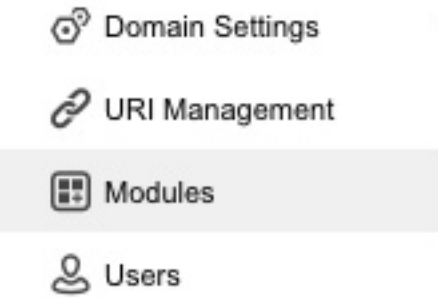
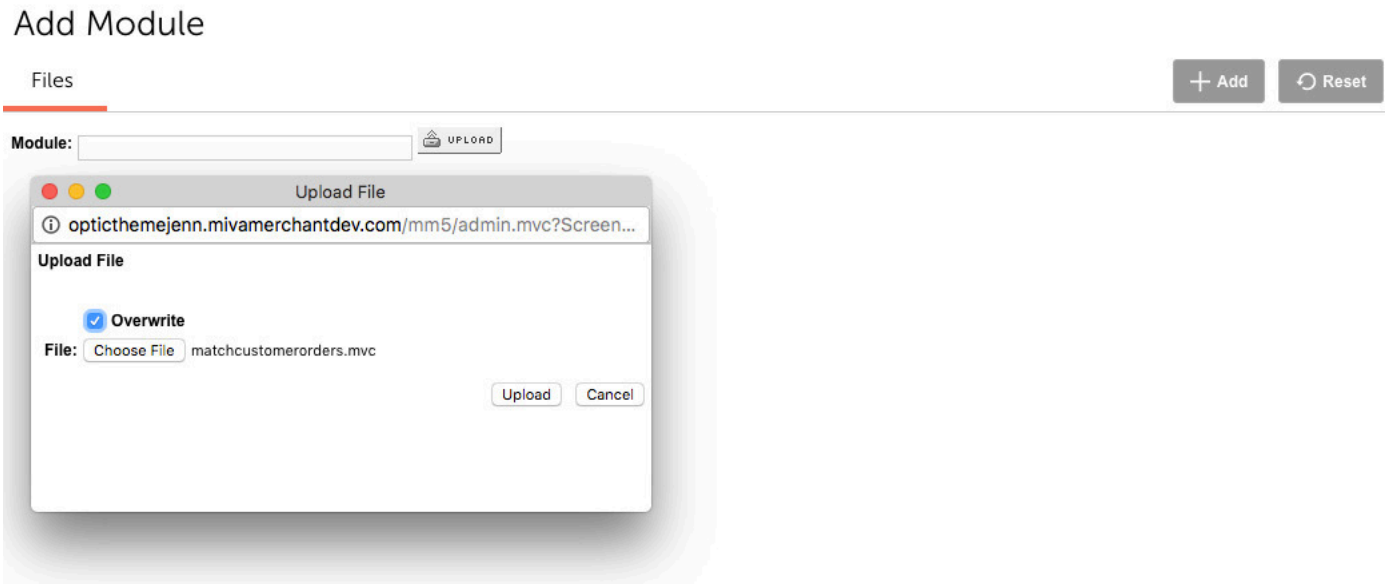
Match Customer Orders

How To Install:

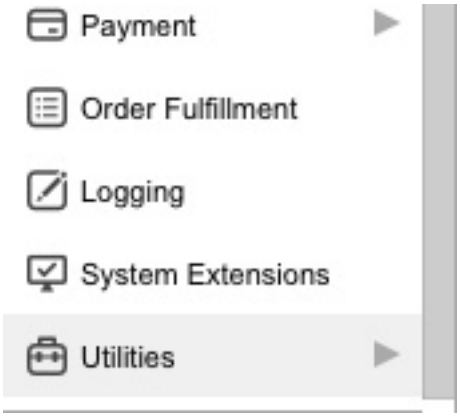
1. Open your Admin and click on the Menu. Scroll down and select “Modules.”



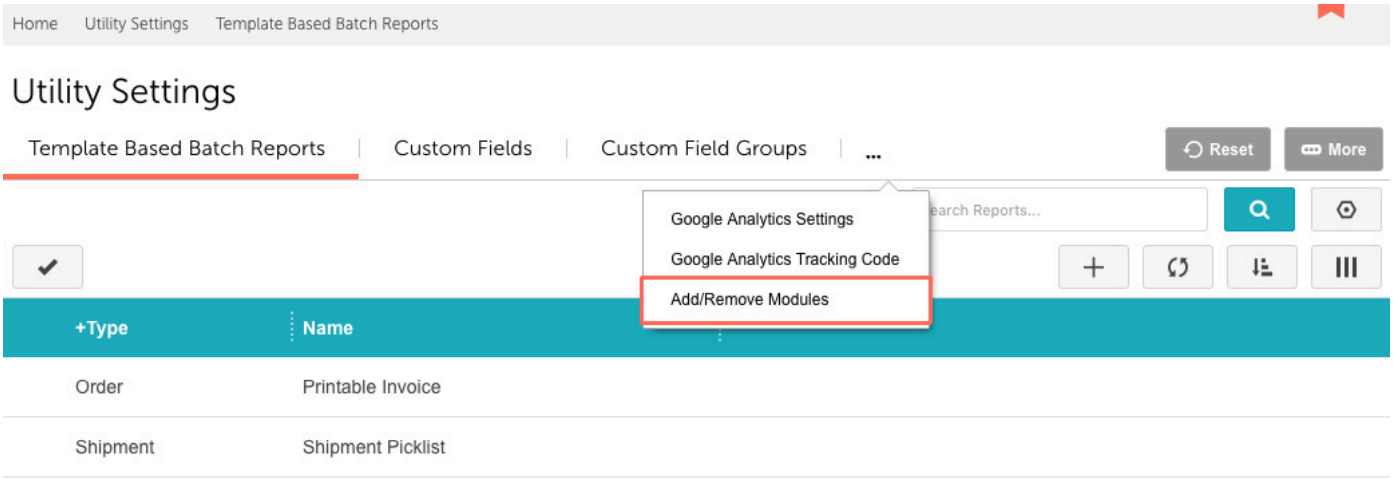
2. Click the “+” button at the top right to install your module. Click the “Upload” button and navigate to the file where your module is and upload it.



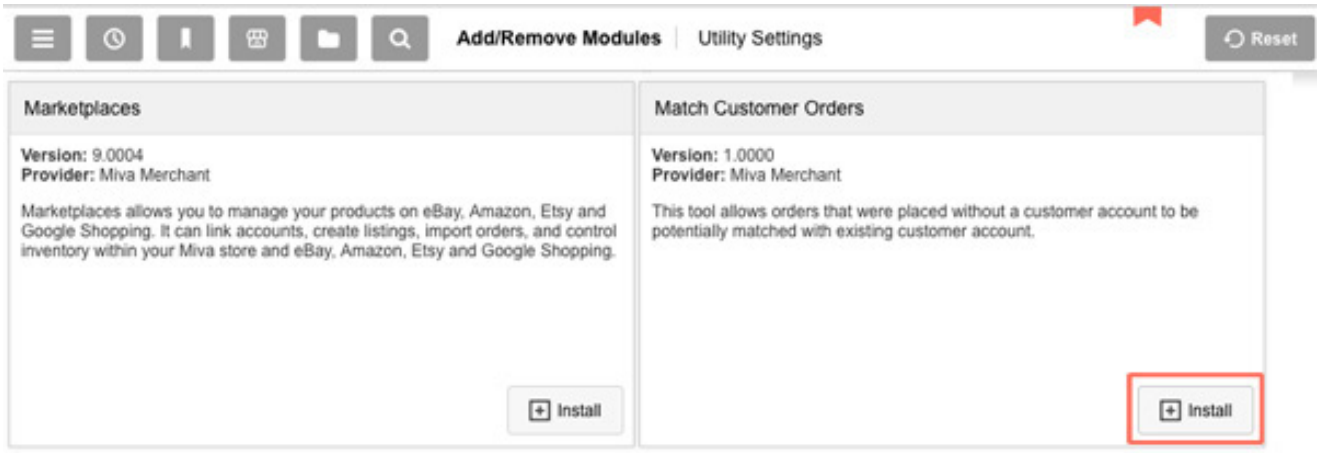
3. Click on the Menu again and scroll up to “Utilities.”



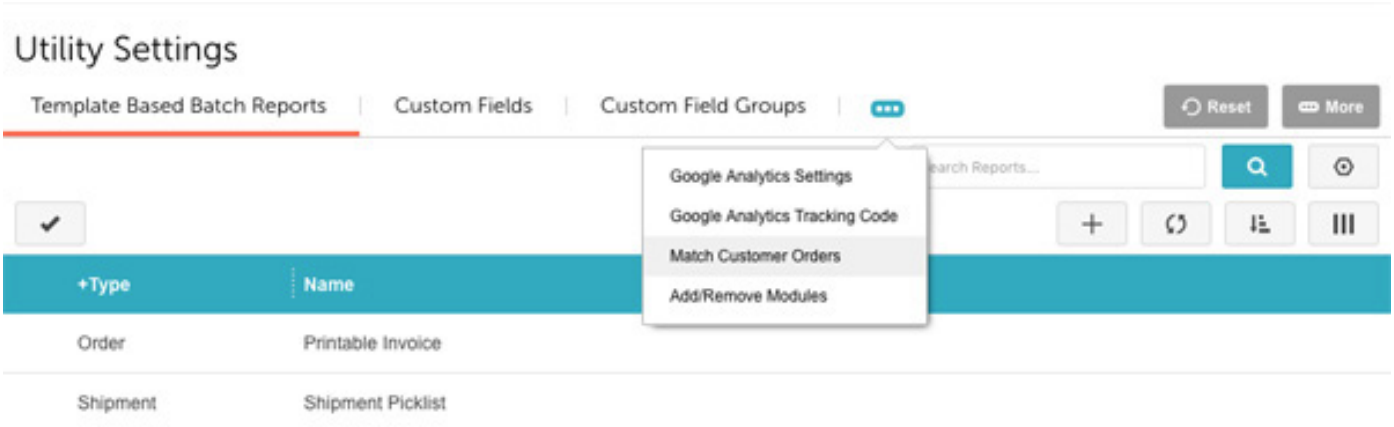
4. Click on the ".." and scroll down to "Add / Remove Modules."



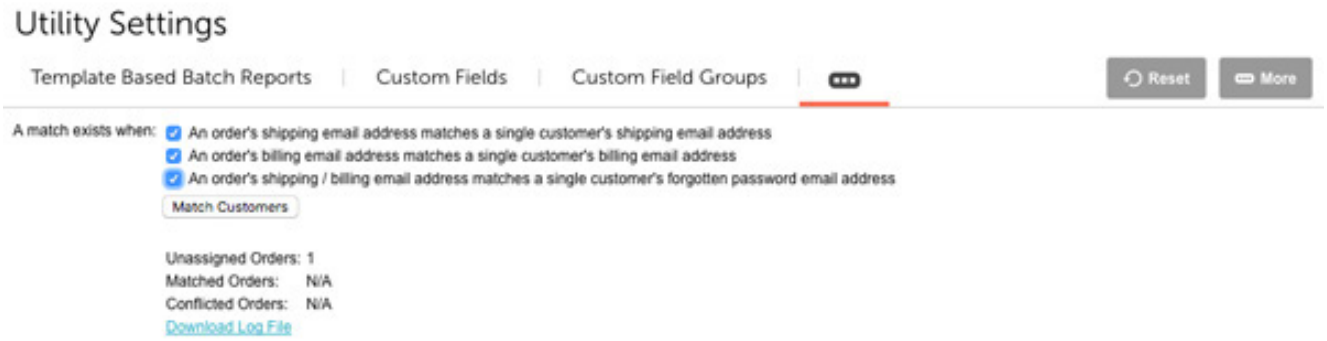
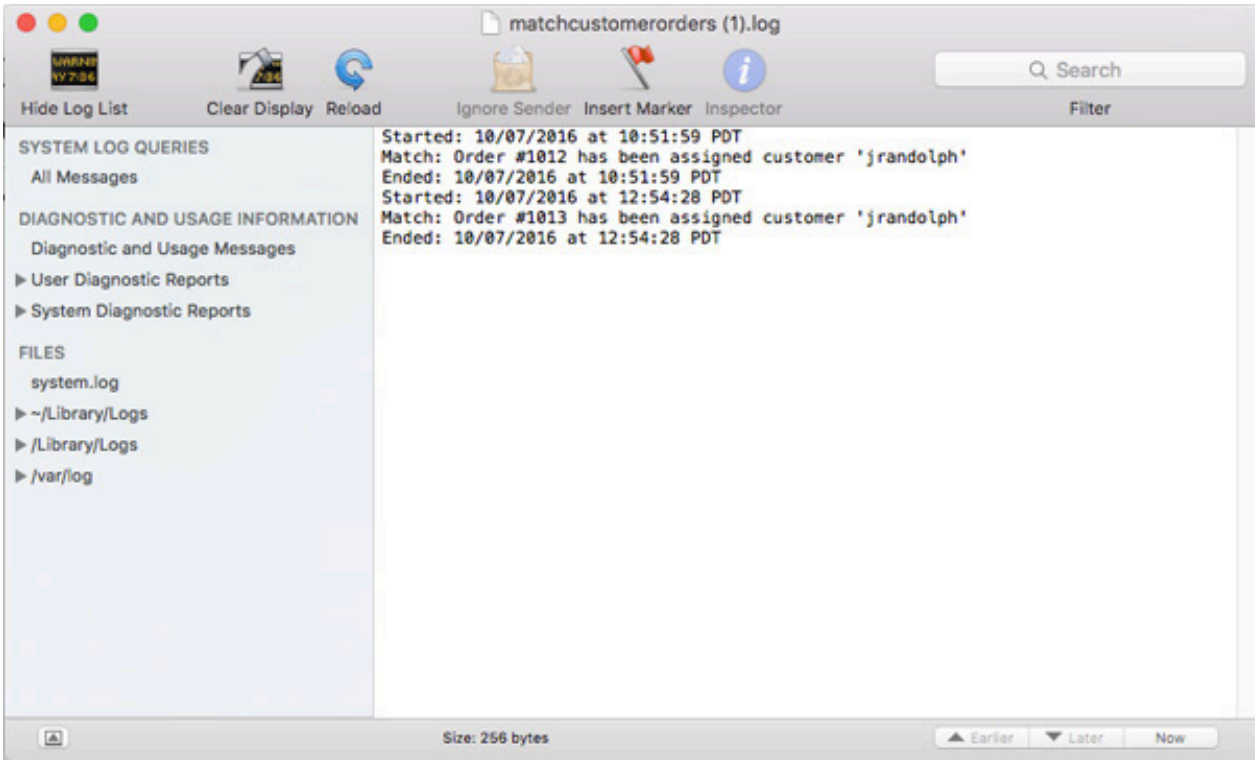
5. Find "Match Customer Orders" and click the "Install" button.



6. Click on the "..." again, and select "Match Customer Orders."



7. You'll see three check boxes with options for matching Customer Orders. Select the ones you want to apply and then click "Match Customers." For this example we chose all three.



8. In the above example you'll see that there's one Unassigned Order. Once it matches this order with a customer account, you'll see that the 1 Unassigned Order turns into a 1 Matched Order if it finds a match. You can then download the file by clicking the "Download Log File" and it will give you a report with the results. It will look something like this: