

Custom Order Number Extension User Manual



Magento Custom order number extension allows the store owner to set custom sequences for 4 different sales order statuses like order number, invoice number, shipping number and credit memo.

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1. Extension Installation Guide

- Go to My downloadable products. The file that you download normally is a zip or tgz file.
- It's required to disable cache in the administration panel of your site. Go to System/Cache Management. Choose all caches and take action "Disable" then submit. Also disable the Compilation if it is ON. So, make sure that Caching and Compilation is disabled before installing the extension, you can enable it again after the installation.
- 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.
- You will need to install the extension in your custom theme if you are using. Just make sure about these files to be uploaded in custom theme.
- `app/design/frontend/default/default` to `app/design/frontend/YourThemeFolder/PackageFolder`
- `skin/design/frontend/default/default` to `skin/design/frontend/YourThemeFolder/PackageFolder`
- After uploading is done, enable the Cache and if you keep Compilation On then re-run the Compilation.
- Navigate to System/Configuration, if you can see the extension tab, it is installed properly.
- Now if you get Access denied error when click on the extension tab, you need to log out admin panel and log in again.
- Go to front-end and try to process, make sure that everything is OK.

2. Configuration

Once you have successfully installed the extension, go to **System → Configuration** to configure the extension for use. Here you can find setting to enable or disable the extension.

- **Enable:** Option to enable or disable Custom Order Number extension.

1. Order

- **Prefix:** Add prefix text that you want to add before order number.
- **Start Counter From:** Enter any number from which you are willing to start next order sequence.
- **Postfix:** Add postfix text that you want to add after order number.

2. Invoice

- **Prefix:** Add prefix text that you want to add before invoice number.
- **Start Counter From:** Enter any number from which you are willing to start next invoice sequence.
- **Postfix:** Add postfix text that you want to add after invoice number.

Sales **System** Get help for this page

Current Configuration Scope: Default Config

Configuration

Custom Order Number

Custom Order Number Save Config

General

Enabled Enable or disable extension from here

Order

Prefix Enter prefix for order number

Start Counter From Enter number to start order sequence

Postfix Enter postfix for order number

Invoice

Prefix Enter prefix for invoice number

Start Counter From Enter number to start invoice sequence

Postfix Enter postfix for Invoice number

3. Credit memo

- **Prefix:** Add prefix text that you want to add before credit memo number.
- **Start Counter From:** Enter any number from which you are willing to start next credit memo sequence.
- **Postfix:** Add postfix text that you want to add after credit memo number.

4. Shipping

- **Prefix:** Add prefix text that you want to add before shipping number.
- **Start Counter From:** Enter any number from which you are willing to start next shipping sequence.
- **Postfix:** Add postfix text that you want to add after shipping number.

Credit Memo

Prefix Enter prefix for credit number

Start Counter From Enter number to start credit sequence

Postfix Enter postfix for credit number

Shipping

Prefix Enter prefix for shipping number

Start Counter From Enter number to start shipping sequence

Postfix Enter postfix for shipping number

3. Custom Numbering Sequence in Backend Sales view

Once you properly configured the extension, it will automatically start giving defined order sequence to respective order number.

- **Orders view**

Sales System Sales --> Orders View Get help for this page

Orders

Page 1 of 1 pages | View 20 per page | Total 6 records found | [New Order RSS](#) | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select Visible | Unselect Visible | 0 items selected | Actions | [Submit](#)

	Order #	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action
Any		From: <input type="text"/> To: <input type="text"/>			From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>		
<input type="checkbox"/>	MC-103-ORD	May 7, 2018 11:25:20 AM	Jamie Caldwell	Jamie Caldwell	₹255.00	₹255.00	Closed	View
<input type="checkbox"/>	MC-102-ORD	May 7, 2018 11:24:28 AM	Rodolfo Curry	Rodolfo Curry	₹255.00	₹255.00	Closed	View
<input type="checkbox"/>	MC-101-ORD	May 7, 2018 11:23:55 AM	Wilfredo Lester	Wilfredo Lester	₹305.00	₹305.00	Closed	View

- **Invoices view**

Sales System Sales --> Invoices View Get help for this page

Invoices

Page 1 of 1 pages | View 20 per page | Total 6 records found | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select Visible | Unselect Visible | 0 items selected | Actions | [Submit](#)

	Invoice #	Invoice Date	Order #	Order Date	Bill to Name	Status	Amount	Action
Any		From: <input type="text"/> To: <input type="text"/>		From: <input type="text"/> To: <input type="text"/>			From: <input type="text"/> To: <input type="text"/>	
<input type="checkbox"/>	MC-103-INV	May 7, 2018 11:28:22 AM	MC-103-ORD	May 7, 2018 11:25:07 AM	Jamie Caldwell	Paid	₹255.00	View
<input type="checkbox"/>	MC-102-INV	May 7, 2018 11:27:39 AM	MC-102-ORD	May 7, 2018 11:24:54 AM	Rodolfo Curry	Paid	₹255.00	View
<input type="checkbox"/>	MC-101-INV	May 7, 2018 11:25:40 AM	MC-101-ORD	May 7, 2018 11:23:55 AM	Wilfredo Lester	Paid	₹305.00	View

- **Shipments view**

Sales System Sales --> Shipments View Get help for this page

Shipments

Page 1 of 1 pages | View 20 per page | Total 6 records found | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select Visible | Unselect Visible | 0 items selected | Actions | [Submit](#)

	Shipment #	Date Shipped	Order #	Order Date	Ship to Name	Total Qty	Action
Any		From: <input type="text"/> To: <input type="text"/>		From: <input type="text"/> To: <input type="text"/>		From: <input type="text"/> To: <input type="text"/>	
<input type="checkbox"/>	MC-103-SHIP	May 7, 2018 11:28:51 AM	MC-103-ORD	May 7, 2018 11:25:20 AM	Jamie Caldwell	1	View
<input type="checkbox"/>	MC-102-SHIP	May 7, 2018 11:27:27 AM	MC-102-ORD	May 7, 2018 11:24:54 AM	Rodolfo Curry	1	View
<input type="checkbox"/>	MC-101-SHIP	May 7, 2018 11:25:55 AM	MC-101-ORD	May 7, 2018 11:23:55 AM	Wilfredo Lester	1	View

- Credit memo view

Sales System Sales --> Credit Memos View Get help for this page

Credit Memos

Page 1 of 1 pages | View 20 per page | Total 6 records found Export to: CSV Export Reset Filter Search

Select Visible | Unselect Visible | 0 items selected Actions Submit

	Credit Memo #	Created At	Order #	Order Date	Bill to Name	Status	Refunded	Action
Any		From: To:		From: To:			From: To:	
<input type="checkbox"/>	MC-103-CM	May 7, 2018 11:29:11 AM	MC-103-ORD	May 7, 2018 11:25:20 AM	Jamie Caldwell	Refunded	₹255.00	View
<input type="checkbox"/>	MC-102-CM	May 7, 2018 11:27:50 AM	MC-102-ORD	May 7, 2018 11:24:54 AM	Rodolfo Curry	Refunded	₹255.00	View
<input type="checkbox"/>	MC-101-CM	May 7, 2018 11:26:09 AM	MC-101-ORD	May 7, 2018 11:23:55 AM	Wilfredo Lester	Refunded	₹305.00	View

- Backend detailed Order view

Sales System Backend Order View Get help for this page

Order View Order # MC-101-ORD | May 7, 2018 11:23:55 AM Back Reorder

<p>Information</p> <ul style="list-style-type: none"> Invoices Credit Memos Shipments Comments History 	<p>Order # ORD-99 (the order confirmation email was sent)</p> <p>Order Date: May 7, 2018 11:23:55 AM</p> <p>Order Status: Closed</p> <p>Purchased From: Main Website Main Website Store Default Store View</p> <p>Placed from IP: 103.56.182.22 (103.56.182.22)</p>	<p>Account Information</p> <p>Customer Name: Wilfredo Lester</p> <p>Email: wilfredo@gmail.com</p> <p>Customer Group: General</p>
	<p>Billing Address Edit</p> <p>Wilfredo Lester 1916 69th Way Montrose, WV 26283 United States T: 5343</p>	<p>Shipping Address Edit</p> <p>Wilfredo Lester 1916 69th Way Montrose, WV 26283 United States T: 5343</p>
	<p>Payment Information</p> <p>Check / Money order Order was placed using INR</p>	<p>Shipping & Handling Information</p> <p>Flat Rate - Fixed ₹5.00</p>

4. Custom Order Number in Customer My account section

Once Customer logged in to their account section and open any order from their 'my orders' section, the extension will display respective custom order number along with prefix and postfix option defined using backend options.

CUSTOM ORDER
HIDE PRICE
INSTAGRAM
Frontend Order View From My Account Section

MY ACCOUNT

ACCOUNT DASHBOARD

ACCOUNT INFORMATION

ADDRESS BOOK

MY ORDERS

BILLING AGREEMENTS

RECURRING PROFILES

MY PRODUCT REVIEWS

MY TAGS

MY WISHLIST

MY APPLICATIONS

NEWSLETTER SUBSCRIPTIONS

MY DOWNLOADABLE PRODUCTS

Reorder | Print Order

ORDER #MC-101-ORD- CLOSED

About This Order: **Order Information** | [Invoices](#) | [Shipments](#) | [Refunds](#)

ORDER DATE: MAY 7, 2018

<p>SHIPPING ADDRESS: Wilfredo Lester 1916 69th Way Montrose, WV 26283 United States T: 5343</p>	<p>SHIPPING METHOD: Flat Rate - Fixed</p>
<p>BILLING ADDRESS: Wilfredo Lester 1916 69th Way Montrose, WV 26283 United States T: 5343</p>	<p>PAYMENT METHOD: Check / Money order</p>

5. Deactivation of Extension in Case of Emergency

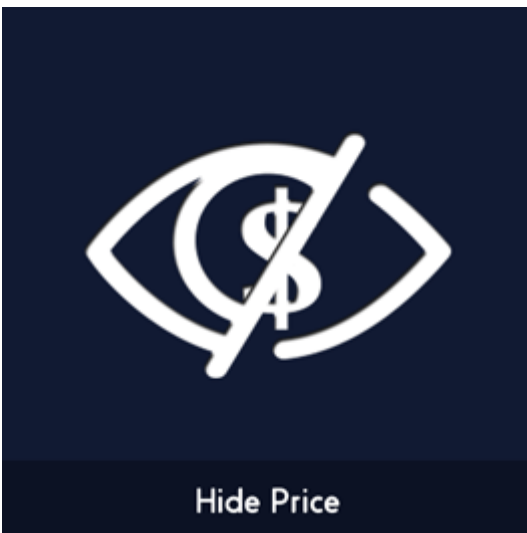
- Manually delete all the files and content from following folders in your Magento root:
 - ✓ var/cache/*
 - ✓ var/session/*
- Make sure you've uploaded all files from the downloaded package.
- Go to **app/etc/modules/ Magecomp_Customordernumber.xml** and replace **<active>true</active>** with **<active>>false</active>**
- Then repeat Step 1 and if something goes wrong, please contact us at <https://magecomp.com/support/>

6. FAQs:

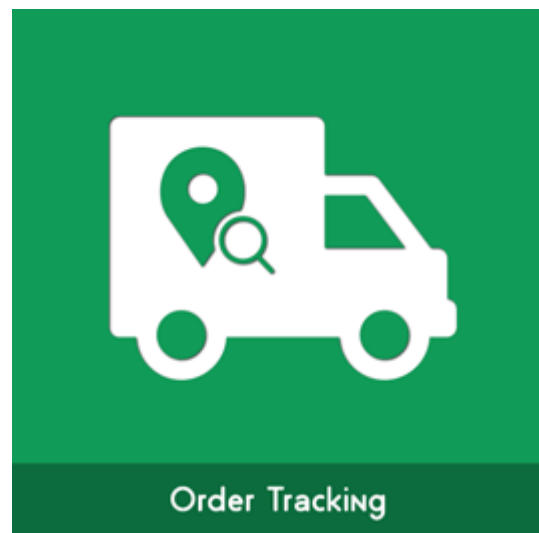
- **What if I get "Access denied" error after installation of the extension?**
Whenever you get Access denied error while clicking on the extension tab after installation, log out admin panel and re-login.

Thank You!

Take a look at our other feature rich extensions:



Hide Price extension let store owner hide store product prices for specific customer groups to encourage them to register/login to see product price. [Know More...](#)



Order Tracking extension allows admin to add shipping carrier and tracking while generating shipment and lets customers to know order shipment status easily from their My Account section. [Know More...](#)

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MAGENTO STORE**

