

How to Process Orders

When someone buys your product, you will get an email from hello@feelgoodfibers.com with the following subject line:

Email: [FeelGood Fibers] New customer order [order #] – [order date]

You will view and manage your orders in the Orders tab. The status will show if your order is “processing” or “completed”. Occasionally you will see an order that is “Failed” or “on-hold”. *Do not ship Failed or On-hold orders!*

Completing Order: to get paid you need to ship your order, enter tracking information and then mark your order as “Completed”

Orders EXPORT ALL

ALL (91) PENDING PAYMENT (0) PROCESSING (1) ON HOLD (0) Search Orders

☐	#49213 March 31, 2026	\$2.00	\$0.94	Processing	[customer name]	–	⋮
☐	#46194 January 8, 2026	\$25.00	\$20.97	Completed	[customer name]	–	⋮

- View
- Change status to on-hold
- Change status to completed
- View Invoice
- View Packing Slip

Shipping: access and print a packing slip to include with your order by clicking on the three dots on the far right.

This will show the customers name and address and what they bought.

Packing Slip

FeelGood Fibers

Lady Sewington
555 Sew St.
Sewville, CA, 55555

Order Number: 39157
Order Date: July 12, 2025
Shipping Method: FREE SHIPPING

Product

Quantity

Extra Fancy Fabric Bundle

1

Add shipping status & tracking:

1. Click into the order
2. Click "create new shipment"
3. Check the box next to the item(s)
4. Change the status to "on the way"
5. Add the shipping provider and tracking number
6. Make sure to check the box at the bottom that says, "notify shipment details to customer"
7. Click "create shipment"

Orders

[EXPORT ALL](#)

ALL (91)

PENDING PAYMENT (0)

PROCESSING (1)

ON HOLD (0)



☐	#49213 March 31, 2026	\$2.00	\$0.94	Processing	[customer name]	—	⋮
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Order#47188 → Order Items

ITEM	COST	QTY	TOTAL
 CFGFc-425003 - [5.5" pre-cut squares] Curated + Upcycled Mixed	\$19.00	1	\$19.00
 FREE SHIPPING			\$0.00
Discount	- \$0.00		
Shipping	\$0.00		
Order Total:	\$19.00		
Refunded:	-\$0.00		

Shipments #2

No shipment found

[CREATE NEW SHIPMENT](#)

Billing Address

Shipping Address

Shipments

ITEM QTY

☒	 [5.5" pre-cut squares] Curated + Upcycled Mixed Print Quilting Cotton . Vibrant Blue-Fuchsia-Multi	1
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Shipping Status

On the way

Tracking Information

Shipping Provider Tracking Number

Select

Comments

☒ Notify shipment details to customer[CREATE SHIPMENT](#)[CANCEL](#)

The shipment will now say “Shipped”.

Orders

EXPORT ALL

ALL (91)

PENDING PAYMENT (0)

PROCESSING (1)

ON HOLD (0)

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Search Orders



ORDER

ORDER TOTAL

EARNING

STATUS

CUSTOMER

SHIPMENT

ACTIONS



#49213

March 31, 2026

\$2.00

\$0.94

Processing

[customer name]

Shipped



View

Change status to on-hold

Change status to completed

View Invoice

View Packing Slip

Change status to completed

Are you sure? This action cannot be undone.

CANCEL

CHANGE STATUS TO COMPLETED

Complete Order: Click on the three dots on the far right and choose “Change status to completed”. Click again on “CHANGE STATUS TO COMPLETED” when the confirmation window pops up.