

amasty

For more details see how the [Mass Order Actions](#) extension works.

Guide for Mass Order Actions for Magento 2

Add new functionality to the default Magento 2 order grid. Save times on routine actions like sending invoices, submitting shipments and editing tracking numbers by doing that right on the the grid,

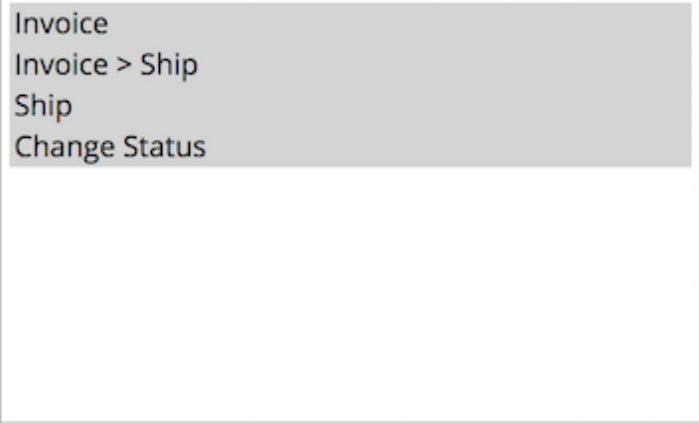
- Ship orders right from the order grid
- Create invoices and and edit tracking numbers on the grid
- Quickly modify order statuses
- Apply actions to multiple orders
- Utilize combinations of actions

Extension Configuration

To configure the general extension settings please go to **Stores → Configuration → Amasty Extensions → Mass Order Actions** and expand the **General** section.

General

Enabled Actions



Invoice
Invoice > Ship
Ship
Change Status

Press CTRL+ left mouse button to select multiple values. To use "Update Order Attributes" action please install [Amasty Order Attributes](#) extension v2.2.0 or higher

Enabled Actions — select actions that will be available on the Order grid.

In the **Invoice Action** section you can:

Invoice Action

Assign Status <small>[global]</small>	Magento Default	▼
Print Invoices <small>[global]</small>	No	▼
Requested Payment Capture Case <small>[global]</small>	Do not request Capture Case	▼

Default Payment Capture Case for Invoicing Orders

Assign Status — specify the status that will be assigned to an order automatically once the action is applied;

Print Invoices — enable this option to allow printing invoices.

Requested Payment Capture Case — if your payment method auto-generates invoices, but you receive money after order placement, you should disable auto invoicing by choosing '**Do not request Capture Case**'. Select '**Capture Offline**' to create invoices manually or '**Capture Online**' to connect the bank and reserve the amount needed for purchase from customers' card.

Next, proceed to the **Ship Action** section:

Ship Action

Assign Status	Magento Default	▼
Default Carrier	Custom	▼
	Will be pre-selected at the orders grid.	
Default Title for Custom Carrier	V-Day Present	
Show Custom Carrier Title at the Order Grid	Yes	▼

Assign Status — select a status that will be selected by default;

Default Carrier — choose the shipping carrier that will be selected by default. You can also choose a custom carrier. If you pick a 'Do not need a tracking info' option, the box for tracking information will

be removed from the grid;

Default Title for Custom Carrier — specify the default title for a custom carrier;

Show Custom Carrier Title at the Order Grid — if the option is set to **No** the default title will be automatically applied to orders once the custom carrier is selected in the carriers dropdown. If the option is set to **Yes** the title field will be displayed on the grid and can be edited for orders regardless of the chosen carrier;

In the **Status** section you can configure the following settings:

Status

Check State [global]

Disallow to set status, which assigned to other state.

Excluded options for the 'Change status' action [global]

Canceled
 Closed
 Complete
 Suspected Fraud
 On Hold
 Payment Review
 PayPal Canceled Reversal
 PayPal Reversed
 Pending
 Pending Payment

Do not select any statuses to make all options available on the Order grid.

Check State — enable this option to automatically apply the order status related to the current state.

Excluded Options For The 'Change Status' Action — select statuses you don't want to see on your order grid to exclude them from the dropdown and display only necessary options.

Order Grid Actions

To edit orders please go to **Sales → Orders**.

To apply mass actions tick all the necessary products and then choose the action from the **Actions** dropdown.

With the module, you can edit many values right on the grid. For example, you can change the carrier, edit the tracking codes and title for any order.

Orders

admin

Create New Order

9 records found

	Ship-to Name	Grand Total (Base)	Status	Shipping
↑	Veronica Costello	\$53.71	Closed	Shipment is already created.
AM	Veronica Costello	\$120.16	Complete	Shipment is already created.
AM	Veronica Costello	\$63.71	Complete	Shipment is already created.
AM	Veronica Costello			

Actions

- Print Invoices
- Print Packing Slips
- Print Credit Memos
- Print All
- Print Shipping Labels
-
- Invoice
- Invoice > Ship
- Ship
- Change Status
- Send Tracking Information
- Batch Process

Website Store Default Store View

Importing Tracking Numbers

To import tracking numbers for the orders please go to **System → Import Tracking Numbers**.

Download the sample file to get to know the file structure and create your own table for the import.

Shipment IDs in the CSV file are the same as Shipment IDs in **Sales → Shipments**.

Please make sure that the orders has the Shipped status before importing the tracking numbers.

Set the **Import Behavior** option to **Add/Update**. Also, you can choose **Delete** to erase previously added data.

Specify the file with the tracking numbers and hit the **Check Data** button to start the import process.

Find out how to install the Mass Order Actions extension via [Composer](#).

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