



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 that are beyond the scope of this documentation, please feel free to contact us.

***Note:**

All instruction screenshots are taken from PrestaShop 1.7, but installing and configuring this module on PrestaShop 1.6 is similar.

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 the sales, it's quite difficult if you want to **edit an order or delete PrestaShop orders** as customer's demand. In addition, the default order export feature of PrestaShop is very restricted and couldn't satisfy your increasing requirement.

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 in PrestaShop e-commerce platform. **Order Manager** is an **all-in-one** PrestaShop order management tool to manage orders easily and effectively.

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

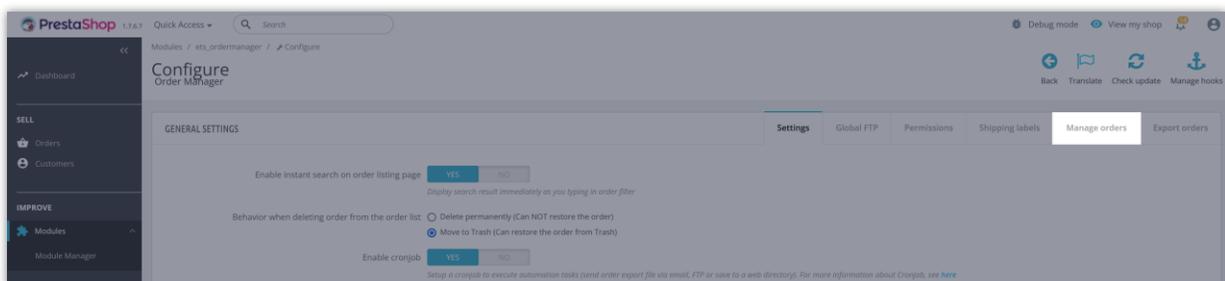
III. INSTALLATION

1. Navigate to **“Modules / Modules & Services”**, 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 order 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

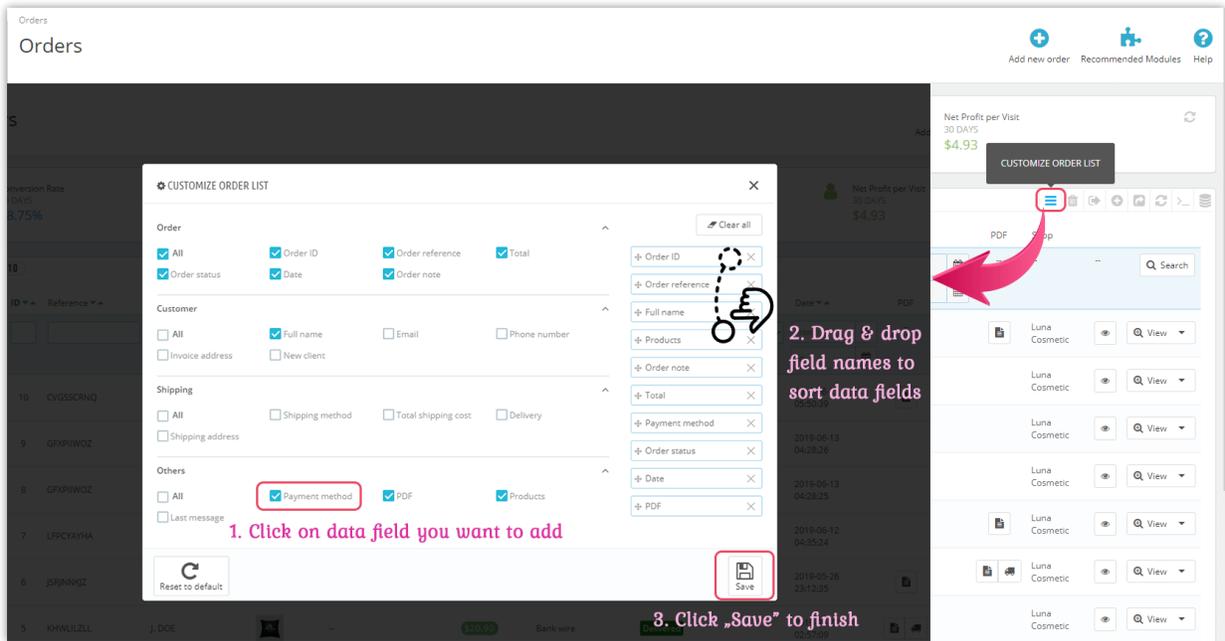
From “**Orders**” page, you can see configuration buttons used to manage existing orders.

The screenshot shows the 'Orders' page interface. At the top, there are summary cards for 'Conversion Rate 30 DAYS 18.75%' and 'Abandoned Carts TODAY 0'. A navigation bar contains links: 'Customize order list | View Trash | Export orders by rule | Add new order | Export order | Refresh list'. Below this is a table of orders with columns: ID, Reference, Customer, Products, Order note, Total, Payment, Status, Date, PDF, and Shop. A red box highlights the configuration icons (list, trash, export, add, refresh) in the top right of the table. A callout box labeled 'Order quick view' points to the 'View' button for order ID 10. Another callout box labeled 'Print invoice/delivery slip to PDF file' points to the PDF icon for order ID 5. A 'Bulk actions' menu is open on the left, listing options like 'Select all', 'Change Order Status', 'Delete selected orders', 'Print selected invoices', 'Print selected delivery slips', and 'Export selected orders to csv'.

ID	Reference	Customer	Products	Order note	Total	Payment	Status	Date	PDF	Shop
10	CVGSSCRNQ	M. Test			\$88.40	Payment at home	Payment accepted	2019-06-13 05:50:39		Luna Cosmetic
9	GFXPIIWOZ	M. Test			\$94.58	Payments by check	Awaiting check payment	2019-06-13 04:28:26		
8	GFXPIIWOZ	M. Test			\$128.18	Payments by check	Awaiting check payment	2019-06-13 04:28:25		Cosmetic
7	LFPCYAYHA	M. Test			\$121.60	Demo method	Awaiting check payment	2019-06-12 04:35:24		Luna Cosmetic
6	JSRJNNGZ	J. Test			\$128.00	Bank transfer	Payment accepted	2019-05-26 23:12:35		Luna Cosmetic
5	KHWLILZLL	J. DOE			\$20.90	Bank wire	Delivered	2019-05-27 02:57:09		Luna Cosmetic
		J. DOE			\$14.90	Payment by check	Awaiting check pa			Luna Cosmetic
		J. DOE			\$14.90	Payment by check	Payment error			Luna Cosmetic
		J. DOE			\$69.90	Payment by check	Awaiting check payment	2019-05-27 02:57:09		Luna Cosmetic
		J. DOE			\$61.80	Payment by check	Cancelled	2019-05-27 02:57:09		Luna Cosmetic

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**” icon to open the setting popup. You can select which fields to display and arrange them by dragging and dropping the field names



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

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

1. Select orders you want to apply bulk action

ID	Order Number	Customer	Status	Amount	Payment Method	Action
<input type="checkbox"/>	9	GFXPIWOZ	M. Test	\$94.58	Payments by check	Awaiting check payment
<input checked="" type="checkbox"/>	7	LFPCYAYHA	M. Test	\$121.60	Demo method	Awaiting check payment
<input checked="" type="checkbox"/>	6	JSRJNKKQZ	J. Test	\$128.00	Bank transfer	Payment accepted
<input checked="" type="checkbox"/>	5	KHWLIZLL	J. DOE	\$20.90	Bank wire	Delivered
<input type="checkbox"/>	FFATNOMMJ	J. DOE		\$14.90	Payment by check	Awaiting check payment
<input type="checkbox"/>	UOYEVOLI	J. DOE		\$14.90	Payment by check	Payment error
<input type="checkbox"/>	OHSATSERP	J. DOE		\$69.90	Payment by check	Awaiting check payment
<input type="checkbox"/>	XXBKNAJJK	J. DOE		\$61.80	Payment by check	Canceled

2. Click on „Bulk actions” button to open selection list

- Select all
- Unselect all
- Change Order Status
- Delete selected orders
- Print selected invoices
- Print selected delivery slips
- Export selected orders to csv

Bulk actions

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. From this popup you may download order invoice in PDF format or print order details.

Download invoice as PDF file | Print this order

ORDER DETAILS (#10 | CVGSSCRNQ)

Date: 2019-06-13 05:50:39
 Payment method: Payment at home
 Order status: Payment accepted

Customer: Mark Test
 Email: marktest@gmail.com
 Phone: --

Product	Price per unit Tax excluded	Qty	Refunded	Available quantity	Total Tax excluded
Mountain fox notebook - Paper Type: Plain Reference number: demo_8	\$12.90	5		295	\$64.50
Mug The adventure begins Reference number: demo_12	\$11.90	1		299	\$11.90
					Products: \$76.40
					Shipping: \$7.00
					Total: \$88.40

Shipping method: My carrier

Shipping address: Mark Test, 23 Queen Street, New York, New York 12345, United States
 Invoice address: Mark Test, 23 Queen Street, New York, New York 12345, United States

Order details

Quick view

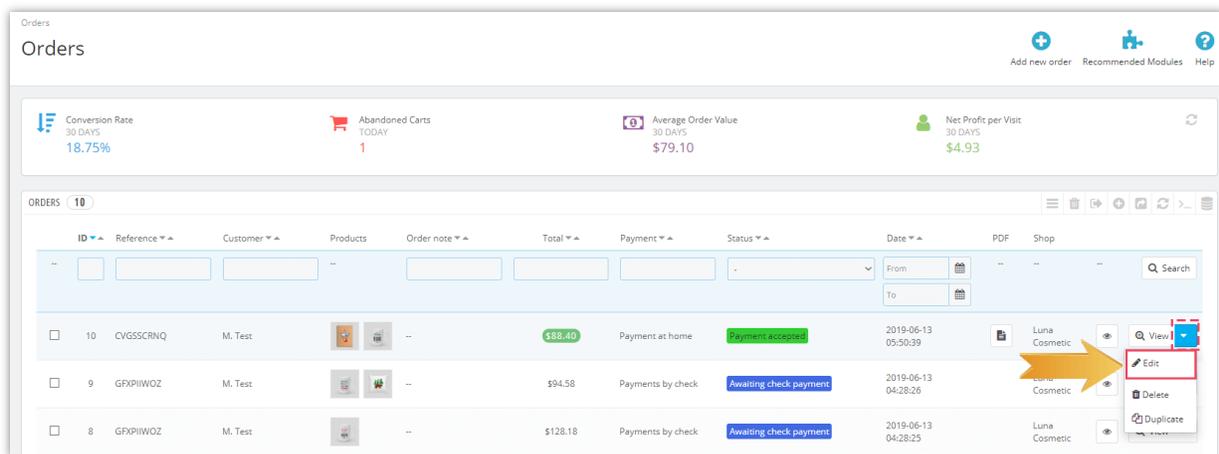
3. Edit an existing order and duplicate order

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

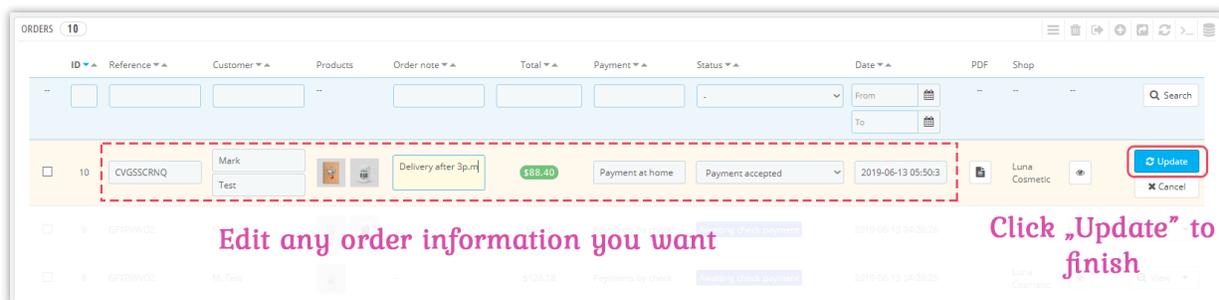
You can modify order data not only right on *order listing page* but also on *order details page*.

❖ **Edit order data on order listing page**

On order listing page, click on arrow button to open drop-down menu > Select "Edit"

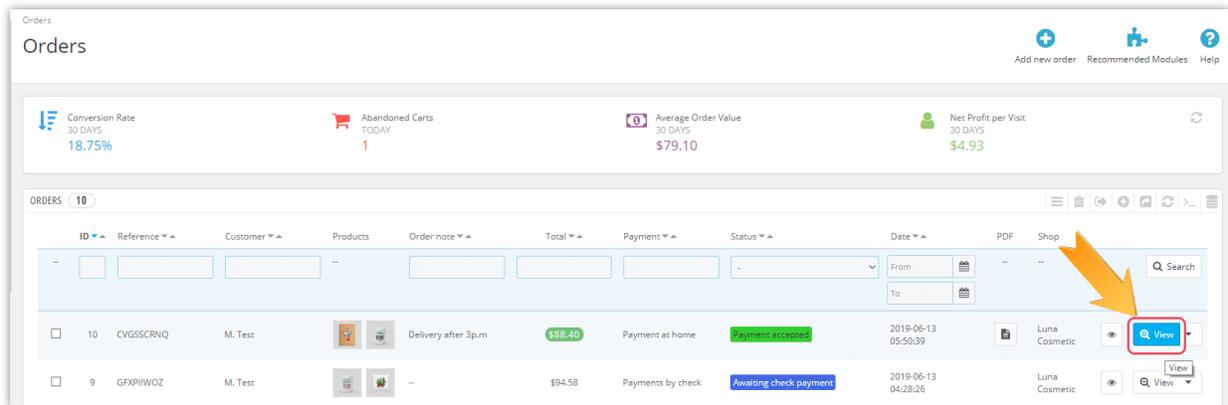


You can edit any order data visible to you > Click "Update" button to finish.



❖ **Edit order data on order details page**

On order listing page, click on “View” button to open order details page.



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

- Edit or delete order status
- Edit shipping information
- Add or edit payment information
- Add or edit order note
- Edit shipping address or invoice address
- Assign an order to another customer
- Send message to customer
- Add/edit/delete products
- Change currency

Quick Access Search

Debug mode View my shop

Orders

Order CVGSSCRNQ from Mark Test

Delete this order Duplicate this order Recommended Modules Help

Date 06/13/2019 Total \$88.40 Messages 0

Delete or duplicate this order

ORDER CVGSSCRNQ #10

Print order View invoice No delivery slip Partial refund

Edit order status

STATUS 1 DOCUMENTS 1

Payment accepted 2019-06-13 05:50:41 Resend email Edit

Payment accepted UPDATE STATUS

ORDER NOTE

Delivery after 3p.m Save

Add or edit order note

CUSTOMER MR. MARK TEST #5

Email marktest@gmail.com View full details...

Account registered 06/13/2019 04:25:52 PRIVATE NOTE

Valid orders placed

Total spent since registration \$88.40

Edit shipping / invoice address

SHIPPING ADDRESS INVOICE ADDRESS

My Address - 23 Queen Street 12345 New York New York, United States Change

Mark Test 23 Queen Street New York, New York 12345 United States Edit

Change customer

Assign an order to another customer

PAYMENT 1

Date	Payment method	Transaction ID	Amount	Invoice
2019-06-13 05:50:40	Payment at home		\$88.40	#IN000003 Details
2019-06-26			\$	#IN000003 ADD

Add payment method

MESSAGES

Choose a standard message - Configure predefined messages

Display to customer? YES NO

Message

Show all messages SEND MESSAGE

Send message to customer

PRODUCTS 2

Product	Price per unit Tax excluded	Qty	Refunded	Available quantity	Total Tax excluded
Mountain fox notebook - Paper Type : Plain Reference numbers: demo_8	\$12.90	5		295	\$64.50
Mug The adventure begins Reference numbers: demo_12	\$11.90	1		299	\$11.90

Add a product Add a new discount

Add/edit/delete products

For this customer group, prices are displayed as Tax Merchandise returns are disabled

Products:	\$76.40
Shipping:	\$7.00
Taxes:	\$0.00
Total:	\$88.40

Quick Access Debug mode View my shop

Orders

#44 YTSGXDNEC from Freya Nguyen \$734.10 07/19/2022 at 21:35:27 Cart id: 2215 [Back to order list](#) [Delete this order](#) [Duplicate this order](#) [Recommended Modules and Services](#) [Help](#)

Payment accepted [Update status](#) [View invoice](#) [Print order](#) [Partial refund](#)

Private order note

Customer

Mrs. Freya Nguyen #191 [View full details](#)

Email: [\[redacted\]](#) Validated orders placed: **11**

Account registered: 08/11/2021 20:58:32 Total spent since registration: **\$71,701.49**

[Login as customer](#)

Shipping address: Freya Test Invoice address: Freya Test

Products (2)

Product Base price Tax excluded Quantity Stock location Available Invoice Actions

CHANGE CURRENCY

Convert to: Euro (EUR)

Convert price

Convert currency label only (keep value)

Convert by current exchange rate configured for your store

Convert by custom exchange rate

Exchange rate:

[Cancel](#) [Save](#)

Payment accepted Camella Studio 07/19/2022 21:36:58 [Resend email](#) [Edit](#)

Awaiting bank wire payment 07/19/2022 21:35:27 [Resend email](#) [Edit](#) [Delete](#)

Payment accepted [Update status](#)

Payment accepted [Update status](#) [View invoice](#) [Print order](#) [Partial refund](#)

Private order note

Customer

Mrs. Freya Nguyen #191 [View full details](#)

Email: [\[redacted\]](#) Validated orders placed: **11**

Account registered: 08/11/2021 20:58:32 Total spent since registration: **\$71,701.49**

[Login as customer](#)

Shipping address: Freya Test Invoice address: Freya Test

[Change customer](#) [Print shipping label](#)

Private note [+](#)

Messages (0)

Choose your order message

[Configure predefined messages](#)

Display to customer?

*Message

Products (2)

Product Base price Tax excluded Quantity Stock location Available Total Invoice Actions

Love Bugs Amethyst Butterfly Ring	\$145.00	1	Tiffany warehouse	340	\$145.00	#IN000044	Edit Delete
T1 Ring in Rose Gold with Diamonds	\$582.00	1	Tiffany warehouse	343	\$582.00	#IN000044	Edit Delete

Items per page: 8 [Add a product](#) [Add a discount](#)

Products	Shipping	Taxes	Total
\$727.00	\$7.10	\$0.00	\$734.10

For this customer group, prices are displayed as: Tax excluded. Merchandise returns are disabled

Status (2) [Documents \(1\)](#) [Carriers \(1\)](#) [Merchandise returns \(0\)](#)

Payment accepted Camella Studio 07/19/2022 21:36:58 [Resend email](#) [Edit](#)

Awaiting bank wire payment 07/19/2022 21:35:27 [Resend email](#) [Edit](#) [Delete](#)

Order note [+](#)

Payment (1)

Date	Payment method	Transaction ID	Amount	Invoice	Details
07/19/2022 21:36:58	Bank transfer		\$734.10	#IN000044	Details

\$ #IN000044 [Add](#)

Edit or delete order status

Add or edit payment information

❖ 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 **orders listing page** click on arrow button to open drop-down menu > Click on “Duplicate” or click on “Duplicate this order” button from **order details page**.

ID	Reference	Customer	Products	Order note	Total	Payment	Status	Date	PDF	Shop
10	CVGSSCRNQ	M. Test	Delivery after 3p.m		\$88.40	Payment at home	Payment received	2019-06-13 05:50:39		Luna Cosmetic
9	GFXPIWOZ	M. Test			\$94.58	Payments by check	Awaiting check payment	2019-06-13 04:28:26		Luna Cosmetic
8	GFXPIWOZ	M. Test			\$128.18	Payments by check	Awaiting check payment	2019-06-13 04:28:25		Cosmetic
7	LFPCYAYHA	M. Test			\$121.60	Demo method	Awaiting check payment	2019-06-12 04:35:24		Luna Cosmetic

Orders

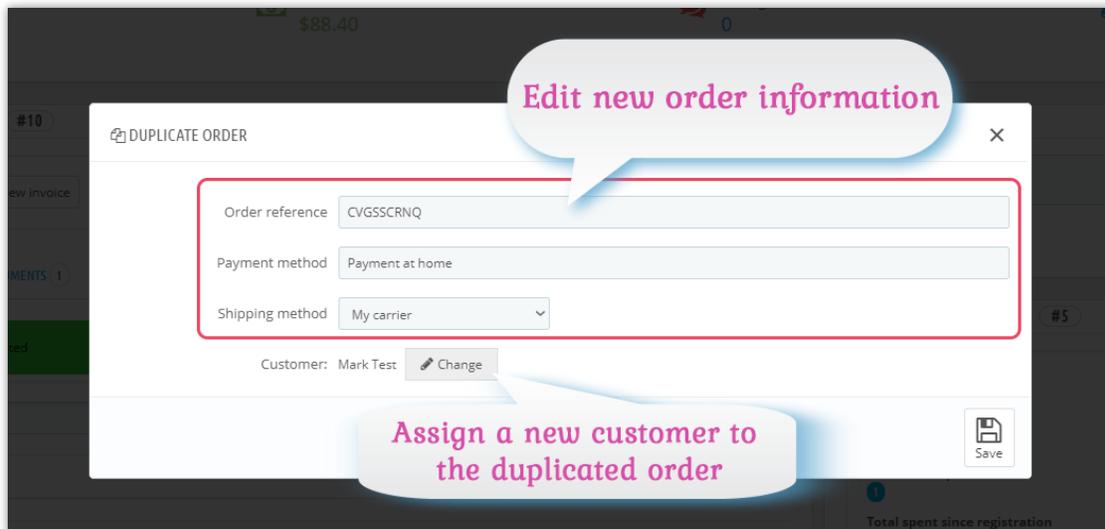
Order CVGSSCRNQ from Mark Test

Date: 06/13/2019 | Total: \$88.40 | Messages: 0 | Products: 2

Buttons: Delete this order, Duplicate this order, Recommended Modules, Help

ORDER: CVGSSCRNQ #10

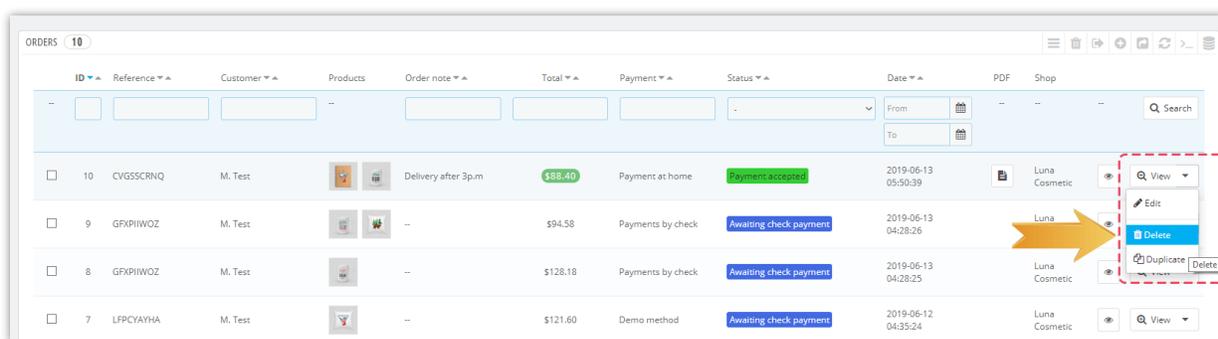
ORDER NOTE: Delivery after 3p.m

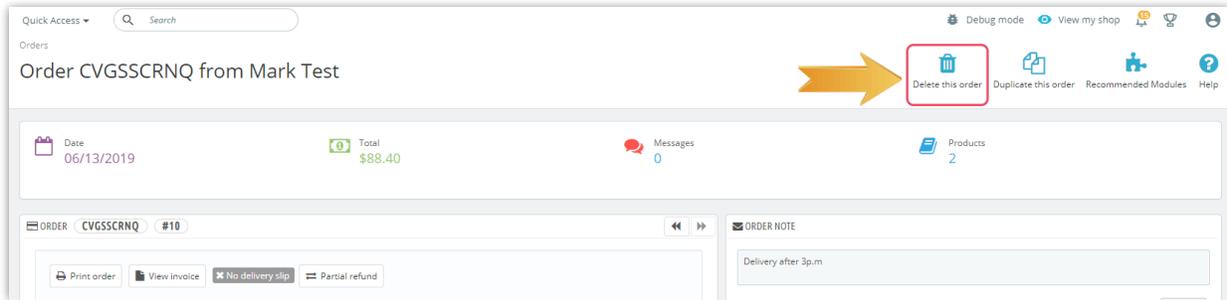


4. Delete and restore orders

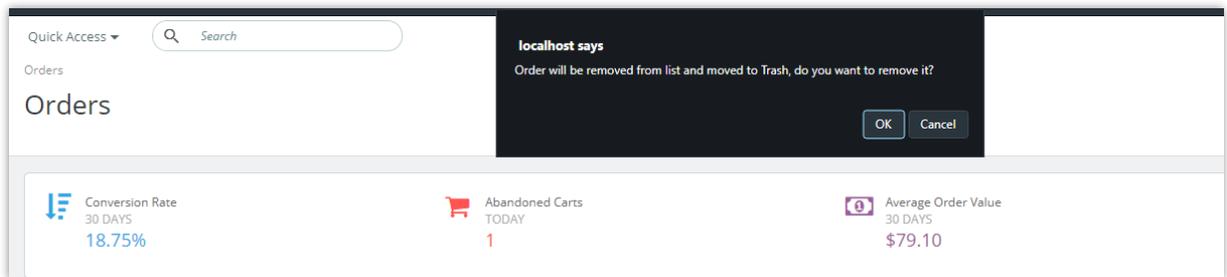
By default, you cannot delete a PrestaShop order, but **Order Manager** enables you to do that. You can move unnecessary orders or failed orders to a trash. From this trash, you can **delete orders permanently** or **restore orders** back to order listing page.

To delete an order, on **orders listing page** click on arrow button to open drop-down menu
 > Click on "Delete" or click on "Delete this order" button from **order details page**.

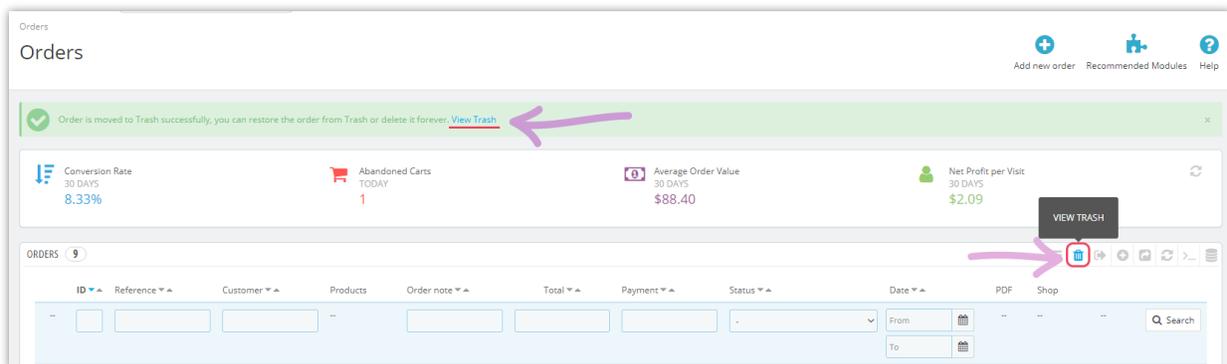




Click "Ok" button to move order to trash.



Click on "View trash" link or "View trash" icon to navigate to **Trash** page.



Orders

Trash

+ Add new order + Recommended Modules ? Help

ORDERS 1

ID	Reference	Customer	Products	Order note	Total	Payment	Status	Date	PDF	Shop	
10	CVGSSCRNQ	M. Test		Delivery after 3p.m	\$88.40	Payment at home	Payment accepted	2019-06-13 05:50:39		Luna Cosmetic	

Click „Delete” to delete order permanently
Click „Restore” to restore order back to order listing page

View
Delete
Restore

5. Log in as 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

Conversion Rate 30 DAYS Abandoned Carts TODAY Average Order Value 30 DAYS Net Profit per Visit 30 DAYS

ORDERS 18

ID	Reference	Customer	Products	Order note	Total	Payment	Status	Date	PDF
29	JKUASYZDW	E. Test		--	\$19.90	Payments by check	Payment accepted	2021-04-17 05:56:58	
28	EQQKNEZR	E. Test		--	\$325.16	Payments by check	Payment accepted	2021-04-06 17:55:51	
22	PZGOOZFZJ	J. tester		--	\$36.28	Bank transfer	Awaiting bank wire payment	2020-02-06 21:25:09	
21	KVYWNDR	J. tester		--	\$36.00	Bank transfer	Awaiting bank wire payment	2020-02-06 05:23:06	
19	KVCZYTRWW	J. Brown		Ship in this morning	\$126.40	Bank transfer	Shipped	2019-07-11 04:36:08	
18	SYROYBSLW	T. Nguyen		--	\$65.00	Payments by check	Payment accepted	2019-06-21 23:14:08	

Context menu for order 28:

- Edit
- Delete
- Duplicate
- Shipping label
- Login as customer

Store manager will be navigated to **“Your account”** page of store’s front office:

Call us: 098653342424 English Currency: USD \$ Sign out ETS Test Cart (0)

my store CLOTHES ACCESSORIES ART Search our catalog

Your account

- INFORMATION
- ADDRESSES
- ORDER HISTORY AND DETAILS
- CREDIT SLIPS
- VOUCHERS

Sign out

Get our latest news and special sales

Your email address SUBSCRIBE

You may unsubscribe at any moment. For that purpose, please find our contact info in the legal notice.

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

The screenshot shows a web application interface for a customer account. At the top, there is a header with contact information (Call us: 098653342424), language (English), currency (USD \$), and user options (Sign out, ETS Test, Cart (0)). Below the header is a navigation bar with the store logo 'my store' and menu items 'CLOTHES', 'ACCESSORIES', and 'ART'. A search bar is also present. The main content area is titled 'Home / Your account' and 'Order history'. It contains a message: 'Here are the orders you've placed since your account was created.' Below this is a table with two rows of order data. The table has columns for Order reference, Date, Total price, Payment, Status, and Invoice. The first row shows order reference JKUASYZDW, date 04/17/2021, total price \$19.90, payment by check, and status 'Payment accepted'. The second row shows order reference EQQKNEZR, date 04/06/2021, total price \$325.16, payment by check, and status 'Payment accepted'. Below the table are navigation links: '< Back to your account' and 'Home'. At the bottom, there is a subscription form with the text 'Get our latest news and special sales', an input field for 'Your email address', and a 'SUBSCRIBE' button. A disclaimer below the form states: 'You may unsubscribe at any moment. For that purpose, please find our contact info in the legal notice.'

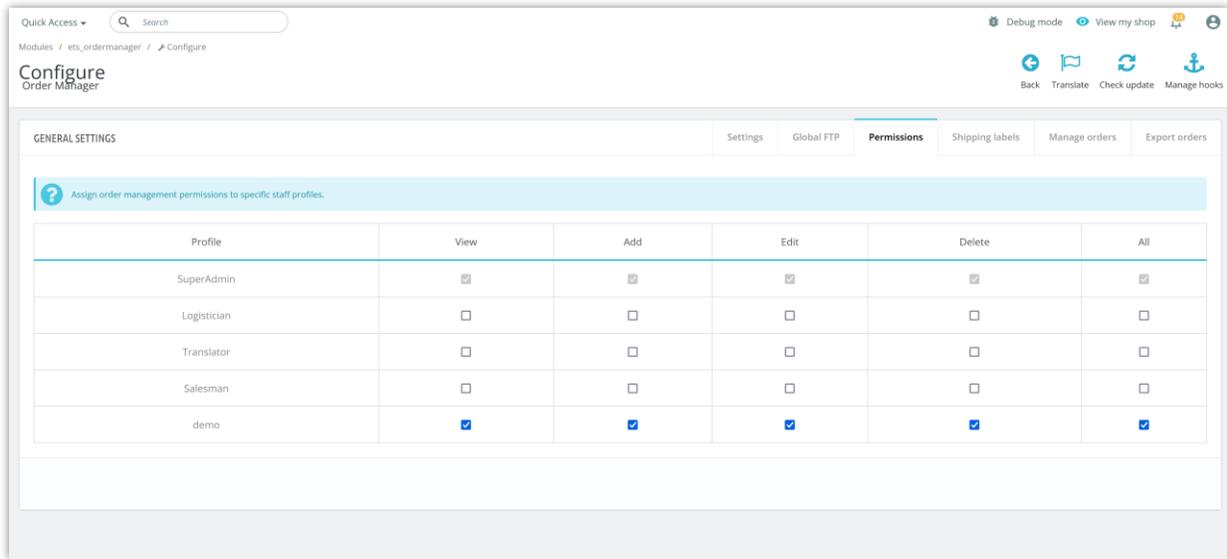
Order reference	Date	Total price	Payment	Status	Invoice
JKUASYZDW	04/17/2021	\$19.90	Payments by check	Payment accepted	Details Reorder
EQQKNEZR	04/06/2021	\$325.16	Payments by check	Payment accepted	Details Reorder

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 profile.



7. Customize shipping label

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

You can select the size format for shipping label. **Order Manager** supports these following sizes: A3, A4, A5, A6.

Quick Access - Search

Modules / ets_ordermanager / Configure

Configure
Order Manager

Debug mode View my shop

Back Translate Check update Manage hooks

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_address}, {customer_phone}, {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_address}, {customer_phone}, {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

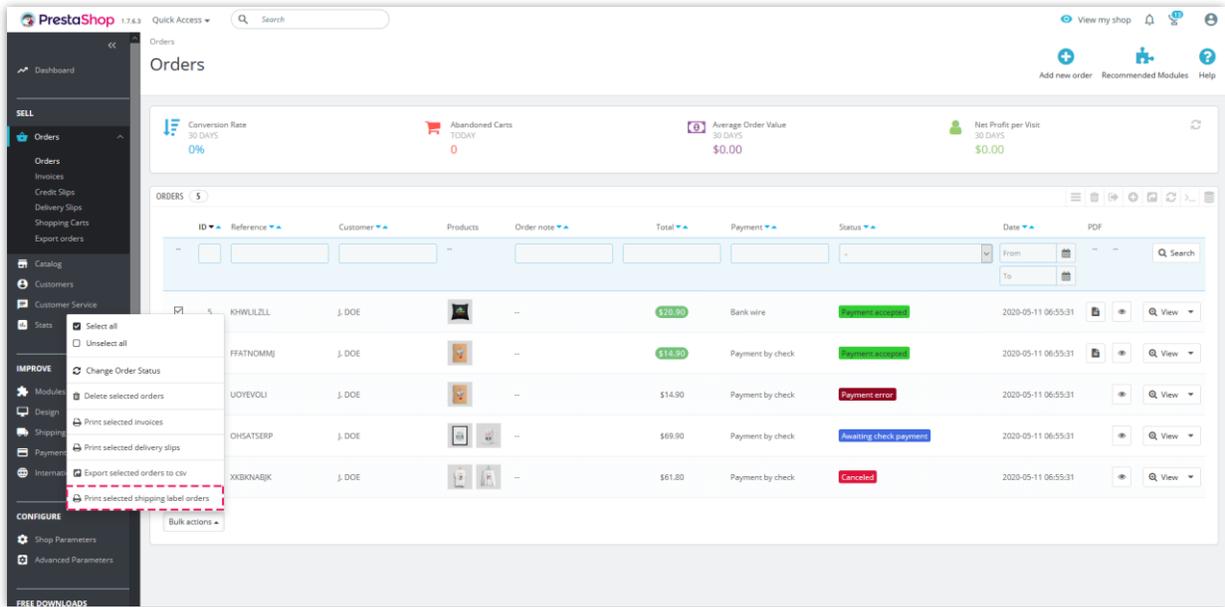
{shop_name} - {shop_address} - {shop_city}, {shop_state} {shop_postcode} - {shop_country}

For more assistance, contact Support:
Tel: {shop_phone}

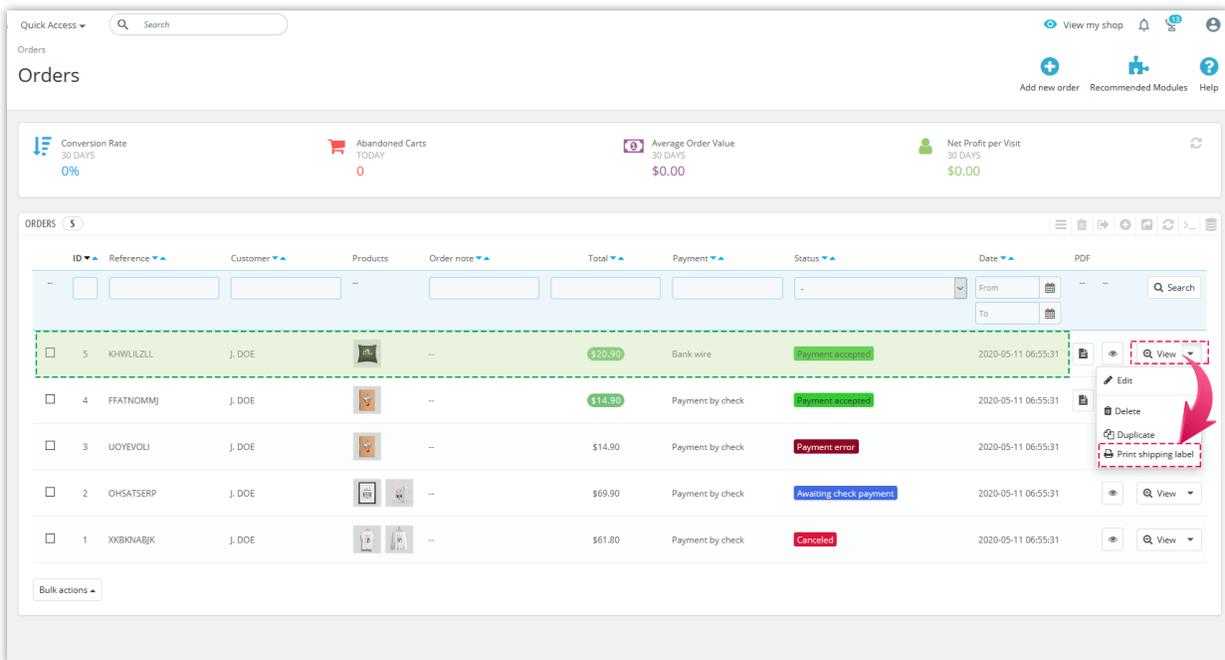
Custom variables: {logo}, {shop_phone}, {shop_fax}, {shop_address}, {shop_email}, {shop_site_name}, {shop_name}, {shop_city}, {shop_postcode}, {shop_country}, {shop_state}, {customer_lastname}, {customer_firstname}, {customer_address}, {customer_phone}, {customer_company}, {customer_country}, {customer_state},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

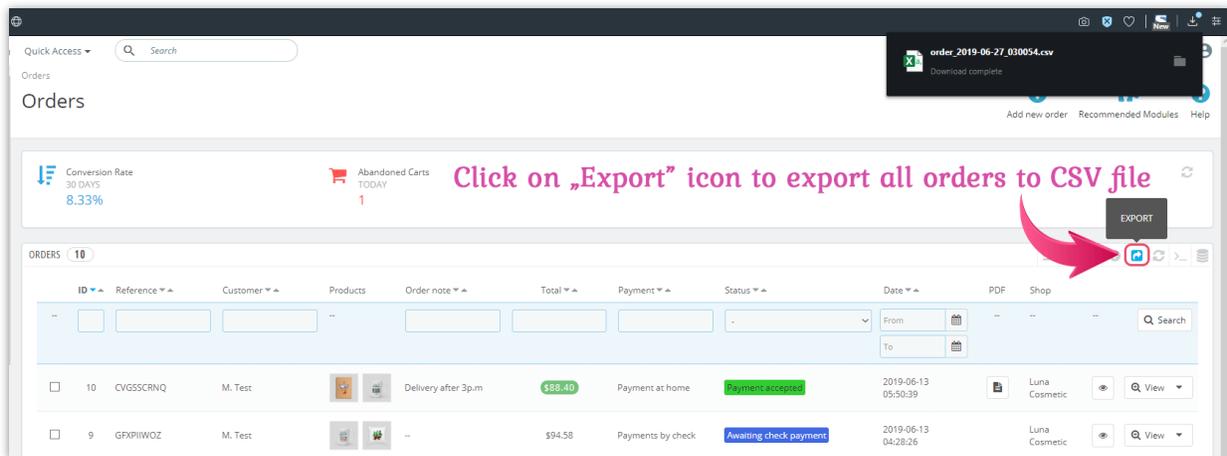


V. EXPORT PRESTASHOP ORDERS

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 displays the Order Manager interface. At the top right, a notification banner shows 'order_2019-06-27_030054.csv Download complete'. Below the navigation bar, there are statistics for 'Conversion Rate 30 DAYS 8.33%' and 'Abandoned Carts TODAY 1'. A pink text overlay with an arrow pointing to the 'EXPORT' button reads 'Click on „Export” icon to export all orders to CSV file'. The main area shows a table of orders with columns for ID, Reference, Customer, Products, Order note, Total, Payment, Status, Date, PDF, and Shop. Two orders are visible: ID 10 (CVGSSCRNQ) and ID 9 (GFXPIWOZ).

ID	Reference	Customer	Products	Order note	Total	Payment	Status	Date	PDF	Shop
10	CVGSSCRNQ	M. Test	Delivery after 3p.m		\$88.40	Payment at home	Payment accepted	2019-06-13 05:50:39		Luna Cosmetic
9	GFXPIWOZ	M. Test			\$94.58	Payments by check	Awaiting check payment	2019-06-13 04:28:26		Luna Cosmetic

Orders

1. Select orders you want to export

ID	Reference	Customer	Product	Price	Payment Method	Status
10	CVSSSCRNQ	M. Test	Delivery after 3pm	\$24.50	Payment at home	Awaiting check payment
9	GFXPWQZ	M. Test	...	\$24.50	Payments by check	Awaiting check payment
8	GFXPWQZ	M. Test	...	\$128.18	Payments by check	Awaiting check payment
7	LFPCYAYHA	M. Test	...	\$121.60	Demo method	Awaiting check payment
6	JSRJNJKZ	J. Test	...	\$128.00	Bank transfer	Payment accepted
5	KHWLZLL	J. DOE	...	\$20.90	Bank wire	Delivered
	FFATNOMMJ	J. DOE	...	\$14.90	Payment by check	Awaiting check payment
	UOYEVOLI	J. DOE	...	\$14.90	Payment by check	Payment error
	OHSATSERP	J. DOE	...	\$69.90	Payment by check	Awaiting check payment
	\$51.00	Payment by check	Completed

2. Click „Bulk actions” button

3. Select „Export selected orders to csv”

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.

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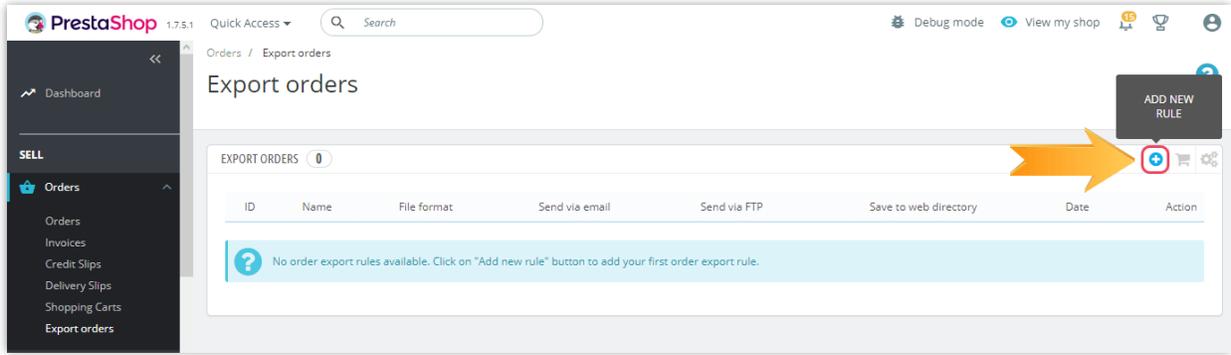
Configure Order Manager

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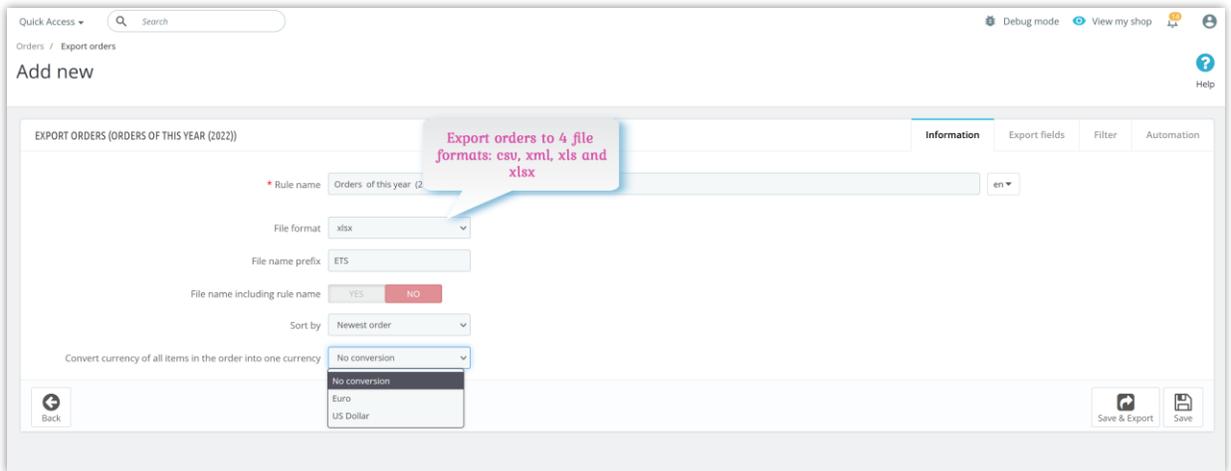
GENERAL SETTINGS Cronjob Global FTP Permissions Shipping label Manage orders **Export orders**

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](#)

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



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



Navigate to **“Export fields”** tab > select export fields which 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 RULES

Information **Export fields** Filter Automation

Available fields		Selected fields
Order	<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
	<input checked="" type="checkbox"/> Order added date	+ Phone
	<input type="checkbox"/> Order updated date	+ Country
	<input checked="" type="checkbox"/> Order status	+ Address
	<input type="checkbox"/> Customer	+ Total payment tax included x
Customer	<input type="checkbox"/> Admin me	+ Order status x
	<input type="checkbox"/> All	+ Invoice number x
	<input type="checkbox"/> Customer ID	+ Carrier name x
	<input checked="" type="checkbox"/> First name	+ Shipping tax incl x
	<input checked="" type="checkbox"/> Last name	+ Delivery number x
	<input checked="" type="checkbox"/> Email	+ Payment method x
	<input checked="" type="checkbox"/> Country	+ Order added date x
	<input type="checkbox"/> State	+ Product name x
	<input type="checkbox"/> Identification number	+ Product quantity x
	<input type="checkbox"/> Company	+ Product price x
	<input type="checkbox"/> VAT number	
	<input checked="" type="checkbox"/> Address	
	<input type="checkbox"/> Zip/postal code	
	<input checked="" type="checkbox"/> Phone	
<input type="checkbox"/> Shipping address		
<input type="checkbox"/> Invoice address		
<input checked="" type="checkbox"/> New client		

Select data fields to export by check/uncheck

Sort up fields in final data export file by dragging and dropping field names

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

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Orders / Export orders

Add new

EXPORT ORDERS (ORDERS OF THIS YEAR (2022)) Information Export fields **Filter** Automation

Date of order

- Any date
- Today
- Yesterday
- This month (08/2022)
- Month -1 (07/2022)
- This year (2022)
- Year -1 (2021)
- From-To
- The day before

Order status

- All
- Payment accepted
- Processing in progress
- Shipped

Specific order

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

Specific customer

Search for specific customer by id, name, email

Customer groups

- All
- Visitor
- Guest
- Customer

Countries

- All
- Afghanistan
- Åland Islands
- Albania

Carriers

- All
- Demo shop
- My carrier
- Demo shop

Payment methods

- All
- Payment by check
- Bank transfer

Manufacturers

- All
- Studio Design
- Graphic Corner

Suppliers

- All

Categories

Collapse All Expand All Check All Uncheck All

- Home (7 selected)
- Clothes (2 selected)
 - Men
 - Women
- Accessories (2 selected)
 - Stationery
 - Home Accessories
- Art

Include specific products

Search for product by name, reference or ID

Order total from USD To USD

Back **Save & Export** **Save**

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

Quick Access ▾ Search

Orders / Export orders

Add new

EXPORT ORDERS (ORDERS OF THIS YEAR (2022))

Information Export fields Filter **Automation**

Send export file via email YES NO

* Email title Orders exported on [date] en ▾

Available tag: [date]

* Email content en ▾

Here are orders exported on [date]

Available tag: [date]

* Receiver emails

Email addresses to receive export files, separated by a comma (if multiple)

Frequency Daily ▾

Send on (at) 23

Orders to send All orders matched filter (default)

Frequency: hourly, daily, weekly, monthly

Save order export file to a directory on this server YES NO

Directory path

Only enter sub directory of root: /home/ets/public_html/demo1/ordermanager. Leave blank will export to root directory (not recommended).

Frequency Daily ▾

Send on (at) 23 ▾

Orders to send All orders matched filter (default) ▾

Automatically delete exported files Never ▾

Set up configurations to save order exported file to a specific directory on your current server

Upload order export file to another server using FTP YES NO

* Host

* Username

* Password

Port 21

Remote directory path

Leave blank to upload file to root directory of the FTP account. Only enter sub directory if you want to upload to a sub directory.

Frequency Daily ▾

Send on (at) 23 ▾

Orders to send All orders matched filter (default) ▾

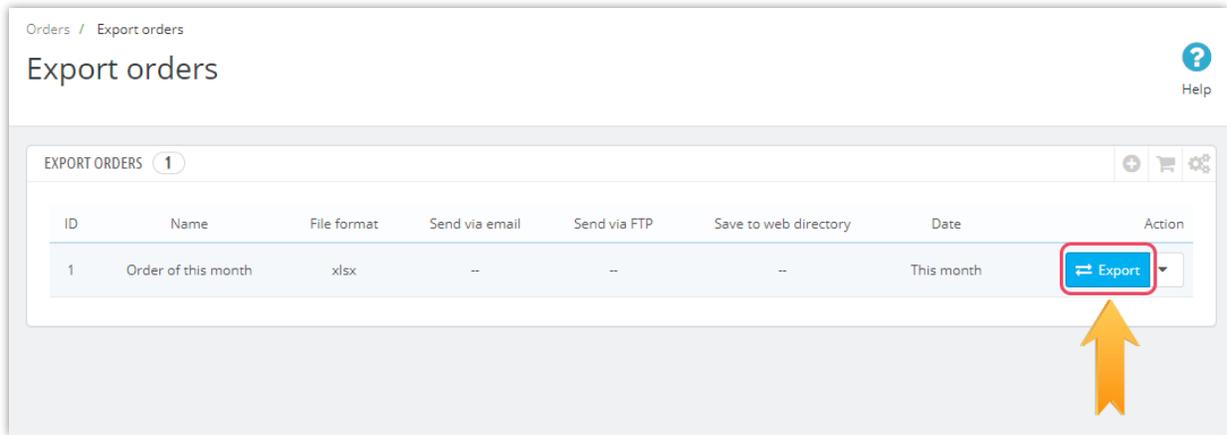
Back

Save & Export Save

Click **“Save”** button to save your export rule.

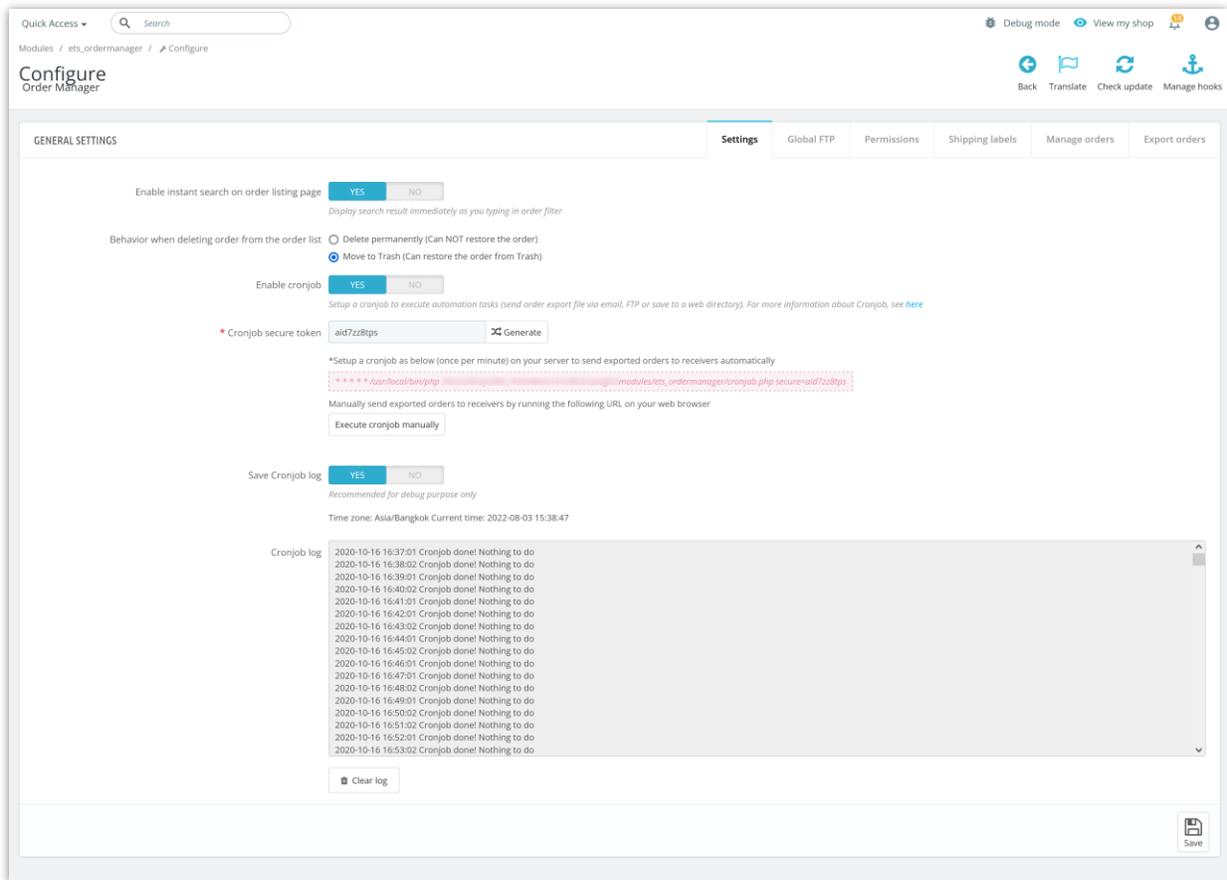
NOTE: You need to enable cronjob feature to make automation task work.

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 cronjob feature. To set up cronjob, open module’s configuration page > select “**Settings**” tab.



Click “Save” to apply 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 module’s configuration page, navigate to “**Global FTP**” tab > enter your FTP information then click “Save” to finish.

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Configure Order Manager

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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: 150.136.0.48

Username: [redacted]

Password: [redacted]

Port: 21

Save

5. Export result

Below is an example of export file in XLSX format:

ETS This_year_01_08_2022.xlsx - Excel

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	LVKKCPWL	ETS	Test	[redacted]	United States	38.02	Awaiting bank wire payment		My carrier	7		08/02/2022	1	demo
46	VXVQYUUCG	Andy Nantenaina	RALAVARUAONA	[redacted]	France	17.21	Payment accepted	#IN000011	My carrier	0	Payments by check	04/11/2022	1	demo
45	TRFPKJLUN	Aino	Smith	[redacted]	United States	18.0	Payment accepted	#IN000030	My carrier	6.23	Payments by check	04/14/2022	1	demo
44	PZZWUPEJ	Vitaly	S	[redacted]	France	57.28	Payment accepted	#IN000029	My carrier	6.23	Bank transfer	01/24/2022	1	demo
44	PZZWUPEJ	Vitaly	S	[redacted]	France	57.28	Payment accepted	#IN000029	My carrier	6.23	Bank transfer	01/24/2022	2	demo
43	NFGIIDLH	Ramunas	Leipus	[redacted]	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 do have any questions for which the answer is not available in this document, please feel free to contact us.