

Placing a Test Order

To understand how the order process works, you might want to place a test order. This way you will see what your customers will see when they place an order. In addition, you can test out the steps for processing an order.

For a payment method, we suggest selecting **Cash on Delivery** to test your purchase. You won't need to enter credit card or other information that needs to be processed. You can set up Cash on Delivery as a payment option for the test and then remove it afterwards if you wish.


To Turn On Cash On Delivery (COD) Payment Method:

By default, the Cash On Delivery (COD) payment option is enabled for all new Stores. If you have not made any changes to your payment methods, you should have COD already enabled.

Read more about COD and how to turn it on or off [here >](#)

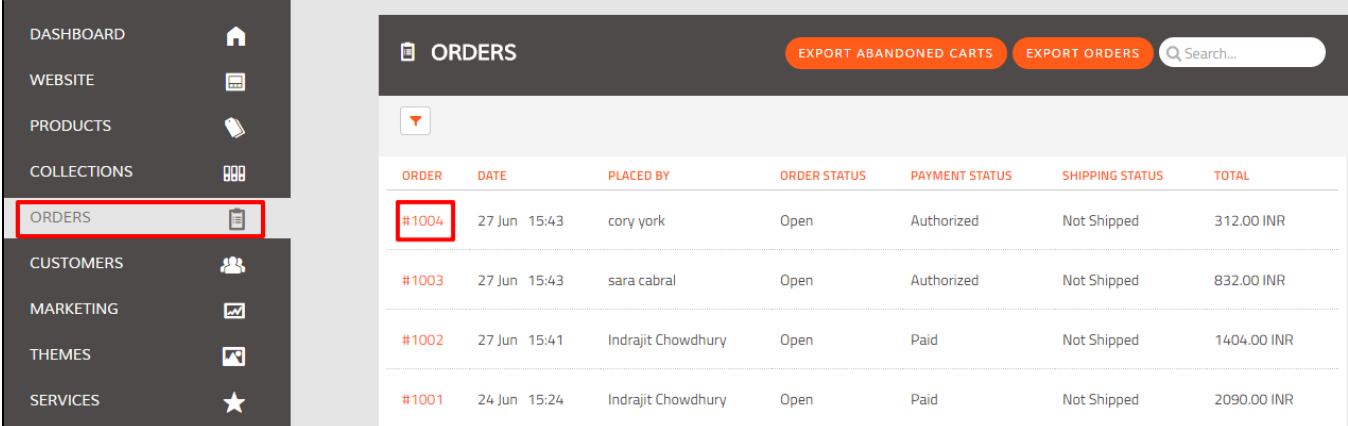
To Place a Test Order:

1. Go to your storefront on your Yourstore Url. If you are logged in as an admin, you should log out, so you can visit your site as a "customer".
2. Select a product in your store. Click **Buy Now/Add to Cart** and then **Checkout**.
3. Fill in the information and your Billing Address.
4. Select a Shipping option and choose **COD** for your **payment method**.
5. After you click **Continue**, you'll see the "Thank You" screen.

 You can then go to the email account for the email ID you entered when purchasing, to see what your customers will see when they make a purchase and receive a confirmation email.


To View the Order in Your Workspace:

1. Login to your Workspace
2. Click on **Orders** from the left menu.



ORDER	DATE	PLACED BY	ORDER STATUS	PAYMENT STATUS	SHIPPING STATUS	TOTAL
#1004	27 Jun 15:43	cory york	Open	Authorized	Not Shipped	312.00 INR
#1003	27 Jun 15:43	sara cabral	Open	Authorized	Not Shipped	832.00 INR
#1002	27 Jun 15:41	Indrajit Chowdhury	Open	Paid	Not Shipped	1404.00 INR
#1001	24 Jun 15:24	Indrajit Chowdhury	Open	Paid	Not Shipped	2090.00 INR

3. You will see your test order listed here. Click the Order ID to view all the details.
4. Try out [fulfilling the order](#) and [accepting payment](#).

 **NOTE:** Once an order is placed, it can't be deleted from the Admin Workspace.

 You can also look at the **Customers** tab to see the registration information you entered when creating your test order.

Related articles

- [Placing a Test Order](#)
- [Viewing and Processing Orders](#)
- [Sending an Email regarding an Order](#)
- [Attaching a Note to an Order](#)
- [Printing an Order](#)