

How do I change the status of an order?

We can change the status of an order at any time.

To do so there are a couple of ways we can do it. Firstly we could click into the order, locate the “Order Information” section and click the ellipsis (...) button to be presented with the statuses available. Next click the status you wish to set, doing this will update the status without the need to save the page.

The screenshot displays the order management interface for Order #WEB7-476, dated 17th November, 2021 at 11:44 am. The order is currently in the 'UNFULFILLED' state. The interface includes a sidebar with navigation icons, a main content area with a table of unfulfilled items, and a right-hand panel with order details and a status dropdown menu.

Unfulfilled Items (7)

NAME	SKU	QUANTITY	UNIT PRICE
PRS Silver Sky Colours: Frost	silver-sky-frost	1	£2,399.00 (£2,159.10)
PRS HX 100 "Hendrix" Circuit Valve Amp Head	HX100	1	£2,999.00 (£2,699.10)
BOSS DD-3T Digital Delay Pedal	dd3	1	£109.00 (£98.10)
Fender Custom Shop Instrument Cable Cable Length: 3 ft / 1 m Jacks: Angled Colours: Black Tweed	CSSJIC-3-FT / 1 M-ANGLED-BLACK-TWEED	1	£9.99 (£9.00)
Fender Custom Shop Instrument Cable Cable Length: 10 ft / 3 m Jacks: Straight Colours: Black Tweed	CSSJIC-10-FT / 3 M-STRAIGHT-BLACK-TWEED	2	£15.99 (£14.40)
Ibanez TS808 Reissue Tube Screamer Overdrive Pedal	TS808	1	£159.00 (£143.10)

Order Information

Status
● SUCCESSFUL ...

- Cancelled
- On Hold
- Successful
- Processing
- Partially Dispatched
- Dispatched
- Partially Returned
- Returned
- Complete

Billing Address
Tim Spratt
Aero Commerce, Commerce House, 1 Exchange Square,
Middlesbrough, TS11DE, GB

IP Address
127.0.0.1

Created By
Ste

Status History
Ste - Wed 17th Nov at 11:44 (4 hours ago)

Alternatively if you wish to update the status of many orders at once, for example you might want to update all of the orders dispatched that day, you can use the bulk actions to update the status.

