

How To Guide - Changing an Order's Status

Changing an order's status is done from the schedule summary page.

1. Go to the "**ORDERS**" tab => click "**Current Schedules**" => select the schedule
2. Click the "**View Orders**" button at the top of the page
3. Click "**View All**" or any other button in the second row of buttons that may be more appropriate.
4. Find the order and click the "**pencil**" icon to edit the order header. Change the order status to a new value and save the change. 

If you have changed the order status to "**Unpaid**" the parents will now be able to make changes to the order as long as the "**End Order Date**" has not passed.

Changing Unpaid Order Status to Inactive:

1. Go to the "**ORDERS**" tab => click "**Current Schedules**" => select the schedule
2. Choose "**View Orders**" button at the top of the page
3. Click "**Unpaid**" to view all the orders with an "**Unpaid**" status, or click "**Inactive**" to view all orders with an "**Inactive**" status.
4. Scroll to the bottom where there are large buttons that will allow you to set "**Unpaid to Inactive**", or set "**Inactive to Unpaid**". It is not recommended that you set "**Unpaid to Paid**" unless the order totals are zero for a schedule with free items.

There is also a button to "**Delete Unpaid Orders**" or "**Delete Inactive Orders**" depending on which set of orders you are viewing.