

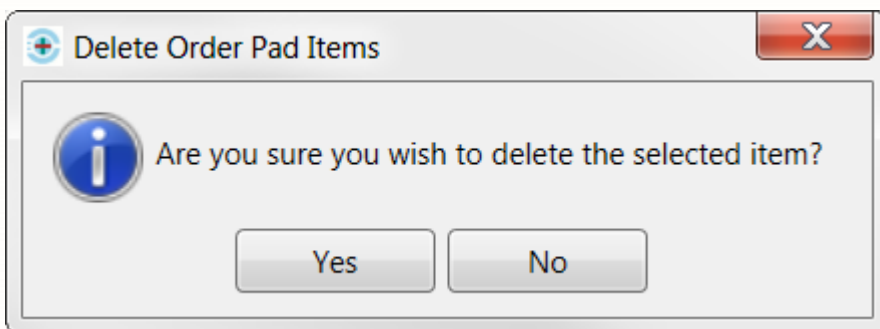
Deleting an Item from the Order Pad



Whilst deleted items are still displayed on the *Order Pad*, they can be restored using the *UnDelete Selected Items* menu item by clicking the arrow on the **[Delete Item(s)]** button.

Deleting an Individual Item from the Order Pad

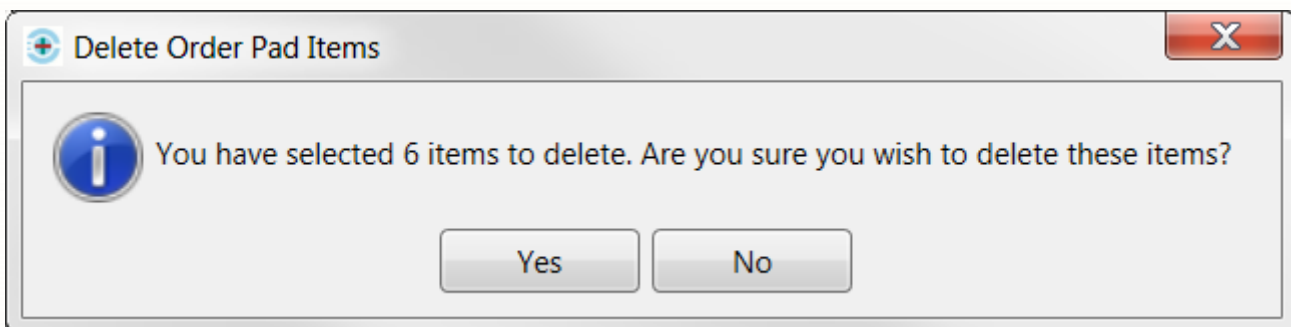
1. From the Ordering Manager, highlight an item and click **[Delete Item(s)]**.
2. A pop-up window displays, asking whether you want to delete the selected item.



3. Click **[Yes]**.
4. The item will be removed from the *Order Pad*.

Deleting Two or More Items from the Order Pad

1. From the Ordering Manager, highlight two or more items using **[CTRL]+left-click**, and click **[Delete Item(s)]**.
2. A pop-up window displays, asking whether you want to delete the selected items.

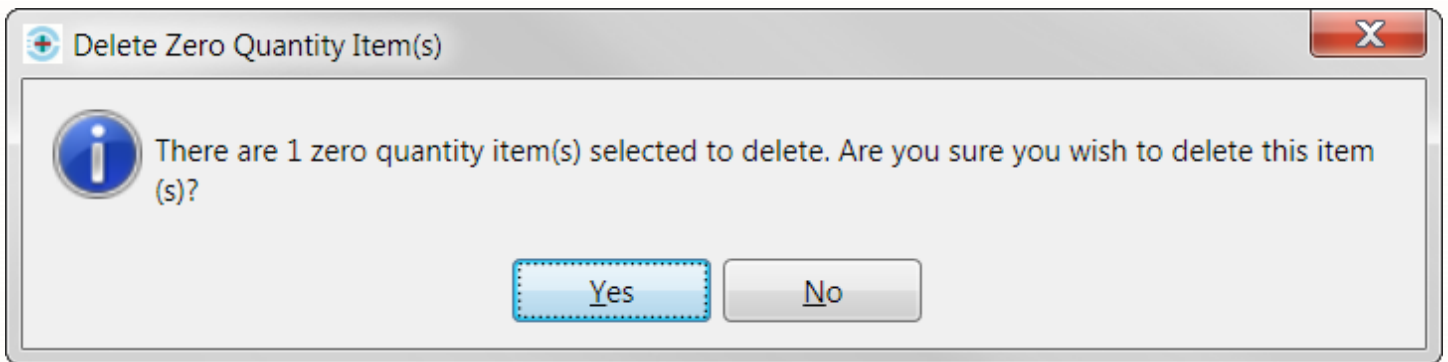


3. Click **[Yes]**.
4. The items will be removed from the *Order Pad*.

Deleting All Zero Quantity Items

1. From the Ordering Manager, click the arrow on the right of the **[Delete Item(s)]** button and select the *Alt+Q - Delete All Zero Items* or press **[Alt+Q]**.

2. A pop-up window displays, asking whether you want to delete the zero quantity item(s).



3. Click **[Yes]**.
4. The item(s) will be removed from the *Order Pad*.

Revision History

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

Contact us

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