

Orders

Bulk actions

Apply

All dates

Filter by registered customer

Filter

<input type="checkbox"/>	Order		Date	Status
<input type="checkbox"/>	#CKT0078 R2O Testing		Aug 17, 2021	
<input type="checkbox"/>	#CKT0077 R2O Testing		Aug 17, 2021	
<input type="checkbox"/>	#CKT0076 R2O Testing		Aug 17, 2021	
<input type="checkbox"/>	#CKT0074 vincent RAMLY		Aug 17, 2021	
<input type="checkbox"/>	#CKT0073 vincent RAMLY		Aug 17, 2021	

Click the Order you wanna update status

The screenshot displays an order management interface. On the left, a dropdown menu for 'Status' is open, showing options: Processing, Cancelled, Refunded, Failed, Loan Approved, Loan Rejected..!, and Loan Pending Approval. The 'Loan Rejected..!' option is highlighted in blue. In the center, order details are shown: 'R2O Testing', 'Retail to Online Marketing (M) Sdn Bhd', '2A-3A-7, BAYSWATER CONDO', 'LEBUH TUNKU KUDIN 2', 'GELUGOR', 'Penang (Pulau Pinang)', '11700', 'Email address: richer.lock@retail-online.com.my', and 'Phone: 0164123306'. On the right, there are three panels: 'Order actions' with a 'Choose an action...' dropdown and an 'Update' button; 'Send order email' with a 'Choose an email to send...' dropdown and a 'Save order & send email' button; and 'Order notes' with a note 'Payment to be made upon delivery.'. A red circle highlights the 'Update' button, and a red arrow points from the 'Loan Rejected..!' status option to it.

Click and select status:

- Loan Pending Approval
- Loan Approved
- Loan Rejected

Lastly, click

**【UPDATE】**

Every time, you update status, system will automatically send and email to customer