

Magento 2 Order Delete or Archive

Installation and user Guide for Magento 2 Order Delete or Archive Extension

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Installation

- **Installation via app/code:** Upload the content of the module to your root folder. This will not overwrite the existing Magento folder or files, only the new contents will be added. After the successful upload of the package, run below commands on Magento 2 root directory.

```
php bin/magento setup:upgrade
php bin/magento setup:di:compile
php bin/magento setup:static-content:deploy
```

- **Installation via Composer:** Please follow the guide provided in the below link to complete the installation via composer.

<https://docs.scommerce-mage.com/magento-2-extensions/installation-via-composer/installation-via-composer>

Configuration Settings for Order Delete or Archive

Go to **Admin > Stores > Configuration > Scommerce Configuration > Archive Orders**

General Settings

- **Module Enable** - Select "Yes" or "No" to enable or disable the module.
- **License Key** -. Please add the license for the extension which is provided in the order confirmation email. Please note license keys are site URL specific. If you require license keys for dev/staging sites then please email us at support@sccommerce-mage.com.

General Settings

Enabled
[store view]

Yes

This setting will be used to enable or disable module

Select "Yes" to enable the module

License Key
[store view]

\$2y\$10\$kw8Nr72W.RXLb5jgstqN8uEhu8IVbr4185Rve2

This setting will be used to verify your license key for the give domain

N.B. License keys are domain specific so for your testing or staging sites please email us at core@sccommerce-mage.com

Enter the license key for the module

Order Archive Settings

- **Enabled (Yes / No)** - Select "Yes" to archive orders automatically.
- **Retention Period** - Please define retention period. This setting will automatically archive orders older than specified number of days
- **Cron Schedule** - Schedule the cron job to automatically archive the orders (**Default - Midnight**)
- **Send Email (Yes / No)** - Select "Yes" to send email after successfully archival orders.
- **Sender** - Please enter sender/from email address to send an email to administrator after the successful archival of order(s).

- **Email Template** - Please select email template for order archival email.
- **Receiver** - Please add email addresses of administrators who will receive order archival email (comma separated).
- **Order Statuses (Multi-select)** - Please select certain order statuses to be allowed by administrators to be archived.

Order Archive Settings



Enabled
[store view]

This setting will allow orders to be archived automatically

Select "Yes" to archive orders automatically

Retention Period
[store view]

This setting will automatically archive orders older than specified number of days.

Please define retention period

Cron Schedule
[store view]

This setting will be used to run cron job to automatically archive orders (Default - Midnight)

Please schedule the cron job to automatically archive the orders

```

*
| | | | |
| | | | +---- Day of the Week (range: 1-7, 1)
| | | +----- Month of the Year (range: 1-12)
| | +----- Day of the Month (range: 1-31)
| +----- Hour (range: 0-23)
+----- Minute (range: 0-59)
Example: 0 0 * Daily at midnight

```

Send Email
[store view]

This setting will be used to send email after successfully archival orders.

Select "Yes" to send an archival email

Sender [store view]
General Contact
This setting will be used to send an email to administrator after the successful archival of order(s).

Email Template [store view]
Scommerce Archive order (Default)
This setting will be used to determine the email template for order archival email.

Receiver [store view]
test@gmail.com
This setting will be used to add email addresses of administrators who will receive order archival email (comma separated).

Order Statuses [store view]
-- Please Select --
Pending
Processing
Suspected Fraud
Complete
Closed
Canceled
On Hold
This setting will allow certain order statuses to be allowed by administrators to be archived

Please enter sender/from email address

Please select email template

Please add email addresses

Please select certain order statuses

Order Delete Settings

- **Enabled (Yes / No)** - Please select "Yes" or "No". If set to "Yes" then it will permanently delete orders.
- **Sender** - Please enter sender/from email address .
- **Email Template** - Please select email template for order deletion email.
- **Receiver** - Please add email addresses of administrator, who will receive order deletion email (comma separated).
- **Order Statuses (Multi-select)** - Please select certain order statuses for order deletion.

Order Delete Settings

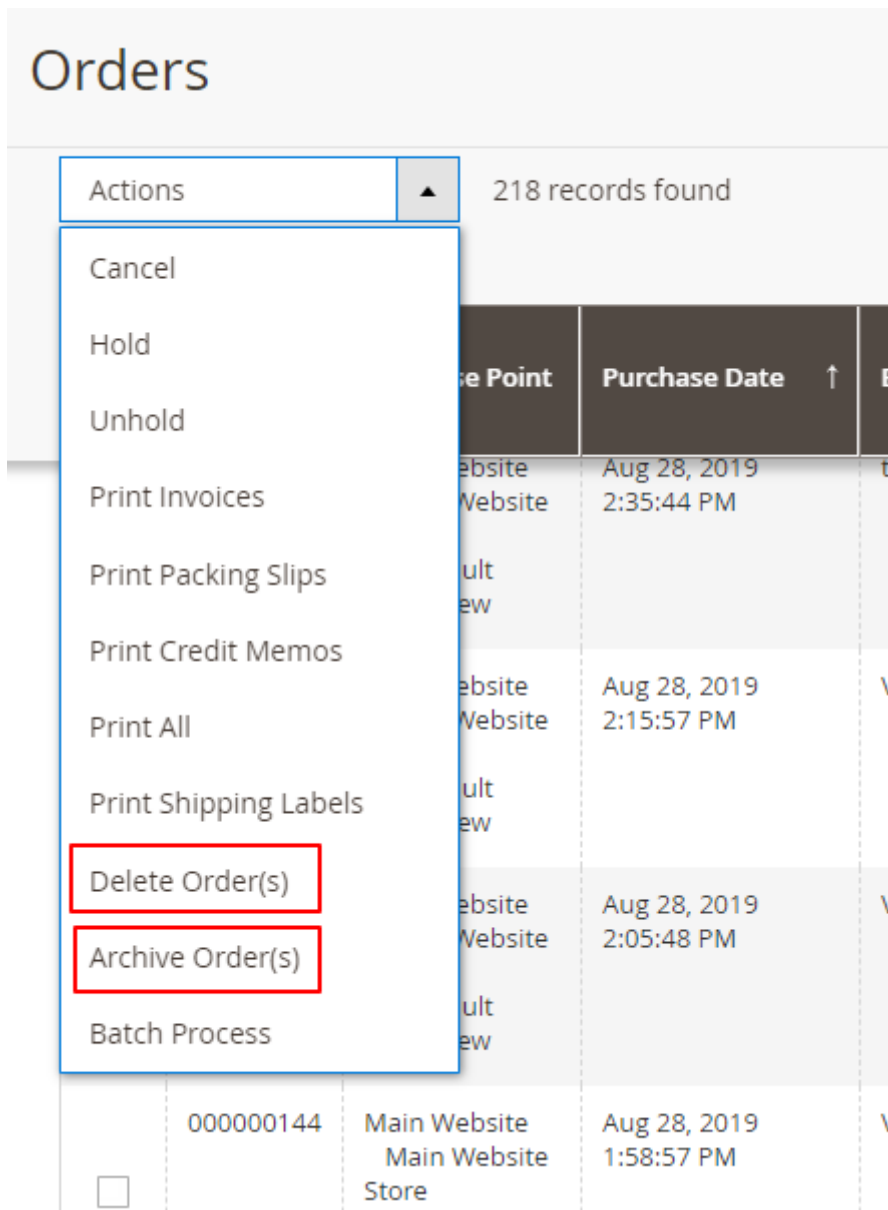
The screenshot shows the 'Order Delete Settings' configuration page. It features five main settings, each with a description and a callout box:

- Enabled** [store view]: A dropdown menu is set to 'Yes'. Below it, text reads: 'This setting will allow administrators to permanently delete orders. Once orders are deleted from the system they can't be restored so use this feature carefully.' A callout box says: 'Select "Yes" to permanently delete the orders'.
- Sender** [store view]: A dropdown menu is set to 'General Contact'. Below it, text reads: 'This setting will be used to send an email to administrator after the successful deletion of order(s)'. A callout box says: 'Select sender/from email address'.
- Email Template** [store view]: A dropdown menu is set to 'Scommerce Delete order (Default)'. Below it, text reads: 'This setting will be used to determine the email template for order deletion email.' A callout box says: 'Please select email template'.
- Receiver** [store view]: A text input field contains 'test@gmail.com'. Below it, text reads: 'This setting will be used to add email addresses of administrators who will receive order deletion email (comma separated)'. A callout box says: 'Please add administrators email addresses'.
- Order Statuses** [store view]: A multi-select dropdown menu is open, showing options: 'Pending', 'Processing', 'Suspected Fraud', 'Complete', 'Closed', 'Canceled', and 'On Hold'. Below it, text reads: 'This setting will allow certain order statuses to be allowed by administrators to be deleted.' A callout box says: 'Select certain order statuses for order deletion'.

Order Grid

When you enable the "Order Archive" and "Order Delete" settings from **Admin > Stores > Configuration > Scommerce Configuration > Archive Orders > Order Archive / Order Delete Settings > Enabled - "Yes"**, then it adds two additional options "Archive" and "Delete" under the "Actions" drop-down at **Admin > Sales > Order > Actions**.

- **Archive** - It moves/archives order(s) to another storage/archive grid) instead of deleting them. This action can be restored from the archive order view page.
- **Delete** - It deletes order(s) permanently. The "Delete" action cannot be reversed and erases all order(s) and related information.



- **Archive or Delete Orders from Order View Page** - You can delete and archive order(s) from, **Admin > Sales > Orders > Select Order > View**. The order view page will have two additional options "Delete" and "Archive" and using these two buttons you can perform "Delete" and "Archive" actions. Buttons will only be visible when the module is enabled and the administrator has right role to archive/delete order(s).

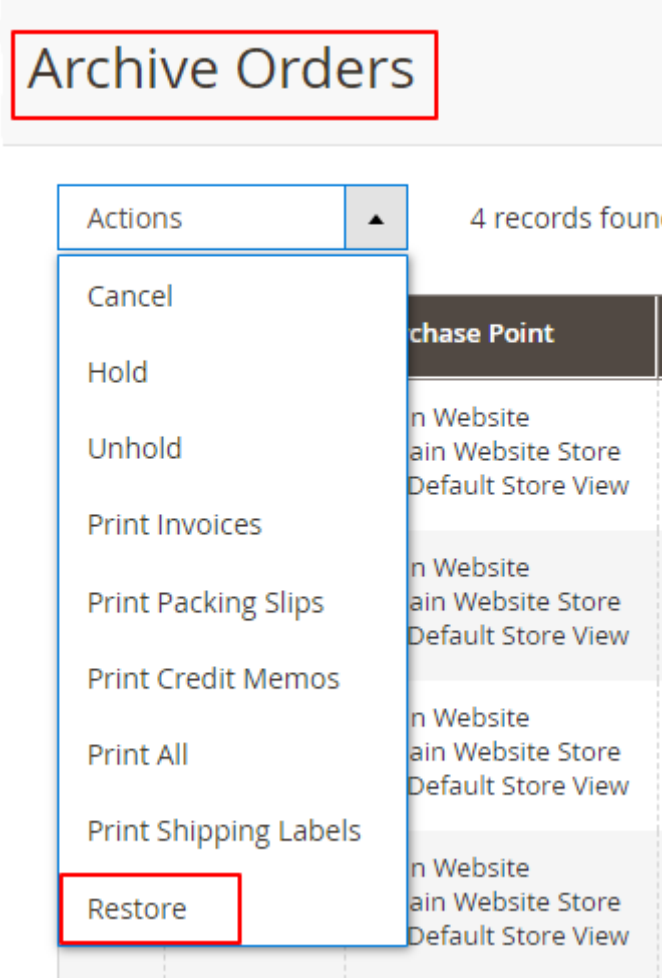
#000000152



Archive Grid

To view archived orders, go to **Admin > Sales > Archive Orders**. This grid will have an additional option "Restore" under "Actions" drop-down to restore the archived orders.

- **Restore** - By selecting "**Restore**" from **Admin > Sales > Archive Orders > Actions** drop-down you can easily restore archived order(s).



- **Restore Orders From Archived Order View Page** - You can restore archived orders from **Admin > Sales > Archive Orders > Select Order > View > Click "Restore"**.

Restore - It restores archived orders.

#000000208

Search, Notifications (2), User: admin

← Back Cancel Send Email Hold Invoice Ship Reorder **Restore** Edit

ORDER VIEW

- Information
- Invoices
- Credit Memos
- Shipments

Order & Account Information

Order # 000000208 (The order confirmation email was sent)

Order Date	Sep 13, 2019, 10:46:56 AM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View

Account Information [Edit Customer](#)

Customer Name	Veronica Costello
Email	roni_cost@example.com
Customer Group	General

Automatically Archive Orders

When you enable the module and define the number of days for "Retention Period" from, **Admin > Stores > Configuration > Scommerce Configuration > Archive Orders > Order Archive Settings**, then it automatically archives order(s) older than defined days. After each successful order archival process, it sends an email to an administrator with details like how many numbers of orders being archived etc..

If you have a question related to this extension please check out our **[FAQ Section](#)** first. If you can't find the answer you are looking for then please contact **support@scommerce-mage.com**.

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