Activate order

To activate any of the deleted orders, follow these steps:

- 1. Select the orders you want to activate by following any of these methods:
- Select "Activate Record" from the Actions menu next to the order you want to activate,
- Click the checkbox on top of the records to select all orders then click the **Activate** button,
- Click checkbox(es) next to the order you want then click the Activate button,

The following message appears showing the number of selected orders:

Alert	
Are you sure you want to activate? 1 Record(s) will be affected	
CANCEL ACTIVATE RECORD	

You can click **Cancel** to keep the records inactive.

2. Click **Activate Record** to confirm activating the orders. The order status changes to "Active".