

Orders

Admin Menu Category: **Orders**

The menu category holds pages dealing with existing orders, and individual order items contained in those orders.

Manage Items vs Manage Orders

The main difference: **Manage Orders is for money**, while **Manage Items is for screening** things before they go live.

If you want to make sure you received payment for an order, you want **Manage Orders**. If you want to make sure a listing is not Spam, or that a listing does not contain in-appropriate materials, etc, you want **Manage Items**.

If you don't like something in an order, don't cancel the order since it may have more than just that item in it. Instead you approve the order on **Manage Orders**, then go over to **Manage Items** and decline the actual item in the order. And likewise, if you never received payment for an item, don't decline the item, instead set the order the item is in to canceled or other appropriate *declined* status type. An order that is set to a *declined* status type will have all order items in that order declined as well.

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