



Delete Or Archive Orders - Installation Guide For Magento 2

- 1. Upload Package:** 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.
- 2. Install extension:** After the successful upload of the package, run below commands on Magento2 root directory

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

- 3. Clear Caches:** This can be done from the admin console by navigating to the cache management page (System->Cache Management), selecting all caches, clicking 'refresh' from the drop-down menu, and submitting the change. Logout and login back in Admin.
- 4. Configuration settings for Order Delete Or Archive:** Go to Admin-> Stores->Configuration->Scommerce Configuration-> **Order Delete/Archive**

General:

- a. Module Enable:** Select "Yes" or "No" to enable or disable the module.
- b. License Key:** Please add the license for the extension. License keys are domain specific so for your testing or staging sites please email us at core@scommerce-mage.com

Order Archive:

- c. Auto Archiving (Yes / No)** - Select "Yes" to archive orders automatically.
- d. Retention Period (Days - number validation, mandatory, by default - 30 days)** - Please define retention period. This setting will automatically archive orders older than specified number of days
- e. Cron Schedule** - This setting will be used to run cron job to automatically archive orders (**Default - Midnight**)
- f. Send Email (Yes / No)** - Select "Yes" to send email after successfully archival orders.
- g. Sender** - Please enter sender/from email address to send an email to administrator after the successful archival of order(s).
- h. Email Template** - Please select email template for order archival email.

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

Order Delete:

- a. **Delete (Yes / No)** - Please select "Yes" or "No". If set to "Yes" then it will permanently delete orders.
 - b. **Sender** - Please enter sender/from email address .
 - c. **Email Template** - Please select email template for order deletion email.
 - d. **Receiver** - Please add email addresses of administrator, who will receive order deletion email (comma separated)
 - e. **Order Statuses (Multi-select)** - Please select certain order statuses for order deletion.
5. **Order Grid:** Here is the back-end path, **Admin->Sales->Order**. Order grid will show all orders except archived orders. This grid will have all the two additional action options Delete Order and Archive Order.
6. **Archive Grid:** Here is the configuration path, **Admin->Sales->Archive Order**. This grid will have only archived orders and an additional action option Restore Order.
7. **Order Details for non-archive orders:** This will have two additional buttons "Delete Order" and "Archive Order". Archive Order Button will only visible when module is enabled and administrator has right role to archive orders. Delete Order Button will only show when order deletion is allowed from configuration and administrator has right role to delete the order.
8. **Order Details for archived orders:** This will show an additional button "Restore Order". Restore Order button will only show when module is enabled and administrator has right role to restore archive orders.
9. **Automatically Archive Orders:** This will automatically archive orders older than certain number of days specified in the configuration. Check "Order Archive" section of configuration setting for more details. After each successful order archival process it will send an email to administrator (if configuration setting allows) with details like how many number of orders being archived.

Please contact core@scommerce-mage.co.uk for any queries.