

Waste Vantage: How to Manage Your Orders

Managing your orders in Waste Vantage is simple and efficient. Follow these steps to access, edit, and perform actions on your orders.

Step 1: Accessing Your Orders

Orders

Skip Bin Order

All Status

All Refund Status

Date Start

Date End

e.g order code, customer name

Filter

Code	Category	Items	Customer	Suburb	Order Date	Delivery	Pickup	Grandtotal	Status	
<div>EBNZ-NISKVVI7HP</div> <div>sales from Task IT by kodek prabba</div>	Skip Bin	Green Waste	andrew skender 2	INVERCARGILL	29 August 2024	29 August 2024	6 September 2024	\$315	paid	<div><div>Edit</div><div>View Task</div><div>Cancel And Refund</div></div>
<div>PAYMENT ID:</div> <div>pi_3Psz5PEA5CSTsjAP1hmslv20</div>	<div>INVOICE</div> <div>PARENT</div>	<div>CREDIT NOTE</div> <div>-</div>		<div>TRANSACTION</div> <div>TYPE: Stripe</div>		<div>PAYMENT DATE:</div> <div>29 Aug 2024</div>		<div>AMOUNT:</div> <div>\$315</div>		
<div>EBNZ-KV5LQ75MRN</div> <div>sales from Task IT by kodek prabba</div>	Skip Bin	Green Waste	Andrew Skender	INVERCARGILL	29 August 2024	29 August 2024	6 September 2024	\$265	paid	<div><div></div></div>
<div>PAYMENT ID:</div> <div>pi_3PsvyKEA5CSTsjAP0QAXeDM2</div>	<div>INVOICE</div> <div>PARENT</div>	<div>CREDIT NOTE</div> <div>-</div>		<div>TRANSACTION</div> <div>TYPE: Stripe</div>		<div>PAYMENT DATE:</div> <div>29 Aug 2024</div>		<div>AMOUNT:</div> <div>\$265</div>	<div>TRANSACTION:</div> <div>paid</div>	
<div>EBNZ-EXWT1AXSHL</div> <div>sales by Task IT</div>	Skip Bin	Mixed Waste	Fritz Herman	TISBURY	29 August 2024	29 August 2024	30 August 2024	\$1300	completed	
<div>PAYMENT ID:</div> <div>-</div>	<div>INVOICE</div> <div>PARENT</div>	<div>CREDIT NOTE</div> <div>-</div>		<div>TRANSACTION</div> <div>TYPE: -</div>		<div>PAYMENT DATE:</div> <div>-</div>		<div>AMOUNT:</div> <div>\$1300</div>	<div>TRANSACTION:</div> <div>unpaid</div>	

1. From the sidebar menu, click on “Sales”, then select “Order”.
2. On the Orders page, you'll see a list of all your orders along with key details such as status, customer information, and order code.
 - You can export the order list by clicking on the Download icon.
3. For each order, click the three-dot icon to:
 - Edit the order details
 - View tasks related to the order
 - Cancel or refund the order
4. To view full order details, including tasks and invoices, click on the Order Code.

Step 3: Additional Options in the Sales Menu



In the Sales menu, you can also access other important order-related sections:

1. Order Quotes: Review quotes that have been sent to customers.
2. Pending Orders: Manage orders that are still in progress or awaiting confirmation.
3. Cancelled Orders: View or restore orders that were cancelled.
4. Relocate Bins: Manage requests to move bins for existing orders.
5. Order Drafts: Review and edit saved drafts before finalizing them as orders.