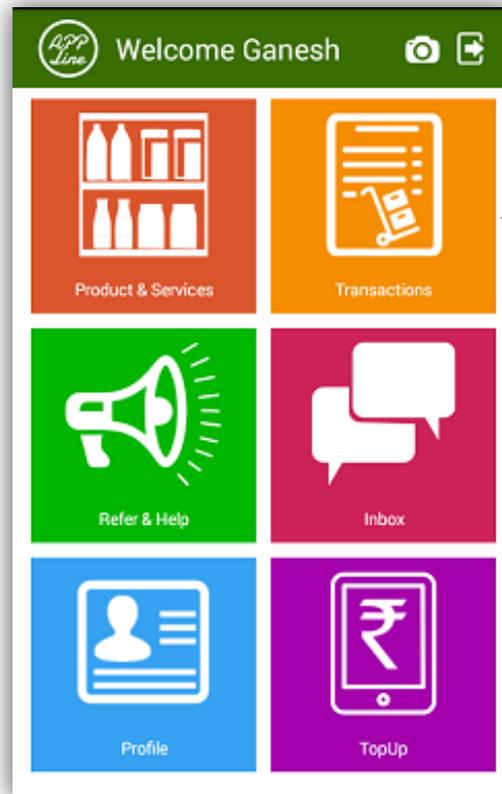# **Business User Manual – Transactions**

On sign in to Appline Business, following screen will appear which is called "Home Screen".

Get details for all Active & Past Transactions

On clicking Transactions on Home Screen, following screen will appear.

There are 4 types of Transaction Status – New, Confirmed, Cancelled & Modified

Past transaction is any transaction one day prior to current date

Transactions will appear here as per your selection

T.Id.	Customer	Status	Delivery
1003	Kapil Chandak	CONFIRMED	25-03-2016 21:06
1001	Kapil Chandak	MODIFIED	26-03-2016 21:03
1002	Kapil Chandak	MODIFIED	27-03-2016 21:05
1004	Kapil Chandak	NEW	29-03-2016 21:07

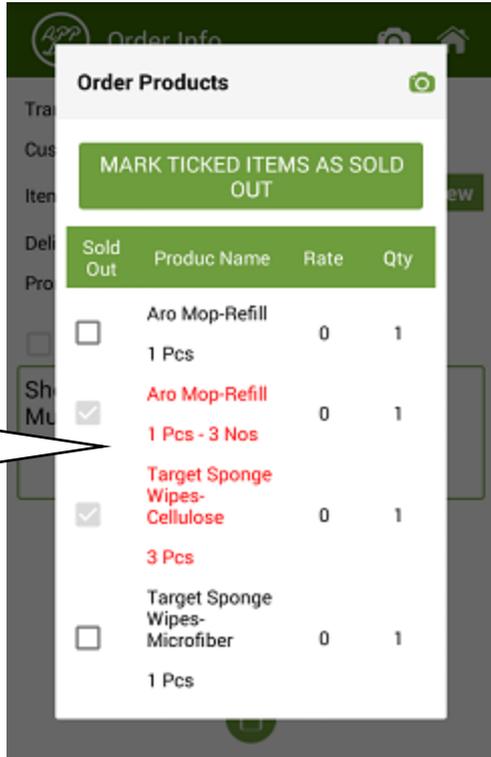**In both Active & Past Transactions you will get following types of Transaction Status –**
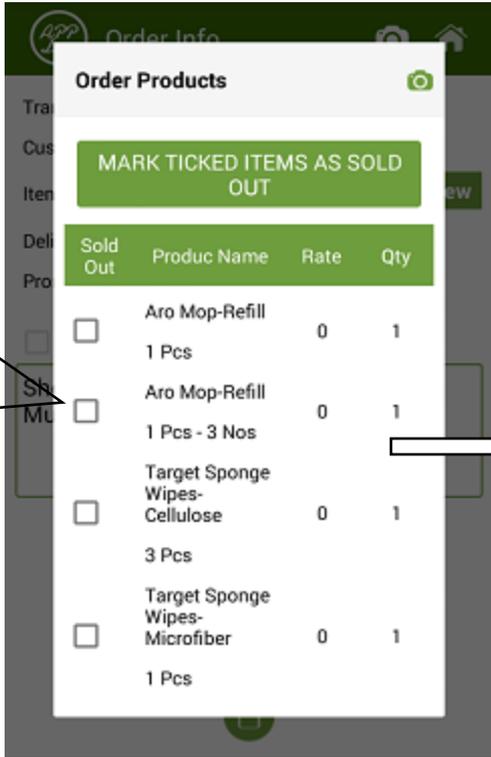
1. New – When a fresh order is received or a modified order is confirmed by customer, it is shown as New.
2. Confirm – When an order is confirmed by you, it is shown as Confirmed.
3. Cancelled – When an order is cancelled by you or customer, it is shown as Cancelled. Customer can't cancel confirmed orders.
4. Modified – When an order is modified by you, it is shown as Modified.

On clicking on a transaction, following screen will appear.

Order Info

Transaction Id	1004
Customer Name	Kapil Chandak
Items Ordered	**4**
Delivery Date	29-03-2016 21:07
Promo code:	

To view the list of Items ordered

This is pick up order

☐ Pickup From Shop Order

And this is pickup address

Shop No 58, Shagun Mall, Gokuldham, Mumbai, Maharashtra, 400097

To confirm order

Modify

To cancel order

To modifyorder

To Call Customer

After clicking Modify in above screen, following screen will appear.

Tick the Products which are not available in your stock as sold out.
Then click "Mark Ticked Items as Sold Out" Button to mark them as sold out.

After product edit screen, you can also edit delivery address, date & time in following screen.

To save changes for modified order