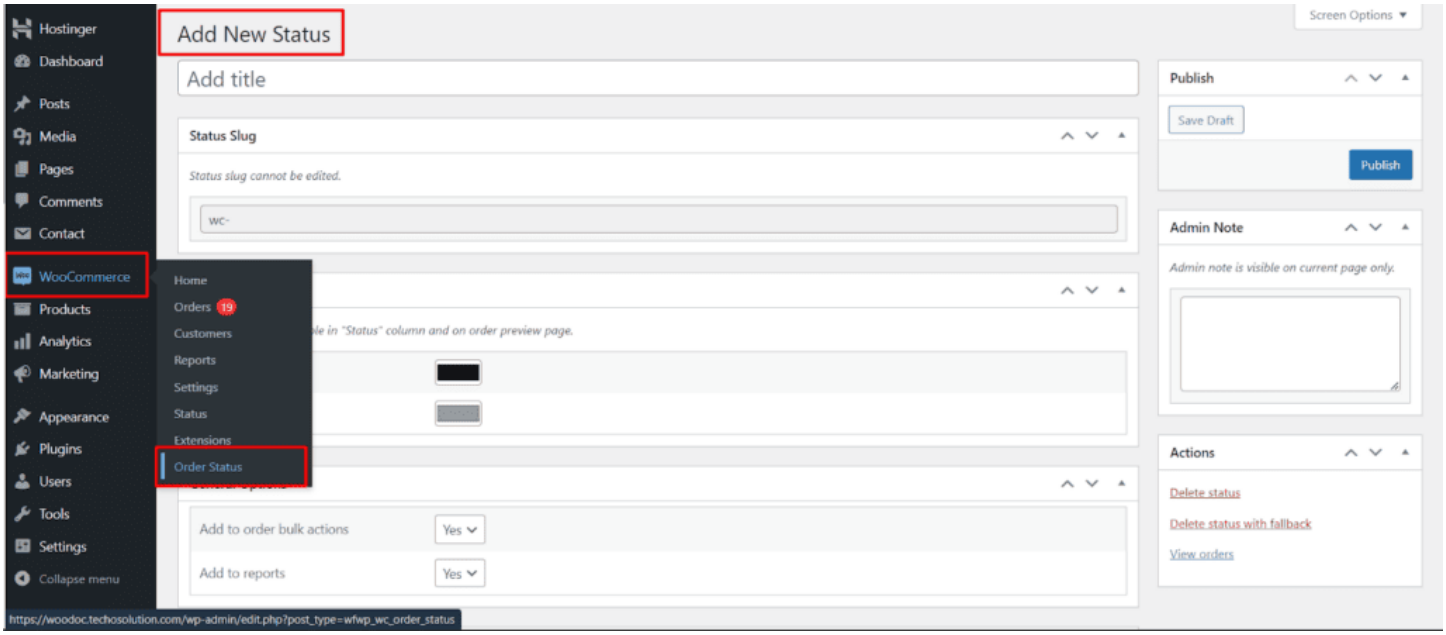
Creating Custom Order Statuses in WooCommerce

How to · https://wpfactory.com/docs/create-custom-statuses/

To create a custom order status with Additional Custom Order Status for WooCommerce, go to WooCommerce > Order Status and click Add New Status. Enter a title (it cannot start with a number), set options such as styling and order behavior, and click Publish. The status then appears in the order edit dropdown, orders list and bulk actions.



Where to create statuses

Go to **WooCommerce > Order Status**. This opens the list of your custom statuses. To add one, click **Add New Status** at the top.

> **Note:** statuses are managed under **WooCommerce > Order Status**, not under **WooCommerce > Settings**. The Settings tab (**WPFactory > Order Status**) holds only the global sorting and admin action button options.

Adding a new status

On the **Add New Status** screen you set a title and then configure the status using the option boxes below it.

- **Title**: enter a clear name for the status, for example "Under manufacture". The title cannot start with a number.
- **Status Slug**: this is generated automatically from the title and shown read-only. You cannot edit it, and it is limited to 17 characters. Custom Order Status stores it internally as `wc-` plus the slug.

Click **Publish** to save the status. It is then available everywhere WooCommerce shows order statuses: the order edit dropdown, the orders list, and bulk actions.

Options you can set for each status

Each status has its own option boxes on the edit screen:

Option box	What it controls	Free/Pro
Styling Options	Text color and background color of the status label.	Free
General Options	Add the status to order bulk actions and to WooCommerce reports.	Free
Action Buttons Options	Show the status as a quick action button in the orders list and admin order preview, with a custom icon and colors.	Free
Order Options	Whether the order is editable, paid, valid for payment, sets "date paid", and grants download permissions.	Free
Email Options	Send an email when an order moves to this status, with a custom address, subject, heading, and content.	Pro
Admin Note	A private note shown only on the status edit page.	Free

See Styling Options and the related how-to articles for the full details of each box.

Editing and deleting statuses

- **Edit a status**: open it from **WooCommerce > Order Status** and change any option, then click **Update**. The slug cannot be changed once the status is published.
- **Delete a status**: use the **Delete status** link in the Actions box. To move existing orders off the status first, use **Delete status with fallback**, which reassigns those orders to the "On hold" status before deleting.
- **Reorder statuses**: change how statuses appear using the **Sorting** section under **WPFactory > Order Status**.



CUSTOM ORDER STATUS

This feature is free, with no limit on the number of statuses. Additional Custom Order Status for WooCommerce Pro adds automated emails when an order reaches a status.

See what Pro unlocks →

Related articles

- Styling Custom Order Statuses in WooCommerce
- Troubleshooting Custom Order Statuses
- General and Order Options for Custom Statuses
- How to Sort Order Statuses in WooCommerce
- Deleting a Custom Order Status Safely