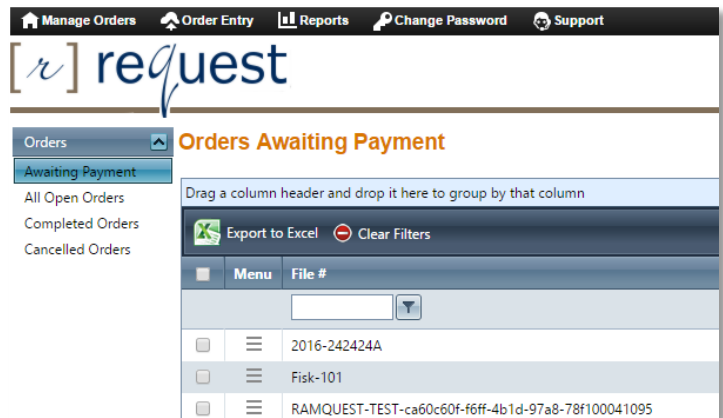


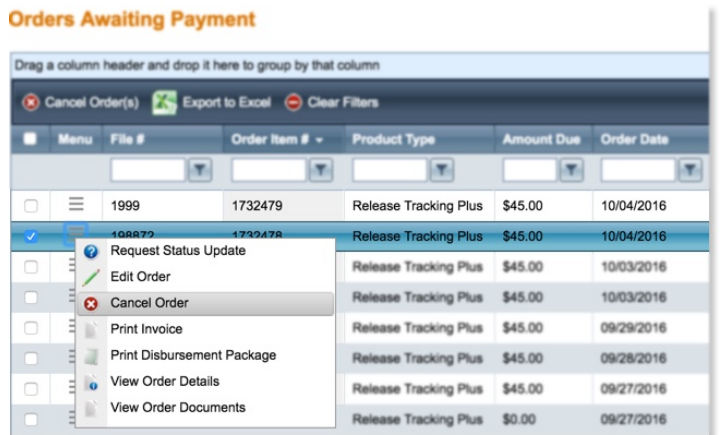
- 1 On the Main Menu, click **Manage Orders**.



- 2 In the **Orders** menu, click on **Awaiting Payment** to view a queue of orders that can be cancelled.



- 3 In the **Menu** column, click the icon for the order you want to modify, and then click **Cancel Order**.



The order is removed from the Orders Awaiting Payment and placed in the Cancelled Orders queue.