

Delete order

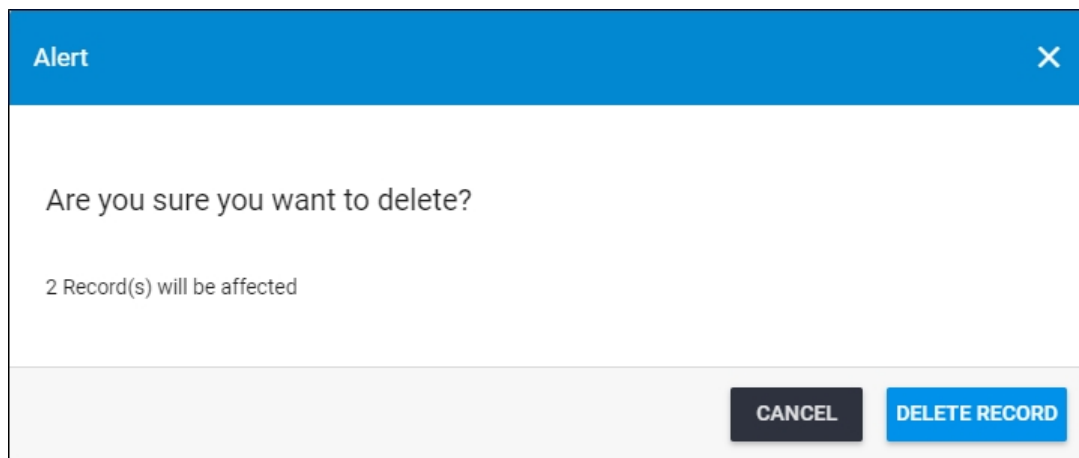
Note:

- Orders can only be deleted if their status is “Submitted” or “Reopened”. “Approved”, “Rejected” or “Confirmed” orders cannot be deleted.

To delete an order, follow these steps:

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

The following message appears showing the number of selected orders:



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

2. Click **Delete Record** to confirm deleting the orders. The order status changes to “Inactive”.

You can activate the order by following the steps mentioned in [“Activate order”](#).