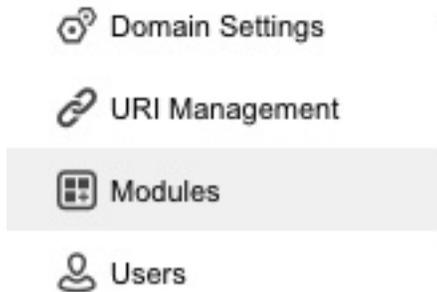


Match Customer Orders

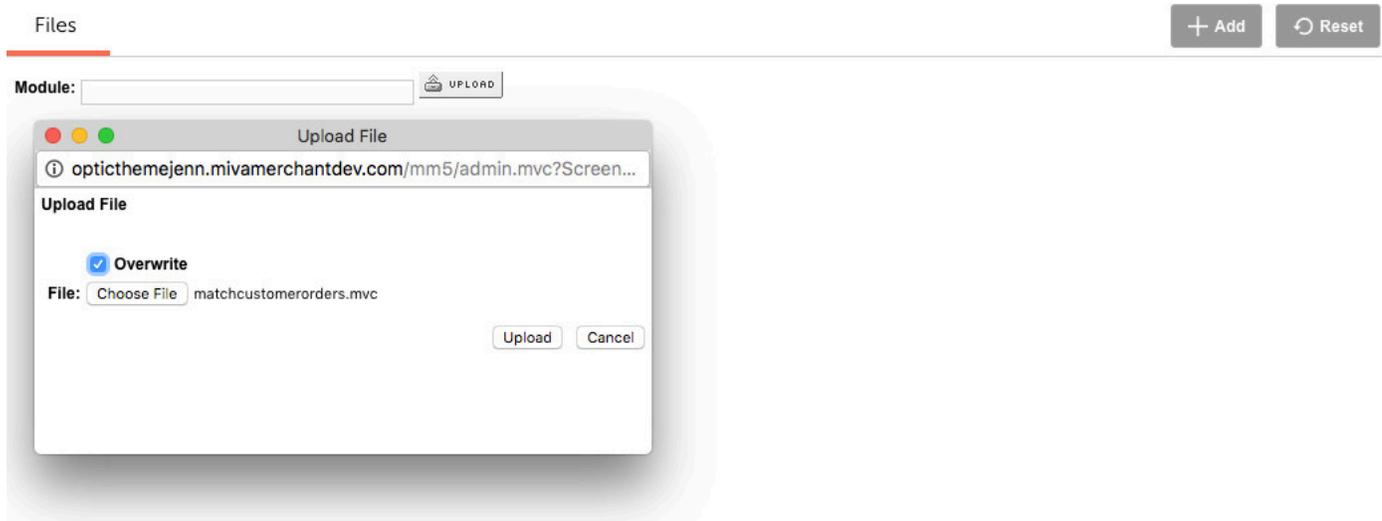
How To Install:

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

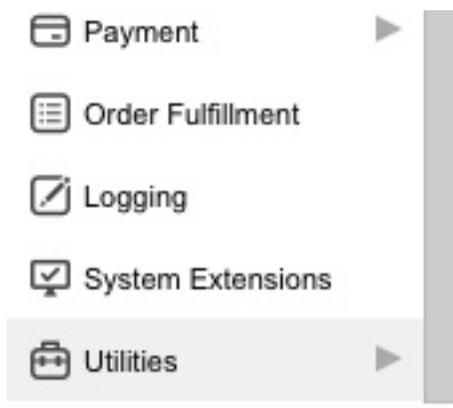


2. Click the "+" button at the top right to install your module. Click the "Upload" button and navigate to the file where your module is and upload it.

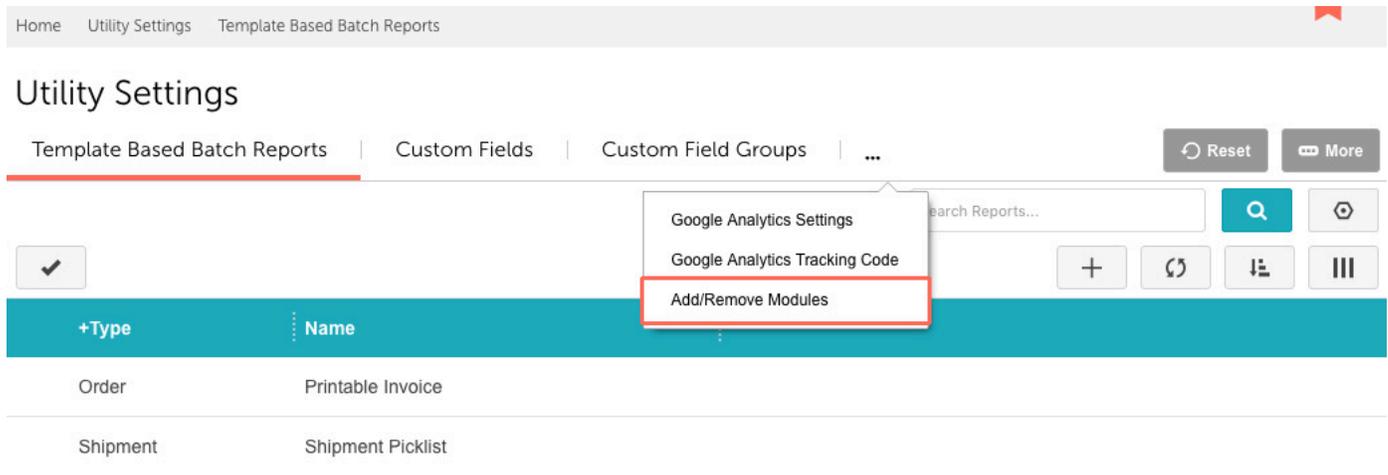
Add Module



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



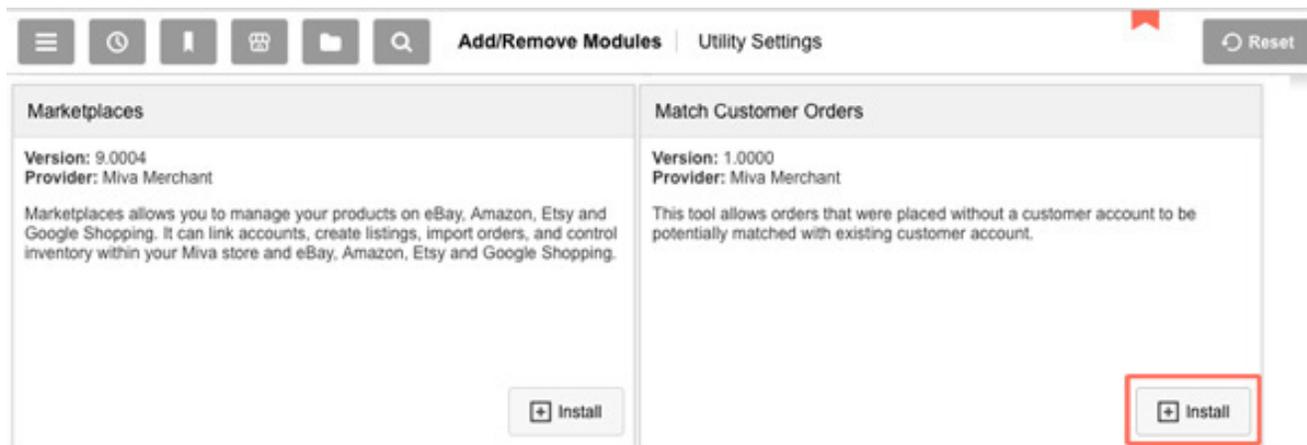
4. Click on the “.” and scroll down to “Add / Remove Modules.”



The screenshot shows the 'Utility Settings' page with the 'Template Based Batch Reports' tab selected. A dropdown menu is open, showing options: 'Google Analytics Settings', 'Google Analytics Tracking Code', and 'Add/Remove Modules'. The 'Add/Remove Modules' option is highlighted with a red box. Below the menu is a table with columns '+Type' and 'Name'. The table contains two rows: 'Order' with 'Printable Invoice' and 'Shipment' with 'Shipment Picklist'.

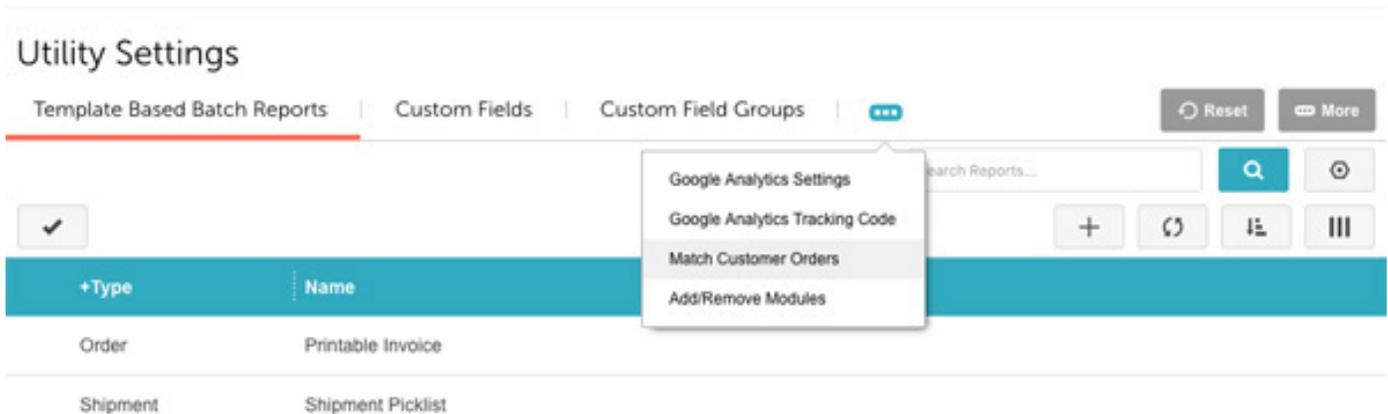
+Type	Name
Order	Printable Invoice
Shipment	Shipment Picklist

5. Find “Match Customer Orders” and click the “Install” button.



The screenshot shows the 'Add/Remove Modules' page. Two modules are displayed side-by-side. The left module is 'Marketplaces' (Version: 9.0004, Provider: Miva Merchant) and the right module is 'Match Customer Orders' (Version: 1.0000, Provider: Miva Merchant). The 'Match Customer Orders' module has a description: 'This tool allows orders that were placed without a customer account to be potentially matched with existing customer account.' The 'Install' button for the 'Match Customer Orders' module is highlighted with a red box.

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



The screenshot shows the 'Utility Settings' page with the 'Template Based Batch Reports' tab selected. A dropdown menu is open, showing options: 'Google Analytics Settings', 'Google Analytics Tracking Code', 'Match Customer Orders', and 'Add/Remove Modules'. The 'Match Customer Orders' option is highlighted with a red box. Below the menu is a table with columns '+Type' and 'Name'. The table contains two rows: 'Order' with 'Printable Invoice' and 'Shipment' with 'Shipment Picklist'.

+Type	Name
Order	Printable Invoice
Shipment	Shipment Picklist

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.

Utility Settings

Template Based Batch Reports | Custom Fields | Custom Field Groups | **...** Reset More

A match exists when: An order's shipping email address matches a single customer's shipping email address
 An order's billing email address matches a single customer's billing email address
 An order's shipping / billing email address matches a single customer's forgotten password email address

Match Customers

Unassigned Orders: 1
Matched Orders: N/A
Conflicted Orders: N/A
[Download Log File](#)

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:

The screenshot shows a log viewer window with the following content:

- Buttons: Hide Log List, Clear Display, Reload, Ignore Sender, Insert Marker, Inspector, Search, Filter.
- SYSTEM LOG QUERIES: All Messages
- DIAGNOSTIC AND USAGE INFORMATION: Diagnostic and Usage Messages, User Diagnostic Reports, System Diagnostic Reports
- FILES: system.log, ~/Library/Logs, /Library/Logs, /var/log
- Log Content:

```
Started: 10/07/2016 at 10:51:59 PDT
Match: Order #1012 has been assigned customer 'jrandolph'
Ended: 10/07/2016 at 10:51:59 PDT
Started: 10/07/2016 at 12:54:28 PDT
Match: Order #1013 has been assigned customer 'jrandolph'
Ended: 10/07/2016 at 12:54:28 PDT
```
- Footer: Size: 256 bytes, navigation buttons (Earlier, Later, Now).

