

## Administrator Who Placed The Order



## User Guide

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## Extension Description

The extension adds the ability to search and sort orders by the administrator who placed the order. It additionally shows you the administrator that placed the order in the sales view.

## Extension Installation

1. Log out from Magento Admin panel if you are logged in
2. Unpack the contents of the zip from the package file purchased from JtechExtensions to your Magento root folder
3. Log into Magento Admin Panel
4. If Cache Control is enabled in Magento go to 'System > Cache Management' section, select 'Refresh' under 'All Cache' drop-down menu and press 'Save Cache Settings'
5. Now go to 'System > Configuration > Advanced Tab. If you see 'Jtech\_AdminOrderUser' in the list of installed extensions you are done.

# Extension Usage

Once the extension is properly installed you will see the option in the Sales -> Orders. See example below

Global Record Search | Logged in as admin | Sunday, June 2, 2013 | Try Magento Go for Free | Log Out

Dashboard Sales Catalog Mobile Customers Promotions Newsletter CMS Reports Fraud Check System Best Offers | Get help for this page

Latest Message: Get More eCommerce Power with Magento Enterprise Read details | You have 2 notice unread message(s). Go to messages inbox

Orders **New Column / Sort By Administrator that created it** Create New Order

Page 1 of 4 pages | View 20 per page | Total 75 records found | New Order RSS | New Order RSS | Export to: CSV | Export | Reset Filter | Search

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	Created By	G.T. (Base)	G.T. (Purchased)	Status	Action
200000072	Jtech Demo Site Jtech Demo Store Jtech Demo Store View	Jun 2, 2013 6:22:48 AM	Scott Bolasevich	Scott Bolasevich	System Administrator	\$15.00	\$15.00	Complete	View
200000071	Jtech Demo Site Jtech Demo Store Jtech Demo Store View	May 9, 2013 10:15:24 AM	TEST Commerical TEST Commerical	TEST Residential TEST Residential		\$82.73	\$82.73	Pending	View
200000070	Jtech Demo Site Jtech Demo Store Jtech Demo Store View	May 9, 2013 10:12:56 AM	Scott Bolasevich	Scott Bolasevich		\$39.75	\$39.75	Pending	View
200000069	Jtech Demo Site Jtech Demo Store Jtech Demo Store View	Apr 9, 2013 6:44:54 AM	august ash	this that		\$23.33	\$23.33	Pending	View

Once you view an order also you can see what administrator created it.

Global Record Search | Logged in as admin | Sunday, June 2, 2013

Dashboard Sales Catalog Mobile Customers Promotions Newsletter CMS Reports Fraud Check System Best Offers | You have 2 notice unread message(s). Go to messages inbox

Order View **Order # 200000072 | Jun 2, 2013 6:22:48 AM** Back Send Email

Information

- Invoices
- Credit Memos
- Shipments
- Comments History
- Transactions

Order # 200000072 (the order confirmation email is not sent)

Order Date	Jun 2, 2013 6:22:48 AM
Order Status	Complete
Purchased From	Jtech Demo Site Jtech Demo Store Jtech Demo Store View
Created By	System Administrator

Billing Address Edit

Scott Bolasevich  
120 test rd

Account Information

Customer Name	Scott Bolasevich
Email	scottb@jtech.com
Customer Group	General

Shipping Address

Scott Bolasevich  
120 test rd

# Support

JtechExtensions offers FREE lifetime support and 1 year of upgrades for any extensions developed for Magento.

If you need support related to JtechExtensions extension usage, feel free to contact me at [jtechextensions@gmail.com](mailto:jtechextensions@gmail.com)