

# Viewing Orders

Last Modified on 22/09/2016 12:20 pm AEST

## Quick Steps: Shop > Order Management > View Order > Actions

Viewing Orders allows you to view any outstanding orders and the details of them to allow you to pack and complete the order. You can view the Postal Address and Item Requirements for each order within the system.

1. Within the Management Console, select **Shop** from the top menu, then **Order Management** from the left menu.

2. This page will open automatically onto your Outstanding Orders.

The screenshot shows the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar shows 'Order Management' with sub-items: 'Issue Refund', 'Refunds Listing', 'Settlements', 'Create Order', and 'Pending Orders'. The main content area is titled 'Orders' and features a filter bar with 'All Orders', 'Outstanding', 'Part Packed', 'Ready For Dispatch', 'Shipped', and 'Cancelled'. A search bar is present with the text 'Type here then press enter to search for orders in your store...'. Below the search bar are buttons for 'Add an Order...', 'Export These Orders...', and 'Choose an action' with a 'Go' button. A table displays the following data:

ID	Customer	Date	Total	Status	Action
1589790	Sample, Barry	17 Dec 2015	\$2.10	Outstanding	-- Actions --
1609686	Sample, Samantha	24 Aug 2016	\$65.00	Outstanding	-- Actions --

The bottom of the page shows the time '29:29' and the 'SportsTG' logo.

3. Select the dropdown next to the order you want to view, and click **View Order**.

# Orders

All Orders **Outstanding** Part Packed Ready For Dispatch Shipped Cancelled

Type here then press enter to search for orders in your store...

Advanced Search

Add an Order... Export These Orders... or Choose an action Go

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ID	Customer	Date	Total	Status	Action
1589790	Sample, Barry	17 Dec 2015	\$2.10	Outstanding	-- Actions --
1609686	Sample, Samantha	24 Aug 2016	\$65.00	Outstanding	-- Actions --

- Actions --
- View Order
- Print Packing Slip
- Add Notes
- Email Customer
- Edit Order
- Send Duplicate Receipt

4. The Order Details will then open on the screen for you to view all applicable information.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website Members Subscriptions **Shop** Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Order Management

- Issue Refund
- Refunds Listing
- Settlements
- Create Order
- Pending Orders

Products

Analytics

Shop Settings

Marketing

**Orders**

All Order

Type here

Add an O

Order #1609686

Order Date: 24/08/2016  
Name: Samantha Sample

Address 1: 600 Victoria St  
Address 2:  
Suburb: Richmond  
State: VIC  
Postcode: 3121  
Country: Australia  
Email Address: SamanthaSample@imgstgdev.com  
Business: 039426 2600

Delivery: Standard

Item	Units	Price
Product 4 Size: Medium Colour: Gold	1	\$55.00

Sub Total: \$55.00  
GST: \$0.00  
Postage: \$10.00  
Total: \$65.00

Exit

Advanced Search

Per page: 20

Status	Action
Outstanding	-- Actions --
Outstanding	View Order

27:58 SportsTG

**Note:** Order details can be viewed at every stage of the order process from Outstanding through to Completed so that you can confirm that you are fulfilling the order correctly.

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