

Get Started! Manage orders in WooCommerce

Article Number: 1692 | Rating: Unrated | Last Updated: Wed, May 12, 2021 at 3:54 PM

Learn how to manage orders in WooCommerce. Orders are created when a customer completes the checkout process and are visible to Admins and Shop Managers. Each order is given a unique order ID that's automatically generated by WooCommerce. [WooCommerce Order Statuses](#) Every order has a status. A status shows you what process the order is in, starting with "Pending Payment" and ending with "Completed". Order statuses are also used to send emails automatically. [View and Manage Multiple Orders](#) You can view and manage multiple orders by going to the Orders management page at **WooCommerce > Orders**. On the Orders management page, you can preview and arrange orders. You can also filter and take action on orders, individually or via bulk actions. [View and Edit a Single Order](#) From the Single Order page, you can view, edit, and update all details for an order. This is where you can also edit order items, process refunds, see order notes, edit customer details, and so much more. [Manually add an order](#) You can manually add an order via the Orders management page. [Pay for an order](#) Orders that have the status "Pending payment" can be paid for through the payment link. As an admin or shop manager, you can find this link on the Single Order page. [Remove personal data](#) It's possible to remove personal data from an order by enabling the setting: Allow personal data to be removed in bulk from orders. Personal data removal can also be automatically associated with account erasure requests. [Multi-Site Orders](#) Starting from WooCommerce 3.4+, you can now view order information from across all sites, if you're using WordPress's multi-site network. You can see this information from a widget that appears under the Dashboard. To see the details of an order, click on the order link.

Posted - Wed, May 12, 2021 at 3:54 PM.

Online URL: <https://www.heartinternet.uk/support/article/get-started-manage-orders-in-woocommerce.html>