Easy Export Overview

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These are the 3 sections of report lists:

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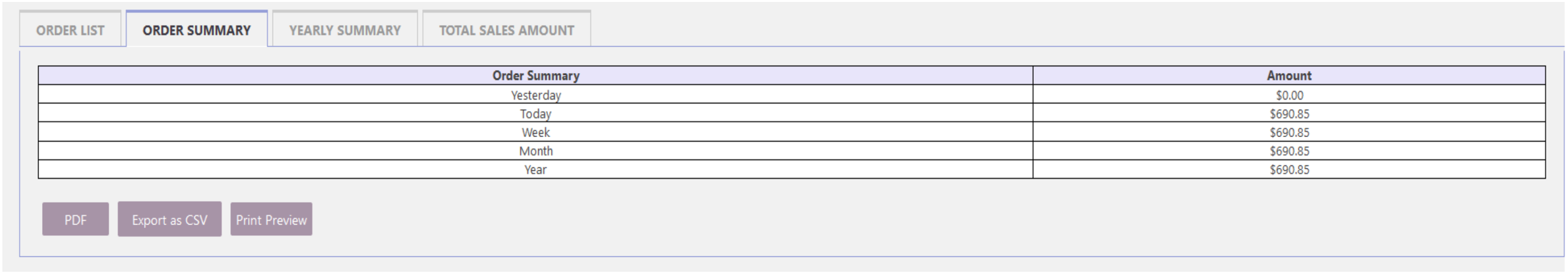
What happened if I deactivate the plugin or delete the plugin?

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 9 lists. The **9** lists are: **Order List**, **Order Summary, Yearly Summary, Total Sales Amount**, **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:



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.

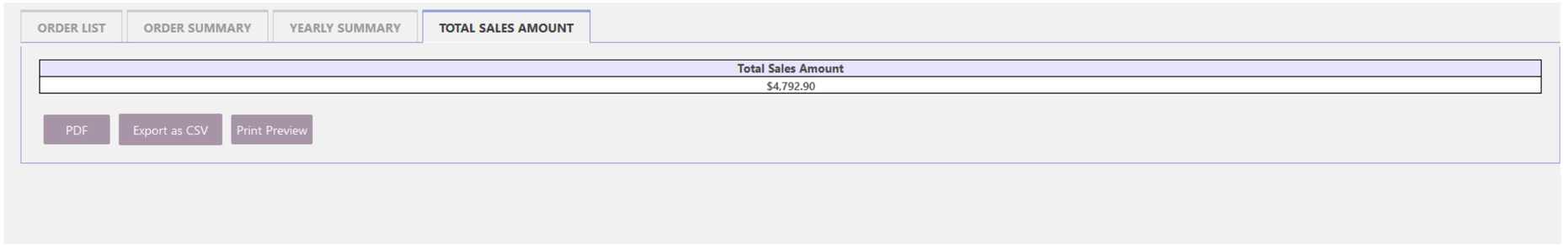
To print out the spreadsheets:

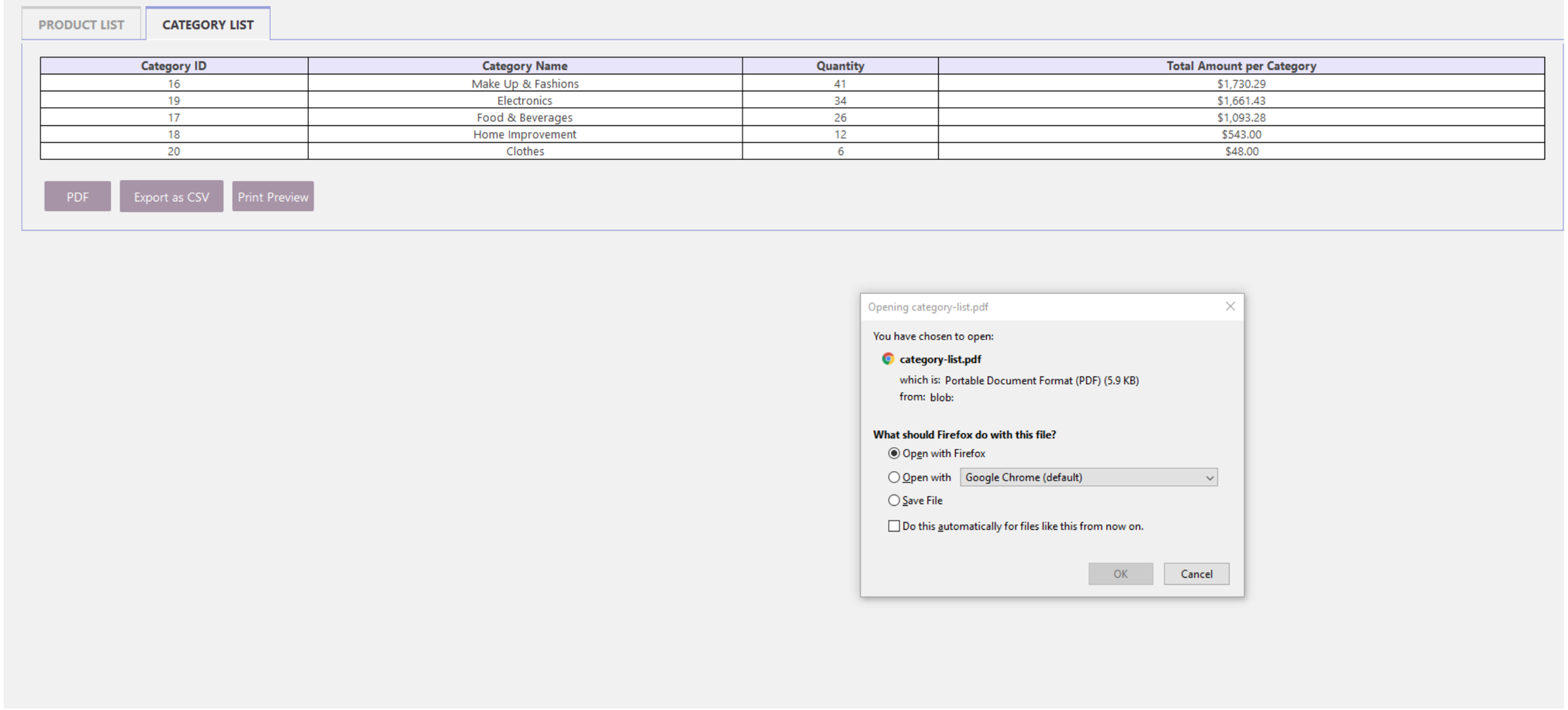
For **Chrome** & **Opera** & **Edge** users press on **Crtl + P** (After you click on the **Print Preview** button).
For **Firefox** users just click on ☰ - *Open Menu* and select **Print.**

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**



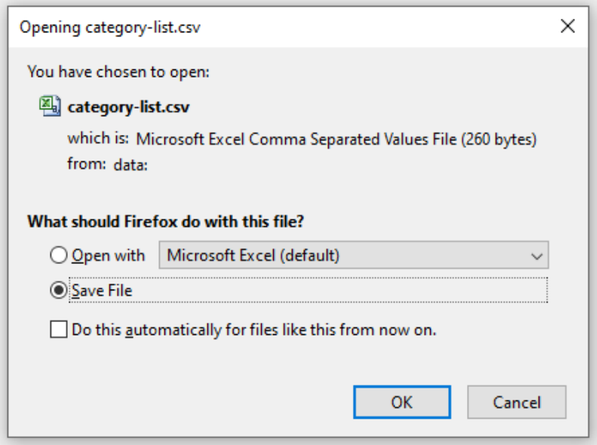


The '**PDF**' button will export the list(s) into a **PDF** file.

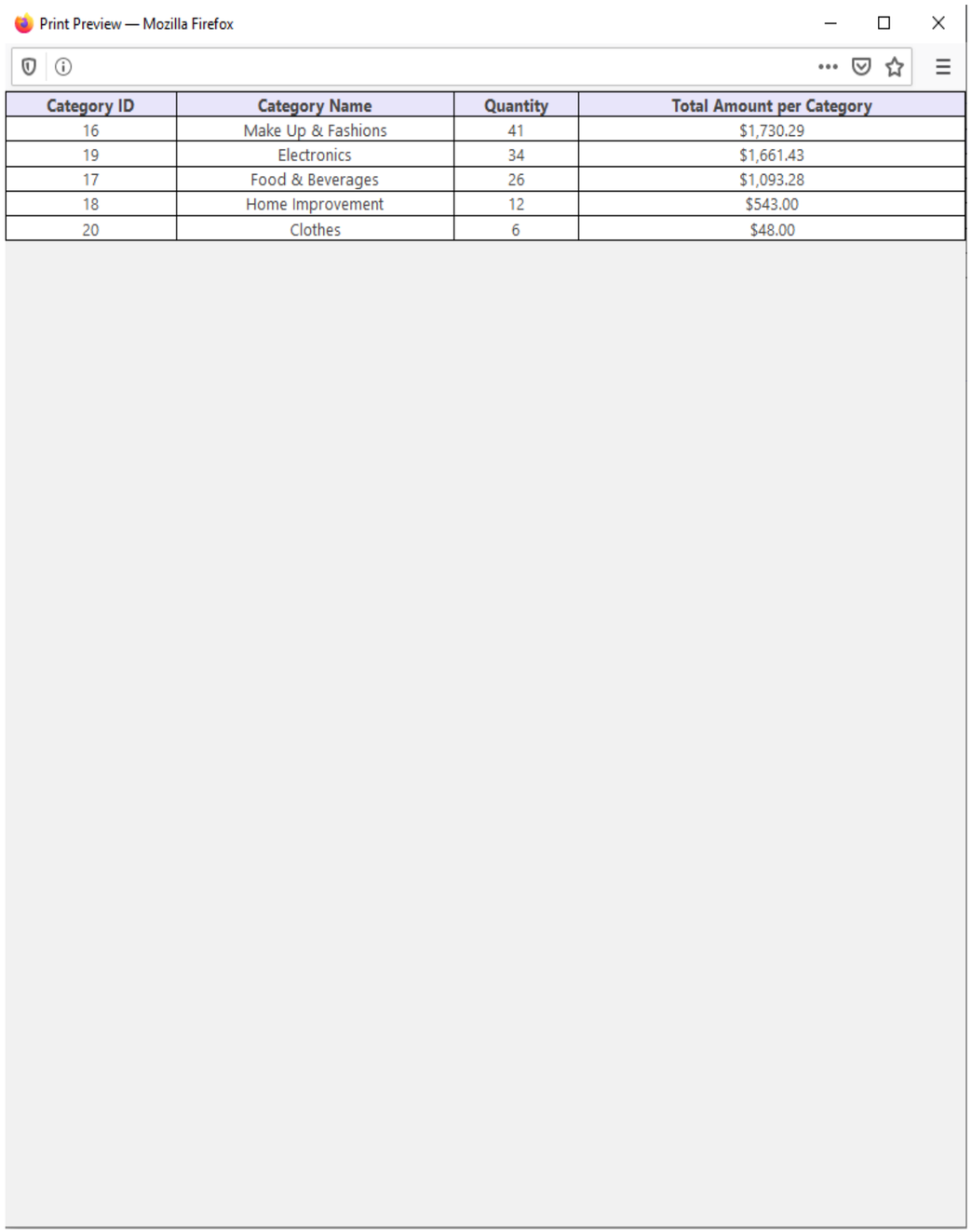
PRODUCT LIST | CATEGORY LIST

Category ID	Category Name	Quantity	Total Amount per Category
16	Make Up & Fashions	41	$1,730.29
19	Electronics	34	$1,661.43
17	Food & Beverages	26	$1,093.28
18	Home Improvement	12	$543.00
20	Clothes	6	$48.00

PDF | Export as CSV | Print Preview



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

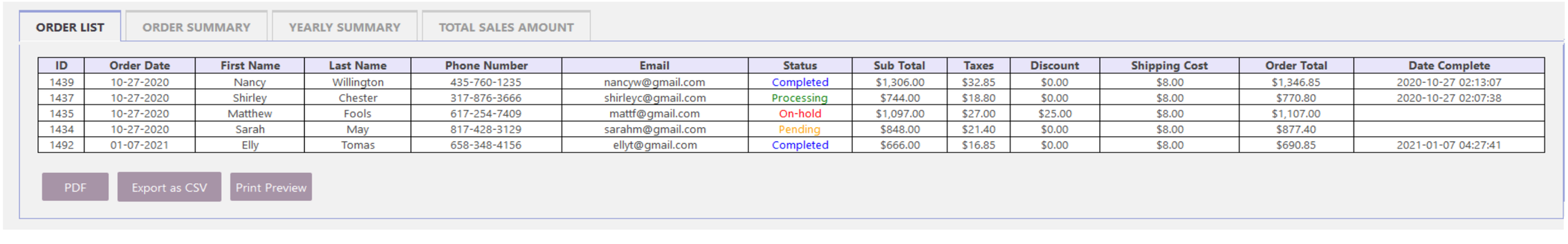


Category ID	Category Name	Quantity	Total Amount per Category
16	Make Up & Fashions	41	$1,730.29
19	Electronics	34	$1,661.43
17	Food & Beverages	26	$1,093.28
18	Home Improvement	12	$543.00
20	Clothes	6	$48.00

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

Order List & Sale List

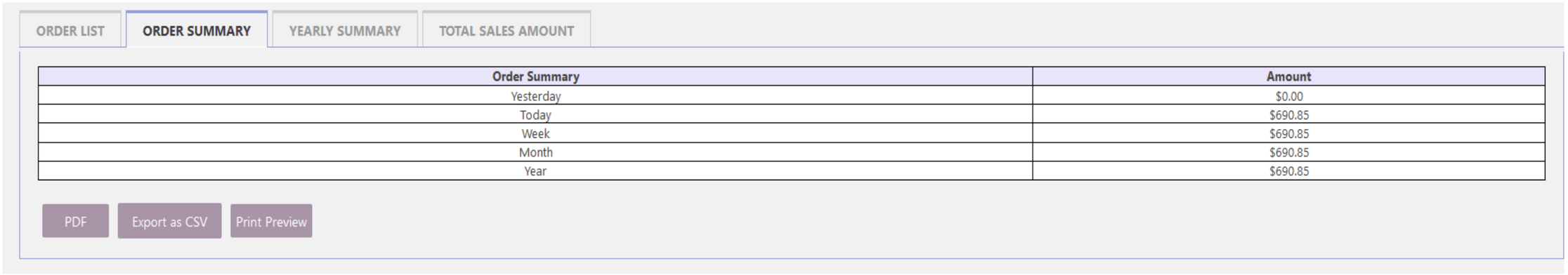
The **Order List** show the summary of order form.
This list does not include the products but only display the **Order ID**, **Order Date**, **First Name**, **LastName**, **Phone Number**, **Email**, **Status**, **Sub Total, Taxes, Discount, Shipping Cost, Order Total** and **Date Complete**.
The status display colors of status of the order.
There are **4** status, On Hold: Red, Pending: Orange, Processing: Green and Completed: Blue


ORDER LIST | ORDER SUMMARY | YEARLY SUMMARY | TOTAL SALES AMOUNT

ID	Order Date	First Name	Last Name	Phone Number	Email	Status	Sub Total	Taxes	Discount	Shipping Cost	Order Total	Date Complete
1439	10-27-2020	Nancy	Willington	435-760-1235	nancyw@gmail.com	Completed	$1,306.00	$32.85	$0.00	$8.00	$1,346.85	2020-10-27 02:13:07
1437	10-27-2020	Shirley	Chester	317-876-3666	shirleyc@gmail.com	Processing	$744.00	$18.80	$0.00	$8.00	$770.80	2020-10-27 02:07:38
1435	10-27-2020	Matthew	Fools	617-254-7409	mattf@gmail.com	On-hold	$1,097.00	$27.00	$25.00	$8.00	$1,107.00	
1434	10-27-2020	Sarah	May	817-428-3129	sarahm@gmail.com	Pending	$848.00	$21.40	$0.00	$8.00	$877.40	
1492	01-07-2021	Elly	Tomas	658-348-4156	ellyt@gmail.com	Completed	$666.00	$16.85	$0.00	$8.00	$690.85	2021-01-07 04:27:41

PDF | Export as CSV | Print Preview

The **Order Summary List** show the summary amounts of daily transations.
This list does not include the products but only display the **Yesterday**, **Today**, **Week**, **Month**, **Year**, **Yearly Summary** and **Total Sales Amount**.


ORDER LIST | ORDER SUMMARY | YEARLY SUMMARY | TOTAL SALES AMOUNT

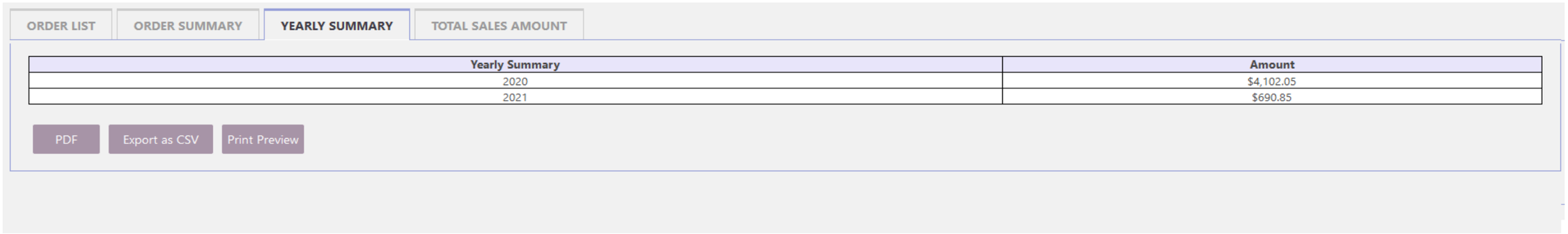
Order Summary	Amount
Yesterday	$0.00
Today	$690.85
Week	$690.85
Month	$690.85
Year	$690.85

PDF | Export as CSV | Print Preview

Yearly Summary & Total Sales Amount

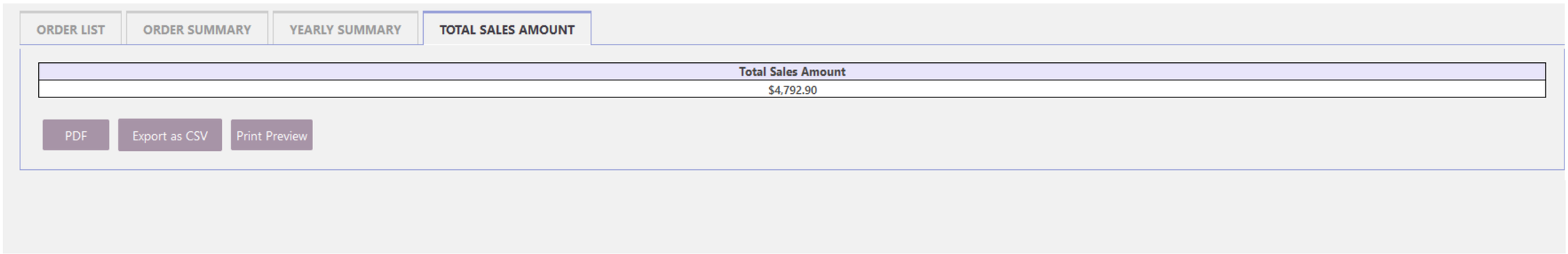
The **Yearly Summary List** show yearly the total amount

This list display the **Year** and Amount



The **Total Sales Amount List** show overall total amount sell.

This list display the **just the amount**



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
Nancy	Willington	nancyw@gmail.com	435-760-1235	97 Metro Street	Treaton	NJ	21354	US
Shirley	Chester	shirleyc@gmail.com	317-876-3666	567 Bootstrap Avenue	Chicago	IL	54336	US
Matthew	Fools	mattf@gmail.com	617-254-7409	956 Less Street	Tampa Bay	FL	34508	US
Sarah	May	sarahm@gmail.com	817-428-3129	734 Sass Fields Drive	Seattle	WA	67934	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
Nancy	Willington	97 Metro Street	Treaton	NJ	21354	US
Shirley	Chester	567 Bootstrap Avenue	Chicago	IL	54336	US
Matthew	Fools	956 Less Street	Tampa Bay	FL	34508	US
Sarah	May	734 Sass Fields Drive	Seattle	WA	67934	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
Nancy	Willington	nancyw@gmail.com	US
Shirley	Chester	shirleyc@gmail.com	US
Matthew	Fools	mattf@gmail.com	US
Sarah	May	sarahm@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 **ID**, **SKU**, **Category**, **Product Name**, **Regular Price**, **Stock Status,Total Stock, Manage Stock, Sold Individually** and **Allow Backorder.**

PRODUCT LIST | CATEGORY LIST

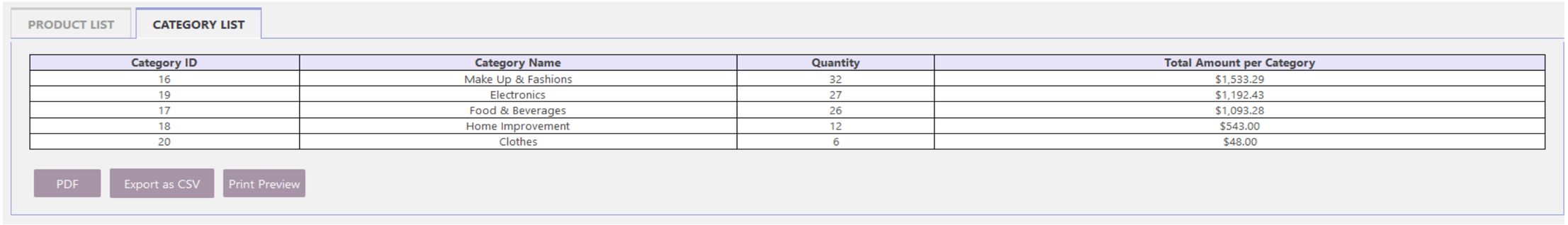
ID	SKU	Category	Product Name	Regular Price	Stock Status	Total Stock	Manage Stock	Sold Individually	Allow backorders?
1052	102020070100	Clothes	Product Hundred	$51.00	instock	500	500	no	no
1051	102020070047	Food & Beverages	Product Ninty Nine	$35.00	instock	500	500	no	no
1050	102020070048	Food & Beverages	Product Ninty Eight	$54.00	instock	500	500	no	no
1049	102020070049	Home Improvement	Product Ninty Seven	$35.00	instock	500	500	no	no
1048	102020070050	Electronics	Product Ninty Six	$87.00	instock	500	500	no	no
1047	102020070051	Food & Beverages	Product Ninty Five	$45.00	instock	495	495	no	no
1046	102020070052	Make Up & Fashions	Product Ninty Four	$62.00	instock	500	500	no	no
1045	102020070053	Make Up & Fashions	Product Ninty Three	$37.00	instock	500	500	no	no
1044	102020070054	Make Up & Fashions	Product Ninty Two	$69.00	instock	500	500	no	no
1043	102020070055	Electronics	Product Ninty One	$73.00	instock	500	500	no	no
1042	102020070056	Food & Beverages	Product Ninty	$17.00	instock	500	500	no	no
1041	102020070057	Make Up & Fashions	Product Eighty Nine	$98.00	instock	500	500	no	no
1040	102020070058	Home Improvement	Product Eighty Eight	$78.00	instock	500	500	no	no
1039	102020070059	Electronics	Product Eighty Seven	$67.00	instock	500	500	no	no
1038	102020070060	Food & Beverages	Product Eighty Six	$59.00	instock	500	500	no	no
1037	102020070061	Make Up & Fashions	Product Eighty Five	$40.00	instock	500	500	no	no
1036	102020070062	Electronics	Product Eighty Four	$17.00	instock	500	500	no	no
1035	102020070063	Home Improvement	Product Eighty Three	$8.00	instock	500	500	no	no
1034	102020070064	Make Up & Fashions	Product Eighty Two	$30.00	instock	500	500	no	no
1033	102020070065	Make Up & Fashions	Product Eighty One	$15.00	instock	500	500	no	no
1032	102020070066	Clothes	Product Eighty	$28.00	instock	500	500	no	no
1031	102020070067	Clothes	Product Seventy Nine	$49.00	instock	500	500	no	no
1030	102020070068	Electronics	Product Seventy Eight	$25.00	instock	494	494	no	no
1029	102020070069	Food & Beverages	Product Seventy Seven	$13.00	instock	500	500	no	no
1028	102020070070	Make Up & Fashions	Product Seventy Six	$32.00	instock	495	495	no	no
1027	102020070071	Home Improvement	Product Seventy Five	$40.00	instock	500	500	no	no
1026	102020070072	Home Improvement	Product Seventy Four	$14.00	instock	500	500	no	no
1025	102020070073	Electronics	Product Seventy Three	$59.00	instock	500	500	no	no
1024	102020070074	Make Up & Fashions	Product Seventy Two	$40.00	instock	500	500	no	no
1023	102020070075	Make Up & Fashions	Product Seventy One	$17.00	instock	500	500	no	no
1022	102020070076	Clothes	Product Seventy	$8.00	instock	494	494	no	no
1021	102020070077	Electronics	Product Sixty Nine	$30.00	instock	500	500	no	no
1020	102020070078	Clothes	Product Sixty Eight	$15.00	instock	500	500	no	no
1019	102020070079	Electronics	Product Sixty Seven	$28.00	instock	500	500	no	no
1018	102020070080	Food & Beverages	Product Sixty Six	$49.00	instock	500	500	no	no
1017	102020070081	Make Up & Fashions	Product Sixty Five	$25.00	instock	500	500	no	no
1016	102020070082	Home Improvement	Product Sixty Four	$13.00	instock	500	500	no	no
1015	102020070083	Home Improvement	Product Sixty Three	$32.00	instock	500	500	no	no
1014	102020070084	Make Up & Fashions	Product Sixty Two	$40.00	instock	500	500	no	no
1013	102020070085	Clothes	Product Sixty One	$14.00	instock	500	500	no	no
1012	102020070086	Food & Beverages	Product Sixty	$7.00	instock	500	500	no	no
1011	102020070087	Make Up & Fashions	Product Fifty Nine	$25.00	instock	500	500	no	no
1010	102020070088	Clothes	Product Fifty Eight	$13.00	instock	500	500	no	no
1009	102020070089	Electronics	Product Fifty Seven	$38.00	instock	500	500	no	no
1008	102020070090	Electronics	Product Fifty Six	$44.00	instock	500	500	no	no
1007	102020070091	Food & Beverages	Product Fifty Five	$56.00	instock	500	500	no	no
1006	102020070092	Make Up & Fashions	Product Fifty Four	$78.00	instock	500	500	no	no
1005	102020070093	Clothes	Product Fifty Three	$35.00	instock	500	500	no	no
1004	102020070094	Electronics	Product Fifty Two	$54.00	instock	497	497	no	no
1003	102020070095	Food & Beverages	Product Fifty One	$35.00	instock	500	500	no	no
1002	102020070096	Make Up & Fashions	Product Fifty	$87.00	instock	496	496	no	no
1001	102020070097	Home Improvement	Product Forty Nine	$46.00	instock	500	500	no	no
1000	102020070098	Make Up & Fashions	Product Forty Eight	$18.00	instock	500	500	no	no
999	102020070099	Clothes	Product Forty Seven	$59.00	instock	500	500	no	no
998	102020100000	Electronics	Product Forty Six	$40.00	instock	500	500	no	no
997	102020100001	Food & Beverages	Product Forty Five	$17.00	instock	500	500	no	no
996	102020100002	Make Up & Fashions	Product Forty Four	$9.00	instock	495	495	no	no
995	102020100003	Make Up & Fashions	Product Forty Three	$30.00	instock	500	500	no	no
994	102020100004	Make Up & Fashions	Product Forty Two	$15.00	instock	500	500	no	no
993	102020100005	Clothes	Product Forty One	$28.00	instock	500	500	no	no
992	102020100006	Clothes	Product Forty	$49.00	instock	500	500	no	no
991	102020100007	Home Improvement	Product Thirty Nine	$25.00	instock	500	500	no	no
990	102020100008	Make Up & Fashions	Product Thirty Eight	$13.00	instock	500	500	no	no
989	102020100009	Food & Beverages	Product Thirty Seven	$32.00	instock	500	500	no	no
988	102020100010	Electronics	Product Thirty Six	$40.00	instock	500	500	no	no
987	102020100011	Make Up & Fashions	Product Thirty Five	$12.00	instock	500	500	no	no
986	102020100012	Make Up & Fashions	Product Thirty Four	$8.00	instock	500	500	no	no
985	102020100013	Home Improvement	Product Thirty Three	$25.00	instock	500	500	no	no
984	102020100014	Make Up & Fashions	Product Thirty Two	$13.00	instock	495	495	no	no
983	102020100015	Food & Beverages	Product Thirty One	$38.00	instock	500	500	no	no
982	102020100016	Electronics	Product Thirty	$44.00	instock	496	496	no	no
981	102020100017	Food & Beverages	Product Twenty Nine	$56.00	instock	500	500	no	no
980	102020100018	Electronics	Product Twenty Eight	$98.00	instock	500	500	no	no
979	102020100019	Food & Beverages	Product Twenty Seven	$35.00	instock	500	500	no	no
978	102020100020	Make Up & Fashions	Product Twenty Six	$54.00	instock	500	500	no	no
977	102020100021	Electronics	Product Twenty Five	$35.00	instock	500	500	no	no
976	102020100022	Food & Beverages	Product Twenty Four	$87.00	instock	500	500	no	no
975	102020100023	Electronics	Product Twenty Three	$45.00	instock	500	500	no	no
974	102020100024	Make Up & Fashions	Product Twenty Two	$62.00	instock	500	500	no	no
973	102020100025	Home Improvement	Product Twenty One	$37.00	instock	500	500	no	no
972	102020100026	Food & Beverages	Product Twenty	$69.00	instock	494	494	no	no
971	102020100027	Make Up & Fashions	Product Nineteen	$73.00	instock	500	500	no	no
970	102020100028	Food & Beverages	Product Eighteen	$17.00	instock	500	500	no	no
969	102020100029	Make Up & Fashions	Product Seventeen	$98.00	instock	495	495	no	no
968	102020100030	Home Improvement	Product Sixteen	$78.00	instock	500	500	no	no
967	102020100031	Electronics	Product Fifteen	$67.00	instock	496	496	no	no
966	102020100032	Food & Beverages	Product Fourteen	$85.00	instock	500	500	no	no
965	102020100033	Make Up & Fashions	Product Thirteen	$36.00	instock	500	500	no	no
964	102020100034	Home Improvement	Product Twelve	$58.00	instock	500	500	no	no
963	102020100035	Make Up & Fashions	Product Eleven	$64.00	instock	496	496	no	no
962	102020100036	Food & Beverages	Product Ten	$31.00	instock	500	500	no	no
961	102020100037	Food & Beverages	Product Nine	$48.00	instock	500	500	no	no
960	102020100038	Home Improvement	Product Eight	$71.00	instock	500	500	no	no
959	102020100039	Make Up & Fashions	Product Seven	$53.00	instock	500	500	no	no
958	102020100040	Food & Beverages	Product Six	$53.00	instock	500	500	no	no
957	102020100041	Make Up & Fashions	Product Five	$45.00	instock	500	500	no	no
956	102020100042	Electronics	Product Four	$21.00	instock	500	500	no	no
955	102020100043	Home Improvement	Product Three	$47.00	instock	495	495	no	no
954	102020100044	Food & Beverages	Product Two	$35.00	instock	497	497	no	no
953	102020100045	Make Up & Fashions	Product One	$45.00	instock	500	500	no	no

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 ID, Category Name, Quantity** and **Total Amount per Category.**



Category ID	Category Name	Quantity	Total Amount per Category
16	Make Up & Fashions	32	$1,533.29
19	Electronics	27	$1,192.43
17	Food & Beverages	26	$1,093.28
18	Home Improvement	12	$543.00
20	Clothes	6	$48.00

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.