



# DELETE ORDER

Allow you to delete orders permanently or restore orders from Trash back to the order listing page

A product of PrestaHero

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## I. INTRODUCTION

**Delete Order** is a free PrestaShop module that allows you to delete orders permanently or restore orders from Trash back to the order listing page.

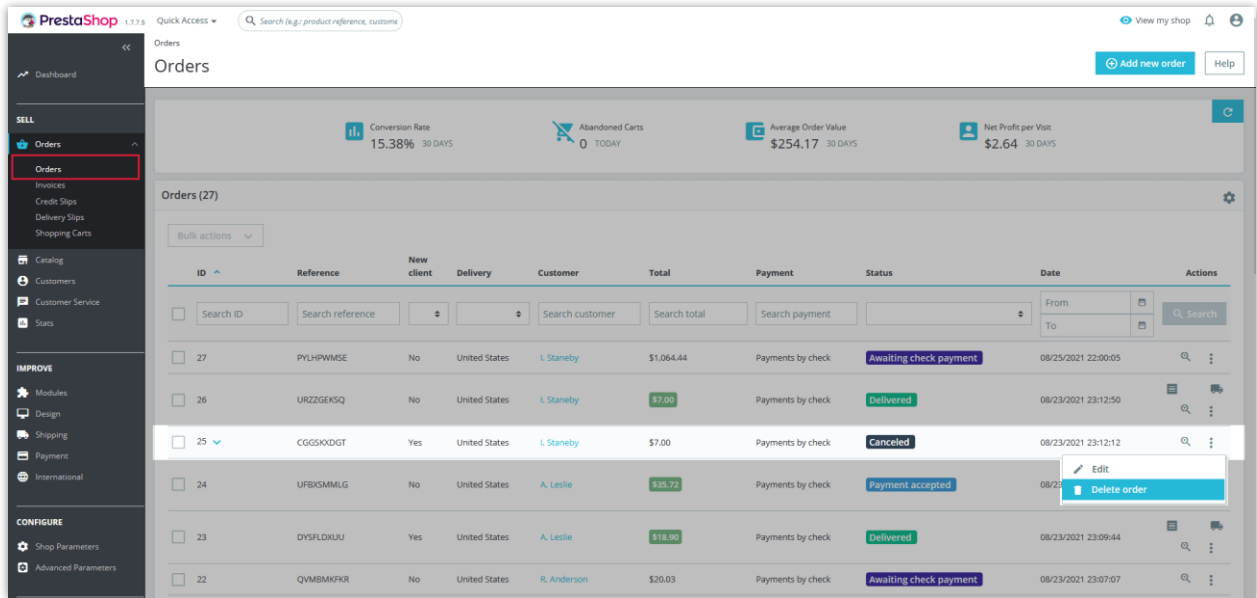
\***Delete Order** is compatible with PrestaShop 1.7.x – 8.x

## II. INSTALLATION

- Navigate to "**Modules / Modules Manager**" > click on "**Upload a module / Select file**".
- Select the module file "**ets\_delete\_order.zip**" from your computer then click on "**Open**" to install.

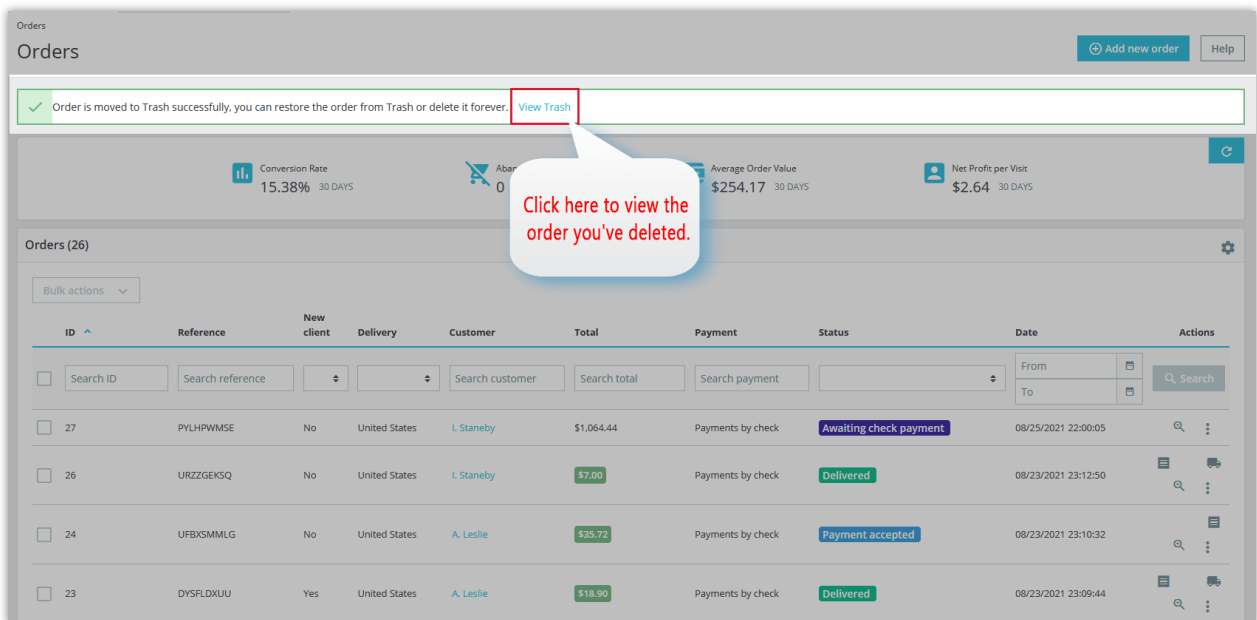
## III. HOW TO USE

After installing the **Delete Order** module, a "**Delete**" button will appear on each order on the order listing page. Now you can delete the order you want to make your order listing page looks neater.



Click on the 3 dots at the end of each order line, select **"Delete"** to delete that order. Then the module will ask if you are sure you want to delete the order. Click **"Ok"** or **"Cancel"** to delete or cancel the action.

After successfully deleting an order, a message will appear and you can review the deleted order in the trash by clicking **"View Trash"**.



You can also review the list of deleted orders by clicking the settings icon on the right side of the screen then click on **"Trash Orders"**.

The screenshot shows the 'Orders' management page. At the top, there are four key performance indicators: Conversion Rate (15.38% for 30 days), Abandoned Carts (0 today), Average Order Value (\$254.17 for 30 days), and Net Profit per Visit (\$2.64 for 30 days). Below this is a table of 21 orders. A settings menu is open on the right side of the table, with 'Trash orders' highlighted. The table columns are: ID, Reference, New client, Delivery, Customer, Total, Payment, Status, and Date.

ID	Reference	New client	Delivery	Customer	Total	Payment	Status	Date
27	PYLHPWSE	No	United States	I. Staneby	\$1,064.44	Payments by check	Awaiting check payment	08/25/2021 22:00:05
26	URZZGKSG	Yes	United States	I. Staneby	\$7.00	Payments by check	Delivered	08/23/2021 23:12:50
24	UFBXMMMLG	No	United States	A. Leslie	\$35.72	Payments by check	Payment accepted	08/23/2021 23:10:32
23	DYSFLDXUU	Yes	United States	A. Leslie	\$18.90	Payments by check	Delivered	08/23/2021 23:09:44
22	QVMBMKFKR	No	United States	R. Anderson	\$20.03	Payments by check	Awaiting check payment	08/23/2021 23:07:07
21	WIOKLFWIZ	Yes	United States	R. Anderson	\$137.42	Payments by check	Payment accepted	08/23/2021 23:06:00

Here you will see the deleted orders list. In each deleted order you can choose **"Delete Order"** to permanently delete that order, or select **"Restore"** to restore the order on the order listing page depending on your purpose.

The screenshot shows the 'Trash orders' management page. It displays a list of 5 deleted orders. The table columns are: ID, Reference, New client, Delivery, Customer, Total, Payment, Status, Date, and Actions. The 'Actions' column contains 'Delete order' and 'Restore' buttons. The first row is highlighted, showing order ID 15 with status 'Canceled'.

ID	Reference	New client	Delivery	Customer	Total	Payment	Status	Date	Actions
15	WDDPNXGOK	No	United States	n. kim	\$18.90	Payments by check	Canceled	08/19/2021 06:05:55	
14	FKIGBNGGS	No	United States	n. kim	\$35.72	Payments by check	Awaiting check payment	08/19/2021 06:05:55	Delete order, Restore
3	UOYEVOLI	No	United States	J. DOE	\$14.90	Payment by check	Payment error	07/31/2021 02:04:12	
2	OHSATSERP	No	United States	J. DOE	\$169.90	Payment by check	Awaiting check payment	07/31/2021 02:04:12	
1	XKBKNABJK	Yes	United States	J. DOE	\$61.80	Payment by check	Canceled	07/31/2021 02:04:12	

## IV. THANK YOU

Thank you again for downloading our product and going through this documentation. We hope this document is helpful and efficient in the installation and usage of **Delete Orders** module. If you do have any questions for which the answer is not available in this document, please feel free to contact us.