

Deleting a Product

Last Modified on 26/09/2016 4:12 pm AEST

Quick Steps: Shop > Products > Products

Sometimes you'll need to remove a product because it is no longer available and will not be available in the future, this can easily be done, though it does not completely remove it, so always be careful when deleting products.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Products** from the expanded left menu.
3. Click on **Edit** next to the product that you wish to delete.
4. Go to **Price & Stock Information**, and set **Units Grid** to No and **Units on Hand** to 0. This will ensure that there are no units left available for the product.
5. Click **Save**, then **Listing** to go back to the Products Listing.
6. Click **Delete** next to the product, then **Delete Record** to confirm your deletion of the product.

Note: When you need to remove a product because it is no longer available, you should set the Units to 0 before deleting to ensure that those with a direct link to the product can not make a purchase though the item is no longer available.

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