If you have imported orders into AIMS360 and for whatever reason find the you prefer to delete the orders and re-import them, the procedure below should allow you to do so.

1. delete existing imported (not processed) orders

- 1. Select the order or orders from the Downloaded and Not Imported screen.
- 2. Then press the delete NuOrder Orders button

ome In	nport Or	ders																					
Close	舟 Suppo	rt																					
Step1 — Dov	vnload	Delete		ders Order	s Mis	sing Or	der Inspe	ection						Re Dow	vnlo Orde	ad the Order er Number:			Do	wnload			
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		103226	j –	5SEAS		09/03	3/2015	09/03/2	2015	10/15	/2015	1	NuOrder			Scott Allen		000				\$4	,830.00
		103220	,	53243		09/03	52015	05/03/8	2013	10/13	2015		Nucruer			Scott Allen						5-	,0,

2. Goto NuOrder website

2.1 Goto Wholesale > Orders > Processed Orders

NuORDER	С номе			AIMS TRAIN	ING			
ALL PRODUCTS RE	COMMEND	ORDERS						
EZ ez orders	FILTER: CURRENCY (USD) CO	MPANY REP	DATE	CLEAR FILTERS				c
	ORDER DATE 🔻	ORDER #	COMPANY	BUYER	SHIP START	SHIP END	TOTAL	REP
DRAFT	SEP 3, 2015	103226	5 SEAS INC.	LEIA ORGANA	SEP 03, 2015	OCT 15, 2015	\$4,830.00	SCOTT ALLEN
🚽 IN REVIEW	SEP 2, 2015	103225	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN
+ PENDING	SEP 2, 2015	103223	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN
✓ APPROVED	SEP 2, 2015	103088	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN
💉 EDITED	AUG 21, 2015	103087	5 SEAS INC.	LEIA ORGANA	AUG 21, 2015	SEP 30, 2015	\$1,242.00	SCOTT ALLEN
Ct PROCESSED	AUG 21, 2015	102931	ABIGAIL'S PLACE	ABIGAIL	AUG 21, 2015	SEP 30, 2015	\$1,664.00	SCOTT ALLEN
to cessed	AUG 3, 2015	102346	ABIGAIL'S PLACE	ABIGAIL	AUG 03, 2015	SEP 30, 2015	\$1,197.00	SCOTT ALLEN
📕 SHIPPED								

2.2 Locate the orders you need to re-import and select the option for 'regress'

NuORDER	🏠 номе			AIMS TRAIN	IING			(?) нецр 🔒 Logo	υτ
ALL PRODUCTS REG	CONTACTS	ORDERS						Ű	WORKINGORDER	0
EZ EZ ORDERS	FILTER: CURRENCY (USD) CO	MPANY REP	DATE	CLEAR FILTERS				Q Search	× = MO	VETO
	ORDER DATE V	ORDER #	COMPANY	BUYER	SHIP START	SHIP END	TOTAL	REP Regress		
DRAFT	SEP 3, 2015	103226	5 SEAS INC.	LEIA ORGANA	SEP 03. 2015	OCT 15. 2015	\$4,830.00	s 🗐 📢 🕫 🛙	# / 🖳 Ej	• »
📕 IN REVIEW	SEP 2, 2015	103225	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTTALLEN		• «
- PENDING	SEP 2, 2015	103223	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN		• «
✓ APPROVED	SEP 2, 2015	103088	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTTALLEN		• «
, ≠ EDITED	AUG 21, 2015	103087	5 SEAS INC.	LEIA ORGANA	AUG 21, 2015	SEP 30, 2015	\$1,242.00	SCOTTALLEN		• «
	AUG 21, 2015	102931	ABIGAIL'S PLACE	ABIGAIL	AUG 21, 2015	SEP 30, 2015	\$1,664.00	SCOTT ALLEN		• «
tj processed (AUG 3, 2015	102346	ABIGAIL'S PLACE	ABIGAIL	AUG 03, 2015	SEP 30, 2015	\$1,197.00	SCOTTALLEN		• «
<mark>,</mark> Shipped										
â CANCELLED										
tps://wholesale.sandbox1.nuorder.com/nuor	Now showing 7 of 7 orders i der#	# USD						= EXPORT Total: \$	11,057.00	

This will move the order back to the Approved section.

Order is now back in "Approved" and ready for download and import

NuORDER	С номе			AIMS TRAIN	IING			
ALL PRODUCTS RE		ORDERS						
EZ ez orders	FILTER: CURRENCY (USD) C	OMPANY REP	DATE	CLEAR FILTERS				Q
	ORDER DATE 🔻	ORDER #	COMPANY	BUYER	SHIP START	SHIP END	TOTAL	REP
DRAFT	SEP 3, 2015	103226	5 SEAS INC.	LEIA ORGANA	SEP 03, 2015	OCT 15, 2015	\$4,830.00	SCOTT ALLEN
🥂 IN REVIEW								
- PENDING								
✓ APPROVED								
💉 EDITED								
C PROCESSED								

3. Return to AIMS360 to re-download and import the order(s)

Home Import Orders	
Close 🐣 Support	
Step1 Download Missing Order Inspection Step2: Select the orders which you want to import	Re Download the Order Enter NuOrder Number: Download
Osystem Views Downloaded and Not Imported Views Auto Width	K C C C File System
There are no records to display.	

After Download

Close	port Ord	ers																		
tep1 — Down	mload	Delete NUOro	lers Order	rs Misa	sing Or	der Inspec	ction					Re I Enter	Oownlo NuOrd	oad the Order er Number:		Do	wnload			
ep2: Sele	lect the or em Views	rders which y	ou want f	to impor mported	rt 🚽	Views ~	Auto W	Vidth			9. 9. 9			File System	•	Number View rec	of records: 1			
group	by area D	rag a field here	to group	by that fie	eld					_			_							
	Select +>	NuOrderNo ⊹⊐	Customer	rCode -=	DateC	reated -=	DateShi	ipStart -⊨	DateSh	nipEnd 👳	OrderSource	Sease	on ⊹⊐	SalesRepresentative -=	SalesRepreser	tativeCode 🗇	CustomerPurch	aseOrder ⊹⊐	Ord	erTo
			00				00		Aa	\sim	Aa 🗸	Aa	~	Aa 🖌	Aa		Aa		=	- IN

4. Complete the processing as normal

See NuOrder: Import Orders