

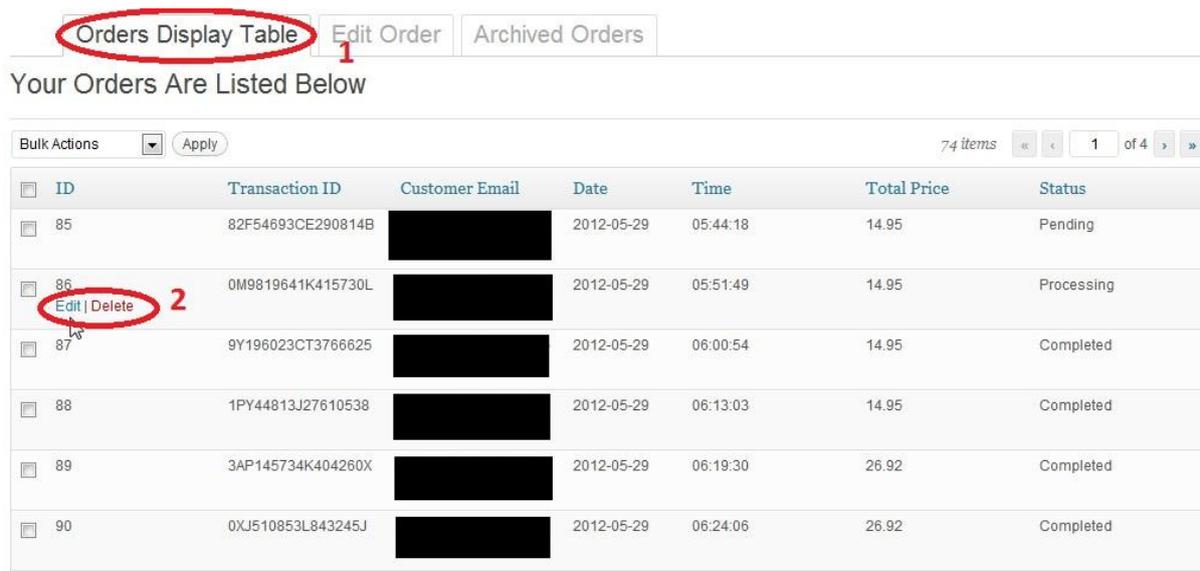
Using the eStore Order Management Plugin

After installing and activating the plugin, you can view and manage all of your eStore orders by going to the WP eStore->Order Management menu.



Managing eStore Orders

All current order transactions will be displayed in the Orders Display Table tab.



The screenshot shows the 'Orders Display Table' tab selected, indicated by a red circle and the number '1'. Below the tab are buttons for 'Edit Order' and 'Archived Orders'. The main content area is titled 'Your Orders Are Listed Below' and contains a table of orders. The table has columns for ID, Transaction ID, Customer Email, Date, Time, Total Price, and Status. The 'Orders Display Table' tab is circled in red with a '1' next to it. The 'Edit | Delete' link for order ID 86 is circled in red with a '2' next to it.

| ID | Transaction ID | Customer Email | Date | Time | Total Price | Status |
|----|-------------------|----------------|------------|----------|-------------|------------|
| 85 | 82F54693CE290814B | [REDACTED] | 2012-05-29 | 05:44:18 | 14.95 | Pending |
| 86 | 0M9819641K415730L | [REDACTED] | 2012-05-29 | 05:51:49 | 14.95 | Processing |
| 87 | 9Y196023CT3766625 | [REDACTED] | 2012-05-29 | 06:00:54 | 14.95 | Completed |
| 88 | 1PY44813J27610538 | [REDACTED] | 2012-05-29 | 06:13:03 | 14.95 | Completed |
| 89 | 3AP145734K404260X | [REDACTED] | 2012-05-29 | 06:19:30 | 26.92 | Completed |
| 90 | 0XJ510853L843245J | [REDACTED] | 2012-05-29 | 06:24:06 | 26.92 | Completed |

You can edit an individual order by clicking the "edit" link in the ID column.

Similarly you can delete an individual order by clicking the “Delete” link in the ID column. Bulk deletion of orders can also be achieved by selecting the order entries using the checkboxes and then choosing “Delete” from the “Bulk Action” drop down box and clicking the “Apply” button.

Archiving Orders

Orders can be archived by selecting the appropriate entries using the checkboxes and then choosing “Archive” from the “Bulk Action” drop down box and clicking the “Apply” button

The screenshot shows the 'Orders Display Table' interface. At the top, the 'Orders Display Table' tab is highlighted with a red circle and the number 1. Below the tab, the text 'Your Orders Are Listed Below' is displayed. The main area contains a table with columns for 'Bulk Actions', 'Transaction ID', and an unlabeled column for order IDs. The 'Bulk Actions' dropdown menu is open, showing options for 'Delete' and 'Archive'. The 'Archive' option is circled in red with the number 3. The 'Apply' button is circled in red with the number 4. The checkboxes for orders 88, 89, 90, and 91 are circled in red with the number 2. The table data is as follows:

| Bulk Actions | Transaction ID | |
|-------------------------------------|-------------------|----|
| <input type="checkbox"/> | 82F54693CE290814B | 85 |
| <input type="checkbox"/> | 0M9819641K415730L | 86 |
| <input type="checkbox"/> | 9Y196023CT3766625 | 87 |
| <input checked="" type="checkbox"/> | 1PY44813J27610538 | 88 |
| <input checked="" type="checkbox"/> | 3AP145734K404260X | 89 |
| <input checked="" type="checkbox"/> | 0XJ510853L843245J | 90 |
| <input checked="" type="checkbox"/> | 14F5412937515943P | 91 |

All archived orders will then be removed from the main Orders Display Table tab and can be managed from the Archived Orders tab.

Your Archived Orders Are Listed Below

| ID | Transaction ID | Customer Email | Date | Time | Total Price | Status |
|----|-------------------|----------------|------------|----------|-------------|-----------|
| 88 | 1PY44813J27610538 | [REDACTED] | 2012-05-29 | 06:13:03 | 14.95 | Completed |
| 89 | 3AP145734K404260X | [REDACTED] | 2012-05-29 | 06:19:30 | 26.92 | Completed |
| 90 | 0XJ510853L843245J | [REDACTED] | 2012-05-29 | 06:24:06 | 26.92 | Completed |
| 91 | 14F5412937515943P | [REDACTED] | 2012-05-29 | 06:26:30 | 47.63 | Completed |

Archived orders can similarly be edited by clicking the edit link as per the main orders in the Orders Display Table tab.

Archived orders can also be “de-archived” and sent back to the main orders display table by selecting the appropriate entries using the checkboxes and then performing a bulk action by choosing the "De-archive" selection from the drop down box and clicking the Apply button.

Editing an Order

An order can be edited (whether it is archived or not) by clicking on the “Edit” link as explained in the previous sections.

In the “Edit Order” screen you can set the order status to reflect the current state of the order by choosing one of the values in the “Order Status” drop down box as shown in the image below.

Orders Display Table

Edit Order

Archived Orders

Edit Order Information

| | |
|----------------------------|--|
| Order Transaction ID: | <input type="text" value="0M9819641K415730L"/> |
| Order Status: | <input type="text" value="Processing"/> |
| Buyer's Email: | <input type="text" value="██████████@gmail.com"/> |
| First Name: | <input type="text" value="████"/> |
| Last Name: | <input type="text" value="████"/> |
| Buyer's Address: | <input type="text" value="██████████"/> United States |
| Phone: | <input type="text"/> |
| Shipping Payment Amount: | <input type="text" value="0.00"/> |
| Tax Total: | <input type="text" value="0.00"/> |
| Gross Payment Amount: | <input type="text" value="14.95"/> |
| Coupon ID Used: | <input type="text"/> |
| Number Of Items Purchased: | <input type="text" value="1"/> |

Purchased Products

| | |
|----------------------|--|
| Product ID: | <input type="text" value="12"/> |
| Product Name: | <input type="text" value="My Amazing Plugin"/> |
| Quantity Purchased: | <input type="text" value="1"/> |
| Product Gross Price: | <input type="text" value="14.95"/> |

Merchant's Notes:

Archived:

[Save](#)

You can also edit various fields pertaining to the order except for the transaction ID and the purchased product details.

Once you have completed editing the order, click the Save button.