

Manually export orders in bulk from the admin orders list

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You can export orders manually at any time for reporting purposes, to share with fulfillment partners, or to import into another store. **Required:** Customer/Order/Coupon Export is a premium WooCommerce extension included with WordPress Ecommerce Hosting or as a standalone purchase. In the admin menu sidebar, choose **WooCommerce** and then **Orders**. Select one or more orders to export. You can set the **Exported filter** to show orders based on their export status. From the **Bulk Actions** menu, choose one of the following actions: **Download to CSV** **Download to XML** **Export and Send**: Export the selected orders and send them via FTP, HTTP POST, or email. Click Apply. If you selected an immediate download (e.g. **Download to CSV** or **Download to XML**), you can retrieve the download file. If you chose **Export and Send**, you'll be prompted to select one of your automated order exports so the same transfer method can be used to send this export. Only automated order exports with FTP, HTTP POST, or email transfer methods can be selected for this type of export. Once an order is exported from the Orders page, it will be marked as exported. This will prevent the order from being included in future automated exports.

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