

Manage Orders view

Manage Orders Overview

On the "Manage Orders" page, users can efficiently organize and review both new and old orders. The page offers filters for easy categorization, and users can view detailed invoices for each order.

1. Access "Manage Orders":

- Navigate to the "Manage Orders" page to review and organize orders.

2. Order List:

- The page displays a list of both new and old orders.

Manage Orders

You will start seeing orders here as they are made

Detail Location All Service Type All

Paid? All Status All **SUBMIT**

Orders List

List of available orders are shown below

Order ID ↓	Checkout Method	Status	Order Date	Order Note	Total	Action
#30	Take Out	Under Process Unpaid	2023-12-11 14:37:35		19.16	DETAIL
#29	Take Out	Cancelled Unpaid	2023-12-11 14:35:52		28.25	DETAIL
#28	Take Out	Under Process Unpaid	2023-12-11 14:34:17		23.2	DETAIL
#27	N/A	Pending	null	null	4	
#26	N/A	Pending	null	null	4	
#25	N/A	Pending	null	null	21	
#24	N/A	Pending	null	null	5	

3. Filter Options:

- Utilize enhanced filters to categorize orders based on specific criteria.
 - **Location:** Filter orders based on the restaurant location.
 - **Service Type:** Categorize orders by takeout, delivery, or dine-in.
 - **Payment Status:** Sort orders by payment status (e.g., paid, pending).

- **Order Status:** Categorize orders by status (e.g., new, in progress, completed).

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Filter Options

4. View Details:

- Click on an order to view detailed information and the corresponding invoice.

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Order Details

5. Invoice Details:

- The detailed view includes:
 - **Customer Details:** Name, contact information, and delivery address.
 - **Order Items:** Comprehensive list of items ordered.

- o **Total Amount:** The total cost of the order.

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Sites

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Restaurant Info

Locations

Menu Items

Taxes

Payments

Active Orders

Manage Orders

Appointment

BACK TO LIST

FOOD CRAVING

88 Southwell Crescent

Charley Creek, Western Australia (6239)

0890238628 (Craving@gmail.com)

Transaction hasn't

ORDER STATUS: **UN**

Order at : 2023

Checkout

Customer:

alan R

34234

Alan@gmail.com

#	Item	Quantity	Price	Subtotal
1	BBQ Chicken Wings	4	\$ 4.00	\$ 16.00

Note:

Sub-tot

TAX & F

Total

Revision #2

Created 11 December 2023 15:22:30 by Adnan

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