

# How to change Invoice Order Status in HDRestaurant?



HDRestaurant Tutorials

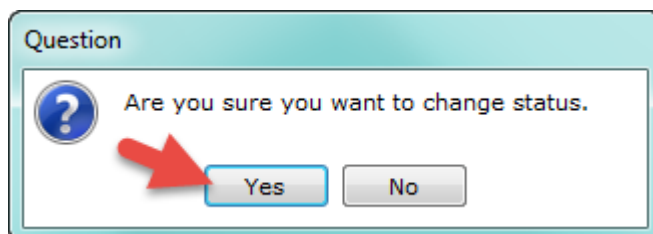
When you place new order (Dine In, Take Away or Home Delivery) in HDRestaurant, order status will be saved with **Order Placed**. You can change order status based on the order progress. To change the order status in HDRestaurant, you need to follow below steps:

1. In **Restaurant Dashboard**, select the invoice to change order status.
2. Under the **Change Order Status** (Right panel), select the status to change order status. (The default order status is Order Placed whenever an order is created)

The screenshot shows the HDRestaurant software interface. At the top, there's a header with the HDRestaurant logo, login information (HDAdmin), and a cash register ID (01 - Manager's Drawer). Below the header are several icons for different order types: Dine In (F5), Take Away (F6), Delivery (F7), Pick Held Invoice, Awaiting Payment, and Table Manager. A 'Set-Up' button is also visible. The main area displays a table of orders with columns for Invoice Type, Payment Status, Order Status, Invoice Status, Invoice Date, Table Number, Inv Number, Grand Total, and Tax Grand Total. The first row is highlighted in orange and has a red circle '1' next to the 'Order Placed' status. To the right of the table is a 'Change Order Status' panel with a list of buttons: Delivered, Delivery Failed, Dispatched, Not Delivered, Order Placed, Prepared, Preparing, Ready To Deliver, Ready To Pickup, and Ready To Serve. A red arrow '2' points to the 'Ready To Deliver' button. At the bottom of the table, it says 'Total Records : 3'.

Invoice Type	Payment Status	Order Status	Invoice Status	Invoice Date	Table Number	Inv Number	Grand Total	Tax Grand Total
Home Delivery	Cleared	Order Placed	Held	22/03/2018 03:43 PM			960.00	117.00
Home Delivery	Cleared	Delivered	Saved	13/03/2017 02:32 PM		Hyp-100006	640.00	78.00
Home Delivery	Cleared	Delivered	Saved	13/03/2017 11:13 AM		Hyp-100003	1,630.00	200.00

3. Select **Yes** from the Dialog Box asking for Change Order Status.





4. You can see the order status is changed now.

The screenshot shows the HD Restaurant software interface. At the top, there's a header with the logo and text "HD Bar & Restaurants". Below the header, there are several buttons for "Dine In (F5)", "Take Away (F6)", "Delivery (F7)", "Pick Held Invoice", "Awaiting Payment", and "Table Manager". A "Set-Up" button is also visible. Below these buttons, there's a row of status buttons: "Delivered", "Delivery Failed", "Dispatched", "Not Delivered", "Order Placed", "Prepared", and "Preparing". A "Change Order Status" dropdown menu is open, showing options: "Delivered", "Delivery Failed", "Dispatched", "Not Delivered", and "Order Placed". Below the status buttons, there are checkboxes for "Home Delivery", "Dine In", and "Take Away", and radio buttons for "Show All", "Cleared", "Pending", and "Held". A search bar is also present. The main part of the interface is a table with the following data:

Invoice Type	Payment Status	Order Status	Invoice Status	Invoice Date	Table Number	Inv Number	Grand Total	Total Item Qty
Home Delivery	Ready To Deliver	Held	22/03/2018 03:43 PM			960.00	4	
Home Delivery	Cleared	Delivered	Saved	13/03/2017 02:32 PM		Hyp-I00006	640.00	4
Home Delivery	Cleared	Delivered	Saved	13/03/2017 11:13 AM		Hyp-I00003	1,630.00	7

