

					1	
Log into the	Big Comme	rce management site, se	lect Search from the	e Urders pick-	-IIST 🏫 Dashboard	
					Q Search	
					< Orders	
					View	
					Add	
llse the See	rch Orders	Advanced Search default	t selections		Export	
Search Or	ders				Shipments	
Search for specific	orders using the adv	anced search options below.			Return Request	
A dama and C	a a walk				Tracking Numbers	
Advanced S	earch				Gift Certificates	
	Search Keywords			0		
	Order Status	Choose an Order Status	•			
	Payment Method	Choose a Payment Method	•			
	Order Type	Choose an Order Type 🔹				
	Order Type Shipping Method	Choose an Order Type •		←	-Default Selections	
	Order Type Shipping Method	Choose an Order Type •		~	-Default Selections	
	Order Type Shipping Method Coupon Code	Choose an Order Type •	Ø	<	Default Selections	
	Order Type Shipping Method Coupon Code Pre-Orders	Choose an Order Type	@ ire-order products	<	-Default Selections	
	Order Type Shipping Method Coupon Code Pre-Orders	Choose an Order Type	@ rre-order products er products	<	-Default Selections	
	Order Type Shipping Method Coupon Code Pre-Orders Deleted Orders	Choose an Order Type	er products	<	-Default Selections	
	Order Type Shipping Method Coupon Code Pre-Orders Deleted Orders		Pre-order products er products	<	-Default Selections	

3) In the Search by Date field Verify the Date Type, Order Date radio button is selected

Search by	Date			
	Date Range	Choose an Order Date	•	
	Date Type	Order Date	_ ←	Select
		Delivery/Event Date Order and Delivery/Event Date		





Click the Date Range pick-list, select Custom Period in the Search by Date field

Search by Date			
Date Range	Choose an Order Date	•	
	Choose an Order Date		
Date Type	Today		
	Last 24 Hours		
	Last 7 Days		
	Last 30 days		
	This Month		
	This Year		
	Custom Period	• • • • • • • • • • • • • • • • • • •	iel

4) Use the From and To calendar display to select the From and To dates for the data download

Date Range	Custom Period	•	
	From 10/01/2016	🗷 to	
Date Type	Order Date Delivery/Event Date Order and Delivery/	Event Date	2016 → W T F S 1 15 6 7 8 12 13 14 15 19 20 21 21 22 27 28 29

Click the Search button Cancel

Search

5) In View Orders display check the top check box to add all displayed orders to the download file

\dd	E	xport All	Choose an ac	tion • Co	-firm	Filter by Keyword × = Filter	Clic	k the Ex	port All button	Export
/	0		Date	Order ID ~		Customer	Sta	tus		
2	0		1st Nov 2016	107569	-	Mark Nihranz		Shipped		
	0	_	1st Nov 2016	107570	-	Megan Hansen		Shipped	•	
	0	-	1st Nov 2016	107571	-	Michael Yeager	1	Shipped		
2	0	Ţ.	1st Nov 2016	107572	-	Larae Melfi		Shipped	•	
1	0		1st Nov 2016	107573	-	Rick Warner		Shipped	•	
~	0	Ģ.	2nd Nov 2016	107575		Curtis Kern		Shipped	•	
-	0	ß	2nd Nov 2016	107576	-	Dennis Drury		Shipped	•	
-	0	Ģ.	2nd Nov 2016	107577	-	Stephen Fahringer		Refunded		
2	0		2nd Nov 2016	107578	-	Dale Hayno		Shipped	•	

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6) From the Export Orders display, Export Options tab, select Default from the template selections pick-list

Export Orders
Select an export template below to determine the format of your exported orders. To create a new export template go to Advanced Settings > Export Template
Export Options Export Preview
Export Template and File Format Options
Template: Built In Templates Default MYOB Peachtree Accounting
File Format: Export to Microsoft Excel (CSV) Verify the File Format radio button for Export to an XML File (Advanced) Export to Microsoft Excel (CSV) is selected.
Save export to the server for later download?
Click Continue Conceive Continue

7) Click the Export my orders to a CSV file link in the Orders pop-up display



An export progress pop-up display will indicate the status of the export

Orders		×
Your Orders export is currently complete you will be able to d	y being processed. Once the export is lownload it.	
Ger	39% nerating Orders	
	Clo	ose





8) Click **Download my Orders file** to complete the data export, save the file for uploading to the SimplePort process.

