

Order Status



Magento Extension User Guide

Official extension page: [Order Status](#)



User Guide: [Order Status](#)

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

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1. Custom order statuses

The screenshot shows the 'Order Statuses' page in an admin interface. On the left is a navigation menu with 'Sales' and 'System' tabs. The 'Sales' menu is expanded, showing 'Order Statuses' selected. The main content area has a 'Statuses' header and an 'Add New Custom Order Status' button. Below this is a table with columns for 'Enabled', 'E-mail Notification', and 'Action'. A table with 2 records is visible. Two callout boxes provide instructions: one points to the 'Add New Custom Order Status' button, and another points to the 'Order Statuses' menu item.

Click 'Add New Custom Order Status' to create a status.

After the installation please go to admin area -> Sales -> Order Statuses.

Enabled	E-mail Notification	Action
Yes	Enabled	Edit



2. Specify status information

Specify status name, choose with which order states it can be used, enable or disable at the 'Status Information' tab.

Order Status Information

Status Information

E-mail Notifications

Create New Order Status

Back

Reset

Save Order Status

Status Information

Status Name *

money order

Order States To Apply Status To

New
Pending Payment
Processing
Complete
Closed
Canceled
On Hold
Payment Review

Enabled *

Yes



3. Setup email notification for statuses

At the 'E-mail Notifications' tab you can enable email notification on status change and choose appropriate email template for each store view.

Order Status Information

Status Information

E-mail Notifications

Create New Order Status

Back

Reset

Save Order Status

Enable Notifications

Always Notify Customer By E-mail

Yes
Yes
No

If you enable email notification for a particular status, an email will be automatically sent to customer when an order status is set to this one.

Store View E-mail Template

"English" Store Template

Order Status Change (Default Template From L

"French" Store Template

Order Status Change (Default Template From L

"German" Store Template

Order Status Change (Default Template From L



4. Notify customers about status change

Payment Information

Check / Money order
Order was placed using USD

Shipping & Handling Information

Flat Rate - Fixed \$5.00

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
AT&T 8525 PDA SKU: 8525PDA	Invoiced	\$199.99	\$199.99	Ordered 1 Invoiced 1	\$199.99	\$0.00	0%	\$0.00	\$199.99

Comments History

Add Order Comments

Status

- Processing
- Processing
- Processing: Packaged
- Processing: Package Sent
- Processing: Payment Received

- Notify Customer by Email
 Visible on Frontend

 Submit Comment

g 26, 2010 1:57:37 PM | Processing

If email notification is disabled for the status you choose, but you would like to send a status change notification for this particular order, tick 'Notify Customer by Email' checkbox before pressing 'Submit Comment' button.

You can go to view the order and manually change its status to any you need. To set a status for an order click 'Submit Comment' button.

Order Totals

Subtotal	\$199.99
Shipping & Handling	\$5.00
Grand Total	\$204.99
Total Paid	\$204.99
Total Refunded	\$0.00
Total Due	\$0.00



5. Statuses on the order grid

Orders

[+ Create New Order](#)

Page of 1 pages | View per page | Total 2 records found | [New Order RSS](#) Export to: [Export](#) [Reset Filter](#) [Search](#)

Select Visible | Unselect Visible | 0 items selected Actions [Submit](#)

	Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action
Any	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	100000002	Main Website Main Store English	Aug 26, 2010 1:21:31 PM	Test Test	Test Test	\$204.99	\$204.99	Processing: Payment Received	View
<input type="checkbox"/>	100000001	Main Website Main Store English	Aug 25, 2010 1:27:40 PM	test test	test test	\$755.00	\$755.00	Complete	View

The new order status on the order grid.



6. Statuses in customer accounts

Furniture Electronics Apparel

MY ACCOUNT


Account Dashboard

- Account Information
- Address Book
- My Orders
- Billing Agreements
- Recurring Profiles
- My Product Reviews
- My Tags
- My Wishlist
- My Downloadable Products

My Dashboard

Hello, Test Test!

From your My Account Dashboard you have the ability to view a snapshot of your recent account activity and update your account information. Select a link below to view or edit information.

 **RECENT ORDERS** [View All](#)

Order #	Date	Ship To	Order Total	Status	
100000002	8/26/10	Test Test	\$204.99	Processing: Payment Received	View Order Reorder

**Custom statuses
in customer
accounts.**



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Thank you!

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

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

Your feedback is absolutely welcome!



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