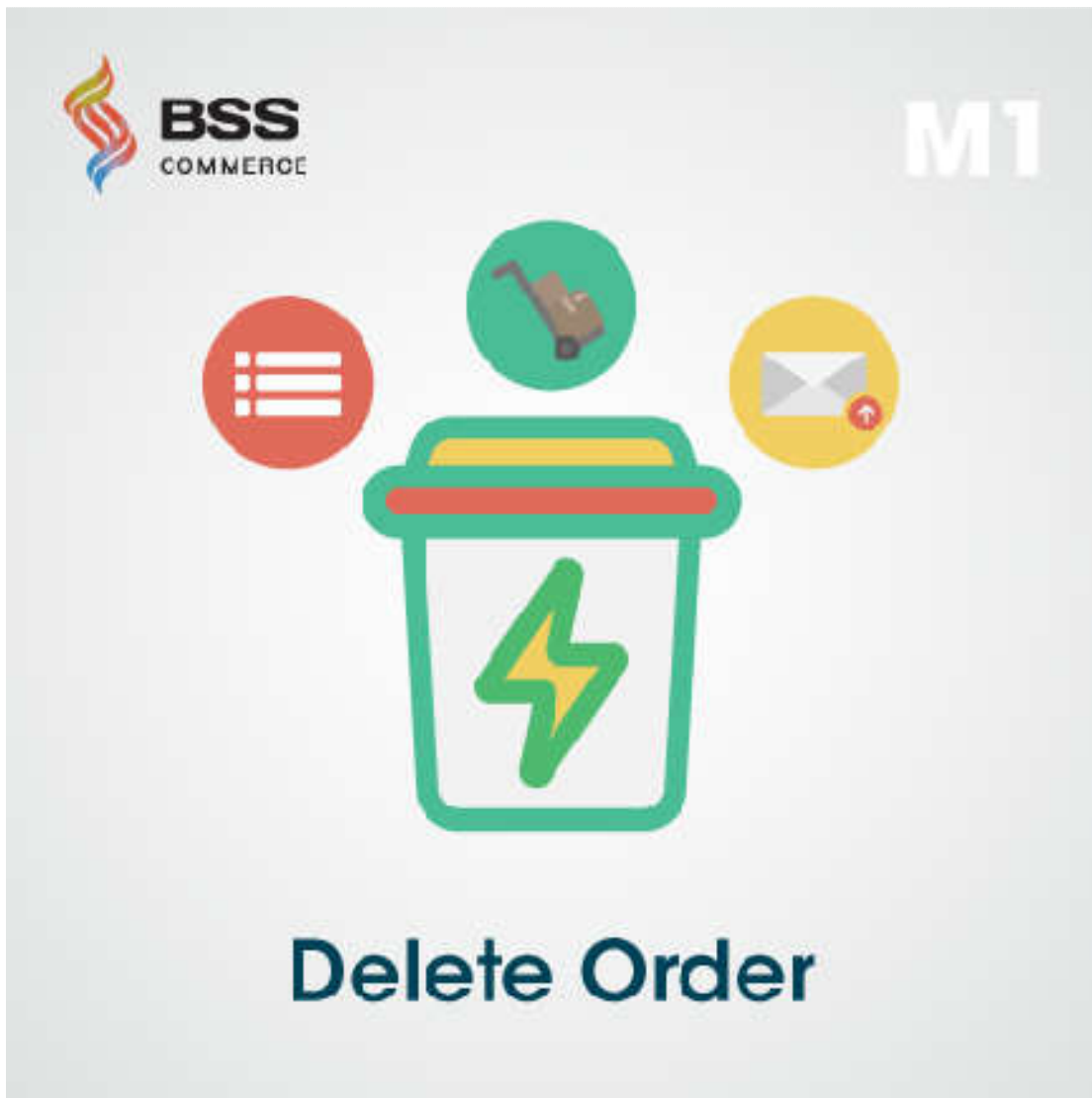




# MAGENTO DELTE ORDER

## 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. Howdoes Magento Delete OrderExtension 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
145000007	Main Website Madison Island English	Dec 21, 2016 10:54:19 AM	TEST TEST	TEST TEST	\$204.42	\$204.42	Canceled	View
100000205	Main Website Madison Island English	May 28, 2013 6:28:25 PM	John Doe	John Doe	\$1,247.64	\$1,247.64	Complete	View
100000204	Main Website Madison Island English	May 27, 2013 5:08:58 PM	Jane Smith	Jane Smith	\$333.21	\$333.21	Processing	View
100000203	Main Website Madison Island English	May 27, 2013 5:07:47 PM	Jane Smith	Jane Smith	\$432.28	\$432.28	Complete	View
100000202	Main Website Madison Island English	May 25, 2013 2:43:25 PM	Jane Doe	Jane Doe	\$950.20	\$950.20	Pending	View
100000201	Main Website Madison Island English	May 25, 2013 2:37:06 PM	Jane Doe	Jane Doe	\$387.27	\$387.27	Pending	View

Choose the excessive orders you want to delete

In the **Actions** box => choose **DeleteOrders**

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 a time.

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.

## 2.3 Delete Shipments

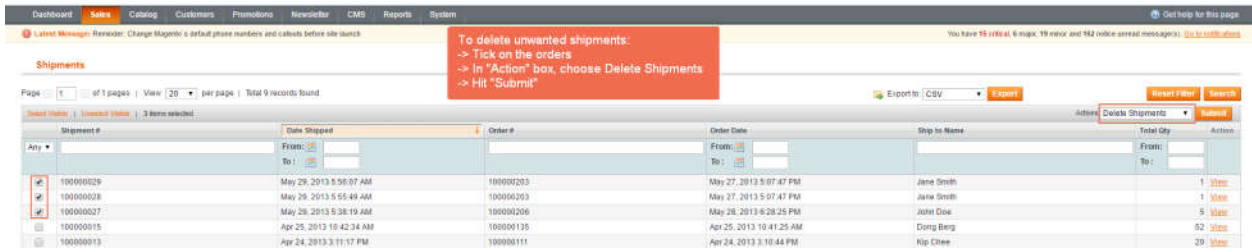
In order to delete Shipments, follow these instructions:

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

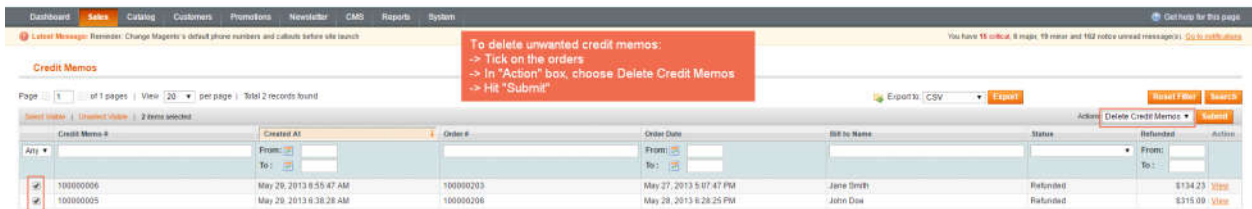
In order to delete Credit Memos, follow these instructions:

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.



