

To download the WebShopManager order details...

Log into your WebShopManager management interface

The screenshot shows the WebShopManager v3.47 interface. The top navigation bar includes 'Dashboard', 'Orders', 'Catalog', 'Modules', 'Content', 'Customers', 'Reports', 'Data', and 'System'. A red arrow points to the 'Orders' tab with the text 'Select **Orders** from the top level toolbar'. A sub-menu is open under 'Orders', listing options: 'All Orders', 'Open', 'New', 'Pending', 'Processing', 'Ready To Ship', 'Backorder', 'Held', 'Complete', 'Canceled', and 'Add Order'. A red arrow points to the 'Complete' option with the text 'Select **Complete** from the sub-menu pick-list'. Below the navigation bar, there are 'Search' and 'Advanced' buttons. A red arrow points to the 'Advanced' button with the text 'Click the **Advanced** search icon'.

In the **Added** field Use the **calendar** icons to select the **from** and **to** dates for the download data

The screenshot shows the 'Added' field with a date range from 10/14/2015 to 10/21/2015. Two calendar pop-ups for October 2015 are shown. The first calendar has the 14th selected, and the second has the 21st selected. Red arrows indicate the selection process.

Click the **Search** icon →

In the **Orders - Complete** toolbar click the **Export CSV w/Items** link

The screenshot shows a toolbar with four buttons: 'Export XML', 'Export CSV', 'Export CSV w/Items', and 'Export CSV w/ Payments'. A red arrow points to the 'Export CSV w/Items' button.

Save the Order Detail file to your computer, use a file name that identifies what is in the file, something like: "WSM\_ORDERS\_20145\_10-14-to-10-21.csv" indicates exactly what the file is and what date ranges it contains. The file will be used as an optional upload to the SimplePort process.

