

# Recurring Order Admin User Manual

1. After the customer has created the subscription from the frontend. We can view the subscription on the customer profile page in the admin by clicking on “My Subscription” as shown in screenshot below

System Messages: 1

One or more [Integrations](#) have been reset because of a change to their xml configs.

Veronica Costello

admin

Back Delete Customer Reset Create Order Reset Password Force Sign-In Save and Continue Edit Save Customer

**CUSTOMER INFORMATION**

- Customer View
- Account Information
- Addresses
- Orders
- Newsletter
- Billing Agreements
- Product Reviews
- Wish List
- My Subscription**

Subscription Id	Subscription Name	Subscription Frequency	status	Start Date	Action
9	Monthly Subscription	monthly	active	Apr 8, 2018	<a href="#">view</a>

Copyright © 2018 Magento Commerce Inc. All rights reserved. [Report an Issue](#)

Magento ver. 2.2.0

2. Then we can see the grid view of all the subscriptions for that customer. We can click on “view” link to see the details of the subscription or to edit it.

Veronica Costello

admin

- DASHBOARD
- SALES
- CATALOG
- CUSTOMERS
- MARKETING
- CONTENT
- REPORTS
- STORES
- SYSTEM
- FIND PARTNERS & EXTENSIONS

Veronica Costello

Back Delete Customer Reset Create Order Reset Password Force Sign-In Save and Continue Edit Save Customer

CUSTOMER INFORMATION

- Customer View
- Account Information
- Addresses
- Orders
- Newsletter
- Billing Agreements
- Product Reviews
- Wish List
- My Subscription

Subscription Detail Information

Subscription Profile # 9

Subscription Name	Monthly Subscription
Subscription Frequency	monthly
Subscription Start Date	2018-04-08 13:01:13
Subscription Status	active   <a href="#">Edit</a>

Address Information

Billing Address

Veronica Veronica  
6146 Honey Bluff Parkway  
Ann Arbor, Michigan, 6577895  
US  
T: 123456789

Shipping Address

Veronica Veronica  
6146 Honey Bluff Parkway  
Ann Arbor, Michigan, 6577895  
US  
T: 123456789

Payment & Shipping Method

Payment Information

Cash On Delivery  
The order was placed using USD.

Shipping & Handling Information

Fixed - Flat Rate \$5.00

Items Ordered

Product	Price	Qty	Subtotal	Row Total
Affirm Water Bottle SKU: 24-UG06	\$7.00	1	\$7.00	\$7.00

Order Summary

Orders Placed  
Order Id: 000000031

Order Totals

Subtotal	\$7.00
Shipping & Handling	\$5.00
<b>Grand Total</b>	<b>\$12.00</b>

- Then we can see the subscription details, shipping and billing address, shipping method, payment method, subscription items. And also the orders that are placed using the Magento Cron job
- We can make the subscription “inactive” or “delete” it by clicking on the link “edit”