

# User Guide for extension Custom order numbers PRO

Manual to this extension, which contain short description and configuration options.

## EXTENSION DESCRIPTION

This extension allow to set custom number of your order like you wish. You can customize the format of order numbers with dynamic generated values like random numbers, settable counter and much more.

For example, you can generated order number in a more meaningful way based on your conceptions for example in format *ORD-005/2017*. Order numbers generated with this extension will be displayed in all places like before.

## HOW TO USE THIS EXTENSION

After instalation, you can find configuration page to this extension in administration of your store. Configuration page is located in *Stores->Configuration->Singleton Extensions->Custom order numbers*

The screenshot shows the 'Configuration' page for 'Custom order numbers configuration'. The left sidebar contains a navigation menu with categories: DASHBOARD, SALES, CATALOG, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The main content area is titled 'Custom order numbers configuration' and includes a 'Save Config' button in the top right corner. The configuration options are as follows:

- Enable auto generating custom order number** (store view): Enable
- Order number format** (store view): ORD-{COUNTRY}/{RANDOM\_ALPHANUMERIC}/{REAL\_ORDER\_ID}
- Random alphanumeric length** (store view): 5
- Counter number start at** (store view): 1
- Counter step by** (store view): 1
- Automatically reset counter** (store view): If date will reach selected date
- Reset counter if date will reach date** (store view): Thu, 25 Jan 2018
- Reset counter now** (store view): No
- Enable custom counter length** (store view): Yes
- Set custom counter length** (store view): 6

From this place you can set options of this extension. On the next page, you can read about this configuration.

## Configuration options for this extension:

- **Enable auto generating custom order number:** If this feature is turned on, you can change order reference from "Order number format" field
- **Order number format:** Format of the order number. You can write here format of order numbers, which will be apply for all orders. You can write for example *ORD-`{RANDOM_NUMBER}``{COUNTER}`*. In example, you can see tags, for example *`{RANDOM_NUMBER}`*. Instead of this tag, system will generate random number in this place. All of available tags to use are display in "DESCRIPTION OF THE AVAILABLE TAGS" table at the bottom of configuration page.
- **Random number length (show only if `{RANDOM_NUMBER}` tag is used):** This field is display only if the `{RANDOM_NUMBER}` tag is use. You can choose length of generated random number for this tag.
- **Random alphabetic length (show only if `{RANDOM_ALPHABETIC}` tag is used):** This field is display only if the `{RANDOM_ALPHABETIC}` tag is use. You can choose length of generated random alphabetic reference for this tag.
- **Random alphanumeric length (show only if `{RANDOM_ALPHANUMERIC}` tag is used):** This field is display only if the `{RANDOM_ALPHANUMERIC}` tag is use. You can choose length of generated random alphanumeric reference for this tag.
- **Counter number start at (show only if `{COUNTER}` tag is used):** This field is display only if the `{COUNTER}` tag is use. `{COUNTER}` tag generating iterative values for each next order number. You can choose started value for counter from this field. For example if you choose value to 5, counter will start from number 5 and will iterate for each next order number for example like 6,7,8,... . If you change value of this field from 5 in this case to another, counter will be reset and will iterate from new value.
- **Counter step by (show only if `{COUNTER}` tag is used):** This field is display only if the `{COUNTER}` tag is use. `{COUNTER}` tag is generating iterative values for each next order number. You can choose step by value for counter from this field. For example if you choose start at value to 10, and step by values to 5, counter will start from number 10 and will iterate for each next order number like 15, 20, 25, 30, ...
- **Automatically reset counter (show only if `{COUNTER}` tag is used):** You can set how often will reset your counter automatically. You can reset counter automatically each day, each week, each month, or each year. Even you can set options "If counter value will reach selected number" (system will automatically display field for entering the number) or "If date will reach selected date" (system will automatically display field for entering the date). Everytime after reset, counter value will set to number from "Counter number start at" field.
- **Reset counter if value will reach number (show only if `{COUNTER}` tag is used and "Automatically reset counter" field is set to "If counter value will reach selected number" value):** If counter will reach the same or bigger number as you set in this field, counter value will automatically reset to value from "Counter number start at" field.
- **Reset counter if date will reach date (show only if `{COUNTER}` tag is used and "Automatically reset counter" field is set to "If date will reach selected date" value):** If current date will reach this date, or later date as you set in this field, counter value will automatically reset to value from "Counter number start at" field.

- **Reset counter now (show only if {COUNTER} tag is used):** You can reset actual counter value to value, which is set in "Counter number start at" field.
- **Enable custom counter length (show only if {COUNTER} tag is used):** If you want to get static length of counter value, you can set counter reference length. If you set this field to "Yes", system will display options to set counter reference length. For example if you set this value to "5" and your current counter value will be "10", final counter value will look like this: 00010. For current counter value = "100", it will be 00100. For current counter value = "1000", it will be 01000.
- **Set custom counter length (show only if {COUNTER} tag is used and "Enable custom counter length" field is set to "Yes"):** You can set length of final counter reference. If counter value length will be shorter as counter length, system automatically add zeros as prefix of counter value.

At the bottom of configuration page, you can see "DESCRIPTION OF THE AVAILABLE TAGS" table, which explain all available tag for use in "Invoice number format" field. Also you can see it on picture below.

Tag name	Tag description
{RANDOM_NUMBER}	This tag generate random number. If you use this tag, system automaticaly display field "Random number length" to select length of random number.
{RANDOM_ALPHABETIC}	This tag generate alphabetic reference. If you use this tag, system automaticaly display field "Random alphabetic length" to select length of random alphabetic reference.
{RANDOM_ALPHANUMERIC}	This tag generate alphanumeric reference (numbers and alphabetical characters together). If you use this tag, system automaticaly display field "Random alphanumeric length" to select length of random alphanumeric reference.
{COUNTER}	This tag generated automatically counted values. You can choose starting value of counter and a step, which represent counter value rising. You can reset counter every time you want when you set "Counter number start at" field to another value.
{REAL_ORDER_ID}	This tag generate real order ID number like 000000006, or 000000007, ...
{YEAR}	This tag generate actual year number.
{YEAR_SHORTCUT}	This tag generate shortcut of actual year, for example 15, or 16, or 17.
{MONTH}	This tag generate actual month number.
{WEEK}	This tag generate actual week number.
{DAY_IN_WEEK}	This tag generate number of actual day in week.
{DAY}	This tag generate number of actual day in month.

ENJOY

For all questions contact me via [info@singleton-software.com](mailto:info@singleton-software.com)