

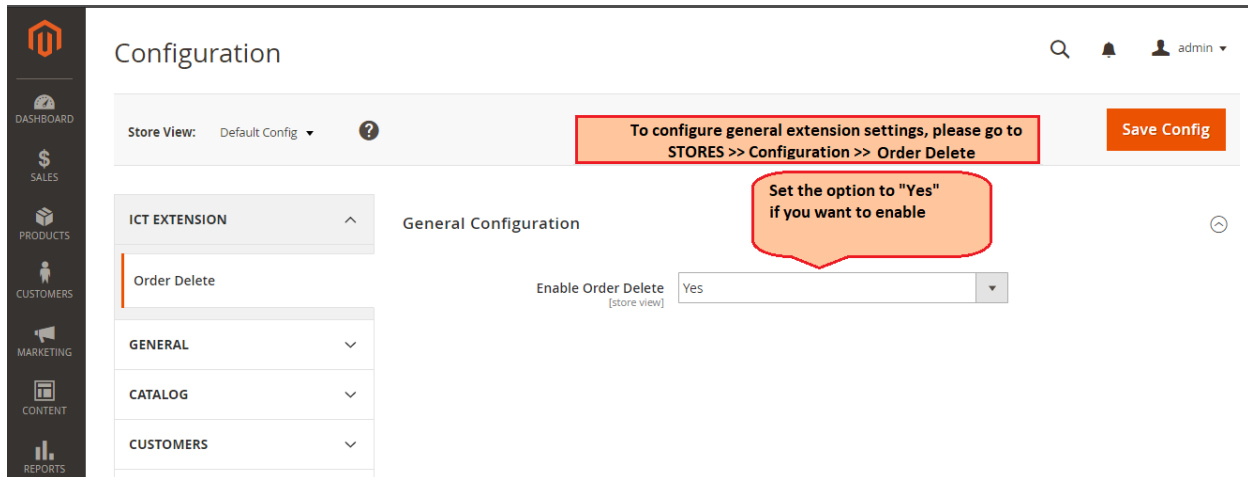
# MAGENTO2 DELETE ORDERS EXTENSION



AUG2017

DELETE ORDERS : USER GUIDE

# General Setting



The screenshot shows the Magento 2 Configuration interface. On the left is a sidebar with navigation icons for Dashboard, Sales, Products, Customers, Marketing, Content, and Reports. The main content area is titled 'Configuration' and shows 'Store View: Default Config'. A red box highlights the navigation path: 'To configure general extension settings, please go to STORES >> Configuration >> Order Delete'. Below this, the 'ICT EXTENSION' section is expanded to show 'Order Delete'. Under 'General Configuration', the 'Enable Order Delete' setting is shown with a dropdown menu set to 'Yes'. A red callout bubble points to the dropdown with the text: 'Set the option to "Yes" if you want to enable'. A 'Save Config' button is visible in the top right corner.

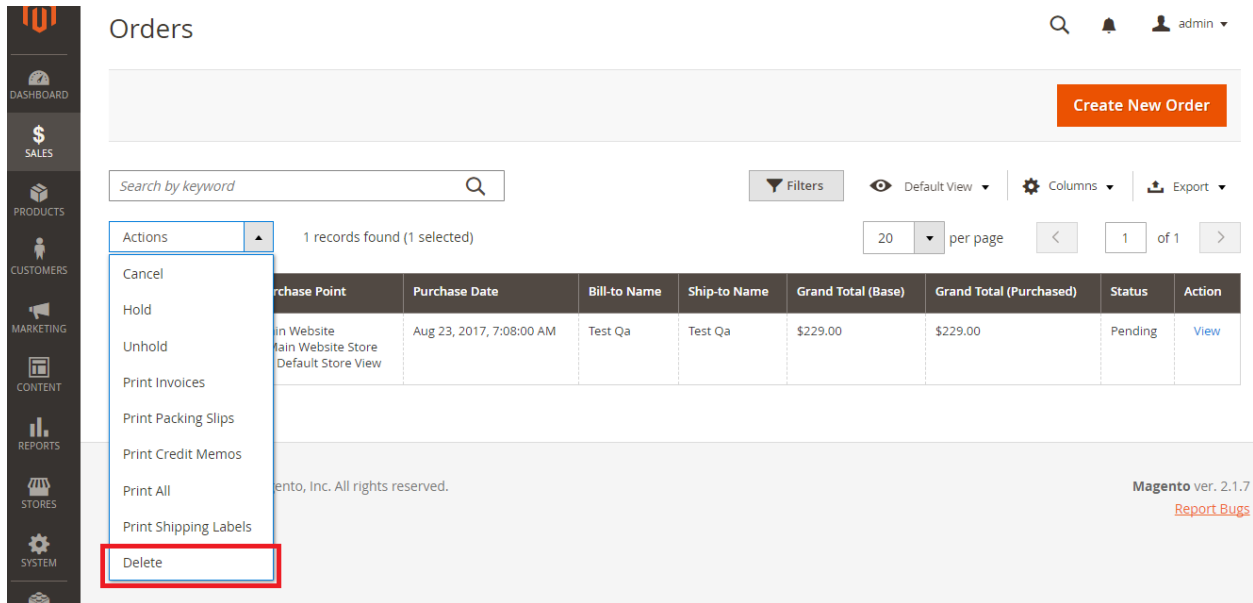
Delete Order Magento 2 Extension can be enabled from backend and once enabled the Feature will be active.

**#1 Go to STORES >> Configuration >> Order Delete**

**#2 Set the Dropdown Option to 'Yes' to enable the feature**

# Work Flow

## Step 1

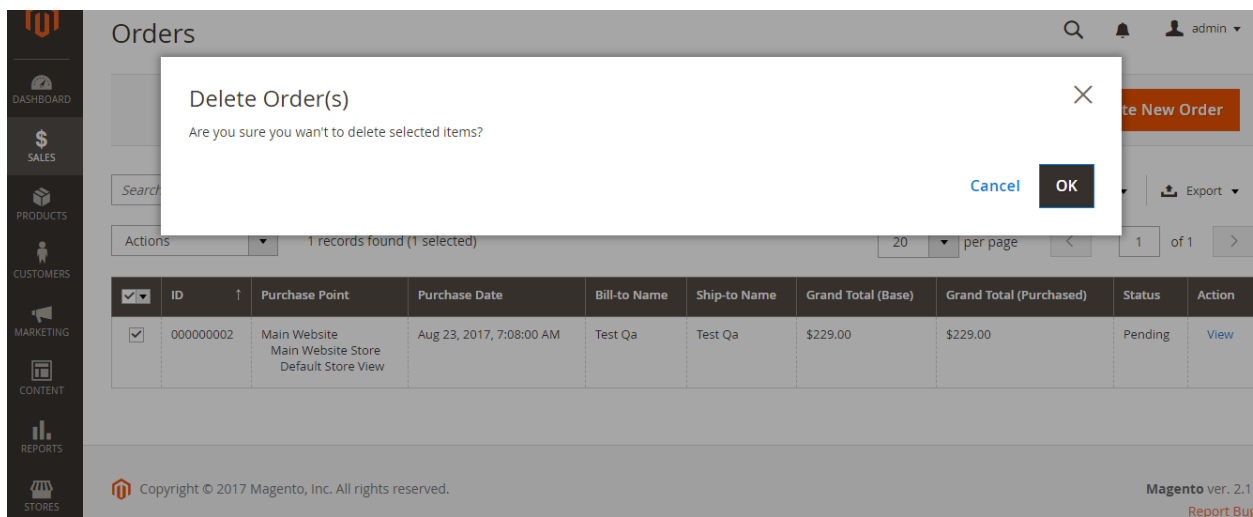


The screenshot displays the Magento 2 Admin interface for the Orders section. The left sidebar contains navigation menus for Dashboard, Sales, Products, Customers, Marketing, Content, Reports, Stores, and System. The main content area shows a table of orders with columns for Purchase Point, Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Base), Grand Total (Purchased), Status, and Action. A dropdown menu is open over the table, listing various actions: Cancel, Hold, Unhold, Print Invoices, Print Packing Slips, Print Credit Memos, Print All, Print Shipping Labels, and Delete. The 'Delete' option is highlighted with a red rectangular box. The top right of the interface includes a search bar, a 'Create New Order' button, and user information for 'admin'.

Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
Main Website Store Default Store View	Aug 23, 2017, 7:08:00 AM	Test Qa	Test Qa	\$229.00	\$229.00	Pending	<a href="#">View</a>

*Magento2 Delete Order Extension* once installed and configured, it will appear in Orders section where Admin can delete the orders individually or multiple at once.

## Step 2



The screenshot displays the Magento Admin interface for the 'Orders' section. A confirmation dialog box is overlaid on the screen, asking 'Delete Order(s)' and 'Are you sure you want to delete selected items?'. The dialog has 'Cancel' and 'OK' buttons. In the background, a table lists order details. The table has columns for ID, Purchase Point, Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Base), Grand Total (Purchased), Status, and Action. One order is selected, with ID 000000002, Purchase Point 'Main Website Main Website Store Default Store View', Purchase Date 'Aug 23, 2017, 7:08:00 AM', Bill-to Name 'Test Qa', Ship-to Name 'Test Qa', Grand Total (Base) '\$229.00', Grand Total (Purchased) '\$229.00', and Status 'Pending'. The footer of the page shows 'Copyright © 2017 Magento, Inc. All rights reserved.' and 'Magento ver. 2.1'.

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	
<input checked="" type="checkbox"/>	000000002	Main Website Main Website Store Default Store View	Aug 23, 2017, 7:08:00 AM	Test Qa	Test Qa	\$229.00	\$229.00	Pending	View

Once Admin selects the Order he/she wish to delete, a confirmation popup will appear and on final confirmation the orders will be deleted.

# Conclusion

This Extension Feature can be used by Store Owner who wish to delete orders which are way too old. Normally Magento allows only one order at a time so to give more advanced feature we have modified the feature such that if we wish to delete multiple orders we can do that with this extension.



Support: <http://support.icreativetechnologies.com>