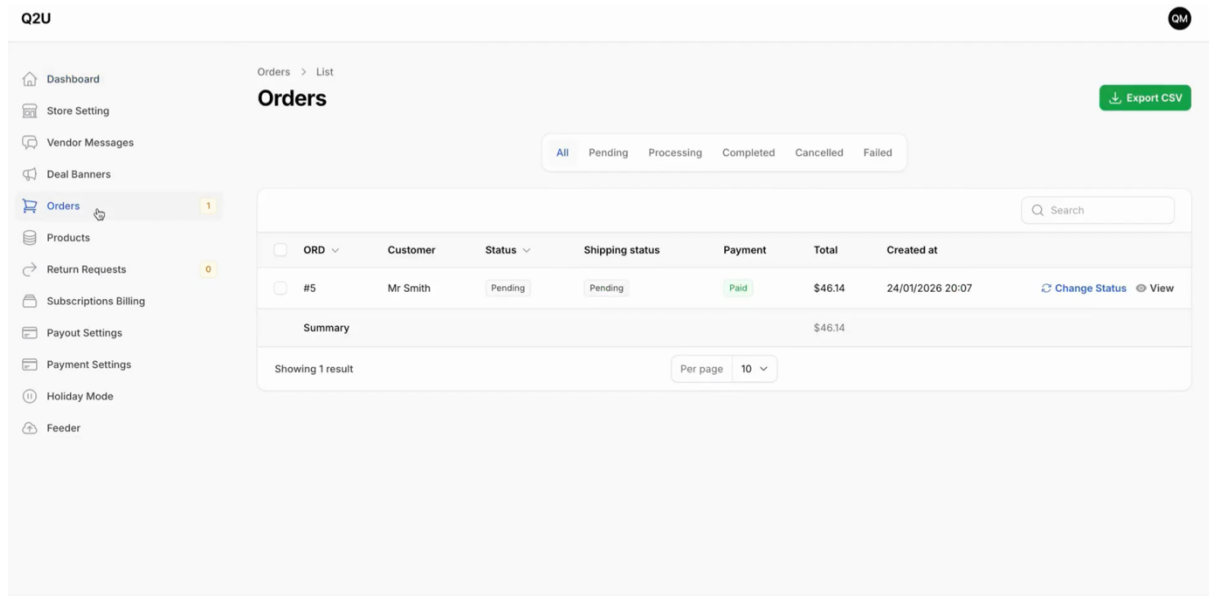


Orders

This guide will show you how to manage the orders you receive.

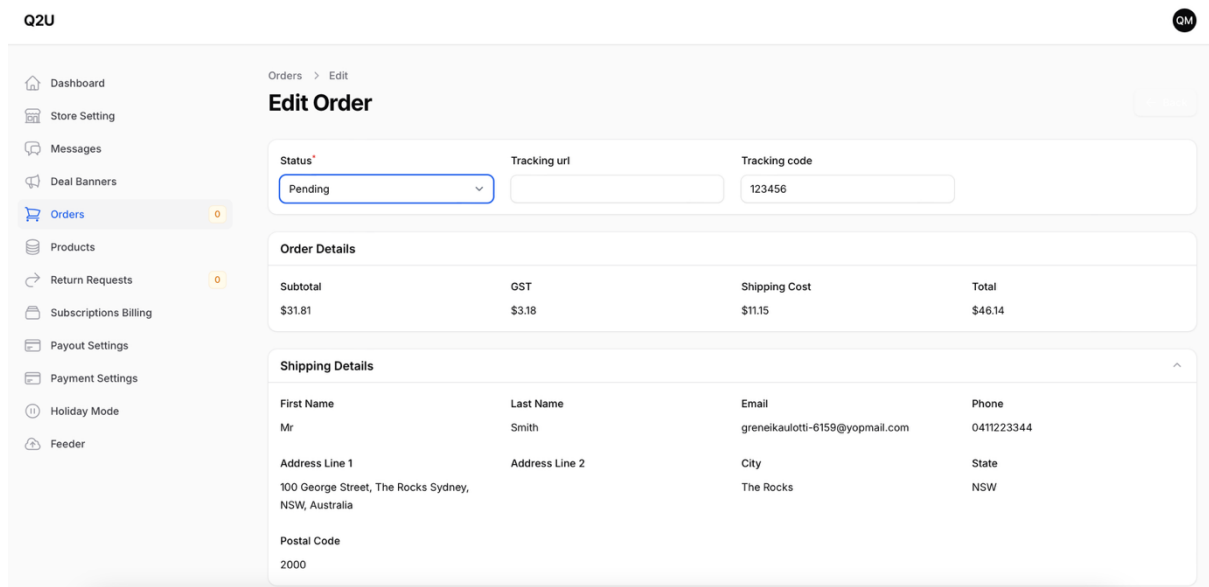
Start by going to the Orders tab, where you'll see a notification showing how many pending orders need to be actioned.



Here you'll see all of your orders, and you can filter them by order status.

New orders will always appear as pending.

Click on an order to view the customer details and shipping information.



You can update the order status here and you can enter the delivery information.

Dashboard > Edit

Edit Order

Status* Tracking url Tracking code

Shipped 123456

Order Details

Subtotal	GST	Shipping Cost	Total
\$31.81	\$3.18	\$11.15	\$46.14

Shipping Details

First Name	Last Name	Email	Phone
Mr	Smith	greneikaulotti-6159@yopmail.com	0411223344
Address Line 1	Address Line 2	City	State
100 George Street, The Rocks Sydney, NSW, Australia		The Rocks	NSW
Postal Code	2000		

This will be automatically emailed to the customer.

Once the order has been shipped and completed, update the order status to Completed to finish processing the order.

Dashboard > Edit

Edit Order

Status* Tracking url Tracking code

Completed 123456

Order Details

Subtotal	GST	Shipping Cost	Total
\$31.81	\$3.18	\$11.15	\$46.14

Shipping Details

First Name	Last Name	Email	Phone
Mr	Smith	greneikaulotti-6159@yopmail.com	0411223344
Address Line 1	Address Line 2	City	State
100 George Street, The Rocks Sydney, NSW, Australia		The Rocks	NSW
Postal Code	2000		

When you go back to orders, you can also download a CSV file of all of your orders.

Click Export CSV, select the year or a custom date range and click Submit.

- Dashboard
- Store Setting
- Messages
- Deal Banners
- Orders** 0
- Products
- Return Requests 0
- Subscriptions Billing
- Payout Settings
- Payment Settings
- Holiday Mode
- Feeder

Orders > List

<input type="checkbox"/>	#17	Developer ozlocal	Cancelled	Paid	\$17.99	23/03/2026 13:50	Change Status View
<input type="checkbox"/>	#8	Roman Test	Completed	Paid	\$60.00	20/02/2026 21:41	Change Status View
<input type="checkbox"/>	#5	John Smith	Completed	Paid	\$46.14	24/01/2026 20:07	Change Status View
Summary					\$124.13		

Showing 1 to 3 of 3 results

Per page 10

Export CSV

Fiscal Year:

From Date: To Date:

Optional: Override fiscal year filter.

[Export CSV](#)