

# Exporting Orders

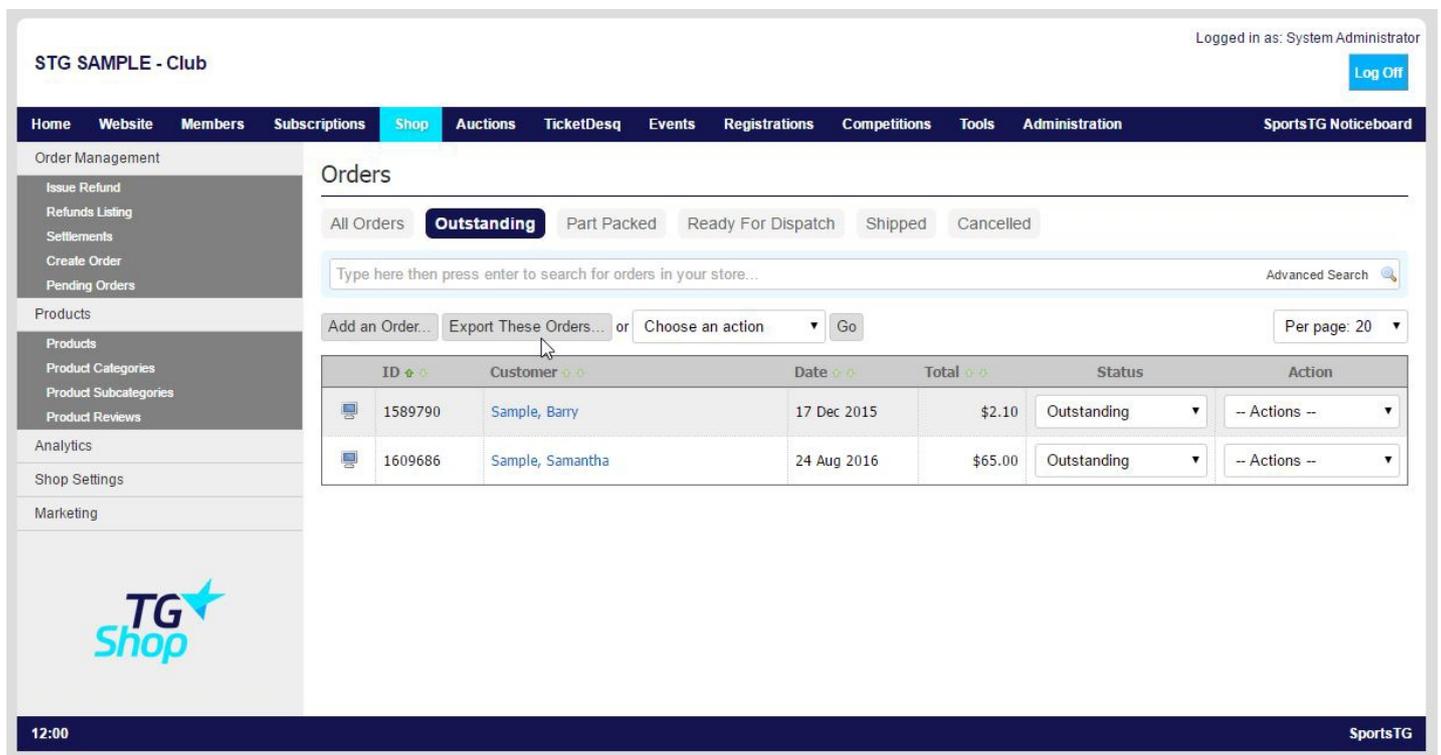
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## Quick Steps: Shop > Order Management > Export These Orders

To help in processing and completing orders, you have the ability to export orders into Excel to view the full order and shipping details.

1. Within the Management Console, select **Shop** from the top menu, then **Order Management** from the left menu.

2. Select **Export These Orders** from the top of the page.



The screenshot displays the 'STG SAMPLE - Club' management console. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The 'Shop' menu is selected. The left sidebar contains 'Order Management' (Issue Refund, Refunds Listing, Settlements, Create Order, Pending Orders), 'Products' (Products, Product Categories, Product Subcategories, Product Reviews), 'Analytics', 'Shop Settings', and 'Marketing'. The main content area is titled 'Orders' and shows a filter for 'Outstanding' orders. A search bar and a table of orders are visible. The table has columns for ID, Customer, Date, Total, Status, and Action.

| ID      | Customer         | Date        | Total   | Status      | Action        |
|---------|------------------|-------------|---------|-------------|---------------|
| 1589790 | Sample, Barry    | 17 Dec 2015 | \$2.10  | Outstanding | -- Actions -- |
| 1609686 | Sample, Samantha | 24 Aug 2016 | \$65.00 | Outstanding | -- Actions -- |

3. Select the Export Option that you wish to use.

4. Select **Continue Export**. This will allow you to export your orders into Excel.

**Note:** Exporting out your Outstanding Orders, allows you to fulfil orders quickly and effectively, giving you all the information you need to pick, pack and post your customers' product.

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