

Processing

1. Click **Order**
2. Then click **Processing**, all the order that has completed payment by customer and in process of postage will be display.

Orders - Processing

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Show entries Search:

Order	Customer	Method	Shipment	Status	Amount	Date
#00000007	MET00000093	Online Payment (FPX)	Cash on Collection	Processing	MYR 296.00	07/06/2022 4:56 PM

Showing 1 to 1 of 1 entries

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3. To view the order's detail, Click on Order Number (**highlighted in blue**)
4. All the detail will be display as below:

Orders

[#00000007](#)

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Backend Order	No
Order ID	#00000007
Order Type	Outright Purchase
Order Status	Processing ST003
Payment Method	Online Payment (FPX)
Shipping Method	Cash on Collection
Created	07/06/2022 04:56 PM
Paid	07/06/2022 10:52 PM
Updated	07/06/2022 10:53 PM

Total Weight	1g
Premium Fee	MYR 10.00
Shipping	MYR 0.00
Amount Payable	MYR 296.00


Billing Detail

Name	MADEEHAH RASID
Address	NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS
City	BANDAR PUSAT JENGKA
Postcode	26400
State	Pahang

[Mark as Ready for Collection](#) [Invoice](#)

5. Admin will check on all the detail displayed and to proceed,

For **Order collected in Store**

 Mark as Ready for Collection

- Click on
- Then click **OK** in confirmation pop up.

Confirmation

Mark as Ready for Collection?

OK


Cancel

- The pop up Order #000007(Order number) is ready for collection will be displayed. Click **Close** to end the process.

Order #00000007 is ready for collection.

Close

For **Order need to be ship**

 Mark as Shipped

- Click on
- Admin need to select the Courier details and fill up the Tracking No and Shipment Date. All the detail is compulsory. Then click **Submit**.

Shipment Details



Courier *

Tracking No. *

Shipment Date *

Cancel

Submit

Revision #9

Created 30 May 2022 08:36:58 by Madeehah Rasid

Updated 13 June 2022 07:34:20 by Madeehah Rasid