Discover how to remove order items in OLIB Acquisitions.

Overview

There are various methods you can use to remove or delete order items in OLIB.

Note: You can only remove order items at the Pre-Order status. Once they have moved on to Authorised, Outstanding or beyond, you cannot remove them from the order. OLIB's Cancellation process can be used if appropriate.

Remove an order item from an order without deleting the order item

This removes the order item from a particular order but does not delete the order item from the OLIB database.

This method is with the order in modify mode:

1. Go to Acquisitions > Orders.
2. Search for the order containing the order item for removal.
3. Switch to modify and select the check box for the order item you want to remove.
4. From the Actions drop-down list, choose Remove. This removes the order item and refreshes the Order Items list. The Total Cost contains the correct amount.

This method is with the order in read-only mode:

1. Go to Acquisitions > Orders.
2. Search for the order containing the order item for removal.
3. Select the check box for the order item you want to remove.
4. From the Actions drop-down list, choose Remove. OLIB displays the message: record is read-only.

When you OK this, the order item is removed and the Order Items list is refreshed to exclude the order item. OLIB recalculates Total Cost with the correct amount, but only in the database, not on screen. (It cannot be refreshed automatically because the record is displayed in read-only mode). Use Refresh to display the correct amount in Total Cost.

Delete an order item altogether

This deletes the order item from the OLIB database so that it cannot be re-used with another order.
This method is with the order in modify mode:

1. Go to **Acquisitions > Orders**.
2. Search for the order containing the order item for removal.
3. Switch to modify and select the **check box** for the order item you want to remove.
4. From the Actions drop-down list, select **Delete order item**. This removes the order item from the Order Items list and refreshes Total Cost with the correct amount.

This method is with the order in read-only mode:

1. Go to **Acquisitions > Orders**.
2. Search for the order containing the order item for removal.
3. Switch to modify and select the **check box** for the order item you want to remove.
4. From the Actions drop-down list, select **Delete order item**. OLIB displays the message: record is read-only

When you OK this, the order item is deleted and the Order Items list is refreshed to exclude the order item. OLIB recalculates Total Cost with the correct amount, but only in the database, not on screen. (It cannot be refreshed automatically because the record is displayed in read-only mode). Use Refresh to display the correct amount in Total Cost field.

### Order Items domain

Delete the order item in the Order Items domain if preferred:

1. Go to **Acquisitions > Order items**.
2. Search for the relevant order item and select the **check box** for the order item.
3. Click **Delete**. OLIB displays the message: Are you sure you want to delete this record?
4. Click **OK** to proceed and delete the order item from the database. The related Order record will be updated to reflect this.

Caution: If you use this method and you or someone else has the parent order record open in modify mode in another window, the order has to be saved for Total Cost to be re-calculated correctly. (If the order is abandoned without saving, Total Cost will not be updated with the correct amount).