

# Selling Commander

## VirtueMart connector documentation

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## 1. Introduction

The selling Commander connector component ensures a connection between Joomla and your VirtueMart webshops. It is a main product manage panel where you can manage all products for all the stores. Selling Commander is an all-in-One multishop management tool and synchronization solution.

It provides you with a variety of tools to help you to run your business. You can find everything you need to showcase your products online, to process payments, and to make your store(s) work for you.

Manage webshops from a single panel using Selling Commander Connector grid view. Product management, inline edit, instant search, export, bulk edit and update of products, variations, orders, inventory and much more.

Keep your listings fresh and syncs all data to your online stores within minutes. Sell one item or 1,000 each with a unique style, brand, color, size and so forth. Control orders and provide the best customer experience. Track, synchronize and manage all incoming orders from your VirtueMart channel with minimal effort.

An intuitive interface enables anyone to immediately begin accessing every multichannel (webshops) benefit. Selling Commander Connector will boost your store productivity and gives you massive time savings.

Depending on the pricing plan that you choose, you can manage one or multiple online webshops.


SC stands for Selling Commander. We will **use** the acronym '**SC**' for references to the **Selling Commander**.

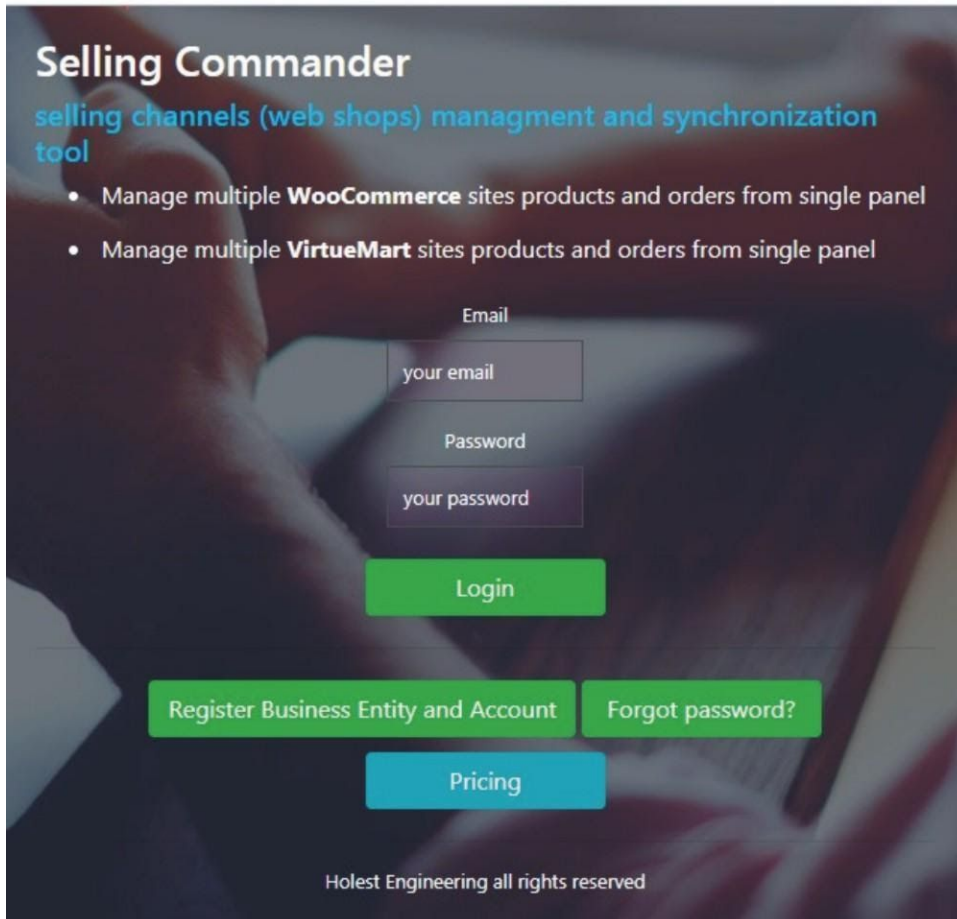
## 2. Installation

Installation of an SC connector is a very easy task. All you need to do is follow simple few steps to install it and start using it.

## 2.1. Register account to Selling Commander

First, complete the free registration process on the SC website by going to the ([www.sellingcommander.com](http://www.sellingcommander.com)) homepage

sellingcommander.com  type URL into the address bar of your browser



### Selling Commander

selling channels (web shops) management and synchronization tool

- Manage multiple **WooCommerce** sites products and orders from single panel
- Manage multiple **VirtueMart** sites products and orders from single panel

Email

your email

Password

your password

Login

Register Business Entity and Account

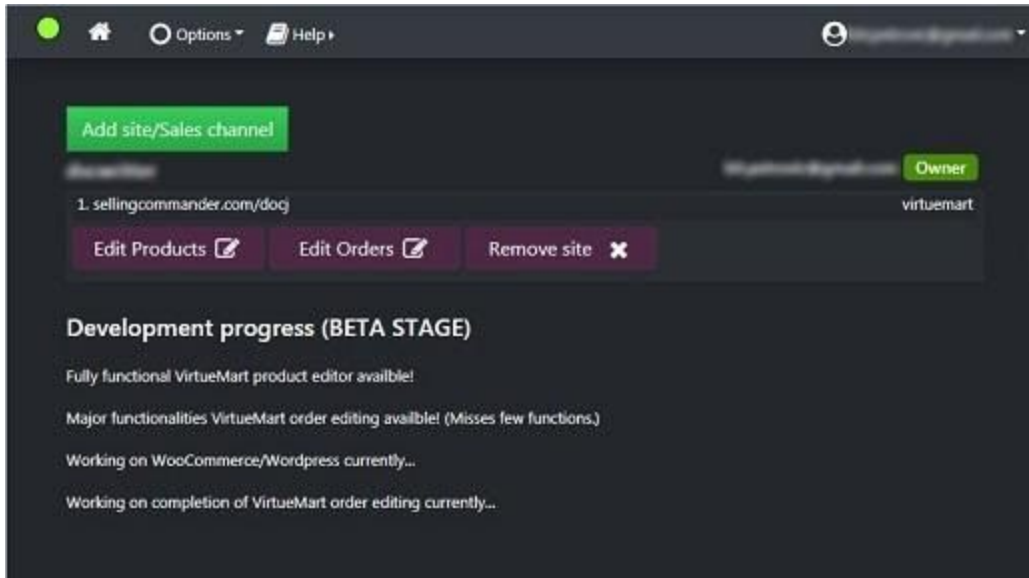
Forgot password?

Pricing

Holst Engineering all rights reserved


and *filling* out the registration form that appears after you click on "Register Business Entity and Account ". After you create an account, just enter the username and password you **selected** when you registered into relevant fields and click the Login button.

If you are logged in successfully you should see then dashboard control panel screen similar to this:

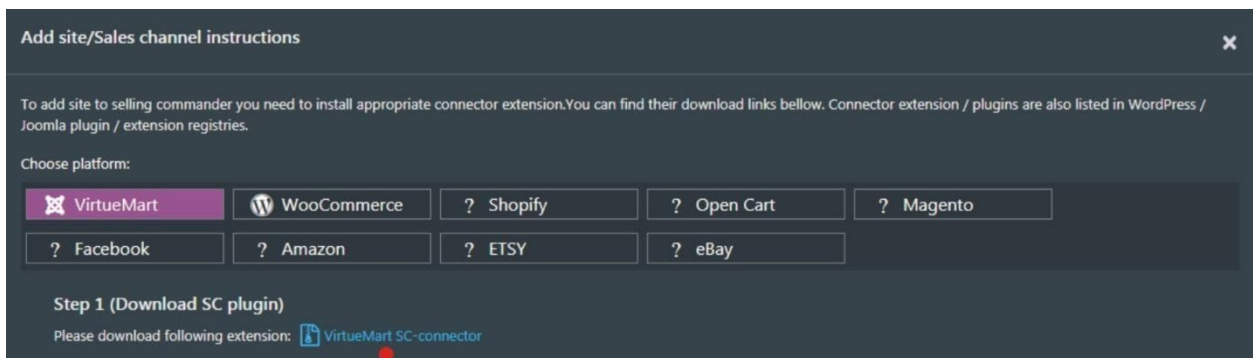


## 2.2. Download Selling Commander connector

Click the "Add site/Sales channel" button.

A green rectangular button with the text "Add site/Sales channel" in white.

Next, a pop-up window that shows the 'Add site/Sales channel instructions' dialog will appear. First, make sure you have selected VirtueMart under the 'Choose platform' text. Then, download the latest available version of the package by clicking on the 'VirtueMart SC-connector' link.



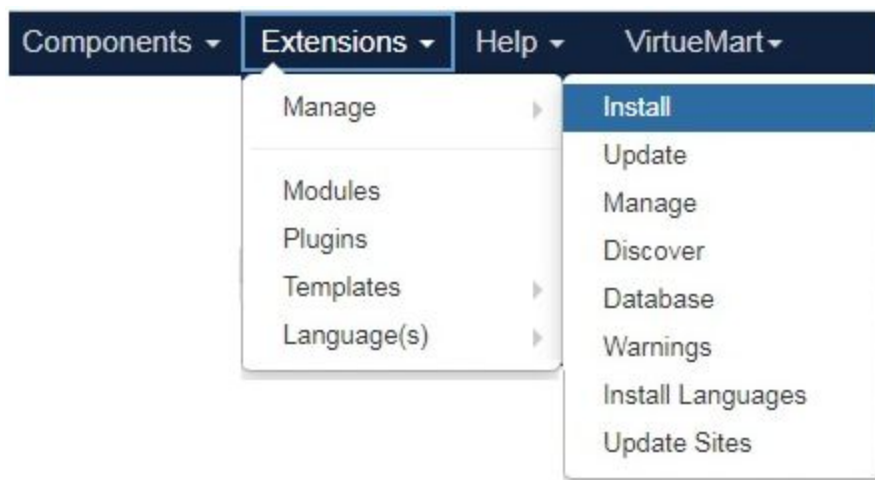
download link

## 2.3. Login to Joomla

Next, log in to your *Joomla* administration dashboard (panel).

**Hint:** The interface of *the Joomla* control panel can be reached by appending the word `administrator` to the URL of your site.

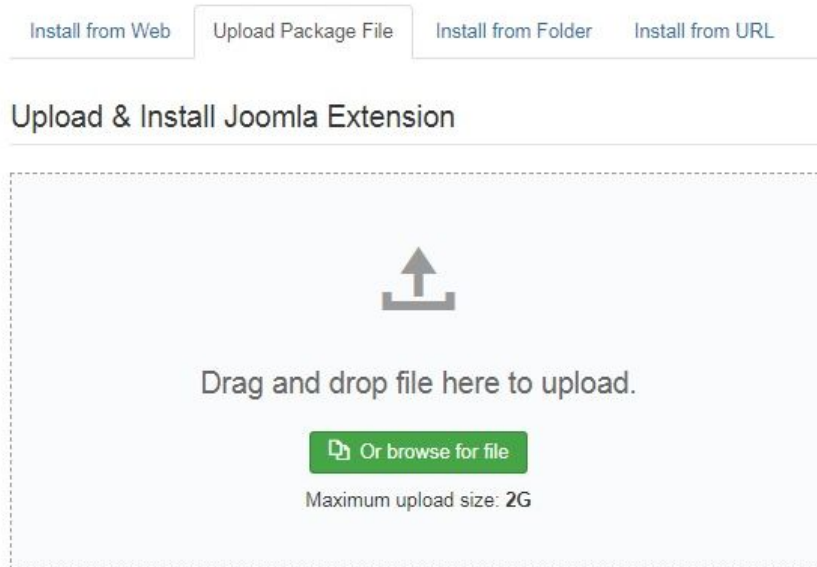
Choose **Extensions / Extensions Manager** in back-end top (header) navigation menu, or **Extensions / Manage / Install** (this depends on the installed version of *Joomla*)



After that, you will be presented with 3 different ways to install an extension. All of them have the same purpose, please choose the one that matches your situation.

## 2.4. Upload Package File & Install

As previously mentioned, you have more than one way to add the Selling Commander component to your Joomla site. We recommend this option, just follow these few simple steps:



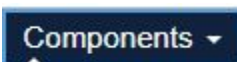
Once you downloaded the Selling Commander installer compressed in a zip file, go to Install > Upload Package File, browse that file, select it and press Upload & Install button. Wait while the file is being uploaded and installed, if everything is fine you will see a success message the same or similar to this one on the picture below.



### 3. Getting started with Selling Commander

Now that you've installed VirtueMart connector, you're going to want to get it up and running. It's worth mentioning that component need not be configured in Joomla.

You can find your newly installed component "Selling Commander" by browsing the **Components** menu in the main menu bar.


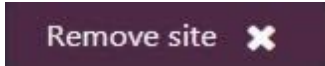




Choose **Components > Selling Commander**. This will prompt a Log-In box to appear. Just enter username and password into relevant fields and click the Login button. After you're logged in successfully, familiar 'SC Universal UI' will open.

## 4. SC Universal UI

The Selling Commander user interface helps you stay in control of your business by giving you simple and effective control and visibility into your most important product data and orders.

The SC Universal UI control panel shows navigation buttons for:

	Add site to selling commander
	Remove site from selling commander
	Navigate to manage site products single panel
	Navigate to view and manage site orders single panel

## 5. Products single panel: *Overview*

**Products** single panel provides a tabular listing (grid-view) of all products with their details, options, and attributes, where you can add, update and organize all of your products.

There are three main panel elements to work with:

### 5.1. Navigation bar menu

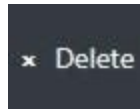
Is visible on top and consist of the following items with **left**-aligned and **right**-aligned links:

#### 5.1.1. Left-Aligned menu links





Navigate to selling commander dashboard control panel.

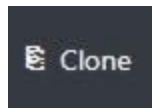


Delete **selected** product(s).

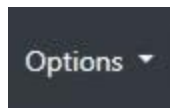
Select any cell in a row you wish to delete, click the 'Delete' button and confirm the modal dialog with critical information about product(s) you want to remove.

**Please be aware that if you have selected product(s) with child or children and sibling(s), those variants will also be deleted!**

In this instance, you can still 'Cancel' product(s) removal, or confirm your action by clicking on the 'Delete' button.

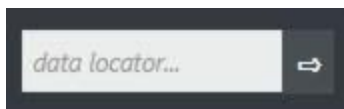


Product cloning (or copying) is one of the methods which can reduce the time spent on data entry for the new product. Select any cell in a product row you wish to duplicate and click 'Clone'. The new product that contains information from the selected product will be created **beneath** the same name that contains time and date appended at the end of the string.

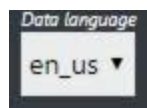


Dropdown menu button 'Options' contain menu items for performing bulk actions:

- Mass price update (*under development*)
- Delete All Filtered Products
- Export ([click for more detailed information](#))
- Import ([click for more detailed information](#))



Use 'Find input dialog' to quickly locate a record in a product table. Also, you can use the Ctrl+F to put the cursor focus in the Find Input dialog. A cell containing a specific text (match case) will be selected.

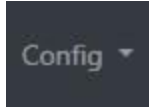


Select data language if available (different language data in your store).

### 5.1.2. Right-Aligned menu links

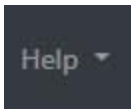


Clicking the 'Media' button will open up a media manager modal window to upload (drag-and-drop support), or delete your product images.



'Config' drop-down menu include:

- [Settings](#)
- Reset Columns will restore the columns to the default size.
- Save Current Workbench will open up a modal where you can 'name' your current working table and store it for later retrieval.



'Help' drop-down menu include:

- Documentation
- Support providing a link to the Holest Forum site.
- About / Contact

## Config > Settings: Modal Overview

- **General Tab** (options with an asterisk are explained below)

General | Columns | Prices display | Attributes display | UDF Columns | Triggers | DB Triggers | User code

Frozen columns: 3 \*

Row height(px): 36

Decimals: 2

Value items separator: ,

Possible value separators: ||: \*

Disable image preview

*Editing...*

Overwrite images on import(is same name exists)

Do not trigger VirtueMart triggers  \*

Price override overrides: Final price

Close Save

Frozen columns: To keep an area of primary table columns visible while you scroll (horizontally) right or left to another area of the table, you can **freeze** a specific number of left side columns.

Possible value separator: You can specify a multi-character string here. Every single specified character will act as a data separator, as well as in combination with near one (eg: `'/|;` will produce `'/` and `'/|` and `'/|;` as a data separator).

Do not trigger VirtueMart triggers: Will instruct JavaScript **not to** execute code on all other associated triggers within VirtueMart plugins installed when events are detected.

- **Columns Tab**

Set column custom header title, visibility, and color. Note: if the checkbox is checked color palette will be available.

The screenshot shows a configuration window with several tabs: General, Columns, Prices display, Attributes display, UDF Columns, Triggers, DB Triggers, and User code. The 'Columns' tab is active. Below the tabs, there is a yellow highlighted area with the text: 'Column settings. For column order and with alter interface directly'. Underneath, the 'Columns' section lists three columns:

Column ID	Header Text	Hidden	Color
1. {product_parent_id}: Parent	Parent	<input type="checkbox"/>	<input type="checkbox"/> [Color palette]
2. {virtuemart_product_id}: id	id	<input type="checkbox"/>	<input type="checkbox"/> [Color palette]
3. {product_name}: Title			

- **Prices Display Tab (available within 'Products panel')**

Determine and set different forms of crucial pricing elements to be displayed.

General Columns **Prices display** Attributes display UDF Columns Triggers DB Triggers User code

Choose which prices and price properties you want displayed in main spreadsheet.

Main grid prices

Display	Shopp. gr.	>= QTY	<= QTY	Cost pr.	Overr. pr.	Sales pr.	Curr.	Disc.	Tax.
<input checked="" type="checkbox"/>	--default--	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Default Shopper Group  
Guest Shopper Group  
Gold Level  
Wholesale

- **Attributes Display Tab (available within 'Products panel')**

When you set a configuration filter value as criteria, Selling Commander applies it across all matching products. This filter displays the terms of a product attribute. You can define the visibility of the attribute in the main grid and also define the filtering conditions for display. For example, you can set an attribute to appear only if a category is specified in the filters.

General Columns Prices display **Attributes display** UDF Columns Triggers DB Triggers User code

Configure which attributes (custom fields) you want columns for. Configure cell editors. Set attribute column visibility based on filter criteria.

Attributes display

1. Enabled:  Header: Related Products Property: cfield\_related\_products Related products

Show only if (not )

filtered by category  
enter categories...

filtered by manufacturer  
enter manufacturers...

title filter contains  
enter title match terms, separate by ||

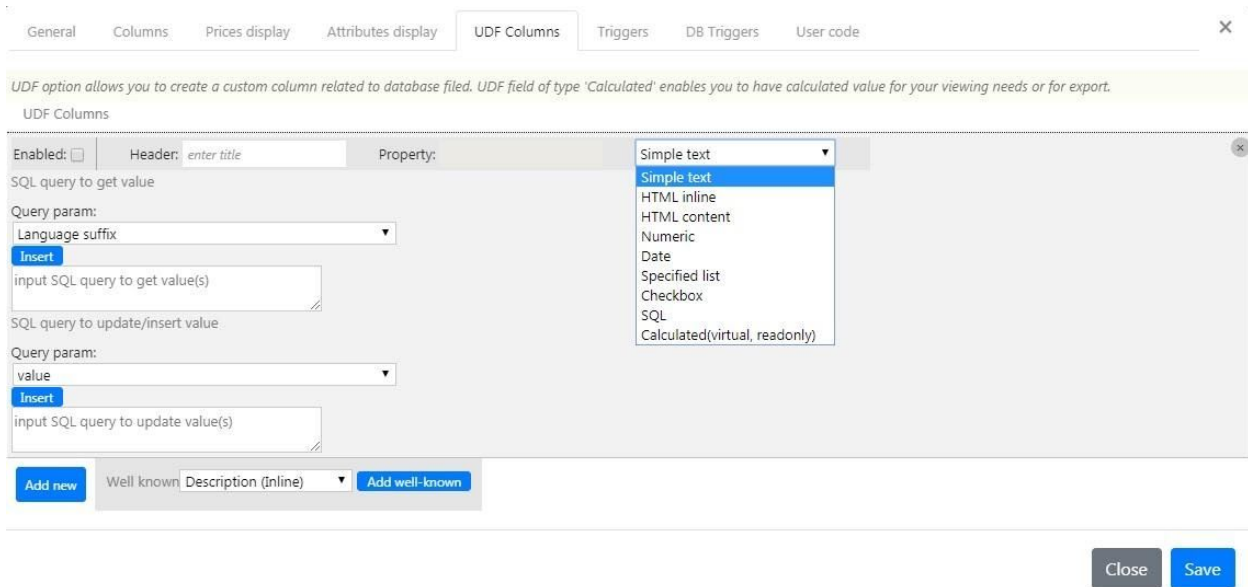
- **Order Items Tab (available within Orders panel')**

It is currently under development...



- **UDF Columns and User code Tabs**

You can create custom columns related to database fields to tailor the application to fit your business, provided for advanced users because it requires SQL knowledge including skills in JavaScript programming language. You can easily add a new custom column of data linked to any database field available in your products or orders list.



- **Triggers and DB Triggers Tabs**

Triggers execute after data grid cell change (update) and DB triggers execute SQL in DB after table field change (update). Both of these are powerful features for advanced users.

***Please note:***

***You can always hire a Holest specialist with a professional approach and knowledge to meet your exact requirements by laying 100% efforts to create SQL, JavaScript and PHP code solutions for you.***

## **5.2. Filter sidebar menu**

By default, **all** your products are listed on the grid-view products area. You can use filters to narrow down (customize) this list to show a smaller number of the products. Filtering your product list can help you find the specific subset of products that you need to view, edit, update, etc.

You can also use filter negation. You may want to filter out a particular field value. For that, you can use the '!' operator. Example '!new' - return all products, except those that contain 'new' in the title.

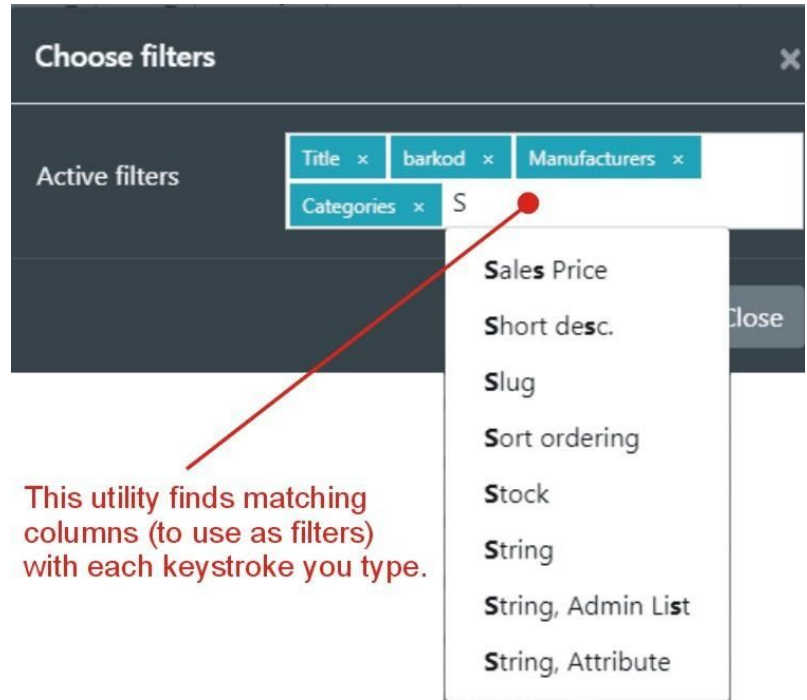
Filters support a combination of multiple word text search entries using logical operators. Example 'Red || Green' - return all products that contain 'red' or 'green' in the title.

To change default products listing view follow these simple steps:

### **5.2.1. To Change Filters**

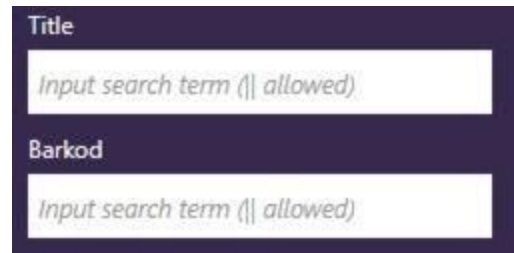
At the top-right corner of the panel screen, go to **Choose Filters...**

A modal window will open up where you can add or remove active filters.



### 5.2.2. Input Filter Values

Enter search string(s) in the active filters to find the occurrence of a given string.



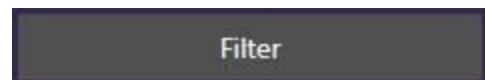
### 5.2.3. Choose Filter Method

Set your preferred filter method.



### 5.2.4. Apply Filter To Data

Click the Filter (action execute) button. It is displayed on the bottom right of your sidebar panel.



## 5.3. Primary Grid View

View, add or edit and update your product information listed in a tabular format.

**Column options**      **Collapsible tree view elements**      **create parent-child variation**

Parent	Title		barkod	Stock	Cost price	Override	Sales Price	Currency	Discount	Tax	Related Produ	Related Categ	Group
119	Basic child	Add child	006	999	36.30		39.99	EUR	Default	Default			<input type="checkbox"/>
120	Basic price overwrit	Add child	007	999	36.30		39.99	EUR	Default	Default			<input type="checkbox"/>
121	Basic multiple overv	Add child	008	999	36.30		39.99	EUR	Default	Default			<input type="checkbox"/>
122	Advanced PATTERN	Add child	009	999	27.50		30.29	EUR	Default	Default			<input type="checkbox"/>
123	Advanced child	Add child	010	999	27.50		30.29	EUR	Default	Default			<input type="checkbox"/>
124	Advanced price ove	Add child	011	999	27.50		30.29	EUR	Default	Default			<input type="checkbox"/>
125	Advanced multiple	Add child	012	999	27.50		30.29	EUR	Default	Default			<input type="checkbox"/>
140	New...												<input type="checkbox"/>

**Create new product**

Use +/- buttons to expand or collapse parent nodes based on parent node cell values

### 5.3.1. Add new product using Selling Commander



This can be done by double-clicking the 'New...' cell in the grid view row located at the bottom of the table.

The new cells have the same formatting as the text in the column cell above. After you finish editing selected cell press Enter or F12 to update cell. You can always edit and change created product data by selecting a single cell and double click inside a cell and change their descriptions, prices, or any other product details. The same can be achieved with a keyboard F2 button after selecting a cell. You can not select multiple cells within an 'SC grid view'.

### 5.4. More Detailed Overview of the SC grid view

When you're working in Selling Commander grid view, you can do the following:



### 5.4.1. Resizing columns, set order and visibility

The width of columns can be adjusted to better fit your data in a few different ways.

#### 1. Drag the border

⇐||⇒ Hover your arrow over the border between the column or row labels, until it changes from a pointer to a 2-sided arrow with **vertical bars** separating them. Then click and drag the border to widen or narrow the size of the cell. The columns to the right or rows below will adjust to make room for your changes.

#### 2. Set the width of the column in pixels

Click on the three horizontal bars icon.



The following (column) settings screen will appear:

✓				↔	⊗
1	Parent	▲	▼	70	<input type="checkbox"/>
2	id	▲	▼	<input type="text" value="80"/>	<input type="checkbox"/>
3	Title	▲	▼	120	<input type="checkbox"/>
4	(col_addchild)	▲	▼	80	<input type="checkbox"/>
5	SKU	▲	▼	141	<input type="checkbox"/>

A column with a 2-sided arrow is with editable fields where you can input the desired width (in pixels).

### 5.4.2. Rearrange the order of columns in a table

Columns with up and down arrows (same settings screen, the picture above) can be used to manipulate the order of how are columns displayed. You can achieve the same results with drag and drop columns as described below.

### 1. How to drag columns

⇔ If you want to quickly swap a couple of columns, hover your arrow over column edge (left side) until it changes from a pointer to a 2-sided arrow. Press and **hold** the **mouse left button**, and then drag the column to a new location. You will see a change in color (blue) along the entire length of the column indicating where the new column will be moved. That's it! Release the mouse button and find the column moved to a new position.

### 5.4.3. Cell content

Any information you enter into a cell will be stored in a database table. Each cell can contain different types of content *for (to) manipulating the data attributes of the selected product*, including **text**, **date** and **time** pickers, **checkboxes**, (select element) **drop-down list**, even complex layouts like **nested tables**.

Also, there is two columns with technical function, 'Parent' column with expanding or collapse functionality and column with add child functionality.

#### 1. Parent

You can add a child to a product that comes in more than one option, such as size or color, etc. Each different combination of options for a product can be a child for that product. To collapse the parent column can be very useful for more simple views or to expand the parent column for a more detailed view of all variants of the same product.

#### 2. Add child

You can add child products and Sibling products, that are on the same hierarchical level under the same parent node.

### 3. Text

Cells can contain **text**, such as letters or numbers. To insert content double click a **cell** to select it, type **content** into the selected cell, then press **Enter** on your keyboard. You can resize *the* text field *for* more comfortable input by dragging the resize handle.



*Note: The resizing handles are not to be confused with the **Fill Handle**. The Fill Handle is used to add or copy data.*

### 4. Images

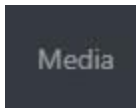
Nested Grid Editor layout is used to manage images and edit the information and the status of the images used in your shop.

Under column Image(s) title, select product row cell and double click it or press F2.

The following table layout will appear.

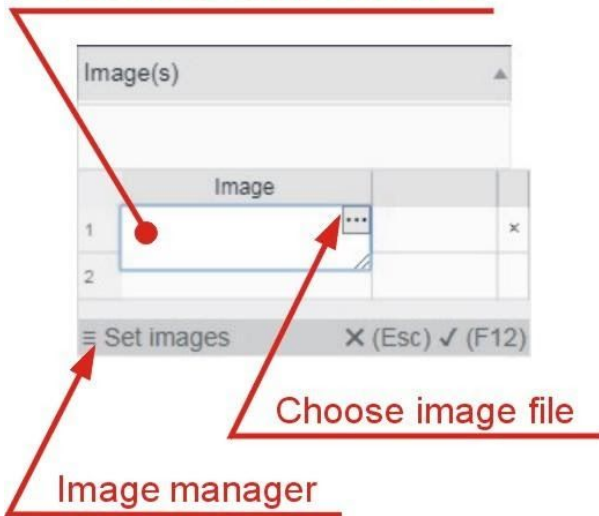
You can either choose an image file from the media manager for the selected product or open up the media manager for administration and upload image files.

*Note: Every product will need images uploaded using the Media Manager.*



You can easily access the Media Manager by clicking on the 'Media' button located on the right side of the navigation menu bar.

**F2 or double click cell to edit**



The table has as many rows as the amount of **chosen** images for the single product.

Each row displays information for one image:

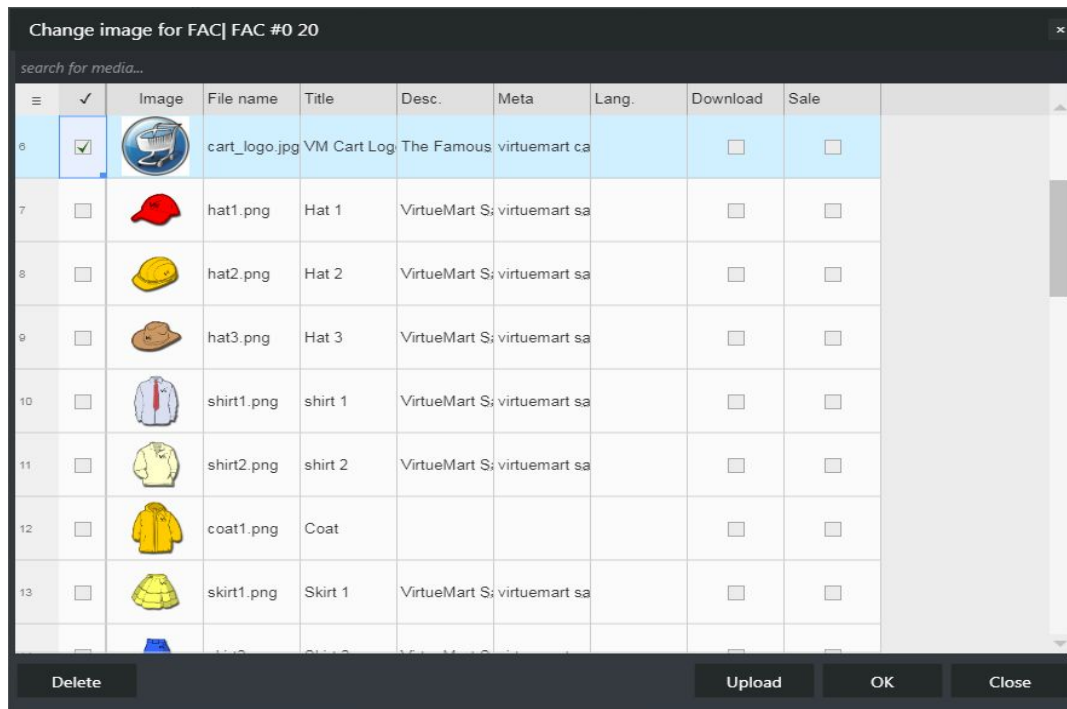
- image preview
- the number represents an order to appear
- remove image button



**Note:** Hovering (mouse pointer) over a cell with an image triggers the image **preview** control element to display in the right or left corner of your web page.

You can disable image preview in **Config > Settings** on the General tab by checking to *disable image preview* option.

## 4.1. Media Manager



The Media Manager is a tool used to manage all product image files.

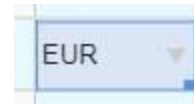
Another way to open the media manager is to locate column titled image(s), select the cell of the desired product and double click it. Clicking three bars icon **≡ Set images** (*set images*) will open up a window Media Manager. You can click the "Upload" button in the (modal footer) toolbar, which will open up your computer's file directory to directly add image, or you can even drag and drop to upload images.

To delete an image, click on the checkbox, and if a checkmark is displayed press the "Delete" button in the toolbar to delete it.

*Note: To assign image(s) to a product, you need images previously uploaded using the Media Manager.*

## 5. (Select element) Drop Down List

It is pretty straightforward, first select cell,

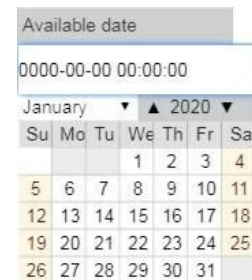


**Double** click on a cell, and choose a value from a list of values.



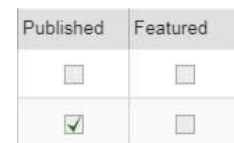
## 6. Date time picker

Standard date-time input element, where you can select precise date/time of product availability etc.



## 7. Checkbox

Also pretty straightforward, it renders as "True/False" desired state for the selected product, like published or featured, etc.



## 8. Nested tables

With the nested table, we can add, edit more complex layouts of data, while keeping our (main) primary product table as simple as possible. It is worth mentioning that columns sorting (click on column title) is not available with nested tables.

Prices									
Shopp. gr.	Qty >	Qty <	Price	Discount	Tax	Sales Price	Currency	Pub. up	Pub. down
1	0	0	9.00	Default	Default	8.26	EUR	0000-00-00	0000-00-00
2									

X (Esc) ✓ (F12)

Each row displays a different type of information, depending on the property of the selected cell.

#### 5.4.4. Drag-down set

There may be times when you need to copy the content of one cell to another. You could **copy and paste** the content into each cell, or, you can use the **fill handle** to quickly copy and paste content to **adjacent cells** in the same row or column.

Select the **cell** containing the content you want to use. The **fill handle** will appear as a small square in the bottom-right corner of the selected cell.





Click, hold, and drag the **fill handle** until all of the cells you want to fill are **selected**.



### 5.4.5. Sorting the table

By clicking the column title it will be ordered from the smallest to the highest value (**ascending**). By clicking again the column will be switched from highest to smaller (**descending**) and vice versa.

A triangle indicates which column title is used for sorting and the type of sorting: ascending -  or descending - .

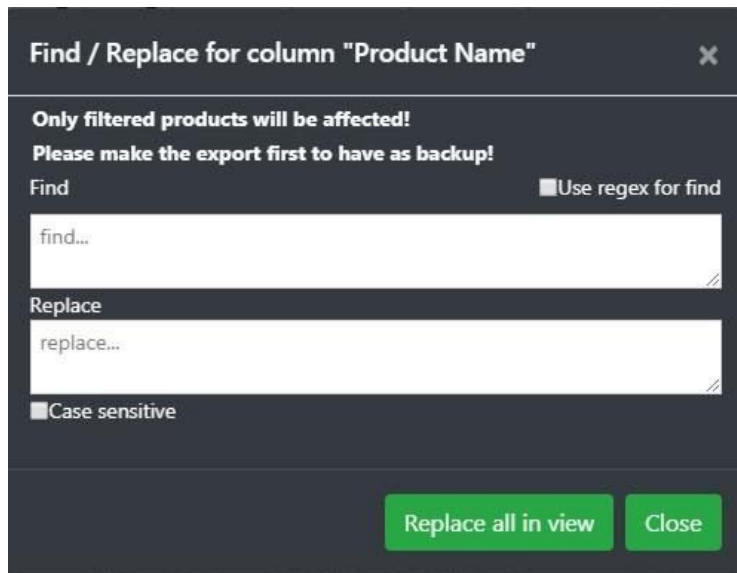
### 5.4.5. Find / Replace

With Find and Replace function you can search for target text (whether it be a word, type of formatting or string) and replace it with something else.

Under the column, title clicks on the three-bar icon and then click on Find/Replace item.



Find and Replace modal dialog box will appear.



Enter the **content** you want to find and replace with and click **Replace all in view**.

6. Orders single panel: [Overview](#)



**Orders'** single panel provides a tabular representation of all orders, their delivery statuses, and other order data for a selected period. There are three main panel elements to work with:

The navigation bar menu is visible on top and consist of the following items:

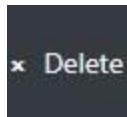
## 6.1. Navigation bar menu

The orders navigation menu is visible on top and consist of the following items with **left**-aligned and **right**-aligned links:

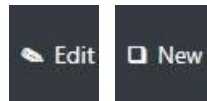
### 6.1.1. Left-Aligned links



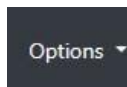
Navigate to selling commander dashboard control panel.



Delete **selected** orders. This action will pop up a confirmation dialog box for selected order numbers to prevent accidental **deletion** of data.



Edit **selected** order and create new order buttons will open identical panel to edit existing or creating new order data.

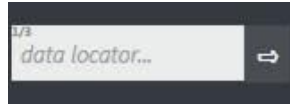


Dropdown menu button 'Options' contain menu items:

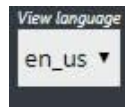
- Clone (under development)
- Mass order create (under development)
- Delete all filtered ordersExport ( [click for more detailed information](#) )
- Import ( [click for more detailed information](#) )



Specify the date range for a more focused view of orders.



Quick search input box.  
**Shortcut 'Ctrl + F' set focus to search input.**



Select data language if available (different language data in your store).

### 6.1.2. Right-Aligned links

Shoppers

Clicking the 'Shoppers' button will open up a shoppers manager modal window that contains personal data of your customers like shipping addresses, user names, emails, etc. Actions like a search for the shopper, create additional or delete the existing record and edit entries are easy to access and maintain from the grid.

Preview of the modal:

	Customer No.	Email	Username	Name	Is Vendor	Shoppergroup	Billing info	Shipping address 1	Shipping address 2	Preferred Pa
1	SCa5c821a		SCDoc	Super User	<input checked="" type="checkbox"/>	[default]				
2	KU995b0a1		Kupac1	Kupac Kupce	<input type="checkbox"/>	[default]				
3	DZ2d980b7		Test1	Test1	<input type="checkbox"/>	[default]				

Config

'Config' drop-down menu include:

- [Settings](#)
- Reset Columns will restore the columns to the default size.
- Save Current Workbench will open up a modal where you can 'name' your current working table and save any changes you've made to the current workbench like changes to the layout, filters, columns, settings and store it for later retrieval.

Help

'Help' drop-down menu include:

- Documentation

- Support providing a link to Holest Forum site.
- About / Contact

## 6.2. Filter sidebar menu

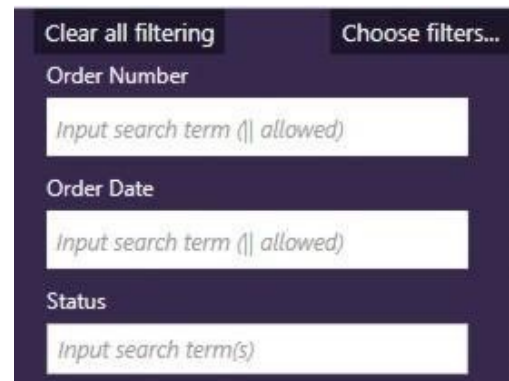
You can use the filter sidebar option to filter the displayed orders and to make the grid view easier to search and manage. Filter sidebar options:

### 6.2.1. To select desired filterable fields

At the top-right corner of the panel screen, go to Choose Filters... where you can add or remove active filters. You can combine filters to see orders that match multiple criteria.

### 6.2.2. Input filter values

Quickly input filter values for an order by typing in the active filters.

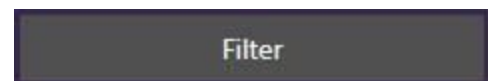


The screenshot shows a dark purple sidebar menu with the following elements:

- Buttons: "Clear all filtering" (top left) and "Choose filters..." (top right).
- Section: "Order Number" with an input field containing the placeholder text "Input search term (| allowed)".
- Section: "Order Date" with an input field containing the placeholder text "Input search term (| allowed)".
- Section: "Status" with an input field containing the placeholder text "Input search term(s)".

### 6.2.3. Apply filter to data

When you are done, click the Filter button on the bottom right of your sidebar panel.



## 6.3. Primary Grid View

The order primary grid view lets you check, view, add or edit orders information listed in a tabular format. All of your 'shoppers' orders appear in this area of

Selling Commander. You can also create orders as well as edit them and manage all of your store's orders.


id	Order number	Order date	Delivery date	Status	Order items	Billing address	Shipping address	Customer	Payment cost	Payment tax	Shipment cost	Shipment tax	Discount	Tax
6	ORD001	2019-11-01	bla bla 2	CONFIRMED	2043 x 1	Mr Support H Tex, Du	Mr Support H Tex, Du	Kupac Kupac	0.00	0.00	0.00	0.00	0.00	0.00
7	XWT987	2019-11-01	Same as inv	CONFIRMED	010 x 1	Mr Support H Tex, Du	Mr Support H Tex, Du		0.00	0.00	0.00	0.00	0.00	0.00
8	6QS2010	2019-11-01	Same as inv	CONFIRMED	1203 x 1			Kupac Kupac	10.00	0.00	0.00	0.00	0.00	0.00
10	9MM3012	2019-11-01	Same as inv	CONFIRMED	2045 x 1			Super User	0.00	0.00	0.00	0.00	0.00	0.00
11	3WDK013	2019-12-11		PENDING	DS-Small x 1			Kupac Kupac	9.76	0.98	3.49	0.35	0.00	0.00
	New...													

[For more information and details about the SC grid view, check here.](#)

### 6.3.1. Add and edit orders using Selling Commander



Adding a new order can be done by double-clicking the 'New...' cell in the grid view row located at the bottom of the grid view, or by using the 'New' button on a navigation menu bar.

**Note:** the Same modal with the same functionality is produced for creating new or editing existing orders. For example when editing records, a 'New...' button (create new order) will appear when you reach the end of the recordset. You can quickly move through records with previous/next arrow buttons. 

Order number: GVO666 Date: 01/27/2020 03:20

Delivery date: same as invoice date Order password: Invoice password:

Customer: Bill to: Ship to: Status: PENDING

SKU	Name	Status	Custom fields	Item price	B. price with tax	D. price without	Final price	Price without tax	Tax /item	Qty.	Discount	Subtotal
New...	New...			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Payment currency: EUR Rate: 1.00 User currency: EUR Rate: 1.00 Order currency: EUR

Payment fee: 0.00 Payment fee tax: 0.00  
 Shipment fee: 0.00 Shipment fee tax: 0.00  
 Coupon code: Coupon discount: 0.00  
 Discount: 0.00  
 Subtotal: 0.00  
 Tax: 0.00  
 Total: 0.00

Shipment method: Not set Payment method: Not set

Order language: IP address:

Close Save

Here You can create new or edit the order details as you require, by editing or adding required lines of the billing, shipping details, product details, change status, etc, and choose "Save ".

**Note:** When editing existing orders, these changes will not cause any recalculation of any order details.

### 6.3.2. Printing and Invoice generating

To print an order, delivery note or an invoice, first create new or open existing order, then select appropriate action:



Print selected order



Print delivery note



Print invoice

from the upper menu bar. You will then be taken to the print screen, where you can choose how many copies you want to print or save as PDF locally ...

1/27/2020 about:blank

### VirtueMart 3 Sample store

Great

Order Number: **3WDK013**  
Order Date: 2019-12-11  
Order Status: Pending  
Shipment Method: Self pick-up  
Payment Method: **Total: 159,69 €**  
Billing details: **Ship To**  
Company Name: Ime kompanije

SKU	Product Name	Product status	Price	Qty	Tax 10%	Discount	Total
DS-Small	<a href="#">Dress Shirt with tie - small - clone 2019.03.21 10.49.42</a> String, admin list Wool String, is input Gold Buttons	Pending	54,92 €	1	1,10 €	0,00 €	56,02 €
TS-Small	<a href="#">T-Shirt classic blue - small</a> String, is input alternative 10D String, is input Hand made	Pending	51,58 €	2	2,06 €	0,00 €	105,22 €
Product prices result					3,16 €	0,00 €	161,24 €
Coupon Discount (BF2019)					0,35 €		-16,12 €
Self pick-up					0,98 €		3,84 €
					4,49 €		10,74 €
<b>Total</b>					4,49 €	0,00 €	<b>159,69 €</b>

Tax includes:

Date	Order Status	Comment
VAT-ID: XYZ-DEMO Reg.Nr: DEMONUMBER Page 1/1 width=780,height=960		

about:blank 1/1

Print 1 page

Destination:

Pages:

Layout:

More options

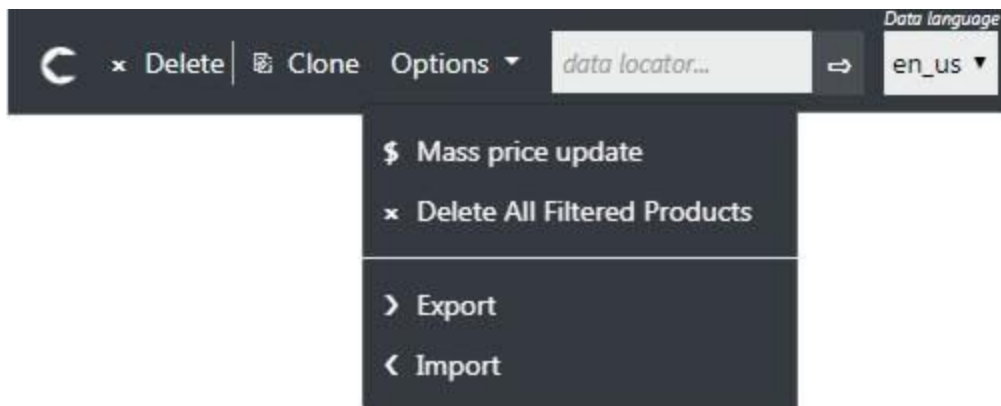
## 7. Importing and exporting

If you want to transfer a large amount of product information between your VirtueMart webshop and another system, editing your products/orders in bulk using a spreadsheet or create local backup for your data, this very fast flexible and

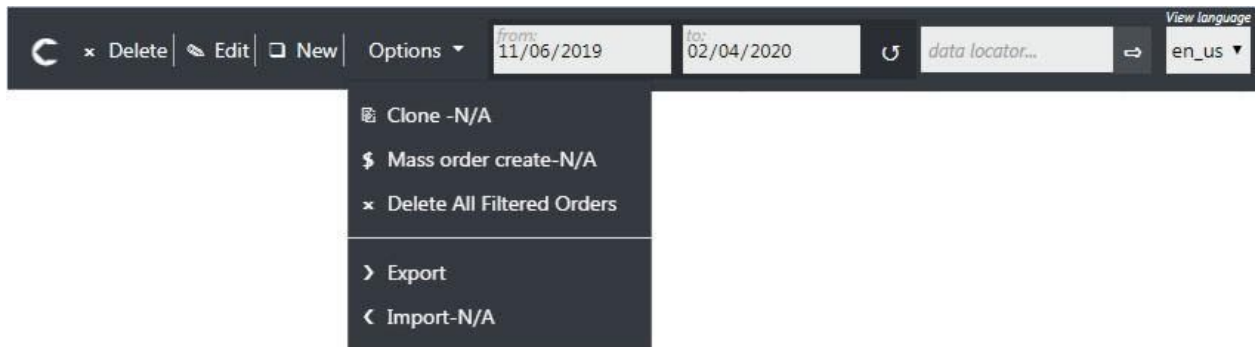
easy option will help you to export all data generated by grid view or import data from CSV or Excel file to your VirtueMart online shop.

Both **products** and **orders** single panel provides the same 'Options' for Import / Export data.

**Products** single panel > Options > Import / Export:



**Orders** single panel > Options > Import / Export:



## 7.1. Exporting

You can export your products and orders to a CSV or XLSX file to help with several tasks:

- Creating a backup of your products or orders.
- Moving your existing products to a new store.
- Editing your products or orders in bulk using a spreadsheet.

Note:

If you want to export only some of your records, then you can filter your order/product list to view and select specific records for export.

The screenshot displays the 'Data export' dialog box. At the top, there are buttons for 'Save current export setup' and 'Load export setup'. Below this, a section titled 'Add columns for export:' contains a search bar with 'Parent' entered and an 'Add' button. A list of columns is shown, each with a 'Column name' dropdown and a 'Value replacements' dropdown. The columns listed are: 1. Parent, 2. id, 3. Title, 4. barkod, 5. Stock, 6. Cost price, 7. Override Price, 8. Sales Price, and 9. Meta-robot. At the bottom right, the 'Export format' is set to 'Excel (xlsx)', with 'Export' and 'Close' buttons. Red annotations point to the 'Save / Load current setup section', 'Customizable Fields', and the 'Export format' dropdown.

### 7.1.1. Customize export setup

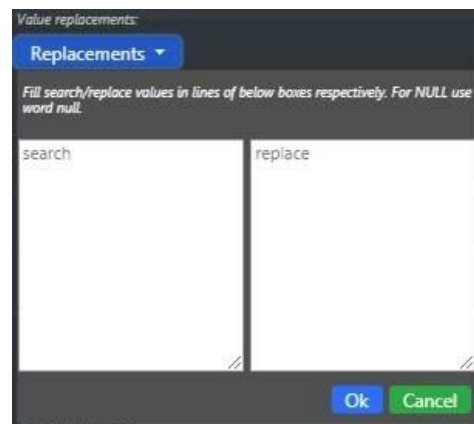
With the export feature of SC Universal UI, you can create the custom exports of your VirtueMart data in a CSV or XLSX format. You have complete control over which fields to be included in your custom VirtueMart export.



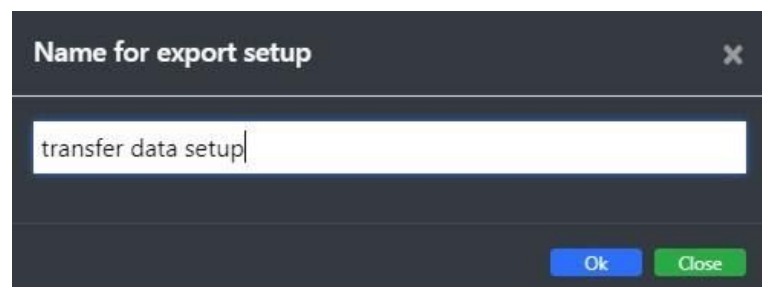
1. Choose which columns you would like to see in your export and select value to get the content that you need.



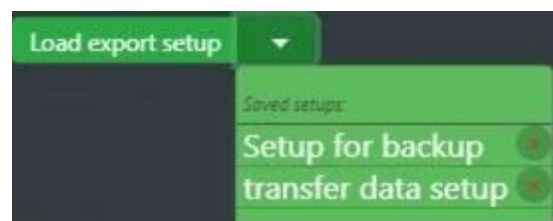
2. You can set up 'Replacements' field contents purpose. Use this script step to search and replace a field's value in the export process.



3. To save your current setup (settings) for later use, click on the 'Save current export setup' button and enter a name for the setup.



4. To load previously-saved setup (settings), click on the 'Load export setup' button and select your 'setup' from the drop-down menu.



## 7.1.2. Select and export file type

First, select which type of file you want to export:

- **XLSX** file for Excel. Use this format if you plan to use a spreadsheet program to edit your product .xlsx file.
- Plain **CSV** (a comma-separated values) file.

Then click the **Export** button to export the data.

## 7.2. Importing with a file

Important:

Before you start your import, make sure that you have a backup of your product and order data!

When importing, the SC connector converts the data from the CSV/XLSX file into products from 'Products' single panel or orders from 'Orders' single panel interface based on external file data.

From your Products/Orders single panel, go to Options and click Import to open up the Import window.

You can change the separator character that is used in .csv text file.

If you are importing from .csv file, this is necessary to ensure the success of the import operation.



Import - select input file... ✕

Import will be for current language: en\_us

CSV separator (if using csv): auto

Only update (do not add anything new)

Images matching method: By absolute image URL ▾

**Input file (csv/xlsx)**

*XLSX sheets must be of plain data with no formatting (forzen columns/rows, drop-downs, formulas...)*

Choose File No file chosen

Next... Close

Click the 'Choose File' button, browse and then select the CSV or XLSX file you want to import. After you've selected a file, click on the 'Next' button to start the import process.

A new modal screen will open up and will guide you through the quick import process.

1. The first stage of import - map input columns to the text property.

**Import - map columns to properties** [X]

*\* Multiple input columns mapped to the same text property will be concatenated using " \* " .*  
*\* Multiple input columns mapped to the same array property will be concatenated using value separator.*  
*\* If multiple input columns are mapped to the same single value property last one will be effective.*  
*\* (replace) properties are used when you want to use current value for identification of product and then do its replacement.*

1. Parent	mapps to:	Parent id
2. id	mapps to:	id
3. Title	mapps to:	Title
4. barkod	mapps to:	barkod
5. Stock	mapps to:	Stock
6. Cost price	mapps to:	--skip--
7. Override Price	mapps to:	--skip--
8. Sales Price	mapps to:	--skip--
9. Currency	mapps to:	Currency
10. Discount	mapps to:	Discount
11. Tax	mapps to:	Tax
12. Related Products	mapps to:	--skip--
13. Related Categories	mapps to:	--skip--
14. Group	mapps to:	Group
15. String, Attribute	mapps to:	--skip--
16. String, List	mapps to:	--skip--
17. String, Is Input	mapps to:	--skip--

10.00% [Next...] [Close]

displays a progress bar and the progress as a percentage

2. The next screen (second stage) enables preview and shows the data that is **going** to be imported.

You can inspect and compare possible results and decide if you want to proceed and commit changes.

Parent	id	Title	SKU	Stock	Cost price	Override	Sales Pri	Currency	Discount	Tax	Related Produ	Related Categ	Group	String	Attribut	String	List	String	Is Input	String	Ad
1		Root Pattern	root	999				EUR	Default	Default			<input type="checkbox"/>								
2		Dress Shirt with tie	SKU1	999				EUR	Default	Default			<input type="checkbox"/>								
3		Dress Shirt with tie	SKU1	999				EUR	No rule	Default			<input type="checkbox"/>								
4		Ponedeljak						EUR	Default	Default			<input type="checkbox"/>								
5		Utorak						EUR	Default	Default			<input type="checkbox"/>								

The 'Commit changes..' button on the preview modal page will execute the import of data.