

# Exporting template



- Where will we see these templates?
- Add template
  - Name
  - Template entity
  - Template fields
  - Fields settings
  - Grouping
- Edit
- Delete

Configuration Orders Exporting template

Configuring data for Export

Configuration Orders Exporting template

Website configuration Orders Delivery Languages Instance configuration Letters templates System

General Delivery order profile Bank receipt Exporting template

Exporting template

Russian (Русский)

Order - goods list export (group by vendor name)

Export users

Order - goods list export (group by status name)

Order export

Order - goods list export

Order list export

Goods list export

Template name

Order - goods list export (group by status name)

Template entity

OrderLineFromSingleOrder

Template fields

Added:

Order id (from order line)

Link

Image

Item id

Configuration

Quantity (fr...)

## Where will we see these templates?

Clicking "Export" button in all places of admin panel will allow you to choose which export to perform.

Customers

Customers Administrators Roles Settings

Filter by parameter

Account id Login Last name Email Phone City

Registration date

from to

Apply

Found: 4950; Shown: from 1 to 25

Login	Account id	Full name	Email	Phone
770282@airmailbox.website	10254630		770282@airmailbox.website	
d7c45p@mepost.pw	10254629		d7c45p@mepost.pw	
1oh51l@onemail.host	10254628		1oh51l@onemail.host	

Export 25

.xml

.xls

.txt

Export users

New Users

# Add template

Click "+" (Add) on the left side of the page

General Delivery order profile Bank receipt **Exporting template**

Russian (Русский) ▾

## Exporting template

✕ Order - goods list export (group by vendor name)

✕ Export users


✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export



Template name  
[Order - goods list export \(group by status name\)](#)

Template entity  
[OrderLineFromSingleOrder](#)

Template fields

Added: Order item... ✕

Add: Order id (from order line) ▾ +

+ Link ✕

+ Image ✕

+ Item id ✕

+ Configuration ✕

+ Quantity (fr... ✕

+ Original pri... ✕

Forms to fill out will appear on the right.

## Name

Specify template name (this name can be changed at any time)

Russian (Русский) ▾

## Exporting template

✕ Order - goods list export (group by vendor name)

✕ Export users

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

+

### Adding a new template

Name export template

Click "Add" button

## Exporting template

Russian (Русский) ▾

✕ Order - goods list export (group by vendor name)

✕ Export users

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

+

### Adding a new template

Name export template

New Users

Add

Template was created

Support (11 / 13) ▾

Help

Me Settings ▾ SuperAdmin ▾

Configuration ▾ Orders ▾ General ▾ Exporting template

Website configuration Orders Delivery Languages Instance configuration Letters templates System

General Delivery order profile Bank receipt Exporting template

## Exporting template

Russian (Русский) ▾

✕ Order - goods list export (group by vendor name)

✕ Export users

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

✕ New Users

+

Template name

New Users

Template entity

OrderLine

Template fields

Added:

Order item Na

+

Save

Fields settings

Group field

No selection

We will configure it now. The point of the setting: select the data fields required for export. You need to select those fields that will help you work with the exported data as efficiently as possible. The more convenient the file is, the faster you can process information.

**Pay attention to fields order in the template as well as fields grouping.**

## Template entity

Select template entity first. This is "User" in our case. Click blue dotted text.

Exporting template

English (English)

Order - goods list export (group by vendor name)

Export users

Order - goods list export (group by status name)

Order export

Order - goods list export

Order list export

Goods list export

New Users

Template name

New Users

Template entity

OrderLine

Template fields

Added:

Add:

Order item №

Save

Fields settings

Select appropriate entity in drop-down list. It is necessary to show you all added templates during export. There are 5 places in total where you can export from and all these 5 places are template entities.

Exporting template

English (English)

Order - goods list export (group by vendor name)

Export users

Order - goods list export (group by status name)

Order export

Order - goods list export

Order list export

Goods list export

New Users

Template name

New Users

Template entity

OrderLine

User

OrderWithDetails

OrderLine

SingleOrder

OrderLineFromSingleOrder

Template fields

Added:

Add:

Order item №

Save

Fields settings

Save choice

Exporting template

English (English)

Order - goods list export (group by vendor name)

Export users

Order - goods list export (group by status name)

Order export

Order - goods list export

Order list export

Goods list export

New Users

Template name

New Users

Template entity

User

Template fields

Added:

Add:

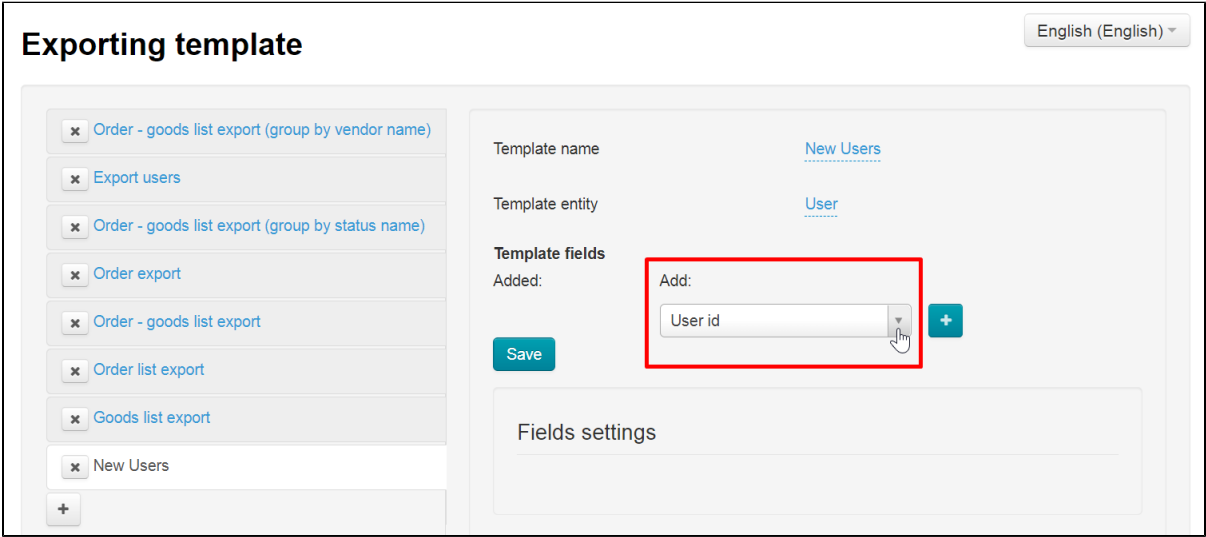
Order item №

Save

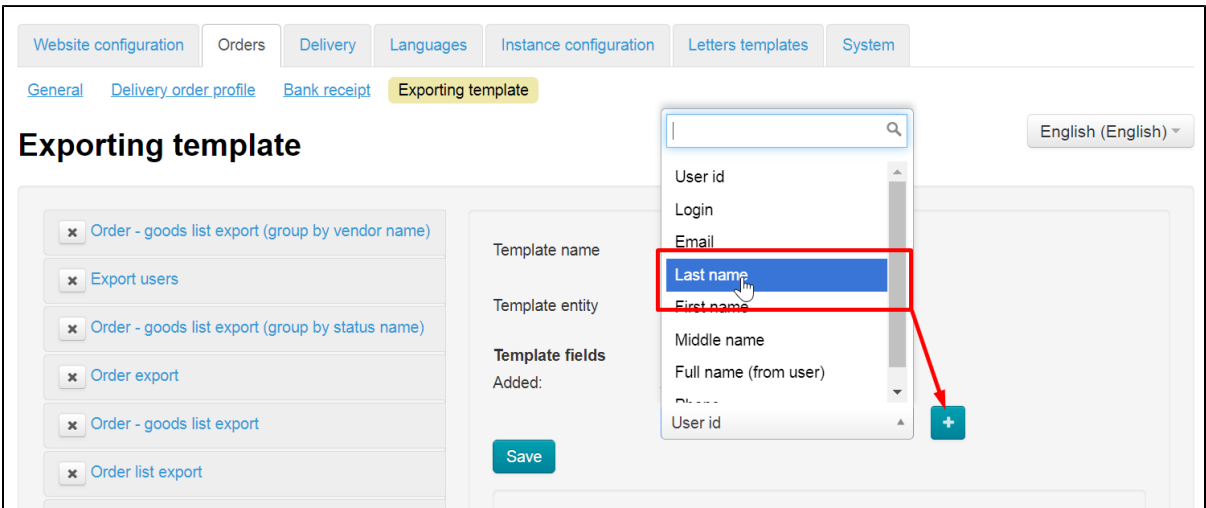
Fields settings

# Template fields

Select template fields from the list on the right



Click field title and press "+" button



Thus we make a full list of export fields and save

## Exporting template

✕ Order - goods list export (group by vendor name)

✕ Export users

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

✕ New Users

+

Template name

[New Users](#)

Template entity

[User](#)

Template fields

Added:

✕ Last name

✕ User id

✕ Login

✕ Email

✕ Full name (...)

✕ Phone

Add:

First name

+

Save

Fields can be swapped. Hold down the cross symbol with arrows to the left of the field name to do it

## Exporting template

✕ Order - goods list export (group by vendor name)

✕ Export users

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

✕ New Users

+

Template name

[New Users](#)

Template entity

[User](#)

Template fields

Added:

✕ Last name

✕ User id

✕ Login

✕ Email

✕ Full name (...)

✕ Phone

Add:

First name

+

Save

Hold the cross with the mouse and transfer to the right place

## Exporting template

x Order - goods list export (group by vendor name)

x Export users

x Order - goods list export (group by status name)

x Order export

x Order - goods list export

x Order list export

x Goods list export

+ New Users

+

Template nameNew Users

Template entityUser

Template fields

Added:

Last namex

User idxPhone xLoginxEmailexFull name (... )x

Add:

First name

+

Save

Save changes after that

# Exporting template

x Order - goods list export (group by vendor name)

x Export users

x Order - goods list export (group by status name)

x Order export

x Order - goods list export

x Order list export

x Goods list export

x New Users

+

Template nameNew Users

Template entityUser

Template fields

Added:

Add:

First name

+

Last name x

User id x

Phone x

Login x

Email x

Full name (... ) x

Save

## Fields settings

Fields settings

Last name

User id

Phone

Login

Email

Full name

Original name

Name of field

Sorting

Grand total

Last name

Last name

None

None

Group field

No selection

Each field has a separate setting. The set of settings may vary depending on the field type.

Click field names to open the settings

Fields settings

Last name

User id

Phone

Login

Email

Full name

Original name

Name of field

Sorting

Grand total

Last name

Last name

None

None

Group field

No selection

Fields settings

Last name

User id

Phone

Login

Email

Full name

Original name

Name of field

Sorting

Grand total

Phone

Phone

None

None

Group field

No selection



# Grouping

It is possible to group data in an export by some attribute. The grouping setting is at the bottom of the page after "Fields settings" block

Fields settings

Last name

User id

Phone

Login

Email

Full name

Original name

Name of field

Sorting

Grand total

Phone

Phone

None

None

Group field

No selection

Click "No selection" and select the field by which we want to group data. For example, you can group by Vendor ID (if we are talking about exporting orders) - all orders of each seller will stand side by side, which will simplify document processing

# Edit

Select a template and click it to edit

Orders

Pricing

Promotion

Contents

Catalog

Users

Configuration

Reports

Plugins

Configuration > Orders > General > Exporting template

Website configuration

Orders

Delivery

Languages

Instance configuration

Letters templates

System

General

Delivery order profile

Bank receipt

Exporting template

English (English)

Exporting template

Order - goods list export (group by vendor name)

Export users

Order - goods list export (group by status name)

Order export

Order - goods list export

Order list export

Goods list export

New Users

Template name

New Users

Template entity

User

Template fields

Added:

Add:

Last name

User id

Phone

Login

Email

Full name ...

First name

All fields that can be configured will open after clicking. For example, you can add or remove extra fields

## Exporting template

English (English) ▾

✕ Order - goods list export (group by vendor name)

✕ Export users

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

✕ New Users

+

Template name

Export users

Template entity

User

Template fields

Added:

✕ Login ✕

✕ Email ✕

✕ Full name ... ✕

✕ Phone ✕

✕ User id ✕

✕ Last name ✕

✕ First name

+

Save

Remove

Fields can be swapped. Hold down the cross symbol with arrows to the left of the field name to do it

## Exporting template

✕ Order - goods list export (group by vendor name)

✕ Export users

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

✕ New Users

+

Template name

New Users

Template entity

User

Template fields

Added:

✕ Last name ✕

✕ User id ✕

✕ Login ✕

✕ Email ✕

✕ Full name (...)

✕ Phone ✕

✕ First name

+

Save

Hold the cross with the mouse and transfer to the right place

## Exporting template

✕

Order - goods list export (group by vendor name)

✕

Export users

✕

Order - goods list export (group by status name)

✕

Order export

✕

Order - goods list export

✕

Order list export

✕

Goods list export

✕

New Users

+

Template name

[New Users](#)

Template entity

[User](#)

Template fields

Added:

+

Last name

✕

Add:

First name

▼

+

+

User id

✕

+

Phone

✕

+

Login

✕

+

Email

✕

+

Full name (...)

✕

Save

Save changes after that

## Exporting template

✕

Order - goods list export (group by vendor name)

✕

Export users

✕

Order - goods list export (group by status name)

✕

Order export

✕

Order - goods list export

✕

Order list export

✕

Goods list export

✕

New Users

+

Template name

[New Users](#)

Template entity

[User](#)

Template fields

Added:

+

Last name

✕

Add:

First name

▼

+

+

User id

✕

+

Phone

✕

+

Login

✕

+

Email

✕

+

Full name (...)

✕

Save

It is possible to change data grouping

Fields settings

Login	Original name	Login
Email	Name of field	Login
Full name	Sorting	None
Phone	Grand total	Sum
User id	Group total	None
Last name		

Group field [User id](#)

Group header type [RepeatMainTitle](#)

## Delete

Select unnecessary template from the list and click the cross to the left of the template name

Exporting template English (English) ▾

✕ Order - goods list export (group by vendor name)

✕ **Export users**

✕ Order - goods list export (group by status name)

✕ Order export

✕ Order - goods list export

✕ Order list export

✕ Goods list export

✕ New Users

+

Template name [Export users](#)

Template entity [User](#)

Template fields

Added: 

✕

✕

✕

✕

✕

✕

✕

Add: 

First name ▾

+

✕

✕

✕

✕

✕

✕

✕

Save

Template is permanently deleted, so you need to confirm the action. Click "Yes" if you are sure that the template is no longer needed

Please confirm deletion ✕

Are you sure you want to remove?

**Yes**

Cancel