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?
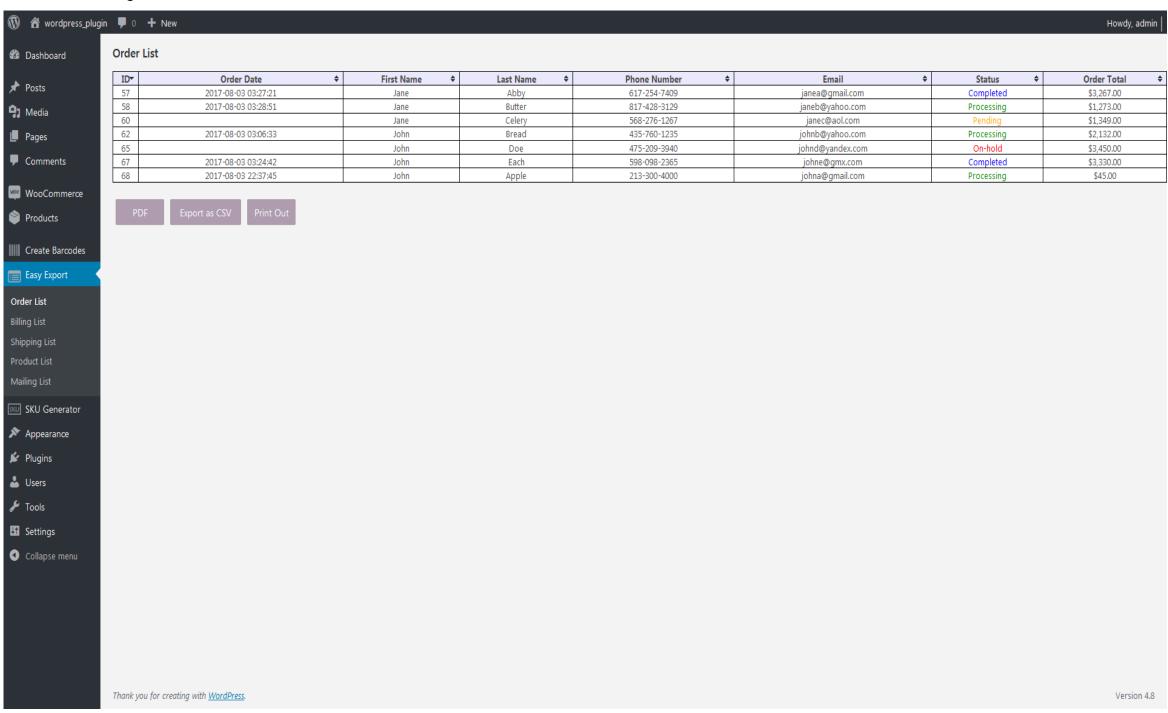
These are the 5 export report lists:

- Ordering List

- Billing List

- Shipping List

- Product List

- Mailing 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 5 lists. The 5 lists are: Ordering List, Billing List, Shipping List, Product List and the Mailing 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. Each lists/reports has it own used for any company that needs certain info to help improve their business by looking at those lists/reports.

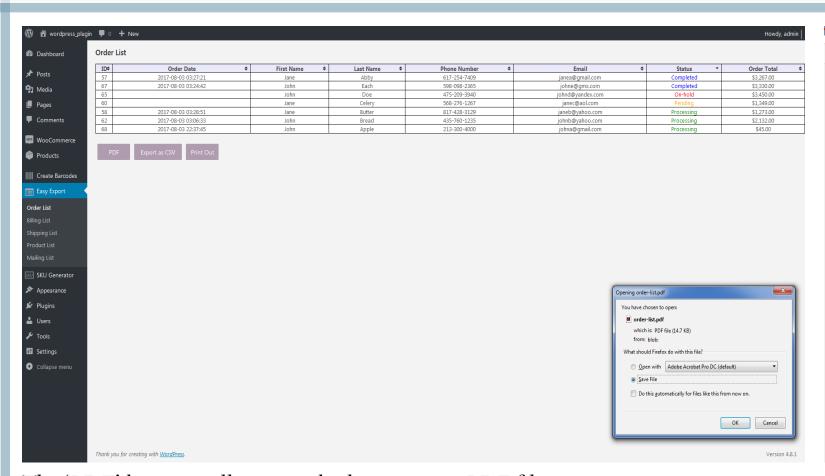The image below show how the list/report looks like:

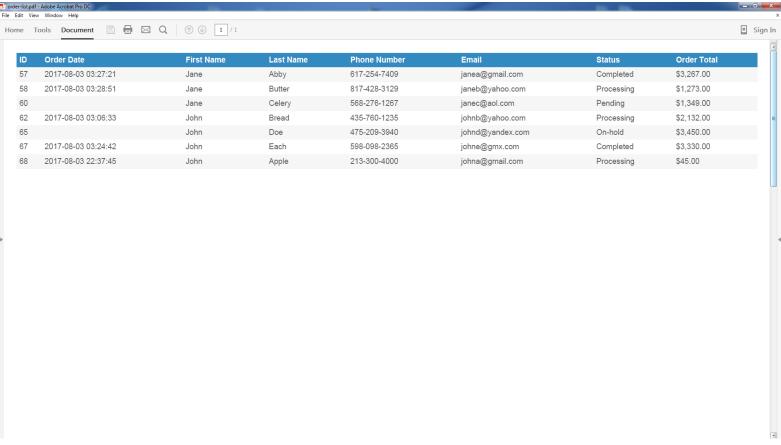# What are the functions and how does it work on the Easy Export Plugin?

Order List

ID⇕		Order Date	First Name	Last Name	Phone Number	Email	Status	Order Total
57		2017-08-03 03:27:21	Jane	Abby	617-254-7409	janea@gmail.com	Completed	$3,267.00
67		2017-08-03 03:24:42	John	Each	598-098-2365	johne@gmx.com	Completed	$3,330.00
65			John	Doe	475-209-3940	johnd@yandex.com	On-hold	$3,450.00
60			Jane	Celery	568-276-1267	janec@aol.com	Pending	$1,349.00
58		2017-08-03 03:28:51	Jane	Butter	817-428-3129	janeb@yahoo.com	Processing	$1,273.00
62		2017-08-03 03:06:33	John	Bread	435-760-1235	johnb@yahoo.com	Processing	$2,132.00
68		2017-08-03 22:37:45	John	Apple	213-300-4000	johna@gmail.com	Processing	$45.00

[PDF] [Export as CSV] [Print Out]

When you click on the triangle symbol it will sort the letters and numbers. So you can see the info that you need/want to look at.

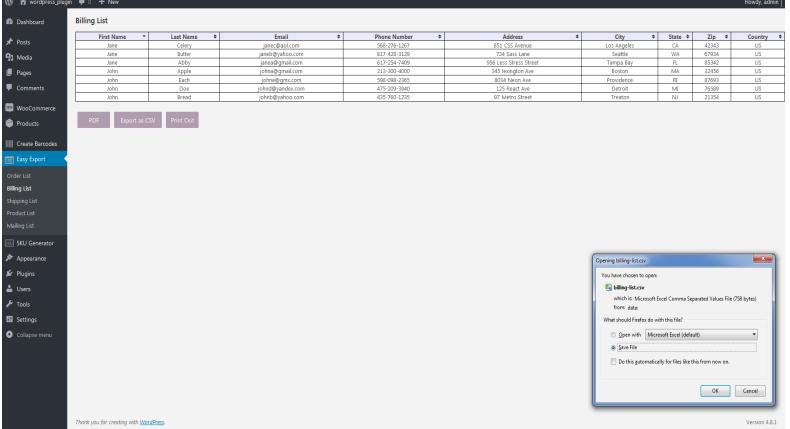**Order List**

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[PDF] [Export as CSV] [Print Out]

When you used your mouse and hover each row it will highlight that row so you can read it clearly and correctly.

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

When you open the 'PDF' file, you will see the data display in a table

The 'CSV' button will export the list(s) into a CSV file.

When you open the 'CSV' file, you will see the data display in the excel sheet

First Name	Last Name	Address	City	State	Zip	Country
Jane	Celery	851 CSS Avenue	Los Angeles	CA	42343	US
Jane	Butter	734 Sass Lane	Seattle	WA	67934	US
Jane	Abby	956 Less Stress Street	Tampa Bay	FL	85342	US
John	Apple	345 lexington Ave	Boston	MA	32456	US
John	Each	8034 Neon Ave	Providence	RI	87693	US
John	Doe	125 React Ave	Detroit	MI	76589	US
John	Bread	97 Metro Street	Treaton	NJ	21354	US

The 'Print' button will print the list(s) out.

You can either print out the data in protrait or landscape.

First Name	Last Name	Address	City	State	Zip	Country
Jane	Celery	851 CSS Avenue	Los Angeles	CA	42343	US
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John	Doe	125 React Ave	Detroit	MI	76589	US
John	Bread	97 Metro Street	Treaton	NJ	21354	US

This is how it looks when you print out the data

Order List

The Order List show the summary of order form. This list does not include the products but only display the Order ID, Name of the Customer, Phone Number and Email Address and also the Total Cost of the purchase and the Status of the order. The status display colors of status of the order.
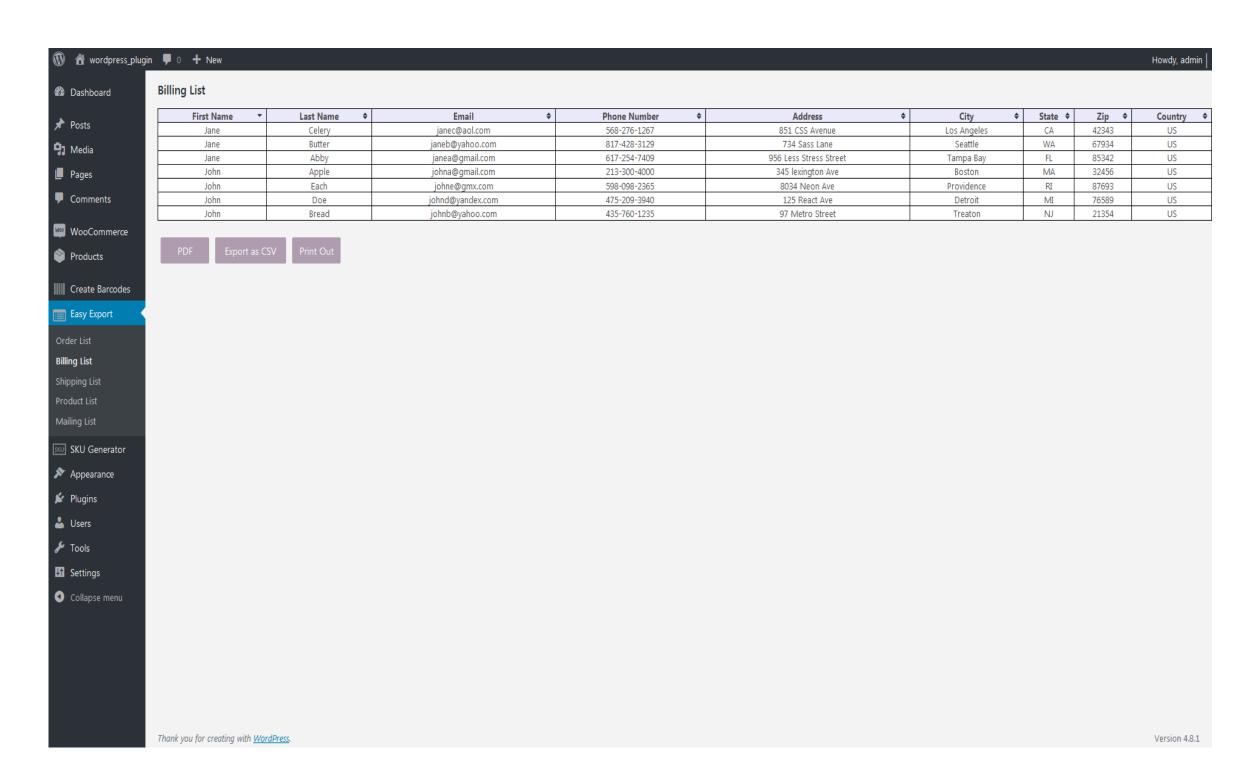
There are 4 status, On Hold: Red, Pending: Orange, Processing: Green and Completed: Blue.

Billing List

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

This lists display the Customer Name, Email Address, Phone Number, Address, City, State, Zip Code and Country.

Shipping List

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

This lists display the Customer Name, Address, City, State, Zip Code and Country.

Product List

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

This lists display the SKU, Product Name, Price, Total Stock and Total Sales of the product.

The Total Stock has the Red color meaning product stock total for this example is 500 stock and is reduce by the sales.

The Total Sale has the Blue color meaning the product is being brought (reduce the stock total) and this will show which products are popular.

Mailing List

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.

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.