

## 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”

The screenshot shows the Magento Admin interface. The top navigation bar includes 'Store', 'Content', 'Structure', 'Appearance', 'Configuration', and 'ABA Message Center'. The 'Orders' menu is expanded, showing options like 'Store', 'Account Information and Preferences', 'Affiliates', 'Cart', 'Checkout', 'Countries and addresses', 'Coupon module settings', 'Local Store Inventory', 'Online Only Gift Code', 'Orders', and 'Workflow'. The 'Workflow' option is selected. Below the menu, the 'ORDER STATUSES' table is displayed. The table has two columns: 'ID' and 'TITLE'. The 'processing' row is highlighted, and the 'TITLE' column header is also highlighted. A red arrow points to the 'TITLE' column header, and another red arrow points to the 'Processing' text in the 'processing' row. A red circle with the number '1' is next to the 'Processing' text. Below the table is a 'Submit changes' button with a red circle and the number '2' next to it.

ID	TITLE
abandoned	Abandoned
processing	Processing
in_checkout	In checkout

Submit changes

## 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.

The screenshot shows the Magento Admin interface. The top navigation bar includes 'Store', 'Content', 'Structure', 'Appearance', 'Configuration', and 'ABA Message Center'. The 'Orders' menu is expanded, showing options like 'Store', 'Account Information and Preferences', 'Affiliates', 'Cart', 'Checkout', 'Countries and addresses', 'Coupon module settings', 'Local Store Inventory', 'Online Only Gift Code', 'Orders', and 'Workflow'. The 'Workflow' option is selected. Below the menu, the 'ORDER STATUSES' table is displayed. The table has two columns: 'ID' and 'TITLE'. The 'processing' row is highlighted, and the 'TITLE' column header is also highlighted. A red arrow points to the 'TITLE' column header, and another red arrow points to the 'Processing' text in the 'processing' row. A red circle with the number '1' is next to the 'Processing' text. Below the table is a 'Submit changes' button with a red circle and the number '2' next to it.

ID	TITLE
abandoned	Abandoned
processing	Processing
in_checkout	In checkout

Submit changes

**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.

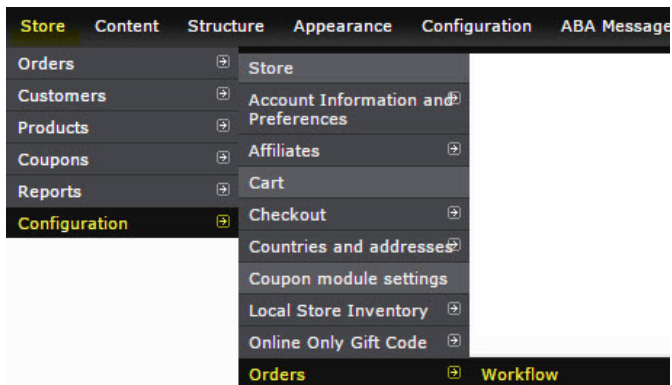
**Order state** 3  
Payment received ▾  
Set which order state this status is for.

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:



▼ ORDER STATES 1

STATE	DEFAULT ORDER STATUS
Canceled	Abandoned ▾
In checkout	In checkout ▾
Post checkout	Pending ▾
Payment received	Payment received ▾

2