

amasty

For more details see how the [Extended Order Grid](#) extension works.

Guide for Extended Order Grid for Magento 2

Extend functionality of your Magento 2 store order grid. Add extra columns to grid for customers, products, shipping or billing attributes and get relevant order information right from the grid.

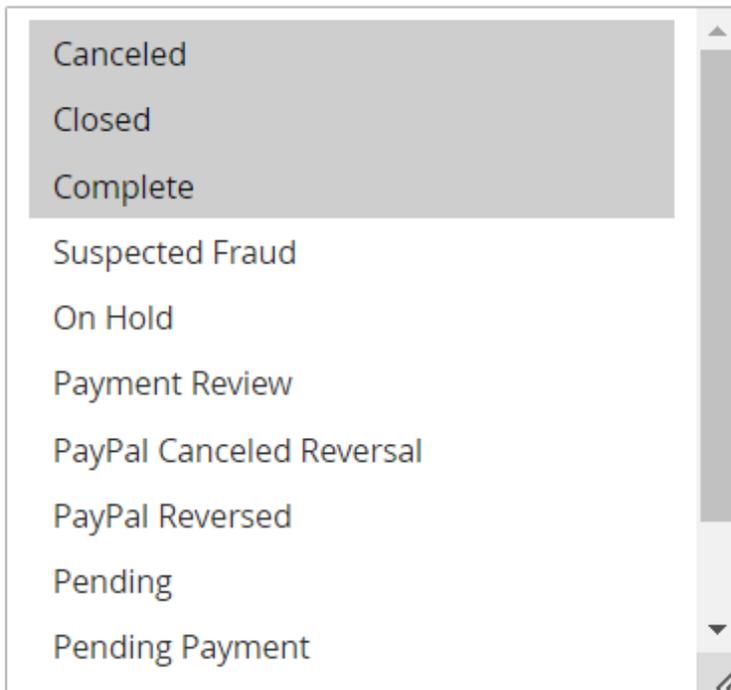
- Manage the default columns and add the new ones
- Filter orders by any custom attribute
- Search for particular orders by customer group, phone or email
- Display product images on the grid
- Show shipping and payment information

Extension Configuration

To configure general extension settings please go to **Stores → Configuration → Amasty Extensions → Order Grid**.

General

Hide orders with statuses
[global]



A screenshot of a dropdown menu. The menu is open, showing a list of order statuses. The first three items, 'Canceled', 'Closed', and 'Complete', are highlighted with a gray background. The other items are 'Suspected Fraud', 'On Hold', 'Payment Review', 'PayPal Canceled Reversal', 'PayPal Reversed', 'Pending', and 'Pending Payment'. There are up and down arrow icons on the right side of the menu.

Product Image
[global]



A screenshot of a dropdown menu. The menu is open, showing a single option: 'Product Thumbnail Itself'. There is a downward arrow icon on the right side of the menu.

Hide orders with statuses — select order statuses to exclude from the grid.

If you choose **Canceled** and **Complete**, orders with 'Complete' and 'Canceled' statuses will be hidden on the order grid. They will be displayed again, once you deselect the statuses.

Product Image - select the *Product Thumbnail Itself* option to display child products' thumbnails on the order grid. If the *Parent Product Thumbnail* option is selected, the thumbnails of configurable/bundle products will be displayed.

Adding Columns to the Grid

To add custom column to Magento 2 order grid, please navigate to **Sales → Orders** to see the order grid.

Orders demouser ▾

[Create New Order](#)

Search by keyword

Filters Template 1 ▾ Columns ▾ Export ▾

Actions ▾ 3 records found 20 ▾ per page < 1 of 1 >

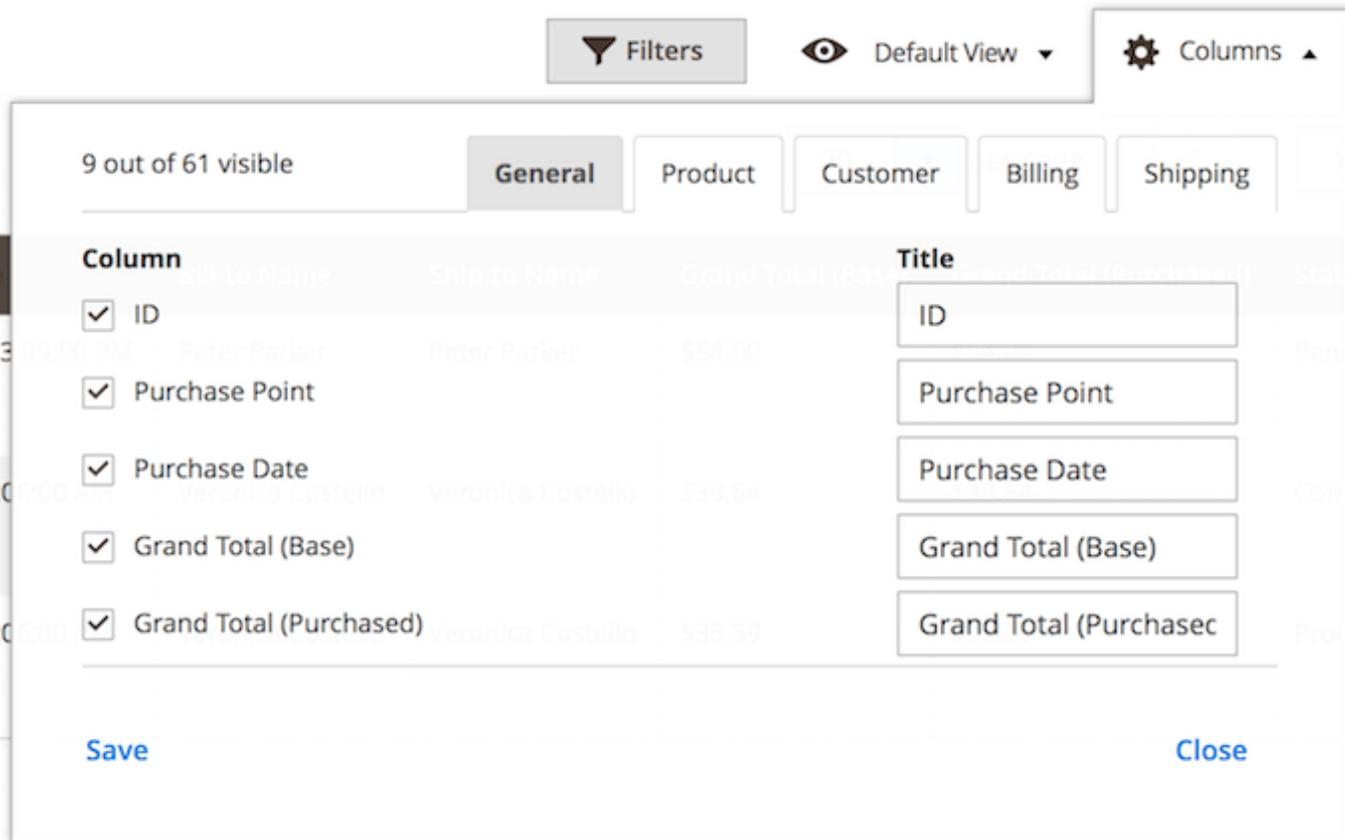
<input type="checkbox"/>	↑								
<input type="checkbox"/>	000000003	Main Website Main Website Store Default Store View	Sep 15, 2016, 13:09:00 PM	Peter Parker	Peter Parker	\$54.00	\$54.00	Pending	View
<input type="checkbox"/>	000000002	Main Website Main Website Store Default Store View	Jun 24, 2016, 7:06:00 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	Complete	View
<input type="checkbox"/>	000000001	Main Website Main Website Store Default Store View	Jun 24, 2016, 7:06:00 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Processing	View

Use the **Columns** dropdown menu to add or delete columns to the order grid.

At the top of the menu you can switch between tabs that contain attributes related to the following groups:

- General
- Product
- Customer
- Billing
- Shipping

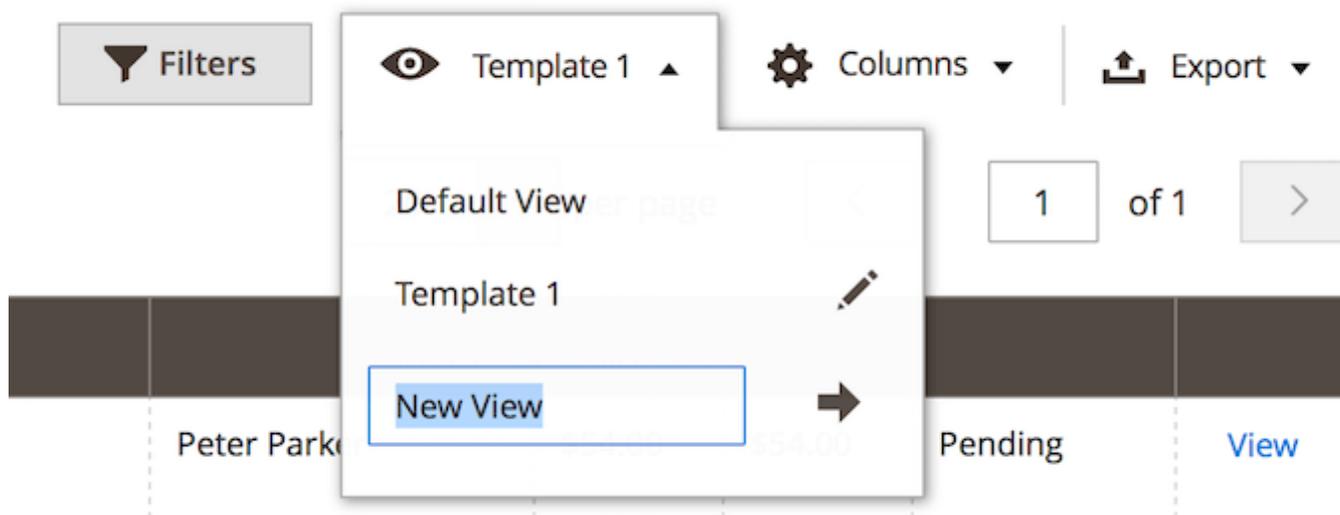
Then, tick the Magento custom attribute you want to add to order grid. Also, you can specify custom title for each column.



When you've set up new columns, please click the **Save** button.

Managing Order Grid Templates

With the Extended Order Grid extension, you can create multiple order grid templates and switch between them to quickly get access to different order related information.



To create a new template please choose the **Default View** dropdown menu and click **Save View As**.

Then, specify the name of the template and click the arrow icon.

You can create several templates the same way. Use this menu to quickly switch between them.

To delete a template use the bin icon.

Filtering Options

All attributes you've added to the grid using the Columns dropdown menu are included into filtering options.

Orders demouser ▾

[Create New Order](#)

Search by keyword

Purchase Date from <input type="text"/> <input type="button" value="📅"/>	Grand Total (Base) from <input type="text"/>	Grand Total (Purchased) from <input type="text"/>	Purchase Point <input type="text" value="All Store Views"/> ▾
to <input type="text"/> <input type="button" value="📅"/>	to <input type="text"/>	to <input type="text"/>	
ID <input type="text"/>	Bill-to Name <input type="text"/>	Ship-to Name <input type="text"/>	Status <input type="text"/> ▾

Hit the **Filters** button to configure the required conditions.

Still running Magento 1? Try our Extended Product Grid with Editor. Create new product attributes and apply the **grid filter** to straighten out the stock.

Find out how to install the Extended Order Grid extension via [Composer](#).

From:
<https://amasty.com/docs/> - **Amasty Extensions FAQ**

Permanent link:
https://amasty.com/docs/doku.php?id=magento_2:extended_order_grid

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