FME EXTENSIONS

ORDER EDIT

M2

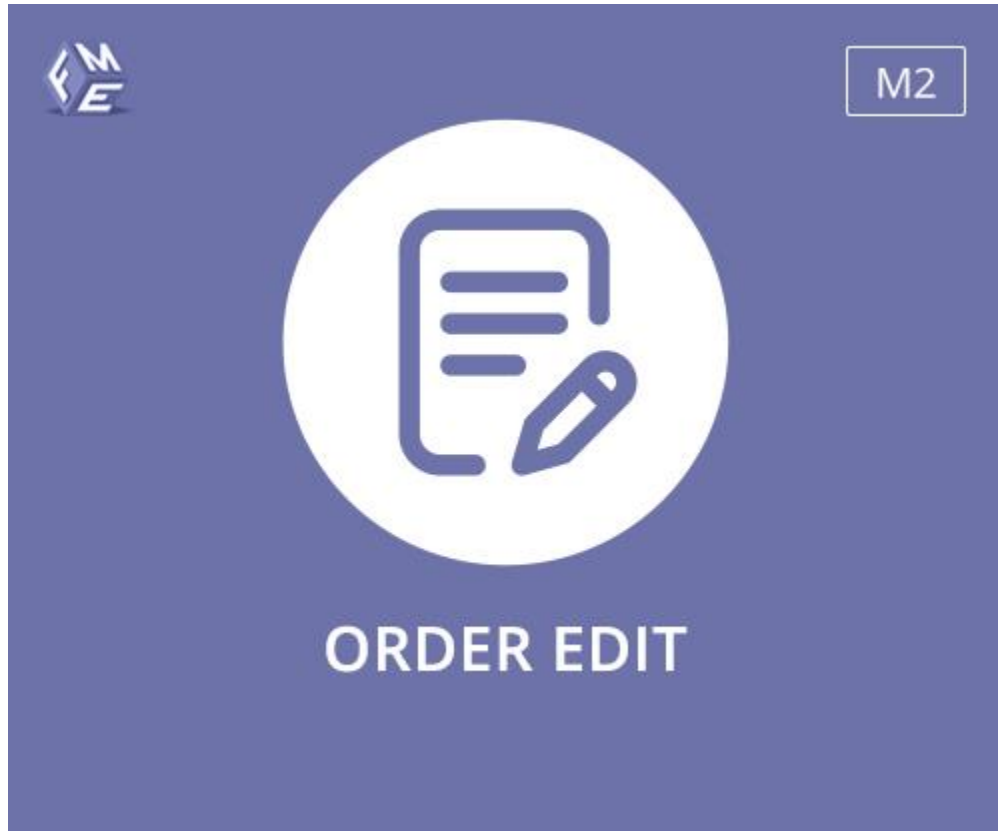**EXTENSION FOR MAGENTO 2**

USER GUIDE

INTENDED AUDIENCE

The content of this document is designed to facilitate the users - managers, supervisors, and others of Order Edit Extension for Magento 2. A step by step instruction has been added to this document to help users to install the extension on Magento 2.

This extension will only work on Magento 2. As a safe practice always backup your files and database before installing any extension on Magento. If you are looking for someone to install the extension, we can do it for you as well. Just go to the following link and let support know the order id to expedite the installation process.

Once you have installed please see the User Guide to help you understand how to use the extension to its full capacity. If you still have questions, feel free to contact us on our website.
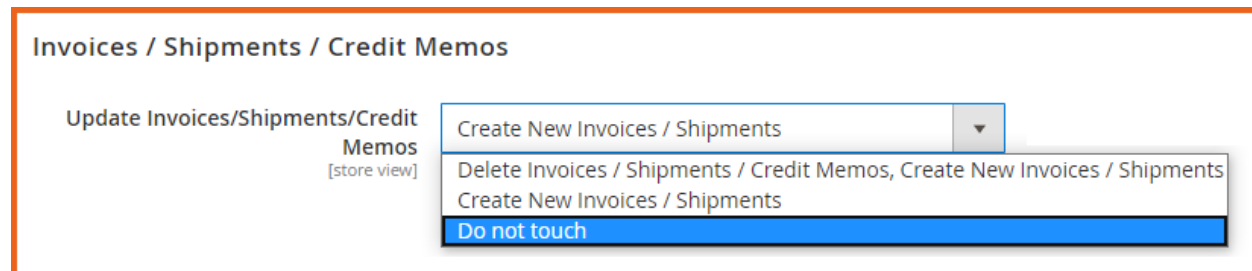
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USER GUIDE

After installation of the extension, make sure the setup is upgraded and static-contents are deployed. Login to the admin panel and flush your Magento cache storage.

HOW TO CONFIGURE THE EXTENSION

At the back end, go to **FME EXTENSIONS > Configurations.** Here you can find the following settings:

INVOICES / SHIPMENTS / CREDIT MEMOS

- **Update Invoices/Shipments/Credit Memos:** Specify how invoices, shipments, and credit memos are updated after modifying an order:

  - **Delete Invoices / Shipments / Credit Memos, Create New Invoices / Shipments**

  - **Create New Invoices / Shipments**

  - **Do Not Touch**

ORDER ITEMS

- **Return Item To Stock:** Default value for the "**Back to Stock**" option. Return to stock after removing items or decrease the item's quantity.

Order Items

| Return Item To Stock [store view] | Yes ▾ |

SHIPPING

- **Recalculate Shipping Amount Automatically:** Apply a new shipping amount automatically after updating the shipping address.

Shipping

| Recalculate Shipping Amount Automatically [store view] | No ▾ |

HOW TO MANAGE ORDER STATUS

At the back end, go to STORES > Order Status. Here you will find the statuses of all the orders. You can change the status of any order by clicking on the Assign Status to State & Unassign buttons or you can also create new order status by clicking on the Create New Status button.

HOW TO EDIT ORDERS

At the back end, go to SALES > Orders. Here you will find all the orders in a grid. Click on the View button to continue.

Here you will have the option to **edit** the **order information** as per your requirement.

Edit Order #19   ← Back   Cancel   Send Email   Credit Memo   Hold   Invoice   Ship   Reorder

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Order & Account Information

Order # 000000019 (The order confirmation email is not sent) Edit

Order Date	Apr 27, 2020, 3:04:57 PM
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	52.36.9.45

Account Information Edit Customer

Customer Name	Badriyah Badriyah
Email	badriyah@mailinator.com
Customer Group	General

Address Information

Billing Address Edit

Badriyah Badriyah
adssad
sdsdsfds
sadasfas, Armed Forces Middle East, 12345
United States
T: 089786876

Shipping Address Edit

Badriyah Badriyah
adssad
sdsdsfds
sadasfas, Armed Forces Middle East, 12345
United States
T: 089786876

Payment & Shipping Method

Payment Information Edit

Check / Money order

The order was placed using USD.

Edit **Shipping & Handling Information**

Flat Rate - Fixed 5 $

Items Ordered Edit

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Echo Fit Compression Short-29-Blue SKU: WSH07-29-Blue	Ordered	$0.00	$24.00	Ordered 1	$24.00	$0.00	0%	$0.00	$24.00

Disclaimer

It is highly recommended to back up your server files and database before installing this module.

No responsibility will be taken for any adverse effects occurring during installation.

It is recommended you install on a test server initially to carry out your own testing.