

**Delete Orders** 

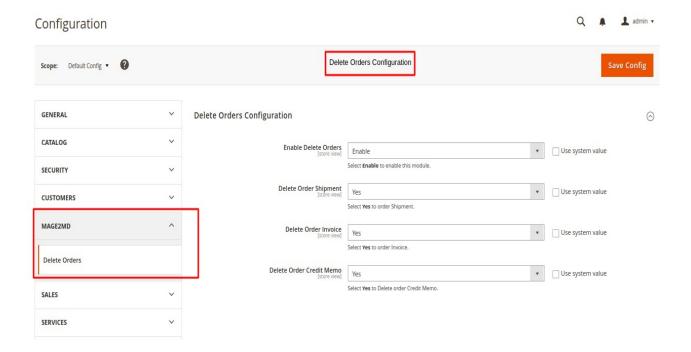
### **FEATURES**

- The store admin can enable/disable the module functionality.
- Manually delete the single order from the order view page.
- Delete the old and unwanted orders from your website's admin panel.
- Option to enable or disable order deletion from the order view page.
- Admin can delete Invoices, Shipments, and Credit Memos from the corresponding grids.
- Admin can enable/disable delete action for the invoice, shipment, and credit memos.

# **Extension Configuration**

To configure the extension configuration, Please go to Stores  $\rightarrow$  Settings  $\rightarrow$  Configuration  $\rightarrow$ Mage2MD  $\rightarrow$  Delete Orders.

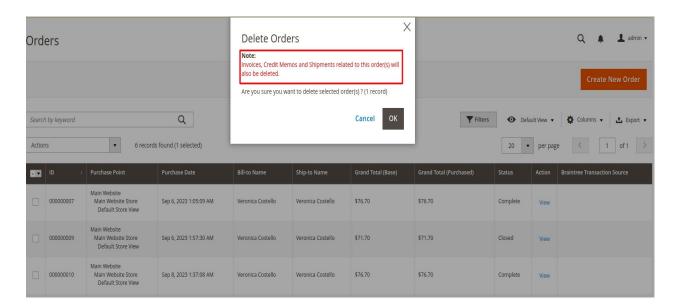
#### General



# **Extension Usage**

### 1. Delete Order

- Please go to Sales → Orders and select the order you want to delete.
- Unfold the Actions dropdown menu and press the Delete button.
- Confirm you want to delete the selected order and press OK.

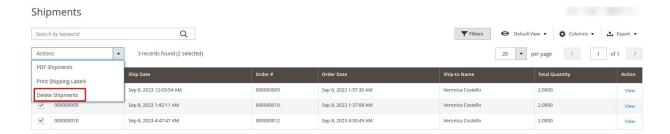


## **Delete Order From Edit Page**

- Delete Order(s) From the Order Edit Page please Click on the "View" link shown in the Action column.
- On the order view page, you will see the "Delete Order" button displayed at the top of the page.

## 2. Delete Shipment

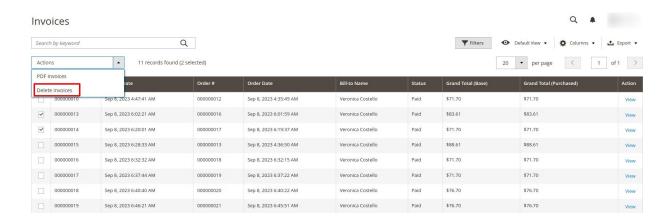
- Please go to Sales → Shipments and select the Shipments you want to delete.
- Choose Delete Shipments in the Select Items box. After that, a popup appears and you click OK to confirm removing these selected Shipments.



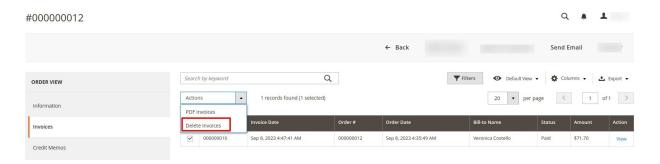
Similarly, you can delete shipment from the Order View Page under the Shipments tab by Delete Shipments in the Actions dropdown box After that, a popup appears and you click OK to confirm removing these selected Shipments.

#### 3. Delete Invoice

- Please go to Sales → Invoices and select the Invoice you want to delete.
- Choose Delete Invoices in the Select Items box. After that, a popup appears and you click OK to confirm removing these selected Invoices.

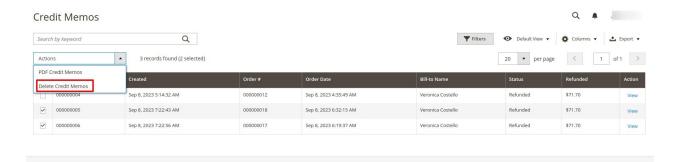


Similarly, you can delete shipment from the Order View Page under the Invoices tab by Delete Invoices in the Actions dropdown box after that, a popup appears and you click OK to confirm removing these selected Invoices.

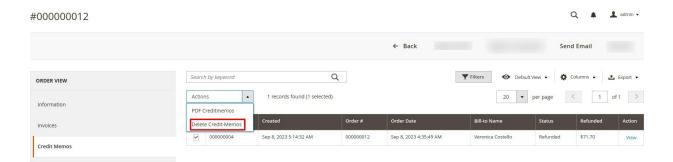


#### 4. Delete Credit Memos

- Please go to Sales → Credit Memos and select the Shipments you want to delete.
- Choose Delete Credit Memos in the Select Items box. After that, a popup appears and you click OK to confirm removing these selected Credit Memos.



 Similarly, you can delete shipment from the Order View Page under the Credit Memos tab by Delete Credit Memos in the Actions dropdown box After that, a popup appears and you click OK to confirm removing these selected Credit Memos.



## **Note**

- You can delete many delete orders at a time by ticking their check boxes.
- Once you delete an order, it will be removed permanently from the system and cannot be restored. You'd better do it carefully.
- When an order is deleted, all of its related information like shipment, invoice, and credit memo will be erased too.