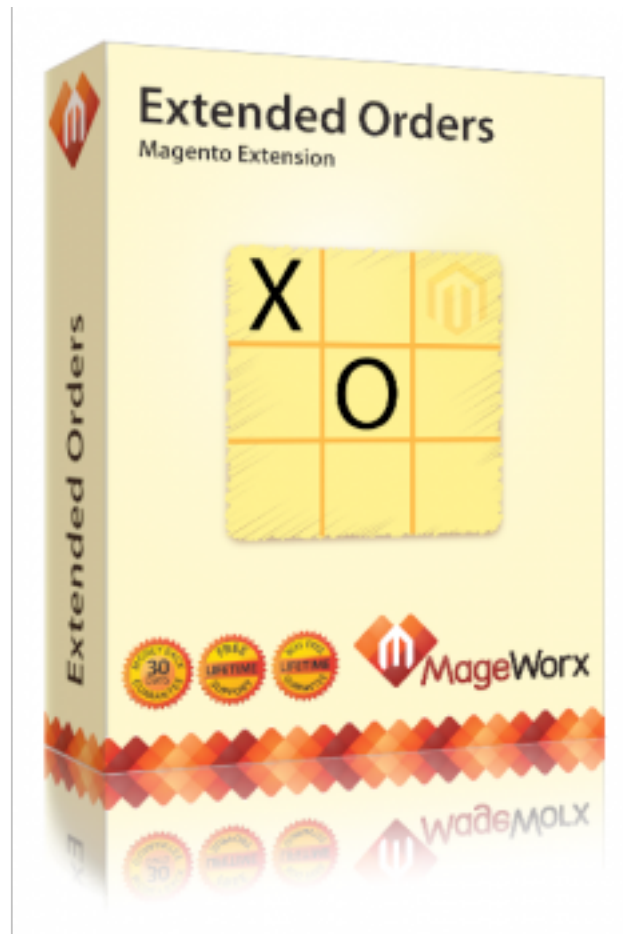


# Extended Orders



User Guide

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## Extension Description

**Extended Orders** Magento extension allows you to customize standard Orders grid in the back-end and make it informative and individually adapted. You can display all necessary orders attributes in the orders grid to get the whole information about an order without necessity to go to the "View details" page. You can also hide any columns you do not want to see in the orders grid. **Extended Orders** extension gives you the ability to delete orders and move old orders to archive if necessary.

Moreover, you can edit orders using all the native Magento features but without one annoying option - the orders are not cancelled and re-created again.

The extension also allows to invoice and ship many orders at once.

**Save your time during every day orders management**

## Extension Installation

- 1 Disable Compilation Mode if enabled
- 2 Log out from Magento Admin panel if you are logged in
- 3 Unpack the contents of the 'extension' folder (depending on your current Magento version) from the package file purchased from MageWorx to your Magento root folder
- 4 Log into Magento Admin Panel
- 5 If Cache Control is enabled in Magento go to 'System > Cache Management' section, select 'Refresh' under 'All Cache' drop-down menu and press 'Save Cache Settings'
- 6 Run Compilation Mode back if necessary
- 7 Now go to 'System > Configuration > MageWorx tab > Extensions & Support' section. If you see 'Extended Orders' in the list of installed MageWorx extensions you are done.

## Extension Usage

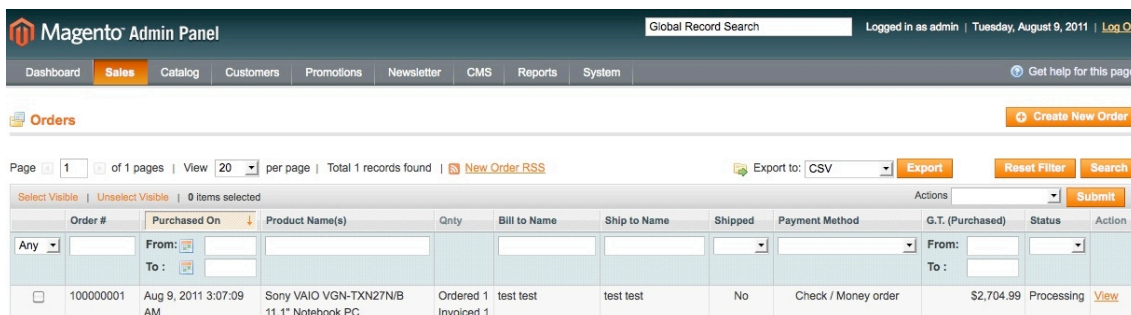
Log into Magento Admin panel and go to ‘System > Configuration > MageWorx tab > Sales > Extended Settings section to ensure “Extended Orders” is enabled

Extended Orders		
Enable	<input type="text" value="Yes"/>	[GLOBAL]
Enable Orders Edition	<input type="text" value="Yes"/>	[GLOBAL]
Enable "Invoice" option	<input type="text" value="Yes"/>	[GLOBAL]
Send Invoice Email	<input type="text" value="Yes"/>	[GLOBAL]
Enable "Ship" option	<input type="text" value="Yes"/>	[GLOBAL]
Send Shipment Email	<input type="text" value="Yes"/>	[GLOBAL]
Enable "Archive Orders" option	<input type="text" value="Yes"/>	[GLOBAL]
# of days before orders get archived	<input type="text" value="0"/> <small>▲ if zero - disabled</small>	[GLOBAL]
Frequency	<input type="text" value="Daily"/>	[STORE VIEW]
Start Time	<input type="text" value="00"/> : <input type="text" value="00"/> : <input type="text" value="00"/>	[STORE VIEW]
Enable "Delete orders" option	<input type="text" value="Yes"/>	[GLOBAL]
Hide Deleted Orders for Customers	<input type="text" value="Yes"/>	[GLOBAL]
Enable "Delete orders completely" option	<input type="text" value="Yes"/>	[GLOBAL]
Grid Columns	<div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none"><li>Order #</li><li>Purchased From (Store)</li><li>Purchased On</li><li>Product(s) Name(s)</li><li>Qty</li><li>Bill to Name</li><li>Ship to Name</li><li>Shipping Method</li><li>Shipped</li><li>Customer Email</li></ul></div>	[GLOBAL]

- **Enable** - enables/disables the extension itself
- **Enable Orders Edition** - allows editing orders using native Magento functionality, but not cancelling orders
- **Enable Invoice Option** - enables/disables mass-invoice action
- **Send Invoice Email** - sends Invoice emails when doing mass-invoice action
- **Enable Ship Option** - enables/disables mass-ship action
- **Send Shipment Email** - sends Shipment emails when doing mass-ship action
- **Enable “Archive Orders” option** - if enabled, it allows archiving the orders manually or automatically using the Magento cron.
- **# of days before orders get archived** - you can specify the number of days before orders get archived, i.e. now it’s easy to archive orders that are older than necessary number of days. Example, most likely you want to hide old orders. You should just add the number of days and when orders get older than this, they will be archived and hidden from standard orders grid. You can restore the orders from archive later.
- **Frequency** - specifies the frequency for archiving option (daily, weekly, monthly).
- **Start Time** - a start time for launching archiving option.

- **Enable “Delete Orders” option** - enables/disables the possibility to delete orders. Orders are not removed physically, they are marked as deleted so that you will be able to restore them later.
- **Grid Columns** - you can choose what columns will be visible in orders grid. The available columns: *Orders #, Purchased from (Store), Purchased On, Product name(s), Qty, Bill to, Ship to, Shipped, Customer Email, Customer Group, Payment Method, Tax Amount, Tax Percent, Discount, Total Refunded, G.T. (Base), G.T. (Purchased), Group, Status, Actions*

Now you can easily get all necessary details about your orders right from the orders grid page. Example of extended grid:

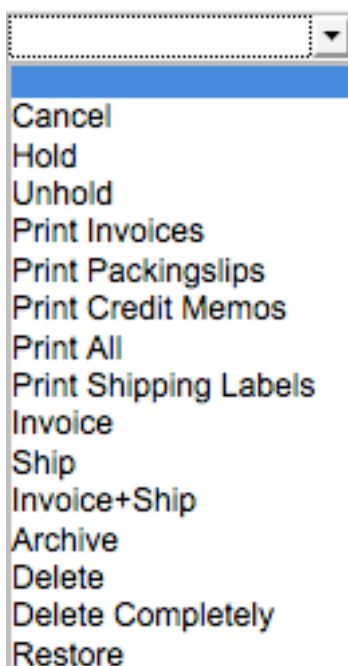


The screenshot shows the Magento Admin Panel interface. At the top, there's a navigation bar with 'Sales' selected. Below it, the 'Orders' section is active. The grid displays one order with the following details:

Order #	Purchased On	Product Name(s)	Qty	Bill to Name	Ship to Name	Shipped	Payment Method	G.T. (Purchased)	Status	Action
100000001	Aug 9, 2011 3:07:09 AM	Sony VAIO VGN-TXN27NB 11.1" Notebook PC	Ordered 1 Invoiced 1	test test	test test	No	Check / Money order	\$2,704.99	Processing	<a href="#">View</a>

## Delete orders

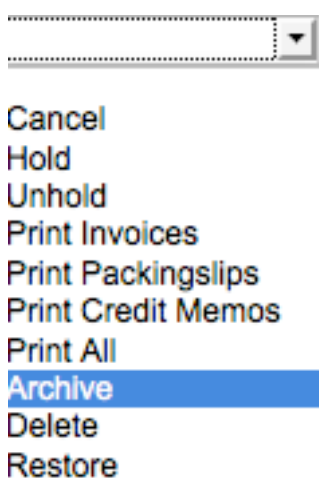
It's quite easy to delete orders with our extension. You can delete orders completely or mark orders as deleted and restore them later. You should just select necessary orders and choose “Delete” or “Delete Completely” option in “Actions” drop-down:



You can also restore deleted orders later using “Restore” option. The process is quite the same.

### Archive orders

It’s quite easy to archive orders with our extension. You should just select necessary orders and choose “Archive” option in “Actions” drop-down:



You can also restore archived orders later using “Restore” option. The process is quite the same. If you want to archive orders automatically you should specify “**# of days before orders get archived**” setting, setup the frequency and start time (or keep unchanged for default values). Note: Magento cron must be launched to make it working.

### **Mass-Invoice and Mass-Ship actions**

Since v1.2.0 you can invoice and ship the orders just from orders grid. For this just select the orders you want to invoice and/or ship and select one of available options: Invoice, Ship or Invoice + Ship. The system automatically creates invoices, shipments and send the emails if necessary.

### **Edit Order**

Our extension allows you to edit orders using the native Magento process but cancelling orders. You can edit all the orders details, i.e. you can add/edit/remove products from the order, change the customer or just customer’s details (email, billing and shipping details), change payment or shipping methods (tax will be recalculated accordingly), apply the discounts or specify a custom price.

### Order view (comment's attachments)

**Extended Orders** extension allows attaching downloadable files to the order's comments. This file can be visible in the back-end only or in the front-end too, i.e. customers will be able to download these files.

**Comments History**

Add Order Comments

Status  
Pending ▾

Comment

Notify Customer by Email

Visible on Frontend

---

**Aug 30, 2011 2:52:28 AM | Pending** x  
Customer **Not Notified**  
Downloadable file.  
**File\_Downloads\_Product\_Attachments\_Magento\_Extension.pdf** (Size: 1.93 MB)

---

**Aug 16, 2011 6:21:39 AM | Pending** x  
Customer **Not Notified**

### Order view (delete comments option)

Our extension allows deleting comments. For this you should click on a red cross near appropriate comment.

The screenshot displays the Magento Admin interface for an order. On the left, the 'Comments History' section is active, showing a form to add a comment. The status is set to 'Pending'. A confirmation dialog box is overlaid on the form, asking 'Are you sure want to delete the comment?' with 'Cancel' and 'OK' buttons. Below the form, there are checkboxes for 'Notify Customer by Email' and 'Visible on Frontend', and a 'Submit Comment' button. The comments history shows two entries: one from August 30, 2011, at 2:52:28 AM, and another from August 16, 2011, at 6:21:39 AM. Both are marked as 'Pending' and 'Customer Not Notified'. The second comment includes a downloadable file named 'File\_Downloads\_Product\_Attachments\_Magento\_Extension.pdf' (1.93 MB). On the right, the 'Order Totals' section is visible, showing a table of financial details.

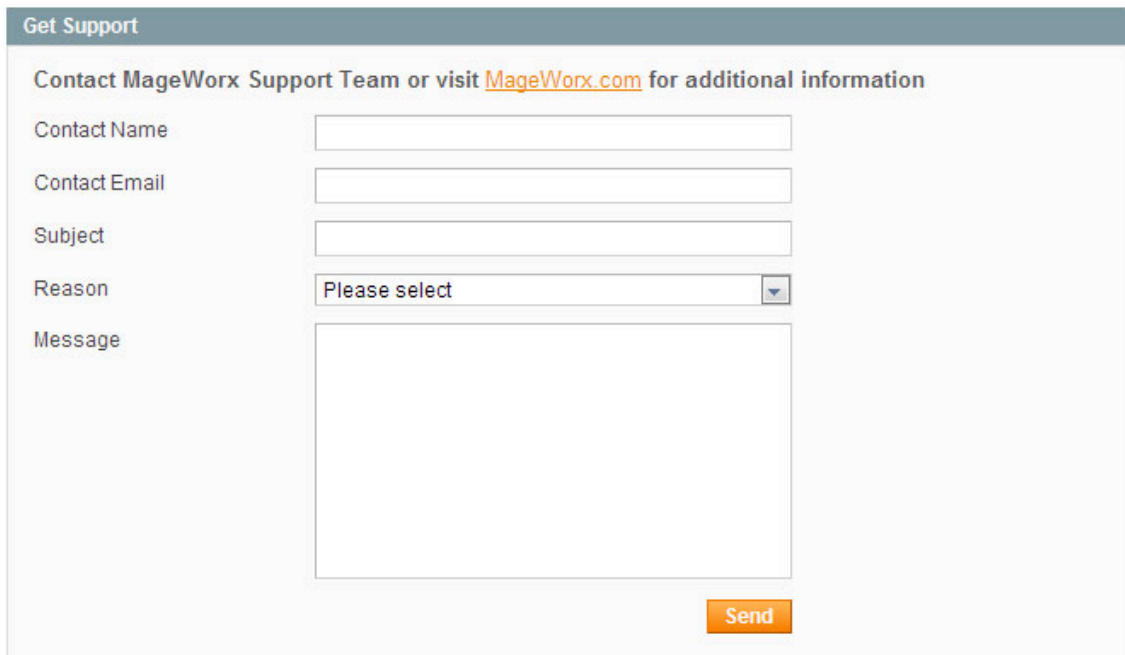
Order Totals	
Subtotal	\$750.00
Shipping & Handling	\$5.00
Tax	\$0.00
Internal Credit	-\$755.00
<b>Grand Total</b>	<b>\$0.00</b>
<b>Total Paid</b>	<b>\$0.00</b>
<b>Total Refunded</b>	<b>\$0.00</b>
<b>Total Due</b>	<b>\$0.00</b>

## Support

MageWorx offers FREE lifetime support and updates for any extension developed for Magento.

If you need support related to MageWorx extension usage, feel free to [submit a support ticket](#).

Or send us a message directly from your Magento Admin Panel. To do it, go to 'System > Configuration' section, 'MageWorx' tab 'Extensions & Support > Get Support'.



The screenshot shows a 'Get Support' form with the following fields:

- Contact Name:
- Contact Email:
- Subject:
- Reason:
- Message:

A 'Send' button is located at the bottom right of the form.

## Getting Help with Magento

MageWorx offers outstanding services developing custom tailored solutions for Magento platform to attain your eCommerce objectives.

Our professional impassioned team provides profound and custom oriented development of your project in a short timeframe. You are most welcome to contact us at [sales@mageworx.com](mailto:sales@mageworx.com)