## **WooCommerce CSV - Import Export Plugin**

#### Extendons

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#### **1** Installation Guide

This is a quick guide on installation, and updating.

#### **1.1 Plugin Installation**

To install WooCommerce CSV Import Export Plugin you must have a working and latest version of WordPress and WooCommerce plugin already installed. For information on installing the WordPress, please see the WordPress Codex - Installing WordPress. For installing the WooCommerce and configure the shop please visit the following link WooThemes - Installing WooCommerce.

• Now the next step is the WooCommerce CSV Import Export Plugin. In the full .ZIP archive you have downloaded from **Codecanyon.net** you will find a file called extendos\_import\_export.zip. This file is the installable .ZIP archive you can install via WordPress.

Now is time to install WooCommerce CSV Import Export Plugin, please read these steps carefully.

#### Installing from WordPress

Follow the steps bellow to install from WordPress Admin Dashboard

- Navigate to Plugins
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate extendos\_import\_export.zip on your computer and click Install Now
- When installation is done please click Activate to activate plugin

#### **Installing using FTP**

Follow the steps bellow to install using FTP

- Unzip extendos\_import\_export.zip to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory
- Locate the local directory where you have unzipped the extendos\_import\_export.zip archive
- Upload local folder /extendos\_import\_export/ to remote /wp-content/plugins/
- To activate the newly installed plugin navigate to Plugins and click the Activate button within the WooCommerce CSV Import Export Plugin

## **1.2 Plugin Updates**

## Update from WordPress Admin

Follow the steps bellow to update from WordPress Admin Dashboard

- Navigate to Plugins
- Find the currently installed WooCommerce CSV Import Export Plugin and click Deactivate
- After deactivation click Delete to remove the old version (your saved setting will not be lost)
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the new version archive extendos\_import\_export.zip on your computer and click Install Now
- When installation is done please click Activate to activate plugin

## **Update using FTP**

Follow the steps bellow to update using FTP

- Unzip the new version archive extendos\_import\_export.zip to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory and delete the current plugin folder extendos\_import\_export/
- Locate the local directory where you have unzipped the new version archive extendos\_import\_export.zip
- Upload local folder /extendos\_import\_export/ to remote /wp-content/plugins/

## 2 User Guide

After installation of plugin, login to admin panel and flush your cache storage.

# 2.1 How to Import/Export Categories, Products, Customers and Orders in CSV Files

#### Go to Import/Export at Backend:

At the backend end go to "Import/Export". Here you will find the Import & Export tabs as shown below. You can Import or Export Categories, Products, Customers and Orders in CSV Files here as par your requirements.

🖚 Dashboard	Import / Export					
🖈 Posts	You can import or export categories products, oustomers and orders is or from cas file.					
92 Media	Export Import Settings					
🗿 Pages	What data do you want to export?					
Comments		Categories				
🕥 Import / Export		G Categories				
📮 WooCommerce	Filters Conjuction: AND v If you use 1400; then 444 of the conditions must be set. 7 you choose 100; then the categories will be initial if at least 1 condition is meet.					
Products	Name v like v					
🔊 Appearance	Name v like v					
🕼 Plugins						
📥 Usons	Additter					
🖉 Tools						
59 Settings	O Products					
Collapse menu	O Customers					
	O Orden:					
	Epott Now					
	Places mind that your server can have a low execution time and low memory limit. Learn how to increase it.					
Dashboard	Import / Export					
	You can import or export					
🖈 Posta						
9) Media	Export Import Settings					
📕 Pages	What data do you want to import?					
Comments	Categories					
anport/Export	Categories O Products					
WooCommerce						
Products	O Ordes					
Appearance						
	Please select the zip file that have also files, that you want to import					
🖉 Plugins	Bronse No file selected.					
🛓 Users	Add As New (This will discard slug fied and add data as new one)					
🖋 Tools	Impan New!					
🖬 Settings	Please mind that your server can have a low execution time and low memory limit. Learn how to increase it.					
O Collapse menu						

## **2.2 How to Configure the Plugin**

At the backend, go to "Import/Export". Here you will find the following settings:

### **Import / Export Settings:**

• Maximum entries on each exported part

• Maximum entries to read on each step of the import

8	Dashboard	Import / Export				
*	Posts	You can import or export categories,	products, customers a	nd orders in or from csv file.		
91	Media	Export Import	Settings			
L	Pages	Import / Export Settings				
	Comments	Enter your settings below:				
	Import / Export	Maximum entries on each				
WDD	WooCommerce	exported part. :	50	×.		
۲	Products	Maximum entries to read on	50	*		
×	Appearance	each step of the import. :				
ś	Plugins	Save Changes				
4	Users					
æ	Tools	Please mind that your server can have a low execution time and low memory limit. Learn how to increase it.				
5	Settings					
0	Collapse menu					