

Delete Order Extension User Guide



Delete Order

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Delete Order Extension for Magento2 by Mavenbird

Sales Order Grid Page

To delete orders in bulk, go to **Sales -> Orders** tab, select orders you want to delete and choose **"Delete Order(s)"** action from the Actions drop-down.

Orders 🔍 🔔 1 👤 support

Create New Order

Search by keyword

Filters 👁 Default View ⚙ Columns 📄 Export

Actions 9 records found (2 selected) 20 per page < 1 of 1 >

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

Order ID	Order Source	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources	Braintree Transaction Source	Dispute State
000000007	Main Website	Main Website	Aug 21, 2024 12:01:40 PM	demo4 demo4	demo4 demo4	\$64.00	\$64.00	Pending	View			
000000008	Main Website	Main Website	Aug 13, 2024 11:52:16 AM	demo 3	demo 3	\$39.00	\$39.00	Closed	View	Default Source		
000000009	Main Website	Main Website	Aug 12, 2024 5:38:44 PM	demo2 demo2	demo2 demo2	\$59.00	\$59.00	Pending	View		Activate Windows Go to Settings to activate Windows.	

Sales Order View Page

To manually delete a single order, from the order list page, click **"View"** to go to the order view page. Here you can find, **"Delete Order"** button with your specified text while configuration. Click to delete this particular order.

#000000008 🔍 🔔 1 👤 support

← Back **Delete** Send Email Reorder

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000008 (The order confirmation email was sent)

Order Date Aug 13, 2024, 11:52:16 AM

Order Status Closed

Purchased From Main Website
Main Website Store
Default Store View

Placed from IP 172.24.0.12 (172.19.0.1, 172.24.0.2)

Account Information

Customer Name demo 3

Email demo3@gmail.com

Customer Group General

Delete Invoice

Go to Sales ⇒ Invoices and select Invoices you want to wipe out of the backend and then choose Delete Invoices in the Select Items box. After that, a popup appears and you click OK to confirm removing these selected Invoices.

After Invoices are deleted, order status turns back to Pending (if shipments have not been created) or Processing (if shipments have already been created). Credit memos are also removed. Invoices can be also recreated.

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ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Search by keyword 🔍

Filters

👁 Default View ▾

⚙ Columns ▾

📄 Export ▾

Actions ▾ 1 records found (1 selected)

20 ▾ per page < 1 of 1 >

☒

INV-24-08-22-00001

Aug 22, 2024 3:46:18 PM

000000008

Aug 13, 2024 11:52:16 AM

demo 3

Paid

\$39.00

[View](#)

	Invoice Date	Order #	Order Date	Bill-to Name	Status	Amount	Action	
<input checked="" type="checkbox"/>	INV-24-08-22-00001	Aug 22, 2024 3:46:18 PM	000000008	Aug 13, 2024 11:52:16 AM	demo 3	Paid	\$39.00	View

Delete Credit Memo

Go to Sales ⇒ Credit memos, select unwanted Credit memo(s), choose Delete Credit memos in the Select Items box, then click OK in the popup to completely exclude them from the backend.

Under the Credit Memos tab in Order View Page of a particular order, click on Delete or select Delete Credit Memos in Actions dropdown box.

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ORDER VIEW

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Search by keyword 🔍

Filters

👁 Default View ▾

⚙ Columns ▾

📄 Export ▾

Actions ▾ 1 records found (1 selected)

20 ▾ per page < 1 of 1 >

☒

Aug 22, 2024 3:46:33 PM

000000008

Aug 13, 2024 11:52:16 AM

demo 3

Refunded

\$39.00

[View](#)

	Created	Order #	Order Date	Bill-to Name	Status	Refunded	Action	
<input checked="" type="checkbox"/>		Aug 22, 2024 3:46:33 PM	000000008	Aug 13, 2024 11:52:16 AM	demo 3	Refunded	\$39.00	View

Delete Shipment

Similar to deleting orders and invoices, we can erase unneeded shipments by navigating to **Sales** ⇒ **Shipments** and select Shipments that you want to rub out. Then, you choose Delete Shipments in the Select Items box and press OK in the confirmation popup to finish the process.

Similarly, you can delete shipment from Order View Page under Shipments tab by clicking on Delete button or choose Delete Invoices in Actions dropdown box.

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ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Search by keyword

Filters 👁 Default View ⚙ Columns 📄 Export

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

PDF Shipments

Delete Shipments

		Ship Date	Order #	Order Date	Ship-to Name	Total Quantity	Action
<input checked="" type="checkbox"/>	000000008	Aug 22, 2024 3:46:26 PM	000000008	Aug 13, 2024 11:52:16 AM	demo 3	1.0000	View

Thank you!

Do you need Extension Support?
Do you have any suggestions? Please contact us,
<https://www.mavenbird.com/contact>