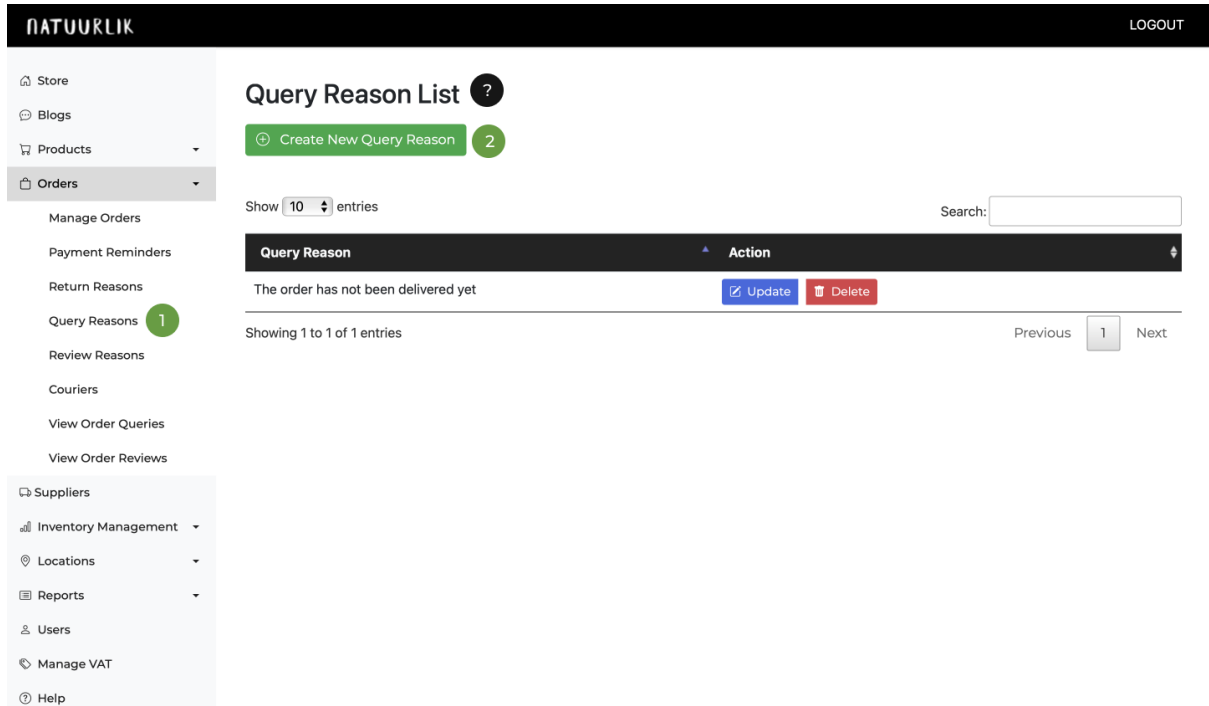


Add a Query Reason



NATUURLIK LOGOUT

- Store
- Blogs
- Products
- Orders
 - Manage Orders
 - Payment Reminders
 - Return Reasons
 - Query Reasons **1**
 - Review Reasons
 - Couriers
 - View Order Queries
 - View Order Reviews
- Suppliers
- Inventory Management
- Locations
- Reports
- Users
- Manage VAT
- Help

Query Reason List **?**

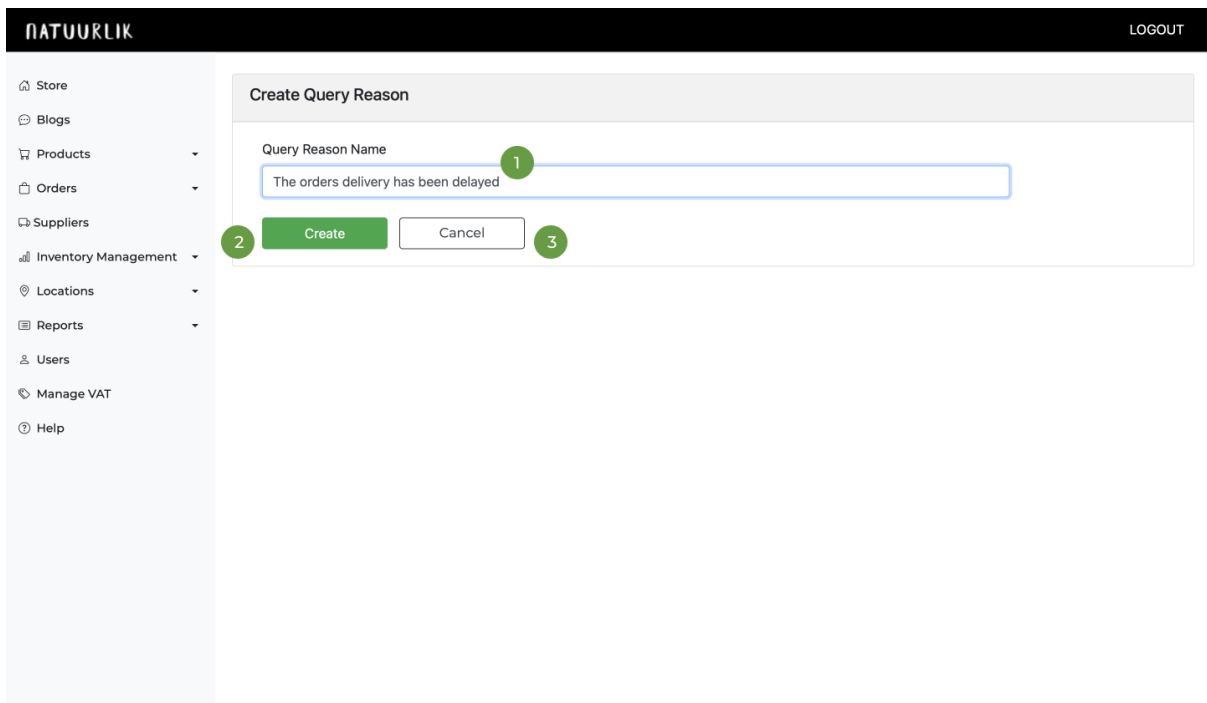
Create New Query Reason **2**

Show **10** entries Search:

Query Reason	Action
The order has not been delivered yet	Update Delete

Showing 1 to 1 of 1 entries Previous **1** Next

Step 1 – Click on the “Query Reasons” nav item (1) then, click on the “Create New Query Reason” (2) button



NATUURLIK LOGOUT

- Store
- Blogs
- Products
- Orders
- Suppliers
- Inventory Management
- Locations
- Reports
- Users
- Manage VAT
- Help

Create Query Reason

Query Reason Name **1**

The orders delivery has been delayed

Create **2** **Cancel** **3**

Step 2 – Add the name of the Query Reason into the textbox (1)

Step 3 – Click on the “Create” button to add the Query Reason (2) or the Cancel button (3) to return to the Query Reasons List screen

Search for a Query Reason

The screenshot displays the 'Query Reason List' interface. On the left is a sidebar with navigation links: Store, Blogs, Products, Orders, Suppliers, Inventory Management, Locations, Reports, Users, Manage VAT, and Help. The main header area includes the title 'Query Reason List' with a help icon, a green 'Create New Query Reason' button, and a search bar. The search bar is highlighted with a green circle containing the number 1, and it contains the text 'yet'. Below the search bar is a table with two columns: 'Query Reason' and 'Action'. The table contains one entry: 'The order has not been delivered yet' with 'Update' and 'Delete' buttons. At the bottom, it shows 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)' and pagination controls for 'Previous', '1', and 'Next'.

Step 1 – Type the name of the Query Reason you are searching for in the search bar (1)

Update a Query Reason

NATUURLIK LOGOUT

Store
Products
Orders
Suppliers
Inventory Management
Locations
Reports
Users
Videos
Manage VAT
Help

Query Reason List ?

[Create New Query Reason](#)

Show entries Search:

Query Reason	Action
The Order has not been delivered yet	Update Delete

Showing 1 to 1 of 1 entries Previous Next

Step 1 – Click on the “Update” button (1)

NATUURLIK LOGOUT

Store
Blogs
Products
Orders
Suppliers
Inventory Management
Locations
Reports
Users
Manage VAT
Help

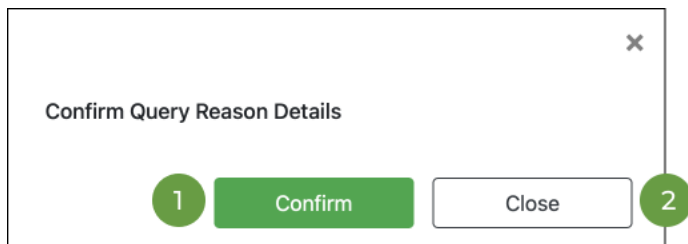
Update Query Reason

Query Reason Name

[Update](#) [Cancel](#)

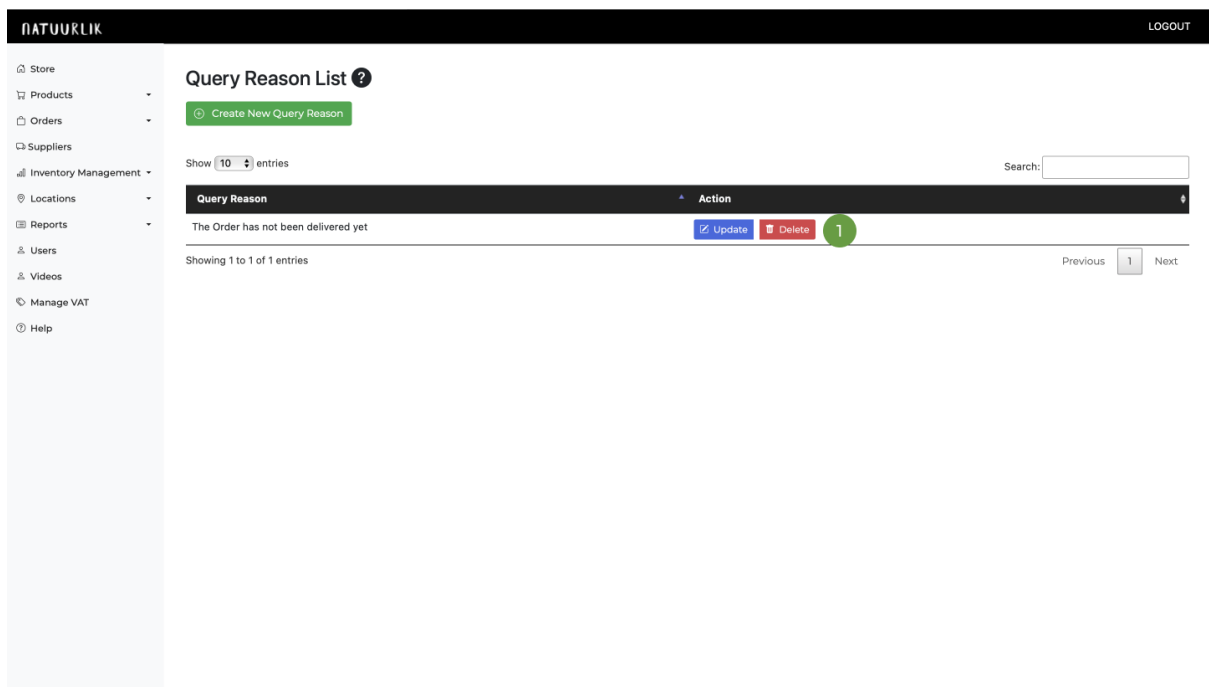
Step 2 – Fill in the Query Reason details (1)

Step 3 – Click on the “Update” button (1) to update the Query Reason details or “Cancel” button (2) to return to the Query Reasons List screen

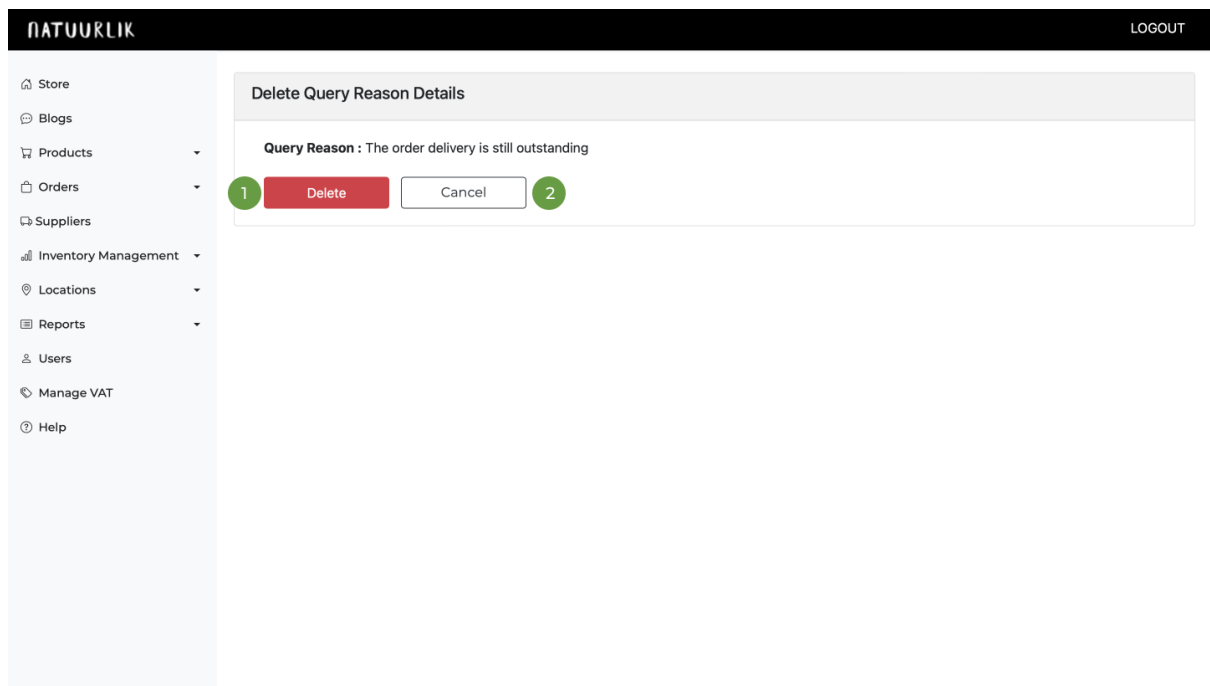


Step 4 – Click on the “Confirm” button (1) to proceed with the update or the “Close” button (2) to return to the Query Reasons List screen

Delete a Query Reason



Step 1 – Click on the “Delete” button (1)



Step 2 – Click on the “Delete” button to delete the Query Reason (1) or the “Cancel” button (2) to return to the Query Reasons List screen



Step 3 – Click on the “Confirm” button (1) to confirm the deletion Query Reason or the “Cancel button (2) to return to the Query Reasons List screen