Pending Orders

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Quick Steps: Shop > Order Management > Pending Orders

Pending Orders shows those orders that have been created within the Management Console but not taken through to completion.

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

2. Select **Pending Orders** from the expanded left menu.

3. You then have one of the following options:

- **Edit** the customer's details.
- Add **Items** to the order.
- **Pay** for the pending order.
- **Delete** the order from the system.

Note: Complete a Pending Order by adding products and paying for the order. This will remove the order from the Pending listing.

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