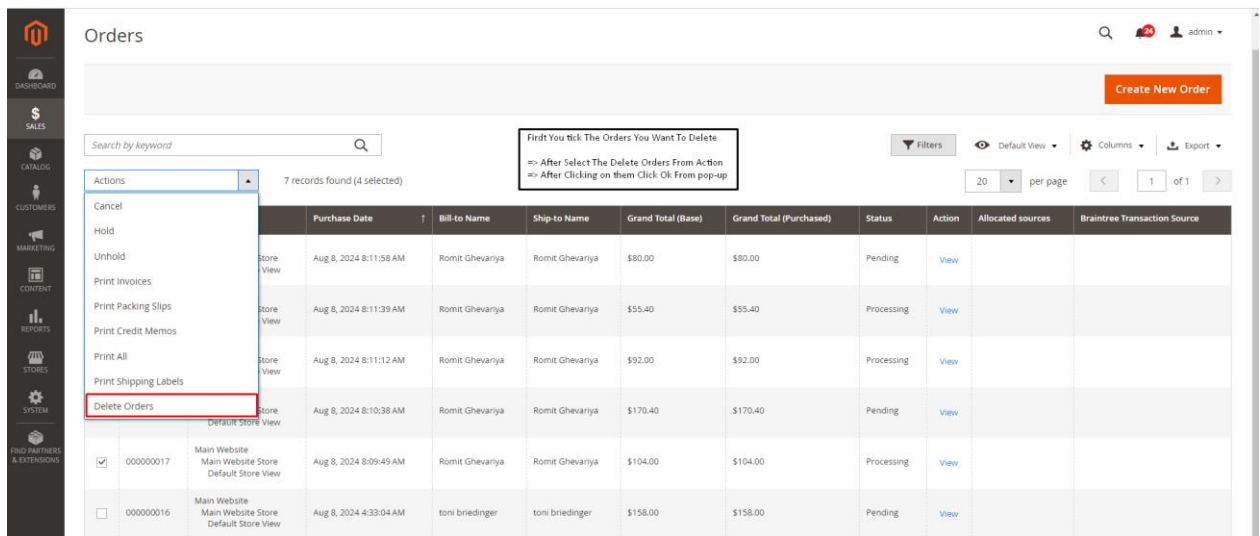# Delete Order Extension

DSS

1. Overview

Delete Order for Magento 2 extension is a helpful and easy-to-use extension which allows website admin to clear out the backend from all unwanted orders, invoices, shipments, as well as credit memos. Thanks to that, users can effectively keep track on and control over all remaining important orders.

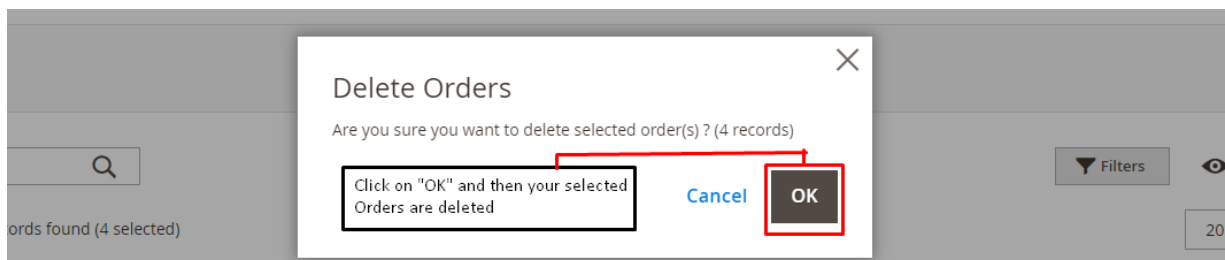## 2. How Does It Work?

2.1 Delete orders

Please go to **Sales ⇒ Orders**, a list of all orders will be shown as usual. Tick on the checkbox of unwanted order(s) and choose the action **Delete Orders** in Select Items box.

Then a pop-up will appear for action confirmation. Select OK to completely delete the order(s).

You can also delete orders from **Order View Page** by choosing **Delete** button in the **Information** tab of a particular order.

Note:

- You can delete many delete orders at a time by ticking on their checkboxes.

- Once you delete an order, it would be removed permanently from the system and could not be restored. You'd better do it carefully.

- When an order is deleted, all of its related information like shipment, invoice, credit memo will be erased too.

2.2 Delete invoices

Go to Sales ⇒ Invoices and select Invoices you want to wipe out of the backend and then choose Delete Invoices in 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 created). Credit memos are also removed. Invoices can be also recreated.

You can also delete invoice of a particular order in its **Order View Page** by going to tab **Invoices**, click on **Delete** button or choose **Delete Invoices** in **Actions** dropdown box.

2.3 Delete shipments

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 **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.

When a shipment is removed, its order status is updated to Pending (if invoices have not been created) or Processing (if invoices have already been created). Admin can totally recreate shipments.

2.4 Delete credit memos

Like Invoices and Shipments, there are two ways to remove redundant Credit memos:

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

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

Order Status is altered to Complete (if invoices and shipments have already been generated) or Processing (if only invoices have been created). Credit memos are easily recreated.