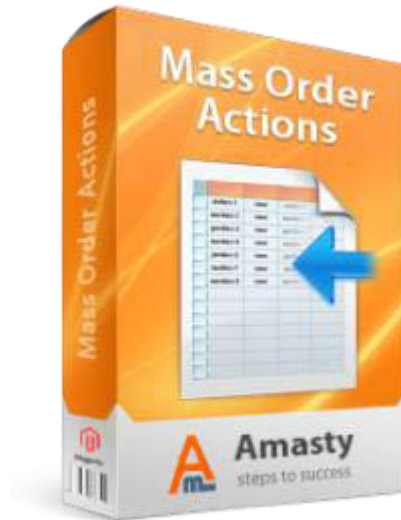


# Mass Order Actions



## Magento Extension User Guide

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

**User Guide:** [Mass Order Actions](#)

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



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# 1. Extension settings

Sales **System** [Get help for this page](#)

Current Configuration Scope: Default Config

**Configuration**

- AMASTY EXTENSIONS
- Mass Order Actions**

### Mass Order Actions

**General**

Enabled Actions

- Invoice
- Invoice > Capture
- Invoice > Ship
- Invoice > Capture > Ship
- Capture > Ship
- Capture
- Ship
- Change Status
- Add Comment**

▲ Press CTRL+mouse to select multiple values

**Invoice**

Default 'Notify Customer' Yes [STORE VIEW]  
▲ Will be pre-selected at the orders grid.

Assign Status Processing [STORE VIEW]

Print Invoices No [STORE VIEW]

**Capture**

Default 'Notify Customer' Yes [STORE VIEW]  
▲ Will be pre-selected at the orders grid.

Assign Status Magento Default [STORE VIEW]

**To manage the extension settings please go to System -> Configuration -> Mass Order Actions**

**Enable order actions, which should be available on the Order Grid.**

**If you set 'Notify Customer' option for 'Yes', this setting will be pre-selected on the Order Grid.**

**Select which status should be assigned to orders after actions are applied.**



# 1. Extension settings

General	
Invoice	
Capture	
Ship	
Add `Shipping` Column to Order Grid	Yes
Default `Notify Customer`	Yes ▲ Will be pre-selected at the orders grid.
Assign Status	Magento Default
Default Carrier	DHL (Deprecated) ▲ Will be pre-selected at the orders grid.
Default Title for Custom Carrier	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	Yes
Set Carrier Title	No ▲ If Custom Carrier Title is not filled at the Order Grid.

For 'Ship' action you can choose if notifications should be sent to customers after the actions is applied to orders. You can also choose status which orders should get.

Choose shipping carrier which will be selected by default.

Specify the name of custom carrier. You can make it available for selection in the Order Grid.



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Current Configuration Scope:  
Default Config

**Configuration**

**AMASTY EXTENSIONS**

**Mass Order Actions**

### Mass Order Actions [Save Config](#)

General	▼
Invoice	▼
Capture	▼
Ship	▼
Status	▲

Check State	No	[GLOBAL]
	▲ Disallow to set status, which assigned to other state.	
Notify Customer	No	[STORE VIEW]

Add Comment

**Restrict assigning a status that belongs to another state. This feature helps to make sure that order statuses are correct.**



Sales **System** [Get help for this page](#)

Current Configuration Scope:  
Default Config

**Configuration**

**AMASTY EXTENSIONS**

**Mass Order Actions**

### Mass Order Actions [Save Config](#)

- General
- Invoice
- Capture
- Ship
- Status
- Add Comment

Notify Customer  [STORE VIEW]

Yes

No

**Let your customer receive notifications when any comments are added to the order.**



## 2. Mass actions

Export to: CSV

Select Visible | Unselect Visible | 0 items selected Actions

Shipping	Order #	Purchased From (Store)	Ship to Name	G.T. (Base)	G.T. (Total)	Status	Action
Any <input type="button" value="v"/>				From: <input type="text"/> To: <input type="text"/>			
<input type="checkbox"/> Carrier: DHL (Deprecated) Title: My flat rate Tracking Number: <input type="text"/>	100000008	Main Website Main Store English	new new	\$154.99		Processing	<a href="#">View</a>
<input type="checkbox"/> Carrier: <b>Federal Express</b> Tracking Number: <b>123ABC</b>	100000007	Main Website Main Store English	new new	\$154.99		Processing	<a href="#">View</a>
<input type="checkbox"/> Carrier: DHL (Deprecated) Title: My flat rate Tracking Number: <input type="text"/>	100000006	Main Website Main Store English	New new	\$154.99		Processing	<a href="#">View</a>
<input type="checkbox"/> Carrier: <b>My Flat Rate</b> Tracking Number: <b>UP87725IJ773</b>	100000005	Main Website Main Store English	Peter Parker	\$755.00	\$755.00	Complete	<a href="#">View</a>

On the Order Grid you will find all the new actions which you enabled in configuration section.

- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packingslips
- Print Credit Memos
- Print All
- Print Shipping Labels
- 
- Invoice
- Invoice > Capture
- Invoice > Ship
- Invoice > Capture > Ship
- Capture > Ship
- Capture
- Ship
- Change Status



### 3. Editing Order Grid

Visible | Unselect Visible | 0 items selected

Shipping	Order #	Purchased From (Store)	Purchased On
<input type="text"/> Carrier: Custom Value Title: My Carrier Tracking Number: UP87725IJ773	100000008	Main Website Main Store English	Jun 20, 2014 3:04:56 AM From: <input type="text"/> To: <input type="text"/>
<input type="text"/> Carrier: <b>Federal Express</b> Tracking Number: 123ABC	100000007	Main Website Main Store English	Jun 20, 2014 3:03:17 AM
<input type="text"/> Carrier: DHL (Deprecated) Custom Value DHL (Deprecated) Federal Express United Parcel Service United States Postal Service DHL Carrier: My Flat Rate Tracking Number: UP87725IJ773	100000006	Main Website Main Store English	Jun 20, 2014 3:02:32 AM
			Jun 9, 2014 7:05:32 AM

**On the order grid you can choose shipping carrier and specify shipping number. Note: tracking data gets saved when you apply 'Ship' action.**





# 4. Import options

The screenshot shows a Magento 2 dashboard with a top navigation bar containing links for Dashboard, Sales, Catalog, Mobile, Customers, Promotions, Newsletter, CMS, Reports, and System. The 'System' menu is open, displaying a list of options: My Account, Notifications, Tools, Web Services, Design, Import/Export, Manage Curren..., Transactional E..., Custom Variabl..., Permissions, Magento Conn..., Cache Management, Index Management, Manage Stores, Order Statuses, and Configuration. A sub-menu is open for 'Import/Export', listing: Import, Export, Dataflow - Profiles, Dataflow - Advanced Profiles, and Import Tracking Numbers. The 'Import Tracking Numbers' option is highlighted with a green box. In the main content area, there is a section titled 'Import Tracking Numbers' with a sub-section 'Import CSV File'. It contains a 'Choose File' button, the text 'No file chosen', and a list of CSV file fields: Order#, TrackingNumber, CarrierCode, Title. An orange callout bubble points to the 'Import Tracking Numbers' menu item.

**Now you can easily upload and import tracking numbers as a CSV file.**



# Thank you!

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

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

Your feedback is absolutely welcome!



User Guide: [Mass Order Actions](#)

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