

## E-UI Order Number

### Description

**E-UI Order Number** is a Store Utility module that allows you to set the **Starting Order Number** for new Orders to any number of your choosing.

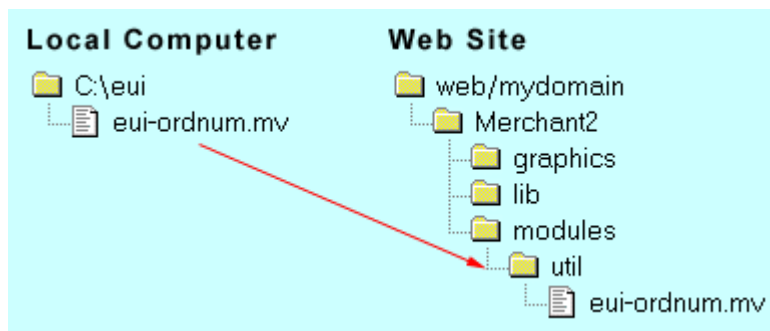
If you've been testing your store and now need to "go live" or if you neglected to set a starting order number when first configuring your store, or if you want to change the Order Number to match your Invoice Numbers, then the **E-UI Order Number** Utility is what you need.

In addition to setting a new starting Order Number, E-UI Order Number will also remove any "orphaned" Order Numbers that Merchant might use. Orphaned numbers are basically uncompleted orders and if you reset the Starting Order Number, you'll want the orphaned numbers removed as well.

### Installation

E-UI Order Number is a Merchant Store Utility Module so it must be installed to each Store that will be utilizing it. Each Merchant domain will need its own, separate [License](#).

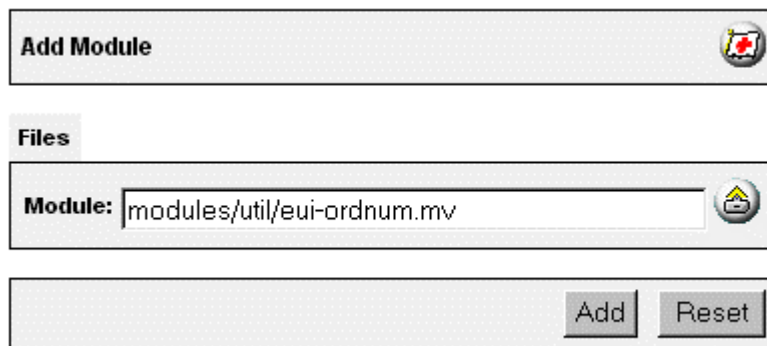
Before a Store can utilize **E-UI Order Number**, it must be installed as a Domain (Mall) Module. The **eui-ordnum.mv** file needs to be placed inside the **modules/util** directory, which can be accomplished via FTP or by using the Merchant Administration program.



The above diagram shows where the module needs to be placed. It should be noted that the **UTIL Directory** may not exist. If your particular installation of Merchant does not include this directory, under the **MODULES Directory**, then you must create it.

## FTP Install Method

1. Log on to your Web Site via FTP and upload the **eui-ordnum.mv** file to your **Merchant2/modules/util** directory. Remember that if the UTIL Directory does not already exist, you must create it.
2. Close your FTP program and Log on to your Merchant Administration program with your Web Browser.
3. In Merchant Administration, click on the **Arrow** next to **Modules** to expand the Modules section. Click on the **Add Module** link to **Add E-UI Order Number** to the list of available modules.
4. On the **Add Module** screen, enter **modules/util/eui-ordnum.mv** and then click the **Add Button**:



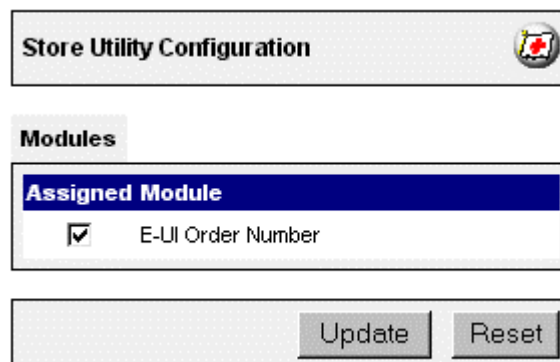
**Add Module**

**Files**

**Module:** modules/util/eui-ordnum.mv

Add Reset

5. Click on the **Arrow** next to **Stores** to expand the Stores category. Click on the **Arrow** next to the **Store** that will be utilizing **E-UI Order Number**. This will expand the Store categories so that you may install E-UI Order Number for that particular Store.
6. Click on the **Utilities** link (**not** the Arrow next to it but the word **Utilities**). Select **E-UI Order Number** from the next screen and then click the **Update Button**:



**Store Utility Configuration**


**Modules**

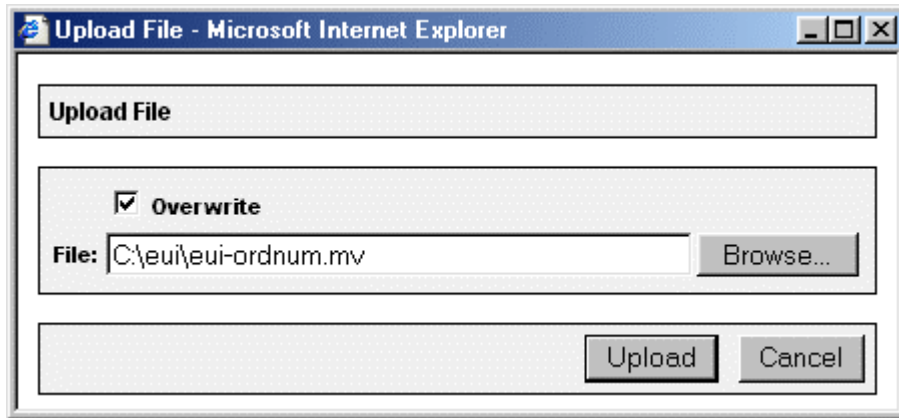
Assigned Module	
<input checked="" type="checkbox"/>	E-UI Order Number

Update Reset

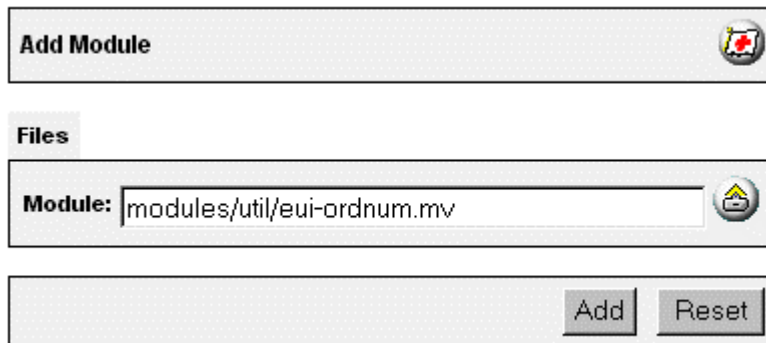
7. **E-UI Order Number** has now been installed as a **Master Module** for the **Domain** (Mall) and as a **Store Utility**. Please see the **Operation** section for detailed instructions on using **E-UI Order Number**.

### Administration Install Method

1. Log on to your Merchant Administration program with your Web Browser.
2. In Merchant Administration, click on the **Arrow** next to **Modules** to expand the Modules section. Click on the **Add Module** link to **Add E-UI Order Number** to the list of available modules.
3. On the **Add Module** screen, click the **Upload Button** . In the **Upload File** Window, click the **Browse Button** and locate the **eui-ordnum.mv** file on your local computer. Check the **Overwrite** box and then click the **Upload Button**.



4. After the file is uploaded, your **Add Module** screen should look like this:



5. Click on the **Add Button** to add **E-UI Order Number** as a **Master Module** for the **Domain** (Mall).
6. Click on the **Arrow** next to **Stores** to expand the Stores category. Click on the **Arrow** next to the **Store** that will be utilizing **E-UI Order Number**. This will expand the Store categories so that you may install E-UI Order Number for that particular Store.

7. Click on the **Utilities** link (**not** the Arrow next to it but the word **Utilities**). Select **E-UI Order Number** from the next screen and then click the **Update Button**:

Store Utility Configuration	
<b>Modules</b>	
<b>Assigned Module</b>	
<input checked="" type="checkbox"/>	E-UI Order Number
Update    Reset	

8. **E-UI Order Number** has now been installed as a **Master Module** for the **Domain** (Mall) and as a **Store Utility**. Please see the **Operation** section for detailed instructions on using **E-UI Order Number**.

## Operation

To use **E-UI Order Number**, simply click on the link underneath the **Utilities** section of your store. This is similar to what you would do if you were to Pack your store files, Import/Export data, or Delete Expired Shopping Baskets.

**E-UI Order Number** will first ask you for the new **Starting Order Number**. It will display the current number and you may simply erase that number and input a new one.

After typing in a new Starting Number and clicking on the "**Change Starting Number**" button, the program will then check to make sure there are no **Open Orders**. If there are, it will not continue. Open Orders need to be processed in order to prevent conflicts between existing orders and new orders.

If there are no Open Orders, the program will then change the Starting Order Number and then delete all of the orphan order numbers. When finished, the new Starting Order Number will be displayed as well as the total number of orphan order numbers that were deleted.

The final admonishment is to **PACK the Store files**. This is an important step because the records were not actually deleted, they were simply flagged for deletion and it takes a **PACK** of the Store data files to actually remove the deleted records.

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