

How to remove credit card information from an order manually

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To remove credit card information from an order manually:

1. Log in to your administration panel and open the **Orders** tab.
2. Click on the **View orders** link.
3. Select the order which contains credit card information.
4. Click on the **Choose action** link and select **Remove CC info**.

Customer: E-mail: Total (\$): -

Advanced search options ▾

Total items: 2 / 10

<input type="checkbox"/>	ID	STATUS	CUSTOMER	E-MAIL	DATE	TOTAL
<input type="checkbox"/>	#2	Open	Customer Customer	tom@some.com	09/30/2009, 16:52	\$80.99 view more
<input checked="" type="checkbox"/>	#1	Processed	Customer Customer	tom@some.com	09/17/2009, 15:06	\$227.94 view more

[Select all](#) | [Unselect all](#)

Total items: 2 / 10

Gross total: \$308.93

Total paid: \$227.94

Bulk p

- Remove CC info
- Export selected
- Bulk print (Packing slip)
- Bulk print (PDF)
- Export to Quickbooks
- Delete selected

+ Add order

NOTE: The credit card information is removed automatically for the **Processed** and **Completed** orders only by default. You are able to change this behavior by editing the settings of the order statuses on the **Order statuses** page (the link to this page is in the **Orders** tab of the administration panel).

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