

Aitoc



Orders Export and Import

User Manual for Magento

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1. Enabling the extension in your Magento

Magento Admin Panel Global

Dashboard | Sales | Catalog | **System**

Manage Aitoc Modules
Configuration

Aitoc Modules Manager v3.2.1 Save modules settings

AITOC Modules		
Enabled	Module name	
<input checked="" type="checkbox"/>	Orders Export and Import v1.2.9	How to get support Register license Create support ticket
<input checked="" type="checkbox"/>	Smart Reports v1.0.11	How to get support Register license Create support ticket
<input checked="" type="checkbox"/>	Pre-Order v1.2.9	How to get support Register license Create support ticket
<input checked="" type="checkbox"/>	Aitoc_Common v1.0.3 <small>Used by other AITOC's modules. Do not disable.</small>	How to get support Register license Create support ticket
<input checked="" type="checkbox"/>	Admin Email Notifications v2.2.2	How to get support Register license Create support ticket
<input checked="" type="checkbox"/>	Gift Registry v3.0.1	How to get support Register license Create support ticket
<input checked="" type="checkbox"/>	Reviews Booster v2.5.3	How to get support Register license Create support ticket

In System > Manage Aitoc Modules, check Orders Export and Import and click "Save modules settings" on the top right.

[[Manage Class Rewrites](#)] [[View Customized Templates](#)] [[Grant full write permissions](#)]

2. Managing profiles

Export Orders

Configuration

Order Entities

Order Fields

History

Processor

Aitoc Order Export

 Save

 Save And Export

 Cancel

Profile Information

Loaded Profile: Default

Profile: Default

Profile name: Default

Store View: All Store Views

You can use multiple profiles with different settings.

Load Profile

Delete Profile

File Information

Type: Email

File prefix:

Send to*

example@example.com

Email sender

Customer Support

Email template

Aitexporter: Export Orders (Defal

“Loaded profile” shows you the profile you can manage now.

The “Profile” dropdown allows you to select another profile.

“Load profile” and “Delete profile” buttons apply the function to the item selected in the “Profile” dropdown.

The “Store View” dropdown enables you to use export for selected stores.

Data Format

Type: CSV / Tab Separated

Value Delimiter: , (t for tab)

Enclose Values In: "

Warning! Empty value can cause problems with CSV format

Automatic export settings


Export order

Manually trough backend

2. Managing profiles

Click to save the current profile without exporting. To add a new profile, add the Profile name and click "Save"

Export Orders

Configuration 

Order Entities

Order Fields

History

Processor

Aitoc Order Export

Profile Information

Loaded Profile: Default

Profile: Profile name: Store View:
File Information
Type: File prefix:

Order export date and time will be added to this file name to avoid file overwriting

Send to*: Email sender: Email template:
Data Format
Type: Value Delimiter: (\\t for tab)Enclose Values In: Warning! Empty value can cause problems with CSV format
Automatic export settings
Export order:

3. Configuring export output

File Information

Type:

File prefix:

Order export date and time will be added to this file name to avoid file overwriting

Path*:

Absolute path or Relative to Magento install root, ex. var/export

Order Export file will be placed on local server in "Path folder" with filename "File Prefix" _YYYY-MMDDHHMMSS.ext You can download the file when export is complete.

File Information

Type:

File prefix:

Order export date and time will be added to this file name to avoid file overwriting

Path:

FTP Host[:Port]*:

User name*:

Password:

Passive mode:

Order Export file will be placed on remote FTP. Please note that creating an export file may take several minutes.

File Information

Type:

File prefix:

Order export date and time will be added to this file name to avoid file overwriting

Send to*:

Email sender:

Email template:

You'll get an email with the export file attached. You can edit email template using default Magento means (System > Transactional emails). Please note that creating an export file may take several minutes.

3. Configuring export output

Data Format

Type:

XSL Template File: No file chosen
No file selected

The extension supports exporting in XML format. XML file is a preferred type for order migration between different Magento versions.

XSL template allows you to create order export files that can be imported into third-party software.

Data Format

Type:

Value Delimiter: (t for tab)

Enclose Values In: Warning! Empty value can cause problems with CSV format

Please note that CSV files may have various formats.

For example, you can open a file in Microsoft Excel and then save it in the same CSV format without any changes. As a result, you get a file with new data structure. [The CSV file should be edited in plain text editor.](#)

The automatic exporting can be started upon different types of events.

You can select one of them if automatic exporting is needed.

Automatic export settings

Export order

- ✓ Manually trough backend
- Automatically after checkout
- Automatically once invoices for all products in an order are created
- Automatically by cron

Order Filters

Order Status: All Statuses

Order #: From: [] To: []

Orders by Customer ID#: From: [] To: []

Orders by Product ID#: From: [] To: []

Order Date: From: [] To: []

Cron settings

Export by cron: Disable

Export only orders which were not exported before: No

Clear export queue Current profile has been executed and some orders are already exported. If you want to start the queue from the begin you should set the checkbox.

You can create filters by order status, order number, customer ID, product ID or order date.

Please note that you can create filters with empty values.

Cron job will help you create a schedule for order exporting.

"Export orders which were not exported before" option works within the current profile.

3. Configuring export output

Export Orders

Configuration

Order Entities

Order Fields

History

Processor

Aitoc Order Export

Save Save And Export Cancel

Select All/Unselect All

In these tabs you can select the data to export from orders.

Order export contains invoices, shipments, etc. You can skip some data if you don't need it.

Orders

- Order Items
- Order Addresses
- Order Payments
- Order Payment Transactions
- Order Status History

Invoices

- Invoices
- Invoice Comments
- Invoice Items

Shipments

- Shipments
- Shipment Comments
- Shipped Items
- Shipments Tracking Information

Credit Memos

4. Order Export History and the Processor tab

Export Orders

- Configuration
- Order Entities
- Order Fields

History

- Processor

Aitoc Order Export

[Save](#) [Save And Export](#) [Cancel](#)

Page 1 of 1 pages | View 20 per page | Total 3 records found

[Reset Filter](#) [Search](#)

[Select All](#) | [Unselect All](#) | [Select Visible](#) | [Unselect Visible](#) | 0 items selected

Actions [Submit](#)

	File Name	FTP-Uploaded	Emailed	Cron	Store	Exported At	Action
Any						From: <input type="text"/> To: <input type="text"/>	
<input type="checkbox"/>	order_export_3_20150306045618.csv	No	Yes	No	All	Mar 6, 2015 4:56:18 AM	
<input type="checkbox"/>	order_export_2_20150306034234.csv	No	No	No	All	Mar 6, 2015 3:42:34 AM	
<input type="checkbox"/>	order_export_1_20141118014548.xml	No	Yes	No	All	Nov 18, 2014 1:45:48 AM	

The History tab contains full detail of each export that has been performed (download the exported file to see a list of exported orders).

Please note that the export process can take up to several minutes due to a large number of orders. You can control the export progress and cancel it in ["Processor"](#).

Mobile Customers Promotions Newsletter CMS Reports **System**

Aitoc Order Import Check Data Cancel

Configuration

Try to import orders to corresponding store views

▲ If there's no corresponding storeview the order would be imported into storeview defined by 'Store Views' setting

Store Views

Create customers based on Billing/Shipping Address

Import Behavior

- ✓ Append Complex Data
- Replace Existing Complex Data
- Delete Entities

Upload a file *

The extension checks data structure before importing.

Use the "Store Views" dropdown to import into a certain store.

Usually Magento installations have different sets of customer IDs and product IDs. The extension matches customers by email address, and products by SKU.

The extension can create customer accounts based on "Billing Information" from their orders.

Import Behavior options:

1. Append Complex Data. Import will be processed if orderID is not present in the system.
2. Replace Existing Complex Data. Import will be processed for each order. If you import orders with OrderIDs that already exist in the system, existing orders will be replaced by imported ones.
3. Delete Entities. All Orders which orderIDs listed in the imported file **will be deleted**.

The extension supports import in XML. XML file is a preferred type for order migration between different Magento versions. You can find examples for custom order import at the bottom of the extension's page on aitoc.com under "Documents".

Data Format

Type

The extension supports order import in CSV.

Please note that CSV files may have various formats.

For example, you can open a file in Microsoft Excel and then save it in another format without any changes. As a result, you get a file with new data structure. [The CSV file should be edited in plain text editor](#) (we recommend LibreOffice).

Data Format

Type

Value Delimiter
▲ (\\t for tab)

Enclose Value In
▲ Warning! Empty value can cause problems with CSV format

6. Order Import History and the Processor tab

Import Orders

Configuration

History

Processor

Aitoc Order Import

Check Data Cancel

Page 1 of 1 pages | View 20 per page | Total 5 records found

Reset Filter Search

Select All | Unselect All | Select Visible | Unselect Visible | 0

Actions Submit

	File Name	Created at	Status	Number of Errors	Log Files
Any		From: <input type="text"/> To: <input type="text"/>		From: <input type="text"/> To: <input type="text"/>	
<input type="checkbox"/>	test.xml	Nov 19, 2014 3:35:40 AM	Not Validated	0	View Log
<input type="checkbox"/>	test.xml	Nov 18, 2014 2:08:26 AM	Imported	1	View Log
<input type="checkbox"/>	test.xml	Nov 18, 2014 1:47:07 AM	Not Validated	0	View Log
<input type="checkbox"/>	test.xml	Nov 18, 2014 1:38:34 AM	Not Validated	0	View Log
<input type="checkbox"/>	order_export_3_20140716003931.xml	Jul 16, 2014 7:41:08 AM	Imported	0	View Log

The History tab contains all import history to control the import process. You can check every import in full detail (see a list of errors).

Please note that the import process can take up to several minutes due to a large number of orders. You can control the import progress and cancel it in "Processor".

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You can purchase **Orders Export and Import** at
www.aitoc.com/en/magentomods_orders_export_and_import.html

For questions please email at sales@aitoc.com