

# User Guide

# Magento Extension

# Custom Reporting



Version: 0.1.2

Website: [www.cybernetikz.com](http://www.cybernetikz.com)

Support: [support@cybernetikz.com](mailto:support@cybernetikz.com)

Phone: +1-347-261-2888

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## 1.1 Installation

**a.** Get the installation key: Click on “Install Now” button and you will get your installation key.



The screenshot shows the Magento Marketplace page for the 'Custom Reporting' extension by Cybernetikz. The extension is priced at 'FREE' and has a 3.3/5 star rating with 136 popularity score. A red arrow points to the 'Install Now' button.

**Custom Reporting**

★ ★ ★ ★ ★ 3.3 / 5 🔥 136 Popularity Score

[Read all 3 reviews](#) | [Write a review](#)  
[Follow this extension](#)

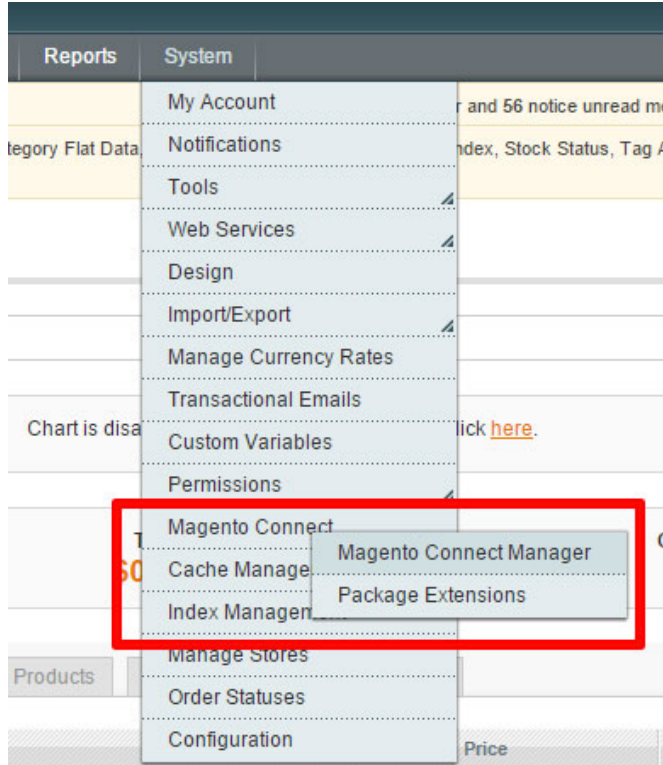
Get sales order report with billing/shipping info. You will be able to filter data by date & order status.

Compatible with: 1.5, 1.6, 1.6.1, 1.6.2.0, 1.7, 1.8, 1.8.1, 1.9

Platform: Community

**FREE** [Install Now](#)

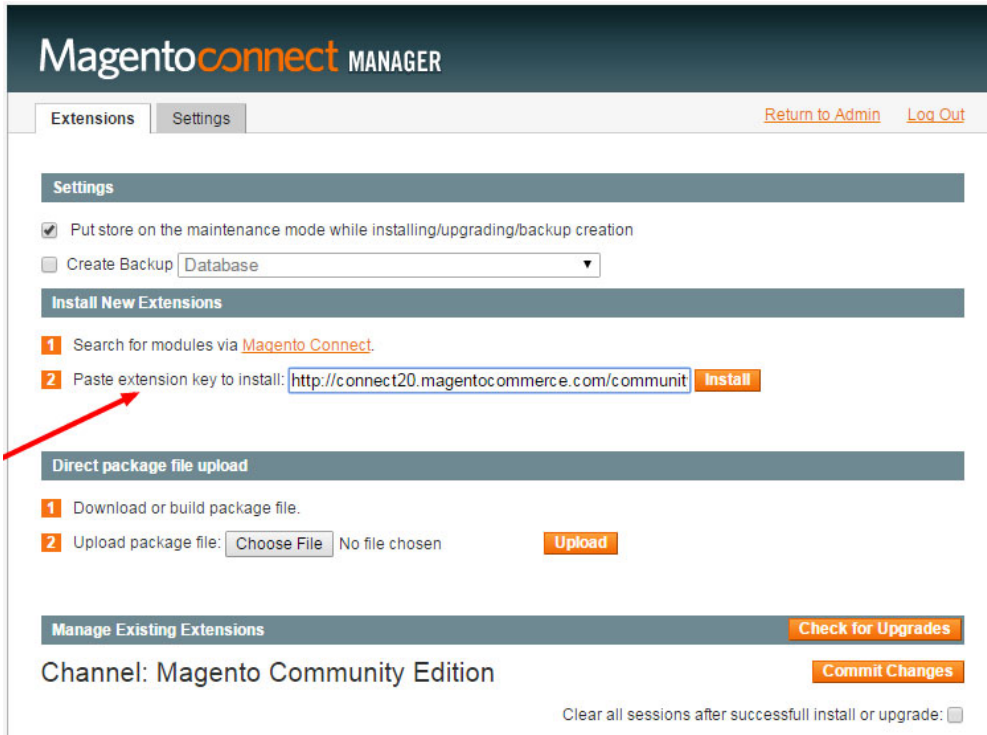
**b.** Now go to Magento Connect Manager from your admin panel.



The screenshot shows the 'System' menu in the Magento Admin Panel. The 'Magento Connect Manager' option is highlighted with a red box.

Reports	System
	My Account
Category Flat Data	Notifications
	Tools
	Web Services
	Design
	Import/Export
	Manage Currency Rates
Chart is disabled	Transactional Emails
	Custom Variables
	Permissions
	Magento Connect
	Cache Management
	Index Management
Products	Manage Stores
	Order Statuses
	Configuration

C. Paste your installation key under “Install New Extensions” here and click on “Install”.



**Magentoconnect** MANAGER

Extensions Settings [Return to Admin](#) [Log Out](#)

**Settings**

- Put store on the maintenance mode while installing/upgrading/backup creation
- Create Backup Database

**Install New Extensions**

- 1 Search for modules via [Magento Connect](#).
- 2 Paste extension key to install:  [Install](#)

**Direct package file upload**

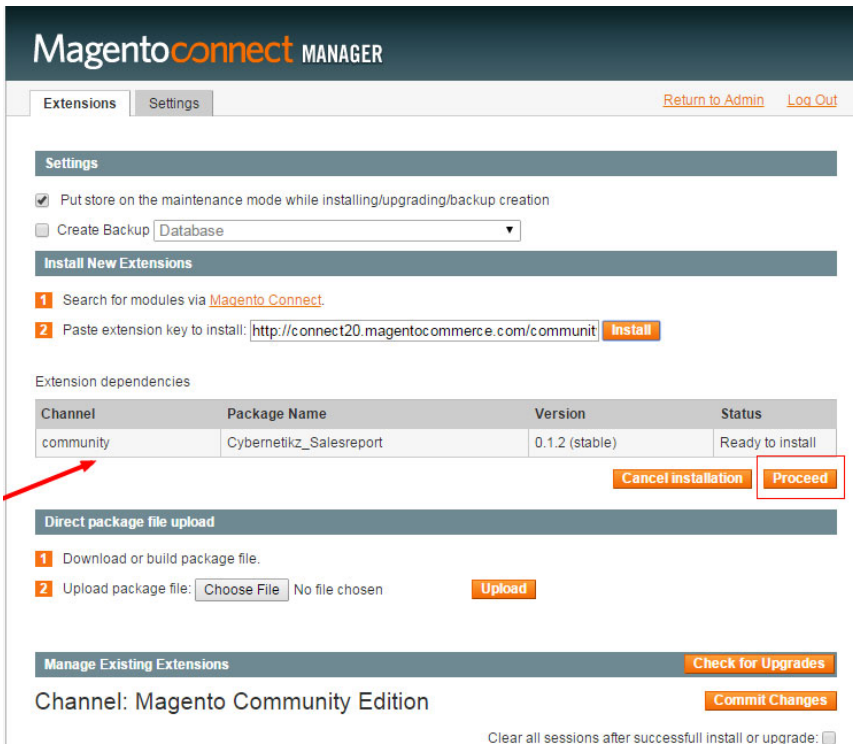
- 1 Download or build package file.
- 2 Upload package file:  No file chosen [Upload](#)

**Manage Existing Extensions** [Check for Upgrades](#)

Channel: **Magento Community Edition** [Commit Changes](#)

Clear all sessions after successful install or upgrade:

d. Now you will see Extension dependencies. Click on “Proceed”.



**Magentoconnect** MANAGER

Extensions Settings [Return to Admin](#) [Log Out](#)

**Settings**

- Put store on the maintenance mode while installing/upgrading/backup creation
- Create Backup Database

**Install New Extensions**

- 1 Search for modules via [Magento Connect](#).
- 2 Paste extension key to install:  [Install](#)

Extension dependencies

Channel	Package Name	Version	Status
community	Cybernetikz_Salesreport	0.1.2 (stable)	Ready to install

[Cancel installation](#) [Proceed](#)

**Direct package file upload**

- 1 Download or build package file.
- 2 Upload package file:  No file chosen [Upload](#)

**Manage Existing Extensions** [Check for Upgrades](#)

Channel: **Magento Community Edition** [Commit Changes](#)

Clear all sessions after successful install or upgrade:

**e.** Now you will see the following screen. Click on "Refresh".

Mage_Downloader	1.7.0.1 (stable)		Magento Downloader
Mage_Locale_en_US	1.7.0.1 (stable)		en_US locale
Magento_Mobile	1.7.0.1.22.1 (stable)		Magento Mobile Xml Interface
Phoenix_Moneybookers	1.3.1 (stable)		Moneybookers payment gateway integration

[Commit Changes](#)

Auto-scroll console contents

```
Checking dependencies of packages
Installing package community/Cybernetikz_Salesreport 0.1.2
Package community/Cybernetikz_Salesreport 0.1.2 installed successfully
Package installed:
community Cybernetikz_Salesreport 0.1.2

Cleaning cache
**
Cache cleaned successfully
```

Procedure completed. Please check the output frame for useful information and refresh the page to see changes.

[Refresh](#)

**f.** Then you will see the extension at bottom of the page.

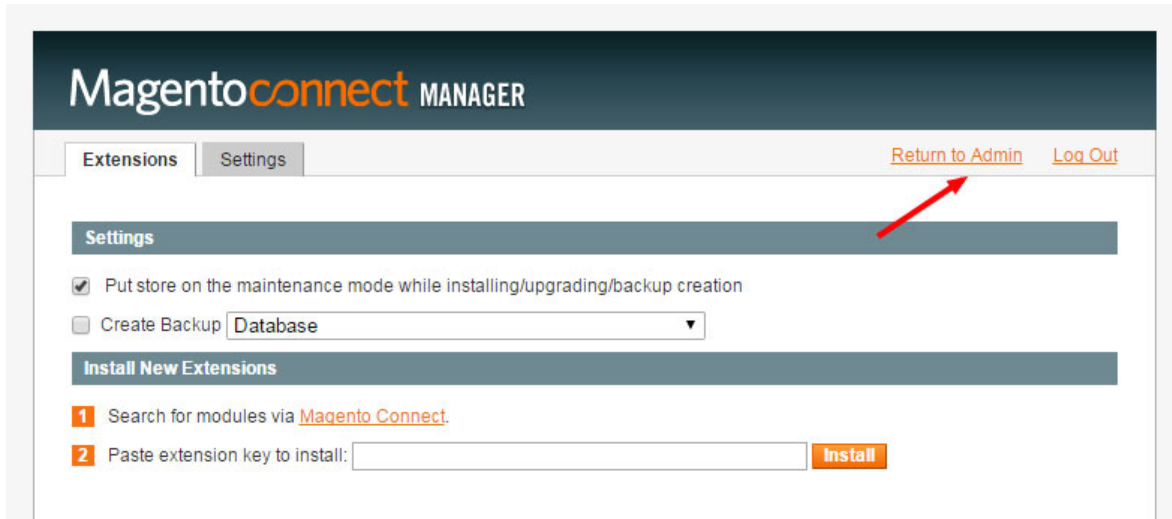
Mage_Core_Modules	1.7.0.2 (stable)		Collection of Magento Core Modules
Mage_Downloader	1.7.0.1 (stable)		Magento Downloader
Mage_Locale_en_US	1.7.0.1 (stable)		en_US locale
Magento_Mobile	1.7.0.1.22.1 (stable)		Magento Mobile Xml Interface
Phoenix_Moneybookers	1.3.1 (stable)		Moneybookers payment gateway integration
Cybernetikz_Salesreport	0.1.2 (stable)		Custom Reporting with Product and Billing/Shipping info. Easy searchable option by order date and status.

[Commit Changes](#)

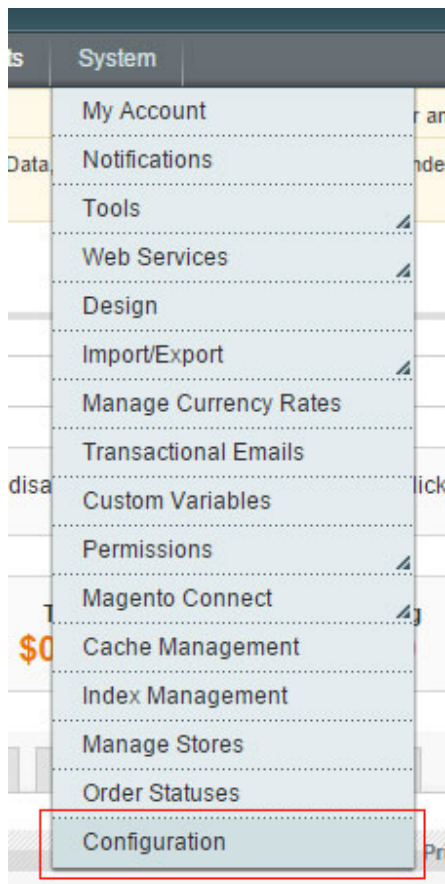
Help Us to Keep Magento Healthy - [Report All Bugs](#) (Magento Connect Manager ver. 1.7.0.1)  
Magento is a trademark of Magento, Inc. Copyright © 2012 Magento Inc.

## 1.2 Configuration:

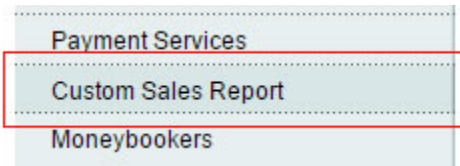
a. Go back to admin panel from Magento Connect Manger.



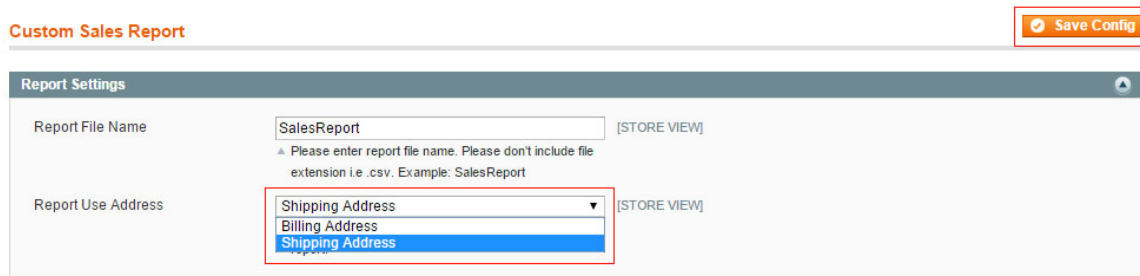
b. Go to System >> Configuration



**C.** Then select Custom Sales Report under Sales from left menu. Sales >> Custom Sales Report



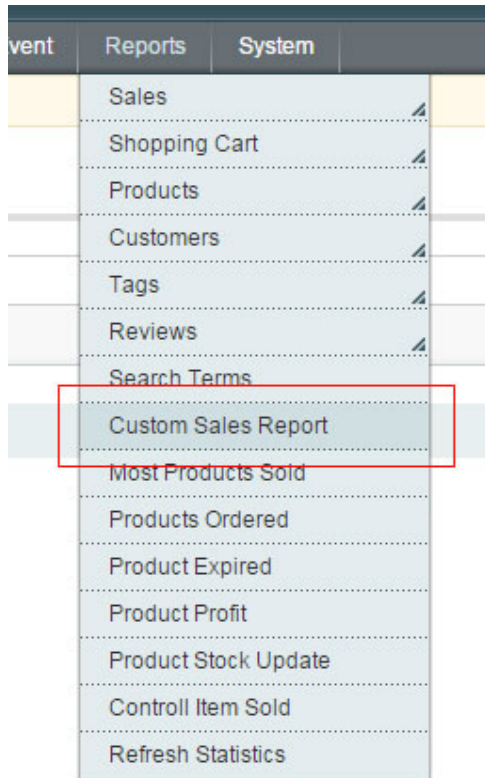
**d.** Now select your address and click on save Config.

A screenshot of a web application configuration page titled 'Custom Sales Report'. In the top right corner, there is an orange button with a checkmark icon and the text 'Save Config'. Below the title bar is a 'Report Settings' section with a dark header. It contains two main fields: 'Report File Name' with a text input containing 'SalesReport' and a '[STORE VIEW]' link; and 'Report Use Address' with a dropdown menu. The dropdown menu is open, showing three options: 'Shipping Address', 'Billing Address', and 'Shipping Address', with the bottom 'Shipping Address' option selected and highlighted in blue. A red rectangular box highlights the dropdown menu area. Below the 'Report File Name' field, there is a small warning message: 'Please enter report file name. Please don't include file extension i.e. .csv. Example: SalesReport'.

## 1.3 Manage Report

Being Logged in to the Admin Panel Please Follow the Instructions Below to Manage Custom Reports.

**a.** Go to **Reports >> Custom Sales Report.**



**b.** Then You Would See the following panel for report.

Custom Sales Order Report Show Report

**Filter**

From \*

To \*

Order Status

▲ Applies to Any of the Specified Order Statuses

Period	Order Id	Item Name	Qty	Unit Price	Row Total	Shipping Name	Email	Street Address	City	State	Postcode	Country
No records found.												



**C.** Select a date (from and to) and you will see all reports within that date range.

**Custom Sales Order Report** Show Report

**Filter**

From \*

To \*

Order Status  Applies to Any of the Specified Order Statuses

Export to:  Export

Period	Order Id	Item Name	Qty	Unit Price	Row Total	Shipping Name	Email	Street Address	City	State	Postcode	Country
02/06/2014	100006580	...	1	65.65	65.65	...	...	...	...	...	...	United States
02/06/2014	100006580	ALLOPURINOL 100MG	1	29.90	29.90	...	...	...	...	...	...	United States
02/06/2014	100006580	INAPROFEN 500MG	1	35.65	35.65	...	...	...	...	...	...	United States
02/06/2014	100006580	LIQUARTAN POT 100MG/	1	95.65	95.65	...	...	...	...	...	...	United States
02/06/2014	100006580	MILONICANT 5MG	2	23.65	47.30	...	...	...	...	...	...	United States
02/06/2014	100006580	LEMOFOL 20MG	2	33.85	67.70	...	...	...	...	...	...	United States

**d.** if you want to see report of any specified order status, select from dropdown menu under "Order Status". Here you will see the following order status -

- i. pending
- ii. Processing
- iii. On Hold
- iv. Complete
- v. Closed
- vi. Canceled
- vii. Suspected Fraud
- viii. Payment Review

**Filter**

From \*

To \*

Order Status  Applies to Any of the Specified Order Statuses

- Pending
- Processing
- On Hold
- Complete
- Closed
- Canceled
- Suspected Fraud
- Payment Review

**Thanks for using our extension. For custom support, please contact us at sales@cybernetikz.com**