Orders

Overview

The **Orders** section allows users to view and manage order information generated from packages configured in the system.

When a package is added through **Order Settings**, any order placed for that package is recorded in the **Orders** section. Users can view the details of placed orders and generate order reports when required.

Access Path

Leftside → Add on → Orders

Order Configuration

Before orders can be received, the required package should be added through **Order Settings**.

Once a package is configured, users can place orders for the available package.

View Orders

When an order is placed, its information is displayed in the **Orders** section.

The order details can be used to review the information associated with the placed order.

Reports

The **Reports** option allows users to view or generate reports related to the orders.

To access order reports:

1. Go to **Orders**.
2. Click **Reports**.
3. View the available order report information.

Refresh

The **Refresh** button can be used to refresh the Orders section and retrieve the latest order information.

Order Workflow

The overall order workflow is:

1. Configure the required package in **Order Settings**.
2. Make the package available for ordering.
3. A user places an order for the package.
4. The placed order is recorded in the **Orders** section.
5. Open **Orders** to view the order information.
6. Use **Reports** to review the order report when required.

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