mageants
Performant Magento Extensions

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EDIT ORDER

MAGENTO 2

Edit Order – Magento 2
User Guide

Supported Version: 2.0, 2.1, 2.2, 2.3.2.4

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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.

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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 exists then create.

Step3:   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.
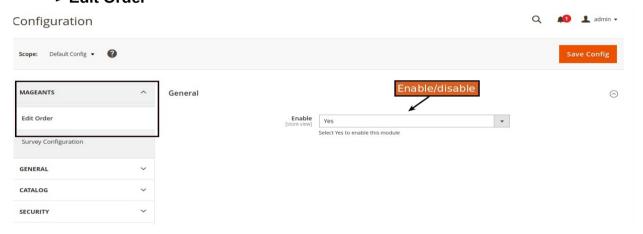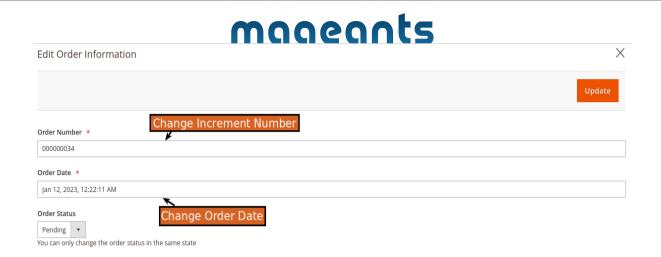
Back-end Example

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

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

Only order in this status can be edited: Pending

Update Invoices/Shipments/Credit Memos After Editing:
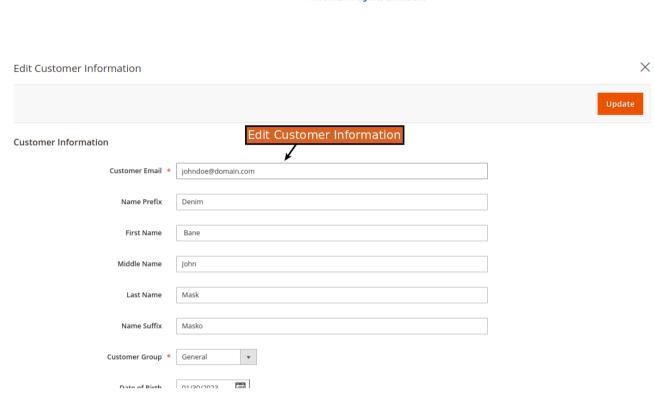
Order Number:

- 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.

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   ✕

Edit Billing Address Information   Update

Name Prefix	John
First Name *	Bane
Middle Name/Initial	David
Last Name *	Mask
Name Suffix	Denny
Company	Avila
Street Address *	Avila Beach, CA 93424
	Cali
	CBA12

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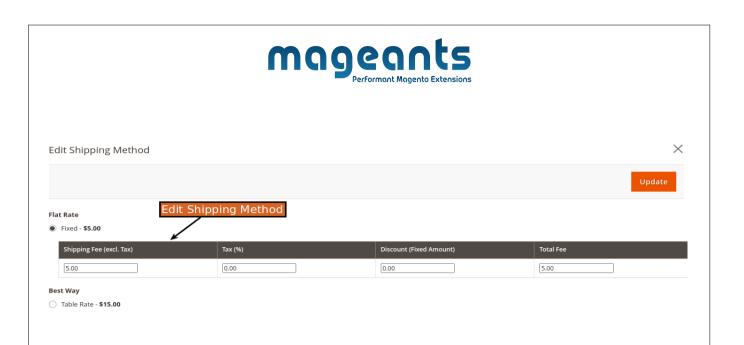
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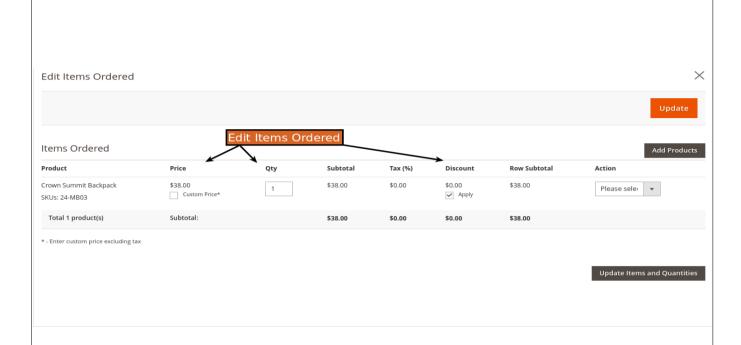Edit Shipping Address Information   ✕

		Update

Name Prefix	John
First Name *	Bane
Middle Name/Initial	David
Last Name *	Mask
Name Suffix	Denny
Company	Avila
Street Address *	Avila Beach, CA 93424
	Cali
	CBA12

- Changed order shipping address from here.

Edit Payment Method   ✕

		Update

Edit Payment Method

◉ 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
5.00	0.00	0.00	5.00

Best Way

◯ Table Rate - **$15.00**

Select the Shipping Method available at the store.

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 Add Products > Select products > Add Selected Product(s) to Order :

    Note: When changing Qty, adding product, removing product, you always need
to click the Update Items and Quantities > Update .

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!