

# Shipped

1. Click **Order**
2. Then click **Shipped**, all the order that has been packed by staff, ready to be ship. If the parcel already been process by courier, admin will update the tracking number and customer can track the parcel by viewing at order's status.

Orders - Shipped +

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Show  entries Search:

| Order     | Customer    | Method               | Shipment                          | Status  | Amount       | Date               |
|-----------|-------------|----------------------|-----------------------------------|---------|--------------|--------------------|
| #00000008 | MET00000093 | Online Payment (FPX) | Standard Shipping (West Malaysia) | Shipped | MYR 1,449.00 | 08/06/2022 2:25 PM |

Showing 1 to 1 of 1 entries Previous **1** Next

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

Orders  
#00000008

Orders / #00000008

Order Items Payment Shipment Customer

|                 |                                   |
|-----------------|-----------------------------------|
| Backend Order   | No                                |
| Order ID        | #00000008                         |
| Order Type      | Outright Purchase                 |
| Order Status    | Shipped                           |
| Payment Method  | Online Payment (FPX)              |
| Shipping Method | Standard Shipping (West Malaysia) |
| Created         | 08/06/2022 02:25 PM               |
| Paid            | 08/06/2022 02:26 PM               |
| Updated         | 08/06/2022 02:42 PM               |

|                |              |
|----------------|--------------|
| Total Weight   | 5g           |
| Premium Fee    | MYR 10.00    |
| Shipping       | MYR 10.00    |
| Amount Payable | MYR 1,449.00 |

Shipping Detail

|             |  |
|-------------|--|
| Name        | MADEEHAH RASID                           |
| Contact No. | 0111111111                               |
| Address     | NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS |
| City        | BANDAR PUSAT JENGA                       |
| Postcode    | 26400                                    |
| State       | Pahang                                   |

Billing Detail

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

Mark as Fulfilled Invoice

- Admin will check on all the detail displayed and to proceed, Click **Mark as Fullfilled**
- Then click **OK** in confirmation pop up.

## Confirmation

Mark as Fulfilled?



- The pop up Order #000008 (Order number) is marked fulfilled will be displayed. Click **Close** to end the process.

Order #00000008 marked fulfilled.



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Revision #5

Created 30 May 2022 08:37:14 by Madeehah Rasid

Updated 20 June 2022 04:48:37 by Madeehah Rasid