


Summary

This screen portrays a summary of your Sales Orders. It can be used to search for a specific Sales Order, observe a filtered view of your Sales Orders, or process them.

By default, this screen will show 'active' Sales Orders, which are those that require action.

Key to icons

 = draft

 = abandoned

 = on order

 = awaiting action

 = payment pending

 = payment pending

 = awaiting despatch

 = partially despatched

 = cancelled

 = completed

 = partially returned

 = returned

 = quote

 = order has notes

 = collection

Sales Order Export

It is also possible to export a CSV of your Sales Orders.

The Sales Orders exported will be from your [currently filtered view](#).

Revision #3

Created 26 August 2025 13:58:34 by Mike

Updated 26 August 2025 14:31:16 by Mike