

WooCommerce Bulk Orders Editing

PLUGIN DOCUMENTATION

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Version 1.0.0

Last Edition: 01 / 11 / 2020

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1- SYSTEM REQUIREMENTS

For **WooCommerce Bulk Orders Editing** plugin you should install the last version of **WordPress**.

Note: This plugin is one of “Pro Bulk Bundle” plugin, therefore you should install “**iThemeland bulk bundle core**”.

2-FEATURES

- User friendly design
- Filtering by all Order fields: Title, Category, Taxonomy, ...
- Advanced Bulk Editing Form: Edit all WooCommerce Order Fields in specific operands:
 - i. Append, Prepend, Replace for Text fields: Title and ...
 - ii. Increase, Decrease for Numeric Fields
 - iii. Calculator for decimal values
 - iv. Use Custom Formula for Pricing fields
 - v. Featured Image and Gallery
 - vi. Date picker for date fields
 - vii. Multiple selection: Category, Taxonomy, Tag
 - viii. And ...
- Show/Hide Columns
- Column Manager:
 - i. Set Color and BG color for columns
 - ii. Set Custom Label for Columns
- Create new Order
- Duplicate Orders
- Delete several Orders with one click.
- Search orders by items
- Inline Edit: Edit values in separate types: Numeric, Text, Date, Checkbox and ...
- Save Search form query
- Add Custom Fields / Taxonomy as columns, Search field and Bulk Edit Field
- Import / Export
- Binded Editing: Edit several Order's field at once.
- History: Save all of change log beside of Undo / Redo: You can revert your changes too.
- Sticky Column: Fix ID column
- Change Billing Information field by field
- Change Shipping Information field by field
- Change Billing and Shipping in Quick Mode
- Add Admin and Customer Note to each order

3-INSTALLATION

There are two methods to install the theme.

a : Installing from WordPress

b : Installing Via FTP Server

If the normal installation method (a) is not supported by your web host, you will have to use the alternate option (b).

Installing from WordPress

Follow the steps below to install inside WordPress:

Login to WordPress Admin and browse to **Plugins > Add New** and click **Upload Plugin** and in new page Click on **Chosen File** Browse your computer to select "ithemeland-woocommerce-bulk-orders-editing.zip" (it's in the zip file you downloaded from Codecanyon). Click **"Install Now"** button.

Wait while the plugin is uploaded and installed.

Once it's uploaded, click the **Activate Plugin** link.

Installing via FTP Server

Follow the steps below to install via FTP:

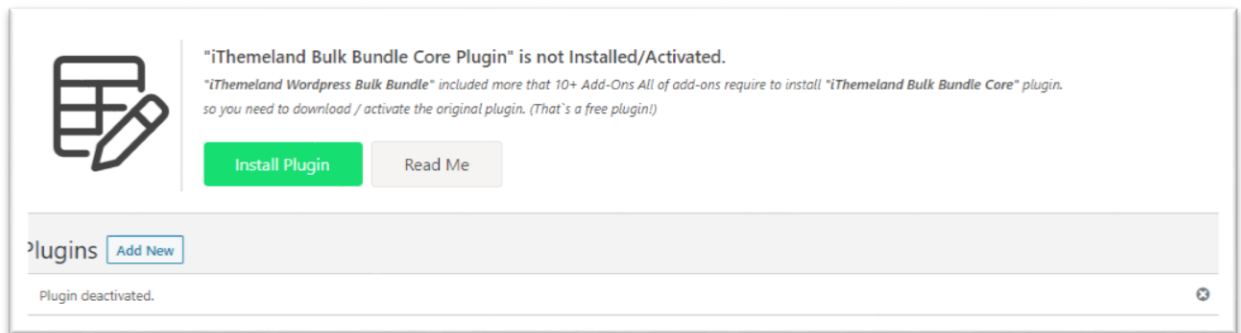
Log into your hosting space via an FTP software.

Unzip the "ithemeland-woocommerce-bulk-orders-editing.zip" file and ONLY use the extracted plugin folder.

Upload the extracted plugin folder into wp-content/plugins folder.

Activate the newly installed plugin. Go to **Plugins > Installed Plugins** and find "**iThemeland WooCommerce Bulk Orders Editing**" plugin and active it.

Note: You should install "**iThemeland bulk bundle core**" as requirement plugin.

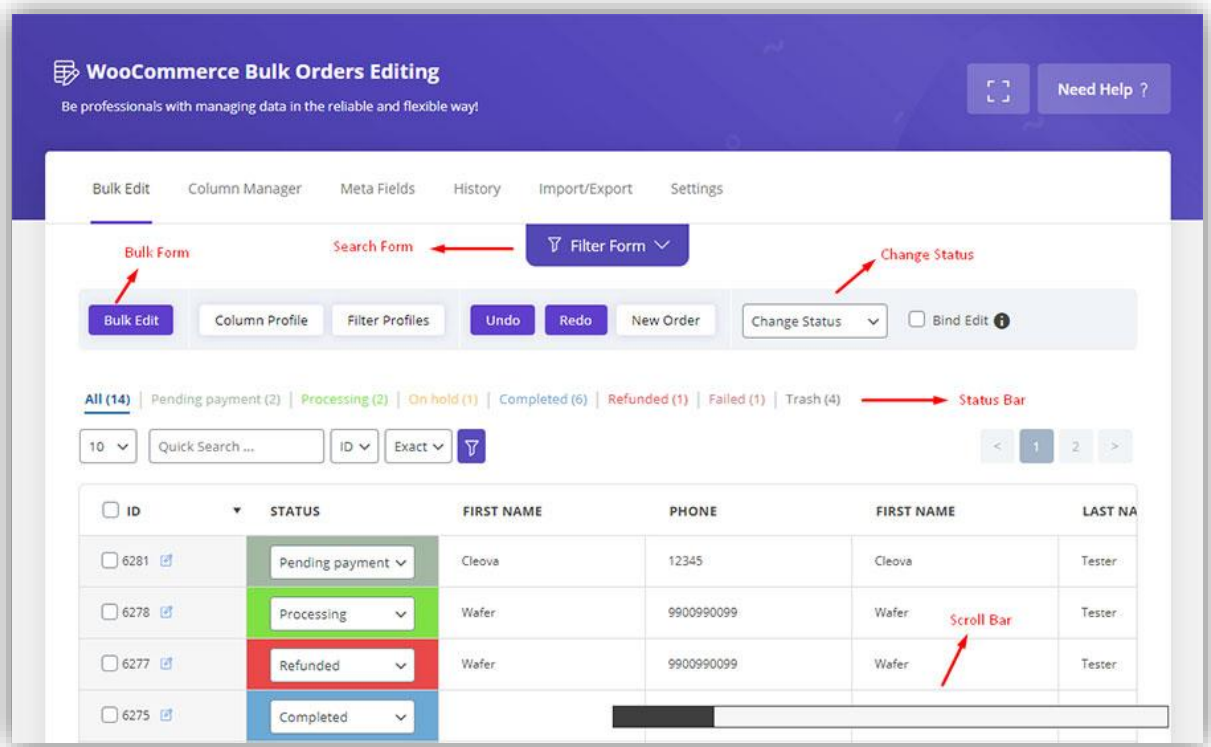


4-How to Use?

After Install and Activate this plugin a menu will be added in your admin menu named “Pro Bulk Bundle” and click “Woo Orders”

Orders Editing:

This plugin included several sections.



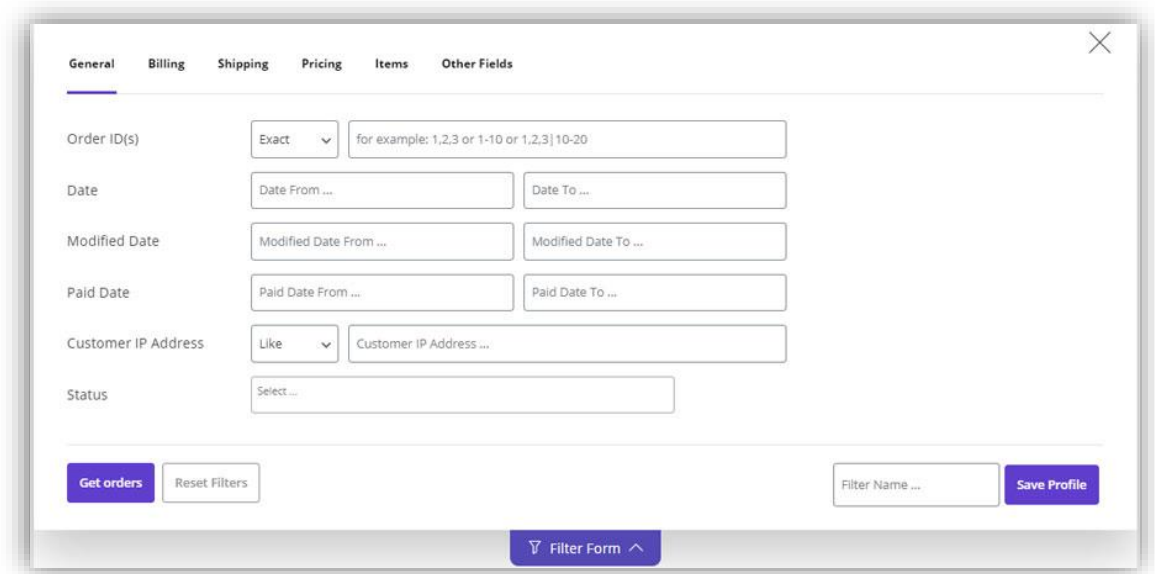
- Filtering
- Bulk Editing
- Column Manager

- Add Meta Fields
- History
- Import/Export
- Settings
- Toolbar
- Order Table

• Filtering:

There is a search form included all WooCommerce Orders field that divided in 4 separate tabs based on fields type with specific operand (Behavior).

It is possible to filter orders of your site and see result in table.



The screenshot shows a modal window titled "Filter Form" with a close button (X) in the top right corner. The window contains several tabs: "General", "Billing", "Shipping", "Pricing", "Items", and "Other Fields". The "General" tab is selected. Below the tabs, there are several filter fields:

- Order ID(s):** A dropdown menu set to "Exact" and a text input field with a placeholder "for example: 1,2,3 or 1-10 or 1,2,3|10-20".
- Date:** Two text input fields labeled "Date From ..." and "Date To ...".
- Modified Date:** Two text input fields labeled "Modified Date From ..." and "Modified Date To ...".
- Paid Date:** Two text input fields labeled "Paid Date From ..." and "Paid Date To ...".
- Customer IP Address:** A dropdown menu set to "Like" and a text input field with a placeholder "Customer IP Address ...".
- Status:** A dropdown menu labeled "Select ...".

At the bottom of the form, there are three buttons: "Get orders" (purple), "Reset Filters" (white), and "Filter Name ..." (white). To the right of these buttons is a "Save Profile" button (purple). At the very bottom of the modal, there is a "Filter Form" button with a dropdown arrow.

- 1- **General:** Popular WooCommerce Orders fields. Such as ID, Date, Billing, Shipping, ...

Most of these fields are as Text type beside of behavior drop-down.

Like: will be found Orders where text input value is exact or like a part of the text (title for example).

Exact: will be found orders where text input value is exact as in the text(title for example).

Not: will be found orders where text input value is not presented.

Begin: will be found orders where text input value is on the text(title for example) begin.

End: will be found orders where text input value is on the text(title for example) begin.

Note: For searching by orders ID always uses 'EXACT' only. Also for searching for some orders by ID you can use comma for example: 23,586,777. Also it is possible use ranges like: 29-32 - will be found orders from ID 29 to ID 32. You can search in only parent orders too.

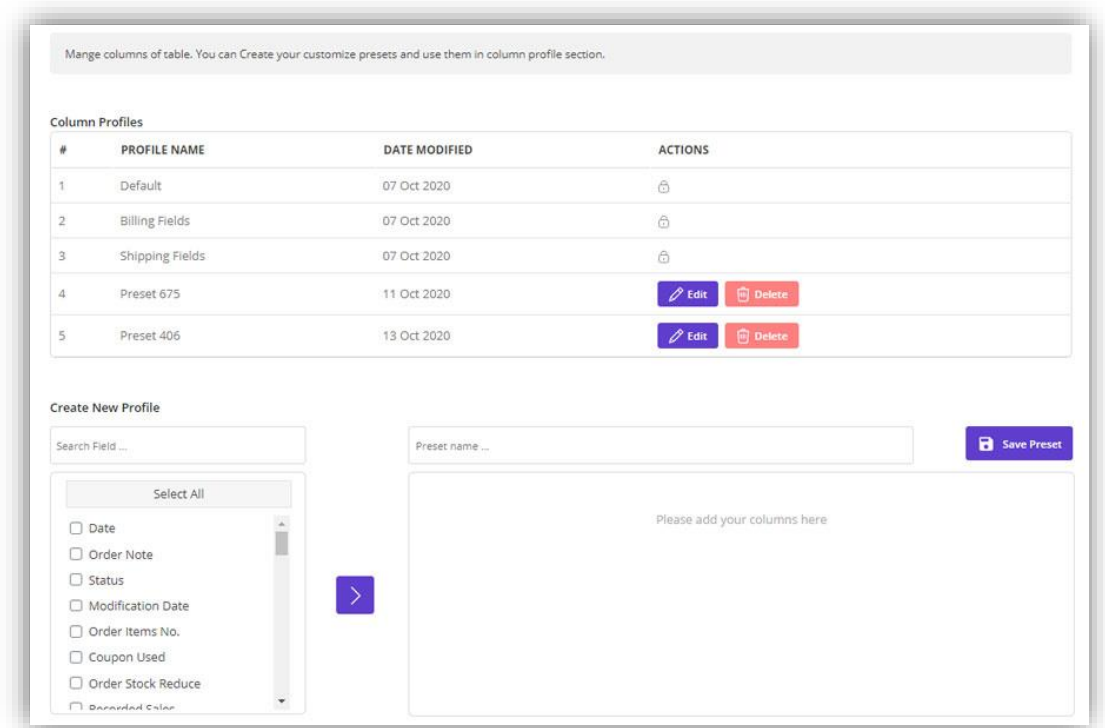
- 2- **Billing:** In this tab you can search orders by Billing Fields.
- 3- **Shipping:** In this tab you can search orders by Shipping Fields.
- 4- **Pricing:** In this tab you can search orders by pricing fields.
- 5- **Items:** In this tab you can search orders by items and categories and tag of them.
- 6- **Other Fields:** There are another fields that you can use them for filter of orders.
- 7- **Custom Fields:** If you add Meta Fields in “Meta Fields” sections will be appeared in this tab and you can search over them.

Note: There is an option to save your search form as profile and use it for next times.

• Column Manager

Manage columns of table. You can Create yours customize presets and use them in column profile section.

There are some default presets that you cannot Edit/Delete theme.

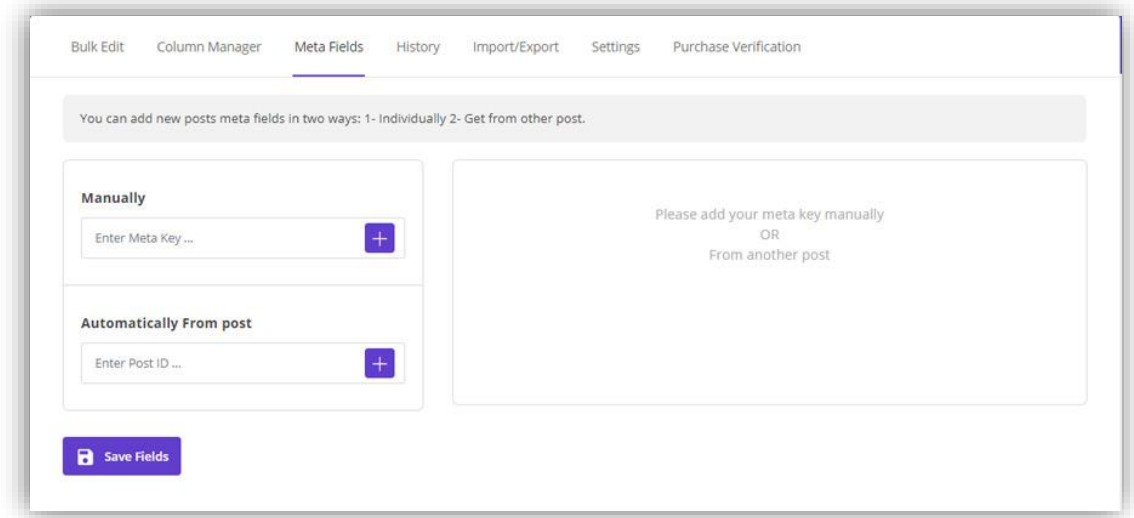


Although you can add new profile too, for that you should follow below steps:

- 1- Set your profile' s title.
- 2- Select columns in left side add move them to right side.
- 3- You can set label and Background Color and Text Color
- 4- You can move column to order them too.

When you save presets, you can Edit/Delete them too. Your presets will be appeared in column profile (will be explained in future).

• Meta Fields



In this tab you can attach all orders meta fields related to the orders in 2 ways:

- 1- Manually: add keys by hands, do it when you know meta key
- 2- Automatically from orders: convenient way gets all meta keys and leave all you need. Just drop in the text input the order ID which has already filled up all meta data you need and press 'Plus' button or Enter on your keyboard.

After adding meta key in the system select which type data keeps there and how to display it in the Orders Editor. For decimals select type 'number' and string for all another types. If data is logic and can be 1 or 0 - select view type as checkbox.

Do not forget to rename meta fields title, because usually it has long title (equal to key string) and without changing this title its column in the Orders Editor will be too wide.

After adding meta keys, renaming and selecting its view type click on 'Save fields' button. The new fields will be added to Search Form in Custom fields tab, Bulk Edit in Custom Fields tab, Column Manager and Column Profile.

• History

List of your changes and possible to roll back to the previous data. Sometimes mistakes happens, and it is not appropriate for the shop data. To roll back to the previous data will help tab History, where it is possible to roll back nearly all the orders data as for one order so for bulk operations.

List of your changes and possible to roll back to the previous data

OPERATION	AUTHOR	FIELDS	DATE
Select	Select	for example: ID	From ... To ...

[Apply Filters](#) [Reset Filters](#) [Clear History](#)

COLUMN PROFILES

#	HISTORY NAME	AUTHOR	DATE MODIFIED	ACTIONS
1	Order – October 11, 2020 @ 02:28 PM [_billing_postcode]	admin	2020 / 10 / 11	Revert Delete
2	Order – October 11, 2020 @ 02:28 PM [_billing_postcode]	admin	2020 / 10 / 11	Revert Delete
3	Order – October 11, 2020 @ 02:28 PM [_billing_address_1]	admin	2020 / 10 / 11	Revert Delete


Some buttons in this tab you interested in:

- **Clear the History:** remove the history for the current logged-in user. Do it before starting of your work day to avoid big heap of history data where you can get lost.
- **Revert:** button which displays on each history operation. Clicking this button revert data to the order field ID and title of which you can see on the left side
- **Delete:** remove a history item forever

• Settings

You can set bulk editor settings

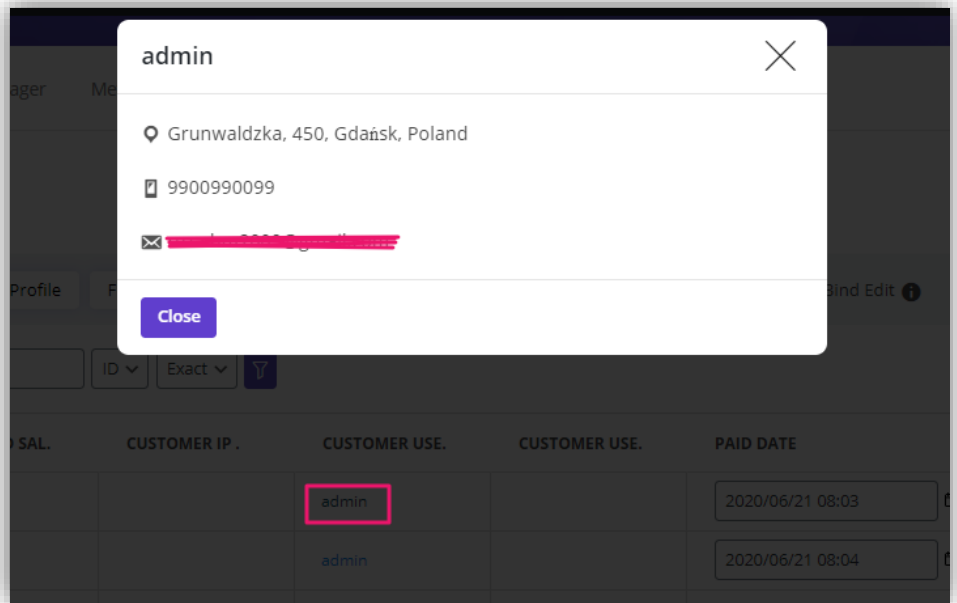
Count Per Page	10
Default Sort By	ID
Default Sort	DESC
Show Quick Search	Yes
Search Form Mode	Don't Push Down the Content
Sticky 'ID' Column	Yes
Display Columns Label	Completely
Customer Details Column	Show as popup
Order Items Column	Show as popup
Billing/Shipping Address	Show as popup
Colorize 'Status' Column	Yes

 Save Changes

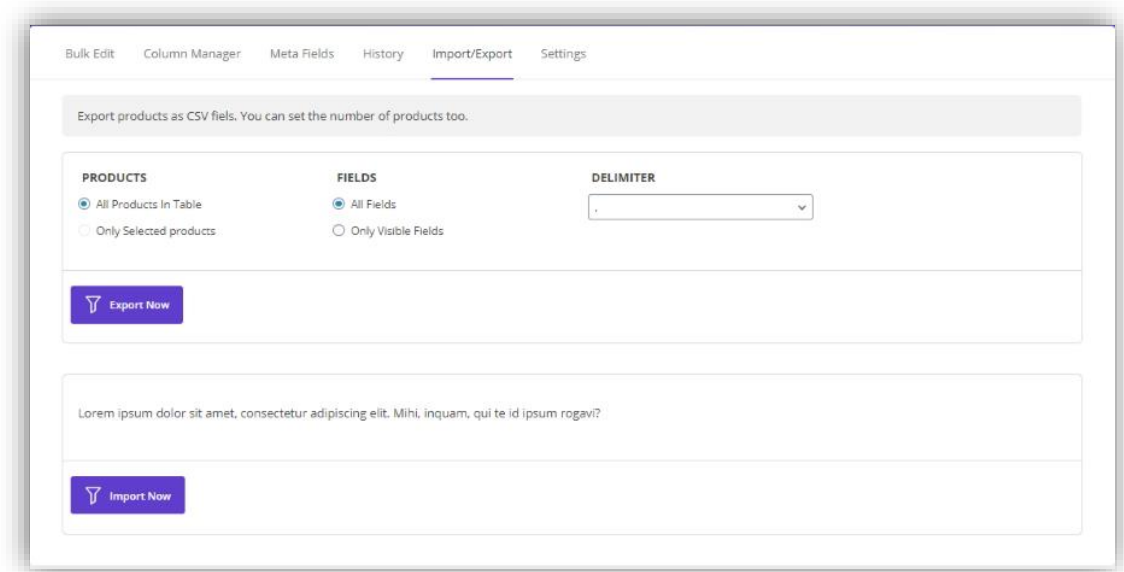
There are some settings:

- **Count per Page:** Number of rows in each page of table
- **Default Sort by:** Sort data Base on which one of fields?
- **Default Sort:** Ascending/Descending?
- **Show Quick Search:** Show/Hide quick search in top of table.
- **Search Form Mode:** Push down the content after search form be opened or Don' t push the content.
- **Sticky ID:** Fixed ID columns after scroll too.
- **Display Columns Label:** There is two options for column label, display completely or display as short text.
- **Order Items Column:** Display order items as popup or as text.
- **Billing/Shipping Address:** Display order items as popup or as text.
- **Colorize 'Status' Column:** Colorize column based on status color, this option helps you to detect the order status easily.

- **Customer Details Column:** If set yes, when you click on Customer name in “Customer User” column, the customer details will be appearing as popup.



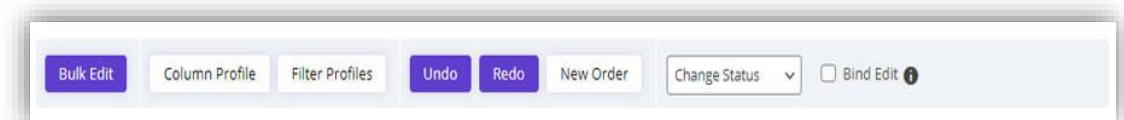
• Import/Export



In this tab you can Import orders through Import button or Export Orders. There are some options for Exports.

- All Orders in Table: Export all of orders that' s appeared in table.
- Only Selected Orders: Export selected orders in table.
- All Fields: Export orders with all WooCommerce Orders fields.
- Only Visible Fields: Export orders just with visible column in table.

• Toolbar Actions



• Bulk Editing:

Now you need to edit data in your shop. You can do that in 3 ways. Do bulk edit on:

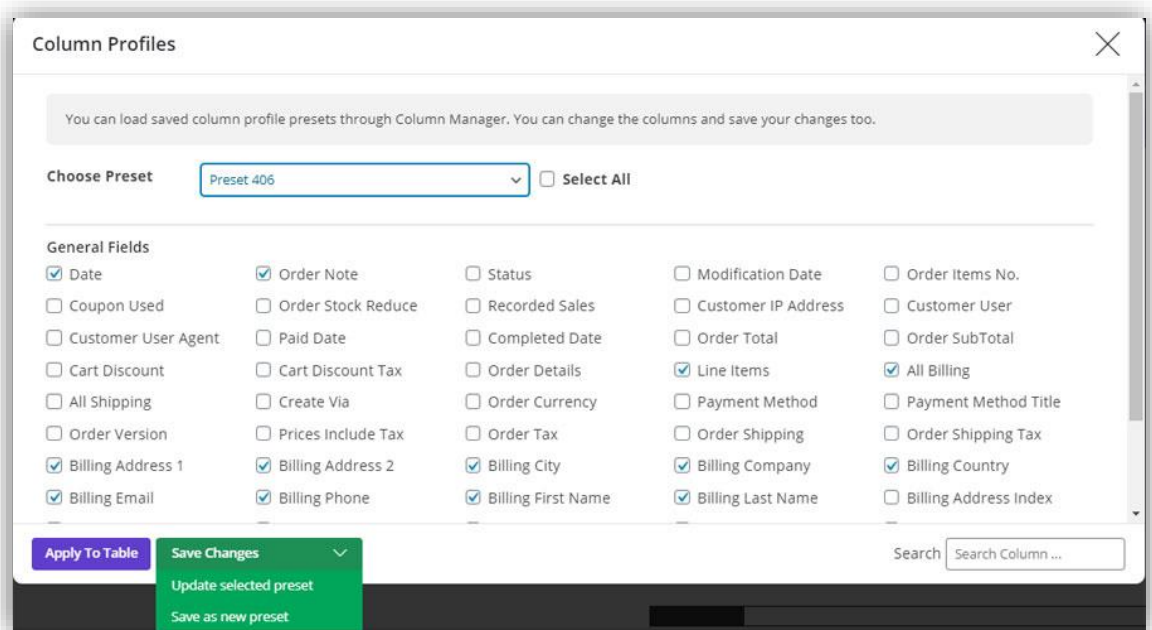
- All Orders
- Filtered Orders
- Selected Orders (Checked by checkbox)

Here is more information about Bulk Edit Form, Tab 'Bulk Edit' divided on 4 parts:

- 1- **General:** Popular WooCommerce Orders fields. Such as ID, Date ...
- 2- **Billing:** Edit all of billing information. There is Behavior Drop-Down for each fields such as:
 - Append:** value will be attached to the end of the existed value
 - Prepend:** value will be attached to the beginning of the existed value
 - New:** existed value will be removed and replaced by new value
 - Replace:** value will replace text in the existed text
 - Delete:** Remove entered value in the existing value and remove it
 - Remove Duplicate:** Delete all the items containing duplicate values in the column, we only leave one item per unique value.
- 3- **Shipping:** Edit all of shipping information. The Behavior Drop-Down of this tab is same as Billing tab.
- 4- **Pricing:** There are some valuable fields that you want to change them.
- 5- **Other Fields:** There are another fields that you can use them for filter of orders.

- 6- **Custom Fields:** If you add Meta Fields in “Meta Fields” sections will be appeared in this tab and you can change them in selected orders.

• Column Profile

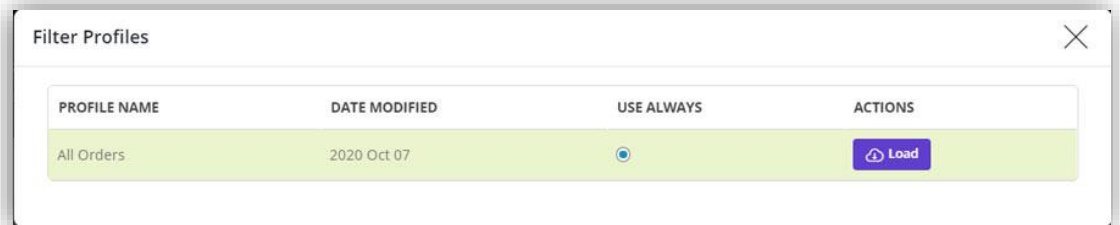


Sometime you need to change the column order, show/hide some of columns. You can switch between saved profiles.

There are 3 default profiles for that beside of your profiles that you can make by Column Manager section.

Note: If you change the checkbox, you can save it as new preset or save over selected profile (Not for default profiles).

- **Filter Profile**



There was an option is search form that you can save your search query and use it for next time. Here you can load previously saved filters profile.

You can load your profile for this moment or set it for default query (Use Always), this mean after reloading page, your search will be applied automatically.

- **Undo/Redo**

Sometime you undo/redo your changes.

- **New Order**

You can Add New Order(s).

- **Duplicate**

Create clone orders for selected orders.

- **Delete**

Delete selected order in 2 ways: 1- Move to Trash 2- Delete permanently

- **Bind Bulk**

This option is usable in Edit Inline, if you enable this option, you can apply the current changes to all of selected orders.

For example, you select 3 orders and change the title, 3 selected orders get the same titles.

- **Edit Inline**

DATE	ORDER NOTE																																																							
<div>2020/06/21 08:02</div> <div><div>June 2020</div><table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th><th></th></tr><tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>08:00</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>09:00</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>10:00</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>11:00</td></tr><tr><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>12:00</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>13:00</td></tr></table></div>	SUN	MON	TUE	WED	THU	FRI	SAT		31	1	2	3	4	5	6	08:00	7	8	9	10	11	12	13	09:00	14	15	16	17	18	19	20	10:00	21	22	23	24	25	26	27	11:00	28	29	30	1	2	3	4	12:00								13:00
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28	29	30	1	2	3	4	12:00																																																	
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Order #2008

Billing

[Load billing address](#)

First Name

Last Name

Address 1

Address 2

City

State

No Available

Country

Select

Postcode

Email

Phone

Company

Save Changes

Close

In edit table you can click on each cells and edit the values based on their type. For example, Upload files for feature image and gallery, Calculator for numeric fields and

5-License:

You should set your purchase key and verification. After verification you can use plugin perfectly.

6-Getting Support

For support on **WooCommerce Bulk Orders Editing** and all other **iThemelandCo** plugins and themes, please go to this link

<https://support.ithemelandco.com>

Demo Url : <https://ithemelandco.com/plugins/woocommerce-bulk-orders-editing/>