

Export / orders list

/ Getting started

In this article, you can learn about **export / orders list** functionality, which will allow you to export created e-commerce orders with their basic information. In order to access this module you have to have **BOK supervisors, MC business admin, Administrator, Super administrator, or Root** group.

You can find the example export file under the URL:

https://knowledge.tauceti-digital.com/orders_export_file_example.xlsx

A	B	C	D	E	F	G	H	I	J	K
id	processed_on	value	first_name	last_name	email	paid	dp_status	status	phone_number	tracking_code
22757	2021-12-02 12:30:33	78	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	
22759	2021-12-10 13:08:31	479	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	
22761	2021-12-14 12:17:02	108	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	
22763	2022-07-04 08:00:44	157	John	John	john@tauceti.com	COD/DP	not_dp	Annulé	9976512020045150000	5576437020045150000
22766	2022-07-18 09:48:57	409	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	9976512020045150000
22768	2022-07-19 11:06:29	478	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	
22769	2022-07-19 11:33:21	577	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	7053815320045150000
22771	2022-07-19 14:10:31	608	John	John	john@tauceti.com	COD/DP	not_dp	Annulé	9976512020045150000	
22772	2022-07-19 15:57:55	608	John	John	john@tauceti.com	COD/DP	not_dp	Retour	9976512020045150000	
22773	2022-07-19 16:48:41	608	John	John	john@tauceti.com	Cancelled	not_dp	Annulé	9976512020045150000	
22776	2022-08-05 10:33:51	148	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	2047012020045159001
22779	2022-10-04 15:51:59	128	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	
22781	2022-12-20 14:56:18	148	John	John	john@tauceti.com	COD/DP	not_dp	Préparé	9976512020045150000	
22782	2022-12-20 15:18:14	148	John	John	john@tauceti.com	Cancelled	not_dp	Annulé	9976512020045150000	

Visualization of the exported orders list

To open the Export / orders list view, in the admin panel, navigate to:

Import / export > Export / orders list

All possible operations to perform on the **Export / orders list** view can be done in the **Filters (1)** and **Export / orders list (2)** tabs.

Export / orders list

Filters

Order ID

Processed on From: 2021-01-01 To: 2023-01-11

Order value From: To:

Alt shop

Status

Delivery method

Payment method

Deferred payment status

Check status

Paid?

Customer ID

Phone number

Package number

Only with vouchers

[Apply filters](#) [Clear filters](#)

Export / orders list [Export to XLSX](#)

Show 10 entries Search:

ID	Processed on	Value	Nom	Prénom	E-mail de contact	Paid?	DP Status	Status	Phone number	Package number
22691	2021-03-22 14:42:47	88.00 Dh	Salim	Redouane	salim.salim@outlook.com	COD/DP		Préparé	+21266666666	
22694	2021-03-22 18:47:16	88.00 Dh	Yas	Yas	yas2001@yahoo.com	Cancelled		Annulé	+21266666666	
22695	2021-03-23 16:10:27	88.00 Dh	Yas	Yas	yas2001@yahoo.com	COD/DP		Préparé	+21266666666	
22696	2021-03-23 16:14:51	134.00 Dh	Yas	Yas	yas2001@yahoo.com	COD/DP		Préparé	+21266666666	
22697	2021-03-23 16:18:10	78.00 Dh	Yas	Yas	yas2001@yahoo.com	COD/DP		Préparé	+21266666666	
22698	2021-03-23 16:22:52	108.00 Dh	Yas	Yas	yas2001@yahoo.com	Paid		Préparé	+21266666666	
22699	2021-03-23 16:24:21	124.00 Dh	Yas	Yas	yas2001@yahoo.com	Cancelled		Annulé	+21266666666	
22700	2021-03-23 16:27:50	78.00 Dh	Yas	Yas	yas2001@yahoo.com	Cancelled		Annulé	+21266666666	
22701	2021-03-29 13:06:35	148.00 Dh	Yas	Yas	yas2001@yahoo.com	Cancelled		Annulé	+21266666666	
22702	2021-03-29 13:08:18	88.00 Dh	Yas	Yas	yas2001@yahoo.com	Paid		Préparé	+21266666666	

Showing 1 to 10 of 42 entries [← Previous](#) 1 2 3 4 5 [Next →](#)



Visualization of the export / orders list module in the administrator panel

Table of contents:

1. [Filters section](#)
2. [Export / orders list section](#)
3. [Exporting orders to the xlsx](#)

/ Filters section

The **Filters** section allows the sorting of the orders in the **export / orders list** module, based on the available filters. Orders are not visible by default and it is required to apply any filter first in order to see them. Below you will find a description of each filter.

 Filters 

Order ID

Processed on From: 2023-01-11 To: 2023-01-11

Order value From: To:

Alt shop

Status

Delivery method

Payment method

Deffered payment status

Check status

Paid?

Customer ID

Phone number

Package number

Only with vouchers

Visualization of the filters tab

- **Order ID** - Orders internal ID.
- **Processed on** - A range of dates when the order was processed.
- **Order value** - A range of total order values.
- **Alt shop** - Altshop name where the order was placed on.

- **Status** - Current status of the order.
- **Delivery method** - Selected orders delivery method.
- **Payment method** - Selected orders payment method.
- **Deffered payment status** - Current status of the deffered payment.
- **Check status** - Current internal check status of the order.
- **Paid?** - Order payment status.
- **Customer ID** - ID of the customer.
- **Phone number** - Customer's phone number.
- **Package number** - Number of the delivery package.
- **Only with vouchers** - A tickbox that allows seeing only orders with vouchers.
- **Status (Balikobot)** - Order status acquired from Balikobot (when Balikobot is used).

After defining the above filters, select the **Apply Filters** button to get a list of sites according to the applied filters.

/ Export / orders list section

The **Export / orders list** section allows to further narrow down the list of orders. Below you will find a description of possible actions.

ID	Processed on	Value	Nom	Prénom	E-mail de contact	Paid?	DP Status	Status	Phone number	Package number
22691	2021-03-22 14:42:47	88.00 Dh				COD/DP		Préparé		
22694	2021-03-22 18:47:16	88.00 Dh				Cancelled		Annulé		
22695	2021-03-23 16:10:27	88.00 Dh				COD/DP		Préparé		
22696	2021-03-23 16:14:51	134.00 Dh				COD/DP		Préparé		
22697	2021-03-23 16:18:10	78.00 Dh				COD/DP		Préparé		
22698	2021-03-23 16:22:52	108.00 Dh				Paid		Préparé		
22699	2021-03-23 16:24:21	124.00 Dh				Cancelled		Annulé		
22700	2021-03-23 16:27:50	78.00 Dh				Cancelled		Annulé		
22701	2021-03-29 13:06:35	148.00 Dh				Cancelled		Annulé		
22702	2021-03-29 13:08:18	88.00 Dh				Paid		Préparé		

Visualization of the export / orders list section

- Select the **Show X entries (1)** field to set the number of orders, displayed on one page (min 10 / max 100).
- The names of the columns **(2)** that contain information about a given order. Each column is susceptible to sorting. To sort the records, click on the title of the column in question.
 - **Order ID** - Orders internal ID. By clicking on the order ID you will be redirected to the detailed order information located in the **Orders > Orders / list**.
 - **Processed on** - A range of dates when the order was processed.
 - **Value** - A range of total order values.
 - **First name** - Customer's first name.
 - **Last name** - Customer's last name.
 - **E-mail** - Customer's e-mail address.
 - **Paid?** - Order payment status.
 - **DP status** - Current status of the deferred payment.
 - **Status** - Current status of the order.
 - **Phone number** - Customer's phone number.
 - **Package number** - Number of the delivery package (Carrier Barcode).
- Select the **Export to xlsx (3)** button to export all filtered orders to the xlsx file. You can learn more about exported xlsx file in the [Exporting orders to the xlsx](#) section
- **Search box (4)** where you can search for desired orders by their ID, first name, last name, e-mail address, status, phone number, and package number.
- **Page buttons (5)**, which allow users to change the page of currently viewed orders.

/ Exporting orders to the xlsx

By pressing the Export to xlsx button shown in the [Export / orders list section](#) chapter you are able to export all the filtered orders to the xlsx file and download it.

You can find the example export file under the URL:

https://knowledge.tauceti-digital.com/orders_export_file_example.xlsx

A	B	C	D	E	F	G	H	I	J	K
id	processed_on	value	first_name	last_name	email	paid	dp_status	status	phone_number	tracking_code
22757	2021-12-02 12:30:33	78	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	
22759	2021-12-10 13:08:31	479	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	
22761	2021-12-14 12:17:02	108	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	
22763	2022-07-04 08:00:44	157	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Annulé	06 12 34 56 78	5576437020045150000
22766	2022-07-18 09:48:57	409	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	9976512020045150000
22768	2022-07-19 11:06:29	478	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	
22769	2022-07-19 11:33:21	577	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	7053815320045150000
22771	2022-07-19 14:10:31	608	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Annulé	06 12 34 56 78	
22772	2022-07-19 15:57:55	608	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Retour	06 12 34 56 78	
22773	2022-07-19 16:48:41	608	John	Smith	john.smith@tauceti.com	Cancelled	not_dp	Annulé	06 12 34 56 78	
22776	2022-08-05 10:33:51	148	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	2047012020045159001
22779	2022-10-04 15:51:59	128	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	
22781	2022-12-20 14:56:18	148	John	Smith	john.smith@tauceti.com	COD/DP	not_dp	Préparé	06 12 34 56 78	
22782	2022-12-20 15:18:14	148	John	Smith	john.smith@tauceti.com	Cancelled	not_dp	Annulé	06 12 34 56 78	

Visualization of the exported orders=s

Xlsx file contains the following fields:

- **OrderID** - Orders internal ID.
- **Processed on** - A range of dates when the order was processed.
- **Order_value_gross** - A range of total order values.
- **Customer_first_name** - Customer's first name.
- **Customer_last_name** - Customer's last name.
- **Customer_email** - Customer's e-mail address.
- **Paid** - Order payment status.
- **DP status** - Current status of the deferred payment.
- **Status** - Current status of the order.
- **Customer_mobile** - Customer's phone number.
- **Tracking_code** - Number of the delivery package (Carrier Barcode).
- **Invoice_number** - Number of the invoice.
- **Delivery_street** - The street name to which the package will be delivered.
- **Delivery_building** - The building number to which the package will be delivered.
- **Delivery_flat** - The flat number to which the package will be delivered.
- **Delivery_postal_code** - The postal code to which the package will be delivered.
- **Delivery_city** - The city name to which the package will be delivered.

- **Delivery_company_name** - Company name defined by the customer when placing the order.
 - **Delivery_tax_id - Tax ID** defined by the customer when placing the order.
 - **Delivery_company_id** - Company ID defined by the customer when placing the order
 - **Delivery_method** - Used delivery method in the order.
 - **Parcel_machine_id** - Parcel ID in case of deliveries to the parcel points.
 - **Country_code** - Country code of the country from which the order was created (e.g. HU).
 - **Product_list** - The list of products separated by pipes (" | "), The list contains its SKU, quantity and price in a SKU;Quantity;Price format. For example:
01569;3;38,90|NOGIFT;1;0,00|60735;5;55,90|59137;1;99,00
 - **Tracking_number** - Tracking number of the package provided by the delivery service.
 - **Campaign_code** - The campaign code that was used when placing the order by the customer.
 - **Delivery_fee** - Delivery fee which customer paid for the selected order.
 - **Payment_fee** - Payment fee which customer paid for the selected order.
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