

To Get X-CART order details data download...

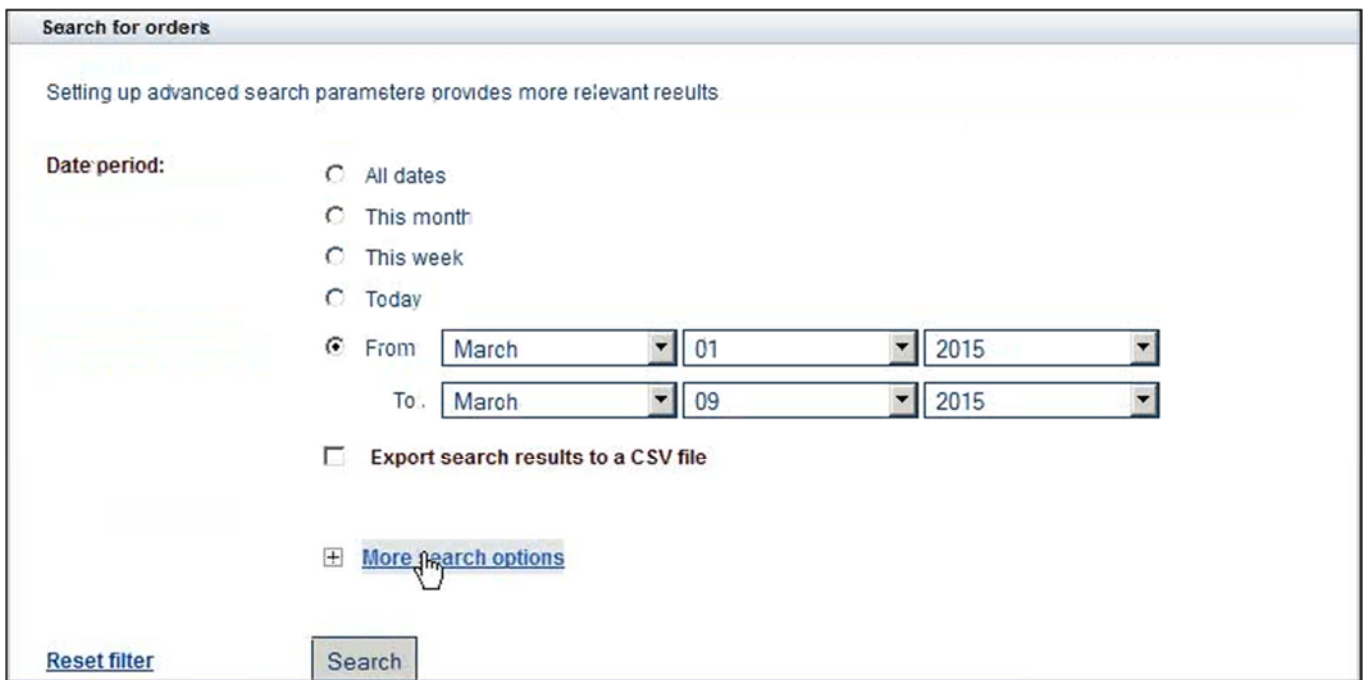
X-CART does not pass to PayPal, at time of shopping cart checkout, full cart details required for income item mapping in QuickBooks.

To retrieve X-CART order details for SimplePort processing...

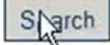
1. From the X-CART **MANAGEMENT** navigation panel select **Orders**



2. In the **Search for Orders** menu, select the **From** (Month, Day, Year) and **To** (Month, Day, Year) date ranges for the data download request



A screenshot of the 'Search for orders' form. The form has a title bar 'Search for orders' and a subtitle 'Setting up advanced search parameters provides more relevant results.' Below this, there is a 'Date period:' section with radio buttons for 'All dates', 'This month', 'This week', and 'Today'. The 'From' radio button is selected, and the date range is set to 'From March 01 2015 To March 09 2015'. There is a checkbox for 'Export search results to a CSV file' which is unchecked. Below the date range, there is a link for '+ More search options' which is highlighted with a mouse cursor. At the bottom left, there is a 'Reset filter' link, and at the bottom center, there is a 'Search' button.

3. Click the **Search** button 
4. The **Orders management** page will be displayed
5. Scroll to the bottom of this page to the **Export Orders** section

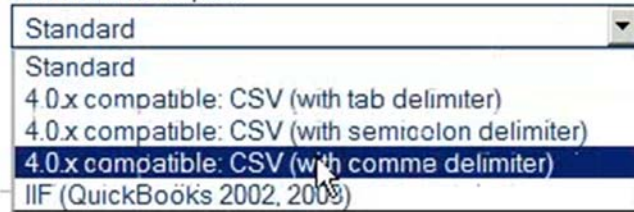


- Use the **File format for export** pick-list and choose the **4.0.x compatible CSV (with comma delimiter)** option

Export orders

Click on the button below to export all the orders found by this search query.

File format for export:



- Click the **Export all found** button



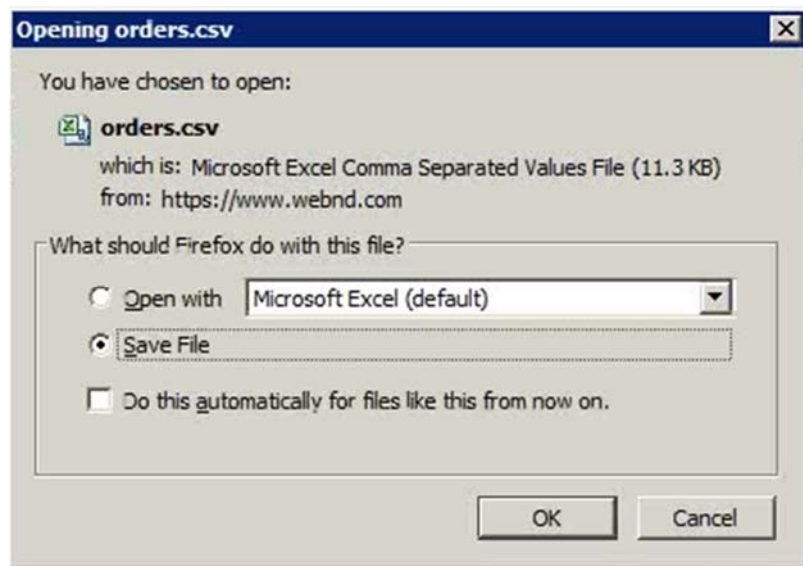
- X-CART will display the **Exporting orders** information



Exporting orders (lines 51 to 97 out of 97):

The download of the file containing exported orders will begin shortly. If it does not start within 10 seconds, [click here](#). After the download begins, you can return to the previous page by clicking [this link](#).

- Save the file to your computer



Send this file, along with the PayPal data download and your QB Item list to sales@simpleport.com for processing.

