

Creating an Order

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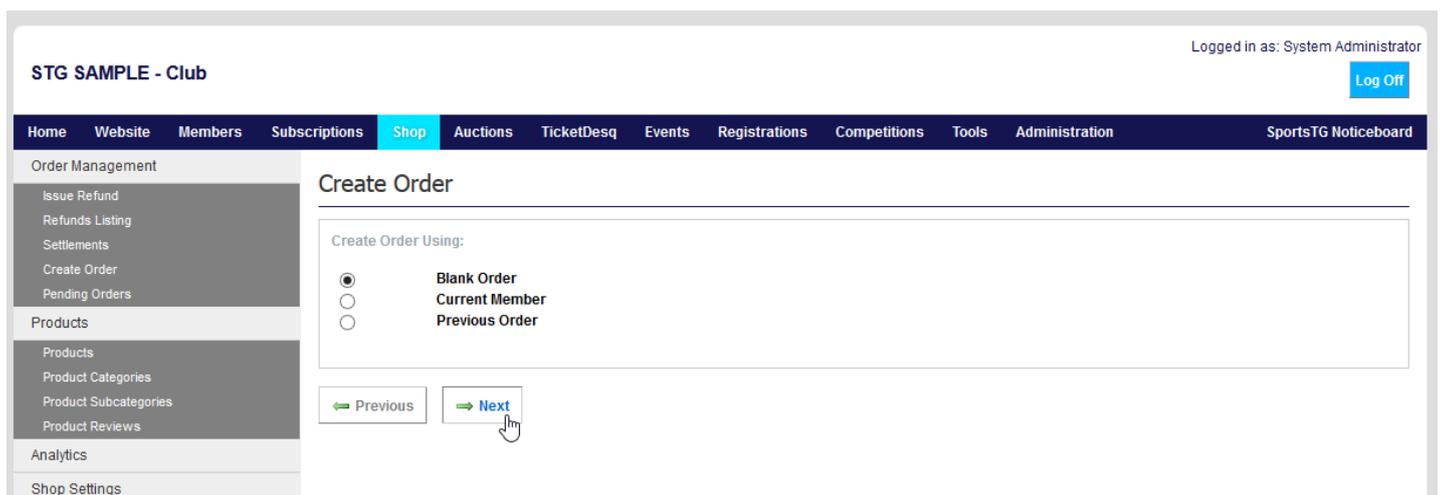
Quick Steps: Shop > Order Management > Create Order

The Shop module allows you to Create Orders within the Management Console for any orders for your store that may have been received over the phone, in person or via mail.

1. Within the Management Console, select **Shop** from the top menu, then **Order Management** from the left menu.

2. Select **Create Order** from the expanded left menu.

3. Select the Customer Type from Blank Order, Current Member (to create an order for a member from your database) or Previous Order (to use a customer's details from a previous order), then click **Next**.



The screenshot shows the 'Create Order' form in the 'STG SAMPLE - Club' management console. 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 shows 'Order Management' with sub-items: 'Issue Refund', 'Refunds Listing', 'Settlements', 'Create Order', and 'Pending Orders'. The main content area is titled 'Create Order' and contains a section 'Create Order Using:' with three radio button options: 'Blank Order' (selected), 'Current Member', and 'Previous Order'. Below the options are 'Previous' and 'Next' buttons, with a mouse cursor pointing to the 'Next' button.

- If you have selected Previous Order, enter the previous Order Number, then click **Create Order**.
- If you have selected Blank Order, complete the customer's details, then click **Create Order**.
- If you have selected Current Member, search for the member, then click the **Select Member** (chain link) icon.

4. Click on **Items** next to the order you are creating, then select the product that you wish to add to the order.

- Order Management
 - Issue Refund
 - Refunds Listing
 - Settlements
 - Create Order
 - Pending Orders
- Products
 - Products
 - Product Categories
 - Product Subcategories
 - Product Reviews
- Analytics
- Shop Settings
- Marketing

Pending Orders

Create Order

Records: 1-4 of 4

Order	Date	Member	Edit	Items	Pay	Delete
1156909	01-Jun-2012	Doe, Jon				
1356210	22-Oct-2013	Test, Thomas				
1361389	06-Nov-2013	Sample, Barry				
1411452	07-Mar-2014	Sample, Samantha				

Records: 1-4 of 4

View Order

5. Continue adding items until you have completed the order.

6. Click Pay, select the Delivery Option, then click Next.

Create Order

Products:

[Previous](#) [Pay](#)

Item	Units	Price	GST	Delete
Product 4 Size: Medium Colour: Platinum	1	\$55.00	No	

Promotion Code:

[Add](#)

7. Enter the customer's Credit Card details, then click Process Payment.

Create Order

Transaction Details

Sub Total:	\$45.45
GST:	\$4.55
Delivery Costs:	\$0.00
Total:	\$50.00

Manual Payment

Payment Method:

Payment Reference:

[← Previous](#)

[Submit](#)

Credit Card Payment

[PayPal](#)

Card Number

Expiration Date

CVV

[← Previous](#)

[Process Payment](#)

Note: Creating an Order in the Management Console allows you to track those orders that may have come from a different method than online so that you can ensure that your stock levels are always accurate.

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