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## **Extension Overview**

### Features

- Supports version of Magento: 1.4.2; 1.5; 1.6; 1.7; 1.8;
- Assign orders to users present in the system
- Import new order with a new order ID or choose to keep the old order ID
- Import and export orders from multiple store views
- Import and export orders containing products of different types(simple, bundle,configurable,downloadble,grouped )
- Possibility to generate Order Invoice after import
- Possibility to generate Order Shipment after import
- Possibility to export only selected orders
- Export order to XLS format (for quick preview)

- If Cache Control is enabled in Magento go to "System > Cache Management" section, select "Disable" under "All Cache" drop-down menu and press "Save Cache Settings";
   If Compilations is enabled in your Magento installation go to System > Tools > Compilation an click on Disable button;
- Use provided module archive to install module via Magento Connect (System > Magento Connect > Magento Connect Manager, use the "Direct File Upload" option);
- 3. Log out from Magento Admin panel if you are logged in;
- 4. Log into Magento Admin Panel;
- 5. Enable Cache Control ( go to "System > Cache Management" section, select "Enable" under "All Cache" drop-down menu and press "Save Cache Settings") also you can enable compilation ( if it was enabled prior the installation ) by going to System > Tools > Compilation and clicking the "Run Compilation" button;

If you want to assign imported orders to users in your system you need to use Magento default functionality to import users.

Please export users from the source site using Magento default functionality and import them on the target site before proceeding with the orders import.

Users are assigned to orders using their email, which is unique for each registered user.



- This extension does not export invoices and shipments(it has the possibility to regenerate them)
- All unfinished orders will be set to Complete.

### How to use

### To export orders:

1. Go to System > Import/Export > Import/Export > Export Orders

Ехро	ort									Export	t Orders 🥑 Exp	ort To XLS
Export (	Orders Settin	gs										
Store '	View * s Conunt *	English  Please select a store vie products.  100  Output products file (second second	v to import associated									
Orde	ers	nages   View 20	ennee vaaue : 100 j								Reset Filter	Search
Select All	Unselect A	II   Select Visible   Uns	elect Visible   0 items selected							Actions	•	Submit
	Order # ↓	Purchased On	Products Purchased	Name	City	Country	Address	Customer Group	Grand To	otal	Shipping Method	Status
Any 🔻		From: 😨 To : 😨							From: To :			•
	100000405	Feb 11, 2015 11:12:31 PM	SLR Camera Tripod, Olympus Stylus 750 7.1MP Digital Camera	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$270.94	Flat Rate - Fixed	Pending
	100000404	Feb 11, 2015 11:12:30 PM	BlackBerry 8100 Pearl	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$354.99	Flat Rate - Fixed	Pending
	100000403	Feb 11, 2015 11:12:29 PM	Olympus Stylus 750 7.1MP Digital Camera, Acer Ferrari 3200 Notebook Computer PC	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$1,971.93	Flat Rate - Fixed	Pending
	100000402	Feb 11, 2015 11:12:27 PM	Computer, NZXT Lexa Silver Aluminum ATX Mid-Tower Case (Default), Intel Core 2 Extreme QX9775 3.20GHz Retail, Crucial 2GB PC4200 DDR2 533MHz Memory, Western Digital 500GB HD - 7200RPM, Western Digital - 1TB HD - 7200RPM, Microsoft Natural Ergonomic Keyboard 4000, Logitech dilvovo Edge Keyboard, Microsoft Wireless Optical Mouse 5000, Logite	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General #		\$4,482.92	Flat Rate - Fixed	Pending
	100000401	Feb 11, 2015 11:12:23 PM	Gaming Computer, NZXT Lexa Silver Aluminum ATX Mid-Tower Case (Default), Intel Core 2 Extreme QX9775 3.206Hz Retail, Crucial 26B PC4200 DDR2 533MHz Memory, Western Digital - 1TB HD - 7200RPM, Logitech dilNovo Edge Keyboard, Logitech Cordbez Obtical Trackman, Microsoft Wireless Optical Mouse 5000, Microsoft Natural Engronomic Keyboard 4000	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$6,388.95	Flat Rate - Fixed	Pending
	10000009	Feb 11, 2015 4:04:25 PM	SLR Camera Tripod, Olympus Stylus 750 7.1MP Digital Camera	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$270.94	Flat Rate - Fixed	Complete
	10000008	Feb 11, 2015 4:04:24 PM	BlackBerry 8100 Pearl	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$354.99	Flat Rate - Fixed	Complete

- 2. In the **Export Orders Options** section you can change the store view from which you want to export orders (**store view** dropdown).
- 3. In the Orders Count input you can change the number of orders per export file ( the default value is 100, it should be used for shared server store installations )
- 4. Click on the **Export Orders** button to export orders using selected options
- 5. To export orders in an XLS format(in case there is a need to view a list of all orders in an Excel format file ) click **Export To XLS.** After this a messege will appear with the download link of the generated XLS file:

#### Import/Export Orders

Orders were exported. Order export complete. Download XLS file							
Export			<ul> <li>Export Orders</li> <li>Export Orders</li> </ul>	port To XLS			
Export Orders Setti	ings						
Store View *	English <ul> <li>Please select a store view to import associated products.</li> </ul>	T					
Orders Conunt *	100  A Orders per file ( recommended value : 100 )						

#### Note that XLS files are only used for preview in Excel. Do not use them for import.

6. In case there is a need to export only some orders for export, you can select them from the grid using the checkboxes from the first column. Then in the **Actions** dropdown select **Export Selected** and press **Submit** button.

Page 📧	Page 🕢 1 🕑 of 1 pages   View 20 🔻 per page   Total 10 records found Reset Filter Search													
Select All	Unselect A	II   Select Visible   Uns	elect Visible   3 items sele	ected					Ac	tions Expo	rt Selected 🔻 Sul	omit		
	Order # ↓	Purchased On	Products Purchased	Name	City	Country	Address	Customer Group	Grand T	otal	Shipping Method	Status		
Any 🔻		From: 📰							From:					
		То: 📰							To :					
۷	100000405	Feb 11, 2015 11:12:31 PM	SLR Camera Tripod, Olympus Stylus 750 7.1MP Digital Camera	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$270.94	Flat Rate - Fixed	Pendir		
	100000404	Feb 11, 2015 11:12:30 PM	BlackBerry 8100 Pearl	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General	\$354.99		\$354.99		Flat Rate - Fixed	Pendii
	100000403	Feb 11, 2015 11:12:29 PM	Olympus Stylus 750 7.1MP Digital Camera, Acer Ferrari 3200	Andrei Carpatiuc	Chsinau	Moldova	str. Socoleni 23, ap 2	General		\$1,971.93	Flat Rate - Fixed	Pendii		

Note: The exported files are saved in /var/export folder

#### To import orders:

Go to System > Import/Export > Import/Export > Import Order

Dashboard	Sales	Catalog	Mobile	Customers	Promotions	Newsletter	CMS	Reports	System		0	Get help for this page
Import												Import Orders
Import Orders												
Import Orders	s File		Choose	File No file of	chosen							
Import Orders	Settings											
Store View *			English <ul> <li>Please s products</li> </ul>	) elect a store viev	v to import associa	▼ ted						
Order IDs			<ul> <li>Autoge</li> <li>Import</li> </ul>	nerate order ID: orders using ID:	s using current m s from the file (if s	agento options. such ID is prese	nt in the sh	op a new ID	will be genera	ated )		
Create Order	Invoice		<ul><li>No</li><li>Yes</li></ul>									
Create Order	r Shipment		<ul><li>No</li><li>Yes</li></ul>									

- 1. Choose the file containing the exported orders that was generated in the export process described above.
- 2. Select the store view where you want to import the orders
- 3. Select whether to autogenerate order IDs or to import Orders using the IDs from exported file. Note: if there is alredy an order with such ID a new ID will be generated
- 4. Select whether to generate or not the Order invoice
- 5. Select whether to generate or not the Order shipment
- 6. Press Import Orders button and wait till a message will appear

Orders were imported.	
Import	Import Orders
Import Orders	
Import Orders File	Choose File No file chosen
Import Orders Settings	
Store View *	English ▼ ▲ Please select a store view to import associated products.
Order IDs	<ul> <li>Autogenerate order IDs using current magento options.</li> <li>Import orders using IDs from the file (if such ID is present in the shop a new ID will be generated )</li> </ul>
Create Order Invoice	<ul> <li>No</li> <li>Yes</li> </ul>
Create Order Shipment	<ul> <li>● No</li> <li>○ Yes</li> </ul>

# Support

If you need support related to Peexl extension usage, feel free to contact at support@peexl.com