

True Edit Orders - General Usage

Edit this Article (<https://secure.helpscout.net/docs/558fe040e4b01a224b42f30a/article/577522d2c6979166bd819421>)

General Usage

Creative Minds True Edit Orders Extension allows you to easily edit orders.

Please navigate to **Sales** → **Orders** and choose the order you want to edit.

In Order View there will be an *'Edit'* link for each section, as shown in the screenshot below.

The screenshot displays the Magento Admin Panel interface for an order. The top navigation bar includes 'Sales', 'Catalog', 'Customers', 'Promotions', 'Newsletter', 'CMS', 'Reports', and 'System'. The main content area is titled 'Order View' and shows details for Order # 10000063. The order status is 'Pending'. The page is divided into several sections, each with an 'Edit' link highlighted in a red box: 'Edit Status' (top right), 'Save Billing' (middle left), 'Edit Shipping' (middle right), 'Edit Payment' (bottom left), and 'Edit Shipping and handling' (bottom right). The order information includes the order date (Apr 3, 2013 7:38:27 PM), customer name (Haven Bangor), and shipping address (Haven Bangor, Massachusetts Ave, Cambridge, Massachusetts, 01864).

Our Extension also allows the admin to edit or add items to the order, by clicking at the 'Edit Item' link on the top right of the **Items Ordered** section.

The screenshot shows the 'Items Ordered' section of the Magento Admin Panel. A table lists the items ordered, with columns for Product, Item Status, Original Price, Price, Qty, Subtotal, Tax Amount, Tax Percent, Discount Amount, and Row Total. A red arrow points to the 'Edit Items' link in the top right corner. Below the table is a 'Please Select Product To Add' dialog box with a search bar and a list of products.

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Draper Pant SKU: Pmp00131 Size: 31 Add Gift Message	Mixed	\$295.00	\$295.00	Ordered 5 Shipped 5	\$1,475.00	\$117.56	8.25%	\$0.00	\$1,542.56
Plaid Cotton Shirt SKU: msj007 Add Gift Message	Ordered	\$160.00	\$160.00	Ordered 1	\$160.00	\$13.20	8.25%	\$0.00	\$173.20

Please Select Product To Add

SKU: Product ID: Search

	Product ID	Product Name	SKU	Price	Qty
1	231	French Cuff Cotton Twill Oxford	msj000	190.00	1
2	232	French Cuff Cotton Twill Oxford	msj001	190.00	1
3	233	French Cuff Cotton Twill Oxford	msj002	190.00	1
4	234	Slim fit Dobby Oxford Shirt	msj003	175.00	1
5	235	Slim fit Dobby Oxford Shirt	msj004	175.00	1
6	236	Slim fit Dobby Oxford Shirt	msj005	175.00	1

Page 1 of 60
Displaying 1 to 10 of 593 items
[Add To Order Grid](#)

All changes are automatically saved in the **Comments History** section.

Comments History

Add Order Comments

Status: Processing

Comment:

Notify Customer by Email

Visible on Frontend

Jun 30, 2016 6:53:59 AM | Processing
Customer Not Notified
waldemar made changes to this order.

Changed billing address:
Changed street FROM: Great Church Road TO: Church Road

User comment:

Jun 30, 2016 6:51:30 AM | Processing
Customer Not Notified
waldemar made changes to this order.

Added new items:
Added item(SKU): msj007

User comment:

Apr 24, 2013 9:33:27 AM | Processing
Customer Not Notified

Apr 24, 2013 9:32:54 AM | Pending
Customer Notified

Order Totals

Subtotal	\$1,636.00
Shipping & Handling	\$37.06
Discount	-\$50.00
Tax	\$130.76
Grand Total	\$1,753.82
Total Paid	\$0.00
Total Refunded	\$0.00
Total Due	\$1,753.82

Archived Orders

A grid with all archived orders is available under Sales → Archived Orders.

It is possible to check all information of the order, un-archive or permanently delete it.

Archived Orders

Page 1 of 1 pages | View 20 per page | Total 1 records found

Export to: CSV

Select Visible | Unselect Visible | 1 items selected

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T.	Action
<input checked="" type="checkbox"/>	145000004	Main Website Madison Island English	May 3, 2014 2:19:24 PM	Jane Doe	Jane Doe	\$975.55	<ul style="list-style-type: none"> Cancel Hold Unhold Print Invoices Print Packingslips Print Credit Memos Print All Un-Archive Order(s) Delete Order(s)

Get more information about the **Trued Edit Orders** (<https://www.cminds.com/ecommerce-extensions-store/true-edit-orders-extension-for-magento-1-by-creativeminds/#description/>) Extension for Magento®.

Find other Magento products at the **CreativeMinds Magento Store** (<https://www.cminds.com/ecommerce-extensions-store/>).

Let us know how we can **Improve this Product Documentation Page** (<https://www.cminds.com/support-documentation-feedback/>).

To open a **Support Ticket** (<https://www.cminds.com/httpsecommerce-cminds-comcm-support/>) visit our support center.

✉ [Still need help? Contact Us \(#contactModal\)](#)

Last updated on November 22, 2016

RELATED SUPPORT DOCUMENTS

- [True Edit Orders - Configuration \(/article/846-true-edit-orders-configuration\)](/article/846-true-edit-orders-configuration)
- [True Edit Orders - Video Overview \(/article/1300-true-edit-orders-video-overview\)](/article/1300-true-edit-orders-video-overview)