

Auto Cancel Order for Magento 2

User Guide

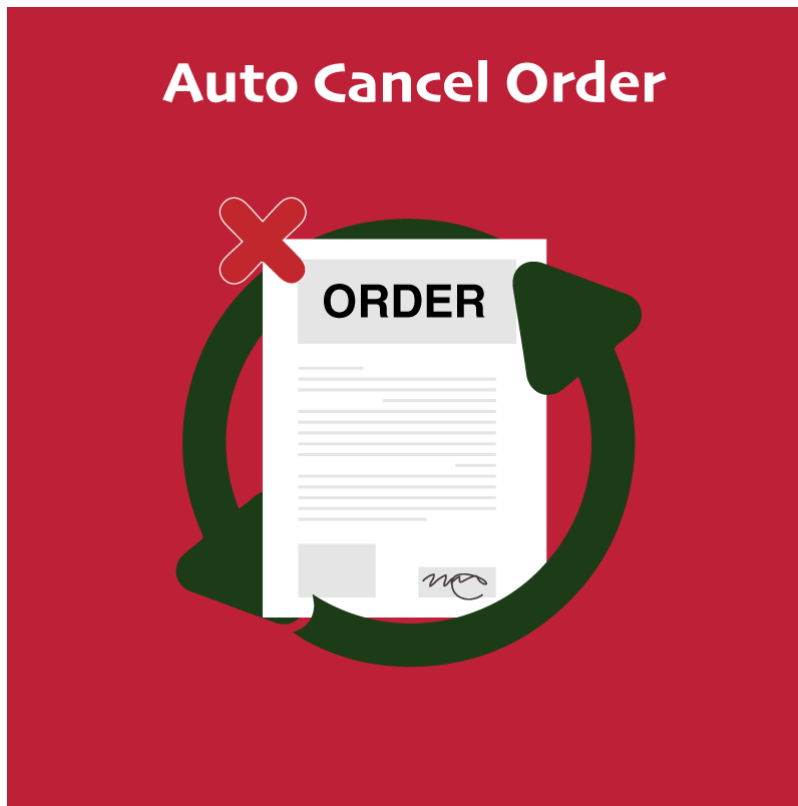


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1. Extension Installation

- Create a folder structure in Magento root as app/code/Meetanshi/AutoCancel
- Download and extract the zip folder and upload our extension files to the app/code/Meetanshi/AutoCancel via FTP.
- Login to your SSH and run below commands step by step:
 - o php bin/magento setup:upgrade
 - o For Magento version 2.0.x to 2.1.x - php bin/magento setup:static-content:deploy
 - o For Magento version 2.2.x & above - php bin/magento setup:static-content:deploy -f
 - o php bin/magento cache:flush.

2. Configuration

For configuring the extension, login to Magento 2, move to **Stores → Configuration → Auto Cancel Order** where you can find various settings to enable the extension.

- **Auto Cancel Order:** Enable auto cancel order extension from here.
- **Auto Cancel Order After X Date:** Set a specific date to auto cancel orders placed on and after the date.
- **Apply on Order Status:** Select to auto cancel orders having the selected order status.
- **Apply on Payment Methods:** Select to auto cancel orders placed using the selected payment methods.
- **Duration:** Set duration after which you want to auto cancel orders of the selected payment method.
- **Units:** Specify the unit of the duration you set for the order cancellation.
- **Send Email Notification to Admin:** Set YES to send auto cancel Email notification to the admin.
- **Send Email To:** Select the admin Email receiver.
- **Admin Email Template:** Select template to send auto cancel order notification Email to admin.
- **Send Email Notification to Customer:** Set YES to send auto cancel Email notification to the customers.
- **Customer Email Template:** Select template to send auto cancel order notification Email to the customers.

Configuration

Auto-Cancel-Order

Store View: Default Config

Save Config

Meetanshi

Configuration

Auto Cancel Order

Auto Cancel Order
[global]

Enable

Enable auto cancel order extension from here

Auto Cancel Order After X Date
[global]

01-01-2019

Enter date dd-mm-yyyy e.g: 14-10-2018 to auto cancel order after specified date.

Select date after which you want to auto cancel orders

Apply on Order Status
[global]

-- Please Select --

Pending
Pending Payment
Suspected Fraud
Payment Review
On Hold

Select to auto cancel orders having the order status

Select order status to apply auto cancel orders.

Apply on Payment Methods
[global]

Payment Method	Duration	Units	Action
Check / Money o	50	Days	
Add			

Select payment method, duration and unit to auto cancel orders

Send Email Notification to Admin
[global]

Yes

Set YES to send order cancellation Email notification to admin

Send Mail to
[global]

General Contact

Select admin Email receiver

Admin Email Template
[global]

Auto Cancel Order Email Template (Default)

Select admin Email template

Send Email Notification to Customer
[global]

Yes

Set YES to send order cancellation Email notification to customers

Customer Email Template
[global]

Auto Cancel Order Customer Email Template (Default)

Select customer Email template

3. Order Status in Backend

Once the extension meets specified date, payment method, duration of the order placed, order statuses, it automatically cancels the orders.

- **Order status before auto cancellation**

Orders 🔔 3 Auto Cancel Order ▾

Create New Order

Search by keyword

Actions ▾ 4 records found (1 selected) 20 per page 1 of 1

<input type="checkbox"/>	ID	Purchase Point	Purchase Date ↑	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
<input type="checkbox"/>	000000003	Main Website Main Website Store Default Store View	Aug 31, 2018 8:51:55 AM	John Doe	John Doe	\$1,005.00	\$1,005.00	Pending	View	

- **Order status after auto cancellation**

Orders 🔔 3 Auto Cancel Order ▾

Create New Order

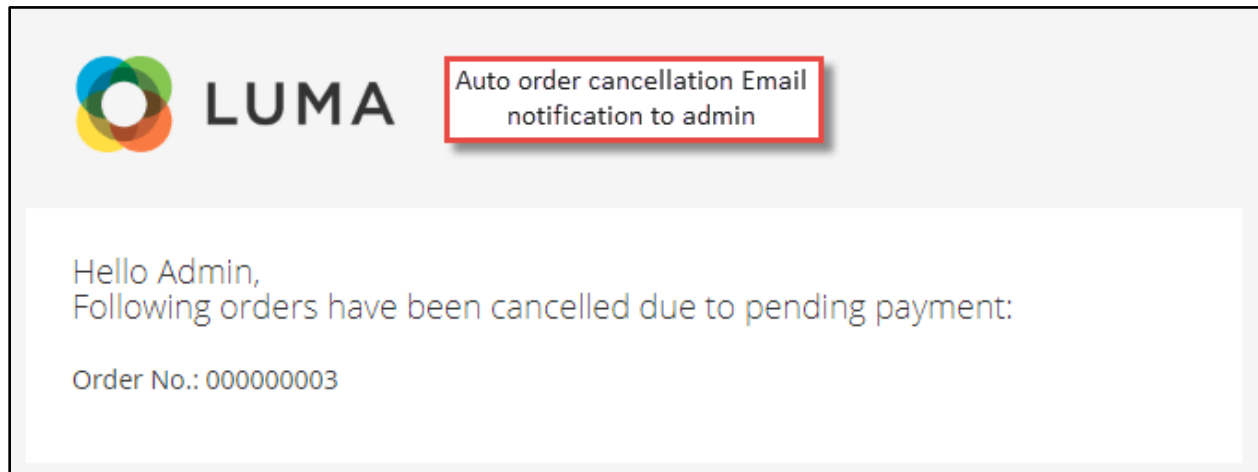
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<input type="checkbox"/>	ID	Purchase Point	Purchase Date ↑	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
<input type="checkbox"/>	000000003	Main Website Main Website Store Default Store View	Aug 31, 2018 8:51:55 AM	John Doe	John Doe	\$1,005.00	\$1,005.00	Canceled	View	

4. Auto Order Cancellation Email to Admin

Immediately after an order gets cancelled based on selected order statuses and payment methods, admin gets an Email notification having the order ID listed which were cancelled.



5. Auto Order Cancellation Email to Customers

Immediately after an order gets cancelled based on the selected payment method and order status, the customer gets Email notification.

