Can I delete an open order?

Last updated: Wed, 03 Oct 2018 17:37:58 GMT

Applies to

• WorldShare Acquisitions

Answer

You can delete an order in Acquisitions if it has an **Open** status. To do this, please follow these instructions:

1. Log into WorldShare.
2. Go to **Acquisitions > Orders** and find the order.
3. Click the check box next to the order and click **Delete** at the top of the page.
4. Click **Delete** again to confirm the deletion of the order.

Additional information

Once an order has a status of **Placed**, you cannot delete the order. However, you can cancel items from the order. Additional information about canceling items can be found on the [Cancel one-time items](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Troubleshooting/Can_I_delete_an_open_order) help page.