

Find or create an order status

August 8, 2026

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Review and filter Order Status records before starting a new status record when no suitable existing status is found.

Before you start

- Permission to view, create, or update sales configuration records.

Steps

1. **Search** on [Order Status](#) — Enters identifying text to locate a status record.
2. **Apply filter** on [Order Status](#) — Refreshes the displayed list according to the applied search or filter criteria.
3. **New** on [Order Status](#) — Starts a new Order Status record.
4. **Ok** on [Order Status](#) — Confirms creation of the current record.
5. **Cancel** on [Order Status](#) — Abandons the current new-record action.

Result

Abandons the current new-record action. Confirm this on [Order Status](#).

Screens involved

Configurations > General Settings > Order Status