

# Order Status Extension User Manual



**Order Status Extension by MageComp allows store owners to create unlimited order statuses to ease order processing and inform customers for status change.**

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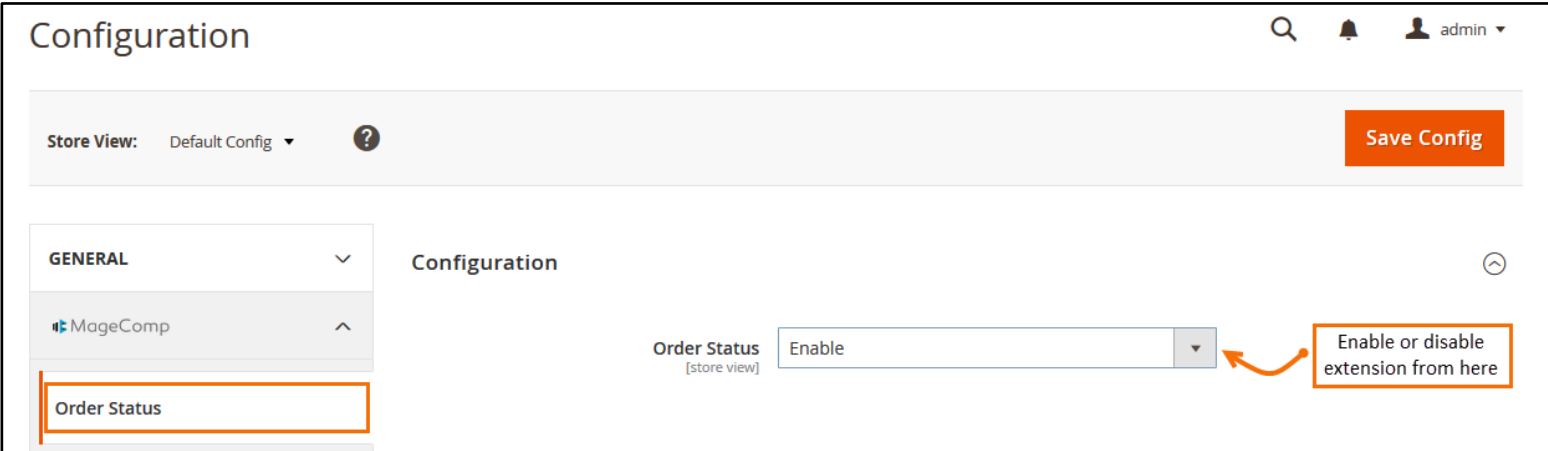
## 1. Extension Installation Guide

- Go to My downloadable products. The file that you download normally is a zip file.
- Use FTP client (such as Filezilla, WinSCP, cuteFtp) to upload or copy all folders in the zip package to your Magento site root folder. This will not overwrite any existing files, just add new files to the folder structure.
- Open Command line in folder root of Magento and run following command respectively:
  - php bin/magento setup:upgrade
  - php bin/magento setup:static-content:deploy
  - php bin/magento indexer:reindex
  - php bin/magento cache:flush
- Navigate to Stores/Configuration, if you can see the extension tab, it is installed properly.
- If you need professional help regarding [Magento Extension Installation](#), Feel free to contact us any time.

## 2. Configuration

Once you have successfully installed the extension, go to **MageComp Order Status** → **Configuration** to configure the extension for use. Here you can find various settings for the extension.

**Order Status:** Option to enable or disable Order Status extension.



Configuration

Store View: Default Config

Save Config

GENERAL

MageComp

Configuration

Order Status [store view] Enable

Enable or disable extension from here

### 3. Manage Order Status

Go to **MageComp Order Status** → **Manage Order Statuses** where you can see already created statuses enlisted with details like title, active status, and Email notification status. You can create new order status by clicking **“Add New Status”**.

## Manage Order Statuses

🔍 🔔 👤 admin ▾

Click to add new status
Add New Status

🔍

2 records found

All created order status enlisted here

⌵ 20 per page

⏪
1 of 1
⏩

ID	Status Title	Active	Email Notification	Action
2	Shipped	Yes	Yes	<a href="#">Edit</a>
1	New Complete	Yes	No	<a href="#">Edit</a>

#### Add New Status

Clicking on **“Add New Status”** will give you various settings to create a new order status.

**Title:** Provide new order status with title.

**Active:** Active status from here.

**Select State to Bind with Order Status:** Select various states to bind with this new order status. **Send Email Notifications to Customers:** Set Yes to notify customers with Email for Order Status change.

**Default Store Email Template:** Select Email template for sending notifications to customers.

Once you save order status, it will be seen enlisted in the Manage Order Status grid.

## New Status

[← Back](#)
[Delete Status](#)
[Reset](#)
[Save and Continue Edit](#)
[Save Status](#)

**STATUS INFORMATION**

Status Settings

### Status Information

Title \*  Enter title for new order status

Active  Yes  No Activate order status from here

Select State to Bind with Order Status

Complete

Suspected Fraud

On Hold

Payment Review

PayPal Canceled Reversal

PayPal Reversed

Pending

Pending Payment

Pending PayPal

Processing

Bind order status with state

Send Email Notifications to Customers  No  Yes Set YES to send Email notifications to customers

Default Store View Email Template \*  Select Email template for notifications

#### 4. Order Statuses in Sales → Orders

Once Order status is bind with a particular order, you can see the new assigned order status in **Sales → Orders**.

## Orders

Order status can be seen in orders

[Create New Order](#)

Search by keyword

Filters Default View Columns Export

Actions  3 records found 20 per page 1 of 1

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
00000003	Main Website Main Website Store Default Store View	Jul 01, 2016, 5:07:00 AM	Mage Comp	Mage Comp	\$23.00	\$23.00	New Complete	<a href="#">View</a>
00000002	Main Website Main Website Store Default Store View	Jul 01, 2016, 5:07:00 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	New Complete	<a href="#">View</a>
00000001	Main Website Main Website Store Default Store View	Jul 01, 2016, 5:07:00 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Processing	<a href="#">View</a>

You can even filter orders by these new created and assigned order statuses.

**Orders** Created order status enlisted for order filtration 🔍 🔔 👤 admin ▾

[Create New Order](#)

🔍 ⏴ Filters ⏵ 👁 Default View

<p><b>Grand Total (Base)</b></p> <p>from <input type="text"/></p> <p>to <input type="text"/></p> <p><b>ID</b></p> <input type="text"/>	<p><b>Grand Total (Purchased)</b></p> <p>from <input type="text"/></p> <p>to <input type="text"/></p> <p><b>Bill-to Name</b></p> <input type="text"/>	<p><b>Purchase Date</b></p> <p>from <input type="text"/> 📅</p> <p>to <input type="text"/> 📅</p> <p><b>Ship-to Name</b></p> <input type="text"/>
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- Canceled
- Closed
- Complete
- Suspected Fraud
- On Hold
- Payment Review
- PayPal Canceled Reversal
- PayPal Reversed
- Pending
- Pending Payment
- Pending PayPal
- Processing
- New Complete
- Shipped

[Cancel](#) [Apply Filters](#)

### 5. Change Order Status

To manually change order status from backend, select particular order and edit it. Find status dropdown and you can see new order statuses. Select and set and tick checkbox to notify customer for status change.

Change order status from backend orders

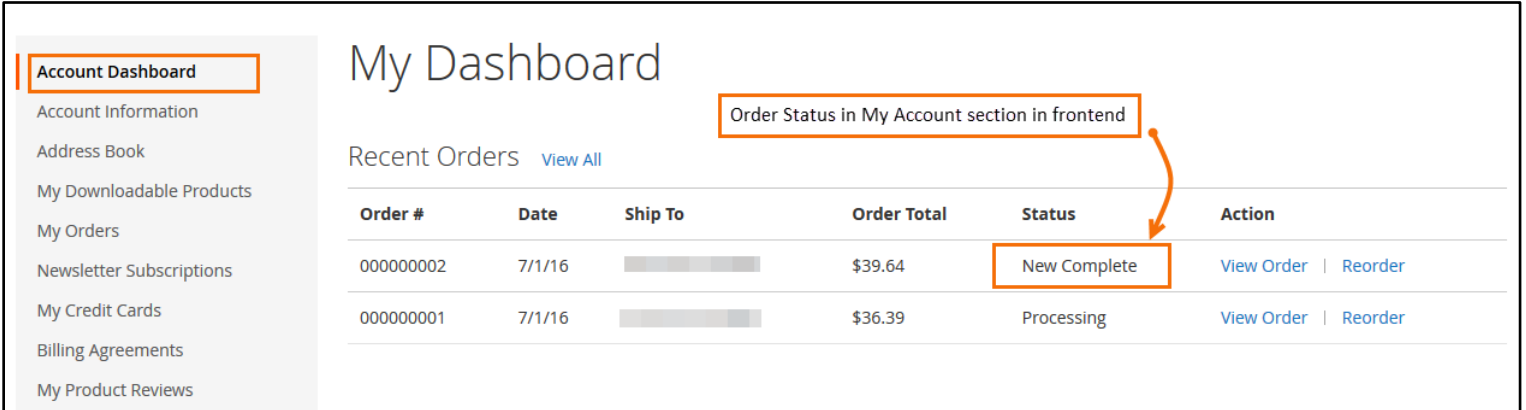
**Order Total**

<p><b>Notes for this Order</b></p> <p><b>Status</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white;">New Complete</li> <li>Complete</li> <li style="background-color: #0070C0; color: white;">New Complete</li> <li>Shipped</li> </ul> </div> <p><input checked="" type="checkbox"/> Notify Customer by Email <span style="border: 1px solid orange; padding: 2px;">Tick to notify customers after order status change</span></p> <p><input type="checkbox"/> Visible on Storefront</p> <p><a href="#">Submit Comment</a></p>	<p><b>Order Totals</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Subtotal</td> <td style="text-align: right;">\$18.00</td> </tr> <tr> <td>Shipping &amp; Handling</td> <td style="text-align: right;">\$5.00</td> </tr> <tr> <td><b>Grand Total</b></td> <td style="text-align: right;"><b>\$23.00</b></td> </tr> <tr> <td><b>Total Paid</b></td> <td style="text-align: right;"><b>\$23.00</b></td> </tr> <tr> <td><b>Total Refunded</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td><b>Total Due</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	Subtotal	\$18.00	Shipping & Handling	\$5.00	<b>Grand Total</b>	<b>\$23.00</b>	<b>Total Paid</b>	<b>\$23.00</b>	<b>Total Refunded</b>	<b>\$0.00</b>	<b>Total Due</b>	<b>\$0.00</b>
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<b>Total Refunded</b>	<b>\$0.00</b>												
<b>Total Due</b>	<b>\$0.00</b>												

## 6. Order Status on frontend

Once you have assigned custom order status to an order, customers can see it in their “My Account” section in frontend.

### Order Status in My Account:

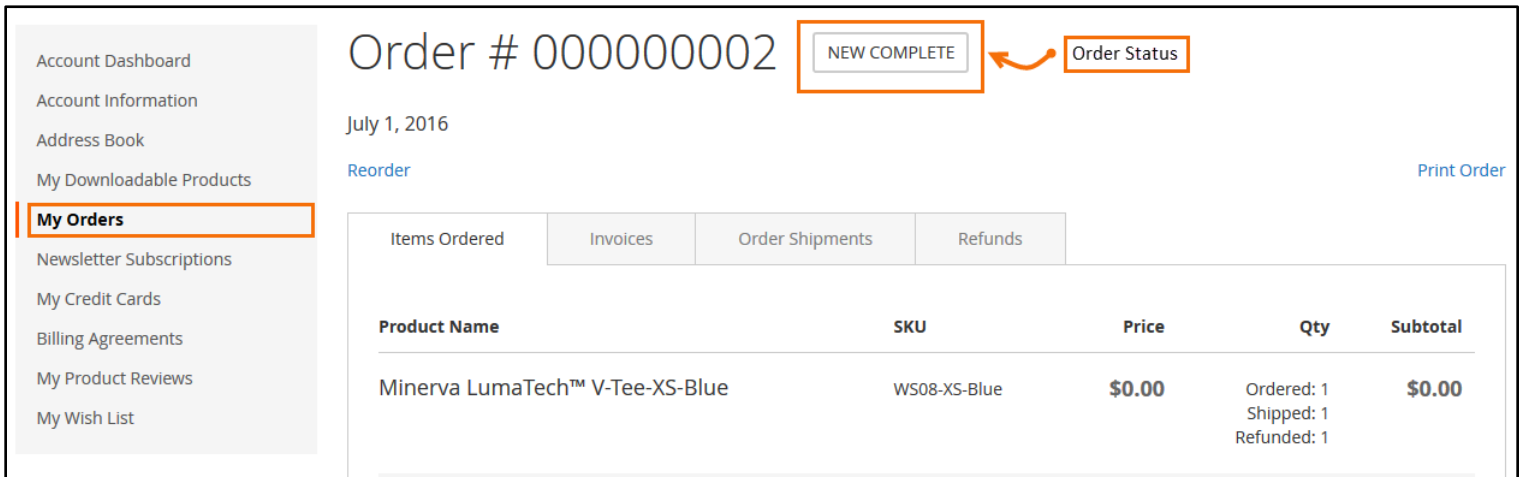


My Dashboard

Recent Orders [View All](#)

Order #	Date	Ship To	Order Total	Status	Action
000000002	7/1/16		\$39.64	New Complete	<a href="#">View Order</a>   <a href="#">Reorder</a>
000000001	7/1/16		\$36.39	Processing	<a href="#">View Order</a>   <a href="#">Reorder</a>

### Order Status in My Orders:



Order # 000000002 **NEW COMPLETE** Order Status

July 1, 2016 [Reorder](#) [Print Order](#)

Items Ordered | Invoices | Order Shipments | Refunds

Product Name	SKU	Price	Qty	Subtotal
Minerva LumaTech™ V-Tee-XS-Blue	WS08-XS-Blue	\$0.00	Ordered: 1 Shipped: 1 Refunded: 1	\$0.00

## 7. Deactivation of Extension in Case of Emergency

- Go to `app->etc->config.php` and find 'Magecomp\_Orderstatus' => 1, and replace 1 with 0.
- If something goes wrong, please contact us at [support@magecomp.com](mailto:support@magecomp.com)

## 8. FAQs

### • Why need of creating Order Status?

Default Magento doesn't provide informative statuses for customers to easily understand. Magento Order status extension facilitates to create and manage easily understandable order statuses for customers.

Thank You!

Take a look at our other feature rich extensions:

### Minimum Quantity for Group Products



Minimum Quantity for Group Products allows you to set minimum purchase quantity for group products.

[Know More...](#)

### Alipay Cross Border Payment



Alipay Cross Border Payment Extension integrates Magento with Alipay Cross Border Payment Gateway to allow store owners to accept payments in China.

[Know More...](#)

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MAGENTO STORE