## **Evince Delete Orders**





## **User Manual**

# Support: <a href="mailto:support@evincedev.com">support@evincedev.com</a>

#### **<u>1. Step first :</u>**

After install the extension.

Go to order section where all order resides.

Now check the orders which you want to delete.

Select Vis	ible   Unselec	Visible   1 items selected			Acti	ons	v S	ubmit
	Order #	Purchased On J Bill to Name	Ship to Name	G.T. (Bas	se)	G.T. (Purchased)	Status	Action
vny 🗸		From: 🛃		From: To :		From: To:	~	
~	100000010	Mar 30, 2015 11:02:55 Test test PM	Test test		\$105.00	\$105.00	Pending	<u>View</u>

#### 2. Step Second :

Now select the "Delete Orders" from action drop-down box and click on submit button.

Latest	Message: Join	Us at Imagine Commerce 2	015 - April 20-22 at the Wynn Las Vegas <u>Read det</u>	You have 1 critical, 5 major,	You have 1 critical, 5 major, 19 minor and 59 notice unread message(s). Go to messages inbox							
📑 Orde	rs						Cre	ate New Order				
Page 🔳	1 🕑 of 1	pages   View 20 🗸	per page   Total 1 records found   🔝 Ne	w Order RSS	🙀 Export to: 🛛 CSV	V Expo	Reset Fil	ter Search				
Select Visi	ible   Unselec	t Visible   1 items selecte	d			Actio	ns	<ul> <li>Submit</li> </ul>				
	Order #	Purchased On 🕴	Bill to Name	Ship to Name	G.T.	. (Base)	Cancel	Action				
Any 🗸		From: 📰			Fro	om:	FriHold	~				
		To: 🗾			To :		To Print Invoices Print Packingslips					
◄	100000010	Mar 30, 2015 11:02:55 PM	Test test	Test test		\$105.00	Print Credit Memos Print All Print Shipping Labels	g <u>View</u>				
				Select the "Delete Order" Action box	action from	Afte	Delete Orders	n Click on				

### 3. Step Third :

After click on submit button a confirmation box will open. Click on "OK" button to delete the order.

	Sales Catalog	Mobile	Customers	Promotions	Newsletter	CMS	Faques	Tumblr	Our Team	Reports	System			۲	Get help I	or this page
D Latest Message	: Join Us at Imagine Cor	nmerce 2015	- April 20-22 at the	Wynn Las Vegas <u>Re</u>						You have 1	critical, 5 major, 1	minor and 59	notice unread	message(	s). <u>Go to m</u>	
Orders														G	) Create I	lew Order
Page 🗊 👖 🛞 of 1 pages   View 20 💌 per page   Total 1 records found   🚮 <u>New Or</u> s							Are you sure?			Export to: CSV 👽 Export Reset Filter Searc						
Select Visible   Unselect Visible   1 items selected						Are you sure?						Ac	tions Delete	Orders	<b>v</b>	Submit
Order #	Purchased C	n 🗼 Bi	ill to Name								G.T. (	Base)	G.T. (Purch	ased)	Status	Action
Any 🗸	From: 📰					-	ОК	Cancel			From	:	From:			
	To: 🛒							-			To :		To :			
✓ 1000000	009 Mar 30, 2015 10:51:24 PM	Te	est te Click "	OK" to delete th order.	e		Testtest		Click	"Cancel" to order to be d	cancel the eleted.	\$105.00		\$105.00	Pending	