

# Orders

Through the Orders module you can create orders, import orders, fill orders with orderlines and specify their quantities, and send those orders to T1 for processing, among other actions.

Orders are automatically synchronized with T1, so if an order is in T1 and not in T1 Studio, it is automatically created on T1 Studio, and if the order exists in both T1 and T1 Studio, the older order is overwritten.

Click **Orders**, the following window appears:

Order Reference	Alias	Customer Code	Customer	Location Code	Location	Process Status	Total Qty	Total Value	Updated Date	Created By
11111-SHOP01-288862		11111	Customer A	SHOP01	Shop 1	Rejected	70.00	7,000.00	2 years ago	
11111-SHOP01-515069		11111	Customer A	SHOP01	Shop 1	Re-Opened	20.00	2,000.00	a year ago	
11111-SHOP02-267280		11111	Customer A	SHOP02	Shop 2	Re-Opened	170.00	17,000.00	2 years ago	
11111-SHOP01-884683		11111	Customer A	SHOP01	Shop 1	Draft	1,120.00	112,000.00	6 months ago	
11111-SHOP01-995685		11111	Customer A	SHOP01	Shop 1	Draft	550.00	55,000.00	10 months ago	
11111-SHOP02-671228		11111	Customer A	SHOP02	Shop 2	Draft	0.00	0.00	10 months ago	
11111-SHOP01-727854		11111	Customer A	SHOP01	Shop 1	Draft	300.00	26,000.00	a year ago	
11111-SHOP01-363989		11111	Customer A	SHOP01	Shop 1	Approved	46.00	4,600.00	2 months ago	

Orders are listed. For each one, the order reference, customer code, customer name, location, status, order quantity and value, update date and the user who created the order are displayed. You can synchronize draft orders with the server by clicking **Save all orders**. An order can have one of the following statuses:

- **Draft:** the order is created and not yet sent to T1 for processing.
- **Submitting:** the order is being sent to T1 for processing.

- **Submitted:** the order is sent to T1 to be processed by the authorized users, e.g. approved, rejected, confirmed, etc.
- **Approved:** the order is approved by authorized users.
- **Rejected:** the order is approved by authorized users.
- **Reopened:** the order is open, and can be updated then submitted again to T1.

You can use the Filter field to search for orders based on customer code, customer name, location code and name, order status, and order reference.

The following sections discuss how to create a new order, fill orders, import an order and send it, etc.