# CUSTOMIZING EXISTING STATUSES

You can alter the title of an existing status. In the example below the store has decided to change "Processing" to say "Processing - Not Shipped"



# CREATING NEW ORDER STATUSES

In addition to the default order statuses, you can create your own custom status and assign it to a specific 'state'. In the example below, the store has decided they want a separate "Payment Received" status for Pre-Orders.

**Order status ID** * ①

preorderspr

Must be a unique ID with no spaces.

**Title** * ②

Pre Orders Payment Received
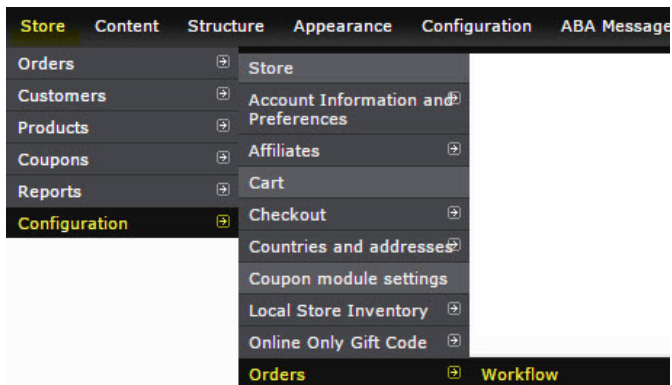
The order status title displayed to users.

**Order state** ③

Payment received ▾

Set which order state this status is for.

④

Create   Cancel

You should now see this custom order status as an option under View by 'Order Status' and when updating the status of a specific order.

**NOTE**: After creating a new order status it is important to confirm that your default statuses are set correctly. The default "Post Checkout" status is "Pending". If you were to create a new "Post Checkout" order status called "Pending - Confirming Availability", you would want to make sure the the default status remained at "Pending".

To confirm, after creating the new order status: