

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.

i 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](#).

The screenshot displays the 'Pending orders' section of the Beauty Advisor module. The interface includes a sidebar with navigation options, a top header with user information, and a main content area. The 'Pending orders' section features a 'Filters' bar (labeled 1) and an 'Orders / list' table (labeled 2). The table lists several pending orders for customers named NINA and MATEUSZ.

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
2020-11-10 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

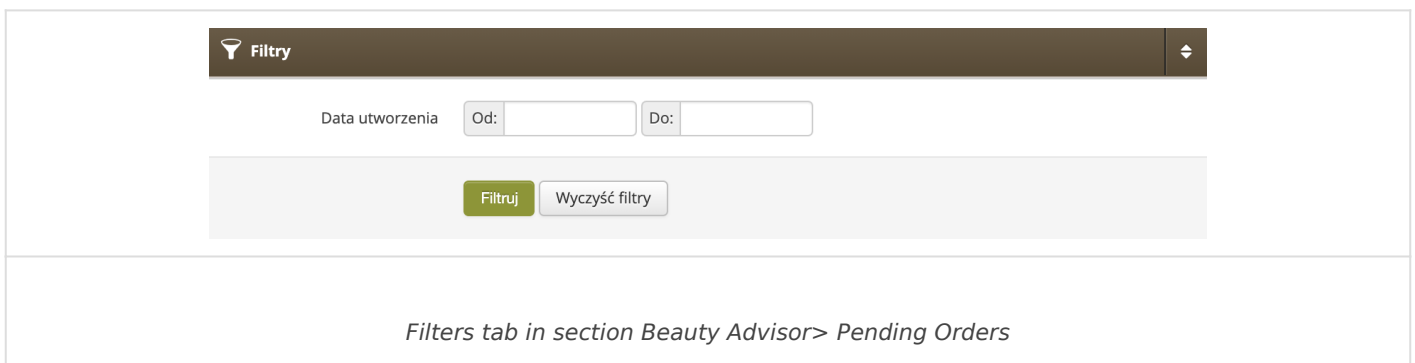
Pending orders section in the Beauty Advisor module

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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.



The screenshot shows a filter interface with a dark header bar containing a funnel icon and the word "Filtry". Below the header, there is a label "Data utworzenia" followed by two input fields labeled "Od:" and "Do:". At the bottom of the filter area, there are two buttons: a green "Filtruj" button and a grey "Wyczyść filtry" button. Below the filter area, there is a caption: "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 / J | +

Beauty Advisor - Pending orders

Pending orders

Filter

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	Show
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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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 3PYJBWS72

Delivery

Doprané 0.00 zł

Payment

Payment method pod

Customer data

E-mail a1b432c0a751cba2dec5a859e4d13a9e6c5add3c@onetime.tauceti.pl

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.

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