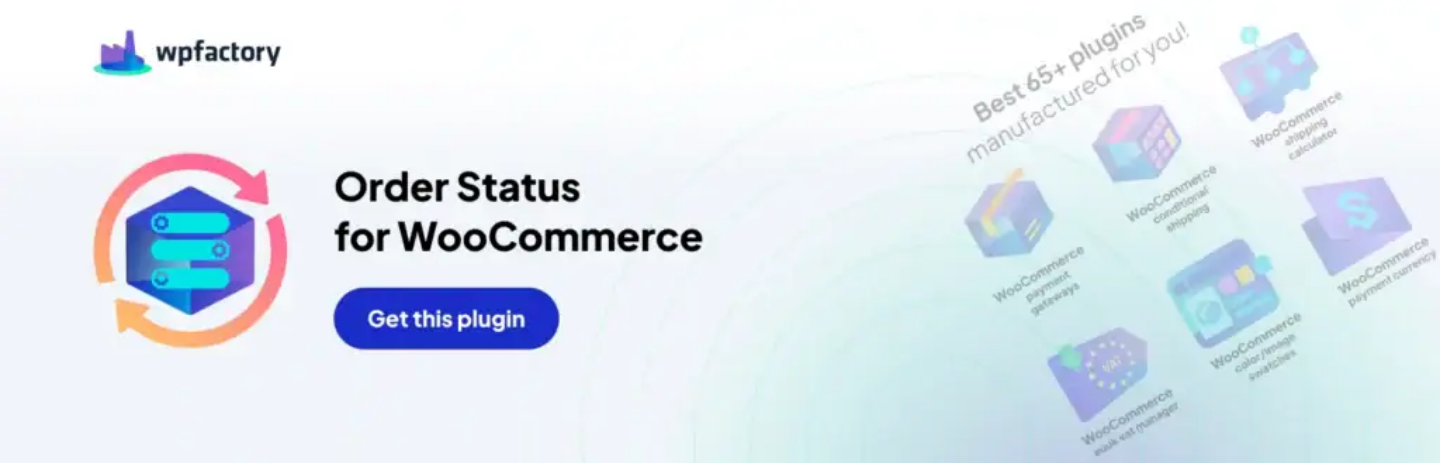
Getting Started with Custom Order Status for WooCommerce

Getting Started · https://wpfactory.com/docs/install-custom-order-status/

Additional Custom Order Status for WooCommerce lets you add your own WooCommerce order statuses, style them and control how orders behave in each one. You create statuses at **WooCommerce > Order Status**, and global settings are at **WPFactory > Order Status** (also reachable at **WooCommerce > Settings > Order Status**).



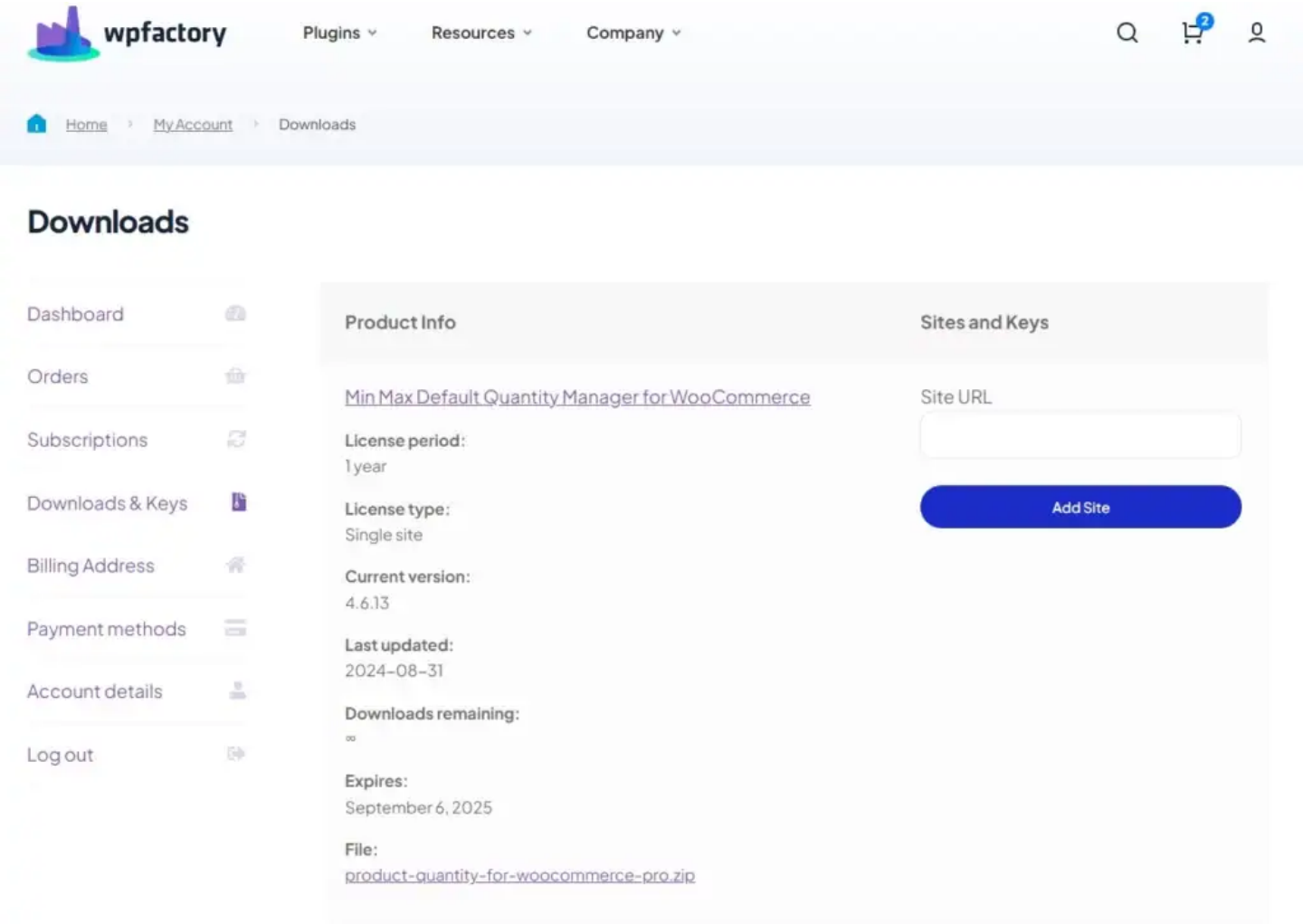
What it does

WooCommerce ships with a fixed set of statuses such as Processing, On hold and Completed. Custom Order Status adds as many extra statuses as you need, for example "Under manufacture" or "Awaiting pickup", each with its own colors, bulk action, report inclusion, action buttons and order behavior. With Pro, a status can also send an email when an order reaches it.

Install and activate

1. Free: install **Additional Custom Order Status for WooCommerce** from WordPress.org (or search for it at **Plugins > Add New**) and activate it.

2. Pro: download **Additional Custom Order Status for WooCommerce Pro** from your WPFactory account, upload the ZIP at **Plugins > Add New > Upload Plugin** and activate it.

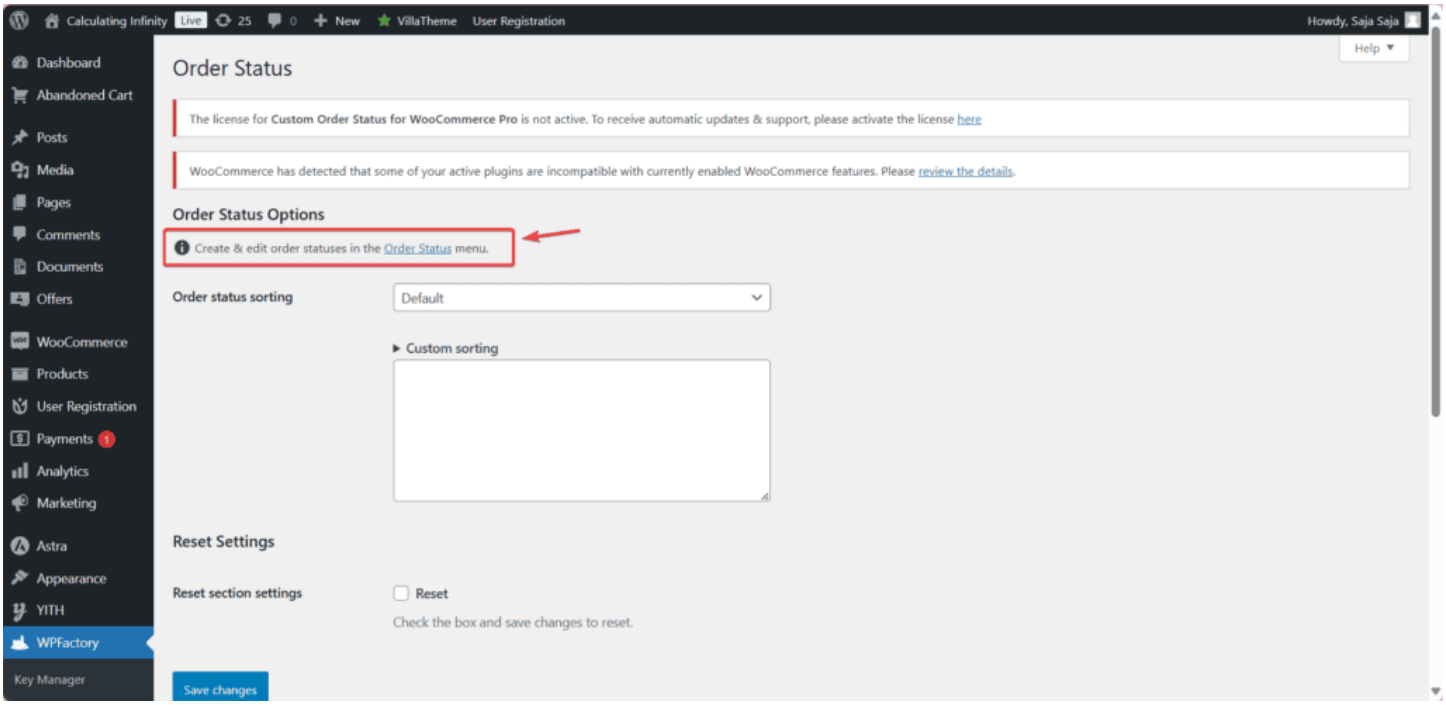


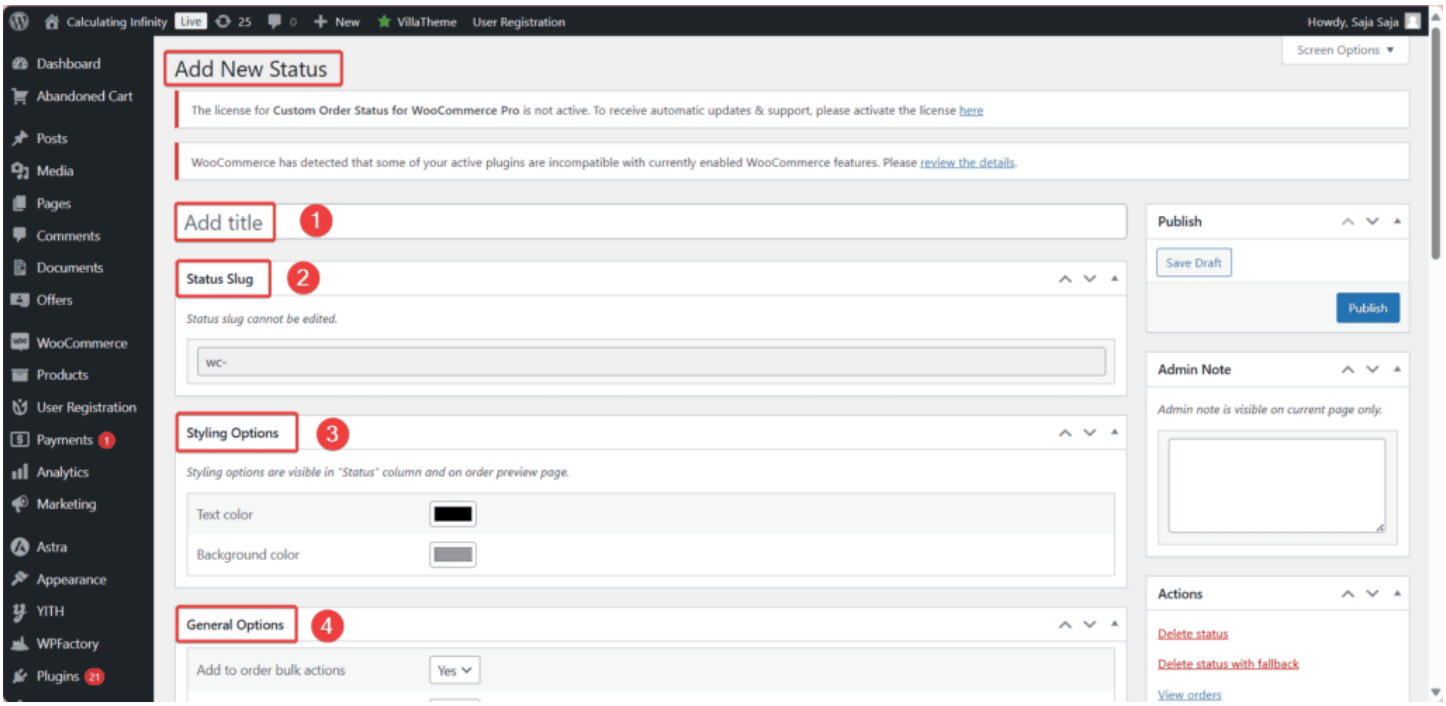
For more detail, see installing the Custom Order Status plugin.

First setup

1. Go to **WooCommerce > Order Status** and click **Add New**.
2. Enter a **Title**, for example "Under manufacture". The title cannot start with a number.
3. The **Status Slug** is generated from the title. It cannot be edited, so choose the title carefully.
4. In **Styling Options**, pick a **Text color** (default #000000) and **Background color** (default #999999) for the status label.
5. Check **General Options**: **Add to order bulk actions** and **Add to reports** are both Yes by default.

6. Click **Publish**. Open any order and the new status is available in the status dropdown.





See creating custom order statuses and styling custom order statuses for more.

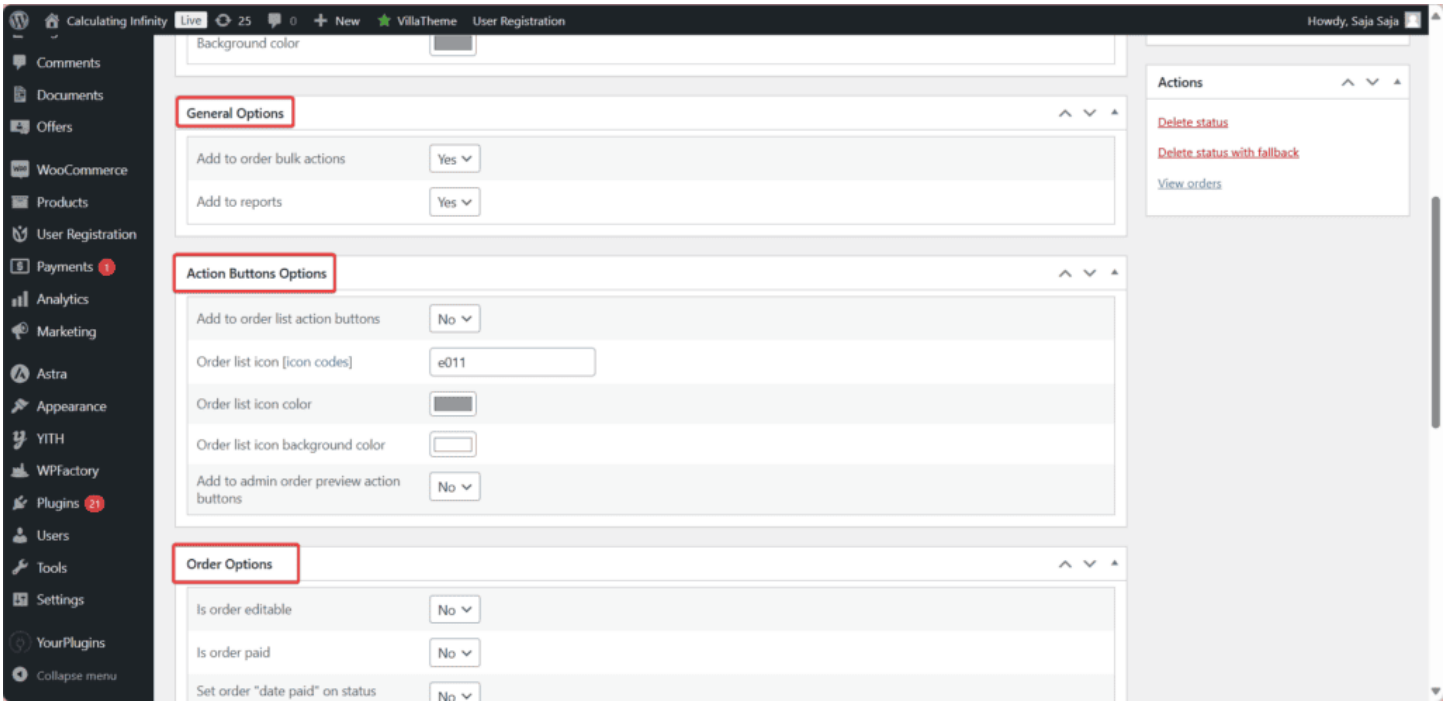
Main features

Action buttons (Free)

In **Action Buttons Options**, set **Add to order list action buttons** or **Add to admin order preview action buttons** to Yes (both No by default) to get a one-click button for the status, with your own icon and colors. See adding custom order status action buttons.

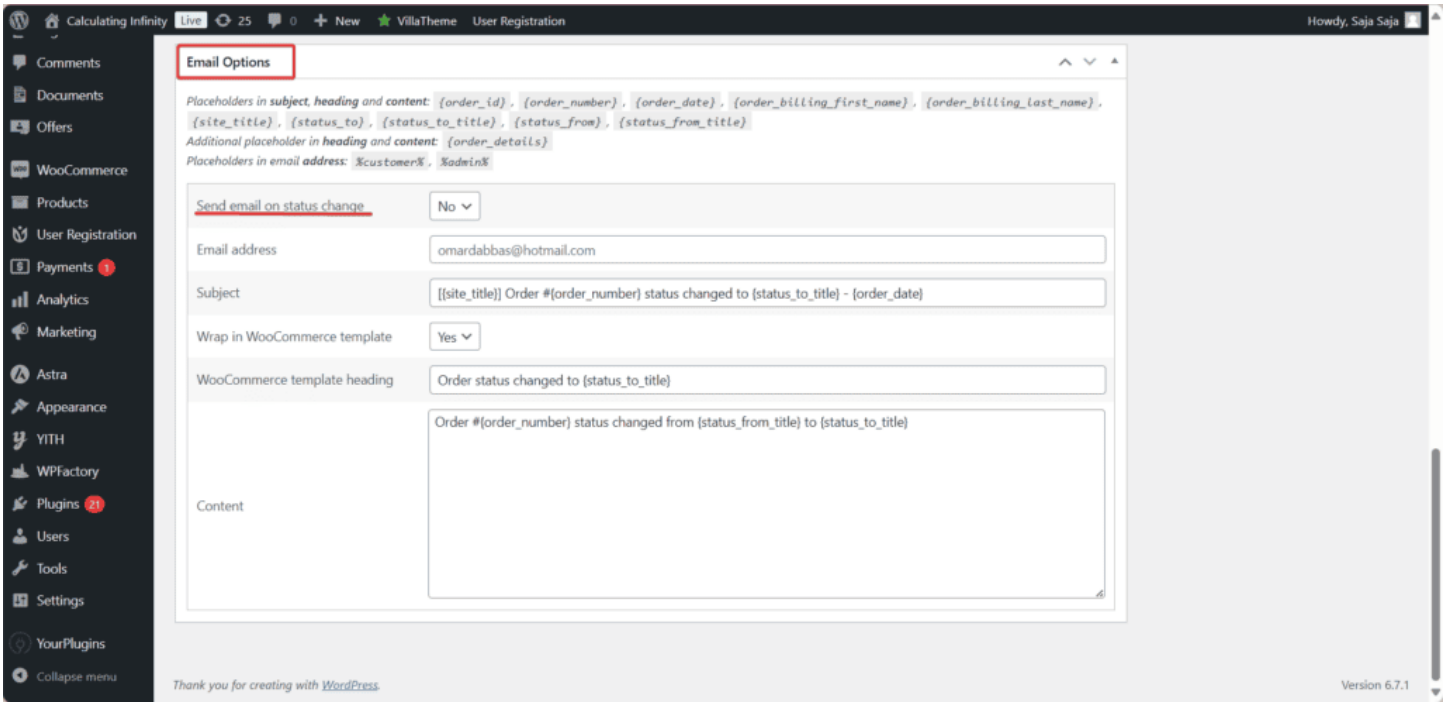
Order behavior (Free)

Order Options decides whether an order in this status **Is order editable**, **Is order paid** or **Is order valid for payment**, whether to **Set order "date paid" on status update**, and whether to grant **Download permissions**. All are No by default. See custom order status behavior settings.



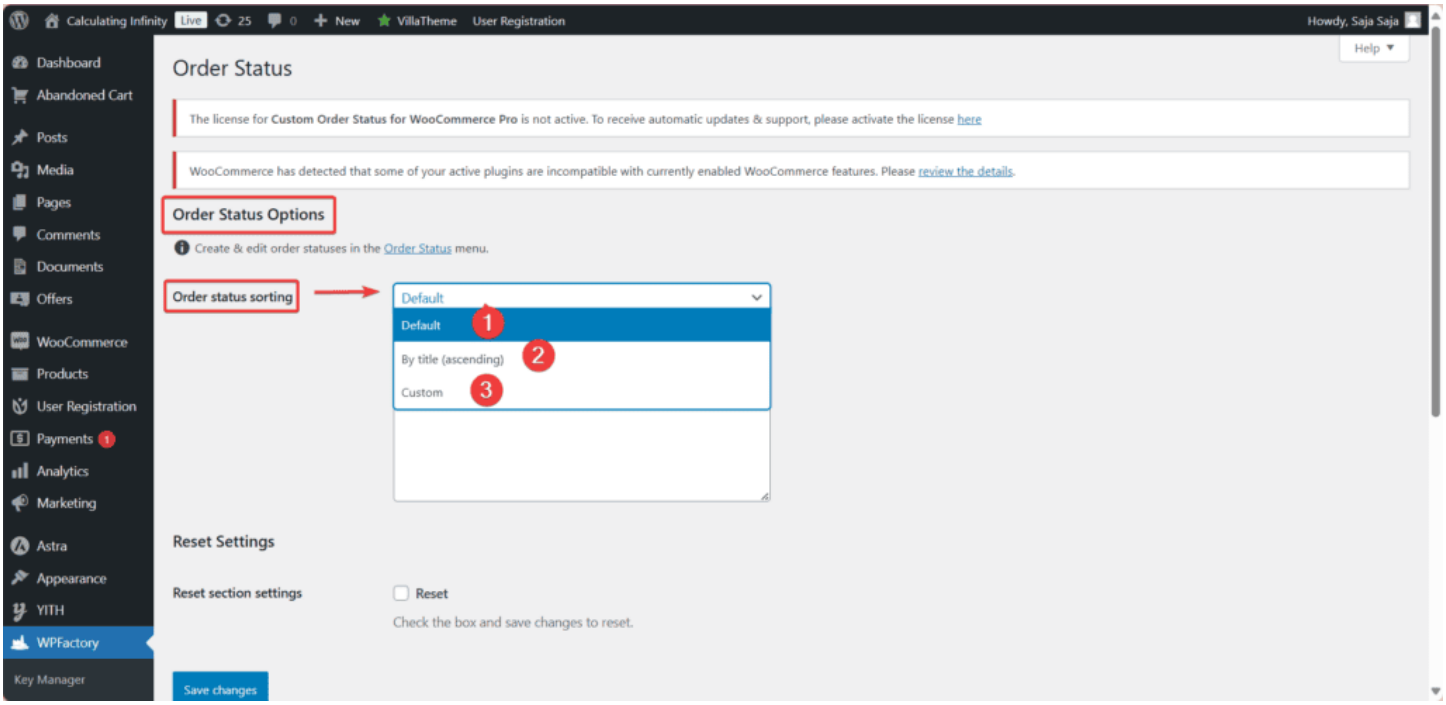
Status emails (Pro)

In **Email Options**, set **Send email on status change** to Yes and fill in **Email address**, **Subject** and **Content**. The address field accepts `%customer%` and `%admin%`. See sending emails on custom order status change and the email placeholders reference.



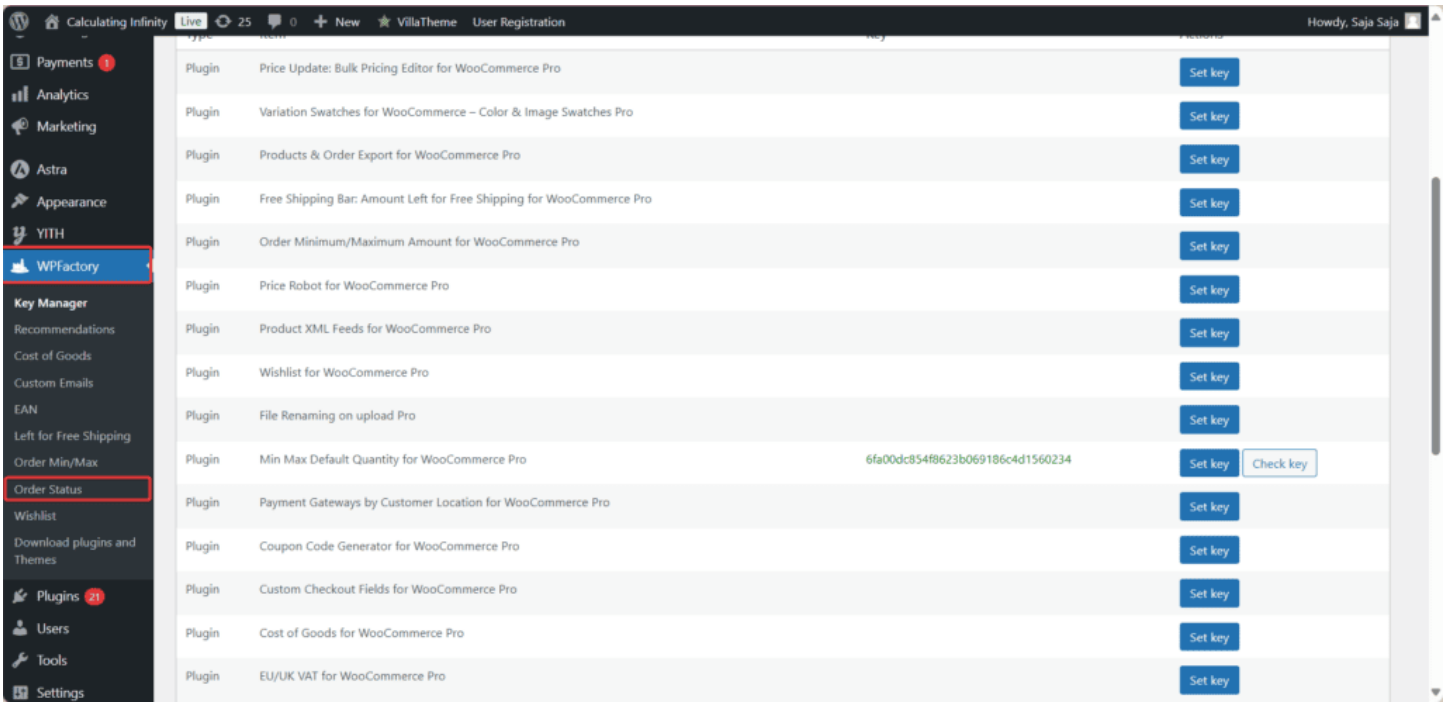
Sorting (Free)

At **WPFactory > Order Status**, the **Sorting** section sets the order of statuses in the admin order edit dropdown, the order list and preview action buttons, and bulk actions. Each can be **Default**, **By title (ascending)** or **Custom**. See how to sort order statuses.



Processing and Complete buttons (Free)

The **General** section can override which statuses show WooCommerce's own Processing and Complete buttons in the order list. By default, Processing appears for pending and on-hold orders, and Complete for pending, processing and on-hold orders. See showing Processing and Complete buttons on more orders.



Restyle default statuses and delete safely (Free)

You can restyle a built-in WooCommerce status, and when you delete a custom status you can move its orders to a fallback status. See how to restyle a default order status and deleting a custom order status safely.

Free vs Pro

Feature	Free	Pro
Unlimited custom statuses with styling	Yes	Yes
Bulk actions, reports, action buttons	Yes	Yes
Order Options (editable, paid, date paid, download permissions)	Yes	Yes

Feature	Free	Pro
Sorting, Processing and Complete button overrides	Yes	Yes
Send email on status change	No	Yes

For a longer comparison, see Custom Order Status: Free vs Pro.

FAQ

Where do I create a new status?

At **WooCommerce > Order Status**. The **WPFactory > Order Status** page holds only the global General and Sorting settings, with a link back to the status list.

Can I change a status slug later?

No. The slug is created from the title and cannot be edited. To use a different slug, create a new status and move your orders to it.

Why is my title rejected?

Status titles cannot start with a number. Put a word first, for example "Stage 2" instead of "2nd stage".

Is there a limit on how many statuses I can add?

No. The free version has no status limit.

Why is the Email Options box disabled?

Status emails are the Pro feature. In the free version **Send email on status change** stays disabled.



CUSTOM ORDER STATUS

Status emails are a Pro feature of Custom Order Status. Everything else in this guide is free.

Get Custom Order Status Pro →

Need a hand? Our team answers every ticket on the Custom Order Status support forum.

Related articles

- Configuring Custom Order Status Emails
- The Order Meta Shortcode for Status Emails
- Troubleshooting Custom Order Statuses
- General and Order Options for Custom Statuses