



DeleteOrders User Manual

V1.0.0

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Extension Overview



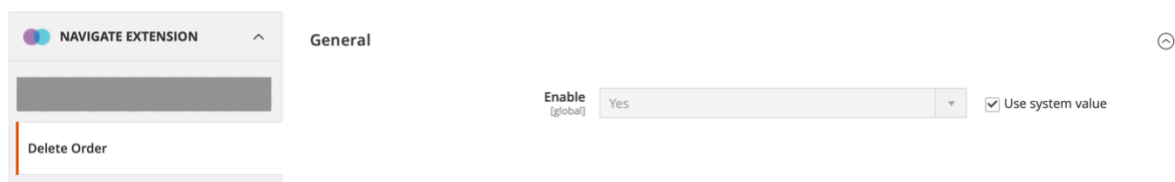
Extension Configurations

The below process explains you how to configure the extension and delete the orders.

Store Configurations

It is a place where you can configure the global settings of this module. Please read the field description offered on this page below:

- General Settings
- Follow this path in the Magento backend and enable this extension: Store->Configurations->Navigate Extensions->Delete Orders->General Settings
- Yes: Select this option to enable the module.
- No: Select this option to disable the module.



Note: Don't forget to hit the save button after configuring any of the above settings and perform the Cache Management.

How To Delete The Order(s)

To delete any order from the order grid, the admin should follow the steps mentioned below –

- Navigate to the order grid by following this path: Sales->Orders
- Select the order(s) by clicking the checkbox shown in the first column. If you want to delete the orders in bulk, you could do so by selecting multiple checkboxes.

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources	Braintree Transaction Source
<input checked="" type="checkbox"/> 000000020	Main Website Main Website Store Default Store View	Mar 24, 2022 11:45:11 PM	Veronica Costello	Veronica Costello	\$41.81	\$41.81	Pending	View		

- Once selected, open the Actions drop-down shown just above the order grid and select the “Delete” option.

Search by keyword

Filters Default View Columns Export

18 records found (1 selected) 20 per page 1 of 1

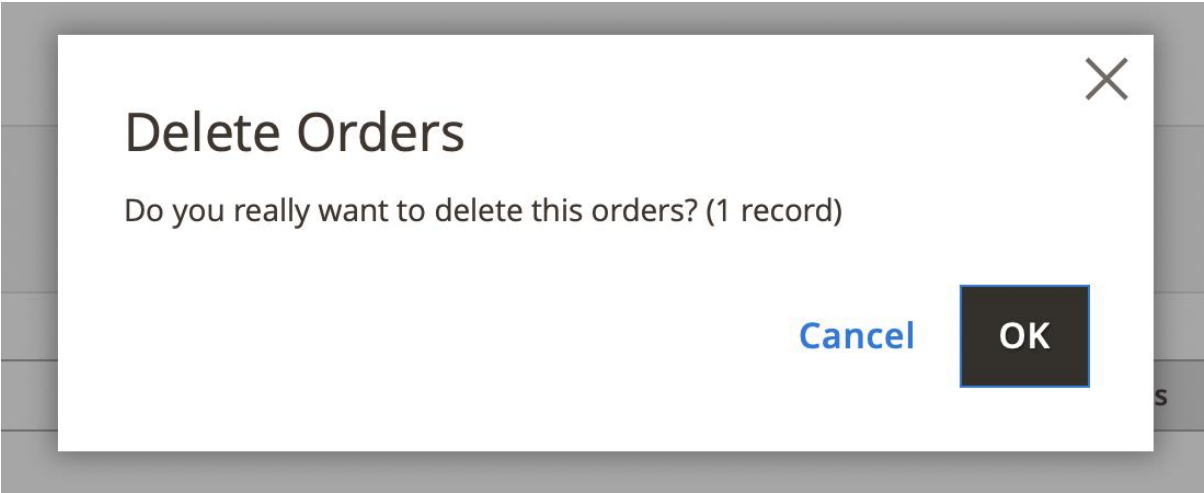
Actions

- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packing Slips
- Print Credit Memos
- Print All
- Print Shipping Labels
- Delete

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources	Braintree Transaction Source
<input type="checkbox"/> 000000018	Website Website Default Store View	Mar 24, 2022 11:45:11 PM	Veronica Costello	Veronica Costello	\$41.81	\$41.81	Pending	View		
<input type="checkbox"/> 000000019	Website Website Default Store View	Mar 24, 2022 11:44:11 PM	demo test	demo test	\$39.00	\$39.00	Pending	View		
<input type="checkbox"/> 000000018	Website Website Default Store View	Mar 15, 2022 11:43:38 AM	Rohan Doshi	Rohan Doshi	\$62.10	\$62.10	Processing	View		



- Clicking on that “Delete” option will open a popup asking for the confirmation to delete the order.



- If you really want to delete the orders, hit the “OK” button and the system will process your delete order(s) request. On completing the process, you will see a confirmation message displayed above the order grid.

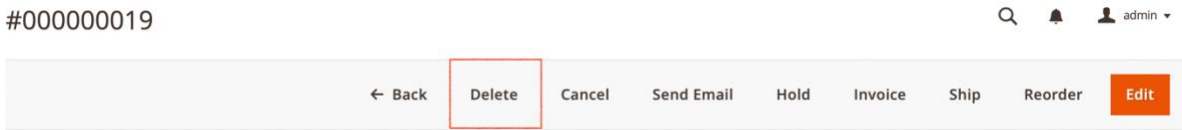


This module also facilitates to delete the order from the Order edit page. Follow the steps explained below if you want to review the order first before deleting it –

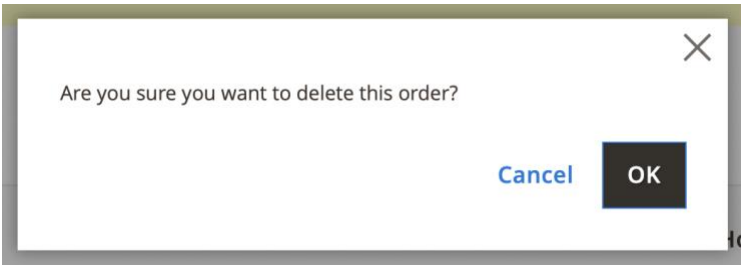
- Click on the “View” link shown in the “Action” column.

<input type="checkbox"/>	000000019	Main Website Main Website Store Default Store View	Mar 24, 2022 11:44:11 PM	demo test	demo test	\$39.00	\$39.00	Pending	View
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- On the order view page, you will see the “Delete” option displayed on the top of the page.



- Hitting on the “Delete” option will open a dialogue box asking to share your final confirmation to delete the order.



- Once the system deletes the order, you will see a message displayed above the order grid.

✓ The order has been deleted.

