



## CUSTOMIZE THE STATUS FILTER



### Configure filter criterion: Order: Order status

For: All displays (except overridden)

View by status

#### Description

#### Operator

- Is one of
- Is not one of
- Expose operator

Allow the user to choose the operator.

#### Order status

- Selected
- Active
- Abandoned
- Canceled
- In checkout
- Pending
- Processing

#### Operator

- Is one of
- Is not one of
- Expose operator

Allow the user to choose the operator.

#### Order status

- Canceled
- In checkout
- Pending
- Processing
- Payment received
- Pending Warehouse
- Shipped via Warehouse

- Allow multiple selections
- Enable to allow users to select multiple items.

Apply (this display)

Modify the display(s) of your view below or add new displays.

Save Cancel

### Displays

Admin page\*

Search

By customer

+ Add

edit view name/description

## ADD A FILTER FOR EMAIL ADDRESS

**FILTER CRITERIA** 1 Add ▾

Order: Order ID (exposed)  
Order: Order status (exposed)

Search  ←

Order: Email address  
The email address of the customer.

User: E-mail  
Email address for a given user. This

**Selected:** Order: Email address

Apply (this display) 3 Cancel

The email address of the customer

Expose this filter to visitors, t

**Filter type to expose**

Single filter 4  
 Grouped filters

Grouped filters allow a choice be

Required

**Label**

**Description**

**Operator** 5  
 ▾

► **MORE**

Apply (this display) 6

Modify the display(s) of your view below or add new displays. 7 Save Cancel

**Displays**

Admin page\* Search By customer + Add edit view name/description ▾

## ADD THE SHIPPING METHOD TO THE DISPLAY

**FIELDS** 1 Add ▾

Order: Actions (Actions)  
Order: Order ID (Order ID)  
User: Uid

Search shipping title ← Filter - All -

- Ubercart order line item: Shipping title  
Shipping order line item

**Selected:** Ubercart order line item: Shipping title

Apply (this display) 3 Cancel

Create a label  
Enable to create a label for th

**Label** 4  
Shipping title

Place a colon after the lab

Exclude from display  
Enable to load this field as hi

Apply (this display) 5

Modify the display(s) of your view below or add new displays.

6 Save Cancel

### Displays

Admin page\* Search By customer + Add edit view name/description

## ADD THE PAYMENT METHOD TO THE DISPLAY

- FIELDS** 1 Add
- Order: Actions (Actions)
  - Order: Order ID (Order ID)
  - User: Uid

Search payment method ←

- Order: Credit card number  
Credit card number (last 4)
- Order: Credit card type  
Credit card type used, if the
- Order: Payment method  
The method of payment. 2

### Configure field: Order: Payment method

For This page (override)

The method of payment.

Create a label  
Enable to create a label for this field.

**Label** 4  
Payment method

Place a colon after the label

Exclude from display  
Enable to load this field as hidden. Often used to

**Selected:** Order: Payment me 3

Apply (this display) 5 Apply (this display) Cancel R

Modify the display(s) of your view below or add new displays.

6 Save Cancel

### Displays

Admin page\* Search By customer + Add edit view name/description

## ADD YOUR STORE LOCATION TO THE DISPLAY

**FIELDS** 1 Add ▾

Order: Actions (Actions)
Order: Order ID (Order ID)
User: Uid

Search  Filter

- Order: Outlet ID  
The ID of the pickup outlet
- Order: Outlet Name  
name of Store Outlet that the order is pic

**Selected:** Order: Outlet Name

Apply (this display) 3 Cancel

- Create a label  
Enable to create a label for this field.
- Label**  4
- Place a colon after the label
- Exclude from display  
Enable to load this field as hidden. Often used to gr
- Link this field to the original piece of content  
Enable to override this field's links.

Apply (this display) 5 Cancel Re

Modify the display(s) of your view below or add new displays.

6 Save Cancel

### Displays

Admin page\* Search By customer + Add edit view name/description ▾