

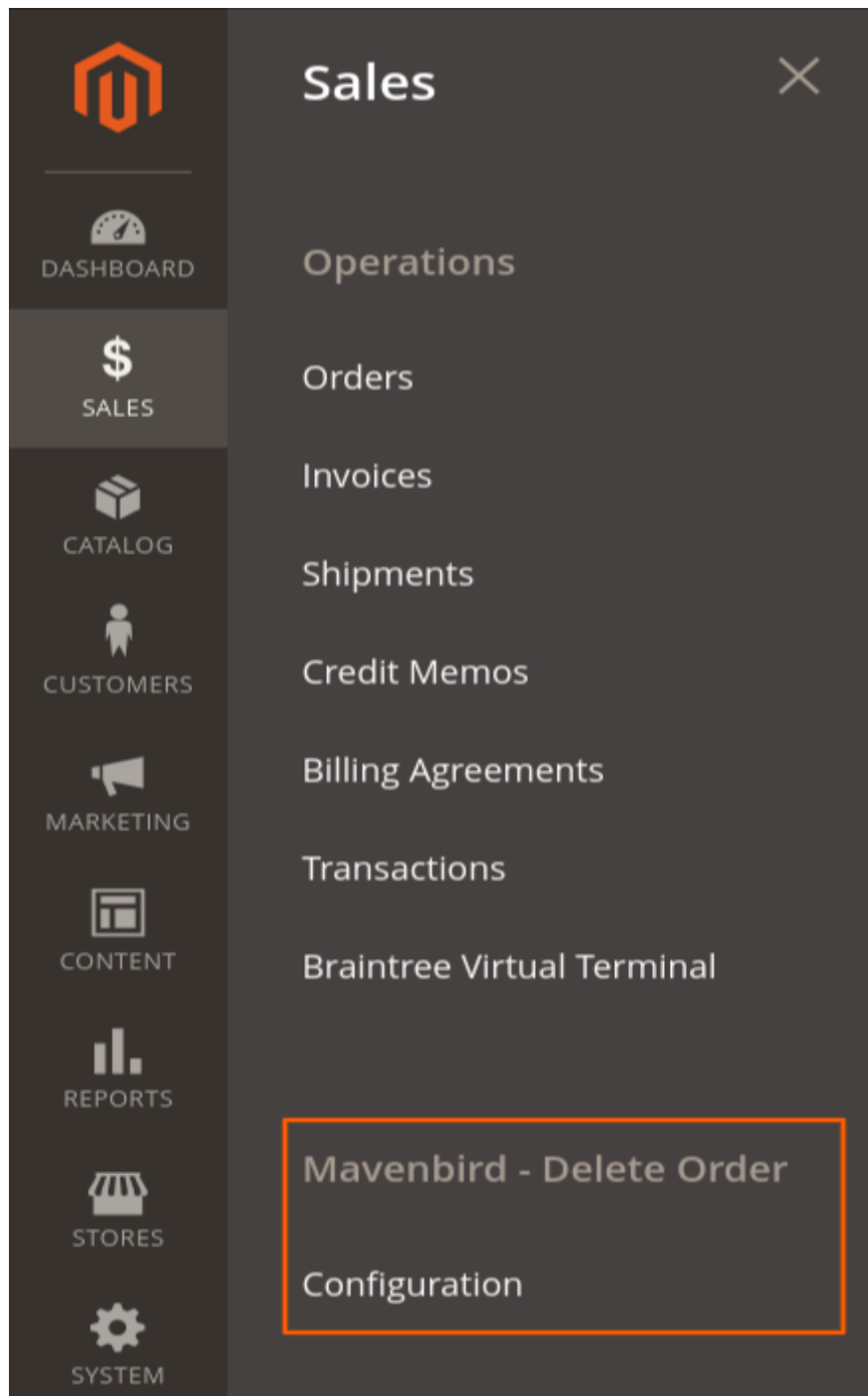
Delete Order Extension User Guide



Delete Order

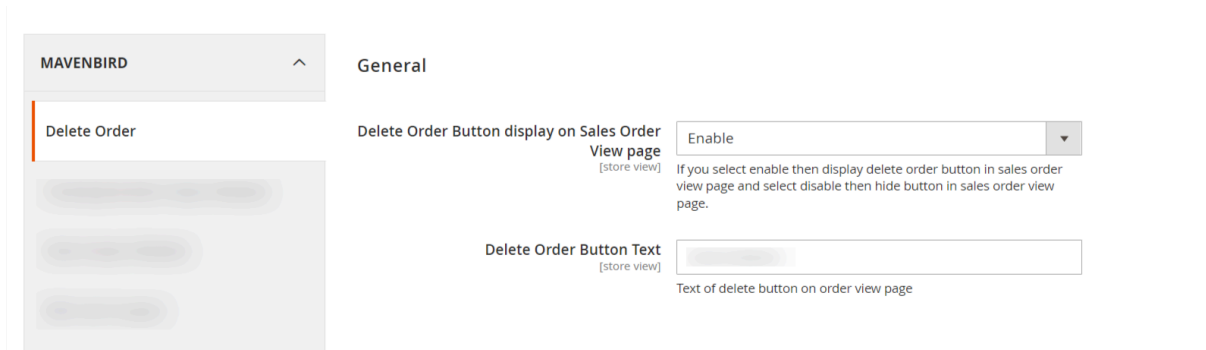
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Configuration

Once you have successfully installed the extension, go to **Store -> Configuration** to configure the extension for use. Here you can find various settings for the extension.



The screenshot shows the 'Delete Order' configuration page in the Magento2 admin interface. On the left, there is a sidebar with the 'MAVENBIRD' logo and a 'Delete Order' menu item. The main content area is titled 'General' and contains two settings:

- Delete Order Button display on Sales Order View page** [store view]: A dropdown menu set to 'Enable'. Below it, a note states: 'If you select enable then display delete order button in sales order view page and select disable then hide button in sales order view page.'
- Delete Order Button Text** [store view]: A text input field. Below it, a note states: 'Text of delete button on order view page'.

- **Delete Order in Order View:** Option to enable or disable extension in order view page.
- **Delete Order Button Text:** Set text for Delete Order button in order view page.

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.

DASHBOARD

SALES

CATALOG

CUSTOMERS

MARKETING

CONTENT

REPORTS

STORES

SYSTEM

FIND PARTNERS & EXTENSIONS

Orders

Search by keyword

Filters

Default View

Columns

Export

Create New Order

1 records found

200 per page

1 of 1

Actions

Cancel

Hold

Unhold

Print Invoices

Print Packing Slips

Print Credit Memos

Print All

Print Shipping Labels

Delete Order(s)

| Purchase Order | Purchase Date | Bill-to Name | Ship-to Name | Grand Total (Base) | Grand Total (Purchased) | Status | Action | Allocated sources | Braintree Transaction Source |
|--|----------------------------|-------------------|-------------------|--------------------|-------------------------|---------|----------------------|-------------------|------------------------------|
| Main Website Main Website Store Default Store View | Mar 12, 2024 6:30:49 AM | Veronica Costello | Veronica Costello | \$53.04 | \$53.04 | Pending | View | | |

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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.

#000000016

Search, Notifications, User: support

Back, Login as Customer, Cancel, Send Email, Hold, Invoice, Ship, Reorder, **Delete Order**, Edit

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000016 (The order confirmation email was sent)

Order Date: Mar 12, 2024, 6:30:49 AM

Order Status: Pending

Purchased From: Main Website, Main Website Store, Default Store View

Placed from IP: 172.21.0.13

Account Information [Edit Customer](#)

Customer Name: Veronica Costello

Email: roni_cost@example.com

Customer Group: General

Thank you!

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