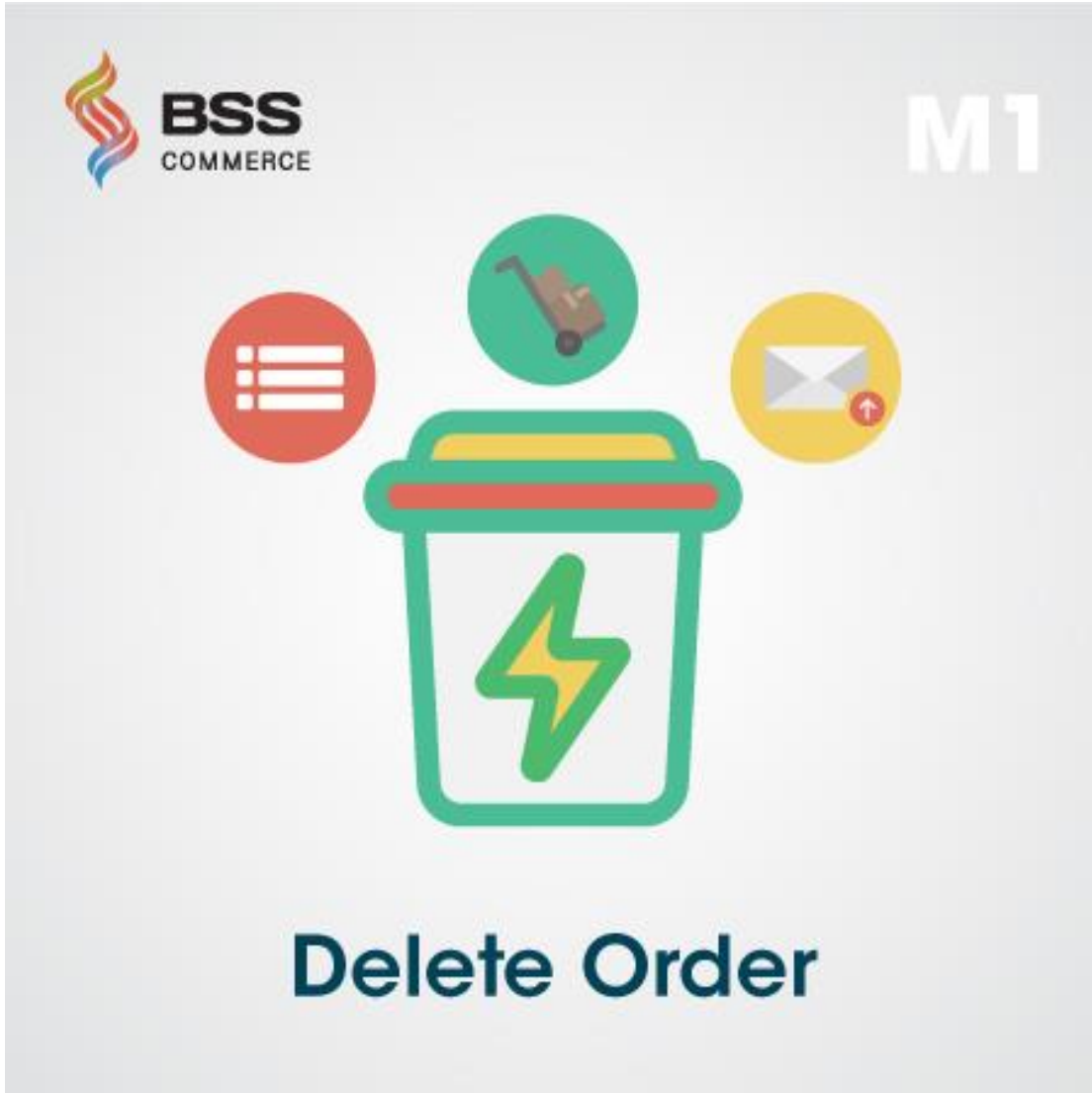


# MAGENTO DELTE ORDER

## USER GUIDE



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## 1. Magento Delete Order Extension Overview

Imagine that a ton of unnecessary orders, invoices, shipments and credit memos are account for large scale of Database memory, which results in diminishing Server performance and bothers shop owners. Magento, however, allows you to **cancel** the orders, it does **not support you to delete** them. Moreover, there is almost no plug-in solve this problem.

Fortunately, [Magento Delete Order](#) extension addresses this vital weakness of Magento and helps you to manage the Data better with superior benefits.

## 2. How does Magento Delete Order Extension work?

### 2.1 Delete Orders

In order to delete orders, please go to **Admin Panel** and follow below instructions:

In **Sales** section, choose **Orders**. Here, a list of orders is shown.

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action
<input checked="" type="checkbox"/>	145000007 Main Website Madison Island English	Dec 21, 2016 10:54:19 AM	TEST TEST	TEST TEST	\$204.42	\$204.42	Canceled	<a href="#">View</a>
<input checked="" type="checkbox"/>	100000206 Main Website Madison Island English	May 28, 2013 6:28:25 PM	John Doe	John Doe	\$1,247.64	\$1,247.64	Complete	<a href="#">View</a>
<input checked="" type="checkbox"/>	100000204 Main Website Madison Island English	May 27, 2013 5:08:58 PM	Jane Smith	Jane Smith	\$333.21	\$333.21	Processing	<a href="#">View</a>
<input type="checkbox"/>	100000203 Main Website Madison Island English	May 27, 2013 5:07:47 PM	Jane Smith	Jane Smith	\$432.26	\$432.26	Complete	<a href="#">View</a>
<input type="checkbox"/>	100000202 Main Website Madison Island English	May 25, 2013 2:43:25 PM	Jane Doe	Jane Doe	\$950.20	\$950.20	Pending	<a href="#">View</a>
<input type="checkbox"/>	100000201 Main Website Madison Island English	May 25, 2013 2:37:05 PM	Jane Doe	Jane Doe	\$387.27	\$387.27	Pending	<a href="#">View</a>

Choose the excessive orders you want to delete

In the **Actions** box => choose *Delete Orders*

Click on **Submit** button

\*Note: Remember that if you choose *Delete Orders*, all the related information about *order's invoice, shipment, credit memo* will be deleted from backend at ease.

If you want to delete only *invoice* or *shipment* or *credit memo* of any order, you have to *keep this order remaining*.

**NOTE:** *You can choose to delete one, more or all orders.*

## 2.2 Delete Invoices

In order to delete Invoices, follow these instructions:

Go to **Admin Panel** → **Sales** → **Invoices**

Choose the excessive invoices you want to delete.

In the **Actions** box → choose **Delete Invoices**

Click on **Submit** button.

The screenshot displays the Magento Admin Panel's 'Invoices' section. At the top, there are navigation tabs for Dashboard, Sales, Catalog, Customers, Promotions, Newsletter, CMS, Reports, and System. A 'Latest Message' banner is visible. The main content area shows a table of invoices with the following data:

Invoice #	Invoice Date	Order #	Order Date	Bill to Name	Status	Amount	Action
<input checked="" type="checkbox"/> 100000038	May 29, 2013 5:55:33 AM	100000203	May 27, 2013 5:07:47 PM	Jane Smith	Paid	\$432.26	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000037	May 29, 2013 5:52:44 AM	100000204	May 27, 2013 5:08:58 PM	Jane Smith	Paid	\$333.21	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000035	May 29, 2013 5:38:06 AM	100000206	May 28, 2013 6:28:25 PM	John Doe	Paid	\$1,247.64	<a href="#">View</a>
<input type="checkbox"/> 100000021	Apr 25, 2013 10:42:08 AM	100000135	Apr 25, 2013 10:41:25 AM	Dong Berg	Paid	\$14,493.00	<a href="#">View</a>
<input type="checkbox"/> 100000019	Apr 24, 2013 2:57:28 PM	100000093	Apr 23, 2013 8:31:09 PM	Linda Wood	Paid	\$1,403.20	<a href="#">View</a>

## 2.3 Delete Shipments

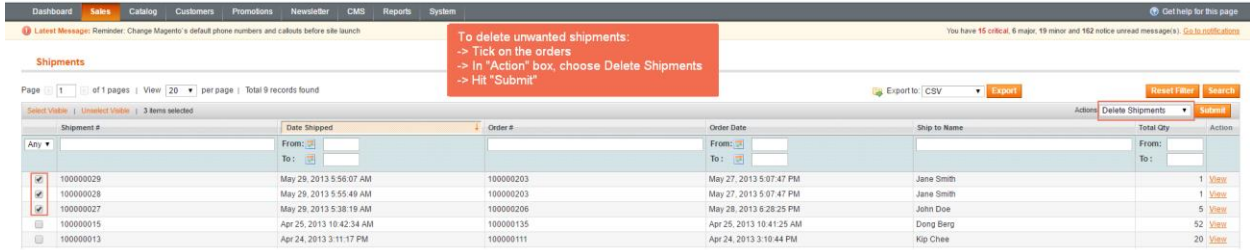
In order to delete Shipments, follow these instructions:

Go to **Admin Panel** → **Sales** → **Shipments**

Choose the excessive shipments you want to delete.

In the **Actions** box → choose **Delete Shipments**

Click on **Submit** button.



## 2.4 Delete Credit Memos

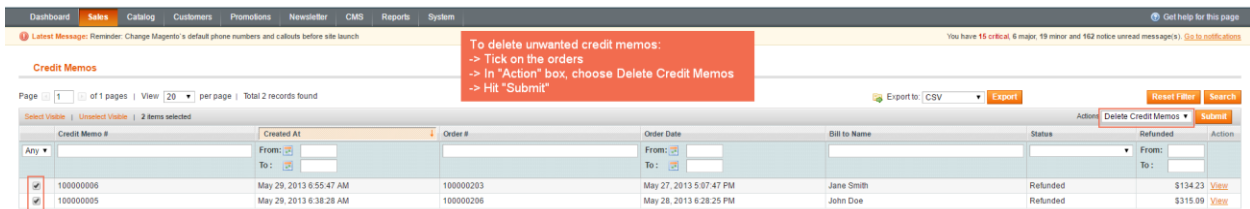
In order to delete Credit Memos, follow these instructions:

Go to **Admin Panel** → **Sales** → **Credit Memos**

Choose the excessive credit memos you want to delete.

In the **Actions** box → choose **Delete Credit Memos**

Click on **Submit** button.



### 3. Contact Us



Any questions or concern about us, feel free contact:

Website: <http://bsscommerce.com>

Support: [support@bsscommerce.com](mailto:support@bsscommerce.com)

Skype: support.bsscommerce

*BSS Support team is always ready to aid you with any issue related to our products. Additionally, we also give you Website development and Administration Support.*

We do offer:

1. Free installation services for commercial products
2. Free updates within offered support period

Our duties:

1. Responsibility for resolving product bugs
2. Help with technical queries
3. Technical support in installation and product usage.