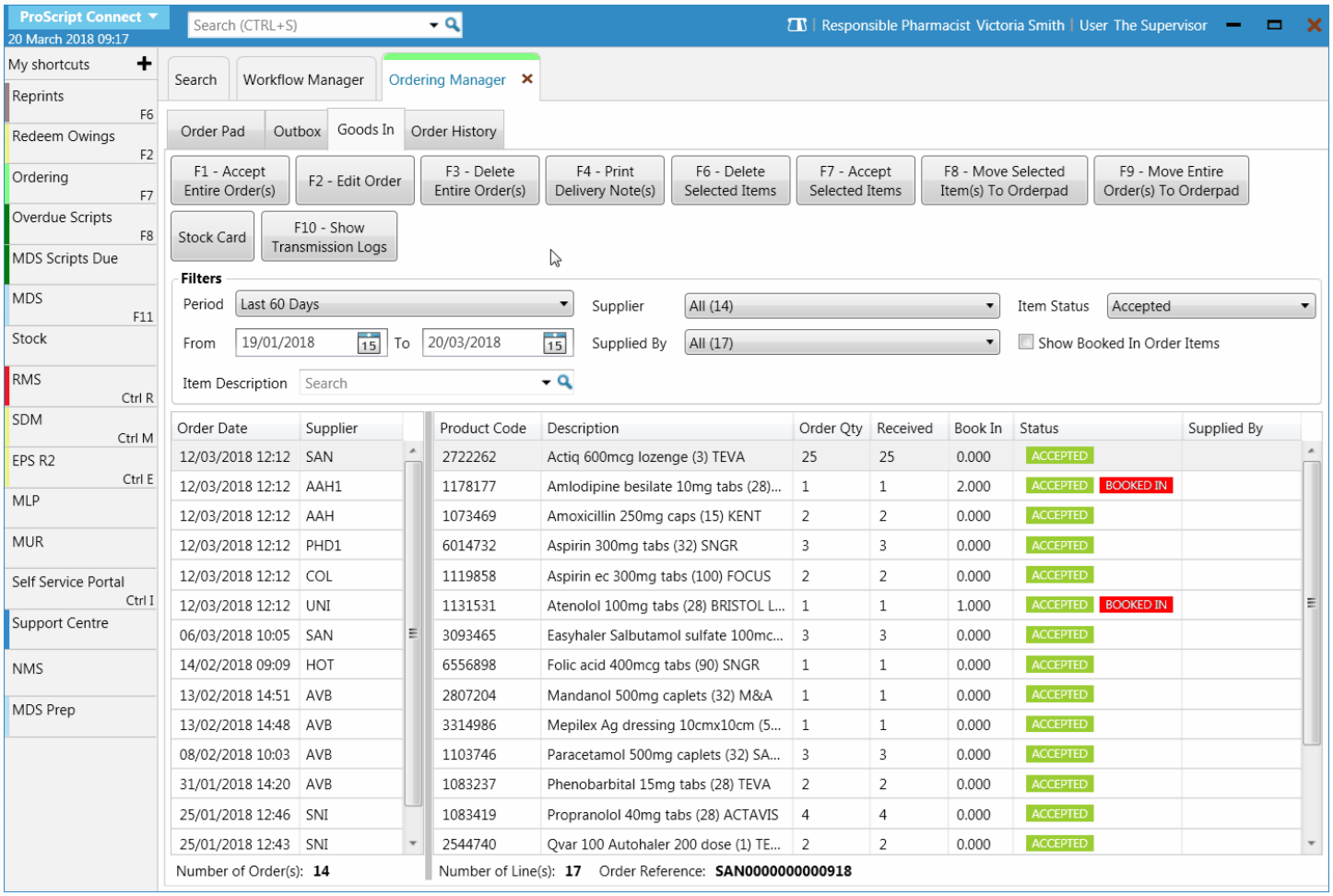
Deleting Items or Orders from Goods In

You cannot restore deleted items and orders.

Deleting Items from Goods In

Deleting an Item from Goods In

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant order line in the left-hand side grid, and then highlight the relevant item within that order in the right-hand side grid.



3. Press **[F6 – Delete Selected Items]**.
4. A Delete Order Item(s) pop-up window displays, asking whether you want to delete the selected item.

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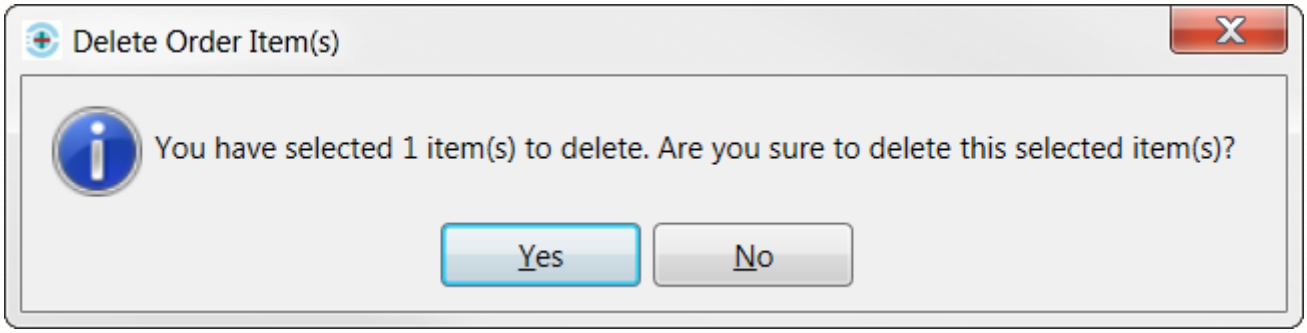
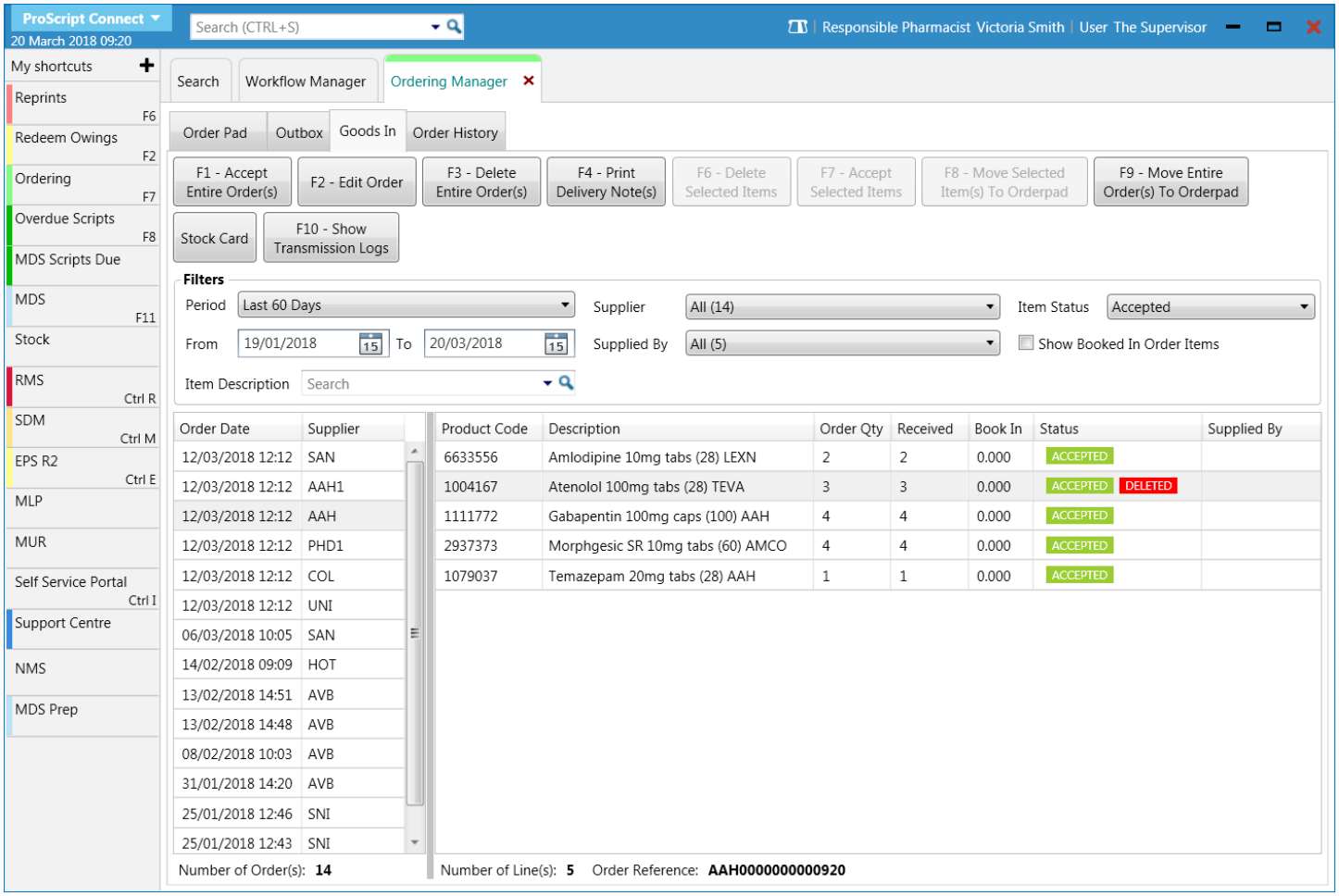


5. Click **[Yes]**.
6. The *Goods In* tab displays, with the selected item now marked as DELETED.



Deleting Selected Items from Goods In

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant order line in the left-hand side grid, and then highlight two or more items using either;
   - **[Ctrl+left-click]** to select items you want to delete one at a time, or
   - **[Shift+left-click]** to highlight all consecutive items within your first and last click range for deleting

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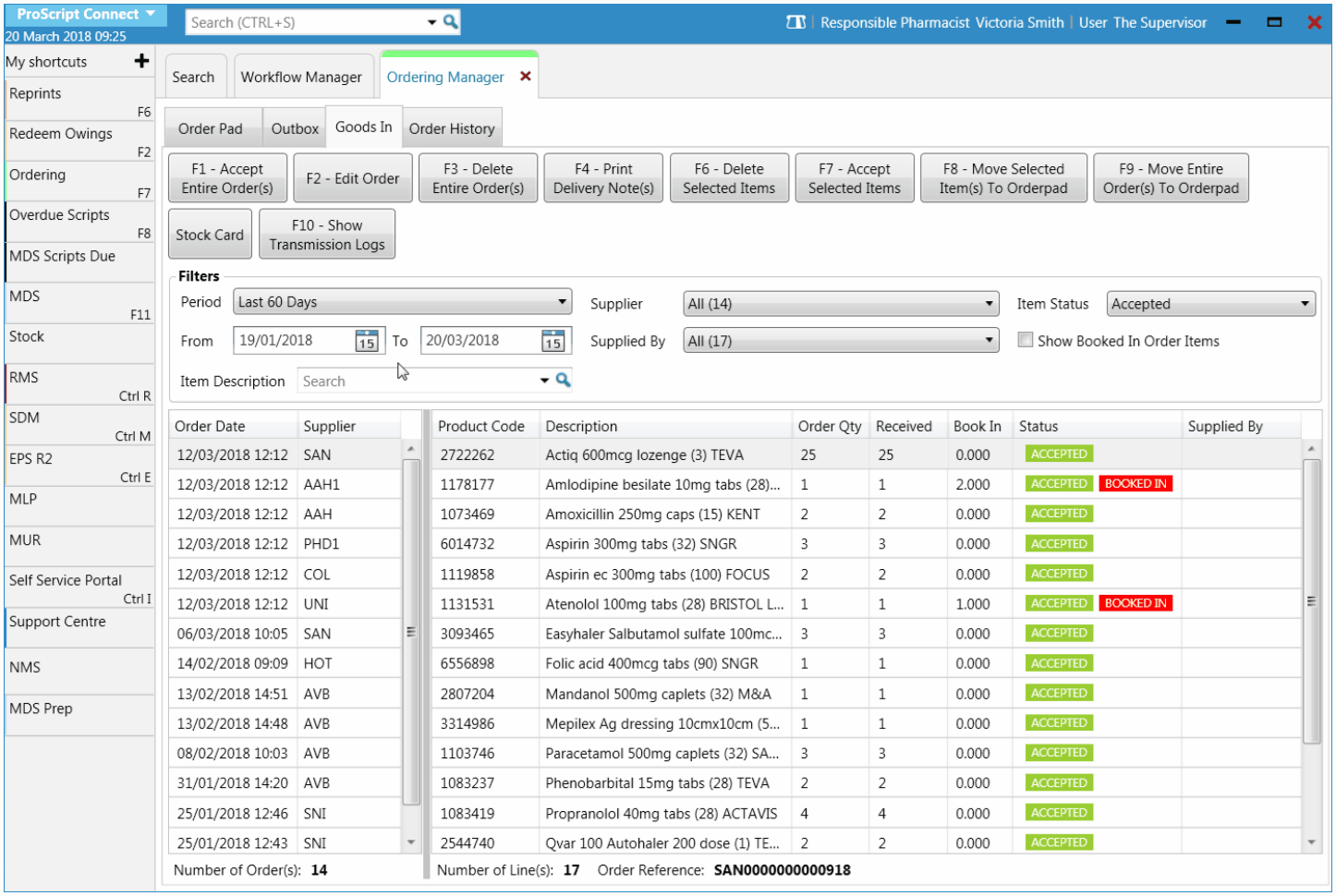

3. Once you have selected the relevant items, press **[F6 – Delete Selected Items]**.
4. A Delete Order Item(s) pop-up window displays, asking whether you want to delete the selected item. Click **[Yes]**.
5. The *Goods In* tab displays, with the selected items now marked as DELETED.

Deleting Entire Orders from Goods In

Deleting an Entire Order from Goods In

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant order in the left-hand side grid.
3. Press **[F3 – Delete Entire Order(s)]**.
4. A Delete Entire Order Item(s) pop-up window displays, asking whether you want to delete all items within the selected order.

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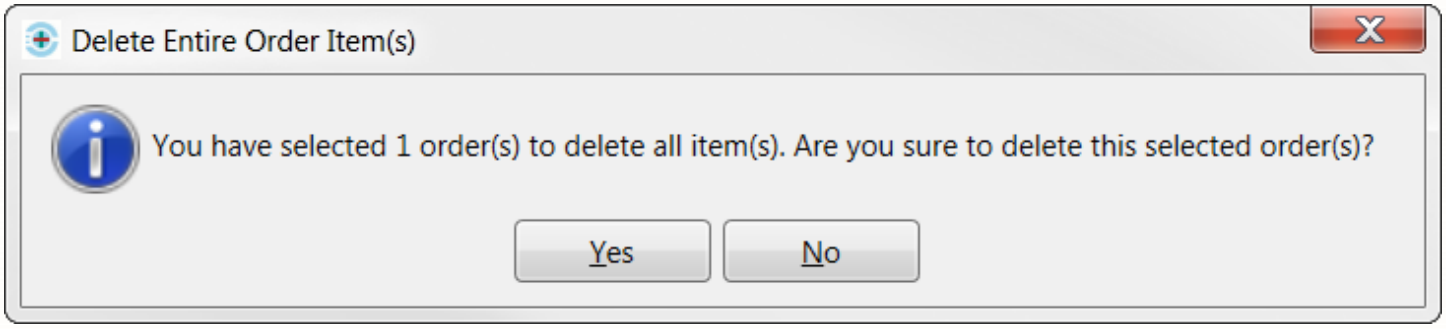
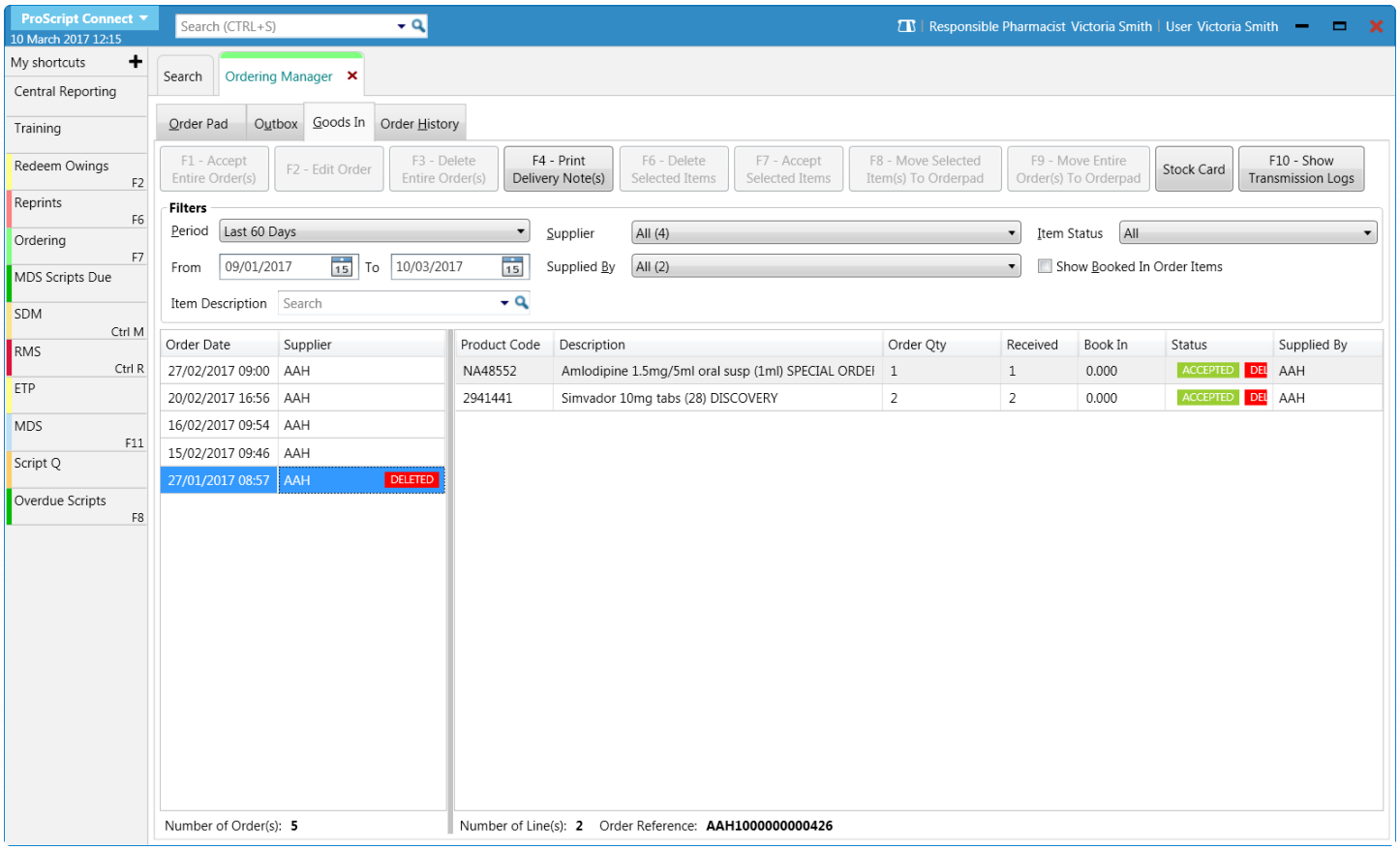


5. Click **[Yes]**.
6. The *Goods In* tab displays, with the selected order now marked as DELETED.



Deleting Selected Entire Orders from Goods In

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant orders in the left-hand side grid using either**;**
   - **[Ctrl+left-click]** to select orders you want to delete one at a time, or
   - **[Shift+left-click]** to highlight all consecutive orders within your first and last click range for deleting
3. Press **[F3 – Delete Entire Order(s)]**.

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4. A Delete Entire Order Item(s) pop-up window displays, asking whether you want to delete all items within the selected orders.
5. Click **[Yes]**.
6. The *Goods In* tab displays, with the selected orders now marked as DELETED.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 December 2019		Joanne Hibbert-Gorst

Contact us

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