

## HOW TO CONFIGURE ORDER STATUS REPORT EXTENSION FOR MAGENTO 2

- Step 1 : Install the extension following the steps written in the extension installation guide.

- Step 2 : Login to your Magento 2 admin panel and navigate to:

*Stores > Configuration > Folio3 Extensions > Order Report*

- Step 3 : Enable the Extension
- Step 4 : Select the order status you want to receive updates for
- Step 5 : Set the email addresses you want to receive the update emails on
- Step 6 : Set the number of days for which you want to receive the update emails
- Step 7 : Set an email Subject
- Step 8 : Set the text that will be added to the report email
- Step 9 : Select which days should be excluded from the email schedule (in case of Daily report)
- Step 10 : Select an email template from the list of email templates
- Step 11 : Set the Frequency of the email from options daily, weekly or monthly
- Step 12 : Set the time at which the email should be sent.

The report emails should look like  
this: