

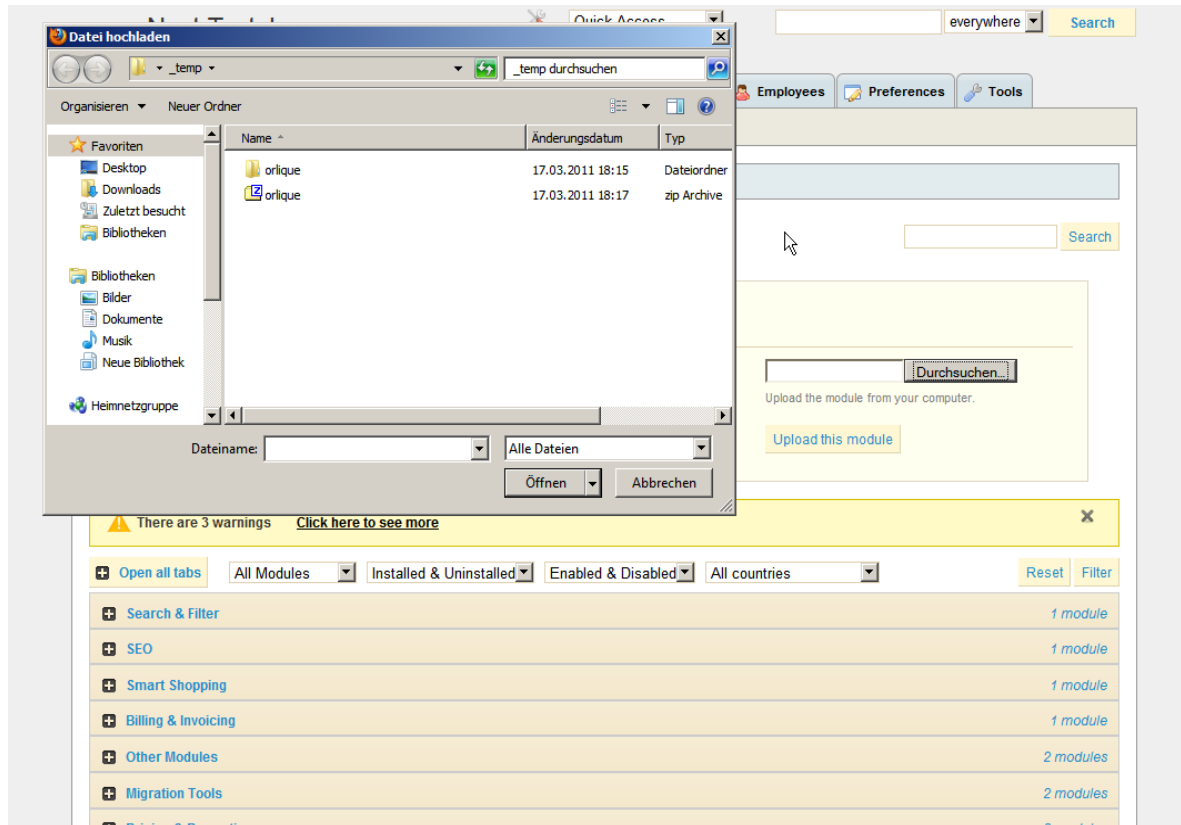


Orlique - the Order Manager

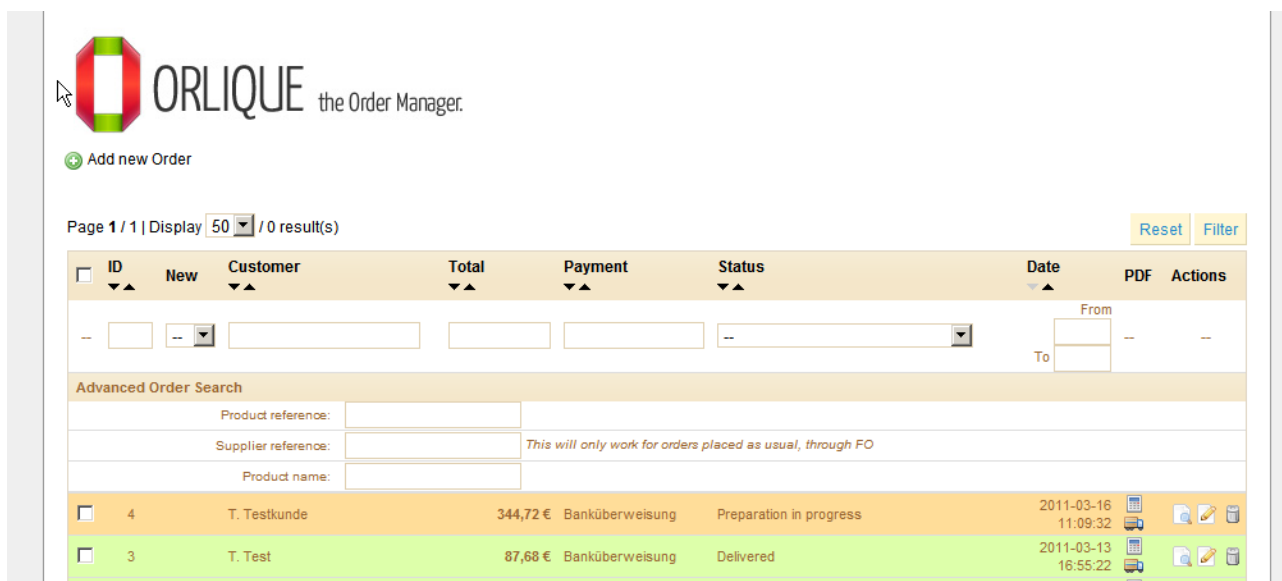
USER MANUAL

1. Installation

First go to the section „modules“ at the back office and click „**add a new module**“, to upload the zipped module (orlique.tar). After the installation you will find it listed under „**Silbersaiten**“ hook (or „Other Modules“ in PS 1.4)



You will find the order manager core module in the back office at the section „**orders**“ > **order manager**.



2. Functions

Add new orders

Now you can add new orders directly through the back office at section „**orders**“ > **order manager**. You also can manually add orders like order by fax, telephone or direct orders in Prestashop now.

The new system uses automatic completion to search for different customers and products and you can change any specific detail of the order, like currency, shipping costs (manually or automatic), or discounts (amount or percent).

You also can add multiple products to your order.

The screenshot shows the 'Add new order' form in the Prestashop back office. The form is organized into several sections:

- Customer Information:** A text input field for 'Please enter customer's name or email'.
- Status:** A dropdown menu currently set to 'Awaiting bank wire payment'.
- Shipping address:** A text area containing 'My Company', 'John DOE', '16, Main street', '2nd floor', '75000 Paris', 'Germany', and '0102030405'.
- Invoice address:** A text area containing the same address as the shipping address.
- Order Currency:** A dropdown menu set to 'Euro'.
- Discount:** A section showing 'Current discount:' as '0,00 €'.
- Wrapping:** A section showing 'Current price:' as '0,00 €'.
- Shipping Information:** A section with a 'Carrier:' dropdown set to 'DHL' and 'Shipping Price:' as '0,00 €'.
- Order details:** A section with a 'Payment Method:' dropdown set to 'Bank Wire' and a table summarizing the order totals.

Order details	
Products	186,92 €
Discounts	0,00 €
Wrapping	0,00 €
Shipping	0,00 €
Total	186,92 €

Add new customers

Now you can apply your new order both to an existent customer and to a new one. Therefore, click on the button „create new customer“ and fill the form. You can apply multiple addresses to one customer. You don't need to create a password for a new customer, for example if you need to add him for a phone order.

Edit Orders

You now can edit orders manually.

The new changes will update all data, like in the customers account, back office and bills. It's possible to edit any specific detail of the order, or for example add new products to an existing order.

Delete Orders

Delete orders in the Back Office completely without using hacks or core changes, so you finally can delete all your test orders.

Multiple Workflow

It is now finally possible, to edit more than one status at the same time – so for example, you can change the status of all orders for one customer by selecting the items and applying the command to the selection.

Advanced in-order search

Within your orders you can search for product reference, supplier reference, or product name. For example, if you type „iPod“ you will receive a list of orders, where this product was bought.

questions and support: service@silbersaiten.de