

# Mass Order Actions for Magento 2



## Magento Extension User Guide

**Official extension page:** [Mass Order Actions for Magento 2](#)



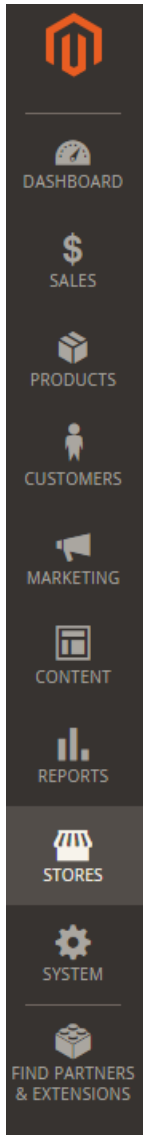
User Guide: [Mass Order Actions for Magento 2](#)

Support: <http://amasty.com/contacts/>

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## Configuration

To configure general extension settings please go to Stores -> Configuration -> Mass Order Actions



admin ▾

Store View: Default Config ▾



Save Config

GENERAL ▾

CATALOG ▾

CUSTOMERS ▾

SALES ▾

SERVICES ▾

AMASTY EXTENSIONS ▴

Mass Order Actions

ADVANCED ▾

### General

Enabled Actions

[GLOBAL]

- Invoice
- Invoice > Ship
- Ship
- Change Status

Select actions that will be available on the Orders grid (see page 6).

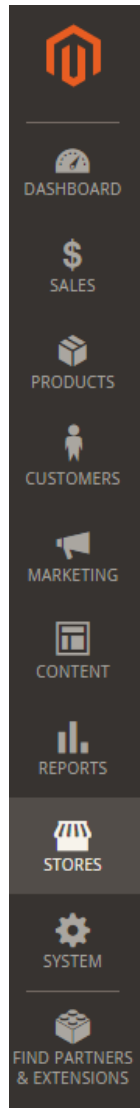
Press CTRL+mouse to select multiple values.

Invoice Action



Ship Action





# Configuration

Search icon, 3 notifications, admin user profile

Store View: Default Config

Save Config

- GENERAL
- CATALOG
- CUSTOMERS
- SALES
- SERVICES
- AMASTY EXTENSIONS
- Mass Order Actions
- ADVANCED

### General

#### Invoice Action

Default 'Notify Customer'

No

[GLOBAL]

Will be pre-selected at the orders grid.

Assign Status

-- Please Select --

[GLOBAL]

-- Please Select --

Pending

Print Invoices

Processing

Suspected Fraud

Complete

Closed

Canceled

On Hold

[GLOBAL]

#### Ship Action

If you set 'Notify Customer' option to 'Yes', this setting will be preselected on the Order Grid.

Specify status that will be assigned to order automatically ones the action is applied.



**Configuration**

Store View: Default Config ? Save Config

**GENERAL** ▼ **General** ⌵

**CATALOG** ▼ **Invoice Action** ⌵

**CUSTOMERS** ▼ **Ship Action** ⌵

**SALES** ▼

**SERVICES** ▼

**AMASTY EXTENSIONS** ▲

Mass Order Actions

Default `Notify Customer`  [GLOBAL]  
Will be pre-selected at the orders grid.

Assign Status  ▼  
Will be pre-selected at the orders grid.

Default Carrier  [GLOBAL]  
Will be pre-selected at the orders grid.

Default Title for Custom Carrier   
Will be shown in the carriers dropdown for the `custom` option, if the setting below is set to `No`.

Show Custom Carrier Title at the Order Grid  [GLOBAL]

**Choose shipping carrier that will be selected by default. You can also choose a custom carrier.**

**Specify default title for custom carrier.**

**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.**



# 4. Order Grid Settings

## Orders

To edit orders please go to Sales -> Orders.

Create New Order

Search by keyword

Filters

Default View

Columns

Export

- Actions
- Invoice
- Invoice > Ship
- Ship
- Change Status
- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packing Slips
- Print Credit Memos

4 records found

20 per page 1 of 1

Actions which you've selected in the General Settings tab (see page 3) are displayed in the dropdown.

To apply mass actions tick all necessary products and then click on the action in a dropdown.

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Act
000000004	Main Website Store Default Store View	Feb 10, 2016 10:58:45 AM	Peter Parker	Peter Parker	\$140.00	\$140.00	Pending	Vi
000000003	Main Website Store Default Store View	Feb 10, 2016 10:55:56 AM	Peter Parker	Peter Parker	\$104.00	\$104.00	Pending	Vi
000000002	Main Website Store	Nov 18, 2015 7:38:36 AM	Veronica Costello	Veronica Costello	\$37.00	\$37.00	Complete	Vi

- DASHBOARD
- SALES
- PRODUCTS
- CUSTOMERS
- MARKETING
- CONTENT
- REPORTS
- STORES
- SYSTEM
- FIND PARTNERS & EXTENSIONS



# 4. Order Grid Settings

## Orders

Search [3] admin

Create New Order

Search by keyword

Filters Default View Columns Export

Actions 4 records found 20 per page 1 of 1

In the general settings tab we've selected Federal Express as a default carrier, but it's possible to change the carrier right on the grid.

Shipping	Order ID	Store	Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Actions
<div style="border: 1px solid #ccc; padding: 5px;">           Federal Express ▲            Carrier            Custom            DHL  <b>Federal Express</b>            United Parcel Service            United States Postal Service         </div>				Peter Parker	Peter Parker	\$140.00	\$140.00	Pending	<input type="checkbox"/>
<div style="border: 1px solid #ccc; padding: 5px;">           Federal Express ▼            Title:            V-Day Present            Tracking Number:         </div>	000000003	Main Website Store	Feb 10, 2016 10:55:56 AM	Peter Parker	Peter Parker	\$104.00	\$104.00	Pending	<input type="checkbox"/>
Shipment is already created.	000000002	Main Website Store	Nov 18, 2015 7:38:36 AM	Veronica Costello	Veronica Costello	\$37.00	\$37.00	Complete	<input type="checkbox"/>



# 4. Order Grid Settings

- Home
- DASHBOARD
- SALES
- PRODUCTS
- CUSTOMERS
- MARKETING
- CONTENT
- REPORTS
- STORES
- SYSTEM
- PARTNERS & EXTENSIONS

## Orders

3
 admin

[Create New Order](#)

Search by keyword

Filters | Default View | Columns | Export

Actions | 4 records found | 20 per page | 1 of 1

Shipping	ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status		Action
Federal Express Title: V-Day Present Tracking Number: AA8456713	000000004	Main Website Main Website	Feb 10, 2016 10:58:45 AM	Peter Parker	Peter Parker	\$140.00	\$140.00	Pending	<input type="checkbox"/>	<a href="#">View</a>
Federal Express Title: V-Day Present Tracking Number:	000000003	Main Website Main Website Store Default Store View	Feb 10, 2016 10:55:56 AM	Peter Parker	Peter Parker	\$104.00	\$104.00	Pending	<input type="checkbox"/>	<a href="#">View</a>
Shipment is already created.	000000002	Main Website Main Website Store Default	Nov 18, 2015 7:38:36 AM	Veronica Costello	Veronica Costello	\$37.00	\$37.00	Complete	<input type="checkbox"/>	<a href="#">View</a>

**Add and edit tracking codes on the grid.**

**You can edit title for any order right on the grid.**





# Thank you!

Should you have any questions or feature suggestions, please contact us at:

<http://amasty.com/contacts/>

Your feedback is absolutely welcome!

