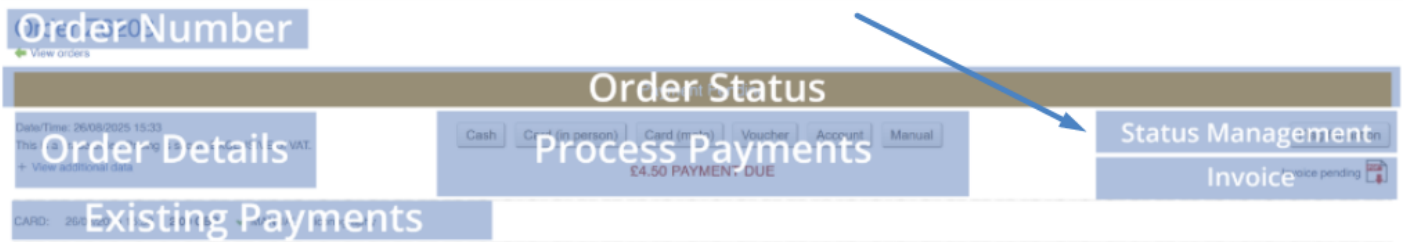


Status Management



Status management may be used to adjust the status of a Sales Order. Its use is limited as most statuses are [automated](#) based on various factors.

Possible Actions

Field	Purpose
Convert to Order	<p>This will change the status of the Sales Order to Payment Pending</p> <p><i>It is possible to use this to create a Sales Order without any payment</i></p> <p>This button will only appear on Sales Orders with the Draft and Quote statuses</p>
Convert to Quote	<p>This will change the status of the Sales Order to Quote</p> <p>This will create a quote reference, but will not automatically email the customer with the Retrieve a Quote email; to send this, use the Quick Access Buttons</p> <p>This button will only appear on Sales Orders with the Draft and Abandoned statuses</p>
Flag for Action	<p>This will change the order status to Awaiting Action</p> <p>This button is always visible</p>

Revision #3

Created 27 August 2025 14:56:14 by Mike

Updated 27 August 2025 16:16:02 by Mike