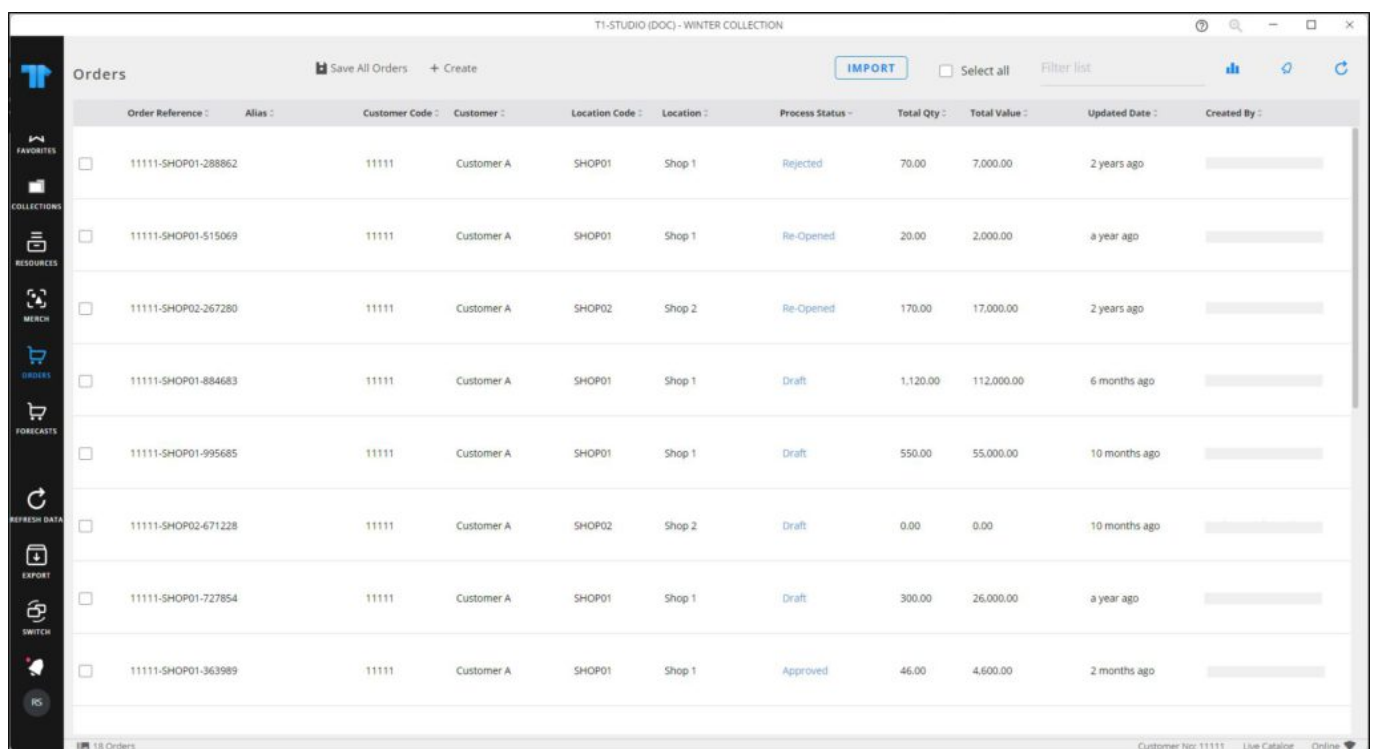# Orders

Through the Orders module you can create orders, import orders, fill orders with orderlines and specify their quantities, and send those orders to T1 for processing, among other actions.

Orders are automatically synchronized with T1, so if an order is in T1 and not in T1 Studio, it is automatically created on T1 Studio, and if the order exists in both T1 and T1 Studio, the older order is overwriten.

Click **Orders**, the following window appears:

Orders are listed. For each one, the order reference, customer code, customer name, location, status, order quantity and value, update date and the user who created the order are displayed. You can synchronize draft orders with the server by clicking **Save all orders**. An order can have one of the following statuses:

- **Draft**: the order is created and not yet sent to T1 for processing.
- **Submitting**: the order is being sent to T1 for processing.

- **Submitted**: the order is sent to T1 to be processed by the authorized users, e.g. approved, rejected, confirmed, etc.
- **Approved**: the order is approved by authorized users.
- **Rejected**: the order is approved by authorized users.
- **Reopened**: the order is open, and can be updated then submitted again to T1.

You can use the Filter field to search for orders based on customer code, customer name, location code and name, order status, and order reference.

The following sections discuss how to create a new order, fill orders, import an order and send it, etc.