

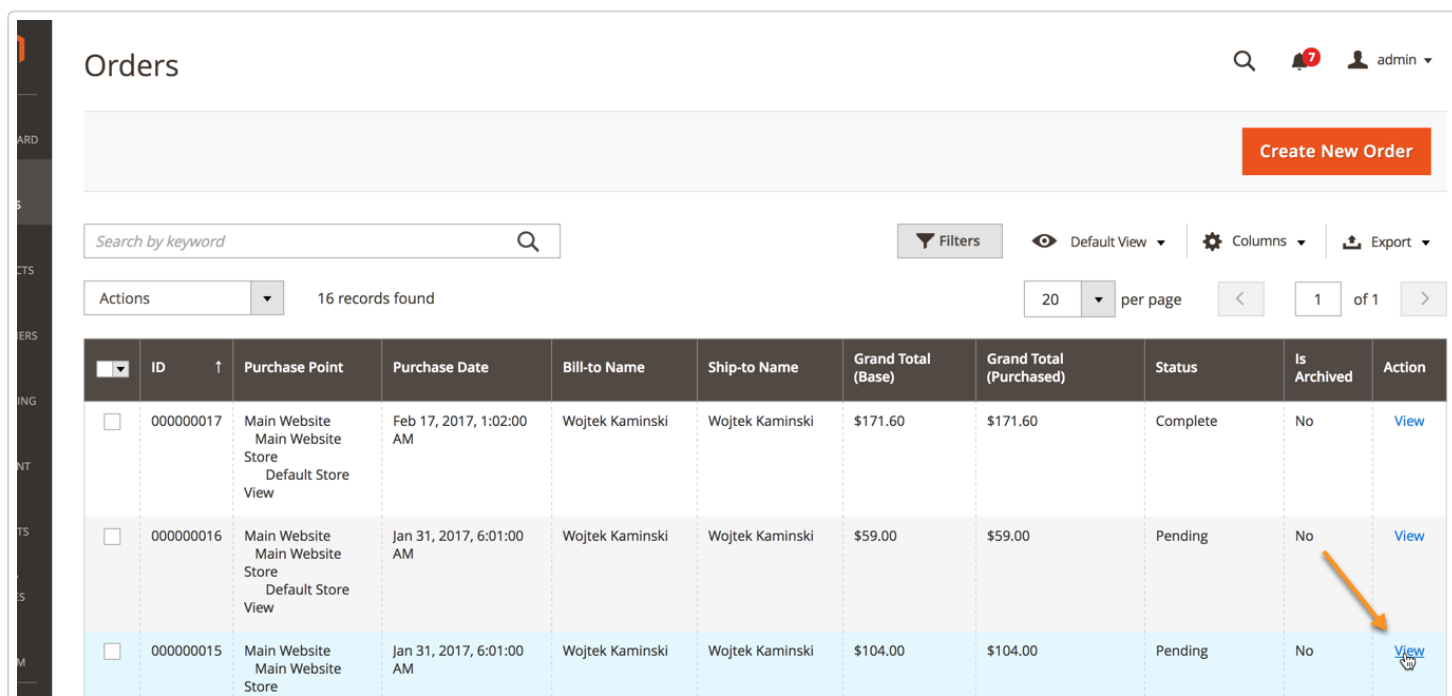
# True Edit Orders M2 - General Usage

Edit this Article (<https://secure.helpscout.net/docs/558fe040e4b01a224b42f30a/article/580f15b49033604deb0ea294>)

## General Usage

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

To edit an order navigate to **Sales** → **Orders**, then select the order that you want to edit by clicking view to the right hand side of the row.

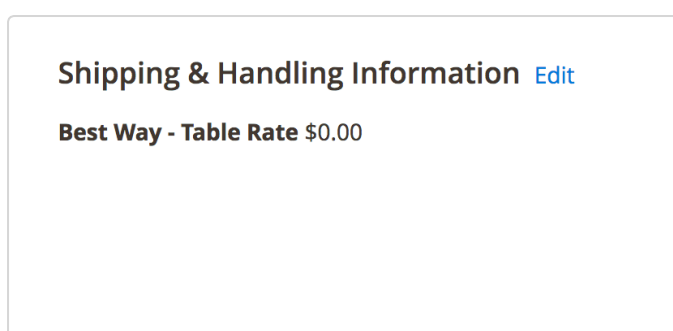


ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Is Archived	Action
000000017	Main Website Main Website Store Default Store View	Feb 17, 2017, 1:02:00 AM	Wojtek Kaminski	Wojtek Kaminski	\$171.60	\$171.60	Complete	No	<a href="#">View</a>
000000016	Main Website Main Website Store Default Store View	Jan 31, 2017, 6:01:00 AM	Wojtek Kaminski	Wojtek Kaminski	\$59.00	\$59.00	Pending	No	<a href="#">View</a>
000000015	Main Website Main Website Store	Jan 31, 2017, 6:01:00 AM	Wojtek Kaminski	Wojtek Kaminski	\$104.00	\$104.00	Pending	No	<a href="#">View</a>

In Order View, under information you will find 'Edit' links for each section, as shown in the screenshot below. Clicking one of these links will take you to the edit page.

## Changing Shipping method of an Order

To alter the shipping method of an existing order, click on the Edit link to the right of "Shipping & Handling Information".



Shipping & Handling Information [Edit](#)

Best Way - Table Rate \$0.00

Clicking the Edit link will open up the **Shipping & handling information** edit page.

From the Shipping Method Drop down menu select the method of shipping that you would like to change to for the chosen order. Then click "Save Shipping Method".



Magento Admin

← Back   Reset   **Save Shipping Method**

Order Shipping Method

Shipping Method \*

- ✓ Flat Rate - Fixed \$0.00
- Free Shipping - Free \$0.00

## Adding Items to an Order

Inside the order view (**Sales** → **Orders** then on the right hand side of your chosen order row click on "View") scroll down to the **Items Ordered** section. Here in this section you can press the "Add Items" button to add items to the order.

Items Ordered										Add Items
Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total	Actions
Fusion Backpack SKU: 24-MB02	Ordered	\$59.00	\$59.00	Ordered 1	\$59.00	\$0.00	0%	\$0.00	\$59.00	<a href="#">Remove</a>

Selecting "Add Items" will bring up a selection menu with all the items currently added to your store.

Please select products						Add Selected Product(s) to Order
ID	Product	SKU	Price	Select	Quantity	
2046	Set of Sprite Yoga Straps	24-WG085_Group		<input type="checkbox"/>		
2045	Erika Running Short	WSH12	\$45.00	<input type="checkbox"/>		
2044	Erika Running Short-32-Red	WSH12-32-Red	\$45.00	<input checked="" type="checkbox"/>	3	
2043	Erika Running Short-32-Purple	WSH12-32-Purple	\$45.00	<input checked="" type="checkbox"/>	10	
2042	Erika Running Short-32-Green	WSH12-32-Green	\$45.00	<input type="checkbox"/>		
2041	Erika Running Short-31-Red	WSH12-31-Red	\$45.00	<input type="checkbox"/>		
2040	Erika Running Short-31-Purple	WSH12-31-Purple	\$45.00	<input type="checkbox"/>		

At the top of this menu are various fields for the Admin to use to filter the products to find what they need.

Displayed Are the *ID*, *Product name*, *SKU* and *Price*. To the right of the price is a checkbox.

To add an item to an order check the "Select" checkbox to the right of the item's price and enter the quantity that you'd like to add. When you've selected the products and quantities click the "Add Selected Product(s) to Order" button on the top right hand side of the products menu.

## Removing Items from an Order

Removing an item from an order is a lot more straight forward. Simply click on "Remove" to the far right of the Item under **Items Ordered**.

A confirmation box will appear asking if you're sure you want to remove the item. Select "Ok" to confirm or else "Cancel" to cancel.

Items Ordered Add Items

**m2dev5.c minds.com says:**  
Are you sure that you want to remove this item?

Prevent this page from creating additional dialogues.

Product	Quantity	Unit Price	Total Price	Tax Amount	Tax Percent	Discount Amount	Row Total	Actions
Fusion Backpack	1	\$59.00	\$59.00	\$0.00	0%	\$0.00	\$59.00	<a href="#">Remove</a>
Erika Running Short-32-Red SKU: WSH12-32-Red	3	\$45.00	\$135.00	\$0.00	0%	\$27.00	\$108.00	<a href="#">Remove</a>
Erika Running Short-32-Purple SKU: WSH12-32-Purple	10	\$45.00	\$450.00	\$0.00	0%	\$90.00	\$360.00	<a href="#">Remove</a>

After a few moments the page will refresh and a success Message will display at the top of the Orders Page.

#000000016

[← Back](#)
[Cancel](#)
[Send Email](#)
[Hold](#)
[Invoice](#)
[Ship](#)
[Reorder](#)
[Submit](#)

✓ Products has been removed from order.

**ORDER VIEW**

Information

Invoices

Credit Memos

Shipments

Comments History

**Order & Account Information**

**Order # 000000016 (The order confirmation email was sent)**

Order Date	Jan 31, 2017, 6:59:03 AM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	83.12.141.41

**Account Information**

Customer Name

Email

Customer Group

## Order Edit comments

Whenever an order is edited, if the configuration is set to "Yes" for that particular order edit type, then an Order Edit comment will automatically be generated for that order. The Order Edit comment will contain the key information on the alteration that was made.

To see the Order Edit comments for an order, navigate to **Sales** → **Orders** then on the right hand side of your chosen order row click on "View".

Inside the Order view scroll down to the Order Totals Section. Here you can see the Magento default Comment field for manually adding comments to an order. Below that are the order comments. Including automatically generated comments by True Edit Order.

Order Total

Notes for this Order

Status  
Pending ▼

Comment

- Notify Customer by Email
- Visible on Storefront

**Submit Comment**


Order Totals

Subtotal	\$59.00
Shipping & Handling	\$0.00
<b>Grand Total</b>	<b>\$59.00</b>
<b>Total Paid</b>	<b>\$0.00</b>
<b>Total Refunded</b>	<b>\$0.00</b>
<b>Total Due</b>	<b>\$59.00</b>

[Edit](#) | [Remove](#)  
Mar 16, 2017 6:06:05 AM | Pending | Customer **Not Notified**  
User admin has updated order shipping method.  
  
Shipping method has been changed from Best Way - Table Rate to Free Shipping - Free.  
  
[Edit](#) | [Remove](#)  
Jan 31, 2017 6:59:04 AM | Pending | Customer **Not Notified**  
Received by Riskified

 Get more information about the **True Editor Orders** (<https://www.cminds.com/ecommerce-extensions-store/true-edit-orders-extension-for-magento-2-by-creativeminds/>) for Magento®2.

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 March 17, 2017*