Peexl LLC

Import/Export Orders

User guide

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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)

Extension Installation

1. 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;

2. 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;

Preparations

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.

Important to know

- 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

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:

Orders were exported.
Order export complete. Download XLS file
Export   ✔ Export Orders   ✔ Export To XLS

Export Orders Settings	
Store View *	English ▼
	▲ Please select a store view to import associated products.
Orders Conunt *	100
	▲ 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 ◁ 1 ▷ of 1 pages | View 20 ▼ per page | Total 10 records found   Reset Filter   Search
Select All | Unselect All | Select Visible | Unselect Visible | **3 items selected**   Actions Export Selected ▼ Submit

	Order # ↓	Purchased On	Products Purchased	Name	City	Country	Address	Customer Group	Grand Total	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	Pendi
☑	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	Pendi
☑	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	Pendi

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

To import orders:

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

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

Support

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