Add Custom Order Status Action Buttons in WooCommerce

How to · https://wpfactory.com/docs/configure-order-status/

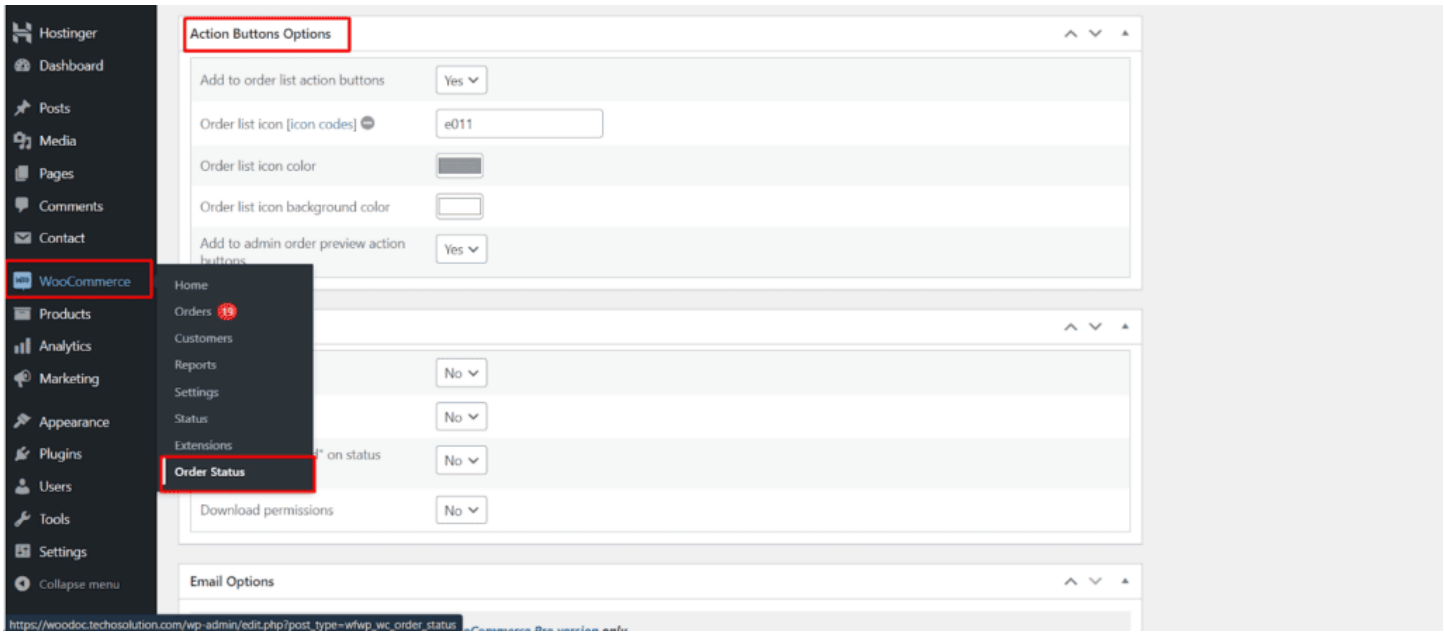
To add custom order status action buttons in WooCommerce, install Additional Custom Order Status for WooCommerce, go to **WooCommerce > Order Status**, open a status, and set **Add to order list action buttons** or **Add to admin order preview action buttons** to **Yes** in the **Action Buttons Options** box. Both are free.

Can WooCommerce add order status buttons without a plugin?

Partly. WooCommerce core ships a fixed set of order statuses, such as Pending payment, Processing, On hold, Completed, Cancelled, Refunded and Failed, and its orders list shows one-click buttons only for core steps like Processing and Complete. Adding your own statuses, or buttons for them, needs custom code or a plugin.

Add custom order status action buttons in WooCommerce

Action buttons let you change an order to a custom status in one click, straight from the orders list or the admin order preview. You configure these buttons, and their icons, separately for each status.



Where to set action buttons

Go to **WooCommerce > Order Status**, open a status (or click **Add New Status**), and find the **Action Buttons Options** box.

Action buttons options

Label	Option ID	Type	Default
Add to order list action buttons	`is_order_list_action`	Yes / No	No
Order list icon	`order_list_icon`	Text (icon code)	`e011`
Order list icon color	`order_list_icon_color`	Color	`#999999`
Order list icon background color	`order_list_icon_bg_color`	Color	`#ffffff`
Add to admin order preview action buttons	`is_order_preview_action`	Yes / No	No

How it works

- Set **Add to order list action buttons** to **Yes** to show a one-click button on each order row in the orders list. The button appears only on orders that are not already in this status.

- The **Order list icon** uses a WooCommerce icon code. The default `e011` is the standard WooCommerce "eye" icon. You can pick another code from the WooCommerce icon set.
- Set **Add to admin order preview action buttons** to **Yes** to add the status as a "Change status" action inside the order preview popup.

> **Note:** the icon color and background color apply to the order list icon only. To reorder the buttons, use the **Sorting** section under **WPFactory > Order Status**.

Why use action buttons

- Change an order's status without opening it, which speeds up processing.
- Give each status a recognizable icon and color for quick visual scanning.
- Keep common status changes one click away in both the list and preview.

Frequently asked questions

Why does the action button not show on some orders?

The button only appears on orders that are not already in that status. An order that is already in the status has nothing to change, so the button is left out.

Can I add action buttons for default statuses like Processing or Completed?

No. Action buttons are added for your custom statuses only; a status that restyles a default WooCommerce status is skipped. See how to restyle a default WooCommerce order status.

Can I change many orders to a custom status at once?

Yes. Each custom status also has **Add to order bulk actions** in its **General Options** box, set to **Yes** by default, which adds a "Change status to" entry to the orders list bulk actions.

How do I change the order of the buttons?

Use the **Sorting** section under **WPFactory > Order Status**, as described in how to sort order statuses in WooCommerce.



CUSTOM ORDER STATUS

Action buttons are free for every custom status. Additional Custom Order Status for WooCommerce Pro adds automated emails on status change.

See what Pro unlocks →

Related articles

- Deleting a Custom Order Status Safely
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- WooCommerce Custom Order Status Behavior Settings
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