

Edit Order– Magento 2

USER MANUAL

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
Backend 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.

- 1) Using COMMAND LINE.
- 2) 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:
`phpbin/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 exists 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

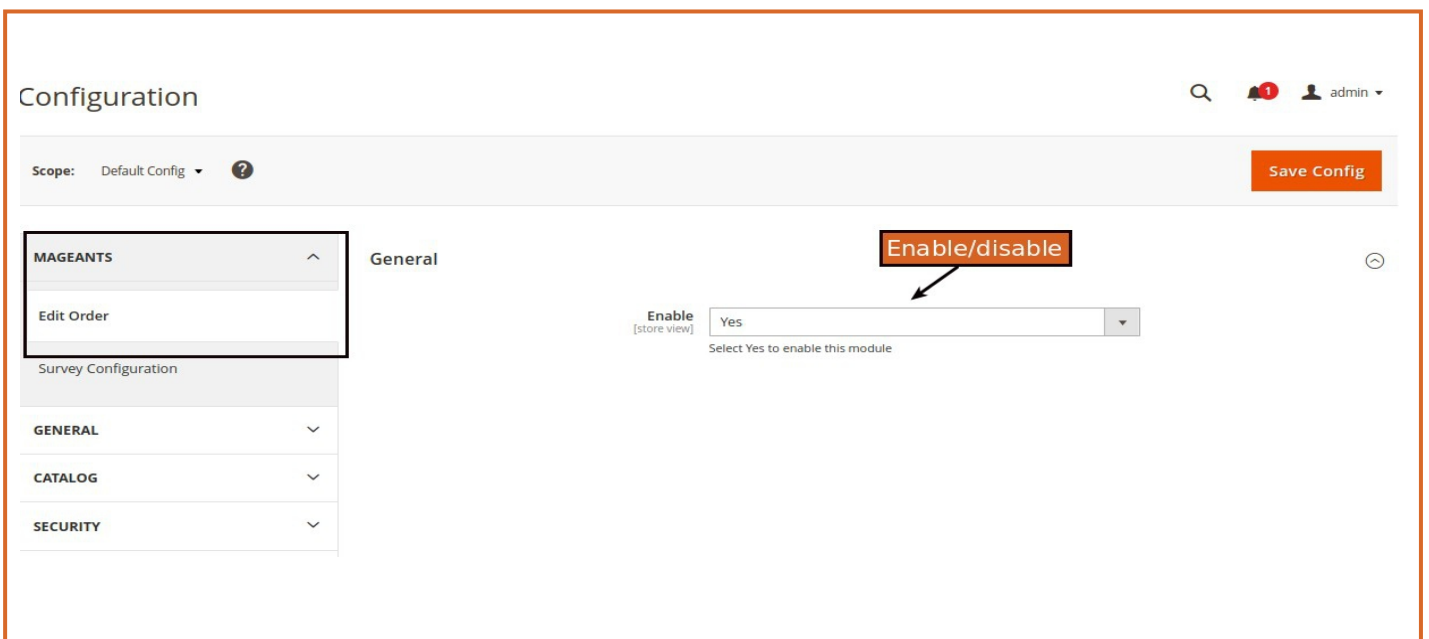
Step 4: Disable the cache under System → Cache Management

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.

Backend example : CONFIGURATION

After Installation of Extension login to magento admin panel to set configuration of the extension.

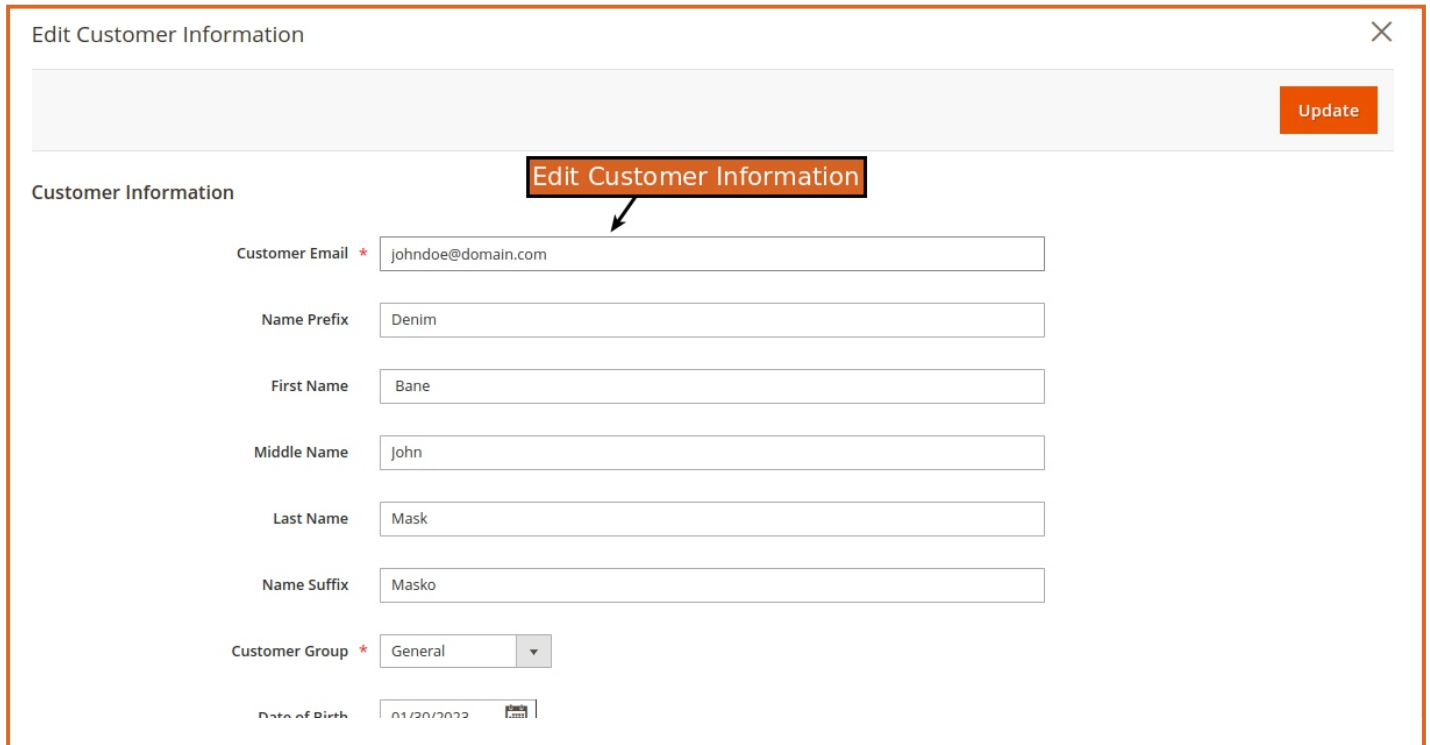
You can find configuration at Stores -> Configuration -> Mageants
-> edit order



Enable: Select Yes to turn on the Module

Only order in this status can be edited: Pending

Update Invoices/Shipments/Credit Memos After Editing:



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 Order Information

Update

Order Number *

000000034

Change Increment Number

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 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.

Edit Shipping Address Information

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

Edit Payment Method

Edit Payment Method

Update

☒ Check / Money order

☐ Cash On Delivery

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.

Edit Items Ordered

Update

Edit 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 ▼
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 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!