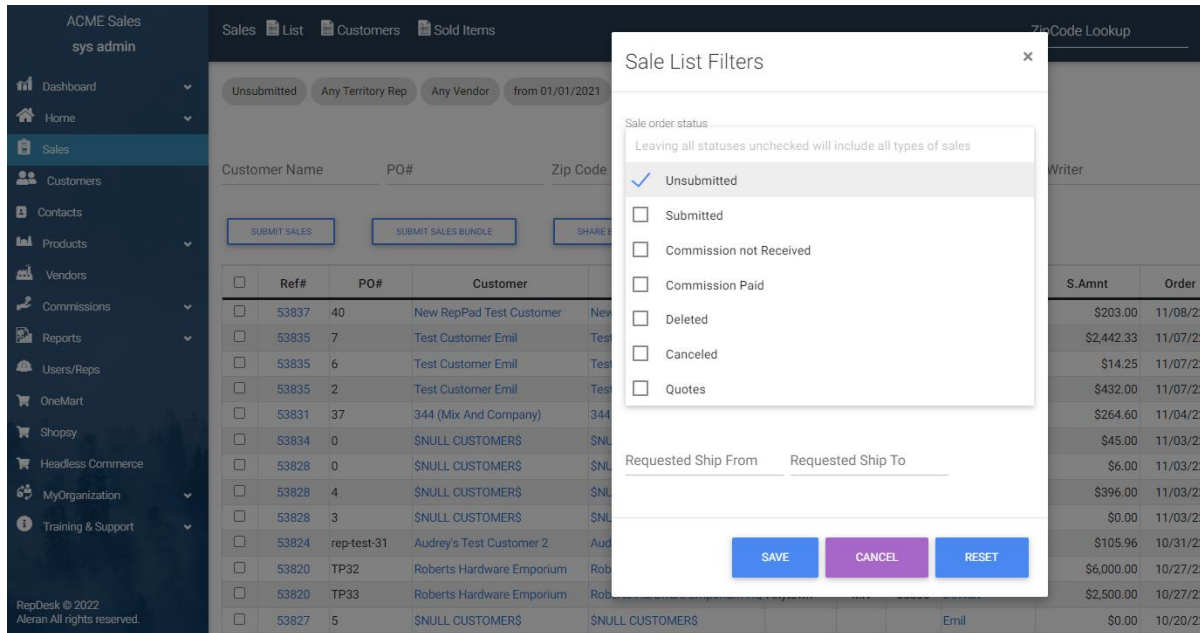


## Sales Order Status

This FAQ goes over the Sales Order Status feature, and how it can be used in RepDesk.

The Sales Order Status is used to identify what status a sales order is in. There are 6 main statuses that are most relevant when searching or categorizing the sales order.



1. Submitted- The means your order is complete and has been sent to the Vendor by submitting it.
2. Unsubmitted- this means it has not been sent to the Vendor, this could be for various reasons, most likely the order is not ready.
3. Commission Not Received- This order has not been reconciled with the commission to the rep.
4. Commission Paid- The commission has been paid to the rep.
5. Deleted- When you delete an order it can be searched with this filter.
6. Canceled- When an order is completed but needs to be canceled by customer or rep.

\*Note the sales order status can be customized but it is recommended to keep them as is. If you want further information reach out to support at [support@aleran.com](mailto:support@aleran.com).