

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:

The screenshot shows a 'Export' wizard window. At the top, the title bar says 'Export' with a close button 'X'. Below the title bar is a progress bar with five steps: 1 Data, 2 Format, 3 Filter, 4 Options, and 5 Review. The 'Data' step is currently active. On the left side of the window, there is an image of a stack of books. On the right side, there is a list of options to export: Articles, Merchandising Board, Orders (selected), Order Form, Requests, Forecast Summary, Forecasts, and Change Logs. At the bottom right, there are 'BACK' and 'NEXT' buttons.

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

Export

1

Data

2

Format

3


Filter

4

Options

5

Review



Welcome to the Export Wizard. The following steps will guide you through the process of exporting any required information from this catalog. Please begin by selecting what information you would like to export. Or select one of the saved options

SELECT ONE OF THE SAVED OPTIONS

Select an option

- ☐ Articles
- ☐ Merchandising Board
- ☒ Orders
- ☐ Order Form
- ☐ Requests
- ☐ Forecast Summary
- ☐ Forecasts
- ☐ Change Logs

BACK

NEXT

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:

Export


✓
Data

2
Format

3
Filter

4
Options

5
Review



Select the file format of the required output

☒ PDF

☐ Excel

☐ PowerPoint

BACK

NEXT

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

Export ✕


✓
Data

✓
Format

3
Filter

4
Options

5
Review



Select orders to export (0 / 25)

0010000002-0010000002-712577	
LOCATION Academy	CUSTOMER Academy
0010000002-0010000002-512000	
LOCATION Academy	CUSTOMER Academy
0010000002-0010000002-126991	
LOCATION Academy	CUSTOMER Academy
0010000002-0010000002-184678 test001	
LOCATION Academy	CUSTOMER Academy
0010000002-0010000002-510532	

ADD ALL
ADD FROM CLIPBOARD

0 selected locations

REMOVE ALL

BACK
NEXT

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.:

Export


✓ Data

✓ Format

✓ Filter

4 Options

5 Review



Group By

Select

BACK

NEXT

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:

Export

✓

Data

✓

Format

✓


Filter

4

Options

5

Review



Select columns for export

Available Columns0/26

Filter list

Article Name

Delivery Date

Delivery Date Availability From

Delivery Date Availability To

Model Number

Size Index

Sort Order

AgeGroup

Allocated

BusinessElement

Include Inactive Order Lines

No

Selected Columns0/4

Filter list

Size

Delivery Date Description

Customer Required Date

Article Number

BACK

NEXT

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:

Export


✓ Data

✓ Format

✓ Filter

✓ Options

5 Review



We are now ready to generate the exported data. Please review the summary below then hit the "Finish" button. Please note that, depending on the size of the data, it might take a few seconds to a few minutes for your file to be generated.

Number of orders	3
Exporting orders references	<ul style="list-style-type: none"> 33333-LocationA-812708 11111-SHOP01-515069 11111-SHOP01-904491

SAVE OPTION

BACK

FINISH

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

Save Option

×

* PROVIDE A NAME TO SAVE YOUR OPTIONS

Provide a name to save your options

Please provide a value

☐ Save as catalog wide option

CLOSE

SAVE

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

- 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:

11111-SHOP01-601383.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools11111-SHOP01-60... x

<

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:

1 of 2

Page view

Read aloud

Add text

Draw

Highlight

Erase

ORDER

01-813236

2022-09-07

CUSTOMER

LOCATION

01 -

TOTAL QUANTITY 3100

TOTAL ORDER USD28050

ARTICLE	MainDivision	Division	Breakout	QUANTITY	UNIT PRICE	Total
Pro Training (Total Quantity: 3100 , Total Value: 28050)						
<div>36131U-CBT</div> <div> <div>DATE</div> <div>Dec 19, 2022</div> </div> <div> <div>IMAGE</div> <div>NOT AVAILABLE</div> </div>	Equipment	Equipment	Pro Training	400	USD 7.95	USD 3180
<div>36131U-NB4</div> <div> <div>DATE</div> <div>Dec 19, 2022</div> </div> <div> <div>IMAGE</div> <div>NOT AVAILABLE</div> </div>	Equipment	Equipment	Pro Training	600	USD 7.95	USD 4770
<div>36132U-NB4</div> <div> <div>DATE</div> <div>Dec 19, 2022</div> </div> <div> <div>IMAGE</div> <div>NOT AVAILABLE</div> </div>	Equipment	Equipment	Pro Training	600	USD 10.22	USD 6132

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

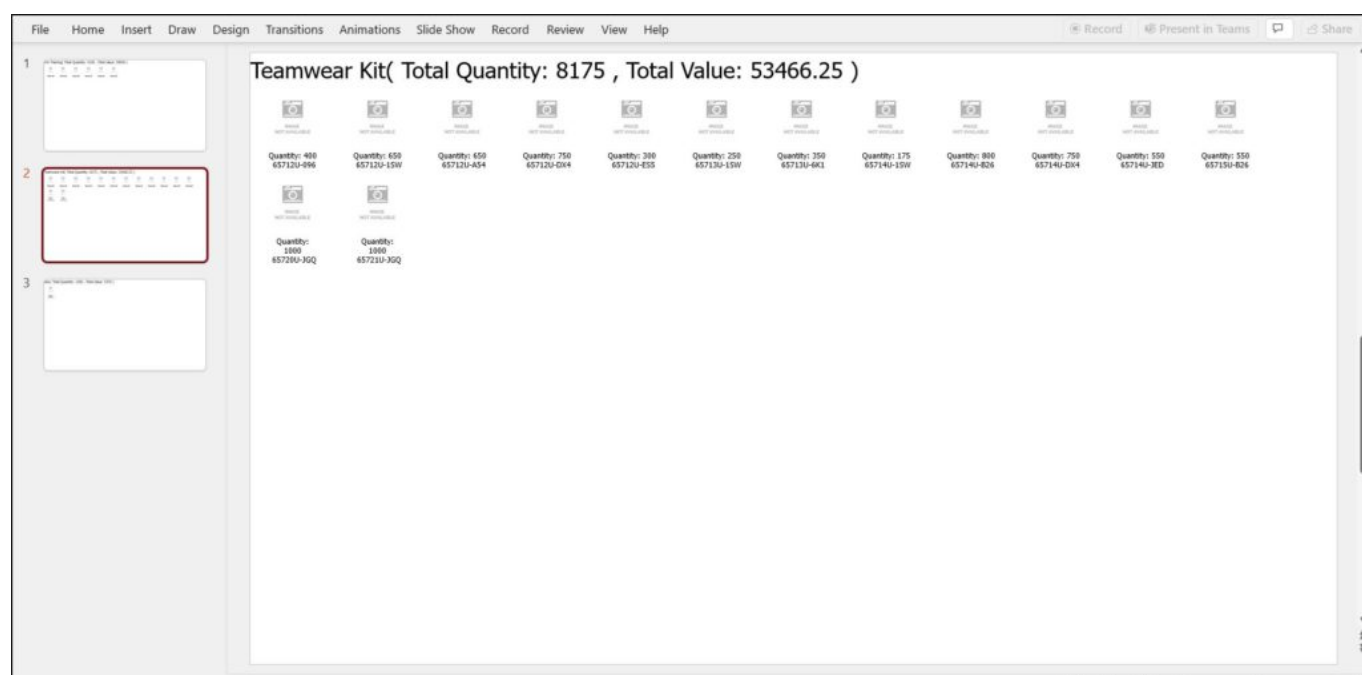
- If the selected format is Excel:

Customer A (1111 Customer A (11111))									
Shop 1 (SHOP01) Shop 1 (SHOP01)									
Size	Delivery Date	Des	Customer Requir	Article Number	Article Name	Model Number	11111-SHOP01-60	11111-SHOP01-515069	
S	Feb 1, 2020		3/18/2020	26202	Tshirt	FRP76		20	
S	Apr 1, 2020		4/22/2020	4079	Jacket	2012A250	100		
NS	Apr 1, 2020		4/22/2020	4079	Jacket	2012A250	100		
S	Feb 1, 2020		3/3/2020	4079	Jacket	2012A250	100		
NS	Feb 1, 2020		3/3/2020	4079	Jacket	2012A250	100		
S	Mar 1, 2020		4/7/2020	4079	Jacket	2012A250	500		
NS	Mar 1, 2020		4/7/2020	4079	Jacket	2012A250			
3-	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15	100		
4	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
4-	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
5	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
5-	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
6	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
6-	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
7	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
7-	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
8	Feb 1, 2020		3/18/2020	52387	Jacket	FTZ15			
3-	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15			
4	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15			
4-	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15	200		
5	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15	100		
5-	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15			
6	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15			
6-	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15			
7	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15			
7-	Mar 1, 2020		3/5/2020	52387	Jacket	FTZ15			

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.