

Table of Contents

Description	2
Features	2
Settings.....	2
Changing the status of specific order by yourself.....	2
Empowering users to change status of orders	3
Install.....	4
System Requirements	7
License.....	7
Developer Info	7
Developer	7
Site	7
Contacts	7

Description

Features

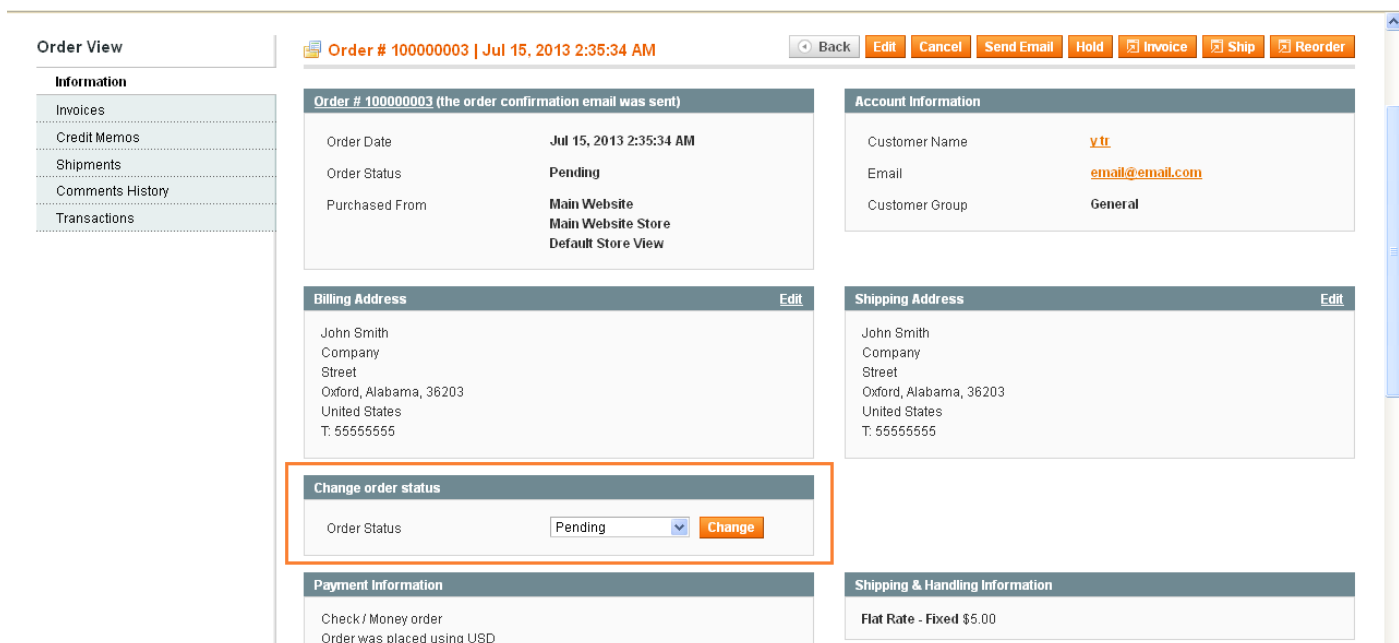
- A possibility to change order status (including «Complete» and «Closed» statuses).
- Administrator can set permissions to users to have the opportunity to change the status of orders.

The main purpose of the plugin — adding the ability to change the status of the order. This function is relevant when adding your own status to the system, as well when order is processed by standard methods. For example, you can manually change order status to «Complete» status in advance or return this status to one of the initial status and process the order again. In any case, the module «Change order status» allows you to protect yourself from unforeseen situations during order processing.

Settings

Changing the status of specific order by yourself

- Log in into Magento area. Go to Sales -> Orders. Select specific order.
- Select status in drop-down list and type «Change Status».



The screenshot displays the Magento Order View interface for Order # 100000003, dated Jul 15, 2013 2:35:34 AM. The page is divided into several sections: Information, Account Information, Billing Address, Shipping Address, Change order status, Payment Information, and Shipping & Handling Information. The 'Change order status' section is highlighted with an orange border, showing a dropdown menu with 'Pending' selected and a 'Change' button next to it. The 'Account Information' section shows Customer Name as 'y tr', Email as 'email@email.com', and Customer Group as 'General'. The 'Billing Address' and 'Shipping Address' sections both show the same address: John Smith, Company, Street, Oxford, Alabama, 36203, United States, T: 555555555. The 'Payment Information' section shows 'Check / Money order' and 'Order was placed using USD'. The 'Shipping & Handling Information' section shows 'Flat Rate - Fixed \$5.00'. At the top right, there are buttons for Back, Edit, Cancel, Send Email, Hold, Invoice, Ship, and Reorder.

Changing order status

Empowering users to change status of orders

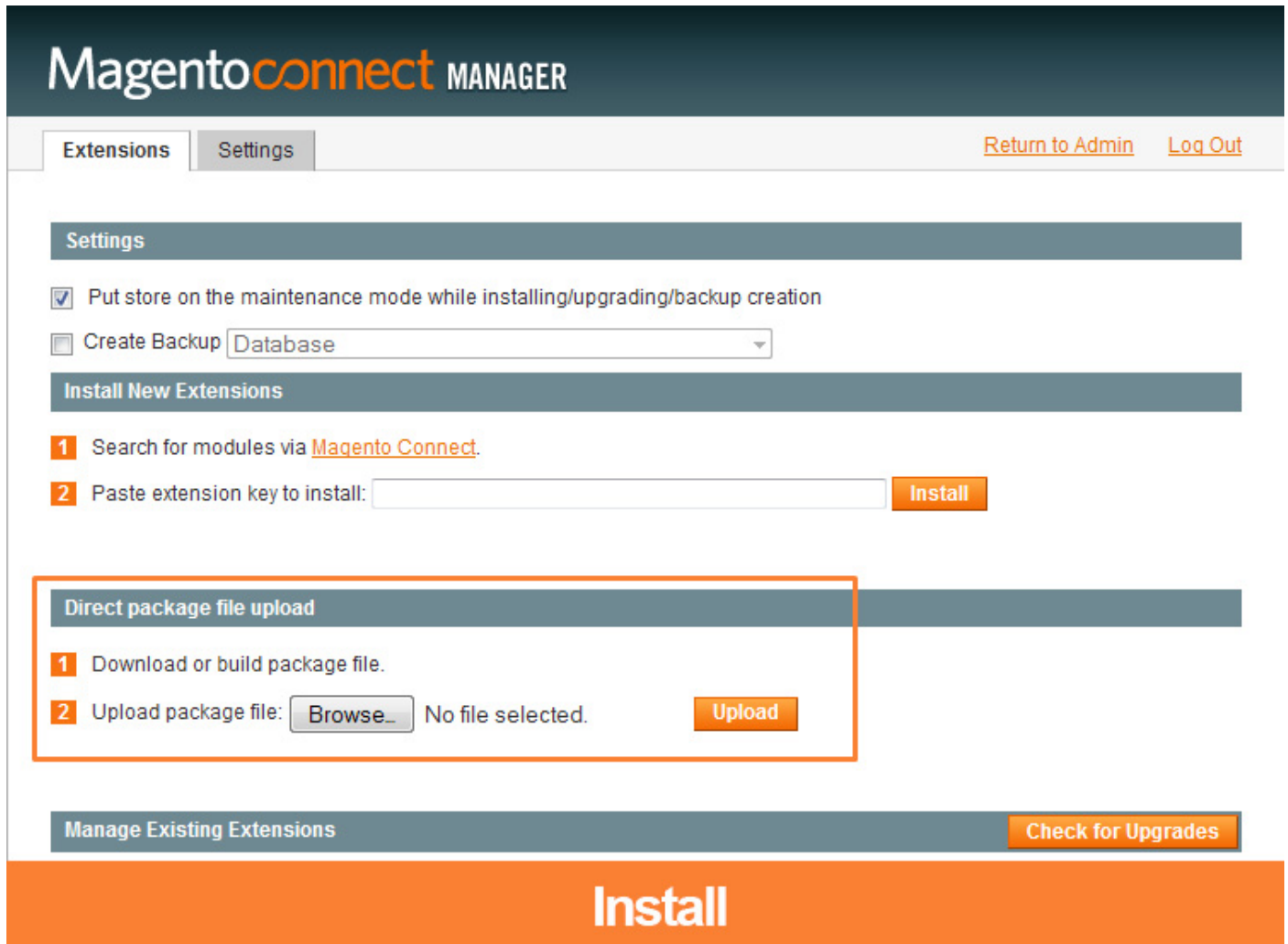
- Log into Admin area. Go to System -> Permissions -> Roles.
- Select the role for which you would like to give permission to change status.
- Check Sales -> Orders -> Actions -> Change in Status.

The screenshot shows the 'Edit Role 'Administrators'' interface. On the left, there is a sidebar with 'Role Information' containing 'Role Info', 'Role Resources', and 'Role Users'. The main area is titled 'Edit Role 'Administrators'' and has buttons for 'Back', 'Reset', 'Delete Role', and 'Save Role'. Below the title is the 'Roles Resources' section. Under 'Resource Access', a dropdown menu is set to 'Custom'. The 'Resources' list is expanded to show a tree structure: 'Sales' (checked), 'Orders' (checked), 'Actions' (checked), and a list of sub-actions: 'Hold', 'Credit Memos', 'Unhold', 'Ship', 'Send Sales Emails', 'Comment', 'Invoice', 'Capture', 'Send Order Email', 'View', 'Reorder', 'Edit', 'Accept or Deny Payment', 'Cancel', 'Create', and 'Change In Status' (checked). Other resources like 'Invoices', 'Shipments', 'Credit Memos', 'Terms and Conditions', and 'Transactions' are listed below.

Setting permissions to Roles for changing order status

Install

- If you are an advanced administrator, you can unpack the archive with the resulting data and copy it to the folder where you store your Magento shop.
- You can also use standard functionality for installing the official Magento modules. To do this, go to System -> Magento Connect -> Magento Connect Manager.



The screenshot displays the Magento Connect Manager interface. At the top, there is a dark header with the logo 'Magentoconnect MANAGER'. Below the header, there are two tabs: 'Extensions' and 'Settings'. In the top right corner, there are links for 'Return to Admin' and 'Log Out'. The main content area is divided into several sections:

- Settings:** A section with a checkbox for 'Put store on the maintenance mode while installing/upgrading/backup creation' (checked) and a checkbox for 'Create Backup' with a dropdown menu set to 'Database'.
- Install New Extensions:** A section with two numbered steps: 1. Search for modules via [Magento Connect](#). 2. Paste extension key to install: [input field] [Install button].
- Direct package file upload:** A section highlighted with an orange border, containing two numbered steps: 1. Download or build package file. 2. Upload package file: [Browse...] No file selected. [Upload button].
- Manage Existing Extensions:** A section with a [Check for Upgrades] button.

At the bottom of the interface, there is a large orange banner with the word 'Install' in white text.

Locate the file that you downloaded from our website (it is in the same folder with this manual), and then click Upload. Magento installer will copy all the necessary files.

Then go to System -> Cache Management and refresh cache. Select all cache types, choose action Refresh and click on Submit.

Cache Storage Management Flush Magento Cache Flush Cache Storage

Select All | Unselect All | Select Visible | Unselect Visible | 8 items selected Actions Refresh Submit

Cache Type	Description	Associated Tags	Status
<input checked="" type="checkbox"/> Configuration	System(config.xml, local.xml) and modules configuration files(config.xml).	CONFIG	DISABLED
<input checked="" type="checkbox"/> Layouts	Layout building instructions.	LAYOUT_GENERAL_CACHE_TAG	DISABLED
<input checked="" type="checkbox"/> Blocks HTML output	Page blocks HTML.	BLOCK_HTML	DISABLED
<input checked="" type="checkbox"/> Translations	Translation files.	TRANSLATE	DISABLED
<input checked="" type="checkbox"/> Collections Data	Collection data files.	COLLECTION_DATA	DISABLED
<input checked="" type="checkbox"/> EAV types and attributes	Entity types declaration cache.	EAV	DISABLED
<input checked="" type="checkbox"/> Web Services Configuration	Web Services definition files (api.xml).	CONFIG_API	DISABLED
<input checked="" type="checkbox"/> Web Services Configuration	Web Services definition files (api2.xml).	CONFIG_API2	DISABLED

Additional Cache Management

Cache Refresh

When adding a new status in the system, do not forget to «Assign Status to State». To do this go to admin panel System -> Order Statuses.

Order Statuses Assign Status to State Create New Status Reset Filter Search

Status	Status Code	Default Status	State Code [State Title]	Action
Processing	processing	Yes	processing [Processing]	Unassign
Pending Payment	pending_payment	Yes	pending_payment [Pending Payment]	Unassign
Payment Review	payment_review	Yes	payment_review [Payment Review]	Unassign
Suspected Fraud	fraud	No	payment_review [Payment Review]	Unassign
Pending	pending	Yes	new [New]	Unassign
On Hold	holded	Yes	holded [On Hold]	Unassign
Complete	complete	Yes	complete [Complete]	Unassign
Closed	closed	Yes	closed [Closed]	Unassign
Canceled	canceled	Yes	canceled [Canceled]	Unassign
Pending PayPal	pending_paypal			

Assign Status to State

Otherwise, you will get an error.

Order View

Information

- Invoices
- Credit Memos
- Shipments
- Comments History
- Transactions

Please assign status new to state.

Order # 100000003 | Jul 15, 2013 2:35:34 AM [Back](#) [Edit](#) [Cancel](#) [Send Email](#)

Order # 100000003 (the order confirmation email was sent)	
Order Date	Jul 15, 2013 2:35:34 AM
Order Status	Ending
Purchased From	Main Website Main Website Store Default Store View

Account Information
Customer Name
Email
Customer Group

Getting error without Assigning Status to State

Enjoy the extension!

System Requirements

Compatible with Magento 1.5 or later.

There is no special requirements for using this extension. You can familiarize yourself with the general requirements for Magento here - <http://devdocs.magento.com/guides/m1x/system-requirements.html>

License

License — Commercial.

You may use the extension only with single web site. For use on other websites you must purchase another copies. The copying of module, distribution, resale and modification without the consent of the developer is prohibited. We trust in your honesty.

Developer Info

Developer

MageX (ex. Studio Kontenta)

Site

<https://magex.pro>

Contacts

<https://magex.pro/contact-us>

support@magex.pro