Order (Order)

Overview

The **Order** section allows administrators to view, filter, manage, and export all customer orders placed through the application or Kiosk. It provides complete visibility into order details, payment status, and order history.

Export Orders

Administrators can export orders by selecting an **Export Date Range**.

1. Select the required date range.
2. Click **Export** to download the order data.

This helps generate reports for a specific period.

Payment Status

Orders can be filtered based on their payment status.

Available payment statuses include:

Status	Description
Payment Success	Displays orders with successful payments.
Payment Cash	Displays orders paid using the Cash payment method.
Payment Failed	Displays orders where the payment was unsuccessful.
Payment Pending	Displays orders with pending payments awaiting completion.

Administrators can use these filters to quickly view orders based on their payment status.

Filters

The **Filters** section helps narrow down the order list.

Available filter options include:

Filter	Description
Order By	Sort orders by a selected field (e.g., Created At).
Order	Display records in Ascending or Descending order.
Source	Filter orders based on their source.
Date Range	Display orders within a selected date range.

Use **Apply** to apply the selected filters or **Clear** to reset all filters.

Manage Orders

The **Manage Orders** section displays all orders matching the selected filters.

Administrators can:

- View customer orders.
- Search and filter orders.
- Check payment status.
- Export order data.
- Monitor order history.

If no orders are available, the system displays:

> **No orders to show.**

Best Practices

- Use the Payment Status filters to monitor successful, failed, cash, and pending payments.
- Apply Date Range filters to generate reports for specific periods.
- Export orders regularly for reporting and record keeping.

- Review failed or pending payments to ensure timely resolution.

> **Important:**
> The order list is displayed based on the selected filters. To view specific orders, select the appropriate **Payment Status**, **Date Range**, or other filter options, then click **Apply**.

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