4. Commerce Hub: Orders

The **Orders** page gives you a read-only ledger of all customer purchases. You can sort, search, and filter your orders—and expand any row to see the individual products (line items) in that order—but you cannot create, edit, or delete orders from this interface.

Navigating to Orders

1. Open the left-side menu.
2. Scroll to **Commerce Hub** and expand it.
3. Click **Orders**.

Table View

Element	Description
Total	Displays the total number of orders matching your current filters.
Filter (funnel)	Opens the **Filters** drawer (see below).
Search…	Free-text search by Order ID or Customer name.
+ Add	*Not shown*—orders cannot be created here.

Columns

• ▾ Expand icon	Click to expand/collapse the row and reveal that order’s line items.
Order ID	Unique identifier for the order.
Date ⇅	Date/time when the order was placed. Click header to sort ascending/descending.
Project	(Optional) Project tied to the order, if any.
Customer	Clickable link to the Client profile who placed the order.
Cost	Total sum of all line-item costs.
Status	Colored badge showing the order’s current status. (View-only.)

Expanding an Order

When you click the ▾ icon on the left of a row, a nested section opens showing each product in that order:

Field	Notes
Quantity × Product	e.g. “2 × Test”
SKU	The SKU of the product ordered.
Line-item Cost	Subtotal cost for that quantity of the product.

View Order Details (Drawer): If you click the **Order ID** link (instead of the ▾ expand icon), a full-height drawer slides in from the right to show low-level metadata:

Additional: A read-only JSON editor displaying the order’s `meta` object.

JSON View: You can expand/collapse properties to inspect all nested fields.

This drawer is strictly view-only—useful for debugging or audit purposes when you need to see every piece of metadata attached to the order.

Filtering & Searching

Click **Filter** to open these options:

1. **Created date** (Start Date → End Date)
2. **Customer(s)** – multi-select your clients
3. **Price** – slider or min/max to narrow by total cost
4. **Status(es)** – multi-select one or more order statuses

Enter values and click **Save** to apply. The table and total count will update accordingly.

Permissions & Actions

1. **View-only**: There is no **Add**, **Edit**, or **Delete** on this page.
2. **Audit**: All orders are sourced from your e-commerce or billing system—changes must be made there.
3. **Expand**: The only action available is to expand a row and inspect its products.
4. **Sorting & Searching**: Use the column sort buttons and search bar to narrow down orders quickly.

By centralizing your sales data here, the Orders page gives you a clear, filterable history of every purchase—perfect for reporting, auditing, or simply checking what goods a client has received.

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