



## Export Order Items Pro v1.1 User's Manual

Thank you for purchasing the Export Order Items plugin for WordPress and WooCommerce. This manual will guide you through installing and using the plugin.

### Installation

1. Login to your WordPress Admin and select "Plugins" > "Add New" in the left sidebar menu.
2. Click "Upload Plugin" at the top of the page.
3. Select the plugin ZIP file and click "Install Now".
4. Click "Activate Plugin".
5. Select "WooCommerce" > "Export Order Items" from the left sidebar menu.
6. Enter your license key, which was displayed after checkout and sent to you by email.
7. Click "Activate".

The plugin is now installed and ready for use. Please note that you must also have the WooCommerce plugin installed and activated in order for the Export Order Items plugin to function.

### Exporting Order Items

1. In your WordPress Admin, select "WooCommerce" > "Export Order Items" from the left sidebar menu.
2. Optionally, load a previously saved export preset by selecting its name in the "Load Preset" field.
3. Set the export options:
  - **Export Period:** The period of time for which to export data. The "Last 7 days" and "Last 30 days" options will export order items for orders placed in the 7-day or 30-day period ending yesterday (today's orders are not included). The "Next 7 days" and "Next 30 days" options export order items from future dated orders beginning tomorrow. The "Custom date range" option allows you to specify your own start and end dates for the export.
  - **Include Orders With Status:** Limit the export to orders with the selected status(es); for example, you can export only line items from completed orders.
  - **Include Products:**
    - To export order items for any product in your store, select "All products".
    - To only export order items for products in one or more categories, select "Products in categories" and check off the categories to include.
    - To only export order items for one or more individual product(s), select "Product ID(s)" and enter the ID number(s) of the product(s), separated with commas. To determine the ID of a product, click "Products" in the left sidebar menu and hover over the product's title; the ID will be displayed below the title.
  - **Sort By:** Choose the order in which data will appear in the export file.

- **Export Fields:**
    - Check the box next to the field name to include that field in the export.
    - Drag-and-drop the field names to change their order.
    - Edit a field name to change how it is displayed in the export file header, if applicable.
    - To include a custom field defined by WooCommerce or another plugin, select the field ID in the Custom Field dropdown and click Add.
  - **Include header row:** Uncheck this option if you do not want the field names included as the first row of the export file.
  - **Format:** Select the file format of the export data file.
  - **Create New Preset:** Enter a preset name if you would like to save your export options for future use.
4. Click "Export" to generate the data file.

### Support

If you require support for this product, please visit <http://support.potentplugins.com/>. Support is available for one year from date of purchase.

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