

## ## Order CSV Download Module Documentation

### ### Overview

The Order CSV Download Module enables administrators to download order records in a CSV format. The module offers filtering options based on the start date, end date, and order type ("New" or "All"). The manual order import feature allows you to upload orders in a CSV (Comma Separated Values) format, which is particularly useful when integrating with systems that are not directly compatible with ShipStation.

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### ### Prerequisites

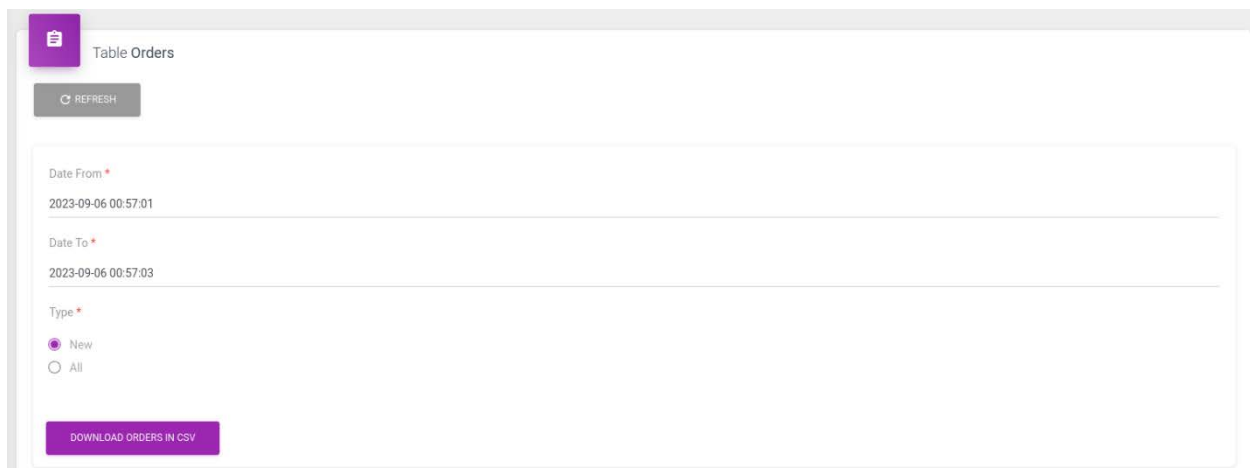
- Make sure you have Admin access to the system.
- Required software and versions (if applicable).

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### ### Feature Description

This module has the following functionalities:

1. **Filtering**: Filter orders based on start date, end date, and type.
  - **Start Date**: Select the starting date from a calendar view.
  - **End Date**: Select the ending date from a calendar view.
  - **Type**: Choose from two types:
    - **New**: Orders that have never been downloaded before.
    - **All**: All orders irrespective of their downloaded status.
2. **Download**: Generates a CSV file containing the filtered orders.
3. **Order Status Update**: Automatically updates the 'downloaded' status of orders that have been downloaded.



The screenshot shows a web interface titled "Table Orders". It features a "REFRESH" button with a circular arrow icon. Below this are three input fields: "Date From" with the value "2023-09-06 00:57:01", "Date To" with the value "2023-09-06 00:57:03", and "Type" with radio button options for "New" (selected) and "All". At the bottom is a purple button labeled "DOWNLOAD ORDERS IN CSV".

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### ### Ship Station Import Process

1. **\*\*Navigate to Import Section\*\***: After logging in to ShipStation, go to <https://ship9.shipstation.com/orders/awaiting-shipment>  
And then press `Orther Actions -> Order Import`

Awaiting Shipment [Reload](#)

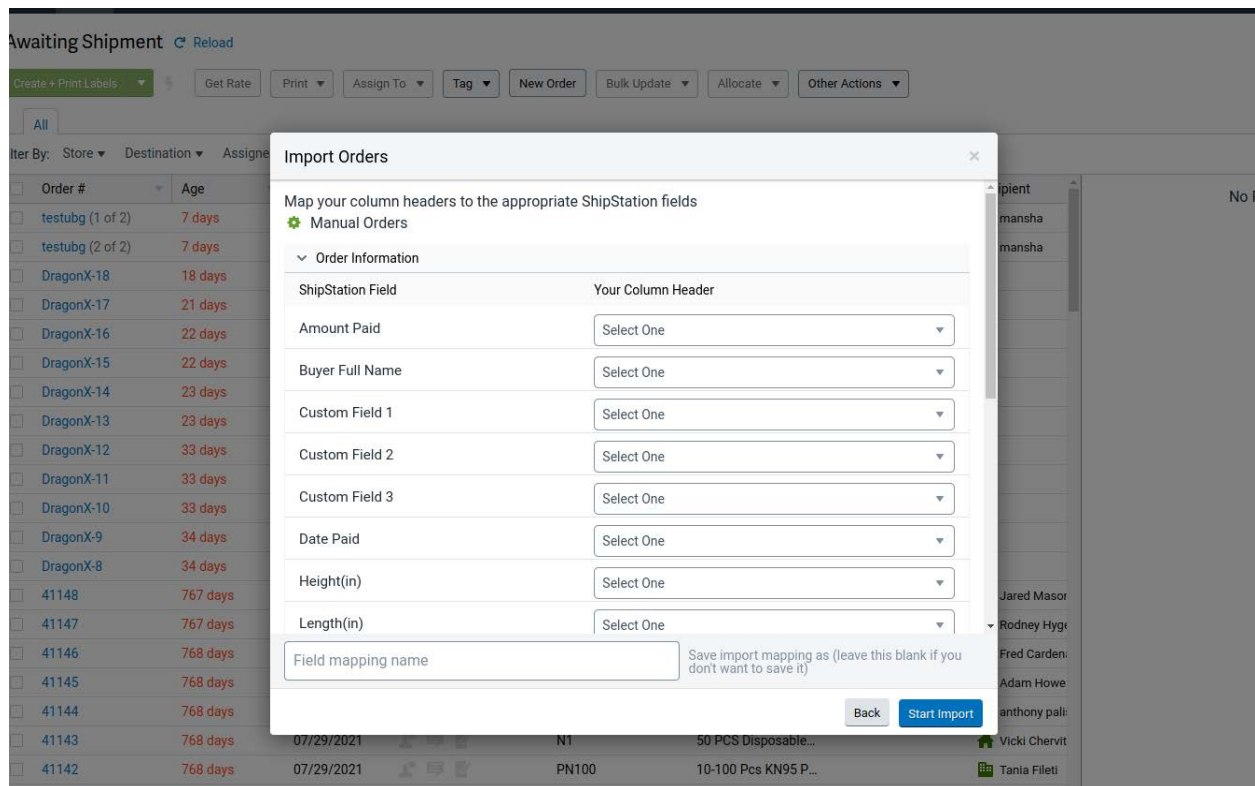
Create + Print Labels [Get Rate](#) [Print](#) [Assign To](#) [Tag](#) [New Order](#) [Bulk Update](#) [Allocate](#) [Other Actions](#)

Filter By: Store Destination Assignee Tag Allocation Status Order Date Other Saved Filters

Order #	Age	Order Date	Notes	Gift	Item SKU	Item Name	Recipient
<input type="checkbox"/> testubg (1 of 2)	7 days	08/28/2023			testing1	Testing 1	mansha
<input type="checkbox"/> testubg (2 of 2)	7 days	08/28/2023					mansha
<input type="checkbox"/> DragonX-18	18 days	08/18/2023				10 DRAGON	
<input type="checkbox"/> DragonX-17	21 days	08/15/2023				10 DRAGON	
<input type="checkbox"/> DragonX-16	22 days	08/14/2023				10 DRAGON	
<input type="checkbox"/> DragonX-15	22 days	08/14/2023				10 DRAGON	
<input type="checkbox"/> DragonX-14	23 days	08/13/2023				10 DRAGON	
<input type="checkbox"/> DragonX-13	23 days	08/13/2023				10 DRAGON	
<input type="checkbox"/> DragonX-12	33 days	08/03/2023				10 DRAGON	
<input type="checkbox"/> DragonX-11	33 days	08/03/2023				10 DRAGON	
<input type="checkbox"/> DragonX-10	33 days	08/03/2023				10 DRAGONX GOL...	
<input type="checkbox"/> DragonX-9	34 days	08/01/2023				10 DRAGONX SILV...	
<input type="checkbox"/> DragonX-8	34 days	08/01/2023				10 DRAGONX SILV...	
<input type="checkbox"/> 41148	767 days	07/29/2021			D50	50 PCS Face Mask ...	Jared Masor
<input type="checkbox"/> 41147	767 days	07/29/2021			DX10	10 DRAGON X Mal...	Rodney Hygr
<input type="checkbox"/> 41146	768 days	07/29/2021			D50	50 PCS Face Mask ...	Fred Carden
<input type="checkbox"/> 41145	768 days	07/29/2021			PM50	50 PCS Face Mask ...	Adam Howe
<input type="checkbox"/> 41144	768 days	07/29/2021			PN10	10-100 Pcs KN95 P...	anthony pall

No Rows Select

2. **\*\*Upload File\*\***: Click on the `Browse` button to select your well-formatted CSV file.
3. **\*\*Preview and Map Fields\*\***: Once uploaded, ShipStation may provide you with a preview of the data. Make sure the columns in your CSV file match the fields in ShipStation. It is one time process. You can create a mapping and then save it on shipstation



4. **\*\*Start Import\*\***: Click on the `Start Import` button. ShipStation will process the file and import the orders.

5. **\*\*Review\*\***: After the import process is complete, it is advisable to review the orders to ensure all data has been correctly imported.

### ### User Guide

1. **\*\*Accessing the Module\*\***: Navigate to the Admin dashboard and then open orders index page and locate the "Order CSV Download" section. - <https://dragonx.co/admin/order-management/orders>

2. **\*\*Setting Filters\*\***:

- Choose your desired start and end dates from the calendar icons.
- Select the type of orders ("New" or "All") from the dropdown.

3. **\*\*Download CSV\*\***: Click on the 'Download' button to download the CSV file.

4. **\*\*Check Download Status\*\***: View the 'Download Status' column to check whether an order has been downloaded before or not.

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### ### FAQ

- \*\*Q1: Can I filter orders based on other criteria?\*\*
  - Currently, only start date, end date, and type filters are supported.
- \*\*Q2: How do I check if an order has been downloaded before?\*\*
  - The 'Downloaded' column in the database will indicate this.
- \*\*Q3: Can I update an order through manual import?\*\*
  - This depends on the settings in your ShipStation account. Some configurations may allow for updating existing orders.
- \*\*Q4: Can I import files other than CSV?\*\*
  - Currently, ShipStation supports only CSV file format for manual order import

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### ### Support

For additional queries, please contact [webdev@seqnetworks.com](mailto:webdev@seqnetworks.com)