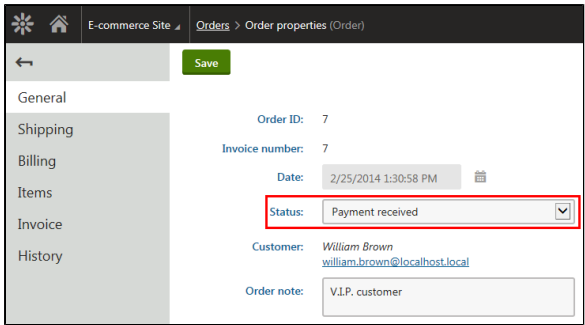Order statuses inform your on-line store administrators about the stage of your customers' orders. This means order statuses represent what happened with the orders since the customers placed them. For example, the *In progress* status indicates that some steps of the purchase process have not yet been completed.

When editing an existing order (on the **General** tab), you can change its status using the **Status** drop-down list.

Managing order statuses

You can manage order statuses in the **Store configuration** application on the **Order status** tab (or in **Multistore configuration -> Order status**; global order statuses only). Here, the system displays a list of all defined order statuses. You can add new order statuses by clicking **New order status**, and you can modify properties of existing order statuses after clicking **Edit** ( ) in the **Acti ons** column. You can also remove order statuses from your on-line store by clicking **Delete** ( ) next to respective order status items.

Actions	Name	Enabled	Send notification	Mark order as paid
⠿ ✏ 🗑 ⋯	New	Yes	Yes	No
⠿ ✏ 🗑 ⋯	Payment received	Yes	Yes	Yes
⠿ ✏ 🗑 ⋯	Payment failed	Yes	Yes	No
⠿ ✏ 🗑 ⋯	In progress	Yes	No	No
⠿ ✏ 🗑 ⋯	Completed	Yes	Yes	Yes
⠿ ✏ 🗑 ⋯	Closed	Yes	No	No
⠿ ✏ 🗑 ⋯	Canceled	Yes	No	No

When editing an order status, you can specify the following properties:

- **Display name** - specifies the name of the order status displayed to users on the live site and in the administration interface.
- **Code name** - specifies the name of the order status used by developers in the code.
- **Order status color** - here you can specify a color which will be used to highlight orders having the given status; for example, when viewing orders in the *Orders* application. Alternatively, you can specify the color using the color picker.
- **Send notification** - indicates if the system sends a notification e-mail to the customer and to an e-mail address specified in the *Send e-commerce emails to* setting available in *Store configuration -> Store settings -> E-mails*, if an order receives the given status. Typically, this e-mail address is the merchant's. Note that the *E-commerce order status notification to customer* e-mail template is used when sending notifications to customers, and the *E-commerce order status notification to administrator* e-mail template is used when sending notifications to merchants (administrators).

- **Enabled** - indicates if you can use the order status object in your on-line store. For example, if enabled, you can select the respective order status from the *Status* drop-down list when editing an order on the *General* tab.
- **Mark order as paid** - indicates if the system should automatically mark the order as paid when it receives the given status.

> Editing orders marked as paid is limited. Specifically, you cannot change any value which could influence order price calculation.
>
> Orders not marked as paid can be edited without limitation.