How do I know which orders to process?

Click on **Orders to do**.

This overview displays purchase orders that require the current user to perform a certain action. The order can be finalized in this overview.

Follow the steps below to process an order:

1. Double-click on the order to be processed.
2. Click on an action.
3. Click on **Ok.**

The list with orders can be filtered by status using the buttons at the top.

Revision #1
Created 2024-11-08 12:44:43 UTC by Peter van Driel
Updated 2024-11-08 12:44:51 UTC by Peter van Driel