

Starting at the DISH Order dashboard, click on **sales** to manage the orders.





Click on **orders** to proceed.





All the orders will be listed here.

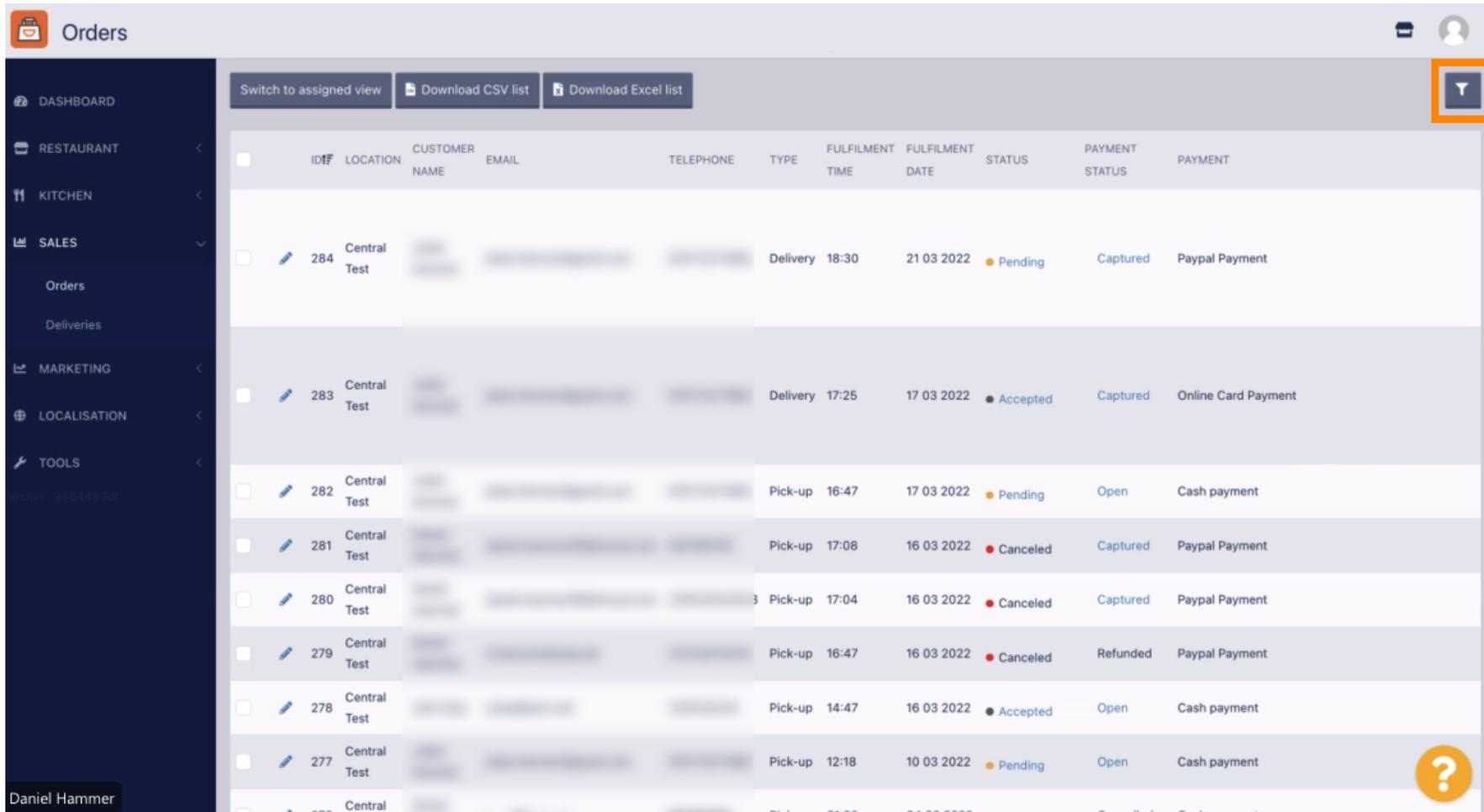
Orders

Switch to assigned view | Download CSV list | Download Excel list

ID#	LOCATION	CUSTOMER NAME	EMAIL	TELEPHONE	TYPE	FULFILMENT TIME	FULFILMENT DATE	STATUS	PAYMENT STATUS	PAYMENT
284	Central Test				Delivery	18:30	21 03 2022	Pending	Captured	Paypal Payment
283	Central Test				Delivery	17:25	17 03 2022	Accepted	Captured	Online Card Payment
282	Central Test				Pick-up	16:47	17 03 2022	Pending	Open	Cash payment
281	Central Test				Pick-up	17:08	16 03 2022	Canceled	Captured	Paypal Payment
280	Central Test				Pick-up	17:04	16 03 2022	Canceled	Captured	Paypal Payment
279	Central Test				Pick-up	16:47	16 03 2022	Canceled	Refunded	Paypal Payment
278	Central Test				Pick-up	14:47	16 03 2022	Accepted	Open	Cash payment
277	Central Test				Pick-up	12:18	10 03 2022	Pending	Open	Cash payment

Daniel Hammer

The orders can be filtered. To open the various filter options, click on the **filter icon**.



ID#	LOCATION	CUSTOMER NAME	EMAIL	TELEPHONE	TYPE	FULFILMENT TIME	FULFILMENT DATE	STATUS	PAYMENT STATUS	PAYMENT
284	Central Test				Delivery	18:30	21 03 2022	Pending	Captured	Paypal Payment
283	Central Test				Delivery	17:25	17 03 2022	Accepted	Captured	Online Card Payment
282	Central Test				Pick-up	16:47	17 03 2022	Pending	Open	Cash payment
281	Central Test				Pick-up	17:08	16 03 2022	Canceled	Captured	Paypal Payment
280	Central Test				Pick-up	17:04	16 03 2022	Canceled	Captured	Paypal Payment
279	Central Test				Pick-up	16:47	16 03 2022	Canceled	Refunded	Paypal Payment
278	Central Test				Pick-up	14:47	16 03 2022	Accepted	Open	Cash payment
277	Central Test				Pick-up	12:18	10 03 2022	Pending	Open	Cash payment
276	Central Test				Pick-up	11:00	04 03 2022	Canceled	Captured	Cash payment

Several **filters** can be chosen to specify the results.

The screenshot displays the 'Orders' management interface. A sidebar on the left contains navigation options: DASHBOARD, RESTAURANT, KITCHEN, SALES, Orders, Deliveries, MARKETING, LOCALISATION, and TOOLS. The main area features a header with 'Orders' and a user profile icon. Below the header, there are buttons for 'Switch to assigned view', 'Download CSV list', and 'Download Excel list'. A filter section, highlighted with an orange border, includes dropdown menus for 'View all assignees', 'View all locations', 'View all status', 'View all order types', 'View all payments', 'View all years', 'View all months', 'View all days', and 'View all payment statuses'. A search bar with a 'Clear' button and a search icon is also present. The main content is a table of orders with the following columns: ID, LOCATION, CUSTOMER NAME, EMAIL, TELEPHONE, TYPE, FULFILMENT TIME, FULFILMENT DATE, STATUS, PAYMENT STATUS, and PAYMENT.

ID	LOCATION	CUSTOMER NAME	EMAIL	TELEPHONE	TYPE	FULFILMENT TIME	FULFILMENT DATE	STATUS	PAYMENT STATUS	PAYMENT
284	Central Test						21 03 2022	Pending	Captured	Paypal Payment
283	Central Test						17 03 2022	Accepted	Captured	Online Card Payment
282	Central Test						17 03 2022	Pending	Open	Cash payment
281	Central Test						16 03 2022	Canceled	Captured	Paypal Payment
280	Central Test						16 03 2022	Canceled	Captured	Paypal Payment
279	Central Test						16 03 2022	Canceled	Refunded	Paypal Payment



The result can be exported as a CSV file or Excel list. For that, click on [download CSV list](#) or [download Excel list](#).

The screenshot shows the 'Orders' management interface. At the top, there are two buttons: 'Download CSV list' and 'Download Excel list', both highlighted with an orange border. Below these buttons is a table of orders with the following columns: ID#, LOCATION, CUSTOMER NAME, EMAIL, TELEPHONE, TYPE, FULFILMENT TIME, FULFILMENT DATE, STATUS, PAYMENT STATUS, PAYMENT, TOTAL, TRANSACTION ID, and DELIVERY ADDRESS. The table contains seven rows of order data.

ID#	LOCATION	CUSTOMER NAME	EMAIL	TELEPHONE	TYPE	FULFILMENT TIME	FULFILMENT DATE	STATUS	PAYMENT STATUS	PAYMENT	TOTAL	TRANSACTION ID	DELIVERY ADDRESS
262	Central Test				Pick-up	16:34	31 01 2022	Canceled	Captured	Paypal Payment	€23,98		
261	Central Test				Pick-up	14:08	31 01 2022	Canceled	Captured	Online Card Payment	€27,99		
260	Central Test				Pick-up	10:49	31 01 2022	Canceled	Captured	Online Card Payment	€17,99		
259	Central Test				Delivery	10:41	31 01 2022	Canceled	Open	Card payment upon delivery	€31,00		5 Senner Hellweg, Bielefeld 33659, Germany
258	Central Test				Delivery	10:38	31 01 2022	Canceled	Open	Cash payment	€20,00		32 Senner Hellweg, Bielefeld 33659, Germany
257	Central Test				Pick-up	17:00	31 01 2022	Completed	Refunded	Cash payment	€16,99		