



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 Import Export 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

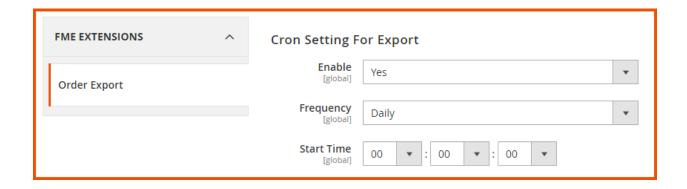
After installation of the extension, make sure the setup is upgraded and static-contents are deployed. Login to the admin panel and flush your Magento cache storage.

## How To Configure The Extension

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

#### **CRON SETTINGS FOR EXPORT**

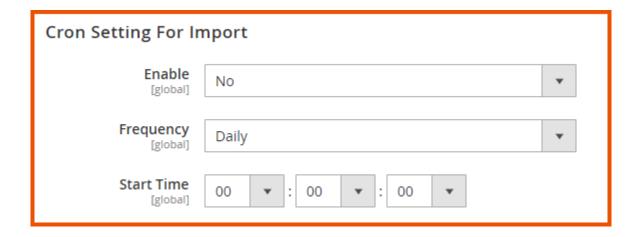
- Enable: Option to enable or disable the cron settings for export
- Frequency: Specify the frequency of cron
  - Daily
  - Weekly
  - Monthly
- Start Time: Specify the time when cron will occur





## **CRON SETTINGS FOR IMPORT**

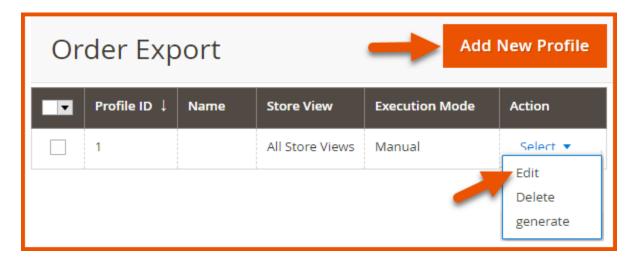
- Enable: Option to enable or disable the cron settings for import
- Frequency: Specify the frequency of cron
  - Daily
  - Weekly
  - Monthly
- Start Time: Specify the time when cron will occur





## How To Add Export Orders Profiles

At the back end, go to SALES > Export Orders. Here you can find the grid of all your export order profiles. Click on the Add New Profile or Edit button to continue.

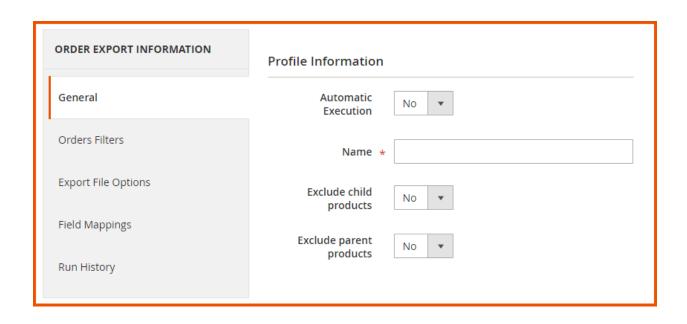


Now here you have to provide the following information.

#### GENERAL > PROFILE INFORMATION

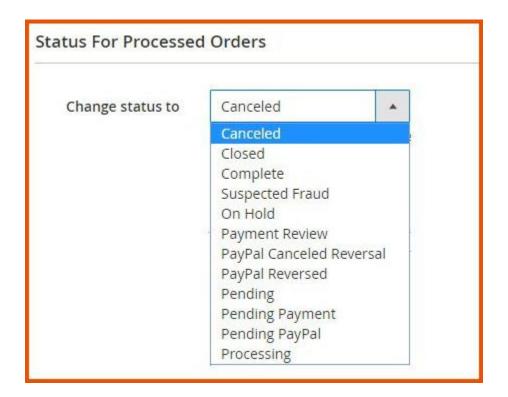
- Automatic Execution: Enable/Disable the Cron for any specific profile
- Name: Provide name for the export profile (back end use only)
- Exclude Child Products: Options to skip child products on export
- Exclude Parent Products: Options to skip parent products on export





#### GENERAL > STATUS FOR PROCESSED ORDERS

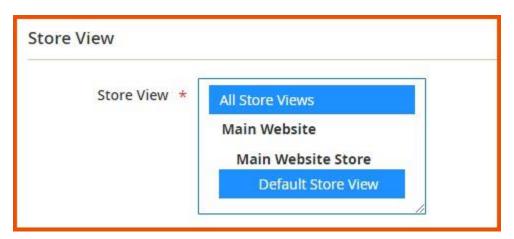
• Change Status To: Exported orders will get specified status after export. The status of the order will be updated only in the exported CSV / XML file, not in the database.





#### GENERAL > STORE VIEW

• Store View: Specify the store view on which it will be applied



#### ORDER FILTERS > ORDER NUMBER FILTERS

- Allow Order Filters: Specify the order number filters from the following
  - No (If selected no filter will be applied)
  - Order Number
  - Order Total Filter
  - Starting From And Ending With Filter

If you select 'Order Number', you have to provide any specific order number. In the case of 'Order Total Filter', you have to provide order grand total & if you select 'Starting From And Ending With Filter', you have to provide the following two fields:

- Starting From #: Enter the order number to start export from e.g. 100000040. Leave empty to ignore.
- Ending With #: Enter the order number to end export with. Leave empty to ignore.



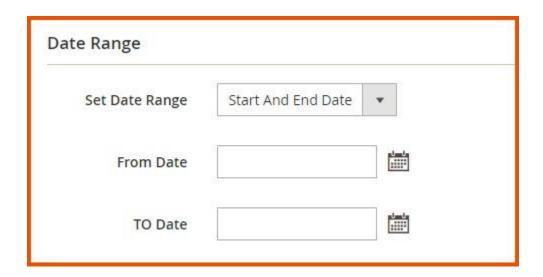


#### ORDER FILTERS > DATE RANGE

- Set Date Range: Options to set the date range
  - o No
  - Specific Date
  - Start And End date

If you select 'Specific Date', you have to provide a specific date. In the case of 'Start And End Date', you have to provide the following two fields:

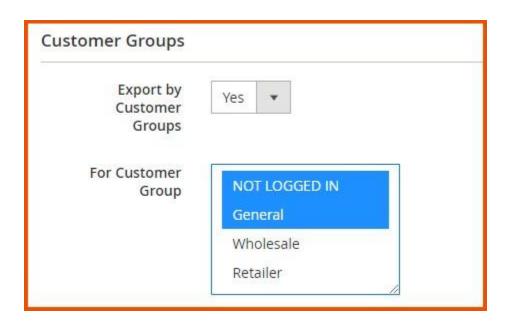
- From Date: Enter a start date
- To Date: Enter an ending date





#### ORDER FILTERS > CUSTOMER GROUPS

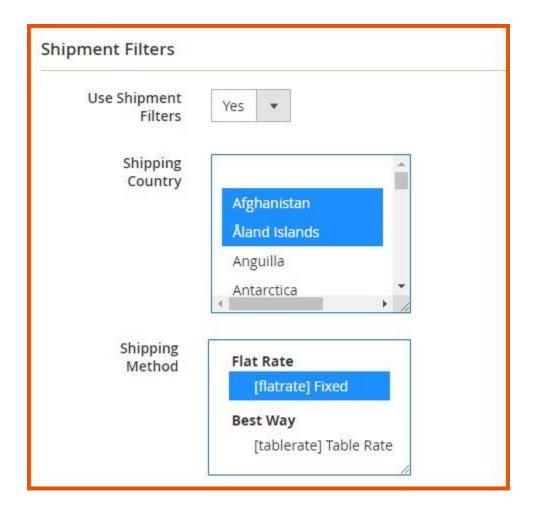
- Export by Customer Groups: Select 'Yes' or 'No' to filter order export file by customer groups
  - o For Customer Group: Select one or more customer groups



#### ORDER FILTERS > SHIPMENT FILTERS

- Use Shipment Filters: Select 'Yes' or 'No' to use shipment filters for the Profile
  - Shipping Country: Select the shipping country
  - Shipping Method: Select the shipping method

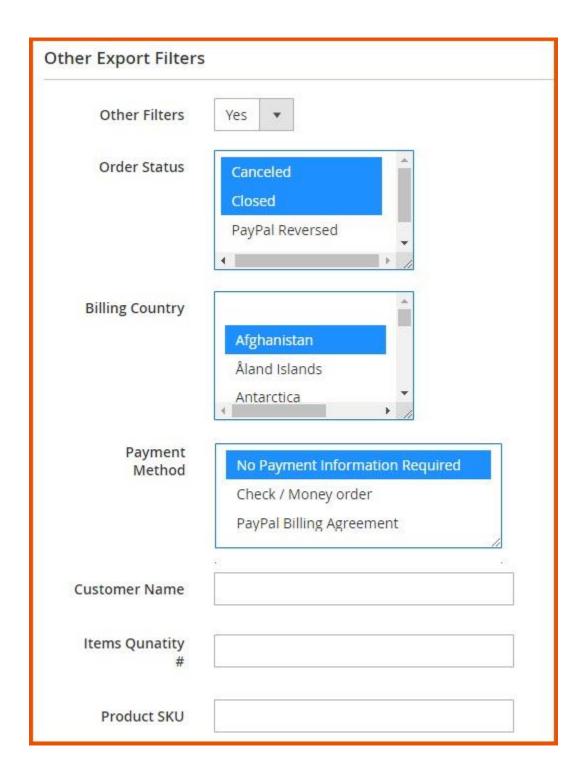




#### ORDER FILTERS > OTHER EXPORT FILTERS

- Other Filters: Select 'Yes' or 'No' to use other filters for the profile if available on your store
  - Order Status: Select the status of the order
  - Billing Country: Select the billing country
  - Payment Method: Select the payment method
  - Customer Name: Enter the name of the customer
  - Items Quantity #: Enter the number of items
  - Product SKU: Enter the product SKU. For Multiple SKU, you must write with commaseparated.

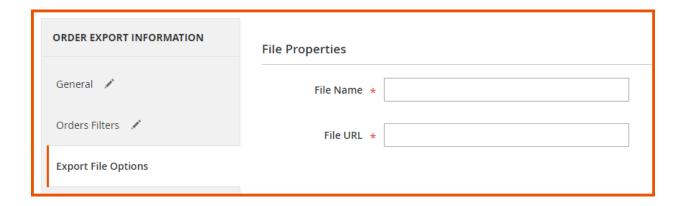






#### EXPORT FILE OPTIONS > FILE PROPERTIES

- File Name: Only file name required with no extension. Both will be used for the saved file and the one upload via FTP. (Note: Please don't use "\_" in the file name e.g. order\_information).
- File URL: Provide a URL path for the rule to use. Example: "/orderexport/" or "/" for the base path (path must be writeable)



#### **EXPORT FILE OPTIONS > DATA FORMAT**

- File Format: Specify the export file data format
  - o CSV
  - o XML
- Order Items Delimiter: If the order has multiple items, then this field works as a separator between items e.g. @, / etc.





## **EXPORT FILE OPTIONS > XML CONFIGURATION**

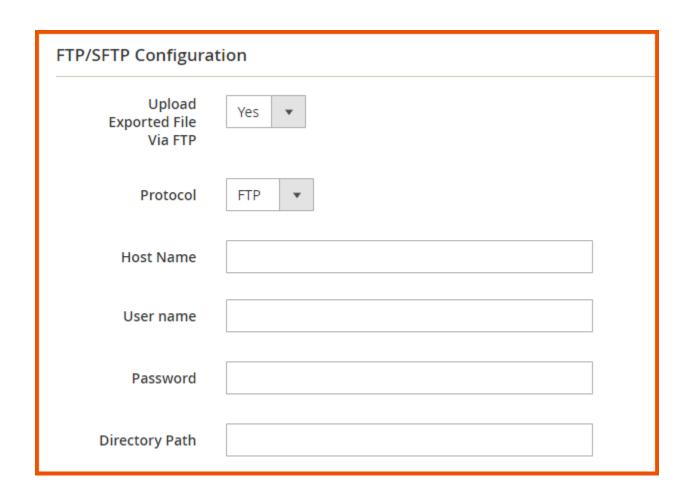
- XML Main Tag: Specify the main tag for XML
- XML Order Tag: Specify the order tag for XML

XML Configuration	n	
XML Main Tag		
XML Order Tag		



### EXPORT FILE OPTIONS > FTP/SFTP CONFIGURATION

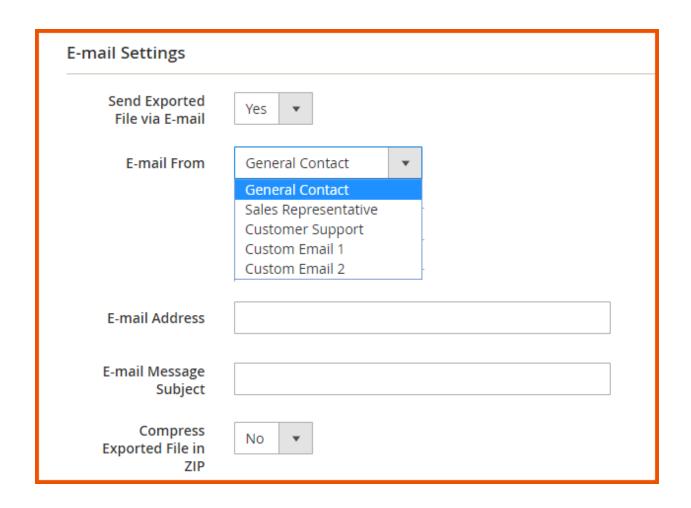
- Upload Exported File By FTP: Select 'Yes' or 'No' to upload the exported file by FTP
  - o Protocol: Select the protocol to upload the exported file
  - Host Name: Enter the host name. It can be an IP address or host name. You can
    add port at the end of host name e.g. ftp.domain.com:22
  - User Name: Enter the user name
  - o Password: Enter the password
  - Directory Path: Enter the directory path. Full path of a directory e.g.
     /var/www/path/to/your-folder/





#### **EXPORT FILE OPTIONS > E-MAIL SETTINGS**

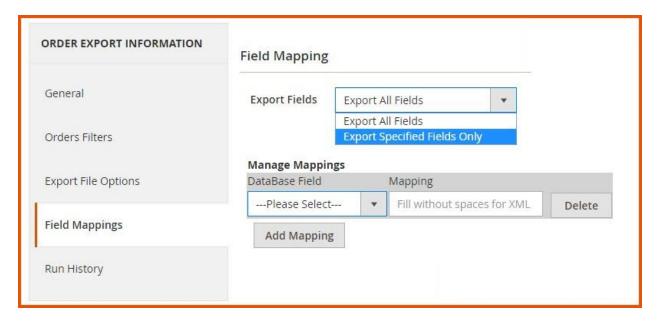
- Send Exported File via Email: Select 'Yes' or 'No' to send the exported file via email
  - o E-mail From: Select the sender of the email
  - E-mail Address: Enter the email address
  - E-mail Message Subject: Enter the subject of the email message
  - Compress Exported File in ZIP: Select 'Yes' or 'No' to compress the exported file in zip





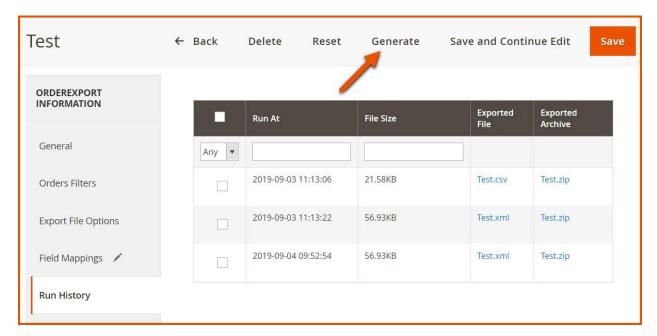
#### FIELD MAPPINGS > FIELD MAPPING

• Export Fields: Options to export all fields or only specific fields



## **RUN HISTORY**

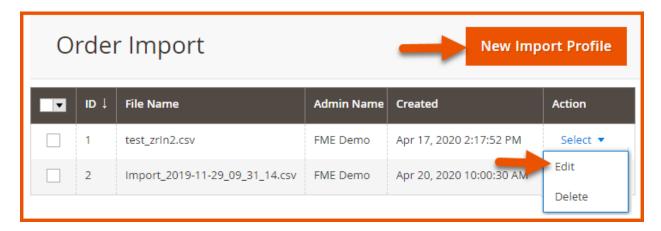
Here you can view all run history if you click on Generate the rule as highlighted.





#### How To Add Import Orders Profiles

At the back end, go to SALES > Import Orders. Here you can find the grid of all your import order profiles. Click on the Edit button or click on the New Import Profile button to continue.



Now here you have to provide the following information.

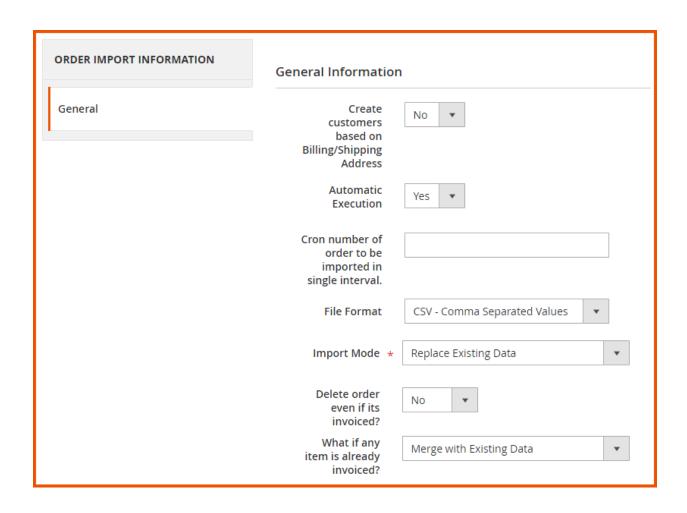
#### ORDER IMPORT INFORMATION > GENERAL INFORMATION

- Create Customers Based on Billing/Shipping Address: Select 'Yes' or 'No' to create customers based on billing/shipping address
- Automatic Execution: Select 'Yes' or 'No' to enable/disable the automatic execution
  - Cron Number of Order to be Imported in Single Interval: If the field left blank, then
    the module will take default value of 50. If you enter 0, the module will consider all
    data to import.
- File Format: Specify the import file data format
  - CSV
  - o XML
- Import Mode: Specify the import mode
  - Merge Existing Data (if you want to update the existing database)
  - Replace Existing Data (Match Order/Entity Id with the existing database. Delete the previous Id, replace it with the new one)



If you select 'Replace Existing Data', then following field will appear:

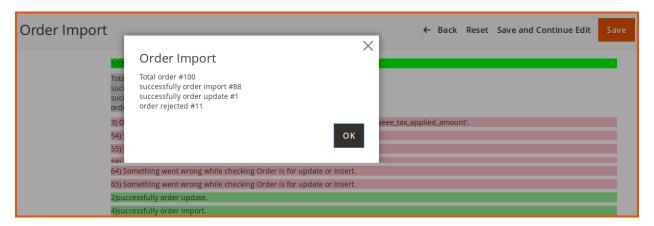
- Delete Order Even If It's Invoiced: Select 'Yes' or 'No' to delete the order even if it invoiced. If you select 'No' here, then again, a new field will appear (Note: Its invoices/credit memos/shipments will also be deleted)
  - What If Any Item is Already Invoiced: In this case, there are two options:
    - Merge With Existing Data
    - Ignore New Data (Neither update nor delete any previously existing data)





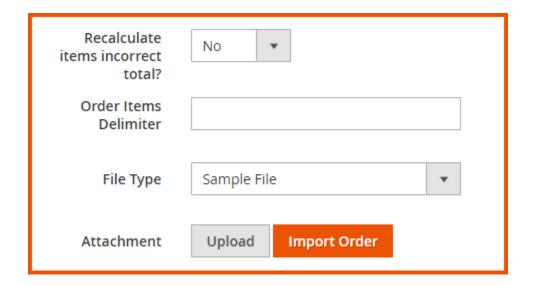
• Show Progress Message: Select 'Yes' or 'No' Show/Hide the progress message while importing the file. It shows Success and Failed orders during the import process. Moreover, this module will also generate error log file at the following path:

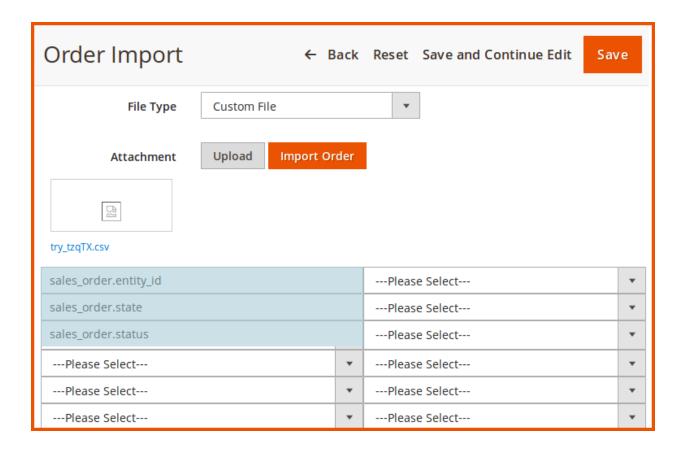
#### /var/log/



- Recalculate Items Incorrect Total: Select 'Yes' or 'No' to recalculate the items incorrect total
- Order Items Delimiter: If the order has multiple items, then this field works as a separator between items e.g. @, / etc.
- File Type: Choose the type of file which you want to import:
  - Sample File (If you export any order file from your own module, it is considered as a sample file. For this file, Export All Fields Data option will be used)
  - Custom File (Any file other than sample file will be treated as a custom file. If any user imports any custom file, it must include all the mandatory columns of the default Magento database. To import the order file, you have to map all the columns of your custom file which are related to the mandatory columns. You can map one column only for one time. User should have to map all the fields according to their requirements e.g. if there is a column named 'entity id' in the default Magento database and a column named 'id' in your custom file, then you have to map 'id' against 'entity id' and so on )
- Attachment: Upload the file









You can also upload any custom image for your order CSV/XML files. Just go to the following path and paste a PNG image with the same name as written below.

**XML** => pub/media/orderimport/default/icon-xml.png

**CSV** => pub/media/orderimport/default/icon-csv.png





## 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.