

# Order Exports

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Order exports now have moved to Job Listing to allow for an unlimited amount of orders to be exported at once.

Quick Steps: Shop > Order Management > Orders > Actions > Export Listing button > Actions > Download .zip

You will then be taken to Jobs Listing page to download your export

The screenshot shows the SportsTG console interface. The top navigation bar includes 'Shop' (1). The left sidebar shows 'Order Management' (2) expanded to 'Orders' (3). The main content area shows the 'Order Listing' page with a menu bar containing 'Actions' (4). The 'Actions' dropdown menu is open, showing the 'Export' button (5). Below the menu bar is a table of orders.

OrderID	Order Date	Shipped Date	First Name	Last Name	Postage/Collect Location	Total	Payment Type/Status	Status	Actions
691742	03-Oct-2016 17:24		Bobby	Brady		\$49.50	Credit - Paid	Order Status	Actions
688145	29-Sep-2016 07:50	29-Sep-2016 11:37	Samantha	Sample	Standard eParcel	\$29.00	Credit - Paid	Shipped	Actions
687508	28-Sep-2016 10:48	29-Sep-2016 11:37	Molly	Smith	Standard eParcel	\$65.00	Credit - Paid	Shipped	Actions

1. Login to the One Sport Technology console, and select **Shop** from the top menu
2. Click on **Order Management** from the left menu
3. Select **Orders** from the expanded left menu
4. From the menu bar, select **Actions**
5. Select **Export** from the drop down menu. From here select the **Template** that is to be used to export the orders.
6. You'll be taken to **View Job** where you will need to select the **Listing** button

**SportsTG**

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### View Job

Job	
ID	40011
Title	Shop Orders (Complete)
Type	Export
Status	New
Requested	13-Jan-2017 13:41
By	Anita Marchionna

7. Select **Actions** for your export to **Download** to find your orders in a zip file in both Excel and CSV format

The **Jobs** function will show downloads that administrator has actioned through OneSport system. Any downloads conducted will remain in this menu for 30 minutes. After this time, the download will be removed.

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