



EDIT ORDER

MAGENTO 2

Edit Order – Magento 2 User Guide

Supported Version: 2.0, 2.1, 2.2, 2.3.2.4

Table Of Contents

Preface.....	3
Installation Guide.....	2
Option 1: Magento 2 install extension using COMMAND LINE	4
Option 2: Magento 2 install extension manually	5
Back-end Example.....	6

Preface

- This **Edit Order** extension allows admin to edit information(Pending) right at the order view page, slide popup without having to switch to another link.

Overview

Currently, Magento2 only allows editing **Customer Information** and **Address Information** at the view order page. If you want to edit other information, you must go to the separated **Edit Order** page, then the old order will automatically be canceled and the new order will be created. Also, admin can only edit other information (besides Customer and Address Information) when Order is Pending.

- **Edit Order** Module Help You to:

- Changed order Increment number and Date.
- Changed customer email and other information related it.
- Changed billing address information of order.
- Changed shipping address information of order.
- Changed payment method.
- Changed shipping method.
- Edit items of order.

Installation:

There are two ways of installing extension in magento2.

- Using COMMAND LINE.
- Manually Install extension.

Option 1: Magento 2 install extension using COMMAND LINE (Recommended)

Follow below steps to install extension from the command line.

Step 1: Download the extension and unzip it.

Step 2: Upload it to code directory in your magento installation's app directory If code directory does not exists then create.

Step 3: Disable the cache under System -> Cache Management.

Step 4: Enter the following at the command line: php
bin/magento setup:upgrade

Step 5: Once you complete above steps log out and log in back to the admin panel and switch to **Stores -> Configuration -> Mageants → Shipping Calculator**, the module will be displayed in the admin panel.

Option 2: Magento 2 install extension manually

- Step 1:** Download the extension and unzip it.
- Step 2:** Upload it to code directory in your magento installation's app directory. If code directory does not exist then create.
- Step 3:** Disable the cache under System->Cache Management. Edit app/etc/config.php file and add one line code: '**Mageants_Editorder**' => 1.
- Step 4:** Disable the cache under System -> Cache Management
- Step 5:** Once you complete above steps log out and log in back to the admin panel and switch to **Stores -> Configuration -> Mageants -> Editorder**, the module will be displayed in the admin panel.

Back-end Example

CONFIGURATION

- After Installation of Edit Order to magento admin panel for set configuration of the extension.

- You can find configuration at **Stores -> Configuration -> Mageants**

-> Edit Order

The screenshot shows the Magento Admin Configuration interface. At the top, it says 'Configuration' with a search icon, a notification bell with '1', and a user profile 'admin'. Below this is a 'Scope' dropdown set to 'Default Config' and a 'Save Config' button. On the left, a sidebar lists modules: 'MAGEANTS' (expanded to show 'Edit Order'), 'Survey Configuration', 'GENERAL', 'CATALOG', and 'SECURITY'. The main area is titled 'General' and features an 'Enable' dropdown menu set to 'Yes'. A red box labeled 'Enable/disable' with an arrow points to this dropdown. Below the dropdown, it says 'Select Yes to enable this module'.

Enable: Select **Yes** to turn on the Module

Only order in this status can be edited: Pending

Update Invoices/Shipments/Credit Memos After Editing:

Update

Order Number *

Change Increment Number

000000034

Order Date *

Jan 12, 2023, 12:22:11 AM

Change Order Date

Order Status

Pending

You can only change the order status in the same state

Order Number:

- Edit the order number, the same as the previous order.
- Do not leave the field blank.

Order Date:

- Choose the date and time of order.
- Do not leave the field blank.

Edit Customer Information



Update

Customer Information

Edit Customer Information

Customer Email * johndoe@domain.com

Name Prefix Denim

First Name Bane

Middle Name John

Last Name Mask

Name Suffix Masko

Customer Group * General

Date of Birth 01/20/2022

Under the Edit Customer Information Grid shown the similar fields to Magento2 Edit/Add New Customer:

- **Name Prefix:** Edit the Prefix of customer name
- **First Name:** Edit customer first name. This is a required field.
- **Middle Name/ Initial:** Edit customer middle/ initial name.
- **Last Name:** Edit customer last name. Do not leave the field blank.
- **Name Suffix:** Edit the Suffix of customer name
- **Customer Group:** Choose a group for customers.
- **Date of Birth:** Fill in customer date of birth
- **Tax/VAT Number:** Edit the tax information
- **Gender:** Choose the customer gender

Edit Billing Address Information

Update

Name Prefix

First Name *

Middle Name/Initial

Last Name *

Name Suffix

Company

Street Address *

Display information same as Magento but Edit Order extension will show Billing and Shipping Addresses slide popup right at that view order page.

Edit Shipping Address Information



Edit Shipping Address Information

Update

Name Prefix

First Name *

Middle Name/Initial

Last Name *

Name Suffix

Company

Street Address *

- Changed order shipping address from here.

Edit Payment Method



Edit Payment Method

Update

- Check / Money order
- Cash On Delivery

Choose the available payment method at your store.

Edit Shipping Method



Update

Flat Rate

Fixed - **\$5.00**

Edit Shipping Method



Shipping Fee (excl. Tax)	Tax (%)	Discount (Fixed Amount)	Total Fee
<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>

Best Way

Table Rate - **\$15.00**

Select the Shipping Method available at the store.

Edit Items Ordered

✕

Update

Edit Items Ordered

Items Ordered

Add Products

Product	Price	Qty	Subtotal	Tax (%)	Discount	Row Subtotal	Action
Crown Summit Backpack SKUs: 24-MB03	\$38.00 <input type="checkbox"/> Custom Price*	<input type="text" value="1"/>	\$38.00	\$0.00	\$0.00 <input checked="" type="checkbox"/> Apply	\$38.00	Please select <input type="button" value="v"/>
Total 1 product(s)		Subtotal:	\$38.00	\$0.00	\$0.00	\$38.00	

* - Enter custom price excluding tax

Update Items and Quantities

Choose **Custom Price** buttons if you want to update product prices.

•Action:

- **Remove:** Remove the product from the shopping cart.
- To add products to cart,
click

Note: When changing Qty, adding product, removing product, you always need to click the .

Thank you!

Should you have any questions or feature suggestions, please contact us at:
<https://www.mageants.com/contact-us.html>

Your feedback is absolutely welcome!