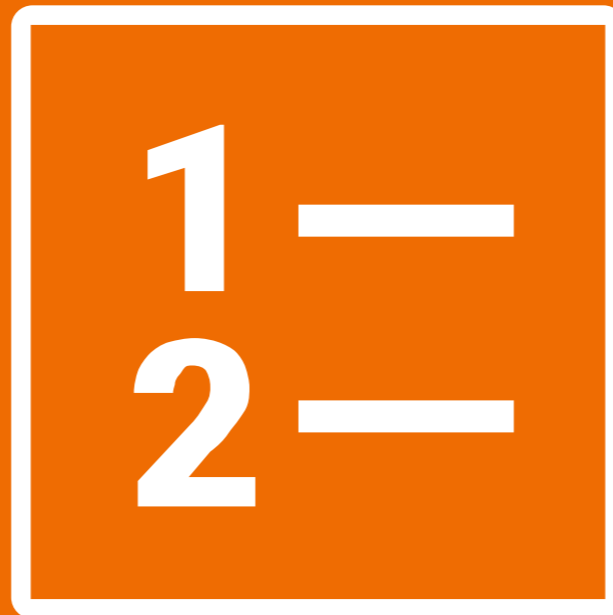


**Aitoc**



# Custom Order Number Pro

User Manual for Magento 2

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1. Unzip and paste the extension file into your root Magento folder.
2. Connect to your server by SSH.
3. Go to your Magento root folder.
4. To install the extension, perform this command:

```
php bin/magento setup:upgrade
```

5. To switch the extension on/off, perform these commands:

```
php bin/magento module:enable Aitoc_AdvancedOrderNumber
```

```
php bin/magento module:disable Aitoc_AdvancedOrderNumber
```

You can activate/deactivate several Aitoc extensions at once by specifying their names separated by space in the command.

## 2. Configuring the Custom Order Number Pro extension

### Configuration

Store View: Main Website



Save Config

Configure General Settings of the Custom Order Number Pro extension. You can create different sales document IDs for each Store View.

Utilize different variables to configure custom order numbers.

GENERAL

CATALOG

CUSTOMERS

SALES

SERVICES

ADVANCED

AITOC EXTENSIONS

#### General Settings

##### Legend [store view]

**[STORE]** - Use this variable to insert the store code.  
**[RAND]** - This variable inserts a random 9-digit number.  
**[RAND:N]** - Use this variable to set the length (N) of a random number. Valid values are between 9 and 15, inclusive. E.g.:  
[RAND:11]  
**[INC]** - This variable inserts a 9-digit counter.  
**[INC:N]** - With this variable, you can assign a start number (N) to the counter.  
**[D]** - Use this variable to insert a day of the month.  
**[M]** - This variable inserts the month.  
**[Y]** - This variable inserts the year.  
Please note that an ID must contain either [RAND] or [INC], but these variables shouldn't be used all together.  
You can use custom suffixes, prefixes, and postfixes by combining numbers with letters and symbols (hyphens and underscores).  
Please double-check that the final length of the custom ID doesn't exceed **30** characters, otherwise it won't be displayed properly.

Order ID Format  
[store view]

[INC:748]order-[M][Y]

Use Default

Leave empty for the default Magento format.

Invoice ID Format  
[store view]

Use Default

Leave empty for the default Magento format.

Shipment ID Format  
[store view]

[D][M]-SHIP-[INC]

Use Default

Leave empty for the default Magento format.

Credit Memo ID Format  
[store view]

meMO\_[RAND][D]-[M][Y]

Use Default

Leave empty for the default Magento format.

Custom Order Number

## General Settings

### Legend [store view]

- [STORE]** - Use this variable to insert the store code.
- [RAND]** - This variable inserts a random 9-digit number.
- [RAND:N]** - Use this variable to set the length (N) of a random number. Valid values are between 9 and 15, inclusive. E.g.: [RAND:11]
- [INC]** - This variable inserts a 9-digit counter.
- [INC:N]** - With this variable, you can assign a start number (N) to the counter.
- [D]** - Use this variable to insert a day of the month.
- [M]** - This variable inserts the month.
- [Y]** - This variable inserts the year.

Please note that an ID must contain either [RAND] or [INC], but these variables shouldn't be used all together.

You can use custom suffixes, prefixes, and postfixes by combining numbers with letters and symbols (hyphens and underscores). Please double-check the total length of the custom ID doesn't exceed 30 characters, otherwise it won't be displayed properly.

The variables can be put in any order in the ID.

### Order ID Format [store view]

Leave the field empty to continue using the default Magento ID format.

[INC:748]order-[M]\_[Y]

Leave empty for the default Magento format.

### Invoice ID Format [store view]

Leave empty for the default Magento format.

### Shipment ID Format [store view]

[D]\_[M]-SHIP-[INC]

Leave empty for the default Magento format.

Use numbers, letters, and symbols (hyphens and underscores) to add custom prefixes, suffixes, and postfixes to the IDs.

### Credit Memo ID Format [store view]

meMO\_[RAND]\_[D]-[M]-[Y]

Leave empty for the default Magento format.

# 3. Custom sales document IDs: document grid view

## Orders

Create New Order

Search by keyword

Here is how the sales document grid looks like when custom numbering is applied.

Actions

10 records found

Filters

Default View

Columns

Export

20 per page



1 of 1



<input type="checkbox"/>	ID	↑	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
<input type="checkbox"/>	000000755order-02_2018		Main Website Main Website Store Default Store View	Feb 20, 2018 3:47:03 AM	Ben Brown	Ben Brown	\$66.00	\$66.00	Processing	<a href="#">View</a>
<input type="checkbox"/>	000000754order-02_2018		Main Website Main Website Store Default Store View	Feb 20, 2018 3:45:40 AM	Dave Wilson	Dave Wilson	\$44.00	\$44.00	Processing	<a href="#">View</a>
<input type="checkbox"/>	000000753order-02_2018		Main Website Main Website Store Default Store View	Feb 20, 2018 3:43:45 AM	Kate Stevens	Kate Stevens	\$54.00	\$54.00	Processing	<a href="#">View</a>
<input type="checkbox"/>	000000752order-02_2018		Main Website Main Website Store Default Store View	Feb 20, 2018 3:34:06 AM	Keith Taylor	Keith Taylor	\$39.00	\$39.00	Processing	<a href="#">View</a>
<input type="checkbox"/>	000000751order-02_2018		Main Website Main Website Store Default Store View	Feb 20, 2018 3:31:08 AM	Tom Jones	Tom Jones	\$74.00	\$74.00	Processing	<a href="#">View</a>
<input type="checkbox"/>	000000750order-02_2018		Main Website Main Website Store Default Store View	Feb 20, 2018 2:59:34 AM	Dan Simmons	Dan Simmons	\$74.00	\$74.00	Processing	<a href="#">View</a>

# 4. Switching back to the default Magento format

## Invoices

To switch back to the default ID format go to **Stores > Settings - Configuration > Aitoc Extensions > Custom Order Number Pro > General Settings** and clear the document's input field.

Search by keyword

Actions

	Invoice	Invoice Date ↑	Order #	Order Date	Bill-to Name	Status	Grand Total (Base)	Grand Total (Purchased)	Action
<input type="checkbox"/>	000000008	Feb 20, 2018 3:48:00 AM	000000755order-02_2018	Feb 20, 2018 3:47:03 AM	Ben Brown	Paid	\$66.00	\$66.00	<a href="#">View</a>
<input type="checkbox"/>	000000007	Feb 20, 2018 3:47:40 AM	000000754order-02_2018	Feb 20, 2018 3:45:40 AM	Dave Wilson	Paid	\$44.00	\$44.00	<a href="#">View</a>
<input type="checkbox"/>	000000006	Feb 20, 2018 3:47:21 AM	000000753order-02_2018	Feb 20, 2018 3:43:45 AM	Kate Stevens	Paid	\$54.00	\$54.00	<a href="#">View</a>
<input type="checkbox"/>	000000005	Feb 20, 2018 3:37:40 AM	000000752order-02_2018	Feb 20, 2018 3:34:06 AM	Keith Taylor	Paid	\$39.00	\$39.00	<a href="#">View</a>
<input type="checkbox"/>	000000004	Feb 20, 2018 3:36:45 AM	000000751order-02_2018	Feb 20, 2018 3:31:08 AM	Tom Jones	Paid	\$74.00	\$74.00	<a href="#">View</a>
<input type="checkbox"/>	000000003	Feb 20, 2018 3:01:28 AM	000000750order-02_2018	Feb 20, 2018 2:59:34 AM	Dan Simmons	Paid	\$74.00	\$74.00	<a href="#">View</a>
<input type="checkbox"/>	5374517743361-02-18	Feb 1, 2018 5:57:17 AM	000000748order-02_2018	Feb 1, 2018 5:12:46 AM	Sarah Smiths	Paid	\$64.00	\$64.00	<a href="#">View</a>
<input type="checkbox"/>	000000002	Sep 29, 2017 1:12:55 AM	000000002	Sep 29, 2017 1:12:55 AM	Veronica Costello	Paid	\$39.64	\$39.64	<a href="#">View</a>
<input type="checkbox"/>	000000001	Sep 29, 2017 1:12:54 AM	000000001	Sep 29, 2017 1:12:54 AM	Veronica Costello	Paid	\$36.39	\$36.39	<a href="#">View</a>

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You can purchase Custom Order Number Pro at  
[www.aitoc.com](http://www.aitoc.com)

For questions please email us at [sales@aitoc.com](mailto:sales@aitoc.com)