

Easy Export Overview

Table of Content

How does the Easy Export Plugin works?

What are the functions and how does it work on the Easy Export Plugin?

These are the 4 sections of report lists:

- Order List & Sale List
- Customer List
- Product List

What happened if I deactivate the plugin or delete the plugin?

How does the Easy Export Plugin works?

The Easy Export plugin is very simple plugin to used. All it does is pull the data from your woo-commerce website and insert into the lists/reports. There are 7 lists. The **7** lists are: **Order List**, **Sale List**, **Billing List**, **Shipping List**, **Mailing List**, **Product List** and the **Category List**. Any discrepancy /errors on the lists you have to fixed it on the website and if you correct the errors, the lists/reports will automatically update the data.

The image example below show how the list/report looks like:

PRODUCT LISTCATEGORY LIST

SKU	Category	Product Name	Regular Price	Total Stock	Total Products Sold	Total Amount per Products
12019310000	Make Up & Fashions	Product One	\$45.00	491	9	\$405.00
12019310001	Food & Beverages	Product Two	\$35.00	492	8	\$280.00
12019310002	Home Improvement	Product Three	\$47.00	493	7	\$329.00
12019310003	Electronics	Product Four	\$21.00	494	6	\$126.00
12019310004	Make Up & Fashions	Product Five	\$45.00	500		\$0.00
12019310005	Food & Beverages	Product Six	\$53.00	495	5	\$265.00
12019310006	Make Up & Fashions	Product Seven	\$53.00	496	4	\$212.00
12019310007	Home Improvement	Product Eight	\$71.00	494	6	\$426.00
12019310008	Food & Beverages	Product Nine	\$48.00	497	3	\$144.00
12019310009	Food & Beverages	Product Ten	\$31.00	492	8	\$248.00
12019310010	Make Up & Fashions	Product Eleven	\$64.00	495	5	\$320.00
12019310011	Home Improvement	Product Twelve	\$58.00	500		\$0.00
12019310012	Make Up & Fashions	Product Thirteen	\$36.00	494	6	\$216.00
12019310013	Food & Beverages	Product Fourteen	\$85.00	487	13	\$1,105.00
12019310014	Electronics	Product Fifteen	\$67.00	492	8	\$536.00
12019310015	Home Improvement	Product Sixteen	\$78.00	488	12	\$936.00
12019310016	Make Up & Fashions	Product Seventeen	\$98.00	491	9	\$882.00
12019310017	Food & Beverages	Product Eighteen	\$17.00	489	11	\$187.00
12019310018	Make Up & Fashions	Product Nineteen	\$73.00	500		\$0.00
12019310019	Food & Beverages	Product Twenty	\$69.00	500		\$0.00
12019310020	Home Improvement	Product Twenty One	\$37.00	500		\$0.00
12019310021	Make Up & Fashions	Product Twenty Two	\$62.00	500		\$0.00
12019310022	Electronics	Product Twenty Three	\$45.00	491	9	\$405.00
12019310023	Food & Beverages	Product Twenty Four	\$87.00	494	6	\$522.00
12019310024	Electronics	Product Twenty Five	\$35.00	489	11	\$385.00
12019310025	Make Up & Fashions	Product Twenty Six	\$54.00	491	9	\$486.00
12019310026	Food & Beverages	Product Twenty Seven	\$35.00	500		\$0.00
12019310027	Electronics	Product Twenty Eight	\$98.00	495	5	\$490.00
12019310028	Food & Beverages	Product Twenty Nine	\$56.00	492	8	\$448.00
12019310029	Electronics	Product Thirty	\$44.00	494	6	\$264.00
12019310030	Food & Beverages	Product Thirty One	\$38.00	496	4	\$152.00
12019310031	Make Up & Fashions	Product Thirty Two	\$13.00	494	6	\$78.00
12019310032	Home Improvement	Product Thirty Three	\$25.00	496	4	\$100.00
12019310033	Make Up & Fashions	Product Thirty Four	\$8.00	495	5	\$40.00
12019310034	Food & Beverages	Product Thirty Five	\$12.00	495	5	\$60.00
12019310035	Electronics	Product Thirty Six	\$40.00	495	5	\$200.00
12019310036	Food & Beverages	Product Thirty Seven	\$32.00	500		\$0.00
12019310037	Make Up & Fashions	Product Thirty Eight	\$13.00	500		\$0.00
12019310038	Home Improvement	Product Thirty Nine	\$25.00	493	7	\$175.00
12019310039	Make Up & Fashions	Product Forty	\$49.00	495	5	\$245.00
12019310040	Food & Beverages	Product Forty One	\$28.00	500		\$0.00
12019310041	Make Up & Fashions	Product Forty Two	\$15.00	500		\$0.00
12019310042	Home Improvement	Product Forty Three	\$30.00	494	6	\$180.00
12019310043	Make Up & Fashions	Product Forty Four	\$8.00	492	8	\$64.00
12019310044	Food & Beverages	Product Forty Five	\$17.00	493	7	\$119.00
12019310045	Electronics	Product Forty Six	\$40.00	490	10	\$400.00
12019310046	Food & Beverages	Product Forty Seven	\$59.00	500		\$0.00
12019310047	Make Up & Fashions	Product Forty Eight	\$18.00	492	8	\$144.00

PDFExport as CSVPrint Preview

Thank you for creating with [WordPress](#).

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What are the functions and how does it work on the Easy Export Plugin?

When you click on the the tabs, it will show the lists.
If you click on the header(title) it will sort the letters and numbers, so you can see the info that you need/want to look at.

There are 3 buttons. The 3 buttons are **PDF**, **Export as CSV** and **Print Preview**:

- The **PDF** button will export the list as an **PDF** file.
- The **Export as CSV** button will export the list as an **CSV** file.
- The **Print Preview** button will display a window of the spreadsheet.

To print out the spreadsheets:

For **Chrome & Opera & Edge** users press on **Ctrl + P** (After you click on the **Print Preview** button).
For **Firefox** users just click on  - *Open Menu* and select **Print**.

For all 4 browsers, you have to set **Print Setttings**:

- Layout:** Portrait / Landscape
- Paper size:** Letter
- Scale:** Fit to size / 100% or less.
- Margins (inches):** 0.0 (all)
- Header/Footer:** --blank-- (all)

Then press **Print**

SALES SUMMARY LIST

Summary	Amount
Yesterday	\$800.00
Today	\$727.00
This Week	\$1,527.00
This Month	\$1,805.00
This Year	\$11,165.00
Overall Amount	\$13,352.00

PDF

Export as CSV

Print Preview

PRODUCT LISTCATEGORY LIST

SKU	Category	Product Name	Regular Price	Total Stock	Total Products Sold	Total Amount per Products
12019310000	Make Up & Fashions	Product One	\$45.00	491	9	\$405.00
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12019310020	Home Improvement	Product Twenty One	\$37.00	500		\$0.00
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12019310023	Food & Beverages	Product Twenty Four	\$87.00	494		\$0.00
12019310024	Electronics	Product Twenty Five	\$35.00	489		\$0.00
12019310025	Make Up & Fashions	Product Twenty Six	\$54.00	491		\$0.00
12019310026	Food & Beverages	Product Twenty Seven	\$35.00	500		\$0.00
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12019310028	Food & Beverages	Product Twenty Nine	\$56.00	492		\$0.00
12019310029	Electronics	Product Thirty	\$44.00	494		\$0.00
12019310030	Food & Beverages	Product Thirty One	\$38.00	496		\$0.00
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12019310044	Food & Beverages	Product Forty Five	\$17.00	493	7	\$119.00
12019310045	Electronics	Product Forty Six	\$40.00	490	10	\$400.00
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12019310047	Make Up & Fashions	Product Forty Eight	\$18.00	492	8	\$144.00

PDFExport as CSVPrint Preview

Opening product-list.pdf

You have chosen to open:
product-list.pdf
which is: PDF file (67.0 KB)
from: blob:

What should Firefox do with this file?

☐ Open with Adobe Acrobat DC (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OKCancel

Thank you for creating with [WordPress](#).

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The ‘PDF’ button will export the list(s) into a PDF file.

PRODUCT LISTCATEGORY LIST

SKU	Category	Product Name	Regular Price	Total Stock	Total Products Sold	Total Amount per Products
12019310000	Make Up & Fashions	Product One	\$45.00	491	9	\$405.00
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12019310004	Make Up & Fashions	Product Five	\$45.00	500		\$0.00
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12019310023	Food & Beverages	Product Twenty Four	\$87.00	494		\$0.00
12019310024	Electronics	Product Twenty Five	\$35.00	489		\$0.00
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12019310045	Electronics	Product Forty Six	\$40.00	490	10	\$400.00
12019310046	Food & Beverages	Product Forty Seven	\$59.00	500		\$0.00
12019310047	Make Up & Fashions	Product Forty Eight	\$18.00	492	8	\$144.00

PDFExport as CSVPrint Preview

Opening product-list.csv

You have chosen to open:
product-list.csv
which is: Microsoft Excel Comma Separated Values File (3.9 KB)
from: data:

What should Firefox do with this file?

☐ Open with Microsoft Excel (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OKCancel

Thank you for creating with [WordPress](#).

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The ‘Export as CSV’ button will export the list(s) into a CSV file.

Print Preview - Google Chrome

about:blank

SKU	Category	Product Name	Regular Price	Total Stock	Total Products Sold	Total Amount per Products
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12019310025	Make Up & Fashions	Product Twenty Six	\$54.00	491	9	\$486.00
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12019310028	Food & Beverages	Product Twenty Nine	\$56.00	492	8	\$448.00
12019310029	Electronics	Product Thirty	\$44.00	494	6	\$264.00
12019310030	Food & Beverages	Product Thirty One	\$38.00	496	4	\$152.00
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12019310032	Home Improvement	Product Thirty Three	\$25.00	496	4	\$100.00
12019310033	Make Up & Fashions	Product Thirty Four	\$8.00	495	5	\$40.00
12019310034	Food & Beverages	Product Thirty Five	\$12.00	495	5	\$60.00
12019310035	Electronics	Product Thirty Six	\$40.00	495	5	\$200.00
12019310036	Food & Beverages	Product Thirty Seven	\$32.00	500		\$0.00
12019310037	Make Up & Fashions	Product Thirty Eight	\$13.00	500		\$0.00
12019310038	Home Improvement	Product Thirty Nine	\$25.00	493	7	\$175.00
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12019310042	Home Improvement	Product Forty Three	\$30.00	494	6	\$180.00
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12019310044	Food & Beverages	Product Forty Five	\$17.00	493	7	\$119.00
12019310045	Electronics	Product Forty Six	\$40.00	490	10	\$400.00
12019310046	Food & Beverages	Product Forty Seven	\$59.00	500		\$0.00
12019310047	Make Up & Fashions	Product Forty Eight	\$18.00	492	8	\$144.00

The **Print Preview** button will display a window of the spreadsheet.
Instructions on how to print is on **page 2**.

Order List & Sale List

The **Order List** show the summary of order form.

This list does not include the products but only display the **Order ID**, **Order Date**, **First Name**, **LastName**, **Phone Number**, **Email**, **Status**, **Total Items Purchase** and **Order Total**.

The status display colors of status of the order.

There are 4 status, On Hold: **Red**, Pending: **Orange**, Processing: **Green** and Completed: **Blue**.

ORDER LIST								
ID	Order Date	First Name	Last Name	Phone Number	Email	Status	Total Items Purchase	Order Total
352	08-09-2017	Elly	Tomas	658-348-4156	ellyt@gmail.com	Completed	30	\$1,140.00
353	11-11-2017	Jay	Youtube	707-326-3267	jayy@gmail.com	Completed	18	\$1,047.00
355	08-08-2018	Gin	With	213-300-4000	ginw@gmail.com	On-hold	32	\$1,889.00
356	09-06-2018	Nancy	Willington	435-760-1235	nancyw@gmail.com	Processing	40	\$2,541.00
358	09-28-2018	Sarah	May	817-428-3129	sarahm@gmail.com	Pending	29	\$1,778.00
359	10-17-2018	Kevin	Zebra	213-322-4509	kevinz@gmail.com	Processing	35	\$1,798.00
360	11-11-2018	Shirley	Chester	317-876-3666	shirleyc@gmail.com	Completed	23	\$1,354.00
361	12-08-2018	Wilson	Verizon	617-254-7409	wilsonv@gmail.com	Processing	20	\$278.00
362	12-13-2018	Matthew	Fools	617-254-7409	mattf@gmail.com	Completed	23	\$800.00
363	12-14-2018	Tracy	Sleeps	475-970-1174	tracys@gmail.com	Completed	33	\$727.00
PDF Export as CSV Print Preview								

The **Sale Summary List** show the summary amounts of daily transations.

This list does not include the products but only display the **Yesterday**, **Today**, **This Week**, **This Month**, **This Year**, and **Overall Amount**.

SALES SUMMARY LIST	
Summary	Amount
Yesterday	\$800.00
Today	\$727.00
This Week	\$1,527.00
This Month	\$1,805.00
This Year	\$11,165.00
Overall Amount	\$13,352.00
PDF Export as CSV Print Preview	

Customer List

The **Customer List** shows customer informations. It contain 3 lists. The 3 lists are **Billing List**, **Shipping List** and **Mailing List**.

The lists display the **First Name**, **Last Name**, **Email**, **Phone Number**, **Address**, **City**, **State**, **Zip Code** and **Country**.

The **Billing List** show the Billing information of the customers and where to send the bill for the orders to be pay.

BILLING LIST SHIPPING LIST MAILING LIST								
First Name	Last Name	Email	Phone Number	Address	City	State	Zip	Country
Tracy	Sleeps	tracys@gmail.com	475-970-1174	814 Sudo Apt-Get Drive	Cleveland	OH	21354	US
Matthew	Fools	mattf@gmail.com	617-254-7409	956 Less Street	Tampa Bay	FL	34508	US
Wilson	Verizon	wilsonv@gmail.com	617-254-7409	523 yii2 Avenue	Houston	TX	34508	US
Shirley	Chester	shirleyc@gmail.com	317-876-3666	567 Bootstrap Avenue	Chicago	IL	54336	US
Kevin	Zebra	kevinz@gmail.com	213-322-4509	345 jQuery Avenue	Boston	MA	32456	US
Sarah	May	sarahm@gmail.com	817-428-3129	734 Sass Fields Drive	Seattle	WA	67934	US
Nancy	Willington	nancyw@gmail.com	435-760-1235	97 Metro Street	Treaton	NJ	21354	US
Gin	With	ginw@gmail.com	213-300-4000	684 Python Street	Los Angles	CA	32456	US
Jay	Youtube	jayy@gmail.com	707-326-3267	437 Node drive	New Haven	CT	34522	US
Elly	Tomas	ellyt@gmail.com	658-348-4156	674 Angularjs Rd	Memphis	TN	68143	US
PDF Export as CSV Print Preview								

The **Shipping List** show the Shipping information of the customers where the items are being send to correctly.

BILLING LIST SHIPPING LIST MAILING LIST						
First Name	Last Name	Address	City	State	Zip	Country
Tracy	Sleeps	814 Sudo Apt-Get Drive	Cleveland	OH	21354	US
Matthew	Fools	956 Less Street	Tampa Bay	FL	34508	US
Wilson	Verizon	523 yii2 Avenue	Houston	TX	37692	US
Shirley	Chester	567 Bootstrap Avenue	Chicago	IL	54336	US
Kevin	Zebra	345 jQuery Avenue	Boston	MA	32456	US
Sarah	May	734 Sass Fields Drive	Seattle	WA	67934	US
Nancy	Willington	97 Metro Street	Treaton	NJ	21354	US
Gin	With	684 Python Street	Los Angles	CA	42126	US
Jay	Youtube	437 Node drive	New Haven	CT	34522	US
Elly	Tomas	674 Angularjs Rd	Memphis	TN	68143	US
PDF Export as CSV Print Preview						

The **Mailing List** is for uploading to a email marketing platform (MailChimp and etc ...).

This List is for sending out to customers and let them know about the new products and products that are on sale.

BILLING LIST SHIPPING LIST MAILING LIST			
First Name	Last Name	Email	Country
Tracy	Sleeps	tracys@gmail.com	US
Matthew	Fools	mattf@gmail.com	US
Wilson	Verizon	wilsonv@gmail.com	US
Shirley	Chester	shirleyc@gmail.com	US
Kevin	Zebra	kevinz@gmail.com	US
Sarah	May	sarahm@gmail.com	US
Nancy	Willington	nancyw@gmail.com	US
Gin	With	ginw@gmail.com	US
Jay	Youtube	jayy@gmail.com	US
Elly	Tomas	ellyt@gmail.com	US
PDF Export as CSV Print Preview			

Product List

The **Product List** show the product information and inventory of products on the website.

This lists display the **SKU**, **Category**, **Product Name**, **Regular Price**, **Total Stock**, **Total Products Sold** and **Total Amount per Products**.

PRODUCT LIST						
CATEGORY LIST						
SKU	Category	Product Name	Regular Price	Total Stock	Total Products Sold	Total Amount per Products
12019310000	Make Up & Fashions	Product One	\$45.00	491	9	\$405.00
12019310001	Food & Beverages	Product Two	\$35.00	492	8	\$280.00
12019310002	Home Improvement	Product Three	\$47.00	493	7	\$329.00
12019310003	Electronics	Product Four	\$21.00	494	6	\$126.00
12019310004	Make Up & Fashions	Product Five	\$45.00	500		\$0.00
12019310005	Food & Beverages	Product Six	\$53.00	495	5	\$265.00
12019310006	Make Up & Fashions	Product Seven	\$53.00	496	4	\$212.00
12019310007	Home Improvement	Product Eight	\$71.00	494	6	\$426.00
12019310008	Food & Beverages	Product Nine	\$48.00	497	3	\$144.00
12019310009	Food & Beverages	Product Ten	\$31.00	492	8	\$248.00
12019310010	Make Up & Fashions	Product Eleven	\$64.00	495	5	\$320.00
12019310011	Home Improvement	Product Twelve	\$58.00	500		\$0.00
12019310012	Make Up & Fashions	Product Thirteen	\$36.00	494	6	\$216.00
12019310013	Food & Beverages	Product Fourteen	\$85.00	487	13	\$1,105.00
12019310014	Electronics	Product Fifteen	\$67.00	492	8	\$536.00
12019310015	Home Improvement	Product Sixteen	\$78.00	488	12	\$936.00
12019310016	Make Up & Fashions	Product Seventeen	\$98.00	491	9	\$882.00
12019310017	Food & Beverages	Product Eighteen	\$17.00	489	11	\$187.00
12019310018	Make Up & Fashions	Product Nineteen	\$73.00	500		\$0.00
12019310019	Food & Beverages	Product Twenty	\$69.00	500		\$0.00
12019310020	Home Improvement	Product Twenty One	\$37.00	500		\$0.00
12019310021	Make Up & Fashions	Product Twenty Two	\$62.00	500		\$0.00
12019310022	Electronics	Product Twenty Three	\$45.00	491	9	\$405.00
12019310023	Food & Beverages	Product Twenty Four	\$87.00	494	6	\$522.00
12019310024	Electronics	Product Twenty Five	\$35.00	489	11	\$385.00
12019310025	Make Up & Fashions	Product Twenty Six	\$54.00	491	9	\$486.00
12019310026	Food & Beverages	Product Twenty Seven	\$35.00	500		\$0.00
12019310027	Electronics	Product Twenty Eight	\$98.00	495	5	\$490.00
12019310028	Food & Beverages	Product Twenty Nine	\$56.00	492	8	\$448.00
12019310029	Electronics	Product Thirty	\$44.00	494	6	\$264.00
12019310030	Food & Beverages	Product Thirty One	\$38.00	496	4	\$152.00
12019310031	Make Up & Fashions	Product Thirty Two	\$13.00	494	6	\$78.00
12019310032	Home Improvement	Product Thirty Three	\$25.00	496	4	\$100.00
12019310033	Make Up & Fashions	Product Thirty Four	\$8.00	495	5	\$40.00
12019310034	Food & Beverages	Product Thirty Five	\$12.00	495	5	\$60.00
12019310035	Electronics	Product Thirty Six	\$40.00	495	5	\$200.00
12019310036	Food & Beverages	Product Thirty Seven	\$32.00	500		\$0.00
12019310037	Make Up & Fashions	Product Thirty Eight	\$13.00	500		\$0.00
12019310038	Home Improvement	Product Thirty Nine	\$25.00	493	7	\$175.00
12019310039	Make Up & Fashions	Product Forty	\$49.00	495	5	\$245.00
12019310040	Food & Beverages	Product Forty One	\$28.00	500		\$0.00
12019310041	Make Up & Fashions	Product Forty Two	\$15.00	500		\$0.00
12019310042	Home Improvement	Product Forty Three	\$30.00	494	6	\$180.00
12019310043	Make Up & Fashions	Product Forty Four	\$8.00	492	8	\$64.00
12019310044	Food & Beverages	Product Forty Five	\$17.00	493	7	\$119.00
12019310045	Electronics	Product Forty Six	\$40.00	490	10	\$400.00
12019310046	Food & Beverages	Product Forty Seven	\$59.00	500		\$0.00
12019310047	Make Up & Fashions	Product Forty Eight	\$18.00	492	8	\$144.00

PDF

Export as CSV

Print Preview

Category List

The **Category List** show the category name and the total amount of sale per category.

This lists display the **Category Name** and **Total Amount per Category**.

PRODUCT LIST	CATEGORY LIST
Category Name	Total Amount per Category
Food & Beverages	\$4,082.00
Make Up & Fashions	\$4,059.00
Electronics	\$2,806.00
Home Improvement	\$2,405.00
PDFExport as CSVPrint Preview	

What happened if I deactivate the plugin or delete the plugin?

If you deactivate the plugin it will stay on the plugin page and if you delete/remove the plugin it will delete the folders, files.