Cancel or Hold an Order

Order Landing Page

1. On the Order Landing page, search or filter for the Order(s) you wish to cancel/hold.
2. Select each of these Orders with the checkbox on the far left
3. Press **Set Status** on the bottom of the page
4. Click **Set As Cancelled** or **Set As On Hold**

Order Page

1. On the Order itself, change the dropdown at the top-right to **Cancelled** or **On Hold**.

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