Delete Order Extension User Guide



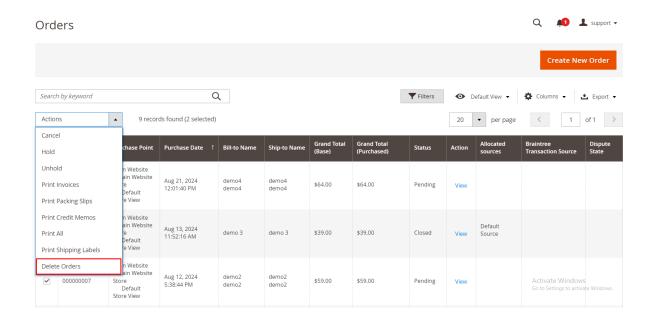
Delete Order Extension for Magento2 by Mavenbird

Content

Sales Order Grid	3
Order View Page	3
Delete Invoice	4
Delete Credit Memo	4
Delete Shipment	5
Support	5

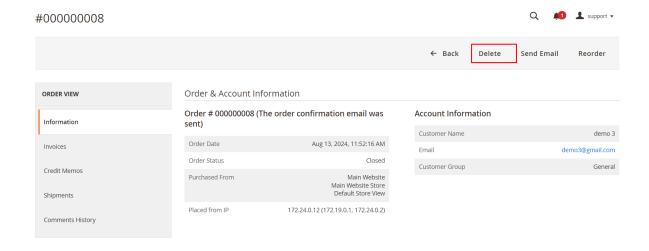
Sales Order Grid Page

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.



Sales Order View Page

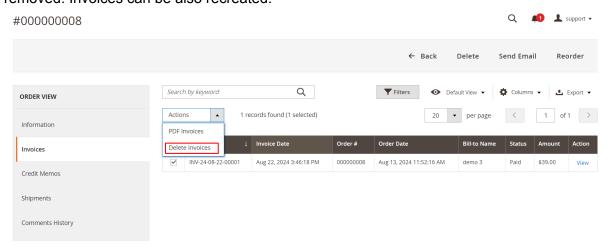
To manually delete a single order, from the order list page, click "View" to go to the order view page. Here you can find, "Delete Order" button with your specified text while configuration. Click to delete this particular order.



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.

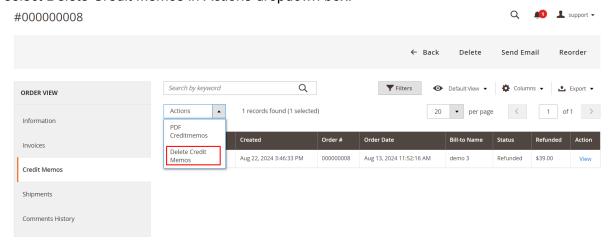
After Invoices are deleted, order status turns back to Pending (if shipments have not been created) or Processing (if shipments have already been created). Credit memos are also removed. Invoices can be also recreated.



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.

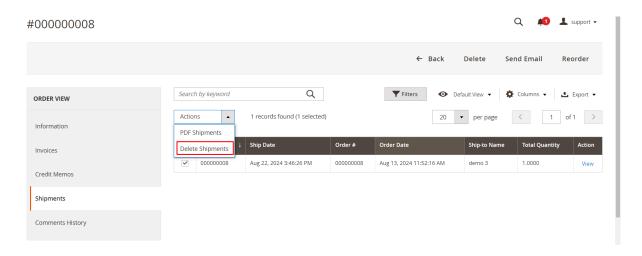
Under the Credit Memos tab in Order View Page of a particular order, click on Delete or select Delete Credit Memos in Actions dropdown box.



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.



Thank you!

Do you need Extension Support?

Do you have any suggestions? Please contact us, https://www.mavenbird.com/contact