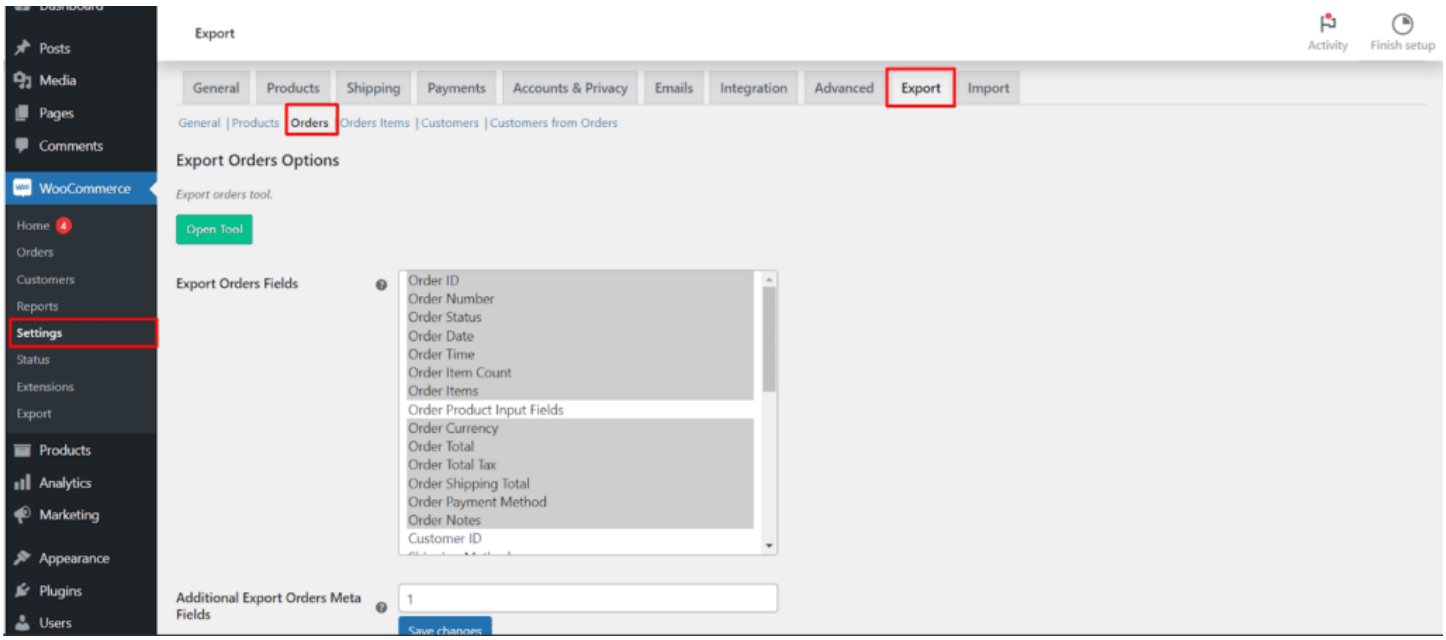
How to Export WooCommerce Order Data

How to · https://wpfactory.com/docs/order-data-export/

To export your orders, use the Orders section of Export Products, Orders & Customers for WooCommerce to choose the fields, then run the export from the dashboard. This guide covers both steps.



Step 1: choose your order fields

1. Go to **WPFactory > Export** (also reachable at **WooCommerce > Settings > Export**).
2. Open the **Orders** section.
3. In **Export Orders Fields** (`alg_export_orders_fields`), select the fields you want. Hold **Control** for multiple.
4. Click **Save changes**.

What you can export

- **Order details:** ID, number, status, date, time, item count, currency, total, total tax, shipping total, payment method, and shipping method.

- **Order notes:** the "Order Notes" field is free.
- **Billing and shipping:** full name, company, address, city, state, postcode, country, phone, and email.
- **Order Product Input Fields:** data customers entered at checkout on the product.

> **Pro field: Backend Order Notes** (the internal notes your team adds to an order) is a Pro-only field. It appears in the field list only when Export WooCommerce Pro is active.

Step 2: add custom order meta (optional)

The **Additional Export Orders Meta Fields** option (`alg_export_orders_fields_additional_total_number`, default 1) lets you add columns from order meta keys. Set the count, save, then fill in each field's **Enabled**, **Title**, and **Value** (the meta key). The free version allows one such field; Pro removes the limit.

Step 3: run the export

The Orders section does not have inline export buttons. Click **Open Tool** to go to the Export dashboard at **WooCommerce > Export**, choose a date range (or "All time"), then click **Download CSV** or **Download XML**. You can also narrow results with **Filter by All Fields**.



EXPORT WOOCOMMERCE

Order export is free. Export Products, Orders & Customers for WooCommerce Pro adds the Backend Order Notes field and unlimited custom order meta columns.

See what Pro unlocks →

Related articles

- How to Control Who Can Export Your Store Data
- How to Export Your Store Data to XML
- How to Export WooCommerce Products, Orders, and Customers
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- How to Export WooCommerce Order Items