MOTO (**M**ail/**M**anual **O**rder, **T**elephone **O**rder)

6/11/25

Current iteration of this version of the extension to Woo presents a full-page display without using the installed WordPress theme (DIVI) layout. If required, the same form & version can be implanted onto a DIVI based page.

Go to modeltford-parts.co.uk/moto (bookmark for future use) By default access is limited to admins & shop managers. There are other access options.

Click here to load an existing order

Allows user to load any order, (including 'Completed' orders)

Load Order (a large button on the right without 'load and overwrite' box checked) = to load an existing order. The order will be loaded as-is, contents, billing, and shipping can be edited and additions made. When button to place the order is clicked, a new order will be created.

Load and Overwrite (check box + the large load order button clicked) = to replace an order entirely. The order's status will be set to Pending Payment immediately. When the order is submitted the existing order will be permanently and completely overwritten!

Choose customer – Names etc are standard (surprisingly the #id = the MemberPress Member id).

Assign customer to order – **Important**: adds all customer details e.g. addresses

Choose products - selected products appear listed just below this section. Ignore the empty field; the quantity can be altered, and it is reflected automatically in the 'Your Order' lower down where the payment details are required

Add to order

Add arbitrary products – used for products not in current catalogue (shop)

Add Fees – likely irrelevant to us

Your order – enables shipping to be added. By default, 'Flexible shipping' as set-up in Woo is calculated and added however a custom amount can be used to replace the calculated figure

Payment details

Place order

In Woo > orders: a new column is installed showing order has been initiated by 'Manual/phone' and by whom.

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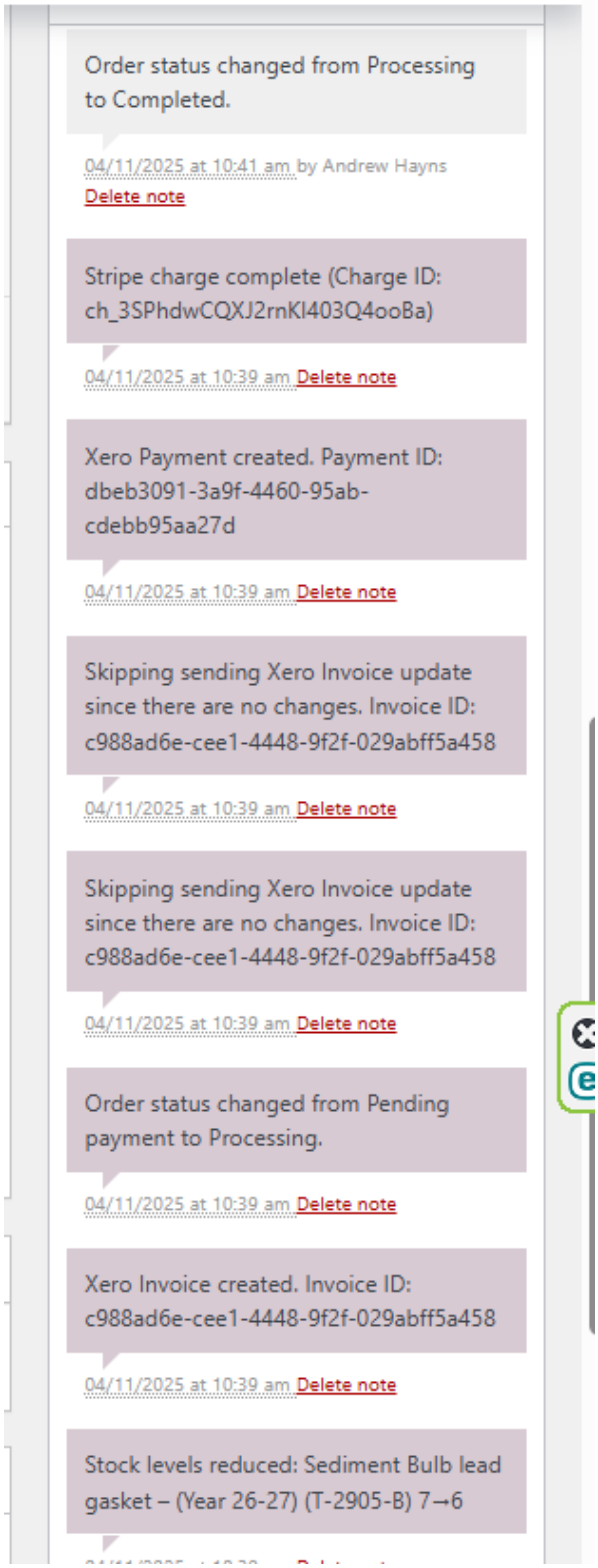
After order has been despatched, status needs to be changed to Completed showing: