Export orders

You can export your orders to whether a PDF file or an Excel file.

Note:

- Exporting orders to PDF is limited to one order only, while when exporting to Excel, you can export up to 25 orders within a file.

To export orders, follow these steps:

1. Click **Export**, the following window appears:

If options are saved, a menu appears enabling you to select the export option you want as shown below:

Select the option you want, the Format window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

2. Select "Orders", if no option is selected, then click **Next**, the following window appears:

3. Select the format you want to export the orders to, then click **Next**, the following window appears:

4. Select the order you want to export, in PDF you can select one order only, while in Excel and Power Point you can select up to 25 orders, you can also paste the orders by clicking **Add from Clipboard**,

5. Click **Next**, if the selected format is PDF or Power Point, the following window appears to enable you to group orderlines using up to 3 fields, such as article name, collection, attribute values, etc.:

Select the values by which you want to group the orderlines.

If the file format selected earlier is Excel, you can select the columns you want to include in the exported file and the following window appears:

6. Select the columns you want to include, you can drag and drop those columns to order them as you prefer, the above window will also be skipped if you select any of the saved options,

7. Select whether you want to include images or not by clicking the slider button, then click **Next**, the **Review** window appears:

You can save the options you selected, if you want, by clicking **Save Option**, the following window appears:

Enter the name you want then click **Save**.

8. Click **Finish**, a window appears to enable you to enter the file name and the location where you want to store it. If you selected to include images, progress for downloading

the images is displayed.

The exported order appears as follows:

- If the selected format is PDF:

You can perform different actions on the file such as printing it or sending it as an email, etc.

If you selected to group orderlines, the file appears as shown in the below example:

ORDER
-01-913236
2022-09-07

CUSTOMER
01 -

LOCATION
01 -

TOTAL QUANTITY 3100

TOTAL ORDER USD28050

ARTICLE		MainDivision	Division	Breakout	QUANTITY	UNIT PRICE	Total
Pro Training (Total Quantity: 3100 , Total Value: 28050)							
IMAGE NOT AVAILABLE	36131U-CBT DATE Dec 19, 2022	Equipement L 400	Equipment	Pro Training	400	USD 7.95	USD 3180
IMAGE NOT AVAILABLE	36131U-N84 DATE Dec 19, 2022	Equipement L 600	Equipment	Pro Training	600	USD 7.95	USD 4770
IMAGE NOT AVAILABLE	36132U-N84 DATE Dec 19, 2022	Equipement M 600	Equipment	Pro Training	600	USD 10.22	USD 6132

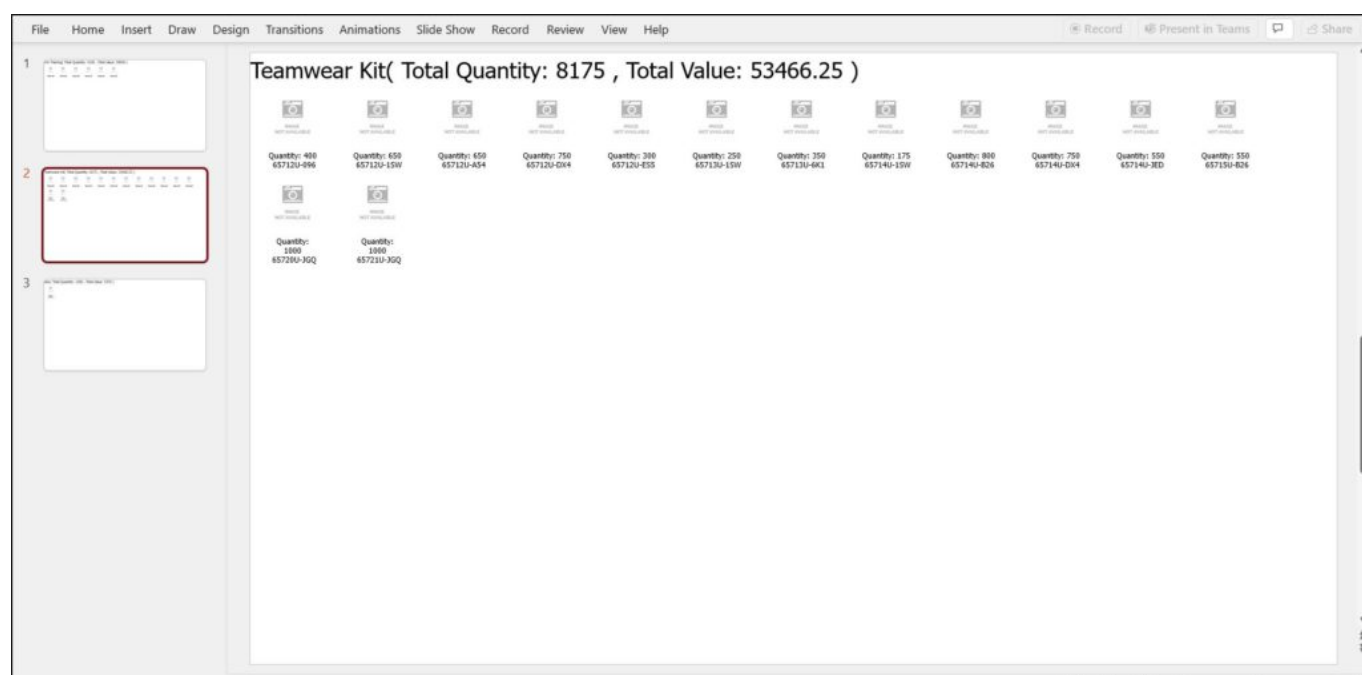The total quantity and total value are displayed for each group.

- If the selected format is Excel:

	A	B	C	D	E	F	G	H	I	J
1							Customer A (1111	Customer A (11111)		
2							Shop 1 (SHOP01)	Shop 1 (SHOP01)		
3	Size	Delivery Date De	Customer Requir	Article Number	Article Name	Model Number	11111-SHOP01-60	11111-SHOP01-5	15069	
4	S	Feb 1, 2020	3/18/2020	26202	Tshirt	FRP76		20		
5	S	Apr 1, 2020	4/22/2020	4079	Jacket	2012A250	100			
6	NS	Apr 1, 2020	4/22/2020	4079	Jacket	2012A250				
7	S	Feb 1, 2020	3/3/2020	4079	Jacket	2012A250	100			
8	NS	Feb 1, 2020	3/3/2020	4079	Jacket	2012A250	100			
9	S	Mar 1, 2020	4/7/2020	4079	Jacket	2012A250	500			
10	NS	Mar 1, 2020	4/7/2020	4079	Jacket	2012A250				
11	3-	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15	100			
12	4	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
13	4-	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
14	5	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
15	5-	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
16	6	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
17	6-	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
18	7	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
19	7-	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
20	8	Feb 1, 2020	3/18/2020	52387	Jacket	FTZ15				
21	3-	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15				
22	4	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15				
23	4-	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15	200			
24	5	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15	100			
25	5-	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15				
26	6	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15				
27	6-	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15				
28	7	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15				
29	7-	Mar 1, 2020	3/5/2020	52387	Jacket	FTZ15				

Orders

The sheet lists the articles along with their sizes, prices, and other attributes. The first row of the sheet contains the customer name and customer code, while the second row contains the location name and location code. Each location has a separate column. The third row displays the column headers for the order data plus the order reference. The first row of each article size and delivery date is highlighted.

To overwrite those orders, you can update the sheet and import it to T1 Studio. For more information, refer to "[Import order](#)".

- If the selected format is Power Point with group by option selected, the file appears as shown in the below example:

Article are listed with quantities for each. The total quantity and total value for each group are also displayed. Only active orders, orderlines, and sizes are included in the file.

If the customer is not assigned to the same segmentation of the article, the location column appears highlighted in grey and quantities cannot be entered, otherwise, it is highlighted in light green as shown above.