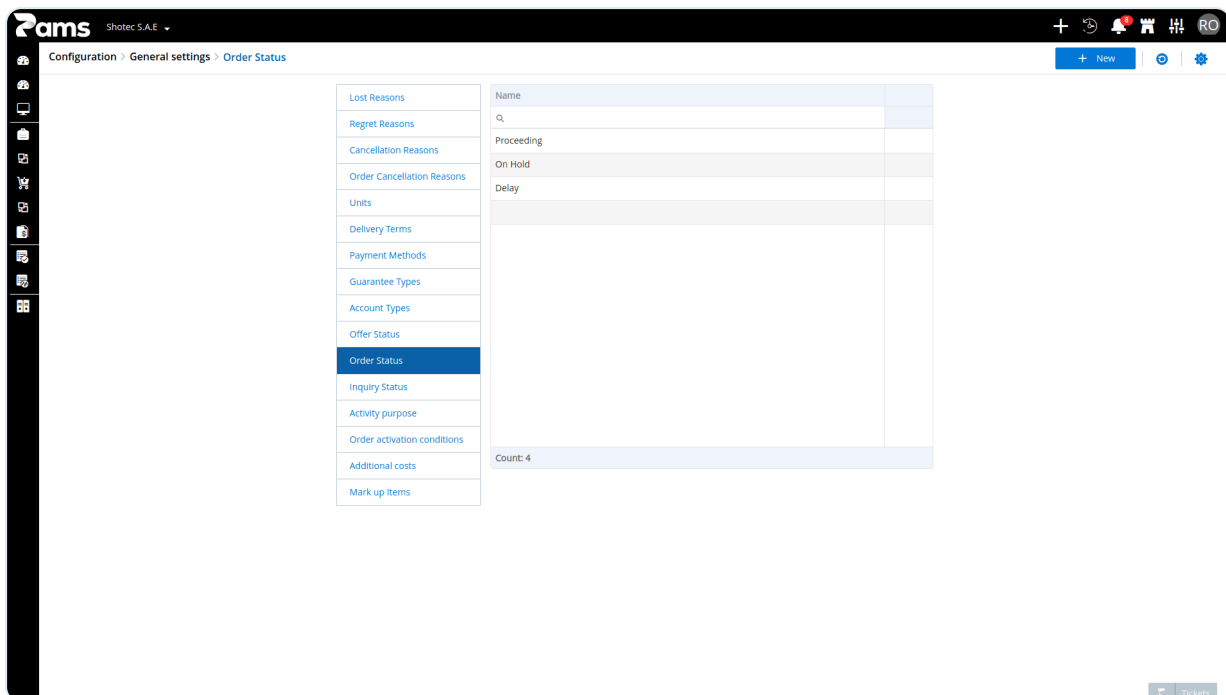


Configure Order Status

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Configure Order Status

Administrator Guide > Configuration > General Settings*Order Status — Configurations > General Settings > Order Status*

Overview

Use **Order Status** configuration to review the order status records available in the application. Administrators use this page when maintaining the set of statuses used to classify Orders, including records such as Proceeding and On Hold. The page is located under general configuration and currently displays four status records.

Before you start

You must be signed in to access configuration pages. Ensure that your assigned access permits navigation to **Configurations** and **General Settings**.

Steps

1. On the application navigation bar, select **Configurations**, then select **General Settings**.
2. Select **Order Status**.
3. Review the existing order status records displayed on the page. Use this review to identify whether the required status is already configured.
4. To begin adding an order status record, select **New**.

Note: The Order Status page displays four existing status records.

Tip: Review existing statuses before selecting **New** to avoid creating duplicate status records.

Troubleshooting

- Unable to access **Order Status** → You may not be signed in → Sign in, then navigate through **Configurations > General Settings > Order Status**.
- Required status is not displayed → The status has not been configured in the current list → Select **New** to begin adding the required order status record.

Result

You have opened the Order Status configuration page and can review existing statuses or begin creating a new status record.

Related pages

- **Configure Order Cancellation Reasons**
- [Configure Payment Methods](#)
- **Configuration — Learning Path**
- [Configure Account Types](#)
- [Configure Activity Purpose](#)
- [Configure Cancellation Reasons](#)
- [Configure Cost Items](#)

- [Configure Delivery Terms](#)
- [Configure Guarantee Types](#)
- [Configure 2 Factor Authentication](#)
- [Configure Account Managers](#)
- [Configure Attachment Categories](#)
- [Configure Branches](#)
- [Configure Flags](#)
- [Configure Frequent Currencies](#)