

IMPORT/EXPORT CUSTOMERS



User Guide

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Extension Overview

This module allows you to import and export your magento customer data. This extension also supports import/export of all customer data such as (customer type / billing and shipping address / password / password hashes. You can set clear text passwords on import). This extension will import/export data in CSV format or Excel Workbook Sheet (standard XLS).

FEATURES:

- Import/Export all customer data
- Import/Exports all customer addresses including default billing / shipping addresses and all other addresses.
- Can optionally create Customer Groups at time of import if they do exist
- Optionally set "customer_id" of your choice at time of import
- Optionally skip updating Existing Customers
- Optionally Delete all existing customer addresses on import
- Optionally export a range of customers vs all customers or export customers by filters like name/address details/email etc
- Supports Multi-store environments
- Can set clear text passwords on import
- Comes with a User Manual / Install Instructions

Extension Installation

1. Log out from Magento Admin panel if you are logged in
2. Unpack the contents of the zip file purchased and VIA ftp and upload the app folder to your magento install root.
3. Log into Magento Admin Panel
4. If Cache Control is enabled in Magento go to 'System > Cache Management' section, select 'Refresh' under 'All Cache' drop-down menu and press 'Save Cache Settings'
5. Now go to System > Import / Export > Commerce Extensions -> Advanced Customers Import/Export and you can use the profiles from here to import and export.
6. **OPTIONAL** – you can setup either import/export profiles as a cron job see this url ->

http://www.commerceextensions.com/how_to_setup_cron_job

Extension Usage

1. **DO NOT** – Edit the CSV in excel it strips format and breaks import. I recommend using openoffice.org calc and saving in utf-8 format. Or use the (XML) versions for the profile and the excel workbook sheet 2003 XML format.

2. Overall the extension is very straight forward. You can find in magento admin under

system -> import/export -> Commerce Extensions - Customer Import/Export

import customer
export customer

and you can run the export to get a sample csv of customer data already in your site and then you just upload via ftp to var/import and run the import profile and it will import it back in.

3. You can control the option to not update existing by setting the value true/false. True would not update them

Do Not Update Customer: = **yes** / **no**

4. You can control the option creating customer groups that do not exist on import by setting the value true/false. True would create them

Auto Create Customer Groups: = **yes** / **no**

5. You can control the option of forcing a customerID on import by setting the value true/false

Insert Customer ID: = **yes** / **no**

6. You can control the option of deleting all customer addresses first at time of import and then importing new ones from the csv by setting the value true/false

Delete All Customer Address First: = **yes** / **no**

7. You can control the option of importing a single address or multiple addresses on import by setting the value true/false

Import Multiple Customer Addresses: = **yes** / **no**

8. You can control the option of updating a existing customer password on import by setting the value true/false

Update Customer Password: = **yes** / **no**

9. You can control the option sending out a customer password on import by setting the value true/false

Email Customer Password: = **yes** / **no**

10. On export you can control the option of exporting all addresses for a customer by setting the value true/false

Export Multiple Address: = **yes** / **no**

11. You can control the amount of customers that export by default its set at 100 for a quick export of the first 100 records. The value in blue is where you change the setting.

record limit start = **0**

record limit end = **100**

Support

CommerceExtensions offers 1 hour of EMAIL support and 6 months of updates for all magento 1 extensions.

If you need support related to CommerceExtensions extension usage, feel free to contact me at scottbolasevich@gmail.com