

User manual



Table of Contents

User manual.....	1
Intro	2
System options	2
File structure setup.....	3
Save orders to CSV files	5
Example of a CSV file	5

Intro

The orders2csv module from ext4mage.com lets you export your order information to a CSV file with ease. You can easily make new file structures, where you though the orders2CSV admin pages, can setup which fields shall be included in the CSV file.

This document is a guide to teach you how to use the module. For installation instructions please see the installation manual.

System options

Set up the general options for the use of the module.

Orders2csv



General Settings

Developed by ext4mage.com - Get manual and advise on ext4mage.com.

We have the best PDF customizer for Magento on the market. More than 800 variables available - [ext4mage HTML2PDF](#)
Change and design everything in your Order, Invoice, Shipping and Credit PDF directly from WYSIWYG editor.

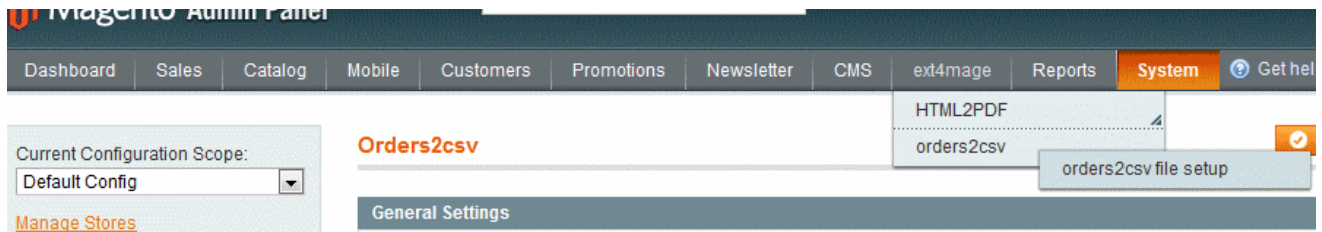
Is modul active	<input type="text" value="Yes"/>	[WEBSITE]
File structure	<input type="text" value="BasicOrderInfo"/>	[WEBSITE]

Field description:

- *Is module active* – whether or not the orders2csv module shall be used. Only when set to Yes the action will be shown in orders grid.
- *File structure* – which file structure shall be used to generate the CSV file

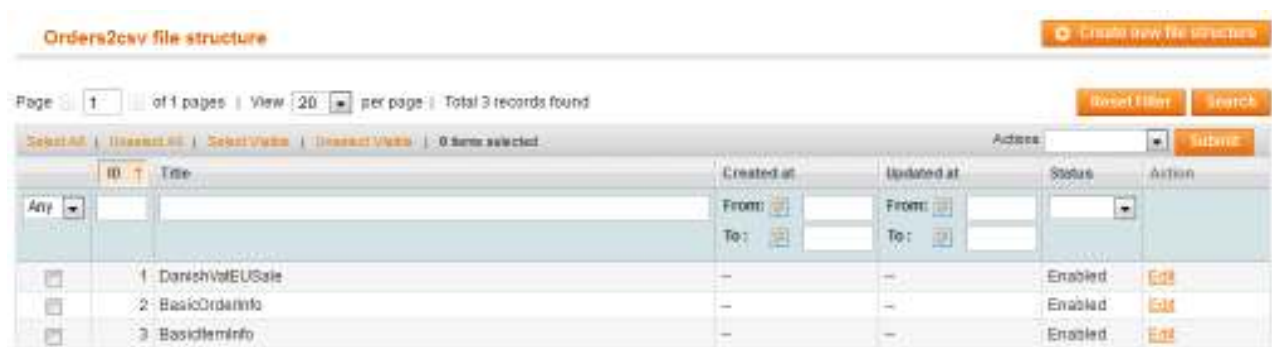
File structure setup

Here you setup all information needed to generate a CSV file from your orders. You find it under ext4mage in the navigation bar at the top of the page.



Grid overview

The first screen you will see is the grid overview, here all file structures are listed. By clicking on either the row or the edit link on the right side, you will get to the edit page of that element. You can also create a new by clicking on the Create new file structure button.



General – element information

Either way you choose the first screen you will see is the one below, here you setup the general stuff about the file structure that is selected.



Field description:

- **Title** – The title of the file, will also be used as filename on generation
- **Status** – The status of this element, only enabled will show up in configuration
- **Price formatting** – How price variables of the order shall be shown in the generated CSV file

File columns

The next thing you want to setup in your file structure, is the different column. There is no limit in the module of how many columns that you can have.

If one or more of the columns has an Item value, each item will be shown on its own row with all other data repeated. The same applies if one or more item option values are selected.

The screen for setting up the column is as below

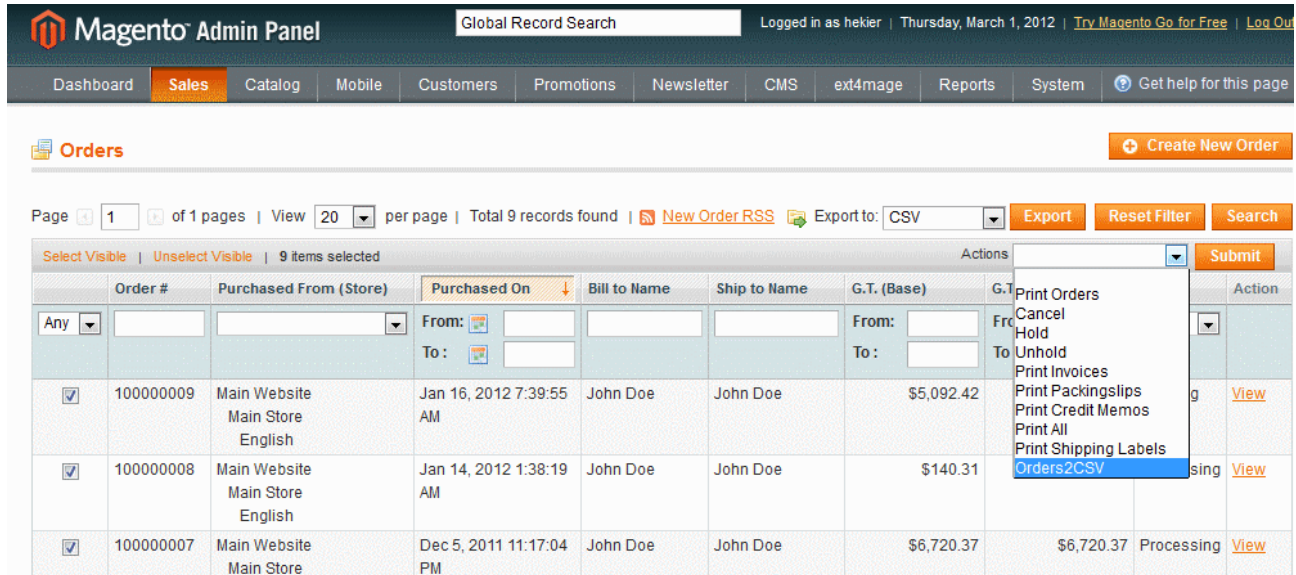


Field description:

- *Title* – The title of the column, also to be used in the head row of the CSV file
- *Value* – Select the order/item value that the column shall be populated with
- *Sort order* – In which order this column shall be shown, from left to right

Save orders to CSV files

In the order grid you on the left select the orders you want to save to a CSV file, and then select Orders2CSV in the Action dropdown box and click the submit button.



Example of a CSV file

Below is an example of a CSV file generated with the module. Here the Excel function Text to Columns has been used to import the data.

