

Order Edit



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Description

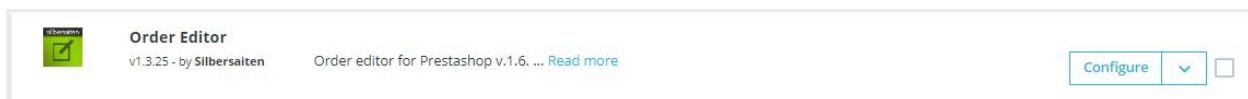
With this module you can modify and alter every existing order in your store, also after the purchase is completed. Articles information, shipping information, payments and discounts can be modified. Please refer to the screens, the video, the demoshop, or contact us directly in order to get more information on how the module works.

Installation

To install the module, go to Modules and Services > Modules and Services. Click on the button "Add new module" or "Upload a module".



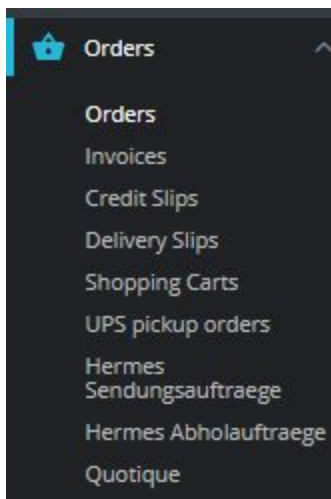
Select the zip.-file of the module and click on "Upload this module".
After the module is uploaded and installed, it appears in your modules list.



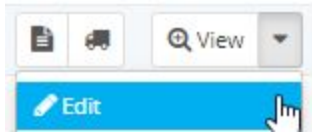
Functions

Please note: The button Configure has no function with this module. The module works directly in the order processing.

To change the order, click **Orders > Orders**.



Now click on the arrow to the right and select **Edit**.



You now have the ability to edit the order.
The following modifications are possible:



- **Add New Product:** Click on **Add a product**.

Now select the desired product and select the attributes, price and quantity.

➕ Add a product

PRODUCT:

Name:

Combinations:

Combination	Quantity in stock	Price (tax excl.)	Price (tax incl.)
⊙ White	300	18.9	18.9
⊙ Black	300	18.9	18.9

Price (tax excl.): €

Price (tax incl.): €

Quantity:

Amount in stock: 300

Final retail price: 18.9

Invoice: #INV00035

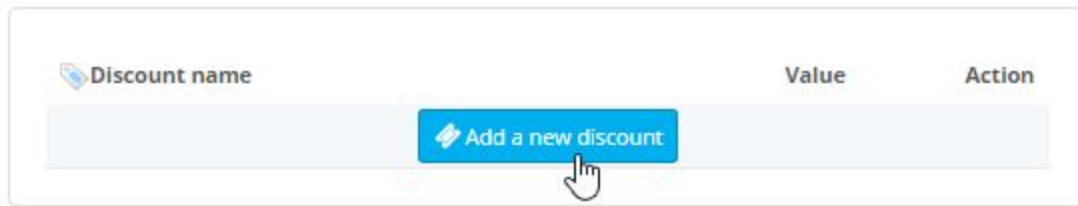
- **Delete Products:** You can delete products by clicking on **Delete**.

Product	Reference	Supplier Reference	Unit Weight *	Reduction %	Unit Price *	Tax rate *	Qty	Total *	Action
configure product - Color: Red	::	::	0.000000	0.00	€2.38	19%	2	€4.76	<input type="button" value="Delete"/>
Mug The best is yet to come - Size: S - Color: Black - Dimension: 40x60cm - Paper Type: Ruled	demo_11	::	0.000000	0.00	€14.16	19%	2	€28.32	<input type="button" value="Delete"/>
Present: Hummingbird printed sweater - S	demo_3	::	0.000000	0.00	€0.00	19%	1	€0.00	<input type="button" value="Delete"/>

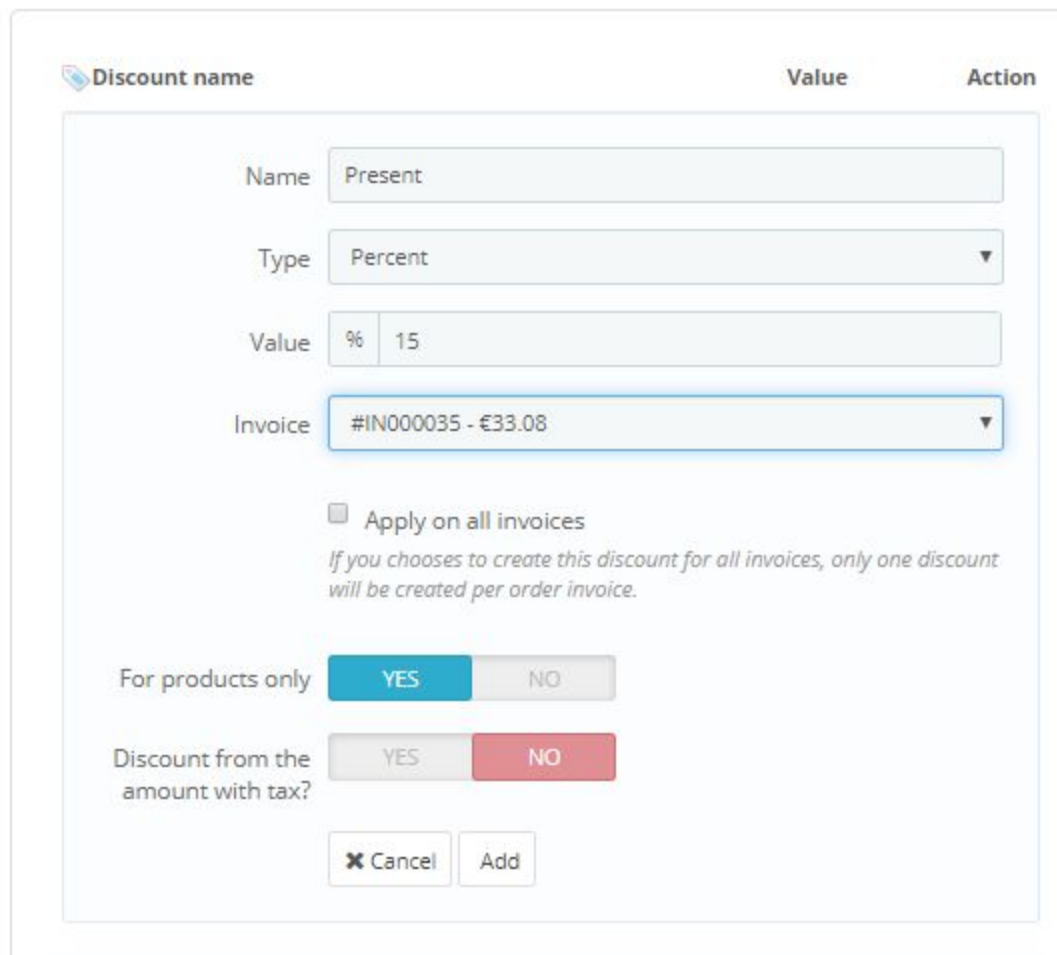
- **Change products:** You can change the properties of products by clicking on the appropriate line and enter a new name, quantity, and price incl. excl., VAT., VAT rate or product variants. All subjects underlined in blue are changeable.

configure product - Color: Red	::	::	0.000000	0.00	<input type="text" value="2"/> € tax excl. 2.38 € tax incl.	19%	<input type="text" value="2"/>	€4.76	<input type="button" value="Delete"/>
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- **Add Discount:** Click Add a new discount to add a discount.



Do this by specifying the name, type and value of the discount. You can modify or delete existing discounts.



- **Shipping Method / Change Returns:** You can change shipping methods, shipping costs and the tax rate. Click on the appropriate fields (in blue) to change the shipping

costs and the tax rate and enter new values.

Date:	Type	Carrier	Weight	Shipping cost	Tax rate	Tracking number
2018-12-20 19:15:17	Delivery	TestShop Presta 1 ▼	0.000 kg	<input type="text" value="0"/> € tax excl. <input type="text" value="0"/> € tax incl.	19.00%	Add tracking number

Click on the carriers to select another. You can make changes to the packaging.

Recycled packaging:

Gift-wrapping:

- **Change payments:** You can edit incoming payments. You have the option to change the amount and the payment method by clicking on the corresponding blue line.

PAYMENT 1				
Date	Payment method	Transaction ID	Amount	Invoice
2018-12-20 19:15:17	Invoice Payment		€33.08	#IN000035 <input type="button" value="Details"/>
<input type="text" value="2019-06-12"/>	<input type="button" value="📦"/> Payments by check ▼	<input type="text"/>	<input type="text"/> € ▼	#IN000035 ▼ <input type="button" value="ADD"/>

You can add new payments by entering the data in the payment field and click **Add**.

<input type="text" value="2019-06-12"/>	<input type="button" value="📦"/> Payments by check ▼	<input type="text"/>	<input type="text"/> € ▼	#IN000035 ▼ <input type="button" value="ADD"/>
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- You can edit the order settings, like payment method, order currency and order language

ORDER SETTINGS

Order payment method [Invoice Payment](#)

Order currency [EUR](#)

Order language [English \(English\)](#)

- You can edit the order reference

ORDER #96 **HRRCYXCH**

- You can edit or delete the order status

STATUS 1 DOCUMENTS 2

Processing in progress 12/20/2018 19:15:17

Awaiting bank wire payment ADD

Processing in progress 12/20/2018 19:15:17 🗑️

- You can delete existing documents and edit the date.

STATUS 1 DOCUMENTS 2

Date	Document	Number	Amount	
2018-12-20 19:15:17	Invoice	#IN000035	€33.08	+ 🗑️
2018-12-20 19:15:17	Delivery slip	##DE000024	--	

Please note: If the changes should be applied to existing documents, e.g. the invoice, you have to recreate the documents. For legal reasons, it is not possible to change existing documents. The creation of new documents is necessary.