

TaiRox Productivity Tools User Guide

Summary - Delete Orders

Delete Orders eliminates the time-consuming steps involved in deleting old Order Entry orders from the Sage 300 Order Entry module.

In many business situations, once a certain period of time has passed orders can be removed. Deleting orders can be a time-consuming task because each order has to be called up in Order Entry and deleted individually. **Important Note:** Delete Orders uses Sage 300 objects to delete orders safely. If Sage 300 Order Entry will not delete an order, neither will Delete Orders. Once an order is shipped, it cannot be deleted.

Overview - Delete Orders

TaiRox Delete Orders selects Order Entry orders with the exact mechanisms used by core modules when printing reports. After selection, the selected orders can be “cherry-picked” for deletion. Pressing a Process button completes the operation in one-step.

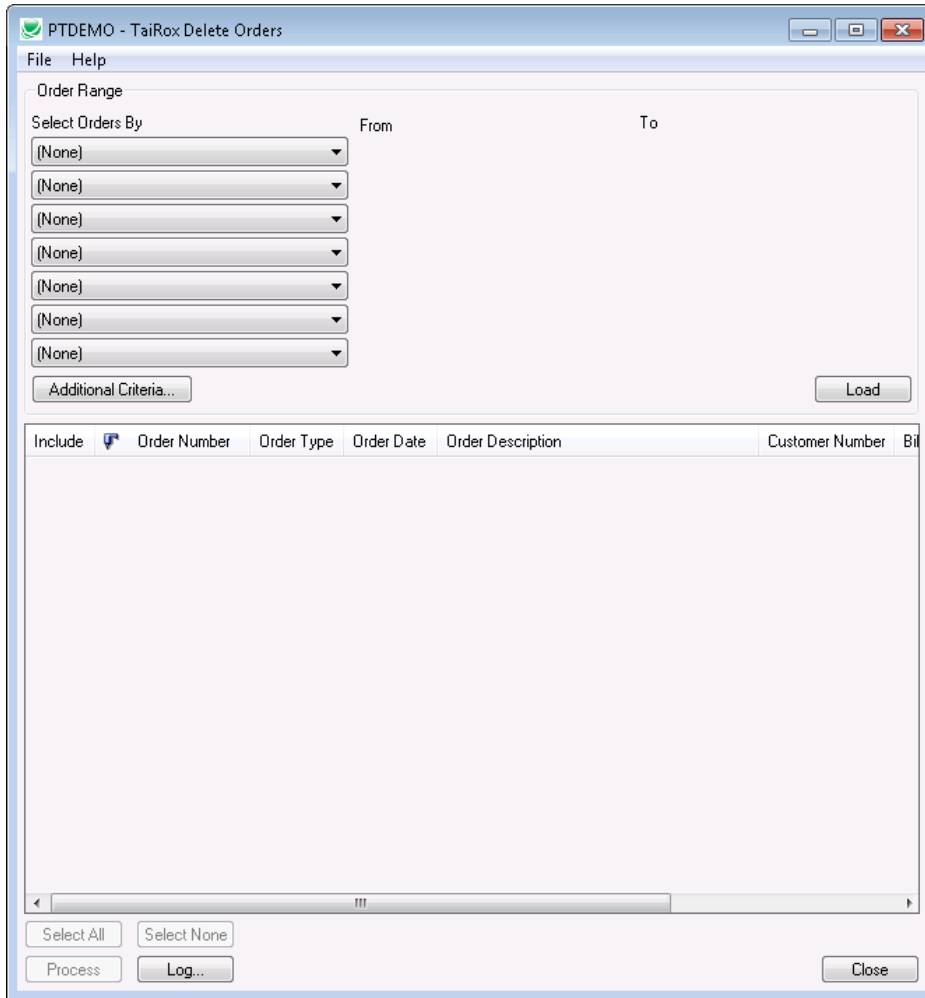
Running Delete Orders

Once the TaiRox Productivity Tools are installed and activated, the Delete Orders icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

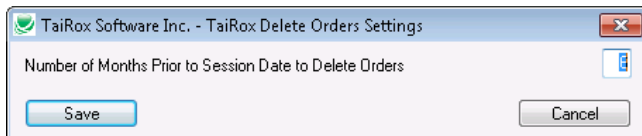
TaiRox Productivity Tools User Guide

Running Delete Orders (continued)

Launching the program will present a screen that allows you to select orders for deletion using various ranges, in a style identical to that used by core modules:



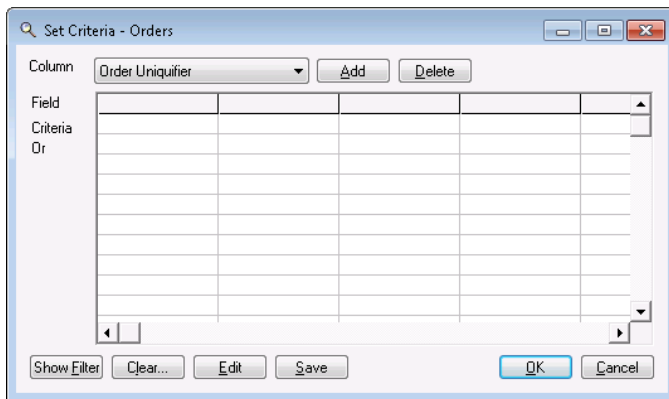
When a range of Order Dates is used, the default values are controlled by settings accessed through the File menu:



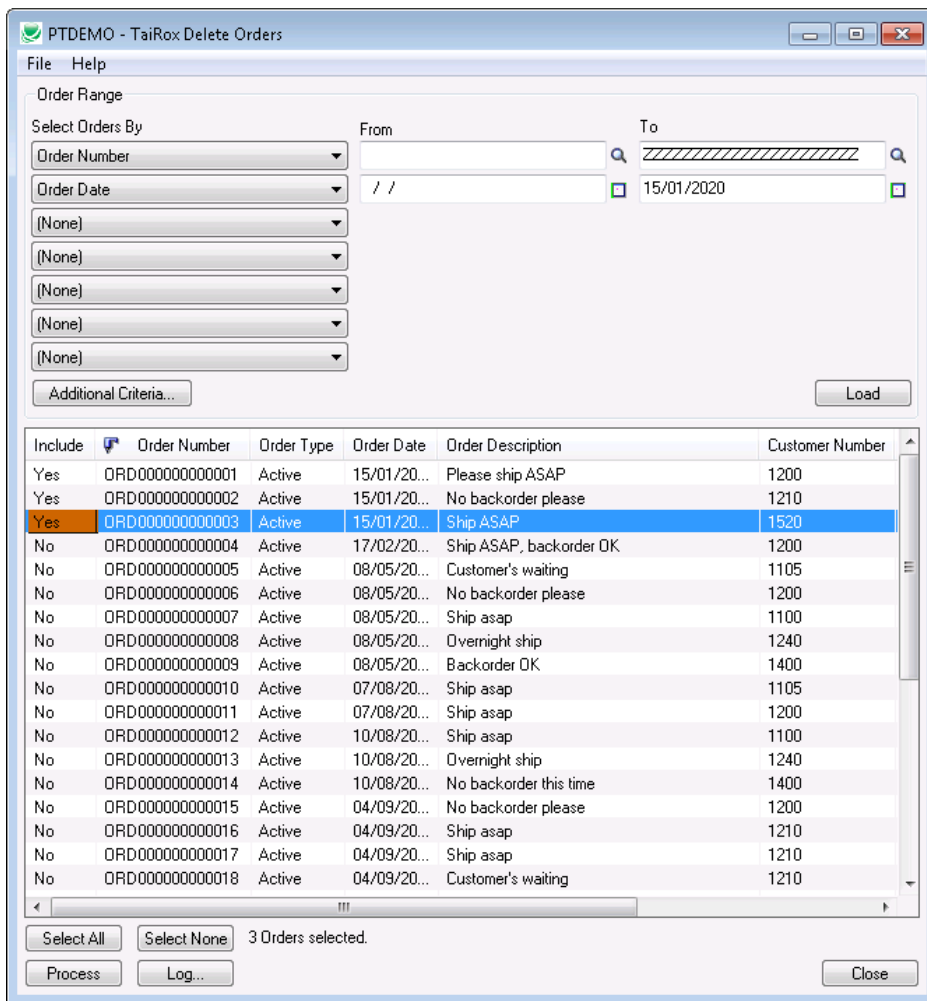
TaiRox Productivity Tools User Guide

Running Delete Orders (continued)

Additional criteria can be used, again in the core-module style:



When the Load button is pressed orders that match the selection criteria will be displayed, with full drill-down support:



The selected orders can be selected / de-selected on an individual basis (“cherry-picked”). The Process button will now delete the selected orders.