

## 2. Order Management User Guide

Thank you for purchasing our extension. If you have any questions that are beyond the scope of this document, do not hesitate to leave us an email via our email address below.

Created: 10/05/2017 | By:Magenest| Support Portal: <http://servicedesk.izysync.com/servicedesk/customer/portal/120>

### Introduction

### System Requirements

Your store should be running on Magento Community Edition version 2.1.x

### Configuration

Firstly, you need to set the configuration to use Order Management extension.  
Go to backend of Magento 2, **Sales -> Manage Order-> Manager Setting**, to **enable /disable** Manage Editor or Manage Customer then set up **Yes /No**

The screenshot shows the Magento 2 configuration interface. On the left is a dark sidebar with a search icon, a notification bell with '12', and a user profile 'lan'. The main content area has a 'Save Config' button in the top right. Below a question mark icon, there are two sections: 'Manage Editor' and 'Manage Customer'. The 'Manage Editor' section has three dropdown menus, all set to 'Yes': 'Enable (Remove items Order by Admin) [store view]', 'Allow delete Order by Admin [store view]', and 'Allow edit item by Admin on Sales [store view]'. The 'Manage Customer' section has two dropdown menus, both set to 'No': 'Disable edit Item(s) [store view]' and 'Disable edit Shipping Address'. At the bottom, a URL is visible: 'n/system\_config/edit/section/ordermanager\_labels/key/53e4dd12ed8b5442cc67ce6f84662307d130267c1bb1132f8bd840ed3963d93/#'.

# Configuration

Store View: Default Config ?

Save Config

GENERAL

CATALOG

MAGENEST

Order Manager

CUSTOMERS

SALES

SERVICES

ADVANCED

Manage Editor

Enable (Remove items Order by Admin)  
[store view]

Yes

Yes

No

Allow delete Order by Admin  
[store view]

Yes

Allow edit item by Admin on Sales  
[store view]

Yes

Manage Customer

Disable edit Item(s)  
[store view]

No

Disable edit Shipping Address  
[store view]

No

Disable edit Billing Address  
[store view]

No

Copyright © 2017 Magento Commerce Inc. All rights reserved.

Magento ver. 2.1.3  
[Report Bugs](#)

After having a config, customer creates an account and buy a product.

Welcome, jacob! jacob john

LUMA


Search entire store here...

Sale

Training

Women

Home > Women > Ingrid Running Jacket



Ingrid Running Jacket

Be the first to review this product

\$85.00

IN STOCK  
SKU#: Ingrid Running Jacket

Qty


3

Add to Cart

ADD TO WISH LIST

ADD TO COMPARE

EMAIL



Review & Payments

Payment Method:

Check / Money order

jacob john  
229 E 24th St, New York, NY 10010, USA  
New York , New York 2345  
United States  
01986754321

Edit

Place Order

Apply Discount Code

Order Summary


Cart Subtotal

\$255.00

Order Total

\$255.00

3 Items In Cart




Ingrid Running Jacket

Qty: 3

\$255.00

Welcome, jacob! jacob john



Search entire store here...

Sale

Training

Women

Your order number is: 000000012.

We'll email you an order confirmation with details and tracking info.

Continue Shopping

Privacy and Cookie Policy

Search Terms

Contact Us

Advanced Search

Enter your email address

Subscribe

After the customer buys the finished product, customer goes to My account -> My order -> choose to order that customer has just bought -> View order.

[Sale](#) [Training](#) [Women](#)**Account Dashboard**[Account Information](#)[Address Book](#)[Manager Order Edit](#)[My Downloadable Products](#)[My Orders](#)[Newsletter Subscriptions](#)[Stored Payment Methods](#)[My Product Reviews](#)[Billing Agreements](#)[My Wish List](#)

## My Dashboard

[Recent Orders](#) [View All](#)

Order #	Date	Ship To	Order Total	Status	Action
000000012	5/9/17		\$255.00	Pending	<a href="#">View Order</a>   <a href="#">Reorder</a>
000000011	5/8/17		\$75.00	Pending	<a href="#">View Order</a>   <a href="#">Reorder</a>

### Account Information

**Contact Information**

jacob john  
miagenesis2017@gmail.com  
[Edit](#) | [Change Password](#)

**Newsletters**

You don't subscribe to our newsletter.  
[Edit](#)

**Compare Products**

You have no items to compare.

[Address Book](#) [Manage Addresses](#)**Recently Ordered**☐ Ingrid Running Jacket[Add to Cart](#)[View All](#)**Default Billing Address**

jacob john  
229 E 24th St, New York, NY 10010, USA  
New York , New York, 2345  
United States  
T: 01986754321  
[Edit Address](#)

**Default Shipping Address**

jacob john  
229 E 24th St, New York, NY 10010, USA  
New York , New York, 2345  
United States  
T: 01986754321  
[Edit Address](#)

**My Wish List**

You have no items in your wish list.

[Privacy and Cookie Policy](#)[Search Terms](#)[Contact Us](#)[Advanced Search](#)[Subscribe](#)

Account Dashboard  
Account Information  
Address Book  
Manager Order Edit  
My Downloadable Products  
**My Orders**  
Newsletter Subscriptions  
Stored Payment Methods  
My Product Reviews  
Billing Agreements  
My Wish List

Order # 000000012

PENDING

May 9, 2017

[Reorder](#)[Print Order](#)

Items Ordered

[Edit](#)

1

Product Name	SKU	Price	Qty	Subtotal
Ingrid Running Jacket	Ingrid Running Jacket	\$85.00	Ordered: 3	\$255.00
				Subtotal
				\$255.00
				Grand Total
				\$255.00

Compare Products

You have no items to compare.

Recently Ordered

☐ Ingrid Running Jacket[Add to Cart](#) [View All](#)

My Wish List

You have no items in your wish list.

## Order Information

## Billing Address

[Edit](#)

2

Jacob John  
229 E 24th St, New York, NY 10010,  
USA  
New York, New York, 2345  
United States  
T: 01986754321

## Payment Method

Check / Money order

[Privacy and Cookie Policy](#)[Search Terms](#)[Contact Us](#)[Advanced Search](#)[Subscribe](#)

## BILLING INFORMATION

## My Account

Account Dashboard  
Account Information  
Address Book  
Manager Order Edit  
My Downloadable Products  
My Orders  
Newsletter Subscriptions  
Stored Payment Methods  
My Product Reviews  
Billing Agreements  
My Wish List

## Contact Information

First Name \*

jacob

Last Name \*

john

Company

Phone Number \*

01986754321

Fax

## Address

Street Address \*

229 E 24th St, New York, NY 10010, USA

City \*

New York

State/Province \*

New York

Zip/Postal Code \*

2345

Country \*

United States

COMPARE  
PRODUCTS

Save

You have no items to compare.

RECENTLY  
ORDERED

- ☐ NADIA ELEMENTS SHELL
- ☐ INGRID RUNNING JACKET
- ☐ YOGA ADVENTURE

[Add to Cart](#) [View All](#)MY WISH  
LIST

You have no items in your wish list.



Search entire store here...



Sale Training Women

- Account Dashboard
- Account Information
- Address Book
- Manager Order Edit
- My Downloadable Products
- My Orders
- Newsletter Subscriptions
- Stored Payment Methods
- My Product Reviews
- Billing Agreements
- My Wish List

# Edit Product(s)

Update

1

2

Add Products

Product	Price	Qty	Subtotal	Discount	Row Subtotal
Ingrid Running Jacket SKU: Ingrid Running Jacket	\$85	<input type="text" value="3.00"/>	\$255	\$0	\$255



The Item(s) has been updated.

[Account Dashboard](#)  
[Account Information](#)  
[Address Book](#)  
[Manager Order Edit](#)  
[My Downloadable Products](#)  
[My Orders](#)  
[Newsletter Subscriptions](#)  
[Stored Payment Methods](#)  
[My Product Reviews](#)  
[Billing Agreements](#)  
[My Wish List](#)

## Edit Product(s)

[Update](#)

1

[Add Products](#)

Product	Price	Qty	Subtotal	Discount	Row Subtotal
Ingrid Running Jacket SKU: Ingrid Running Jacket	\$85	<input type="text" value="3.000"/>	\$255	\$0	\$255

### New List Products

[Cancel](#)[Update Item\(s\)](#)

3

Product	Price	Qty	Subtotal	Discount	Tax	Row Subtotal	Action
Ingrid Running Jacket SKU: Ingrid Running Jacket	\$85	<input type="text" value="5"/>	\$425	0%	0%	\$425	

2

Discount	\$0
Subtotal	\$425
Shipping & Handling	\$0
Tax	\$0
Grand Total	\$425

### Compare Products

You have no items to compare.

### Recently Ordered

☐ Ingrid Running Jacket[Add to Cart](#) [View All](#)

### My Wish List

You have no items in your wish list.

[Privacy and Cookie Policy](#)  
[Search Terms](#)  
[Contact Us](#)  
[Advanced Search](#)

[Subscribe](#)



[Sale](#) [Training](#) [Women](#)[Account Dashboard](#)  
[Account Information](#)  
[Address Book](#)  
[Manager Order Edit](#)  
[My Downloadable Products](#)  
[My Orders](#)  
[Newsletter Subscriptions](#)  
[Stored Payment Methods](#)  
[My Product Reviews](#)  
[Billing Agreements](#)  
[My Wish List](#)

#### Compare Products

You have no items to compare.

#### Recently Ordered

☐ Ingrid Running Jacket[Add to Cart](#)[View All](#)

#### My Wish List

You have no items in your wish list.

## Add Product(s)



6 Item(s)

Id	Thumbnail	Product	SKU	Price (\$)	Discount (%)	Tax(%)	Select	Quantity
2		Riona Full Zip Jacket	Riona Full Zip Jacket	12	0	0	<input type="checkbox"/>	<input type="text"/>
3		Ingrid Running Jacket	Ingrid Running Jacket	85	0	0	<input type="checkbox"/>	<input type="text"/>
4		Yoga Adventure	Yoga Adventure	75	0	0	<input checked="" type="checkbox"/>	<input type="text" value="1"/>
5		Jackets	Jackets	0	0	0	<input type="checkbox"/>	<input type="text"/>
6		Harmony Lumaflex™ Strength Band Kit	Harmony Lumaflex™ Strength Band Kit	35	0	0	<input type="checkbox"/>	<input type="text"/>
10		Nadia Elements Shell	Nadia Elements Shell	0	0	0	<input checked="" type="checkbox"/>	<input type="text" value="2"/>

6 Item(s)

[Back](#)[Add Selected Product\(s\) to Order](#)[Privacy and Cookie Policy](#)[Search Terms](#)[Contact Us](#)[Advanced Search](#)[Subscribe](#)



Search entire store here...  

[Sale](#) [Training](#) [Women](#)

- Account Dashboard
- Account Information
- Address Book
- Manager Order Edit**
- My Downloadable Products
- My Orders
- Newsletter Subscriptions
- Stored Payment Methods
- My Product Reviews
- Billing Agreements
- My Wish List

# Information

Order #	Status Order	Censorship	Create At	
12	pending	checking	2017-05-09 02:28:34	<a href="#">View</a> <a href="#">Delete</a>

1 Item(s)

[Sale](#) [Training](#) [Women](#)[Account Dashboard](#)  
[Account Information](#)  
[Address Book](#)  
[Manager Order Edit](#)  
[My Downloadable Products](#)  
[My Orders](#)  
[Newsletter Subscriptions](#)  
[Stored Payment Methods](#)  
[My Product Reviews](#)  
[Billing Agreements](#)  
[My Wish List](#)

## Information

### Items Order

Product	Price	Qty	Subtotal	Discount	Tax	Row Subtotal
Ingrid Running Jacket SKU: Ingrid Running Jacket	\$85	5	\$425	0%	0%	\$425
Yoga Adventure SKU: Yoga Adventure	\$75	1	\$75	0%	0%	\$75
Nadia Elements Shell SKU: Nadia Elements Shell	\$0	2	\$0	0%	0%	\$0
<b>Discount</b>	\$0					
<b>Subtotal</b>	\$500					
<b>Shipping &amp; Handling</b>	\$0.0000					
<b>Tax</b>	\$0					
<b>Grand Total</b>	\$500					

### Compare Products

You have no items to compare.

### Recently Ordered

☐ Ingrid Running Jacket

[Add to Cart](#)[View All](#)

### My Wish List

You have no items in your wish list.

[Privacy and Cookie Policy](#)[Search Terms](#)[Contact Us](#)[Advanced Search](#)[Subscribe](#)

DASHBOARD

SALES

PRODUCTS

CUSTOMERS

MARKETING

CONTENT

REPORTS

STORES

SYSTEM

## Manage Order Manager

Search

Reset Filter

Actions

5 records found

20 per page

1 of 1

	ID #	Order Id	Status	Censorship	Create At	Customer Name	Customer Email	Action
Any								
<input type="checkbox"/>	1	1	pending	accept	2017-05-05 08:09:56	magenest magenest	abc@gmail.com	<a href="#">Edit</a>
<input type="checkbox"/>	2	2	pending	checking	2017-05-05 08:11:52	magenest magenest	abc@gmail.com	<a href="#">Edit</a>
<input type="checkbox"/>	6	7	pending	checking	2017-05-05 09:03:16	q w	namchinh@gmail.com	<a href="#">Edit</a>
<input type="checkbox"/>	7	8	pending	accept	2017-05-06 08:09:08	Susan Smith	susansmith2602@gmail.com	<a href="#">Edit</a>
<input type="checkbox"/>	8	12	pending	checking	2017-05-09 02:28:34	Jacob John	miagenesis2017@gmail.com	<a href="#">Edit</a>

Copyright © 2017 Magento Commerce Inc. All rights reserved.

Magento ver. 2.1.3

[Report Bugs](#)

Information

Search

12

ordermanagement

← Back

Delete

Print Order

Accept

INFORMATION

Items Information

Address Information

Update Items

Product	Price	Qty	Subtotal	Discount	Tax	Row Subtotal	
Ingrid Running Jacket SKU: Ingrid Running Jacket	\$85	<input type="text" value="5"/>	\$425	<input type="text" value="0"/> %	0%	\$425	<a href="#">Remove</a>
Yoga Adventure SKU: Yoga Adventure	\$75	<input type="text" value="1"/>	\$75	<input type="text" value="0"/> %	0%	\$75	<a href="#">Remove</a>
Nadia Elements Shell SKU: Nadia Elements Shell	\$0	<input type="text" value="2"/>	\$0	<input type="text" value="0"/> %	0%	\$0	<a href="#">Remove</a>

Add Products

Order Totals

Discount	\$0
Subtotal	\$500
Shipping & Handling	\$0
Tax	\$0
Grand Totals	\$500

Search

Reset Filter

Actions ▾

6 records found (1 selected)







20 ▾ per page

<

1

of 1

>

<div><div>▾ ▾</div></div>	ID	Image	Product	SKU	Price
<div>Any ▾</div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>From <input type="text"/></div> <div>To <input type="text"/></div>
<input type="checkbox"/>	2		Riona Full Zip Jacket	Riona Full Zip Jacket	\$12.00
<input checked="" type="checkbox"/>	3		Ingrid Running Jacket	Ingrid Running Jacket	\$85.00
<input type="checkbox"/>	4		Yoga Adventure	Yoga Adventure	\$75.00
<input type="checkbox"/>	5		Jackets	Jackets	
<input type="checkbox"/>	6		Harmony Lumaflex™ Strength Band Kit	Harmony Lumaflex™ Strength Band Kit	\$35.00
<input type="checkbox"/>	10		Nadia Elements Shell	Nadia Elements Shell	\$8.00

## Information

Search 12 ordermanagement

Back Delete Print Order Accept

### INFORMATION

Items Information

Address Information

### Update Items

Product	Price	Qty	Subtotal	Discount	Tax	Row Subtotal	
Ingrid Running Jacket SKU: Ingrid Running Jacket	\$85	5	\$425	6 %	0%	\$425	<a href="#">Remove</a>
Yoga Adventure SKU: Yoga Adventure	\$75	1	\$75	0 %	0%	\$75	<a href="#">Remove</a>
Nadia Elements Shell SKU: Nadia Elements Shell	\$0	2	\$0	0 %	0%	\$0	<a href="#">Remove</a>

### Add Products

### Order Totals

Discount	\$0
Subtotal	\$500
Shipping & Handling	\$0
Tax	\$0
Grand Totals	\$500

## Information

Search 12 ordermanagement

Back Delete Print Order

### INFORMATION

Items Information

Address Information

Product	Price	Qty	Subtotal	Discount	Tax	Row Subtotal	
Ingrid Running Jacket SKU: Ingrid Running Jacket	\$85	5	\$425	6 %	0%	\$399.5	
Yoga Adventure SKU: Yoga Adventure	\$75	1	\$75	0 %	0%	\$75	
Nadia Elements Shell SKU: Nadia Elements Shell	\$0	2	\$0	0 %	0%	\$0	

### Order Totals

Discount	\$25.5
Subtotal	\$500
Shipping & Handling	\$0
Tax	\$0
Grand Totals	\$474.5

DASHBOARD

SALES

PRODUCTS

CUSTOMERS

MARKETING

CONTENT

REPORTS

STORES

SYSTEM

FIND PARTNERS & EXTENSIONS

Information

Items Information

Address Information

Billing Address Edit

Shipping Address

jacob john

229 E 24th St, New York, NY 10010, USA  
New York ,New York,2345  
United States  
T: 01986754321

No Change

← Back

Delete

Print Order

Accept

Copyright © 2017 Magento Commerce Inc. All rights reserved.

Magento ver. 2.1.3  
Report Bugs

## Billing Information



ordermanagement ▾

First Name \*

jacob

Last Name \*

john

Company

Phone Number \*

01986754321

Fax

Street Address \*

229 E 24th St, New York, NY 10010, USA

City \*

New York

Zip/Postal Code

2345

Country \*

United States



☐ Use as shipping address

Save



ORDER # 000000012

PENDING

May 9, 2017

[Print](#)**My Account**[Account Dashboard](#)[Account Information](#)[Address Book](#)[Manager Order Edit](#)[My Downloadable Products](#)**My Orders**[Newsletter Subscriptions](#)[Stored Payment Methods](#)[My Product Reviews](#)[Billing Agreements](#)[My Wish List](#)**Items Ordered**

Product Name	SKU	Price	Qty	Subtotal
INGRID RUNNING JACKET	Ingrid Running Jacket	\$85.00	Ordered: 5	\$425.00
YOGA ADVENTURE	Yoga Adventure	\$75.00	Ordered: 1	\$75.00
NADIA ELEMENTS SHELL	Nadia Elements Shell	\$0.00	Ordered: 2	\$0.00

Subtotal	\$500.00
Discount	-\$25.50
<b>Estimated Total</b>	<b>\$474.50</b>

## COMPARE PRODUCTS

You have no items to compare.

## Order Information

### RECENTLY ORDERED

- ☐ NADIA ELEMENTS SHELL
- ☐ INGRID RUNNING JACKET
- ☐ YOGA ADVENTURE

[Add to Cart](#)[View All](#)

### MY WISH LIST

You have no items in your wish list.

**Billing Address**

[Edit](#)  
jacob john  
229 E 24th St, New York, NY  
10010, USA  
New York , New York, 2345  
United States  
T: 01986754321

**Payment Method**[Check / Money order](#)

## Update

- When a new update is available, we will provide you with a new package containing our updated extension.
- You will have to delete the module directory and repeat the installing steps above.
- Flush the config cache. Your store and newly installed module should be working as expected.

---

## Support

- We will reply to support requests after **2 business days**.
  - We will offer **lifetime free update and 6 months free support for all of our paid products**. Support includes answering questions related to our products, bug/error fixing to make sure our products fit well in your site exactly like our demo.
  - Support **DOES NOT** include other series such as customizing our products, installation and uninstallation service.
- 

Once again, thank you for purchasing our extension. If you have any questions relating to this extension, please do not hesitate to contact us for support.