

# Beauty Advisor > Pending orders

## - viewing orders

# Screenshot\_2020-04-29\_at\_19.1

## 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.

info2.svg **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](#).

Pending\_orders\_section\_in\_the\_Beauty\_Advisor\_module.jpg

*Pending orders section in the Beauty Advisor module*

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# Screenshot\_2020-04-29\_at\_19.1

## 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.

Wizualizacja\_sekcji\_Filtry\_w\_module\_Beauty\_Advisor\_\_Zamo\_wienia\_oczekuja\_ce\_w\_panelu\_administracyjnym.png

*Filters tab in section Beauty Advisor> Pending Orders*

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## Viewing pending BA orders

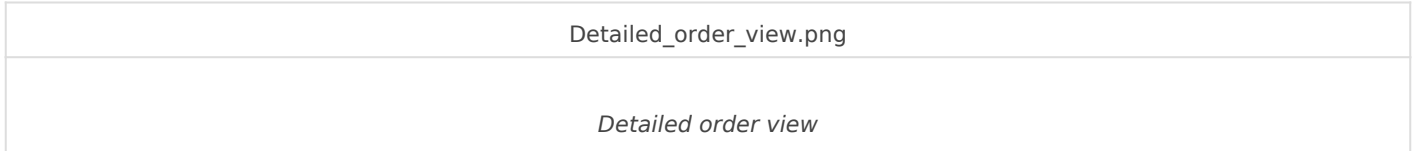
Below you will find a description of the table with the list of pending BA orders and the possible actions in the **Orders / list** tab.

Orders\_\_list\_tab\_in\_Pending\_orders\_section.png

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.



- **(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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