



Get up and running with MiOps Pro

Install, licence and configure a new installation, then a one-page-per-module tour of the workflows your team will use every day — including the eight Pro-only modules and the new Multi-Warehouse System — illustrated with real screenshots from a live installation.

BUILD

v1.0.0-beta73-multi-warehouse-dashboard

PLATFORM

WordPress + WooCommerce

EDITION

Pro · Quick Start

OPERATE • OPTIMISE • GROW

miops.com

Contents

27 short sections across four parts — get running, tour daily workflows, the Pro modules, then Multi-Warehouse.

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01 Before you start

Mi0ps is a commercial operations workspace layered on WordPress and WooCommerce. Five minutes of preparation now avoids most first-day problems.

Checklist

CONTROL / OPTION	WHAT IT DOES	HOW / WHEN TO USE IT
WordPress 6.5+	Mi0ps is built and tested against current WordPress releases.	Update WordPress before installing Mi0ps.
WooCommerce 8.0+	Mi0ps reads and writes WooCommerce orders, products and customers.	Confirm WooCommerce is installed and active first.
PHP 8.0+	Required runtime.	Use a supported PHP 8.x version with OpenSSL available.
Working permalinks	Mi0ps needs working WordPress rewrite rules.	Required for the Mi0ps frontend, Kiosk and Scan-to-Dispatch routes.
A licence key	Mi0ps is gated by a signed entitlement.	Have your Mi0ps licence key ready before you activate the plugin.
A current backup	Standard good practice before installing any operations plugin.	Take a database and file backup first, especially on a live store.

THIS GUIDE IS DELIBERATELY SHORT

It gets a new installation running and gives every team member a one-page feel for each core workflow. For every control, field and edge case, see the full Mi0ps User Manual — this guide points to the right section as you go.

02 Install and activate

MiOps ships as a single unified plugin package — one ZIP, one activation, no separate module plugins to install.

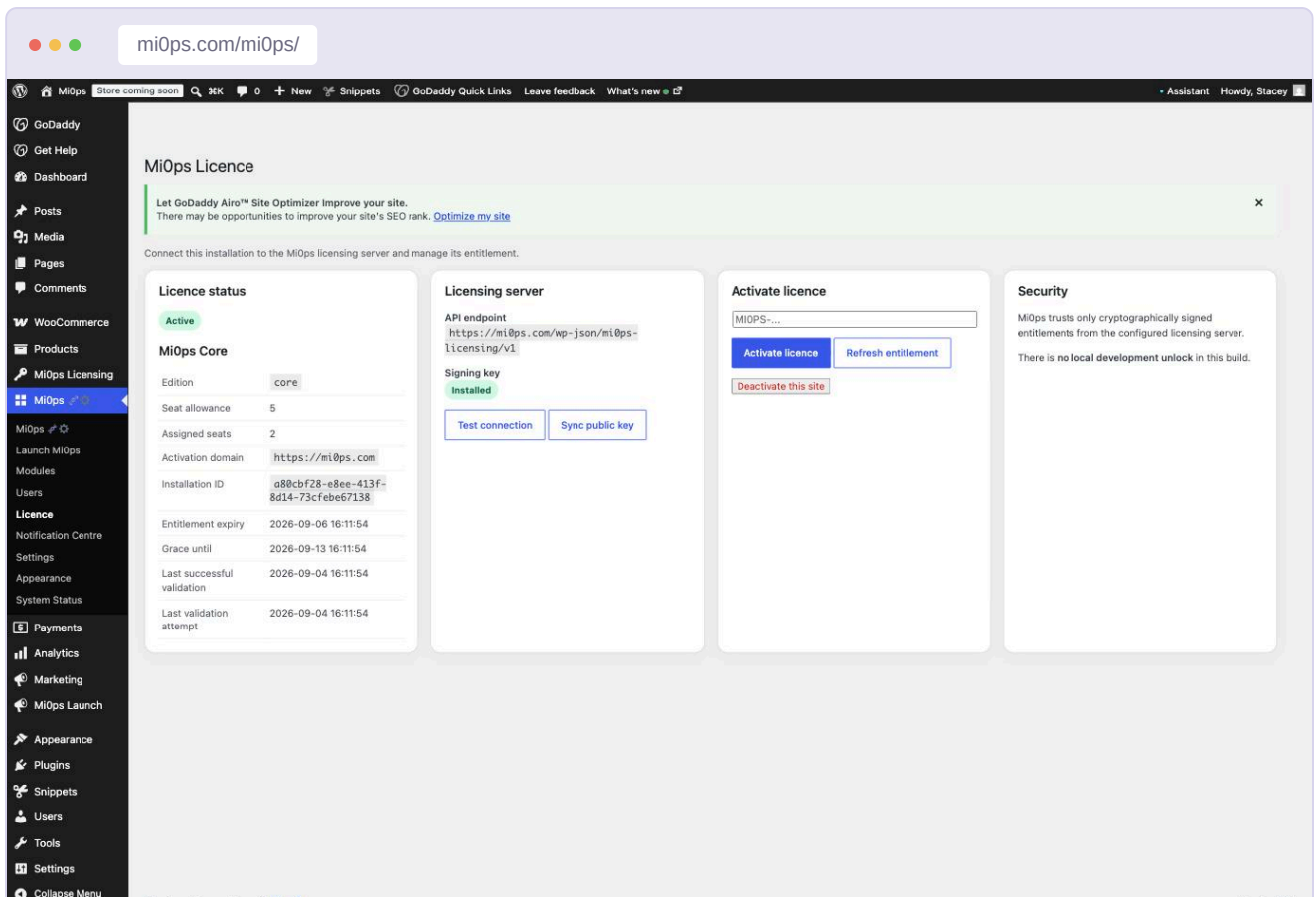
1. In WordPress, go to **Plugins > Add New > Upload Plugin**.
2. Upload the MiOps ZIP file and click **Install Now**.
3. Click **Activate Plugin**. On a genuinely fresh installation, MiOps will mark guided setup as required.
4. A new **MiOps** menu appears in the WordPress admin sidebar — this is your home base for everything that follows.

MIGRATING FROM OLDER STANDALONE MI0PS PLUGINS?

Deactivate every old standalone MiOps Core and module plugin before activating the unified package — never run both together. See “Installation and migration” in the full manual for the complete, safe migration sequence.

03 Activate your licence

A valid WordPress login is not enough on its own — the installation itself needs an active licence before anyone can open the MiOps workspace.



MiOps → Licence: status, edition, seat allowance and activation controls.

1. Open **MiOps > Licence** in the WordPress admin sidebar.
2. Enter your issued licence key and click **Activate licence**.
3. Confirm **Licence status** shows active, and check the **Seat allowance** — this is how many staff you can assign in the next steps.
4. If anything looks wrong later, come back here first and use **Refresh entitlement**.

NO LOCAL UNLOCK

MiOps always verifies a signed entitlement from the licensing server — there is no offline or development bypass. Keep this step for last if you are still finishing environment setup.

GET MIOPS RUNNING

04 Run the Guided Setup Wizard

The wizard is the fastest way to reach a coherent working configuration. It only saves MiOps settings — your existing WooCommerce orders, products and customers are never touched.

1. **Workspace** — set your company name, accent colour, logo and the frontend route (the URL staff will use to open MiOps).

2. **Fulfilment** — decide whether physical/virtual orders require tracking, choose your Completed status, and set up the Kiosk (PIN strongly recommended).
3. **Tracking** — turn on capturing carrier tracking from order notes if your carrier plugin already writes it there.
4. **Printer** — connect an email-to-print mailbox if your warehouse prints pick/pack sheets.
5. **Customer email** — optionally add a tracking block to the WooCommerce Completed Order email.
6. **Review and launch** — check the summary and finish setup.

YOU CAN ALWAYS COME BACK

Re-run the wizard any time from **MiOps > Settings** — nothing about it is one-shot. See “Guided Setup Wizard” in the full manual for every field on every step.

GET MIOPS RUNNING

05 Assign seats and module access

MiOps access is layered: a WordPress account, an active licence, a licensed MiOps seat, and — for non-administrators — permission for the specific modules they should open.

The screenshot shows the 'MiOps Users' management page. At the top, there's a notification about the GoDaddy Site Optimizer. Below that, a message says 'Assign licensed seats and module permissions.' and 'Seats: 2 / 5'. The main part of the page is a table with columns for User, Seat, and various modules. Two users are listed: 'Stacey' and 'wouusername9719'. Both have their 'Seat' assigned and have access to all modules.

User	Seat	Dashboard	Customers	Product Catalogue	Stock Manager	Replacements	Sales	Returns	Order Locator	Analytics	Company Growth	Store Notice	User Roles	User Activity	Server Statistics	Website Statistics	Refunds
Stacey	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
wouusername9719	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

MiOps → Users: seat and module assignment for each WordPress account.

1. Open **MiOps > Users**.
2. Find the WordPress account and enable **Licensed MiOps access** to give them a seat.
3. Tick only the modules that person's role actually needs.
4. Save. Ask them to sign in at your MiOps frontend route and confirm their navigation matches what you granted.

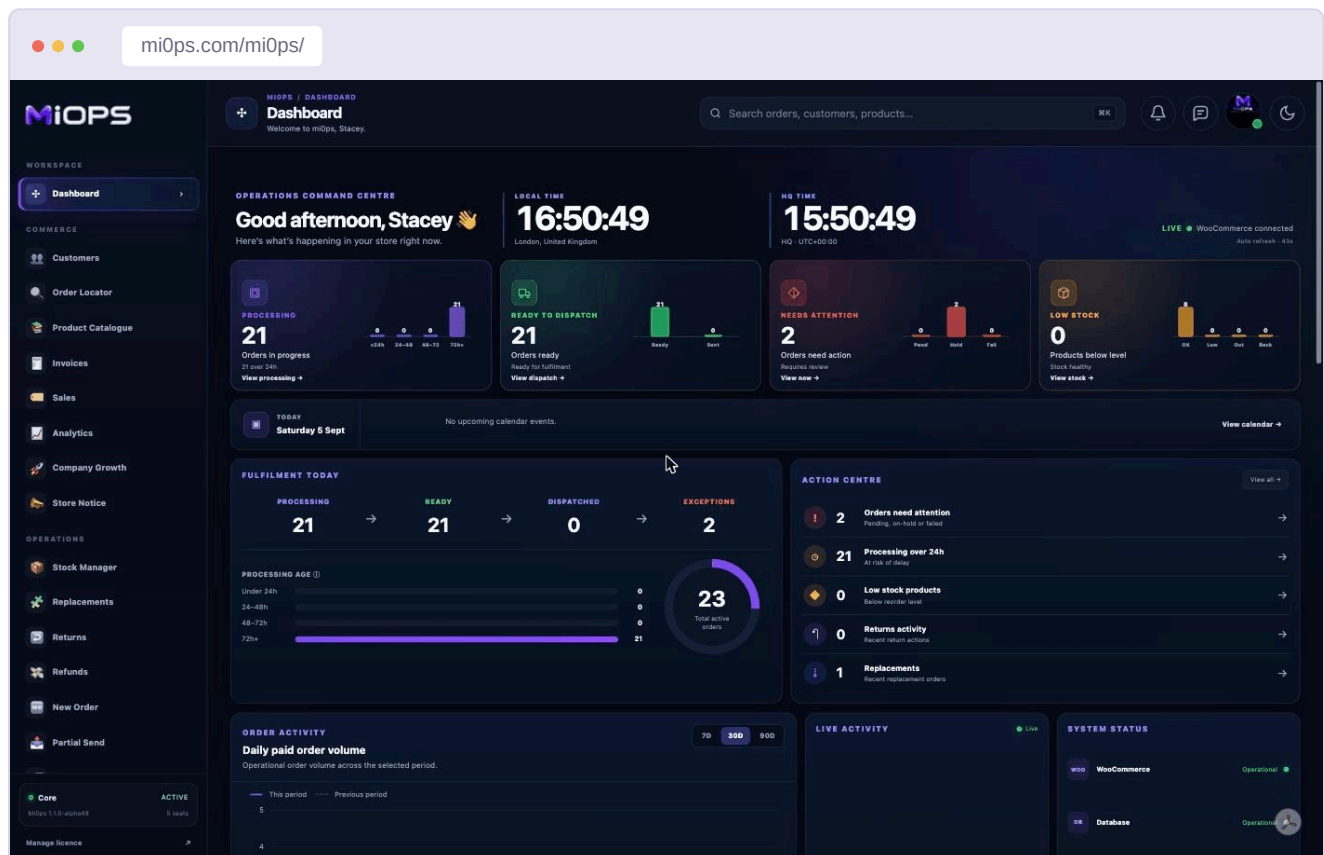
LEAST PRIVILEGE BY DEFAULT

Administrators can reasonably see everything. Give everyone else only the modules their role needs — it's easy to add more later, and Section 6 of the full manual covers seat management, the Block WordPress admin toggle and every rule in detail.

GET MIOPS RUNNING

06 Find your way around

Everything from here on happens in the MiOps frontend workspace, not in wp-admin. Open your configured frontend route while signed in as a licensed user.



The MiOps workspace: sidebar navigation, header search, notifications and Dashboard content.

CONTROL / OPTION	WHAT IT DOES	HOW / WHEN TO USE IT
Sidebar	Every module you have permission for, grouped as Workspace / Commerce / Operations / System.	Only shows what your account is licensed and permitted to open.
Header search	Jumps straight to orders, customers or products.	Fastest way to find something without opening a module first.
Bell icon	Notification Centre — your operational alert feed.	Covered in Section 15 of this guide.
Message icon	Message Centre — private messages and Team Chat.	Use for quick staff coordination without leaving MiOps.
Profile menu	Your account, theme (light/dark) and sign-out.	Theme preference is saved per user.

The rest of this guide walks through the modules you'll use every day, in the order most stores reach for them.

A TOUR OF DAILY WORKFLOWS

07 Dashboard — your command centre

Dashboard is where most people start their day. It deliberately emphasises workload and exceptions — Processing, Ready to Dispatch, Needs Attention and Low Stock — rather than turnover figures every staff member doesn't need to see.

- Check the **Action Centre** first — it summarises attention orders, ageing processing orders, low stock, returns and replacements in one place.
- Use **Quick Actions** to jump straight into New Order, Find Order, Create Return or Add Replacement.
- The shared **Company Calendar** lets you set dispatch deadlines and reminders visible to assigned staff.

Full reference: Section 8, “Dashboard”, in the full manual.

08 Order Locator — find and manage any order

Order Locator is the main order-intelligence workspace: search, inspect, communicate and route into service workflows, all from one screen.

The screenshot shows the MiOps Order Locator interface. The left sidebar contains navigation links for Workspace (Dashboard), Commerce (Customers, Product Catalogue, Sales, Order Locator), Analytics, Company Growth, Store Notice, Operations (Stock Manager, Replacements, Returns, Refunds, New Order, Partial Send, Dispatch), and System (User Roles, Core). The main area displays the Order Locator workspace with a search bar, filters, and a table of orders.

Order Locator
Search, inspect and manage WooCommerce orders without leaving MiOps.

Search: stacey | Last 30 days | Prev | Next | Page 1 | Range 30d | Showing 20 max 50 | title

ORDER	STATUS	DATE	CUSTOMER	EMAIL	MAIL	COUNTRY	POSTCODE	TOTAL	TRACKING	ACTIONS
#189	Processing	2026-09-02 01:56	Jack Brown	jackbrown28@miOps-demo.local	✖	United Kingdom (UK)	PL1 1AA	\$0.00	—	View Resend new order
#130	Completed	2026-08-23 13:56	Jack Brown	jackbrown28@miOps-demo.local	—	United Kingdom (UK)	PL1 1AA	\$149.97	—	View Resend completed
#131	On hold	2026-08-22 07:27	Jack White	jackwhite29@miOps-demo.local	—	United Kingdom (UK)	LS1 4AP	\$299.98	—	View
#129	Completed	2026-08-21 09:14	Oliver Roberts	oliverroberts27@miOps-demo.local	—	United Kingdom (UK)	EX1 1AA	\$239.98	—	View Resend completed
#128	Completed	2026-08-21 07:50	Oliver Brown	oliverbrown26@miOps-demo.local	—	United Kingdom (UK)	EX1 1AA	\$304.94	—	View Resend completed
#126	Processing	2026-08-20 19:11	Harry Thompson	harrythompson24@miOps-demo.local	—	United Kingdom (UK)	EX1 1AA	\$174.96	—	View Resend new order
#127	Completed	2026-08-20 10:55	Olivia Green	oliviagreen25@miOps-demo.local	—	United Kingdom (UK)	BS1 4ST	\$859.90	—	View Resend completed
#125	Completed	2026-08-18 17:54	Oliver Davies	oliverdaves23@miOps-demo.local	—	United Kingdom (UK)	BS1 4ST	\$594.93	—	View Resend completed
#123	Completed	2026-08-17 22:50	Amelia Wright	amelawright21@miOps-demo.local	—	United Kingdom (UK)	EX1 1AA	\$299.97	—	View Resend completed
#124	Completed	2026-08-16 19:45	Lucy Thompson	lucythompson22@miOps-demo.local	—	United Kingdom (UK)	EX1 1AA	\$514.92	—	View Resend completed
#121	Completed	2026-08-14 19:07	Olivia Thompson	oliviathompson19@miOps-demo.local	—	United Kingdom (UK)	EX1 1AA	\$399.93	—	View Resend completed
#122	Completed	2026-08-14 16:12	James Hughes	jameshughes20@miOps-demo.local	—	United Kingdom (UK)	PL1 1AA	\$134.97	—	View Resend completed
#119	Completed	2026-08-13 13:28	Emily Edwards	emilyedwards17@miOps-demo.local	—	United Kingdom (UK)	SW1A 1AA	\$999.90	—	View Resend completed
#120	Completed	2026-08-13 08:09	Charlotte Williams	charlottewilliams18@miOps-demo.local	—	United Kingdom (UK)	SW1A 1AA	\$339.97	—	View Resend completed
#118	Completed	2026-08-10 16:04	James Smith	jamessmith16@miOps-demo.local	—	United Kingdom (UK)	L1 8JQ	\$334.96	—	View Resend completed

Order Locator: search, status filter and the live results list.

1. Search by order number, customer name/email, postcode or tracking number.
2. Open an order to see its full action set — Invoices, Replacements, Refunds, Returns, Partial Send, notes and resend actions.
3. Use **Resend completed** or **Resend tracking #** when a customer says they didn't get an email.

Full reference: Section 13, “Order Locator”, in the full manual.

09 Invoices — generate and send branded invoices

Invoices searches eligible orders, builds a branded PDF on demand, and can resend it as an attachment on the customer's invoice email — all without ever changing the real WooCommerce order.

The screenshot shows the MiOps Invoices interface. On the left is a sidebar with navigation options: Dashboard, Customers, Order Locator, Product Catalogue, Invoices (selected), Sales, Analytics, Company Growth, Store Notice, Stock Manager, Replacements, Returns, Refunds, New Order, and Partial Send. The main area is titled 'Invoices' and includes a search bar. Below the search bar, there's an 'Invoice editor - Order #130' section for 'Jack Brown - jackbrown28@miops-demo.local'. It features an 'Affiliate customer' section with a 'Manual discount' of 0.00 and a table of items:

ITEM	QTY	UNIT	TOTAL
MiOps Demo Product Beta	1		39.99
MiOps Demo Product Gamma	2		54.99
			109.98

Below the table is an 'Apply invoice edits' button. A note states: 'Adjustments affect the MiOps invoice/PDF only. WooCommerce order values remain unchanged.' To the right is a live PDF/QR preview of 'Invoice #130'. The preview shows the invoice details, including the customer's name, address, and a table of items with their prices and totals. The total amount is \$149.97.

The invoice editor: adjustments panel on the left, live PDF/QR preview on the right.

1. Open **Invoices** and find the order (Processing, Completed and Refunded orders are eligible).
2. Make any invoice-only adjustments needed — quantities, unit prices, a manual discount or the affiliate flag.
3. Click **Apply invoice edits**, check the live PDF preview, then **Resend invoice** or **Download PDF**.

ADJUSTMENTS NEVER TOUCH THE REAL ORDER

Everything in the invoice editor changes only the MiOps invoice/PDF. WooCommerce's own totals, line items and payment records are untouched.

Set up company details, the PDF template and the secure QR public-link toggle in **MiOps > Settings > Invoice Settings**. Full reference: Section 12, "Invoices".

10 New Order, Replacements, Returns & Refunds

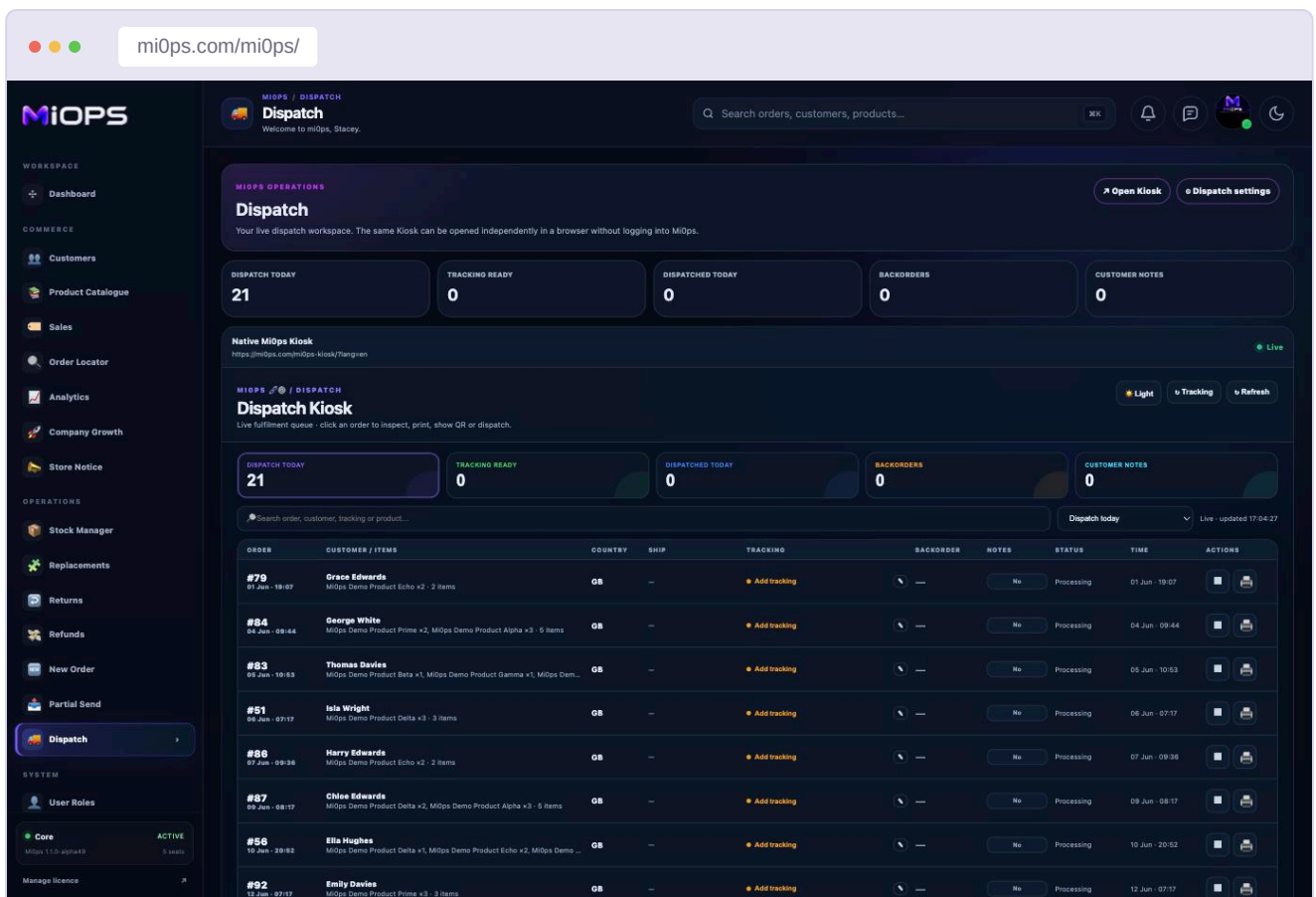
These four modules cover the everyday customer-service moments: creating a manual order, sending a no-charge replacement, physically restocking a return, and issuing a monetary refund.

CONTROL / OPTION	WHAT IT DOES	HOW / WHEN TO USE IT
New Order	Creates a manual WooCommerce order from an existing customer, guest details or catalogue/custom items.	Use for phone orders or exceptional manual charges.
Replacements	Creates a linked no-charge replacement order from a Completed order.	Use for customer-service replacements, not refunds.
Returns	Restocks physically returned items against a Completed order.	Only use once goods are genuinely back in your possession.
Refunds	Issues a monetary WooCommerce refund with reason and history.	A financial action — always double-check the amount and reason first.

Full reference: Sections 20–23 (New Order, Replacements, Returns, Refunds) in the full manual — Order Locator (Section 13) is usually the fastest way into all four from a specific order.

11 Dispatch & Kiosk — warehouse fulfilment

Dispatch is the warehouse-facing side of MiOps: a standalone Kiosk board for packing and scanning, with carrier tracking capture and printer sheets.



Dispatch: the Kiosk board showing orders ready for fulfilment.

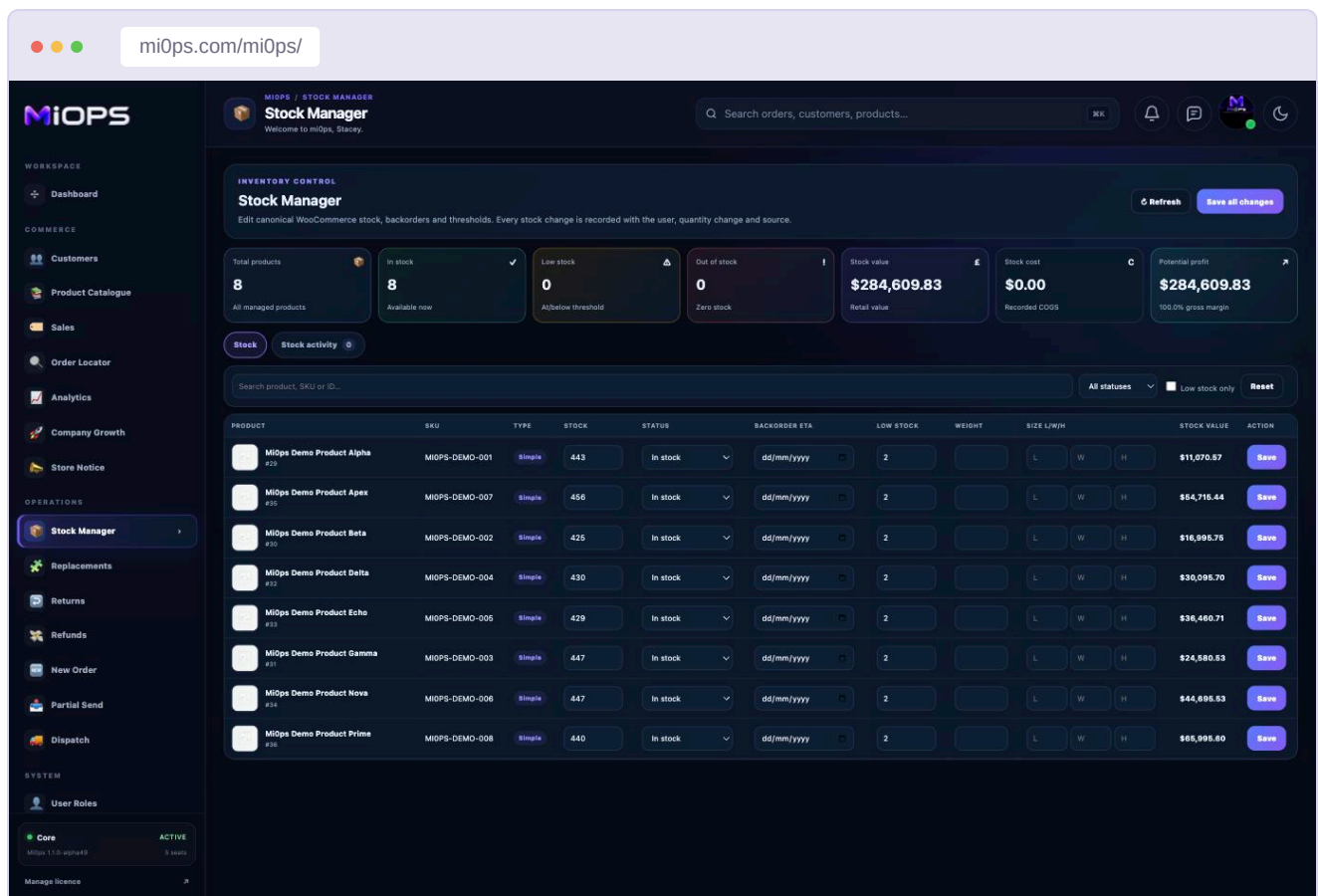
- Warehouse staff can use the standalone **Kiosk** URL — PIN-protected — without needing a full MiOps login.
- **Scan-to-Dispatch** uses a QR-linked mobile page to mark an order dispatched and locks out duplicate scans.
- Tracking captured from carrier order notes flows automatically into the customer's tracking email, if enabled during setup.

Full reference: Section 22, “Dispatch, Kiosk, tracking and printing”.

A TOUR OF DAILY WORKFLOWS

12 Stock Manager — keep inventory accurate

Stock Manager reads live WooCommerce stock and keeps a permanent MiOps audit history of every tracked change.



Stock Manager: quantities, status and low-stock thresholds.

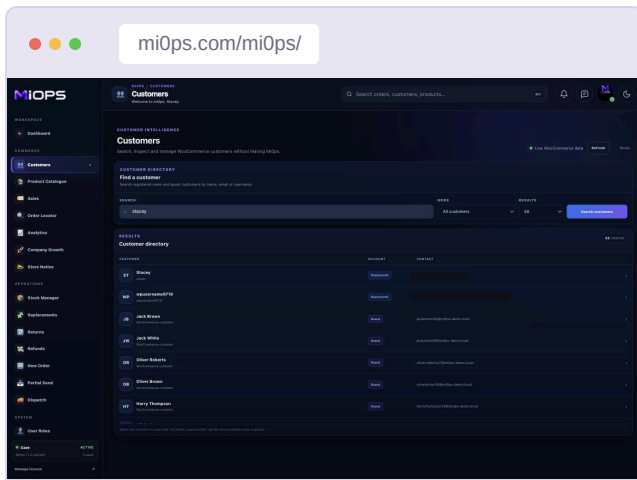
- Use **Low stock only** as your daily replenishment filter.
- Edit quantity, status and low-stock threshold per product, then **Save all changes**.
- Check the **Stock activity** tab whenever a quantity looks wrong — every change is logged with who/what/when.

Full reference: Section 17, “Stock Manager”.

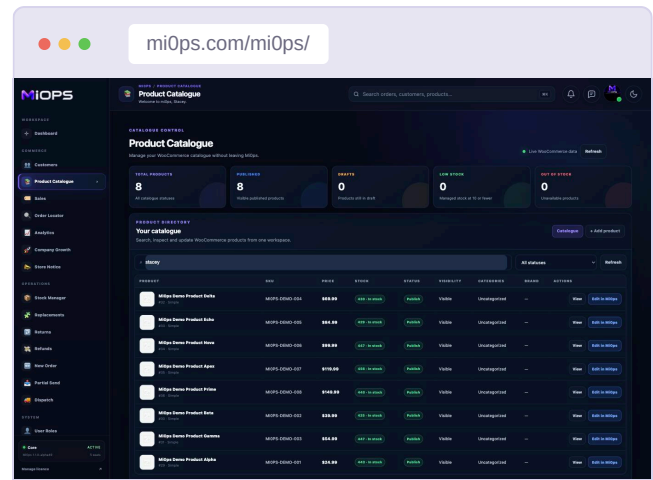
A TOUR OF DAILY WORKFLOWS

13 Customers, Product Catalogue & Sales

The three commerce essentials — who you sell to, what you sell, and what it costs right now — without leaving MiOps for WooCommerce's own admin screens.



Customers: a searchable directory of registered and guest customers.



Product Catalogue: search, status filters and inline editing.

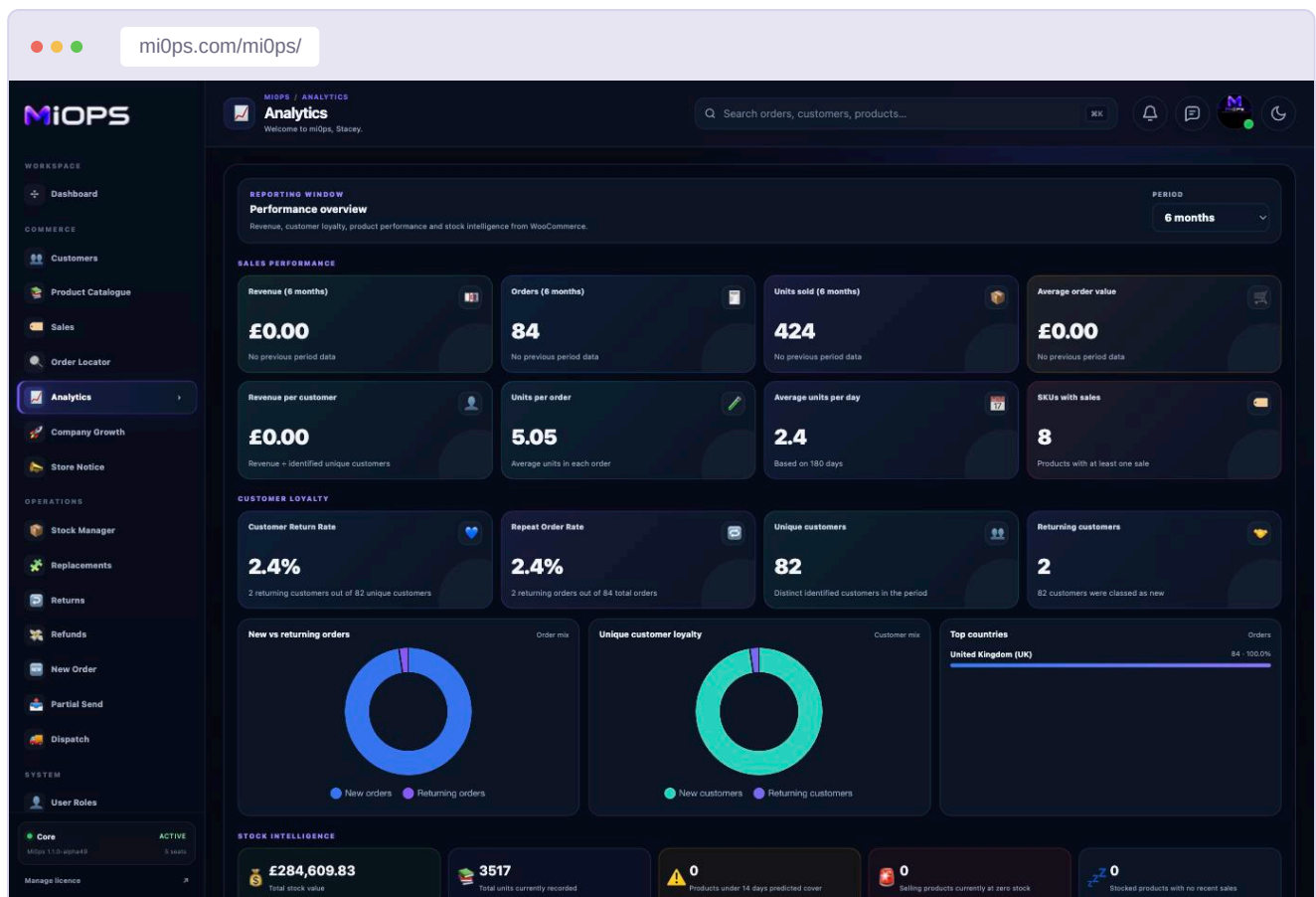
- **Customers** — search registered users and guest customers inferred from order history; open a profile for order history and delivery-location context.
- **Product Catalogue** — inspect and edit WooCommerce products, or add a new simple product, without leaving MiOps.
- **Sales** — run global or per-product promotions, with a scheduled window and an emergency kill switch if a campaign needs to stop immediately.

Full reference: Sections 9, 10 and 11 in the full manual.

A TOUR OF DAILY WORKFLOWS

14 Analytics & Company Growth

Two reporting modules, two different jobs: Analytics answers “how is the business doing right now”, Company Growth answers “what’s the trend, and where is it heading”.



Analytics: revenue, order and stock-intelligence metrics for the selected period.

- **Analytics** — revenue, orders, units sold, AOV, top products and stock-cover predictions for a selected period (calculated on demand when you open the module).
- **Company Growth** — monthly revenue/order/AOV trends, best and slowest months, and run-rate projections.

PROJECTIONS ARE PLANNING TOOLS, NOT GUARANTEES

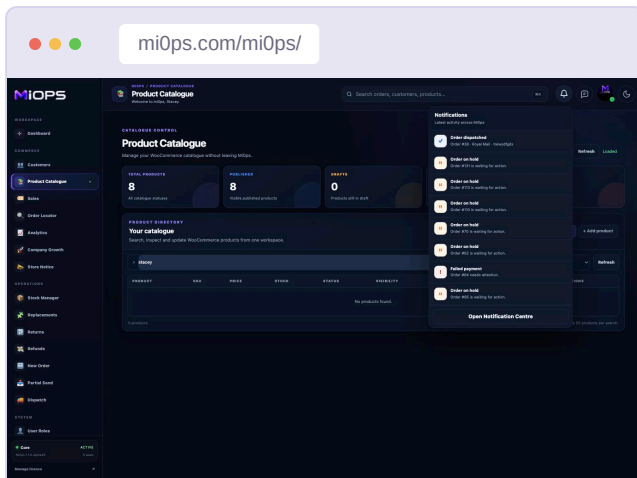
Run-rate figures in Company Growth are mathematical projections from recent performance — treat them as directional, not as a forecast you can rely on.

Full reference: Sections 14 and 15 in the full manual.

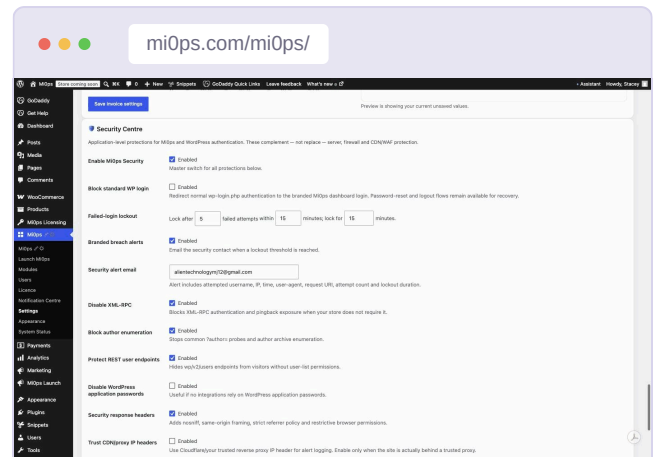
A TOUR OF DAILY WORKFLOWS

15 Notification Centre & Security Centre

Two settings areas worth configuring in your first week: what your team gets alerted about, and how well-protected your login/authentication surface is.



Notification Centre: the frontend alert feed, opened from the header bell.



Security Centre: authentication protections and lockout tuning.

- **Notification Centre** ([MiOps > Notification Centre](#)) — choose which alert categories each licensed user sees, and connect an email provider so Order Locator can show real delivery status.
- **Security Centre** (bottom of [MiOps > Settings](#)) — turn on failed-login lockout, branded breach alerts and security response headers; consider Block standard WP login once every real user has a working path in.

READ THIS ONE BEFORE YOU FLIP THE BIG SWITCH

Block standard WP login redirects anyone without a MiOps seat away from wp-login.php. Confirm every WordPress user who needs wp-admin access has a working path in before turning it on.

Full reference: Section 28, “Notification Centre”, and Section 5, “Settings and Appearance”, for the full Security Centre and Invoice Settings controls.

A TOUR OF DAILY WORKFLOWS

16 Where to go next

This guide is intentionally the short version. When you need every field, every safeguard and every edge case, the full MiOps User Manual is the reference.

CONTROL / OPTION	WHAT IT DOES	HOW / WHEN TO USE IT
Setting up a new store	Sections 1–6 of the full manual	Installation, licensing, the full wizard walkthrough and user/seat management.

CONTROL / OPTION	WHAT IT DOES	HOW / WHEN TO USE IT
Running daily operations	Sections 7–17	Dashboard, Customers, Product Catalogue, Sales, Invoices, Order Locator, Analytics, Company Growth, Store Notice, Stock Manager.
Customer service & fulfilment	Sections 18–23	Replacements, Returns, Refunds, New Order, Partial Send, Dispatch/Kiosk.
Administration & insights	Sections 24–29	User Roles, User Activity, Website Statistics, Server Statistics, Notification Centre, Message Centre.
Reference	Sections 30–34, Appendices A–B	Multilingual use, operational playbooks, troubleshooting, security/privacy notes, glossary, module inventory and the pre-launch checklist.
Pro modules	Sections 35–42	Store Credits, Coupons, Email Activity, Email Campaigns, Customer Restrictions, Staff Orders, Geo Intelligence, Tax Reporting — only in MiOps Pro.

KEEP BOTH HANDY

This Quick Start Guide is for day one and for onboarding new staff fast. The full User Manual is what you reach for once you need the detail behind any single control.

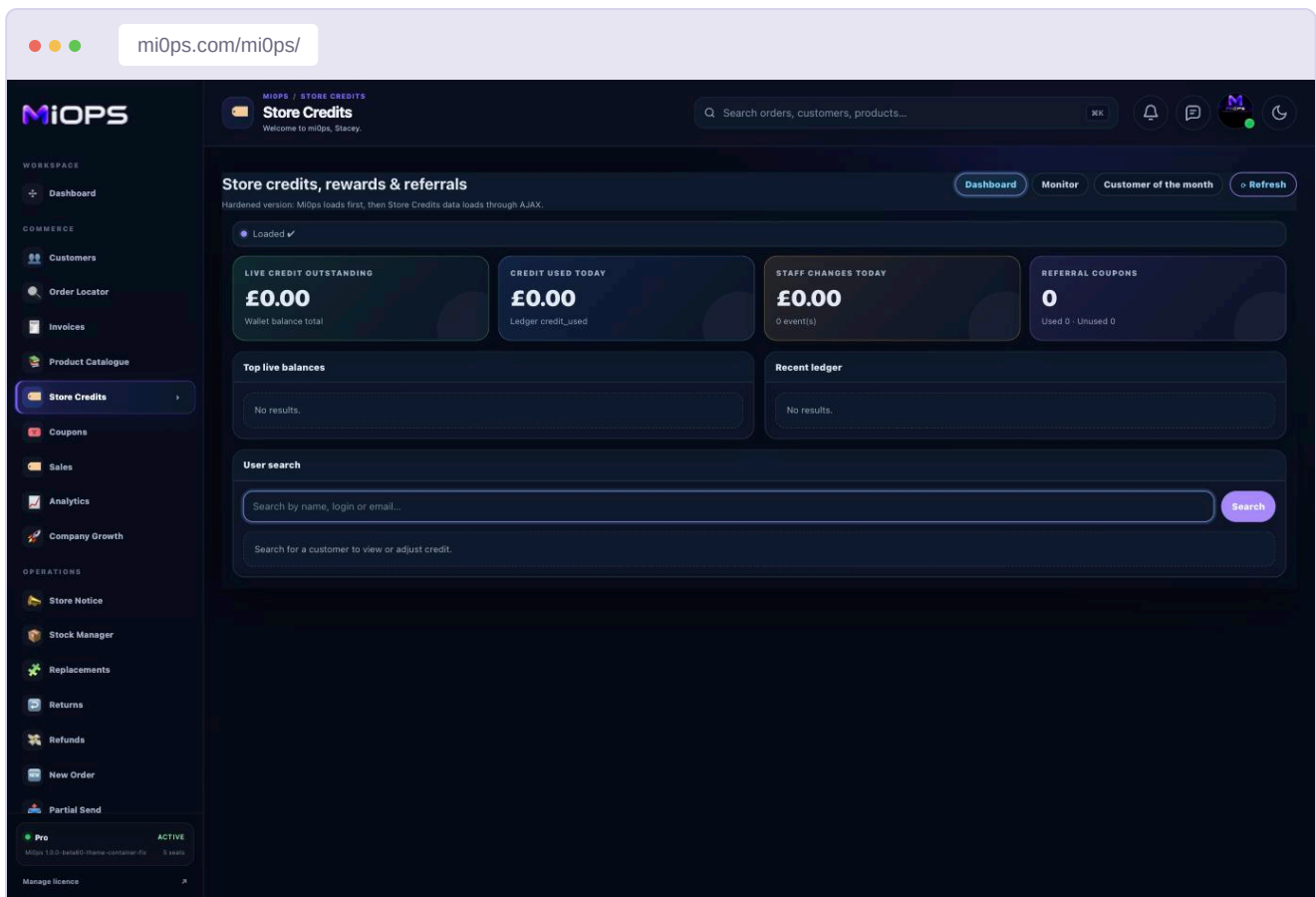
PRO WORKFLOWS

17 Store Credits — adjust a customer's balance

Store Credits is where you look up a customer's wallet balance and make a manual adjustment — for example, crediting a goodwill amount or correcting a mistaken charge.

1. Open **Store Credits** and use the **User search** box on the Dashboard tab.
2. Find the customer by name, login or email and open their card.
3. Check their current **Balance**.
4. In the Staff adjustment panel, enter an **Amount** and a **Reason/note**.

5. Click **Add credit** or **Deduct**.



Store Credits, Dashboard tab: KPI tiles and the customer search box.

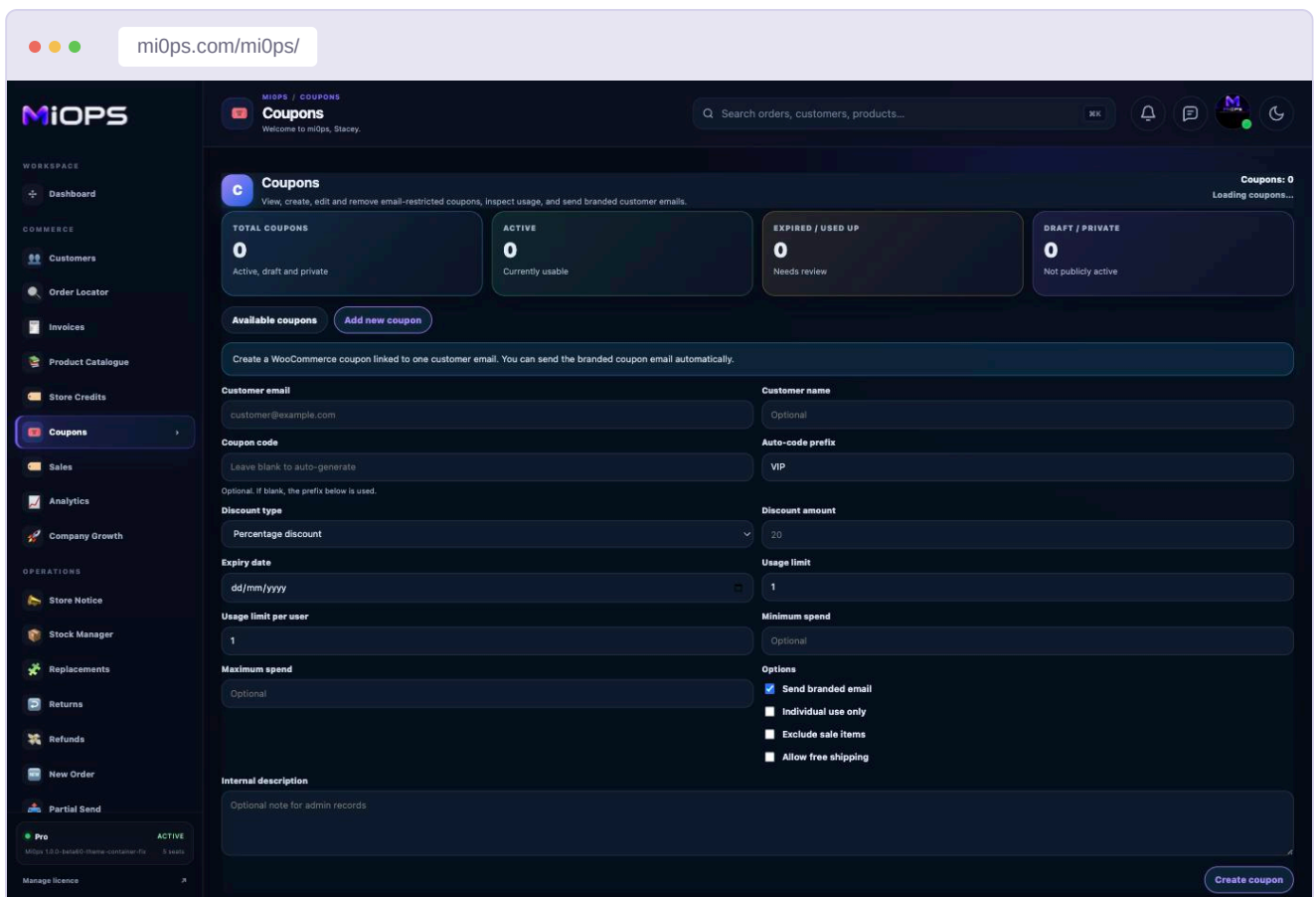
Full reference: Section 35, “Store Credits”, in the full Pro Manual.

PRO WORKFLOWS

18 Coupons — create and send an email-restricted coupon

Coupons ties a WooCommerce coupon to one customer's email address and can email the code to them automatically as soon as it's created.

1. Open **Coupons** and go to the **Add new coupon** tab.
2. Enter the customer's **Email** and, optionally, their **Name**.
3. Leave **Coupon code** blank to auto-generate one, or set an **Auto-code prefix**.
4. Set the **Discount type** and **Discount amount**, plus any expiry/usage limits.
5. Tick **Send branded email** under Options.
6. Click **Create coupon**.



Coupons, Add new coupon tab: the coupon form with the Send branded email option.

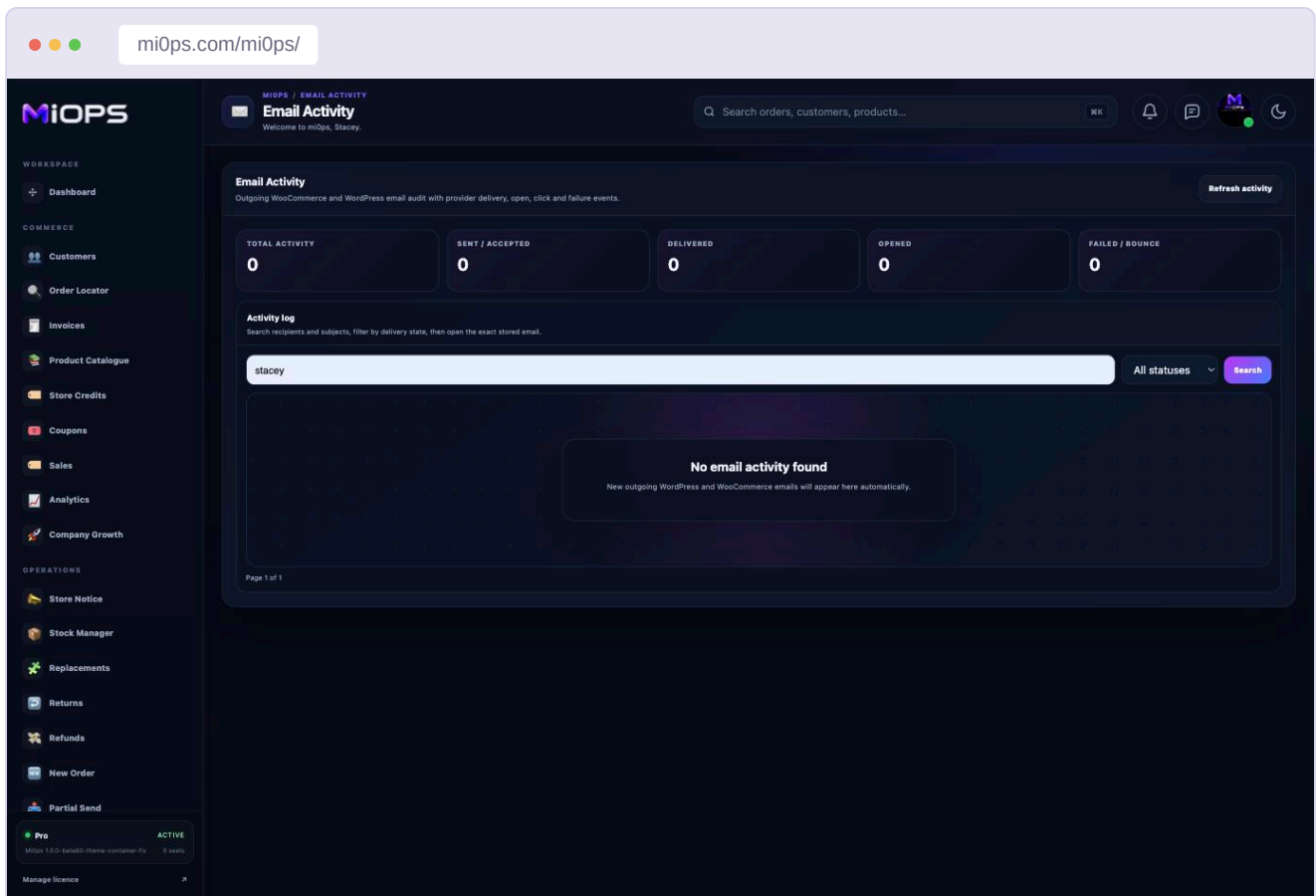
Full reference: Section 36, “Coupons”, in the full Pro Manual.

PRO WORKFLOWS

19 Email Activity — find a specific sent email

Email Activity logs every outgoing WordPress and WooCommerce email, which makes it the fastest place to confirm exactly what a customer was actually sent.

1. Open **Email Activity**.
2. Use the **search** box to find the recipient or subject, and narrow with the **status filter** if needed.
3. Locate the row in the activity log.
4. Click **View email** to open the exact stored HTML email in a modal.



Email Activity: KPI tiles, search/status filter and the activity log table.

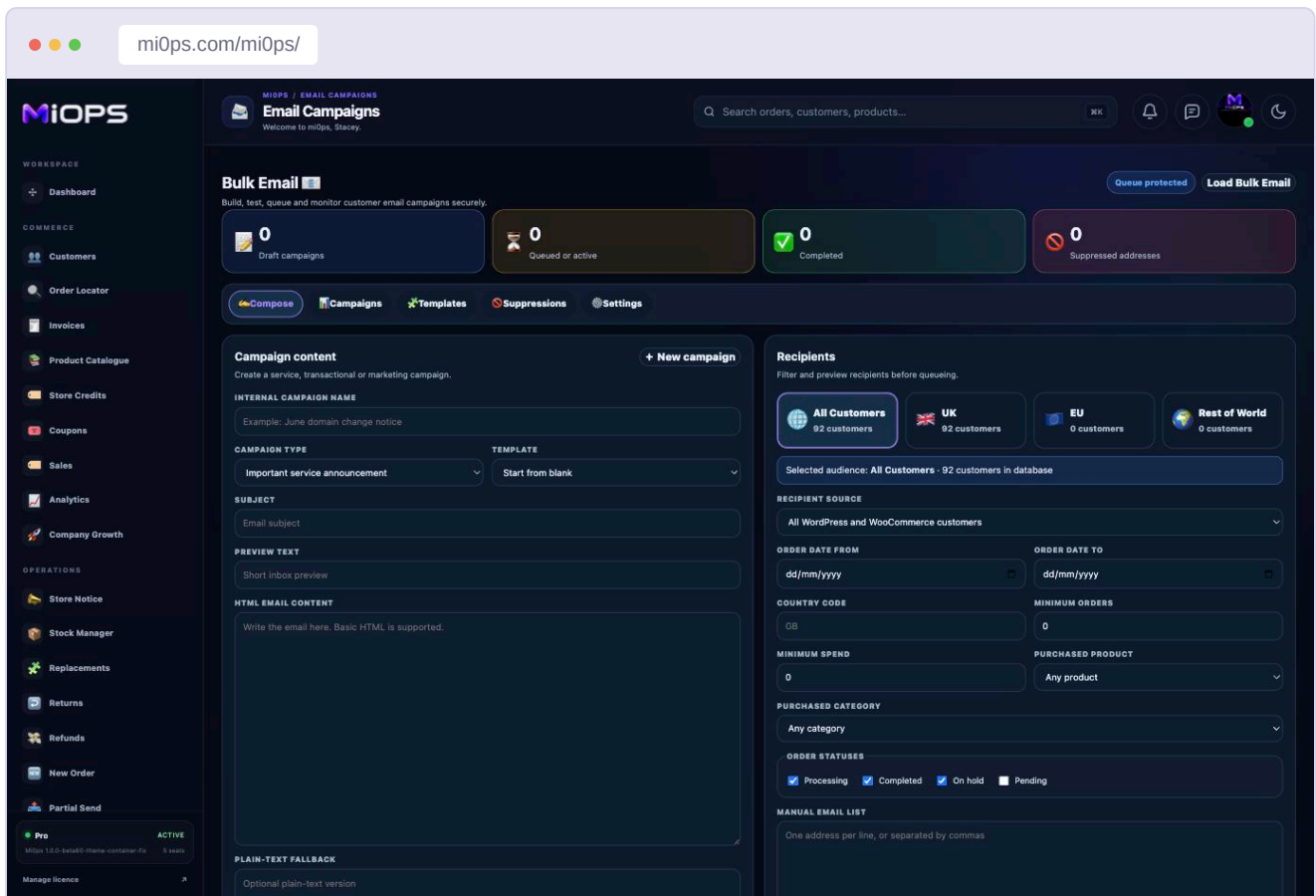
Full reference: Section 37, “Email Activity”, in the full Pro Manual.

PRO WORKFLOWS

20 Email Campaigns — compose and send a first campaign

Email Campaigns builds a segmented, suppression-aware bulk send from the Compose tab in one pass — content on the left, audience on the right.

1. Open **Email Campaigns** and go to the **Compose** tab.
2. Click **+ New campaign**, name it internally, and choose a **Campaign type**.
3. Write the **Subject**, **Preview text** and **HTML email content**.
4. In the Recipients panel, pick a region quick-pick (e.g. **UK**) or set a **Recipient source** and filters.
5. Check the **recipient preview** to confirm the audience size looks right.
6. Queue the campaign to send.



Email Campaigns, Compose tab: campaign content and the Recipients panel with region quick-picks.

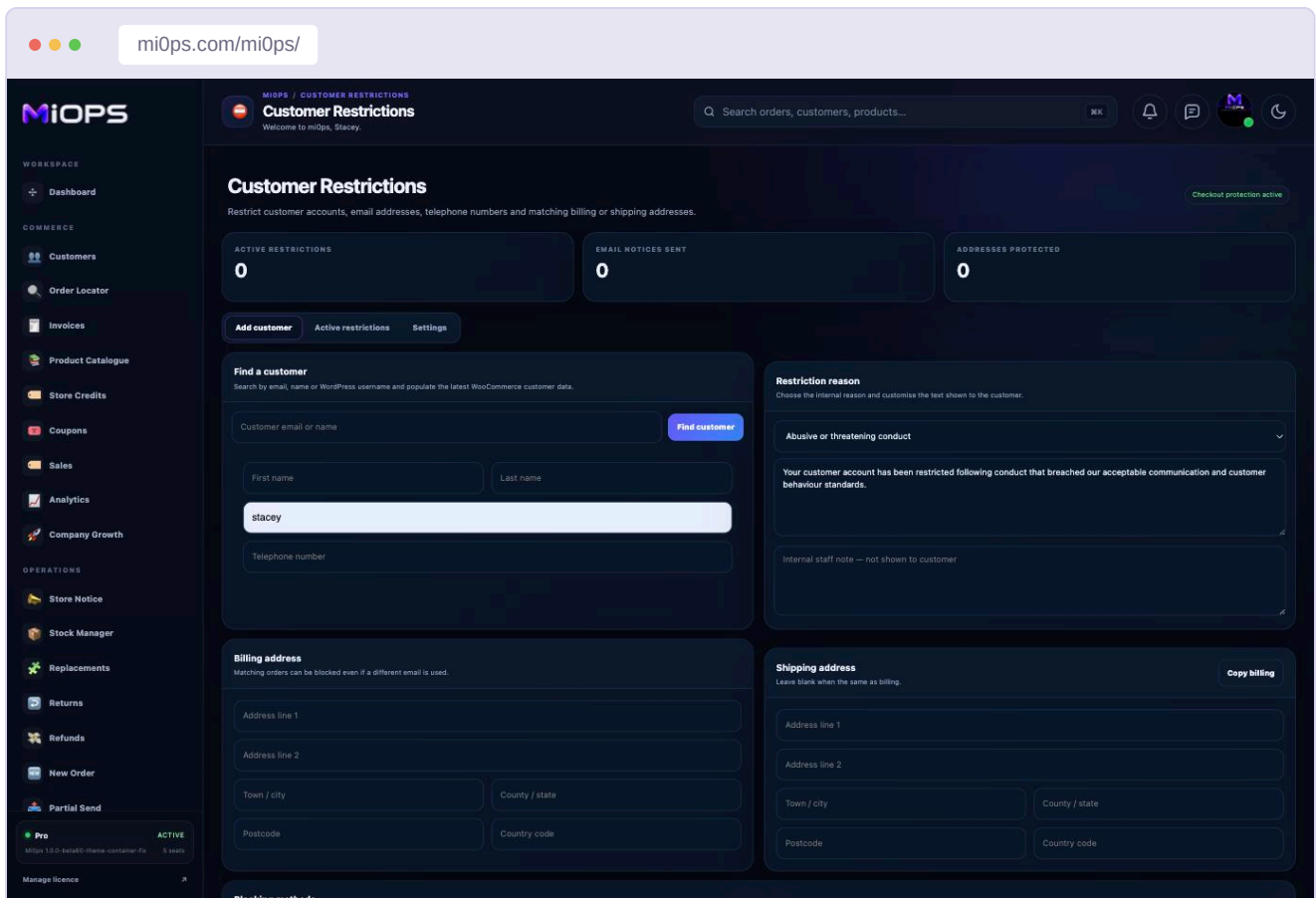
Full reference: Section 38, “Email Campaigns”, in the full Pro Manual.

PRO WORKFLOWS

21 Customer Restrictions — restrict a customer after checkout

When a customer needs to be blocked from ordering again — a fraud attempt or an abusive interaction — Customer Restrictions records it against their email, account and address in one form.

1. Open **Customer Restrictions** and go to the **Add customer** tab.
2. Use **Find a customer** to pull in their latest WooCommerce details.
3. Choose a **Restriction reason** and review the pre-filled customer-facing text; add an internal note if useful.
4. Confirm the **Billing** and **Shipping** address panels are filled in.
5. Turn on the **Blocking methods** that apply — email, account, billing address, shipping address, phone, or login.
6. Click **Add customer to restrictions**.



Customer Restrictions, Add customer tab: reason, address panels and the blocking-method switches.

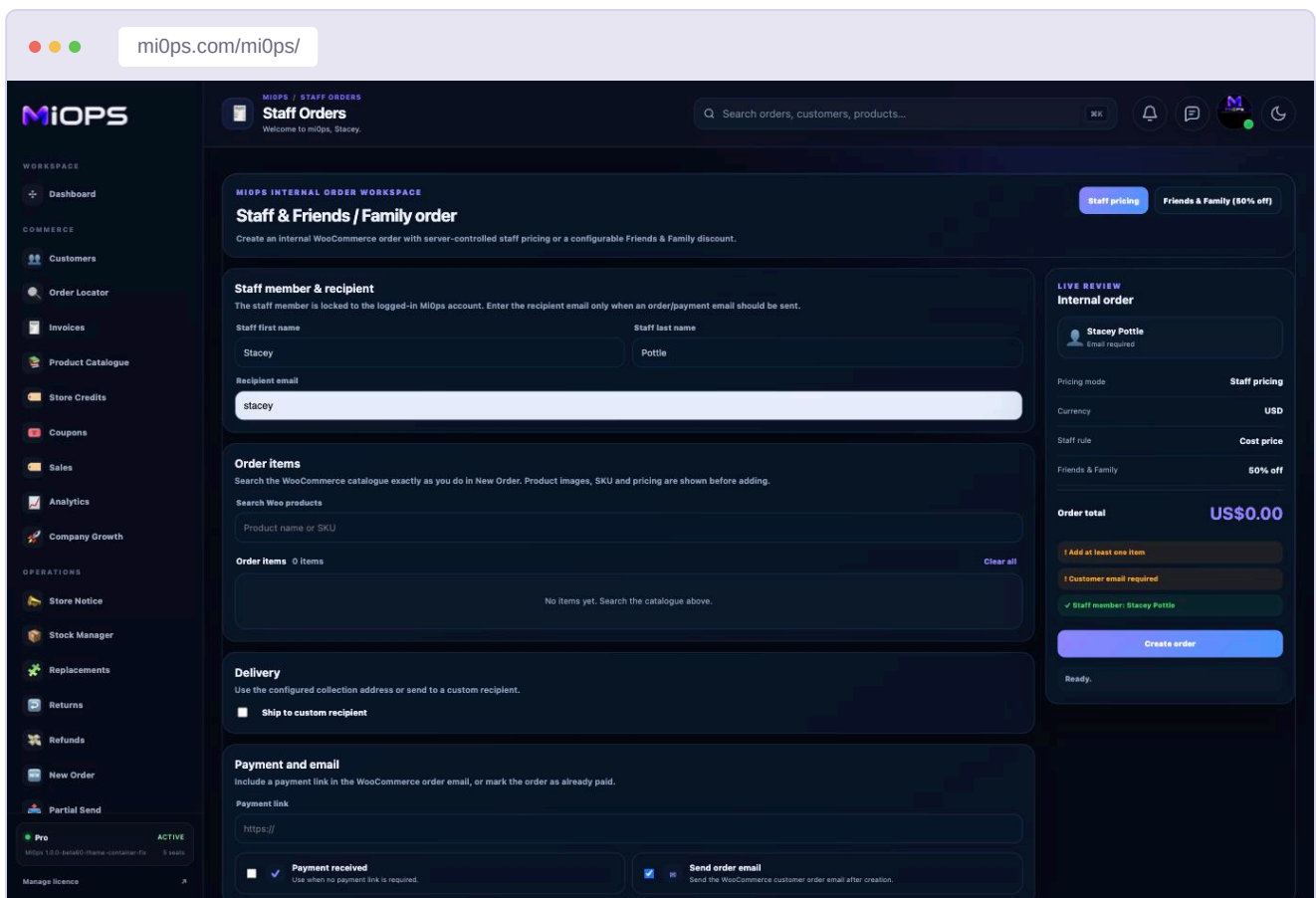
Full reference: Section 39, “Customer Restrictions”, in the full Pro Manual.

PRO WORKFLOWS

22 Staff Orders — place a staff-price order

Staff Orders lets a staff member place their own order at the configured staff price, with the discount enforced server-side rather than trusted from the browser.

1. Open **Staff Orders** and confirm the pricing-mode toggle is set to **Staff pricing**.
2. Search and add products in the **Order items** panel.
3. Leave **Ship to custom recipient** off for collection, or turn it on and fill in delivery details.
4. Set a **Payment link** or switch on **Payment received**, as applicable.
5. Check the **Live Review** sidebar checklist is green.
6. Click **Create order**.



Staff Orders: pricing-mode toggle, order items cart and the Live Review sidebar.

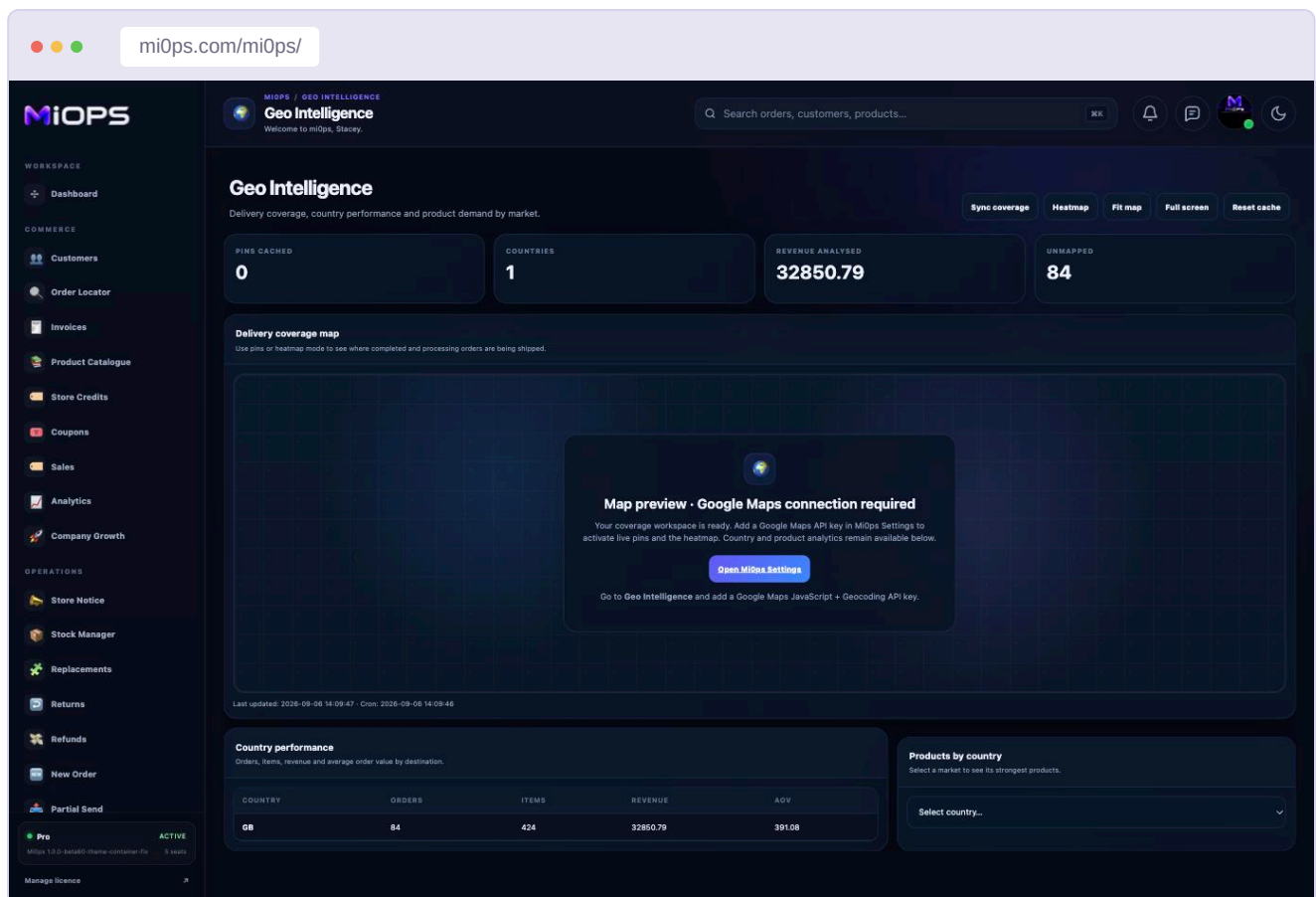
Full reference: Section 40, “Staff Orders”, in the full Pro Manual.

PRO WORKFLOWS

23 Geo Intelligence — connect Google Maps and sync coverage

Before the delivery-coverage map will render, Geo Intelligence needs a Google Maps API key. Country and product analytics work from cached order data even before that's done.

1. Open **MiOps > Settings > Analytics > Geo Intelligence** and add your **Google Maps API key** (with Maps JavaScript + Geocoding APIs enabled).
2. Return to the **Geo Intelligence** module.
3. Click **Sync coverage** to geocode recent order addresses.
4. Confirm the **Pins cached** and **Countries** KPI tiles update.
5. Review the **Country performance** table for your top destination countries.



Geo Intelligence: toolbar, KPI tiles and the Country performance table.

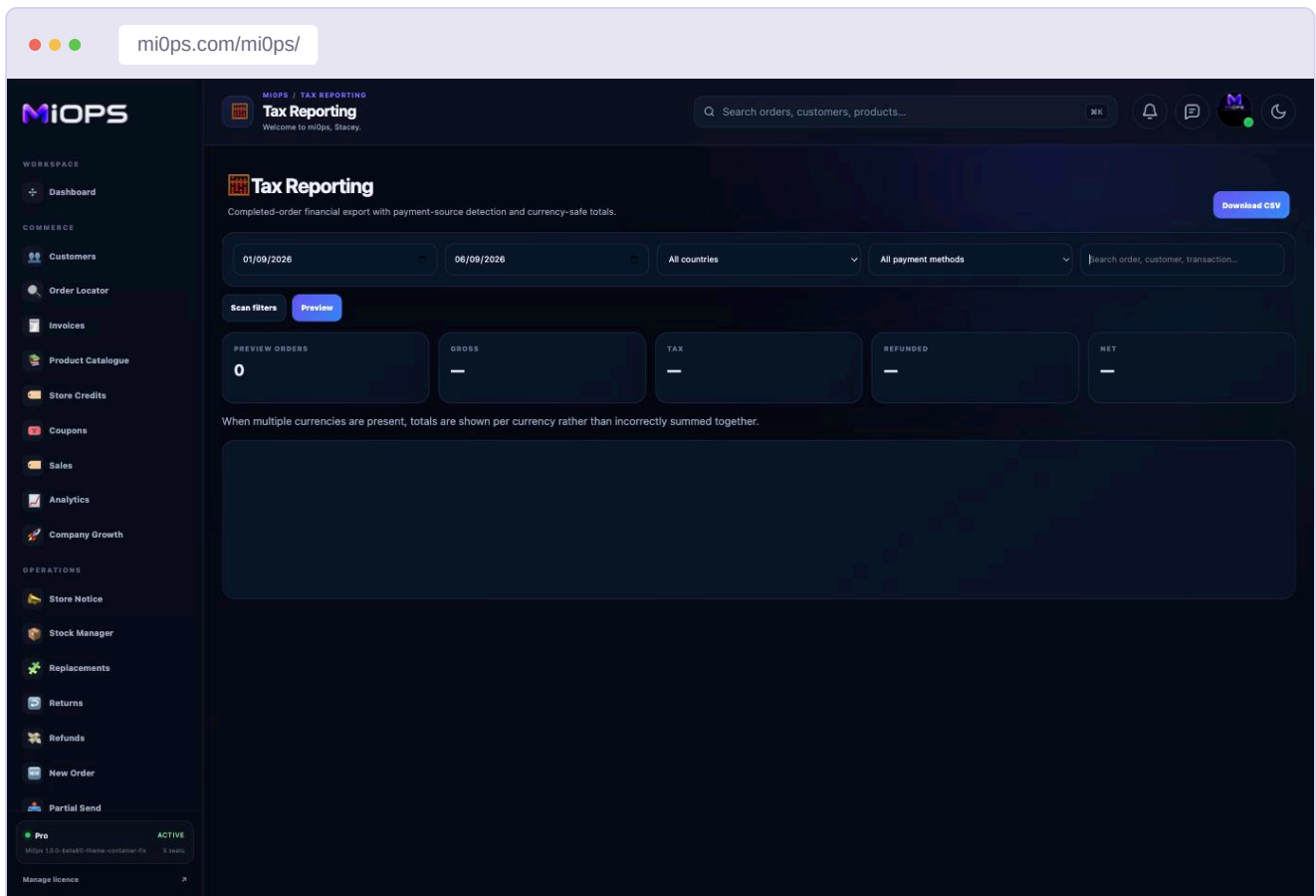
Full reference: Section 41, “Geo Intelligence”, in the full Pro Manual.

PRO WORKFLOWS

24 Tax Reporting — export a completed-orders tax CSV

Tax Reporting turns a filtered set of completed orders into a bookkeeping-ready CSV, with payment method detected automatically for each order.

1. Open **Tax Reporting** and set a **Date range** for the period you're reporting on.
2. Click **Scan filters** to populate the Country and Payment method dropdowns.
3. Narrow with **Country** or **Payment method** if needed.
4. Click **Preview** and check the **Gross / Tax / Refunded / Net** figures per currency.
5. Click **Download CSV**.



Tax Reporting: filter bar, Preview KPI row and the results table.

Full reference: Section 42, “Tax Reporting”, in the full Pro Manual.

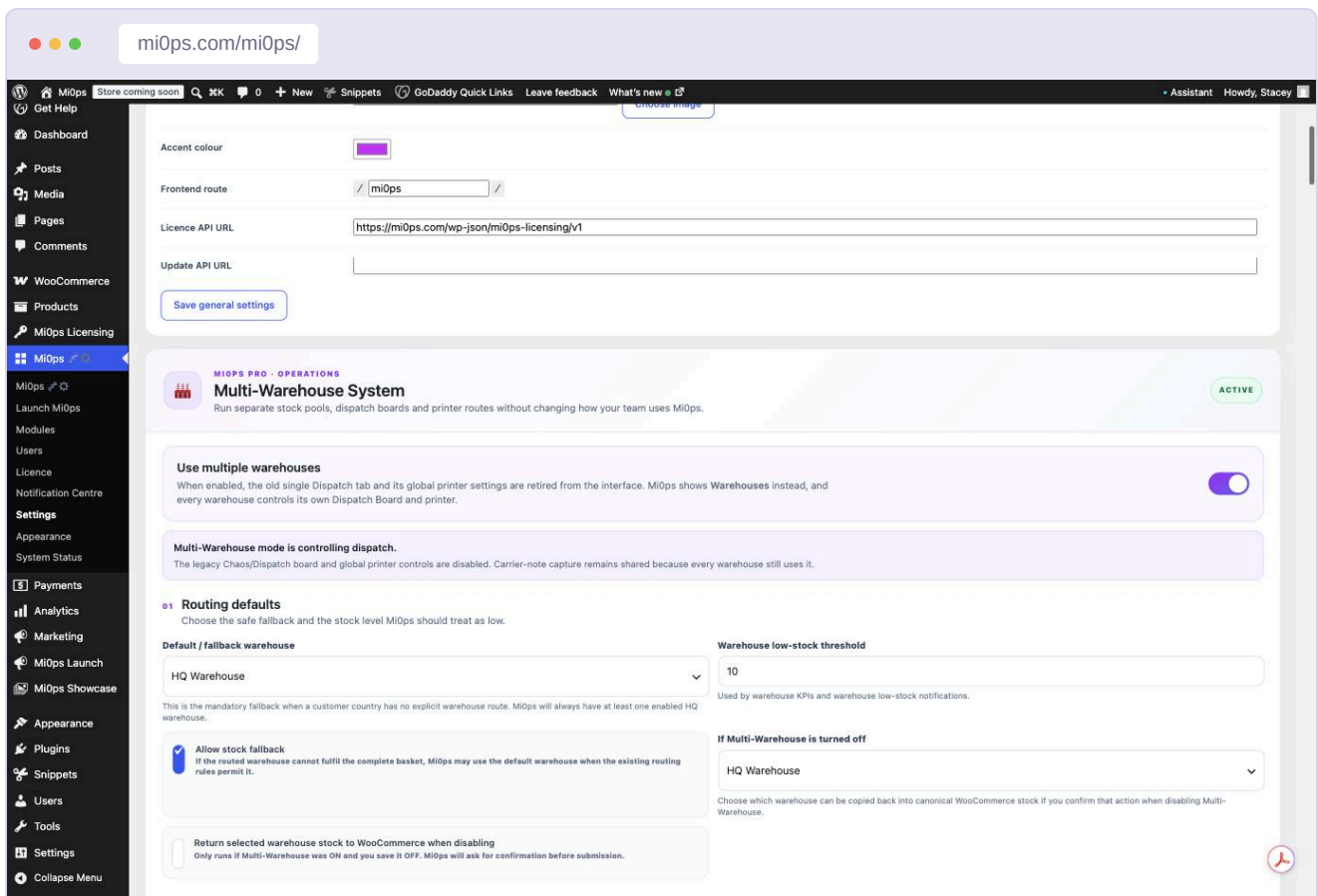
MULTI-WAREHOUSE

25 Multi-Warehouse — turn it on and configure your first warehouse

Multi-Warehouse is a Pro-gated feature (its module row shows Tier core on MiOps > Modules, but the feature itself needs a Pro/Pro Plus licence, same as any Pro module). Turning it on replaces the old single Dispatch tab with the full Warehouses module.

1. Open **MiOps > Settings** and find the **Multi-Warehouse System** card.
2. Turn on **Use multiple warehouses**.
3. Set your **Default / fallback warehouse** and review the routing defaults.
4. Under **Your warehouses**, enable your first warehouse slot: give it a **Warehouse name**, a permanent **Internal code**, and the **Countries routed here**.
5. Click **Sync Woo stock** so the warehouse isn't starting from zero.
6. Set its **Dispatch Board name**, Active/Completed queue emails, and add at least one **Kiosk staff & PIN**.

- Click **Save Multi-Warehouse settings**.
- Open **MiOps > Users** and tick the **Warehouses** permission for every staff member who needs it — it is **not** turned on automatically for existing users.



Settings, Multi-Warehouse System card: the master toggle and routing defaults.

DON'T SKIP THE PER-USER PERMISSION STEP

Every other module checkbox may already be ticked for your staff, but Warehouses starts unchecked for everyone. Skipping this step is the most common reason “Multi-Warehouse is on but nobody can see it.”

Full reference: Section 43, “Multi-Warehouse System”, in the full Pro Manual.

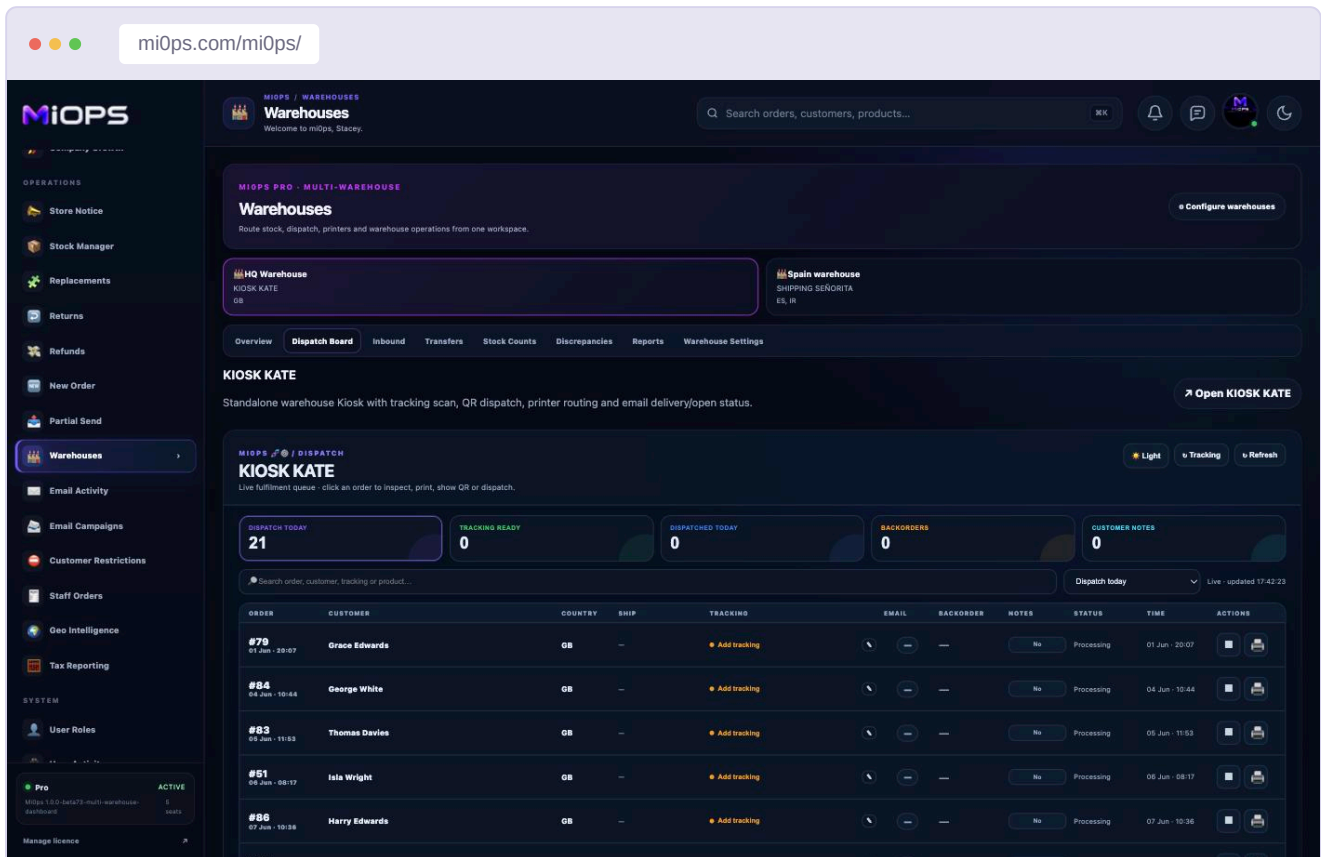
MULTI-WAREHOUSE

26 Warehouses — dispatch an order from a warehouse's Dispatch Board

Once Multi-Warehouse is on, day-to-day fulfilment moves from the old single Dispatch tab into each warehouse's own Dispatch Board — the single most common daily task in the module.

- Open **Warehouses** in the sidebar (it has replaced Dispatch).

2. Use the **warehouse-selector cards** above the tab strip to pick the warehouse you're working from.
3. Open the **Dispatch Board** tab — this embeds that warehouse's own named Kiosk board.
4. Find the order in the live queue table and confirm its **Ship**, **Tracking** and **Backorder** columns look right.
5. Use the row's **Actions** to mark it dispatched — this also triggers a pick/pack sheet print if Printer routing is enabled for this warehouse.
6. Check the **Dispatched Today** counter to confirm it registered.



Warehouses, Dispatch Board tab: the embedded Kiosk board and live order queue.

Full reference: Section 44, “The Warehouses workspace” — Dispatch Board, in the full Pro Manual.

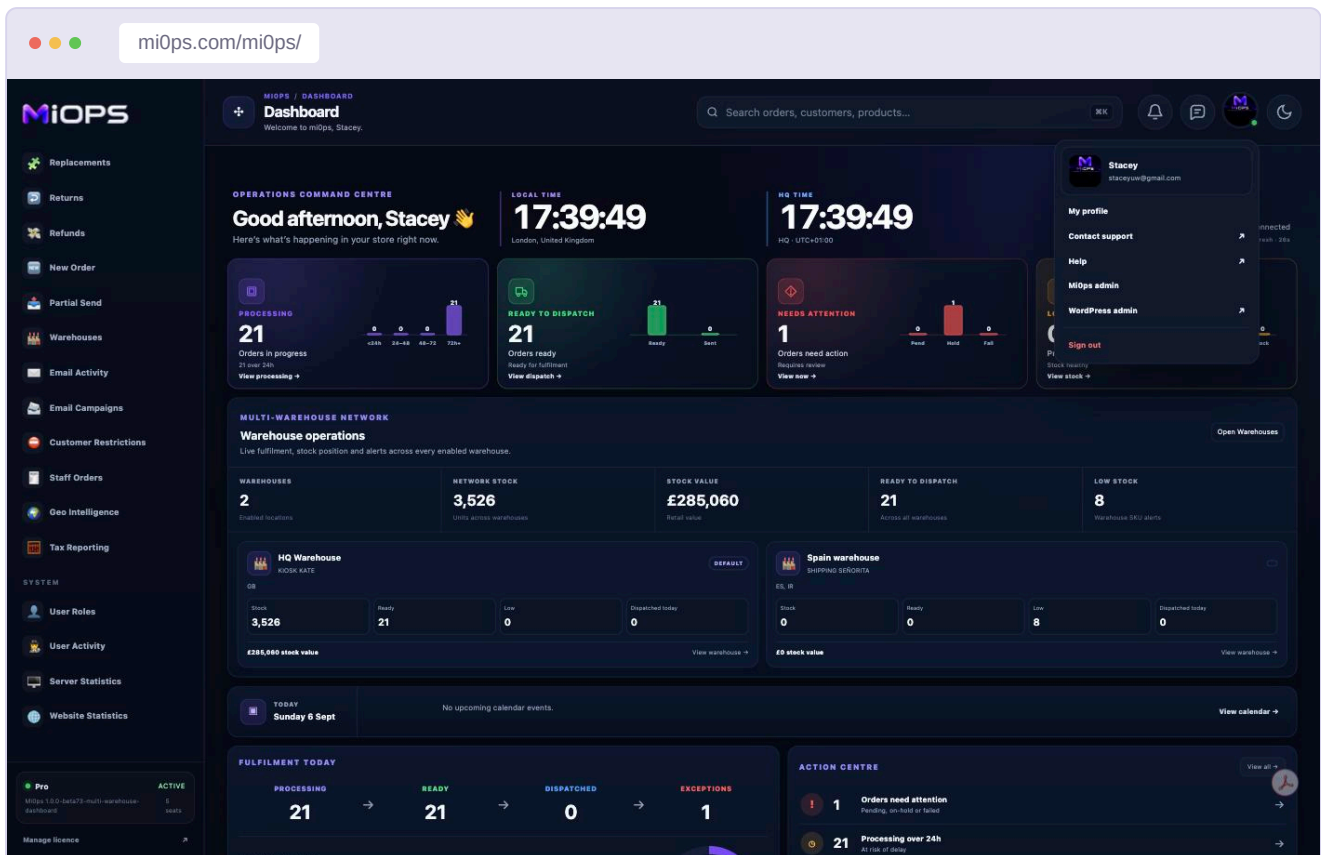
MULTI-WAREHOUSE

27 What's new in the header — Contact Support, Help and Notification Centre

Two small but useful additions live in the profile dropdown, and Notification Centre grew substantially to cover Multi-Warehouse alerts.

- Click your **avatar** (top right) — the dropdown now includes **Contact support** (opens an in-app, administrator-only support form straight to the MiOps team) and **Help** (an external link to mi0ps.com/help/pro).

- Open the **bell icon > Notification Centre** — there are now 19 alert categories in total, 11 of them Multi-Warehouse-specific (dispatch, transfers, inbound, stock counts, discrepancies, returns, quarantine, printer and more), each independently toggleable per user in **MiOps > Notification Centre**.



The profile dropdown: Contact support and Help alongside the existing menu items.

Full reference: Section 7, “The MiOps workspace”, and Section 28, “Notification Centre”, in the full Pro Manual.



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