Email]	\$86.16	Chèque	Payment accepted		11/13/2023 03:47:22		--	--	[Eye icon]
22	KQYCHCZKY	[Product icons]	i. k	[Email]	\$35.72	Pagos por transferencia bancaria	Awaiting bank wire payment		09/29/2023 05:57:02		--	--	[Eye icon]
21	DQZUGGSIS	[Product icons]	H. Le	[Email]	\$81.10	Chèque	Payment accepted		09/25/2023 05:05:58		--	--	[Eye icon]

Orders

#29 MAQKMIPDC from sam sam \$86.16 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 Update status View invoice Print order View delivery slip Partial refund

Private order note

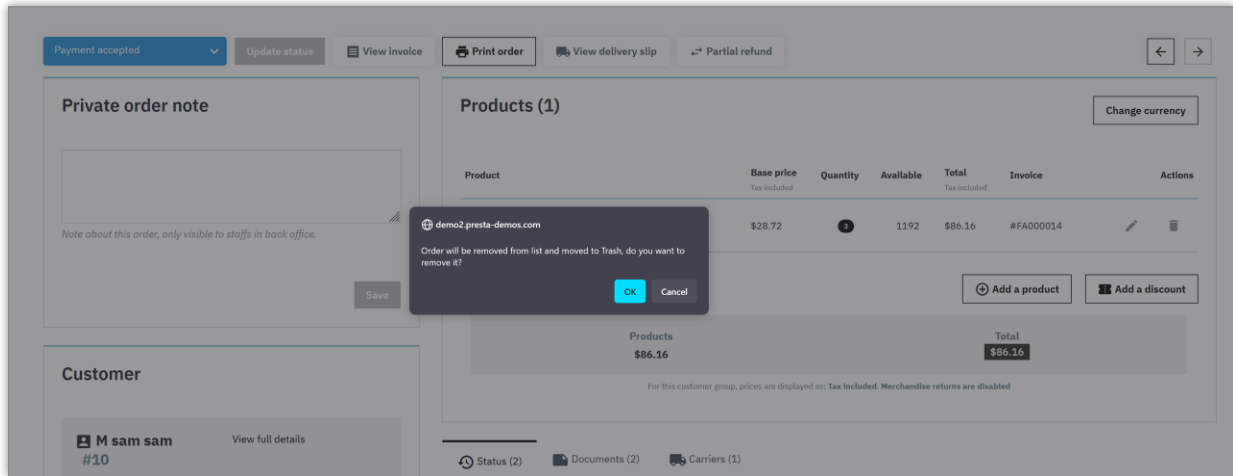
Products (1)

Product	Base price Tax included	Quantity	Available	Total Tax included	Invoice	Actions
Hummingbird printed sweater (Taille : S) Reference number: demo_3 Supplier reference: demo_3_62	\$28.72	3	1192	\$86.16	#FA000014	[Edit icon] [Trash icon]

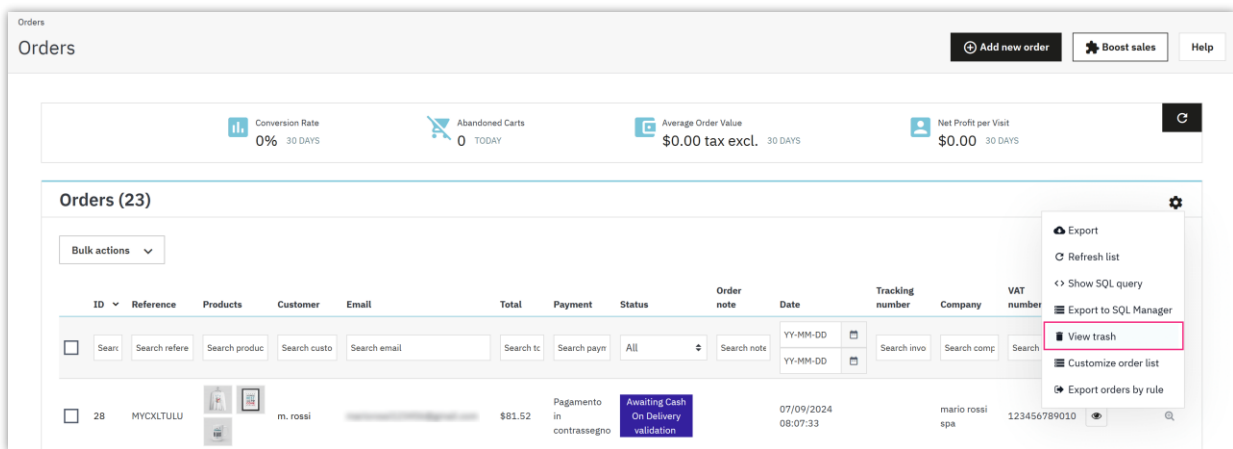
Items per page: 50

Add a product Add a discount

Click **“Ok”** button to move order to trash.



Click on **“View trash”** option to navigate to **Trash** page.



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

Quick Access ▾ Search (e.g.: product reference, customer) View my store

Orders

Trash Back to order list Add new order Boost sales Help

Conversion Rate 0% 30 DAYS Abandoned Carts 0 TODAY Average Order Value \$0.00 tax excl. 30 DAYS Net Profit per Visit \$0.00 30 DAYS

Trash (5) Empty trash

Bulk actions ▾

ID	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number	Actions
29	MAQKMPDC		s. sam		\$86.16	Chèque	Payment accepted		09/08/2024 23:15:00		--		
27	ZNVPFBOFX		D. Citak		\$153.18	Płatności elektroniczne	Awaiting bank wire payment		07/03/2024 05:52:11		WEBimpuls		
26	PCNBAUDJO		p. zaky		\$55.12	Pagamento in contrassegno	Payment accepted		04/12/2024 05:37:38	1234	Mycompany		
25	BRAPQFXJL		J. DOE		\$19.12	Bank transfer	Payment accepted		04/03/2024 21:15:45	5476	My Company		
24	UPDQXRCQC		S. Muller		\$65.00	Transfert bancaire	Payment accepted		11/23/2023 12:00:54	9328	--		

Actions menu for order 27: Delete, Restore, Shipping label, Login as customer

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.

Orders (23)

Bulk actions

ID	Reference	Products	Customer	Email	Total	Payment	Status	Order note	Date	Tracking number	Company	VAT number	Acti	
<input type="checkbox"/>	Search	Search refere	Search produc	Search custo	Search email	Search tc	Search paym	All	Search note	YY-MM-DD YY-MM-DD	Search invo	Search comp	Search VAT nur	Search
<input type="checkbox"/>	28	MYCKLTULU	m. rossi		\$81.52	Pagamento in contrassegno	Awaiting Cash On Delivery validation		07/09/2024 08:07:33		mario rossi spa	123456789010		
<input type="checkbox"/>	23	MAQKMPDC	s. sam		\$86.16	Chèque	Payment accepted		11/13/2023 03:47:22		--			
<input type="checkbox"/>	22	KQYCHCZKY	i. k		\$35.72	Pagos por transferencia bancaria	Awaiting bank wire payment		09/29/2023 05:57:02		--			
<input type="checkbox"/>	21	DQZUGGSIS	H. Le		\$81.10	Chèque	Payment accepted		09/25/2023 05:05:58		--			
<input type="checkbox"/>	20	ADKOIBJNE	M. Sierra		\$420.66	Transfert bancaire	Payment accepted		05/11/2023 05:07:27		--			

Context menu for order 22:

- Edit
- Delete
- Duplicate
- Shipping label
- 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 Search our catalog

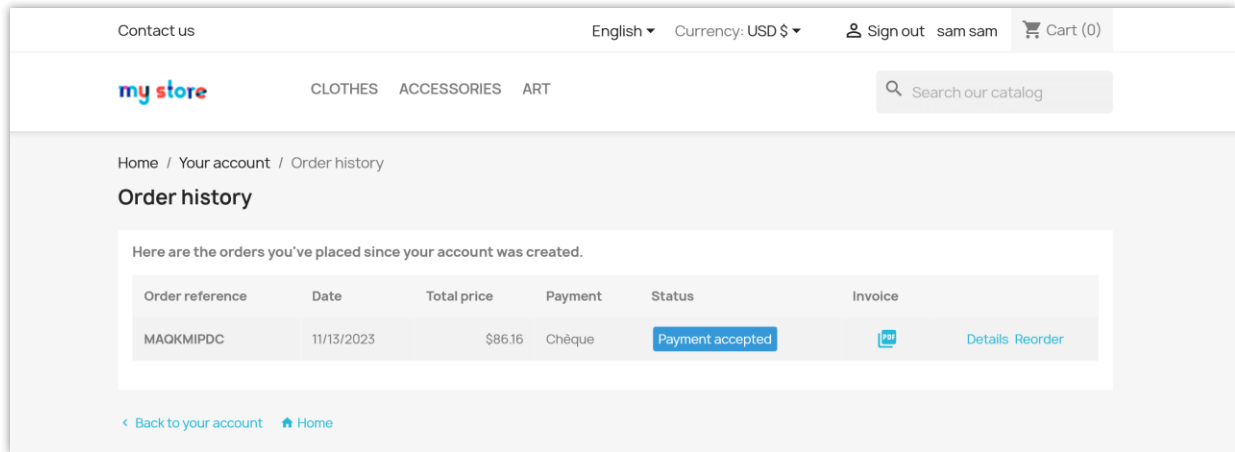
Home / Your account

Your account

- INFORMATION
- ADDRESSES
- ORDER HISTORY AND DETAILS
- CREDIT SLIPS
- MY WISHLISTS
- GDPR - PERSONAL DATA
- MY ALERTS

Sign out

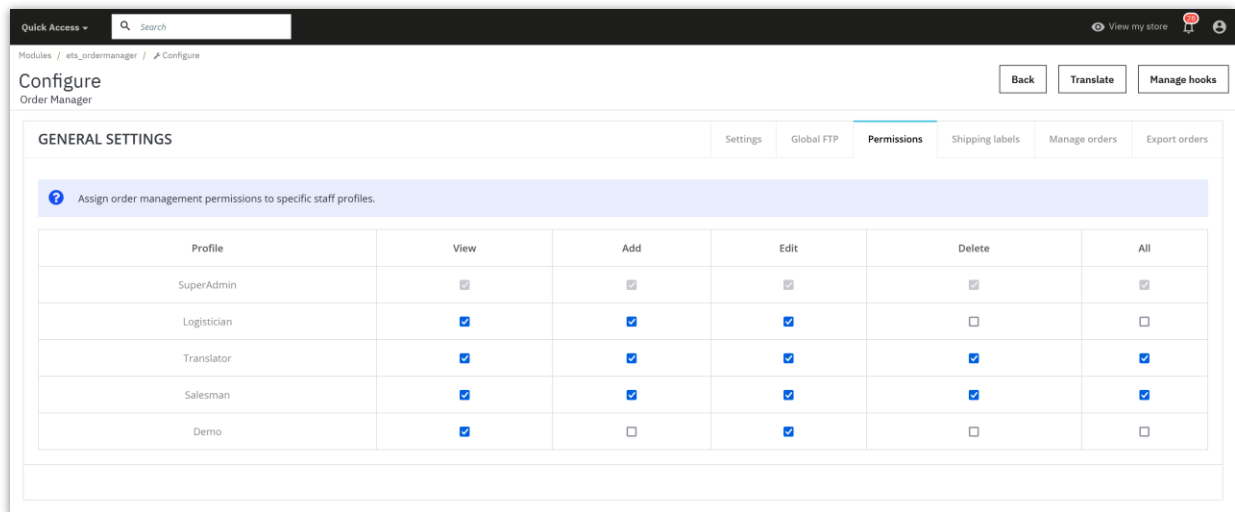
From here, store manager can view customer information, address, order history, etc.



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.



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.

GENERAL SETTINGS Settings Global FTP Permissions **Shipping labels** Manage orders Export orders

Size format: A4

Use header: Yes

Height of header: 20 mm

Header content:
 {logo} {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:
 Deliver to: {customer_firstname} {customer_lastname} {customer_address} {customer_state} {customer_city} {customer_postcode} {customer_country} Phone number: {customer_phone}
 Shipped by (if undelivered, return to): {shop_name} {shop_address} {shop_state} {shop_city} {shop_postcode} {shop_country} Phone number: {shop_phone}
 ORDER # (reference_order) {barcode_order}
 Payment method: {payment_method}
 Shipping method: {shipping_method}
 Shipment weight: {total_weight} {product_list_total_order}

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}

Use footer: Yes

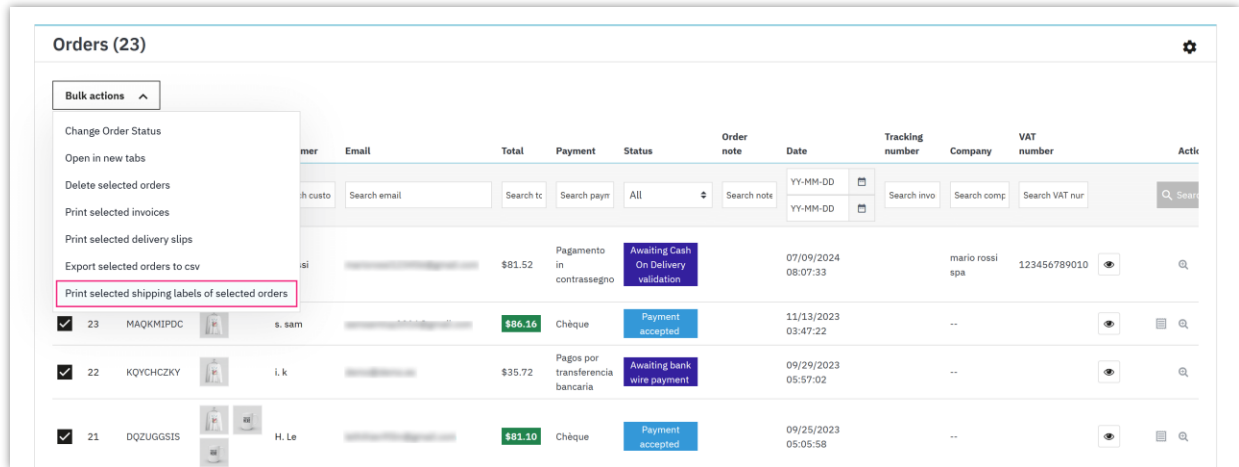
Height of footer: 15 mm

Footer content:
 {shop_name} - {shop_address} - {shop_city}, {shop_state} {shop_postcode} - {shop_country}
 For more assistance, contact Support:
 Tel: {shop_phone}

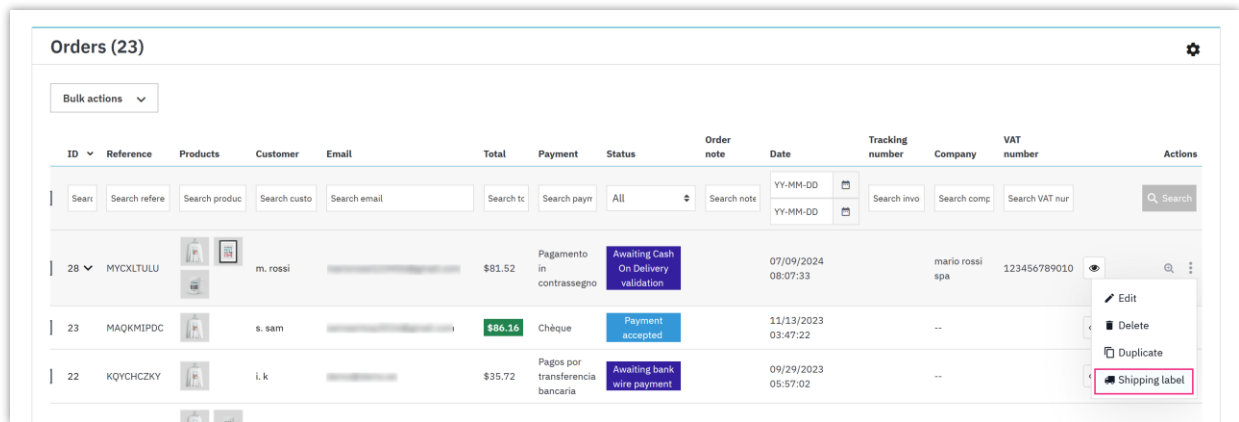
Custom variables: {logo} {shop_phone} {shop_fax} {shop_address} {shop_email} {shop_site_name} {shop_name} {shop_city} {shop_postcode} {shop_country} {shop_state} {customer_lastname} {customer_firstname} {customer_email} {customer_address} {customer_phone} {customer_phone_mobile} {customer_company} {customer_country} {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}

Save

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.



You can also print shipping label for a separate order:



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.

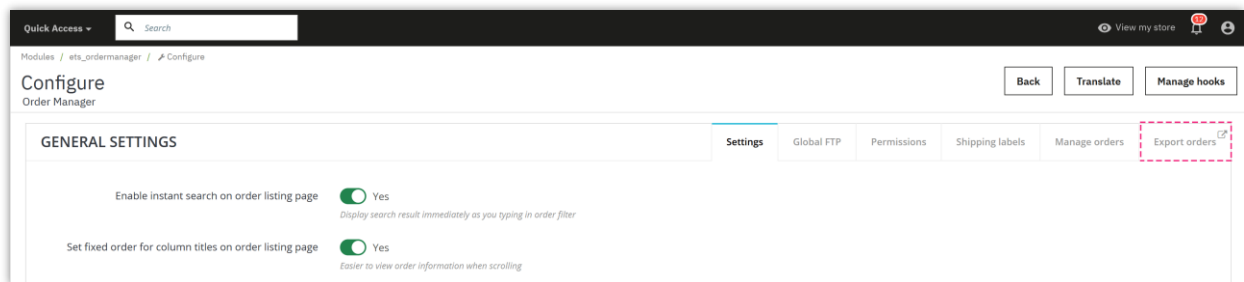
The screenshot shows the Order Manager interface with the 'Orders (23)' listing page. At the top, there are four summary cards: Conversion Rate (1.56% 30 DAYS), Abandoned Carts (0 TODAY), Average Order Value (\$86.16 tax excl. 30 DAYS), and Net Profit per Visit (\$1.06 30 DAYS). Below these is the 'Orders (23)' section with a 'Bulk actions' dropdown menu. The menu is open, showing options: Export (highlighted with a red box), Refresh list, Show SQL query, Export to SQL Manager, View trash, Customize order list, and Export orders by rule. The table below has columns: ID, Reference, Products, Customer, Email, Total, Payment, Status, Order note, Date, Tracking number, Company, and VAT number. Two orders are visible: ID 28 (MYCXLTULU, m.rossi, \$81.52, Pagamento in contrassegno, Awaiting Cash On Delivery validation, 07/09/2024 08:07:33) and ID 23 (MAQKMIPDC, s.sam, \$86.16, Chèque, Payment accepted, 11/13/2023 03:47:22).

The screenshot shows the Order Manager interface with the 'Orders (23)' listing page. The 'Bulk actions' dropdown menu is open, showing options: Change Order Status, Open in new tabs, Delete selected orders, Print selected invoices, Print selected delivery slips, Export selected orders to csv (highlighted with a red box), and Print selected shipping labels of selected orders. The table below has columns: ID, Reference, Products, Customer, Email, Total, Payment, Status, Order note, Date, Tracking number, Company, VAT number, and Action. Three orders are visible: ID 23 (MAQKMIPDC, s.sam, \$86.16, Chèque, Payment accepted, 11/13/2023 03:47:22), ID 22 (KQVCHCZKY, i.k, \$35.72, Pagos por transferencia bancaria, Awaiting bank wire payment, 09/29/2023 05:57:02), and ID 21 (DQZUGGSIS, H.Le, \$81.10, Chèque, Payment accepted, 09/25/2023 05:05:58).

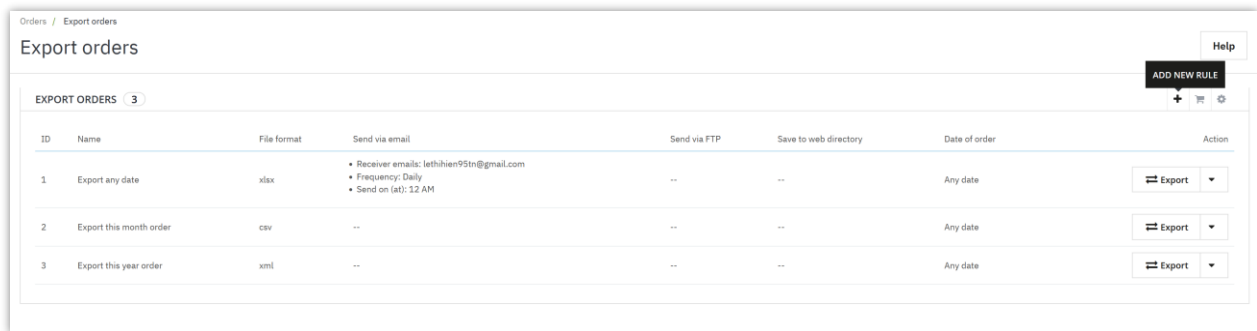
2. Create new export rule

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.



On **“Export orders”** page, click on **“Add new rule”** icon.



Fill in the fields on **“Information”** tab:

Quick Access ▾ Search

Orders / Export orders

Add new Help

EXPORT ORDERS Information Export fields Filter Automation

* Rule name en▼

File format

File name prefix

File name including rule name Yes

Sort by

Convert currency of all items in the order into one currency

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:

Quick Access ▾ Search

Orders / Export orders

Add new Help

EXPORT ORDERS Information **Export fields** Filter Automation

Available fields		Selected fields	
	<input type="checkbox"/> All	+	Order ID x
	<input checked="" type="checkbox"/> Order ID	+	Order reference x
	<input checked="" type="checkbox"/> Order reference	+	First name x
	<input checked="" type="checkbox"/> Total payment tax included	+	Last name x
	<input type="checkbox"/> Total payment tax excluded	+	New client x
	<input checked="" type="checkbox"/> Invoice number	+	Email x
	<input checked="" type="checkbox"/> Order added date	+	Shipping country x
	<input type="checkbox"/> Order updated date	+	Total payment tax included x
	<input checked="" type="checkbox"/> Order status	+	Order status x
	<input type="checkbox"/> Customer messages	+	Invoice number x
	<input type="checkbox"/> Admin messages	+	Carrier name x
	<input type="checkbox"/> Order discount value (Tax incl)	+	Shipping tax incl x
	<input type="checkbox"/> Order discount percentage	+	Delivery number x
	<input type="checkbox"/> Private order note	+	Payment method x
		+	Order added date x
	<input type="checkbox"/> All		
	<input type="checkbox"/> Customer ID		
	<input checked="" type="checkbox"/> First name		
	<input checked="" type="checkbox"/> Last name		
	<input checked="" type="checkbox"/> Email		
	<input checked="" type="checkbox"/> New client		

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

EXPORT ORDERS
Information Export fields **Filter** Automation

Date of order

Any date

Today

Yesterday

This month (09/2024)

Month -1 (08/2024)

This year (2024)

Year -1 (2023)

From-To

The day before

Order status

All

Awaiting check payment

Payment accepted

Processing in progress

Shipped

Delivered

Cancelled

Refunded

Payment error

On backorder (paid)

Awaiting bank wire payment

Remote payment accepted

Specific order

Enter order ID or order ID range. Example: 10; 08 - 16; etc.

Specific customer

Q

Customer groups

All

Visitor

Guest

Customer

Countries

All

Afghanistan

Aland Islands

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antarctica

Antigua & Barbuda

Argentina

Carriers

All

Click and collect

My carrier

My cheap carrier

My high carrier

Payment methods

All

Pagamento in contrassegno

Payment by check

Bank wire

Manufacturers

All

Studio Design

Graphic Corner

Suppliers

All

Fashion supplier

Accessories supplier

Categories

Collapse all Expand all Check all Uncheck all

- Men's (2 selected)
- Outdoor (2 selected)
- Men
- Women
- Accessories (2 selected)
- Stationery
- Home Accessories
- Art

Include specific products

Q

Order total from

USD
To

USD

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

The screenshot shows the 'EXPORT ORDERS' configuration page with the 'Automation' tab selected. The page is divided into three main sections, each with a 'Send export file via email' toggle set to 'Yes'.

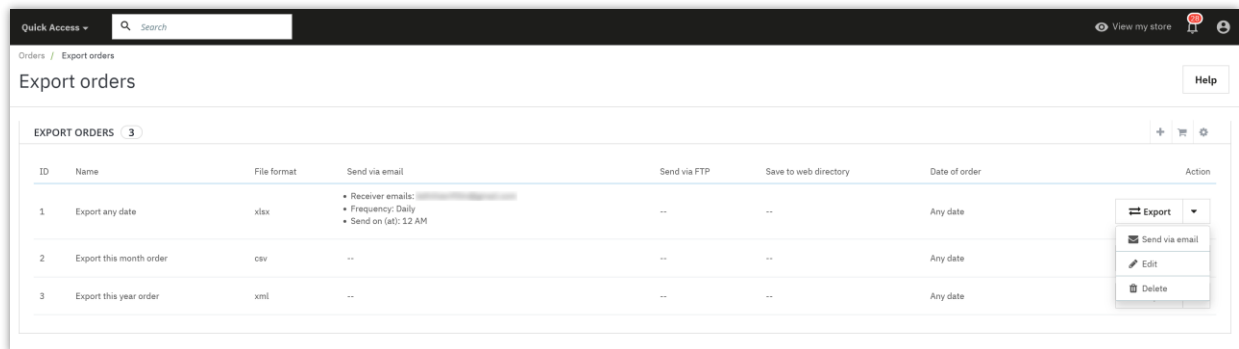
- Section 1:**
 - Email title:** Orders exported on [date]
 - Email content:** Here are orders exported on [date]
 - Receiver emails:** demo@yourcompany.com
 - Frequency:** Daily
 - Send on (at):** 00
 - Orders to send:** All orders matched filter (default)
- Section 2:**
 - Directory path:** (empty)
 - Frequency:** Daily
 - Send on (at):** 00
 - Orders to send:** All orders matched filter (default)
 - Automatically delete exported files:** Never
- Section 3:**
 - Host:** (empty)
 - Username:** (empty)
 - Password:** (empty)
 - Port:** 21
 - Remote directory path:** (empty)
 - Frequency:** Daily
 - Send on (at):** 00
 - Orders to send:** All orders matched filter (default)

At the bottom of the page, there are 'Back' and 'Save' buttons.

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.



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 typing in order filter

Set fixed order for column titles on order listing page Yes
Easier to view order information when scrolling

Keep search on page reload No

Behavior when deleting order from the order list
 Delete permanently (Can NOT restore the order)
 Move to Trash (Can restore the order from Trash)

Enable cronjob Yes
Setup a cronjob to execute automation tasks (send order export file via email, FTP or save to a web directory). For more information about Cronjob, see [here](#)

* Cronjob secure token

*Setup a cronjob as below (once per minute) on your server to send exported orders to receivers automatically

* * * * * /usr/bin/php /modules/ets_ordermanager/cronjob.php secure=sxjdn49z

Manually send exported orders to receivers by running the following URL on your web browser

Save Cronjob log Yes
Recommended for debug purpose only

Time zone: US/Eastern Current time: 2024-09-08 20:57:44

Cronjob log

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 | Search | View my store

Modules / ets_ordermanager / Configure

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 all order export rules to save exported file to the remote host.

Host

Username

Password

Port

Save

5. Export result

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

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 quantity	Produ
47	LVKCFWWL	ETS	Test		United States	38.02	Awaiting bank wire payment		My carrier	7		08/02/2022	1	demo
46	VXVQYUUCG	Andry Nantenaina	RALAAARIAONA		France	17.21	Payment accepted	#IN000031	My carrier	0	Payments by check	04/21/2022	1	demo
45	THFKUUYI	Anna	Smith		United States	18.6	Payment accepted	#IN000030	My carrier	6.23	Payments by check	04/14/2022	1	demo
44	PZZWUPUJE	Vitaly	S		France	57.28	Payment accepted	#IN000029	My carrier	6.23	Bank transfer	01/24/2022	1	demo
43	NFGIIDLH	Ramunas	Leipus		France	29	Awaiting bank wire payment		My carrier	0		01/12/2022	1	demo

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.