

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.

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