

SALES STUDIO CONFIGURATION

DELETE A SALES PACKAGE

If your company no longer stocks a product and it's related accessories any more, you may need to **delete** packages that include that particular item. Deletion of a Sales Package does not delete the package items, just the *group* of composite variants.

Note: If a package is included into incomplete orders, it cannot be deleted. The package can only be deleted after the order statuses have been changed to **Complete**.

Ribbon Access: *Sales Studio > Configuration > Sales Packages*

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SELECT SALES PACKAGE TO BE REMOVED

1. The **Sales Packages** listing screen will open.
2. In the data grid, select the **row** of the package that you wish to remove from the system.
3. Click on **Delete**.

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DELETE SALES PACKAGE

1. A **Delete Package** message box will pop up asking;
***Are you sure you want to remove this Sales Package,
[Package Description]?***
2. Click on **Yes**.

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1. The screen will **refresh** and the deleted Sales Package will be **removed** from the data grid.

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