

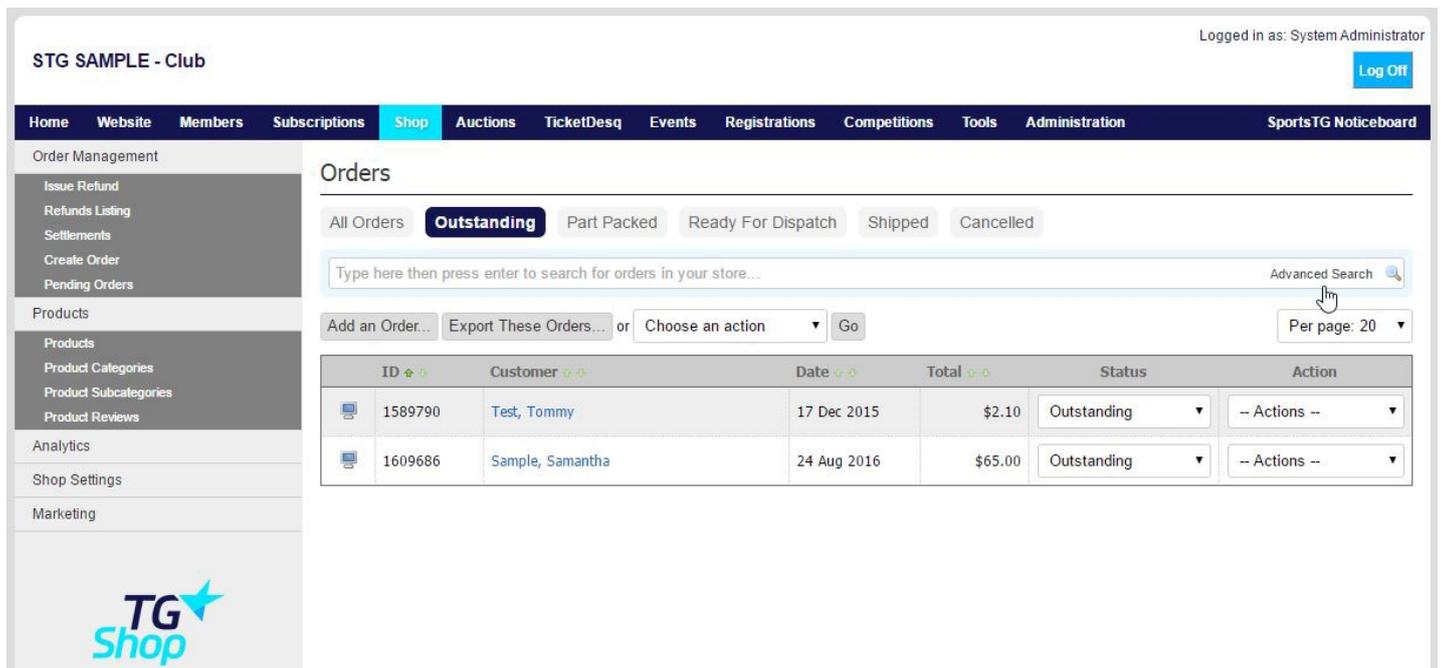
# Filtering Shop Orders by Date

Last Modified on 22/09/2016 2:14 pm AEST

## Quick Steps: Shop > Order Management > Advanced Search

Viewing Orders allows you to view any outstanding orders and the details of them to allow you to pack and complete the order. You can filter your orders by a date range using the Advanced Search function to enable you to only view orders from a specific date when completing or viewing orders.

1. Within the Management Console, select **Shop** from the top menu, then **Order Management** from the left menu.
2. This page will open automatically onto your Outstanding Orders.
3. Select **Advanced Search** at the right of the Search field.



The screenshot shows the management console for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar contains 'Order Management' (Issue Refund, Refunds Listing, Settlements, Create Order, Pending Orders), 'Products' (Products, Product Categories, Product Subcategories, Product Reviews), 'Analytics', 'Shop Settings', and 'Marketing'. The main content area is titled 'Orders' and shows a filter for 'Outstanding' orders. A search bar contains the text 'Type here then press enter to search for orders in your store...'. To the right of the search bar is an 'Advanced Search' button with a magnifying glass icon. Below the search bar are buttons for 'Add an Order...', 'Export These Orders...', and a 'Choose an action' dropdown menu. A table displays two orders:

ID	Customer	Date	Total	Status	Action
1589790	Test, Tommy	17 Dec 2015	\$2.10	Outstanding	-- Actions --
1609686	Sample, Samantha	24 Aug 2016	\$65.00	Outstanding	-- Actions --

4. You will then need to filter on the Date Range and Date Type.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

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Products  
Products  
Product Categories  
Product Subcategories  
Product Reviews

Analytics

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Marketing



### Search Orders

Search for specific orders using the advanced search options below.

Search Keywords:

Order Status:

Order ID: From  to

Date Range: From  to

Date Type:  Order Date  
 Completed Date  
 Order and Completed Date

Sort Order:  in

25:00 SportsTG

You can filter on the Order Date, Completed Date or Both.

5. Click **Search** to view the orders from your selected date range.

If searching for orders by their Completed Date, you will need to make sure you are in the Shipped area of Orders for the correct orders to display.

**Note:** Filtering Orders allows you to view only those orders placed in a certain date range without having to sort through all the orders in your system.

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