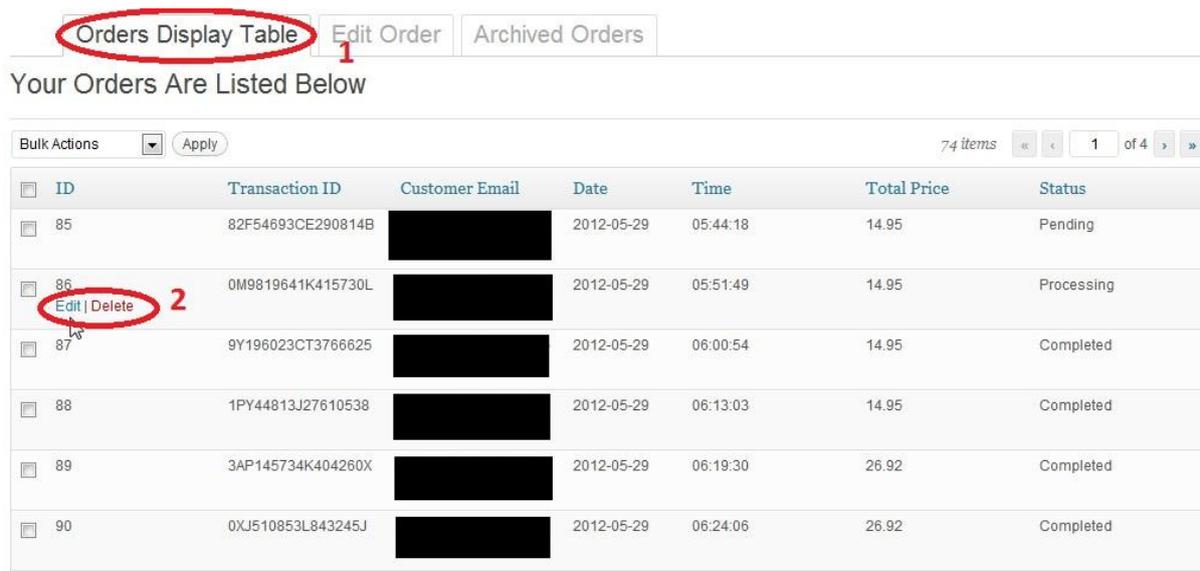## Using the eStore Order Management Plugin

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.

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

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

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: 0M9819641K415730L

Order Status: Processing ▼

Buyer's Email: ████████████████@gmail.com

First Name: ███

Last Name: ███

Buyer's Address: ████
United States

Phone:

Shipping Payment Amount: 0.00

Tax Total: 0.00

Gross Payment Amount: 14.95

Coupon ID Used:

Number Of Items Purchased: 1

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.