

**amasty**

For more details see how the [Mass Order Actions](#) extension works.

# Guide for Mass Order Actions for Magento 2

Add new functionality to the default Magento 2 order grid. Save times on routine actions like sending invoices, submitting shipments and editing tracking numbers by doing that right on the the grid,

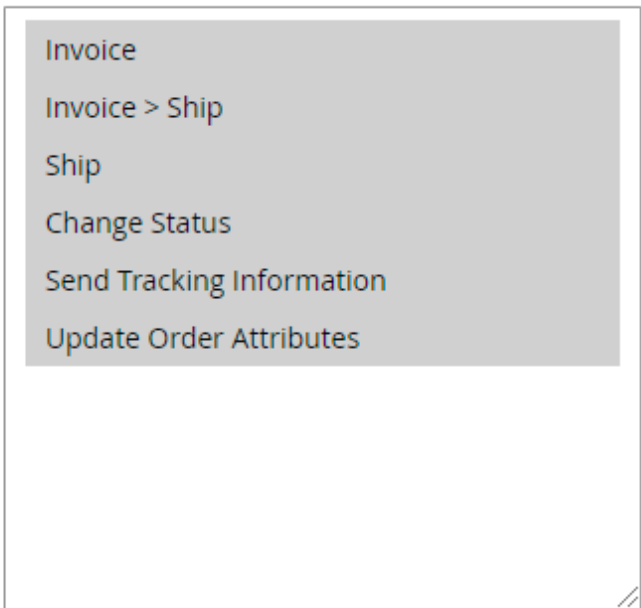
- Ship orders right from the order grid
- Create invoices and and edit tracking numbers on the grid
- Quickly modify order statuses
- Apply actions to multiple orders
- Utilize combinations of actions

## Extension Configuration

To configure the general extension settings please go to **Stores → Configuration → Amasty Extensions → Mass Order Actions** and expand the **General** section.

### General

Enabled Actions  
[global]



Press CTRL+ left mouse button to select multiple values.  
To use "Update Order Attributes" action please install Amasty Order Attributes extension v2.2.0 or higher

**Enabled Actions** — select actions that will be available on the Order grid.

In the **Invoice Action** section you can:

## Invoice Action

<b>Assign Status</b> <small>[global]</small>	Magento Default	▼
<b>Print Invoices</b> <small>[global]</small>	No	▼
<b>Requested Payment Capture Case</b> <small>[global]</small>	Do not request Capture Case	▼

Default Payment Capture Case for Invoicing Orders

**Assign Status** — specify the status that will be assigned to an order automatically once the action is applied;

**Print Invoices** — enable this option to allow printing invoices.

**Requested Payment Capture Case** — if your payment method auto-generates invoices, but you receive money after order placement, you should disable auto invoicing by choosing '**Do not request Capture Case**'. Select '**Capture Offline**' to create invoices manually or '**Capture Online**' to connect the bank and reserve the amount needed for purchase from customers' card.

Next, proceed to the **Ship Action** section:

## Ship Action

<b>Assign Status</b>	Magento Default	▼
<b>Default Carrier</b>	Custom	▼
	Will be pre-selected at the orders grid.	
<b>Default Title for Custom Carrier</b>	V-Day Present	
<b>Show Custom Carrier Title at the Order Grid</b>	Yes	▼

**Assign Status** — select a status that will be selected by default;

**Default Carrier** — choose the shipping carrier that will be selected by default. You can also choose a custom carrier. If you pick a 'Do not need a tracking info' option, the box for tracking information will

be removed from the grid;

**Default Title for Custom Carrier** — specify the default title for a custom carrier;

**Show Custom Carrier Title at the Order Grid** — if the option is set to **No** the default title will be automatically applied to orders once the custom carrier is selected in the carriers dropdown. If the option is set to **Yes** the title field will be displayed on the grid and can be edited for orders regardless of the chosen carrier;

In the **Status** section you can configure the following settings:

## Status

Check State [global]

Disallow to set status, which assigned to other state.

Excluded options for the 'Change status' action [global]

- Canceled
- Closed
- Complete
- Suspected Fraud
- On Hold
- Payment Review
- PayPal Canceled Reversal
- PayPal Reversed
- Pending
- Pending Payment

Do not select any statuses to make all options available on the Order grid.

**Check State** — enable this option to automatically apply the order status related to the current state.

**Excluded Options For The 'Change Status' Action** — select statuses you don't want to see on your order grid to exclude them from the dropdown and display only necessary options.

## Order Grid Actions

To edit orders please go to **Sales → Orders**.

To apply mass actions tick all the necessary products and then choose the action from the **Actions** dropdown.

With the module, you can edit many values right on the grid. For example, you can change the carrier, edit the tracking codes and title for any order.

The screenshot displays the 'Orders' management interface. On the left, a sidebar provides navigation for Dashboard, Sales, Stores, and System. The main area features a 'Create New Order' button and a table of 9 records. An 'Actions' dropdown menu is open, showing various options for order management. The table columns include Ship-to Name, Grand Total (Base), Status, and Shipping. The shipping column contains the text 'Shipment is already created.' for all visible rows.

↑	Ship-to Name	Grand Total (Base)	Status	Shipping
	Veronica Costello	\$53.71	Closed	Shipment is already created.
	Veronica Costello	\$120.16	Complete	Shipment is already created.
	Veronica Costello	\$63.71	Complete	Shipment is already created.

## Importing Tracking Numbers

To import tracking numbers for the orders please go to **System → Import Tracking Numbers**.

Download the sample file to get to know the file structure and create your own table for the import.

Shipment IDs in the CSV file are the same as Shipment IDs in **Sales → Shipments**.

Please make sure that the orders has the Shipped status before importing the tracking numbers.

Import tracking numbers

Check Data

Import Settings

Download Sample File

Import Behavior

Import Behavior \* Add/Update

Stop on Error

Allowed Errors Count \* 10  
Please specify number of errors to halt import process

Field separator \* ,

Multiple value separator \* ,

File to Import

Select File to Import \* Choose File No file chosen

Images File Directory

For Type "Local Server" use relative path to Magento installation, e.g. var/export, var/import, var/export/some/dir

Set the **Import Behavior** option to **Add/Update**. Also, you can choose **Delete** to erase previously added data.

Specify the file with the tracking numbers and hit the **Check Data** button to start the import process.

Find out how to install the Mass Order Actions extension via [Composer](#).

From:

<https://stg.amasty.net/docs/> - **Amasty Extensions FAQ**

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