

Introduction to iiNet

# shoppingcart

7/7 Processing of Orders

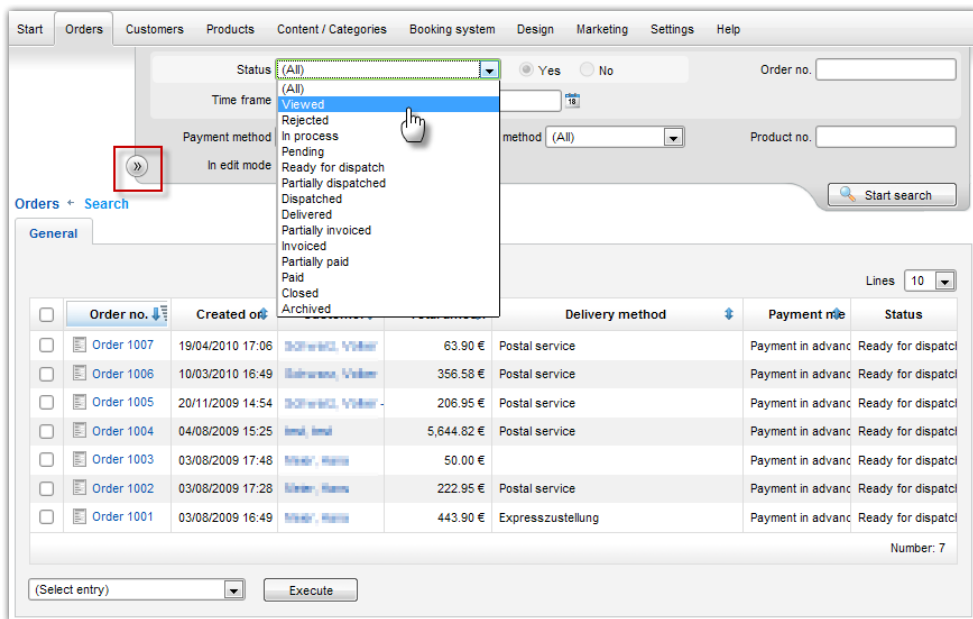


## Introduction to Shopping Cart 7/7 – Processing of Orders

You have set up your shop, taken it live, and created marketing measures. It will not be long until the first orders arrive for you to process. Your shop system will help you with processing, payments, and shipping.

### Processing of orders

The "Orders" menu is pivotal. Under "Incoming", you will find all recently placed orders which you have not yet processed. In the "Orders/Orders" menu, you will find an archive of all orders. Use the search function to locate orders which you have processed or completed. Click on an order for a closer look.



The screenshot displays a web-based interface for managing orders. At the top, there is a navigation bar with tabs: Start, Orders, Customers, Products, Content / Categories, Booking system, Design, Marketing, Settings, and Help. Below this, a search and filter area includes a 'Status' dropdown menu (currently set to '(All)'), a 'Time frame' dropdown (set to '(All)'), and a 'Payment method' dropdown (set to '(All)'). A red box highlights a search icon in the 'Orders + Search' section. A dropdown menu is open, showing various order statuses: (All), Viewed, Rejected, In process, Pending, Ready for dispatch, Partially dispatched, Dispatched, Delivered, Partially invoiced, Invoiced, Partially paid, Paid, Closed, and Archived. A mouse cursor is pointing at the 'Viewed' status. To the right, there are input fields for 'Order no.' and 'Product no.', and a 'Start search' button. Below the search area, a table lists orders with columns for 'Order no.', 'Created on', 'Delivery method', 'Payment method', and 'Status'. The table contains 7 rows of data. At the bottom, there is a '(Select entry)' dropdown and an 'Execute' button.

Order no.	Created on	Delivery method	Payment method	Status
Order 1007	19/04/2010 17:06	Postal service	Payment in advanc	Ready for dispatch
Order 1006	10/03/2010 16:49	Postal service	Payment in advanc	Ready for dispatch
Order 1005	20/11/2009 14:54	Postal service	Payment in advanc	Ready for dispatch
Order 1004	04/08/2009 15:25	Postal service	Payment in advanc	Ready for dispatch
Order 1003	03/08/2009 17:48	Postal service	Payment in advanc	Ready for dispatch
Order 1002	03/08/2009 17:28	Postal service	Payment in advanc	Ready for dispatch
Order 1001	03/08/2009 16:49	Expresszustellung	Payment in advanc	Ready for dispatch

## Order status

You can specify an order status for every order. This allows you to recognise at a glance whether, for example, you are still waiting to receive payment or if goods can be processed. An order's status code also serves as the basis for automated

Orders + 1007 - 19/04/2010

General Documents (2)

Status		
<input checked="" type="checkbox"/>	Viewed	22/04/2010 10:38
<input type="checkbox"/>	Rejected	
<input type="checkbox"/>	In process	
<input type="checkbox"/>	Pending	
<input checked="" type="checkbox"/>	Ready for dispatch	22/04/2010 10:39

<input type="checkbox"/>	Partially dispatched
<input type="checkbox"/>	Dispatched
<input type="checkbox"/>	Delivered
<input type="checkbox"/>	Partially invoiced
<input type="checkbox"/>	Invoiced

notifications e-mailed to customers, which allows you to continuously update your customers on the status of their orders. For more information on e-mail events, please see the fifth article ("Opening Your Shop") in this series.

Depending on which payment provider you choose, the status of an order can automatically change to "Paid" as soon as payment is deposited into your account with the provider. If you prefer to manually monitor payments, you will find an overview of transactions in the "Orders/Transactions" menu.

## Batch processing

<input checked="" type="checkbox"/>	Order 1004	04/08/2
<input checked="" type="checkbox"/>	Order 1003	03/08/2
<input checked="" type="checkbox"/>	Order 1002	03/08/2
<input checked="" type="checkbox"/>	Order 1001	03/08/2

(Select entry) (Select entry) Execute

- Generate and print documents...
- Set status to "Viewed"
- Set status to "Rejected"
- Set status to "In process"
- Set status to "Pending"

Would you like to reduce the time it takes to create invoices and bills of sale? Simply use your shop's batch-processing function! Just mark all the invoices you want to process and then access the drop-down menu to choose "Create documents" in order to generate all necessary papers in one go. Links to logistics companies such as UPS and DHL allow you to quickly create corresponding shipping labels

and to request with just a few mouse clicks that goods be picked up.