

# Manage Orders view

## Manage Orders Overview

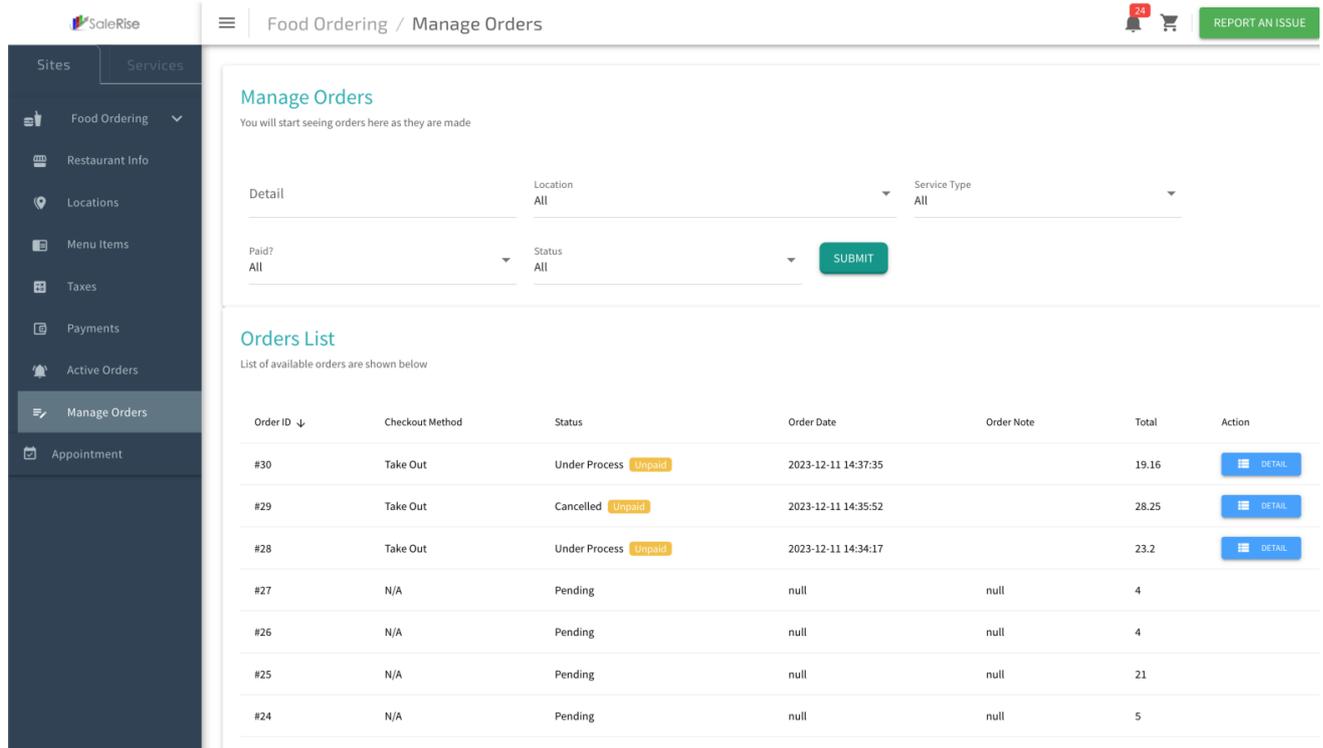
On the "Manage Orders" page, users can efficiently organize and review both new and old orders. The page offers filters for easy categorization, and users can view detailed invoices for each order.

### 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.



The screenshot displays the 'Manage Orders' interface. At the top, there's a navigation bar with 'SoleRise' and 'Food Ordering / Manage Orders'. A sidebar on the left lists various menu items. The main area is divided into two sections: 'Manage Orders' and 'Orders List'. The 'Manage Orders' section has filters for 'Location' (All), 'Service Type' (All), and 'Paid?' (All), along with a 'SUBMIT' button. The 'Orders List' section shows a table of orders with columns for Order ID, Checkout Method, Status, Order Date, Order Note, Total, and Action.

Order ID ↓	Checkout Method	Status	Order Date	Order Note	Total	Action
#30	Take Out	Under Process <span>Unpaid</span>	2023-12-11 14:37:35		19.16	<a href="#">DETAIL</a>
#29	Take Out	Cancelled <span>Unpaid</span>	2023-12-11 14:35:52		28.25	<a href="#">DETAIL</a>
#28	Take Out	Under Process <span>Unpaid</span>	2023-12-11 14:34:17		23.2	<a href="#">DETAIL</a>
#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).

The screenshot shows the 'Manage Orders' page in the SaleRise system. The left sidebar contains navigation options like 'Food Ordering', 'Restaurant Info', 'Locations', 'Menu Items', 'Taxes', 'Payments', 'Active Orders', 'Manage Orders', and 'Appointment'. The main content area has a 'Manage Orders' header with a sub-header 'You will start seeing orders here as they are made'. Below this is a filter section with dropdowns for 'Location' (All), 'Service Type' (All), 'Paid?' (All), and 'Status' (All), along with a 'SUBMIT' button. A red box highlights this filter section, and a red arrow points to it with the label 'Filter Opti'. Below the filter is an 'Orders List' section with the text 'List of available orders are shown below'. The table below contains the following data:

Order ID ↓	Checkout Method	Status	Order Date	Order Note	Total	Action
#30	Take Out	Under Process <span>Unpaid</span>	2023-12-11 14:37:35		19.16	<a href="#">DETAILS</a>
#29	Take Out	Cancelled <span>Unpaid</span>	2023-12-11 14:35:52		28.25	<a href="#">DETAILS</a>
#28	Take Out	Under Process <span>Unpaid</span>	2023-12-11 14:34:17		23.2	<a href="#">DETAILS</a>
#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	

#### 4. View Details:

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

This screenshot is similar to the previous one but highlights the 'DETAILS' button for order #30. A red box surrounds the 'DETAILS' button in the 'Action' column, and a red arrow points to it with the label 'Order Details'. The table data is identical to the previous screenshot.

#### 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.

The screenshot shows a web application interface for managing orders. The top navigation bar includes the 'ScaleRise' logo, a hamburger menu, the current page 'Food Ordering / Manage Orders', a notification bell with '24', a shopping cart icon, and a 'REPORT AN ISSUE' button. A left sidebar contains navigation options: 'Sites' and 'Services' (with a sub-menu for 'Food Ordering'), 'Restaurant Info', 'Locations', 'Menu Items', 'Taxes', 'Payments', 'Active Orders', 'Manage Orders' (highlighted), and 'Appointment'. The main content area features a 'BACK TO LIST' button and the restaurant name 'FOOD CRAVING' with its address and contact information. A status message indicates the transaction hasn't been completed, with an 'ORDER STATUS: UNPAID' and 'Order at: 2023-12-11 15:22:30'. Customer details for 'alan R' are listed. A table shows one item: 'BBQ Chicken Wings' with a quantity of 4, a price of \$4.00, and a subtotal of \$16.00. A 'Note' field is present, and a summary table on the right shows 'Sub-total', 'TAX & FEE', and 'Total'.

**FOOD CRAVING**  
 88 Southwell Crescent  
 Charley Creek, Western Australia (6239)  
 0890238628 (Craving@gmail.com)

Transaction hasn't been completed  
**ORDER STATUS: UNPAID**  
 Order at: 2023-12-11 15:22:30  
 Checkout

Customer:  
 alan R  
 34234  
 Alan@gmail.com

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

Note:

Sub-total	\$ 16.00
TAX & FEE	
<b>Total</b>	<b>\$ 16.00</b>

Revision #2

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