

How To Guide - Deleting Ordered Items for a Date

Deleting orders for a selected date is done from the schedule summary page.

1. Go to the "**ORDERS**" tab => hover over "**Current Schedules**" => select the schedule
2. Scroll down to the "**Order Details for Selected Date**" and select the menu in the drop down. Click the "**Order Deletion**" button below.
3. On the next screen confirm that you have the correct menu in the title and select the classes that either need to be deleted or that contain students whose orders need to be deleted for the selected date.
4. Select all the appropriate order status values ("**Paid**", "**Unpaid**", and/or "**Inactive**") and then click the "**Delete Orders**" button.
5. The next screen will allow you to select individual students if required.
6. Near the bottom of this selection form you can specify individual menu items to be deleted from orders if only a portion of the selected menu is to be deleted from orders.
7. Click the "**Delete Selected**" button when you have completed your selections for this form.
8. All selected items from the selected menu date will be deleted from the orders for the selected students. Each parent's account will automatically have a credit value equal to the deleted item costs. This credit can be applied to future orders.