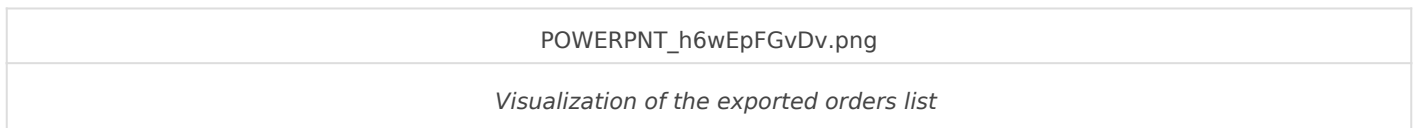


Export / orders list

Screenshot_2020-04-29_at_19.1 Getting started

In this article, you can learn about **export / orders list** functionality, which will allow you to export created e-commerce orders with their basic information. In order to access this module you have to have **BOK supervisors, MC business admin, Administrator, Super administrator, or Root** group.



To open the Featured products / list view, in the admin panel, navigate to:

Import / export > Export / orders list

All possible operations to perform on the **Export / orders list** view can be done in the **Filters** and **Export / orders list** tabs.

Export / orders list

Filters

Order ID

Processed on From: To:

Order value From: To:

Alt shop

Status

Delivery method

Payment method

Deffered payment status

Check status

Paid?

Customer ID

Phone number

Package number

Only with vouchers

Apply filters

Clear filters

Export / orders list

Export to XLSX

Show entries

Search:

ID	Processed on	Value	First name	Last name	E-mail	Paid?	DP Status	Status	Phone nu
2112	2025-02-04 16:17:52	645.17 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2111	2025-02-04 16:08:52	167.07 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2110	2025-02-04 16:02:04	167.07 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2109	2025-02-04 15:35:12	167.07 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2107	2025-01-31 13:52:05	452.00 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999

Table of contents:

1. [Filters section](#)
2. [Export / orders list section](#)
3. [Exporting orders to the xlsx](#)

Screenshot_2020-04-29_at_19.1

Filters section

The **Filters** section allows the sorting of the orders in the **export / orders list** module, based on the available filters. Orders are not visible by default and it is required to apply any filter first in order to see them. Below you will find a description of each filter.

Filters

Customer

Registration time From: To:

Update time From: To:

Birthday From: To:

Active status

Gender

Export specific customers - filter

Allowed to make test orders

Member Club

Is MC customer?

Active status

ATTENTION: Selecting any value results in narrowing results to only MC members!

MC title

ATTENTION: Selecting any value results in narrowing results to only MC members!

Orders

Orders count From: To:

Orders placement dates From: To:

ATTENTION: Using this filter requires non-zero "orders count: from" value!

Options

Show MD5 e-mail hash column

Export opt_out_mobile

Export opt_out_email

Export agreements

Export

Clear filters

- **Order ID** - Orders internal ID.
- **Processed on** - A range of dates when the order was processed.
- **Order value** - A range of total order values.
- **Alt shop** - Altshop name where the order was placed on.
- **Status** - Current status of the order.
- **Delivery method** - Selected orders delivery method.
- **Payment method** - Selected orders payment method.
- **Deffered payment status** - Current status of the deffered payment.
- **Check status** - Current internal check status of the order.
- **Paid?** - Order payment status.
- **Customer ID** - ID of the customer.
- **Phone number** - Customer's phone number.
- **Package number** - Number of the delivery package.
- **Only with vouchers** - A tickbox that allows seeing only orders with vouchers.
- **Status (Balikobot)** - Order status acquired from Balikobot.

After defining the above filters, select the **Apply Filters** button to get a list of sites according to the applied filters.

Screenshot_2020-04-29_at_19.1

Export / orders list section

The **Export / orders list** section allows to further narrow down the list of orders. Below you will find a description of possible actions.

Export / orders list Export to XLSX

Show entries Search:

ID	Processed on	Value	First name	Last name	E-mail	Paid?	DP Status	Status	Phone nu
2112	2025-02-04 16:17:52	645.17 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2111	2025-02-04 16:08:52	167.07 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2110	2025-02-04 16:02:04	167.07 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2109	2025-02-04 15:35:12	167.07 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2107	2025-01-31 13:52:05	452.00 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2106	2025-01-31 12:57:05	452.00 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2105	2025-01-31 12:47:06	224.00 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2104	2025-01-31 12:38:58	452.00 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2103	2025-01-31 12:26:52	452.00 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999
2102	2025-01-30 16:00:27	17.90 zł	Test	Test	salasinskispam@gmail.com	COD/DP		Nowe	+4899999

Showing 1 to 10 of 25 entries ← Previous 1 2 3 Next →

Visualization of the export / orders list section

- Select the **Show X entries (1)** field to set the number of orders, displayed on one page (min 10 / max 100).
- The names of the columns **(2)** that contain information about a given order. Each column is susceptible to sorting. To sort the records, click on the title of the column in question.
 - **Order ID** - Orders internal ID. By clicking on the order ID you will be redirected to the detailed order information located in the **Orders > Orders / list**.
 - **Processed on** - A range of dates when the order was processed.
 - **Value** - A range of total order values.
 - **First name** - Customer's first name.
 - **Last name** - Customer's last name.
 - **E-mail** - Customer's e-mail address.
 - **Paid?** - Order payment status.
 - **DP status** - Current status of the deferred payment.
 - **Status** - Current status of the order.
 - **Phone number** - Customer's phone number.
 - **Package number** - Number of the delivery package (Carrier Barcode).
- Select the **Export to xlsx (3)** button to export all filtered orders to the xlsx file. You can learn more about exported xlsx file in the [Exporting orders to the xlsx](#) section

- **Search box (4)** where you can search for desired orders by their ID, first name, last name, e-mail address, status, phone number, and package number.
- **Page buttons (5)**, which allow users to change the page of currently viewed orders.

Screenshot_2020-04-29_at_19.1

Exporting orders to the xlsx

By pressing the Export to xlsx button shown in the [Export / orders list section](#) chapter you are able to export all the filtered orders to the xlsx file and download it.

POWERPNT_h6wEpFGvDv.png
<i>Visualization of the exported orders=s</i>

Xlsx file contains the exactly same information as **export / orders list** tab:

- **ID** - Orders internal ID.
- **Processed on** - A range of dates when the order was processed.
- **Value** - A range of total order values.
- **First name** - Customer's first name.
- **Last name** - Customer's last name.
- **E-mail** - Customer's e-mail address.
- **Paid?** - Order payment status.
- **DP status** - Current status of the deffered payment.
- **Status** - Current status of the order.
- **Phone number** - Customer's phone number.
- **Package number** - Number of the delivery package (Carrier Barcode).

Revision #3

Created 27 November 2024 21:05:38 by Tau Ceti

Updated 13 February 2025 13:54:13 by Tau Ceti