

Beauty Advisor > Pending orders - viewing orders

/ Getting started

The **Pending orders** section in the **Beauty Advisor** contains the table (2) with the BA's order pending list. The table is susceptible to sorting, it allows to preview and search for orders. The **Filters** section (1) allows for selecting orders that meet the specified criteria, described in the Filters chapter.

Remember

Pending BA Order - BA's placed order, awaiting customer approval.

Once accepted, the orders go to the BA order table in section **Beauty Advisor > Orders /**

List. For more information on order acceptance on the customer's side, see Beauty Advisor >

New order - description of the ordering process.

YVES ROCHER YRPL UAT Messages 192 Session ends in 2min 14s GAC Welcome Robert Rapkowski

Search... Beauty Advisor - Pending orders

Pending orders

Filters

Orders / list

Show 10 entries Search:

Creation time	First name	Last name	E-mail	Actions
2020-11-01 12:53:21	NINA			Show
2020-11-01 12:53:17	NINA			Show
2020-11-01 12:53:24	NINA			Show
2020-11-01 12:53:27	NINA			Show
2020-07-14 10:27:42	MATEUSZ			Show
2020-07-06 13:42:09	Mateusz			Show
2020-11-01 11:48:25	mateusz			Show
2020-07-06 13:35:16	Mateusz			Show
2020-11-27 13:42:51	Mateusz			Show
2020-07-20 12:31:08	Mateusz			Show

Showing 31 to 40 of 75 entries

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Pending orders section in the Beauty Advisor module

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/ Filters

The **Filters** tab allows to narrow down the list of pending BA orders, based on the date range during which the orders are waiting for customer approval. Orders that meet the **Creation time** criterion will be displayed in the **Orders / list** tab.

Filtry

Data utworzenia

Od:

Do:

Filtruj

Wyczyść filtry

Filters tab in section Beauty Advisor> Pending Orders

Viewing pending BA orders

Below you will find a description of the table with the list of pending BA orders and the possible actions in the **Orders / list** tab.

YVES ROCHER

YRPL UAT

Messages 192

Session ends in 2min 14s

GAC

Welcome Robert Rapkowski

Search...

CTRL + Q | T / I |

General

Alt shops

Beauty Advl...

Catalog

Promotions

Customers

Orders

Reports

CMS

Import/Export

System

POS

Titles

Structure

Campaigns

Herbarium

Contacts

Orders / list

Pending orders

New order

POS retail

Beauty Advisor > Pending orders

Filtry

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2

3

Orders / list

Show 10 entries

Search:

Creation time	First name	Last name	E-mail	Actions
2020-11-01 12:53:21	NINA	VE9SHOR6PHEE	robert.rapkowski@tauceti.email	<div>4</div> <div>Show</div>
2020-11-01 12:53:17	NINA	VE9SHOR6PHEE	robert.rapkowski@tauceti.email	Show
2020-11-01 12:53:24	NINA	VE9SHOR6PHEE	robert.rapkowski@tauceti.email	Show
2020-11-01 12:53:27	NINA	VE9SHOR6PHEE	robert.rapkowski@tauceti.email	Show
2020-07-14 10:27:42	MATEUSZ	TESTTESTTEST	testtest3@example.com	Show
2020-07-06 13:42:09	Mateusz	Testowy	a3d0cf1c8cbf90b1aae0d36e1e0be125286d8014@onetime.tauceti.pl	Show
2020-11-10 11:48:25	mateusz	mateusz	2b94480e6850955c9c84f159a9685df31b195241@onetime.tauceti.pl	Show
2020-07-06 13:35:16	Mateusz	Test	b60a15e3b47474dd12e9d5791f6c51ad00caa737@onetime.tauceti.pl	Show
2020-11-27 13:42:51	Mateusz	Sal2		Show
2020-07-20 12:31:08	Mateusz	Salasinski123	salasinskispam@gmail.com	Show

Showing 31 to 40 of 75 entries

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Next →

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Orders / list tab in Pending orders section

- **(1) Show X entries** - option to change the number of pending BA orders on one page (available range from 10 to 100).

- **(2)** - columns containing information about pending BA orders. Each column is sortable:
 - **Creation time** - An exact date and time of the order creation.
 - **First name** - Customer's first name.
 - **Last name** - Customer's last name.
 - **E-mail** - Customer's e-mail address.
 - **Actions**
 - **Show (4)** - select the button to view the details of the pending BA order. The view is only used to preview order data without the possibility of performing any action.

Order #5a7da206-27b8-4311-b0d6-292c0f77b671

General data

Creation time	2020-11-02 11:20:00
Order value	59.00 zł
Campaign code	3PYJBW572

Delivery

Dopravné	0.00 zł
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Payment

Payment method	pod
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Customer data

E-mail	a1b432c0a751cba2dec5a859e4d13a9e6c5add3c@onetime.tauceti.pl
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Shipment data

First name	Robert
Last name	Rapkowski
E-mail	a1b432c0a751cba2dec5a859e4d13a9e6c5add3c@onetime.tauceti.pl
Street	Test
House	test
Flat	
City	test
Postal code	00-001
Mobile phone	+48698868730

Order lines

ID	Product name	Type	Price	Quantity	Value
97207	Kremowy podkład odżywczy - 100. Beż porcelanowy	PRODUCT	59.00 zł	1	59.00 zł

Detailed order view

- **(3)** - order search engine (search possible by criteria: **First name, Last name, Email**)
- **(5)** - navigation through the list of orders in the administration panel.

Revision #2

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