



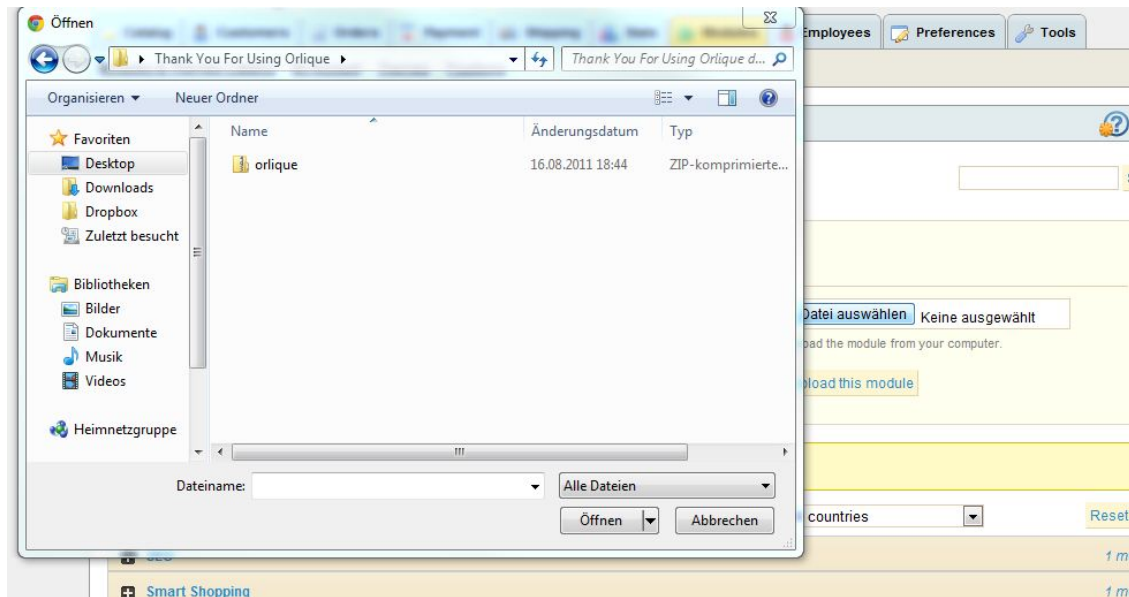
Orlique - the Order Manager

USER MANUAL

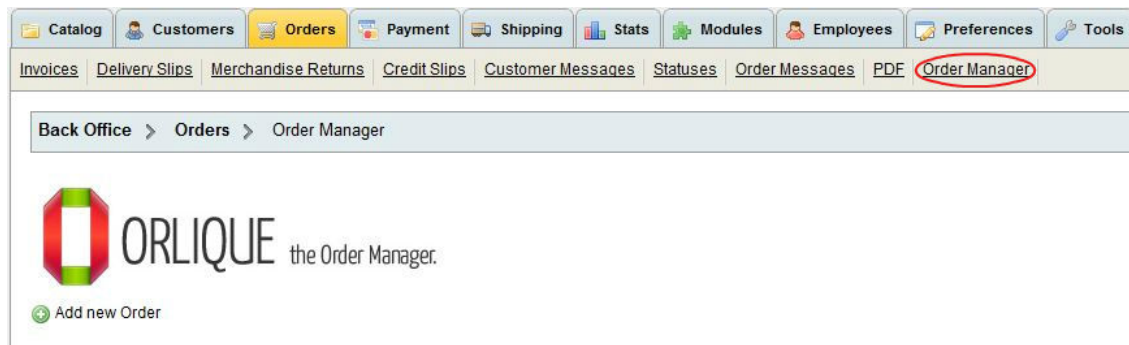
Demo: <http://orlique.prestashop-module.de/admin-orlique>
User: orlique@prestashop-module.de
Pass: orlique-demo

1. Installation

First of all go to the section „modules“ at the back office and click **“Add a module from my computer”** to upload the zipped module (orlique.zip). 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/Edit Order

Orlique interface will help you easily add new or edit existing order.

1. Order Tab

Image	Product	Reference	Quantity	Weight	Price (tax excl.)	Tax rate	Price (tax incl.)	Total (tax incl.)	
	iPod Nano - Color : Schwarz, Disk space : 16Go	N/A	1	0.5kg	166.39 €	0.000	166.39 €	166,39 €	✕

The new system uses automatic text prediction system to search for products and you can change any specific detail of the product like quantity, price and etc.

2. Shipping / Address Tab

Shipping address

Invoice address

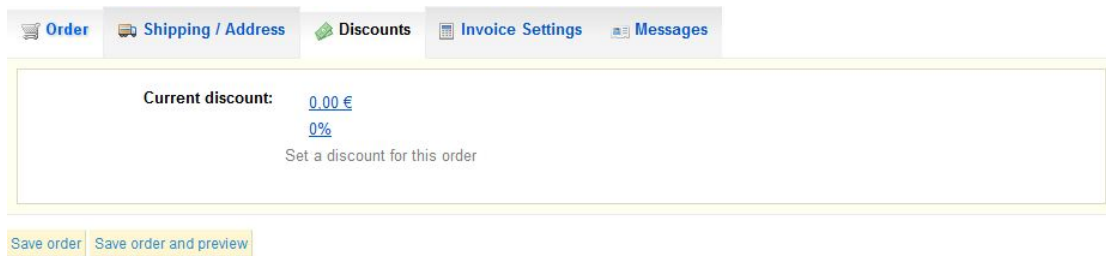
Shipping Information

Carrier: ▼ Calculate automatically

Shipping Price: 5.95 €

Add and Edit shipping details of a costumer. Also you can choose carrier. The shipping price may be calculated automatically or manually.

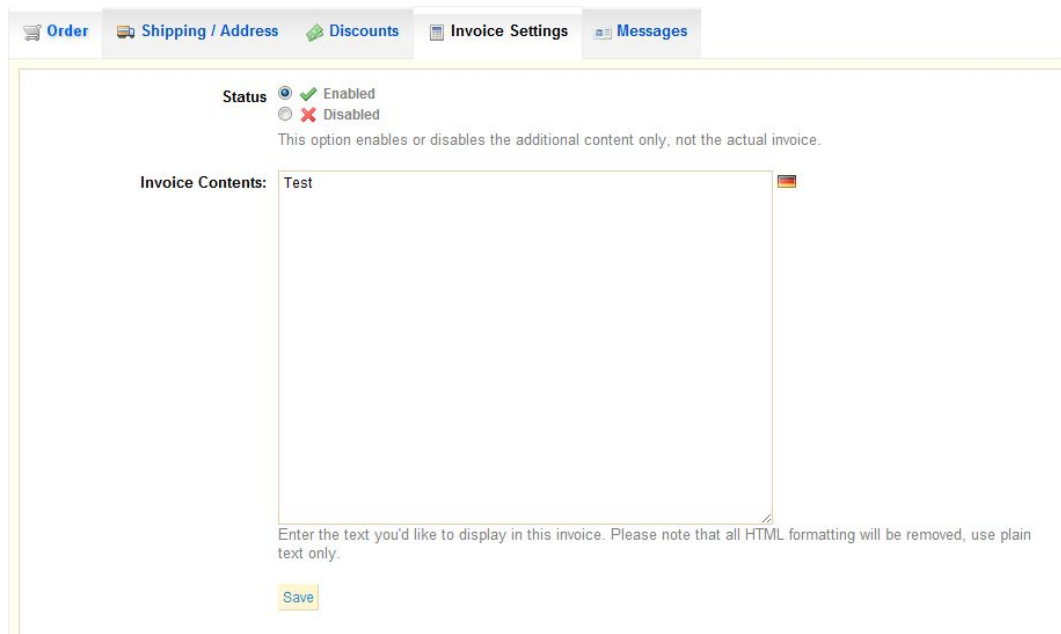
3. Discount Tab



The screenshot shows the 'Discounts' tab selected in a navigation bar with other tabs: Order, Shipping / Address, Invoice Settings, and Messages. The main content area displays 'Current discount: 0.00 €' and '0%'. Below this, there is a text input field with the placeholder 'Set a discount for this order'. At the bottom of the interface, there are two buttons: 'Save order' and 'Save order and preview'.

In the Discount Tab you can add discount for specific order(sum or in percentage).

4. Invoice Settings Tab



The screenshot shows the 'Invoice Settings' tab selected in the navigation bar. The 'Status' section has two radio buttons: 'Enabled' (selected) and 'Disabled'. A note below states: 'This option enables or disables the additional content only, not the actual invoice.' The 'Invoice Contents' section features a large text area containing the word 'Test' and a German flag icon. A note at the bottom of the text area reads: 'Enter the text you'd like to display in this invoice. Please note that all HTML formatting will be removed, use plain text only.' A 'Save' button is located at the bottom left of the text area.

For example, if the customer needs some additional information to be attached to his invoice, you can simply write it in the window **Invoice Contents** and the text will be added to the specific invoice.

5. Messages Tab

The screenshot shows the 'Messages' tab in the Orlique module. At the top, there is a navigation bar with tabs: 'Order', 'Shipping / Address', 'Discounts', 'Invoice Settings', and 'Messages'. The 'Messages' tab is active. Below the navigation bar, the main area is titled 'Compose a new message'. It contains a text input field with the placeholder text 'Message' and the text 'Thank You for choosing Orlique :)'. Below the text input field, there is a radio button labeled 'Public message' with options 'No' (selected) and 'Yes'. At the bottom left, there is a button labeled 'Add message'.

You can add any message you want to send to a customer by e-mail.

Add New Costumers

The screenshot shows the 'Add New Costumers' form in the Orlique module. At the top, there is a navigation bar with tabs: 'Order', 'Shipping / Address', and 'Discounts'. The 'Shipping / Address' tab is active. Below the navigation bar, the main area is titled 'Select customer'. It contains several input fields: 'Customer Lastname', 'Customer Firstname', 'Email', 'Default Group' (a dropdown menu with 'Default' selected), 'Company', 'VAT number', 'Address', 'Address (2)', 'Postcode/ Zip Code', 'City', and 'Country' (a dropdown menu with 'Afghanistan' selected). There is also a 'Groups' section with a table listing groups:

	ID	Name
<input type="checkbox"/>	1	Default
<input type="checkbox"/>	2	Presents
<input type="checkbox"/>	3	Test Discount
<input type="checkbox"/>	4	Test Discounts2

While using Orlique module you can add new costumers by pressing **Add new Order** button and then clicking **Create new costumer** button. 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.

Delete Orders

<input type="checkbox"/>	14	T. Johnson	MP3MP4 - iPod	Car stereo/MP3 player	2011-08-12 14:28:32			
<input type="checkbox"/>	13	T. Johnson	MP3MP4 - iPod	Payment (successful)	2011-08-12 14:00:14			
<input type="checkbox"/>	15	T. Johnson	MP3MP4 - iPod	Amazon MP3 player	2011-08-12 11:20:27			
<input type="checkbox"/>	12	T. Johnson	MP3MP4 - iPod	Shipped	2011-08-11 14:16:24			
<input type="checkbox"/>	11	T. Johnson	MP3MP4 - iPod	Payment (successful)	2011-08-11 01:30:57			
<input type="checkbox"/>	10	T. Johnson	MP3MP4 - iPod	Payment (successful)	2011-08-11 01:25:04			
<input type="checkbox"/>	9	T. Johnson	MP3MP4 - iPod	Shipped	2011-08-09 16:01:41			
<input checked="" type="checkbox"/>	7	T. Johnson	MP3MP4 - iPod	Payment (successful)	2011-08-05 18:07:43			
<input checked="" type="checkbox"/>	8	T. Johnson	MP3MP4 - iPod	Payment (successful)	2011-08-05 17:47:47			
<input checked="" type="checkbox"/>	3	T. Johnson	MP3MP4 - iPod	Shipped	2011-08-05 17:41:47			
<input checked="" type="checkbox"/>	5	T. Johnson	MP3MP4 - iPod	Shipped	2011-08-05 17:38:42			
<input type="checkbox"/>	4	T. Johnson	MP3MP4 - iPod	Payment (successful)	2011-08-05 17:08:02			
<input type="checkbox"/>	1	T. Johnson	MP3MP4 - iPod	Car stereo/MP3 player	2011-08-03 15:37:23			

Awaiting bank wire payment

Delete orders in the Back Office completely without using hacks or core changes, so you can finally delete all your test orders. You can either delete your orders one by one using **Trash can** button or using the **Delete selection** button.

Advanced in-order search

Within your orders you can search for product reference, supplier reference, or product name. For example, you need all orders with iPods, just type "iPod" in a **Product name** field then press **Enter** and the result will be shown.

Advanced Order Search								
Product reference: <input type="text"/>								
Supplier reference: <input type="text"/> <i>This will only work for orders placed as usual, through FO</i>								
Product name: <input type="text"/>								
<input type="checkbox"/>	16	T. Johnson	MP3MP4 - iPod	Shipped	2011-08-14 14:13:49			
<input type="checkbox"/>	14	T. Johnson	MP3MP4 - iPod	Car stereo/MP3 player	2011-08-12 14:28:32			
<input type="checkbox"/>	15	T. Johnson	MP3MP4 - iPod	Amazon MP3 player	2011-08-12 11:20:27			

Multiple Workflow

<input type="checkbox"/>	14	T. Schweiger	407,50 €	Check	Awaiting cheque payment	14:28:32		
<input type="checkbox"/>	15	T. Schweiger	140,00 €	Check	Awaiting cheque payment	2011-08-12 11:20:27		
<input checked="" type="checkbox"/>	12	T. Schweiger	200,00 €	Check	Cancelled	2011-08-11 14:16:24		
<input checked="" type="checkbox"/>	11	T. Schweiger	100,00 €	Check	Cancelled	2011-08-11 01:30:57		
<input checked="" type="checkbox"/>	10	T. Schweiger	200,00 €	Check	Cancelled	2011-08-11 01:25:04		
<input checked="" type="checkbox"/>	9	T. Schweiger	200,00 €	Check	Cancelled	2011-08-09 16:01:41		
<input checked="" type="checkbox"/>	7	T. Schweiger	100,00 €	Check	Cancelled	2011-08-05 18:07:43		
<input type="checkbox"/>	8	T. Schweiger	200,00 €	Check	Cancelled	2011-08-05 17:47:47		
<input type="checkbox"/>	6	T. Schweiger	200,00 €	Check	Cancelled	2011-08-05 17:41:47		
<input type="checkbox"/>	5	T. Schweiger	100,00 €	Check	Cancelled	2011-08-05 17:38:42		
<input type="checkbox"/>	4	T. Schweiger	100,00 €	Check	Cancelled	2011-08-05 17:08:02		
<input type="checkbox"/>	3	T. Schweiger	100,00 €	Check	Cancelled	2011-08-03 15:37:23		

Awaiting bank wire payment
Awaiting cheque payment
Awaiting PayPal payment
Canceled
Delivered
On backorder
Payment accepted
Payment error
Payment remotely accepted
Preparation in progress
Refund
Shipped

Change Status
Delete selection

It is now finally possible, to edit more then 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.

Attention!

If you are using stock management in your shop, you have to delete all products from the orders manually before deleting the order itself.