To download the WebShopManager order details…

Log into your WebShopManager management interface

Select **Orders** from the top level toolbar

Select **Complete** from the sub-menu pick-list

Click the **Advanced** search icon

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

Click the **Search** icon

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

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.