

**amasty**

For more details see how the [Mass Order Actions](#) extension works.

# Guide for Mass Order Actions for Magento 2

Add new functionality to the default Magento 2 order grid. Save times on routine actions like sending invoices, submitting shipments and editing tracking numbers by doing that right on the the grid,

- Ship orders right from the order grid
- Create invoices and and edit tracking numbers on the grid
- Quickly modify order statuses
- Apply actions to multiple orders
- Utilize combinations of actions

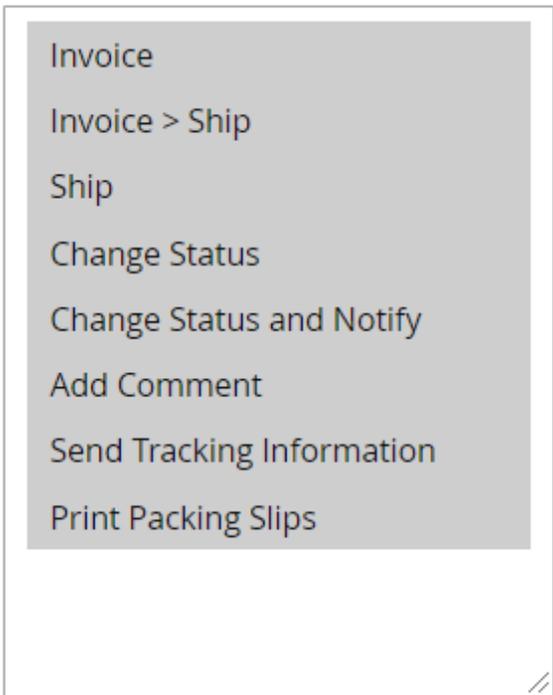
In [Mass Order Actions FAQ](#) you can find answers to the most popular questions about the extension functionality.

## Extension Configuration

To configure the general extension settings please go to **Stores → Configuration → Amasty Extensions → Mass Order Actions** and expand the **General** section.

## General

### Enabled Actions [global]



Press CTRL+ left mouse button to select multiple values. To use "Update Order Attributes" action please install Amasty Order Attributes extension v2.2.0 or higher

If the **Print Packing Slips** action is disabled, you'll be able to print slips only after the shipment. If enabled, you can do it either BEFORE creating invoices and shipments or AFTER.

**Enabled Actions** — select actions that will be available on the Order grid.

In the **Invoice Action** section you can:

### Invoice Action

**Assign Status** [global]  ▼

**Print Invoices** [global]  ▼

**Requested Payment Capture Case** [global]  ▼

Default Payment Capture Case for Invoicing Orders

**Assign Status** — specify the status that will be assigned to an order automatically once the action is applied;

**Print Invoices** — enable this option to allow printing invoices.

**Requested Payment Capture Case** — if your payment method auto-generates invoices, but you receive money after order placement, you should disable auto invoicing by choosing '**Do not request Capture Case**'. Select '**Capture Offline**' to create invoices manually or '**Capture Online**' to connect the bank and reserve the amount needed for purchase from customers' card.

Next, proceed to the **Ship Action** section:

## Ship Action

Assign Status

Default Carrier

Will be pre-selected at the orders grid.

Default Title for Custom Carrier

Show Custom Carrier Title at the Order Grid

**Assign Status** — select a status that will be selected by default;

**Default Carrier** — choose the shipping carrier that will be selected by default. You can also choose a custom carrier. If you pick a 'Do not need a tracking info' option, the box for tracking information will be removed from the grid;

**Default Title for Custom Carrier** — specify the default title for a custom carrier;

**Show Custom Carrier Title at the Order Grid** — if the option is set to **No** the default title will be automatically applied to orders once the custom carrier is selected in the carriers dropdown. If the option is set to **Yes** the title field will be displayed on the grid and can be edited for orders regardless of the chosen carrier;

In the **Status** section you can configure the following settings:

## Status

**Check State**  
[global]

Disallow to set status, which assigned to other state.

**Excluded options for the 'Change status' action**  
[global]

- Canceled
- Closed
- Complete
- Suspected Fraud
- On Hold
- Payment Review
- PayPal Canceled Reversal
- PayPal Reversed
- Pending
- Pending Payment

Do not select any statuses to make all options available on the Order grid.

**Check State** — enable this option to automatically apply the order status related to the current state.

**Excluded Options For The 'Change Status' Action** — select statuses you don't want to see on your order grid to exclude them from the dropdown and display only necessary options.

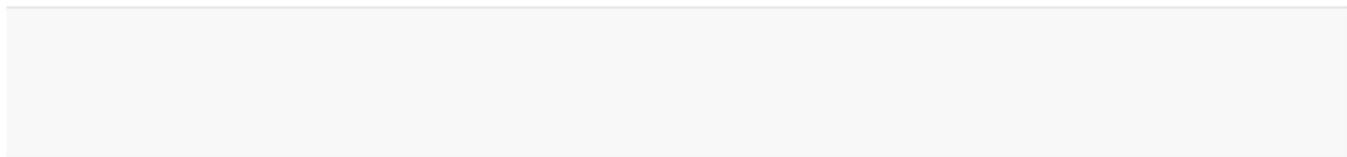
## Order Grid Actions

To edit orders please go to **Sales → Orders**.

To apply mass actions tick all the necessary products and then choose the action from the **Actions** dropdown.

With the module, you can edit many values right on the grid. For example, you can change the carrier, edit the tracking codes and title for any order.

# Orders



*Search by keyword*

10 records found

	Print	Purchase Date	Bill-to Name	Ship-to Name
<input type="checkbox"/>	Veronica Costello	May 8, 2020 9:58:12 AM	Veronica Costello	Veronica Costello
<input type="checkbox"/>	Veronica Costello	Apr 22, 2020 10:21:47 AM	Veronica Costello	Veronica Costello
<input type="checkbox"/>	Veronica Costello	Dec 12, 2019 11:27:25 AM	Veronica Costello	Veronica Costello
<input type="checkbox"/>	Veronica Costello	Dec 12, 2019 11:26:41 AM	Veronica Costello	Veronica Costello

**Actions**

- Print Packing Slips
- Print Credit Memos
- Print All
- Print Shipping Labels
- 
- Invoice
- Invoice > Ship
- Ship
- Change Status
- Change Status And Notify
- Add Comment
- Send Tracking Information

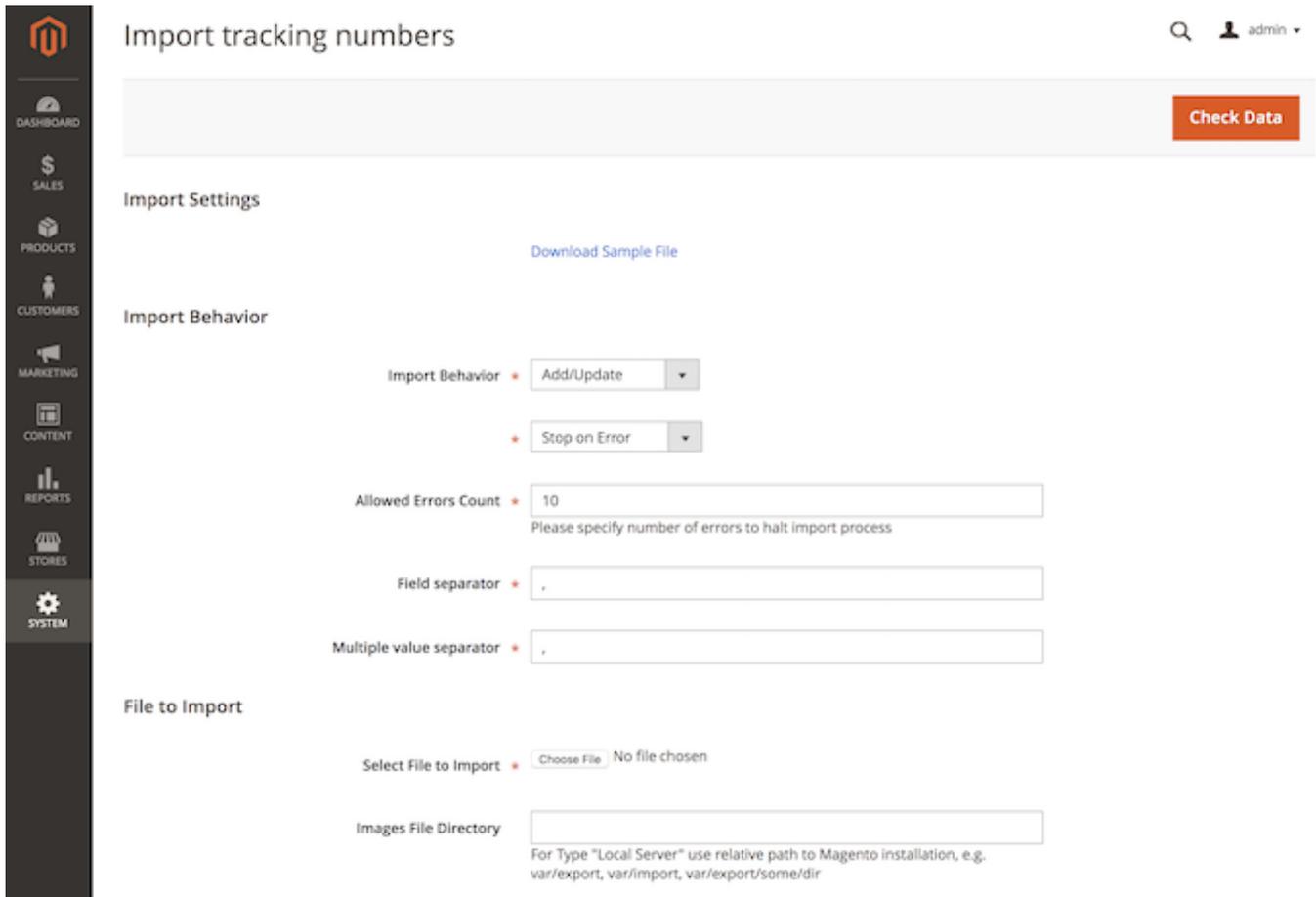
## Importing Tracking Numbers

To import tracking numbers for the orders please go to **System → Import Tracking Numbers**.

Download the sample file to get to know the file structure and create your own table for the import.

Shipment IDs in the CSV file are the same as Shipment IDs in **Sales → Shipments**.

Please make sure that the orders has the Shipped status before importing the tracking numbers.



Set the **Import Behavior** option to **Add/Update**. Also, you can choose **Delete** to erase previously added data.

Specify the file with the tracking numbers and hit the **Check Data** button to start the import process.

## Extensions & Notifications

In this section you can find the general information about the installed extensions and updates, adjust notifications and view general system information.

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

From:

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

Permanent link:

[https://amasty.com/docs/doku.php?id=magento\\_2:mass\\_order\\_actions](https://amasty.com/docs/doku.php?id=magento_2:mass_order_actions)

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