## **Stop orders**

As mentioned before, you can stop receiving orders for a specific catalog. To do so, follow these steps:

1. View the catalog you want, the following page appears:



You can also select "Stop Orders" from the Actions menu next to the catalog you want.

2. Click **Stop orders**, the following message appears:

Alert		×
Are you sure you want to stop receiving orders? 1 Record(s) will be affected		
	CANCEL	STOP ORDERS

- 3. Click **Stop Orders** to confirm stopping orders for this catalog. A message appears on the page informing you that receiving orders for this catalog is stopped.
- 4. You can allow receiving orders as mentioned in "<u>Allow orders</u>".