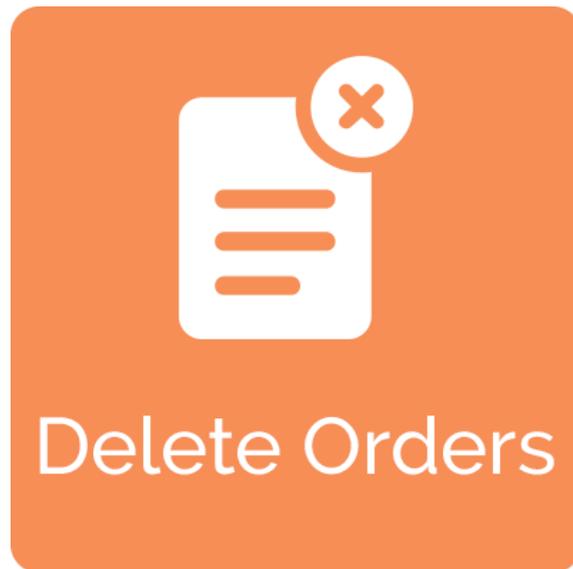


# Delete Orders

User Guide



## Installation manual

The extension can be installed by following the instructions below:

- 1) Connect to the Magento server as a user who has write permissions to the Magento root directory.
- 2) Extract and upload the contents of the Delete Orders to the Magento root directory.
- 3) If you're running on Magento 2.0.x, rename the following files in `app/code/Zymion/DeleteOrders/view/adminhtml/ui_component`:
  - a. `sales_order_creditmemo_grid_2.0.xml` to `sales_order_creditmemo_grid.xml`
  - b. `sales_order_grid_2.0.xml` to `sales_order_grid.xml`
  - c. `sales_order_invoice_grid_2.0.xml` to `sales_order_invoice_grid.xml`
  - d. `sales_order_shipment_grid_2.0.xml` to `sales_order_shipment_grid.xml`
- 4) Run the following commands in an SSH console on the Magento server:
  - a. `cd <path_to_magento_root_directory>`
  - b. `php bin/magento module:enable Zymion_DeleteOrders`
  - c. `php bin/magento setup:upgrade`
  - d. `php bin/magento setup:static-content:deploy`
- 5) Flush the store cache.
- 6) Log out from the backend and log in again.

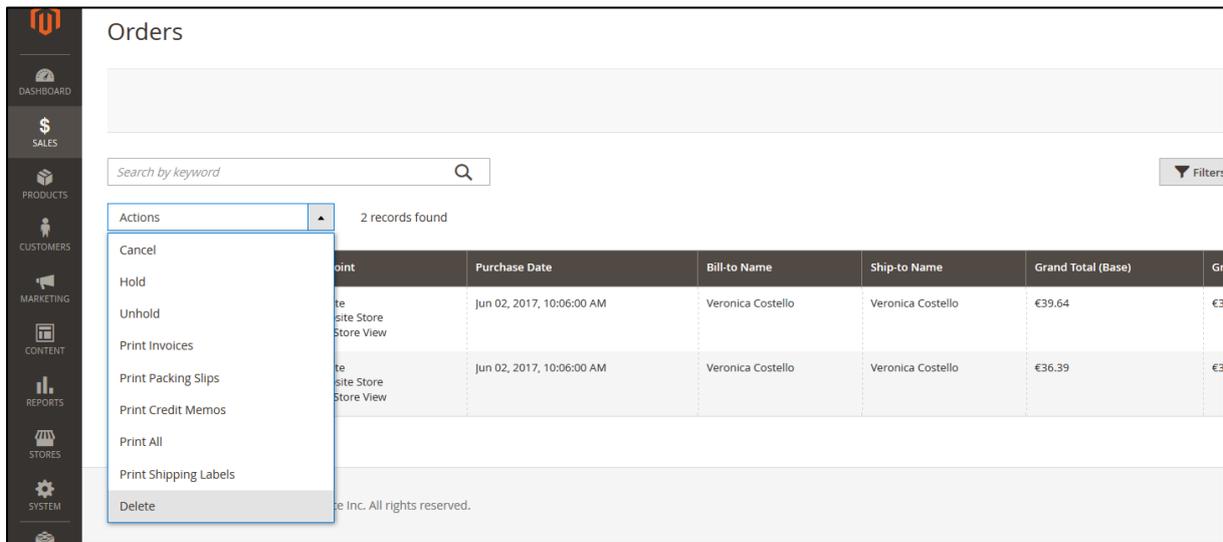
That's it. The Delete Orders extension is now installed successfully and ready to use.

## Extension Usage

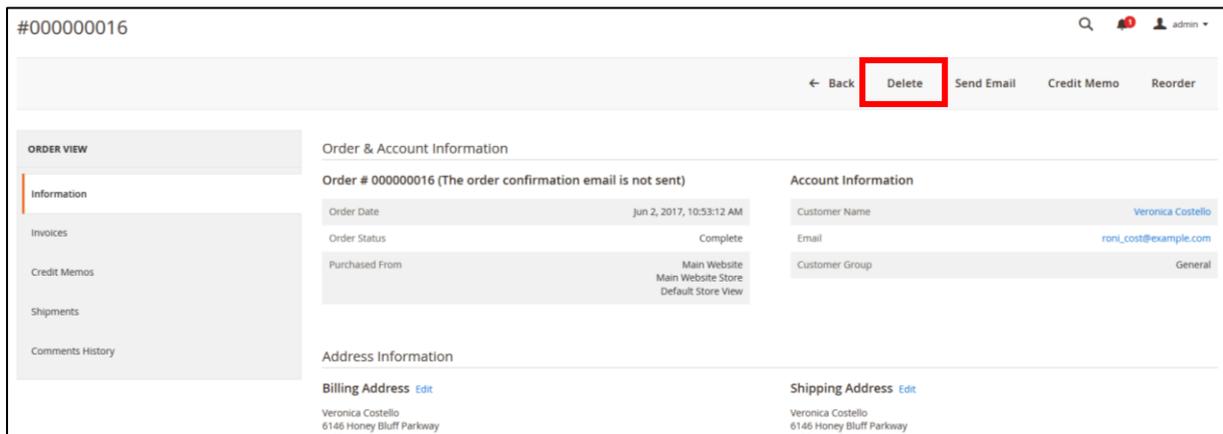
After installation, the extension works out of the box. No additional configuration is needed. It will automatically add the different links to the view pages and in the action dropdowns of the list pages.

### Delete Order(s)

Multiple orders can be deleted by using the “Actions” dropdown on the orders list page in the backend (Sales > Orders). Select one or more orders that you want to delete, click on the “Actions” dropdown and choose “Delete”. A confirmation window will appear asking if you really want to delete the selected orders.



Another way to delete an individual order is on the order view page. In the top links an additional option “Delete” is added. Here too a confirmation window will appear before the actual removal.



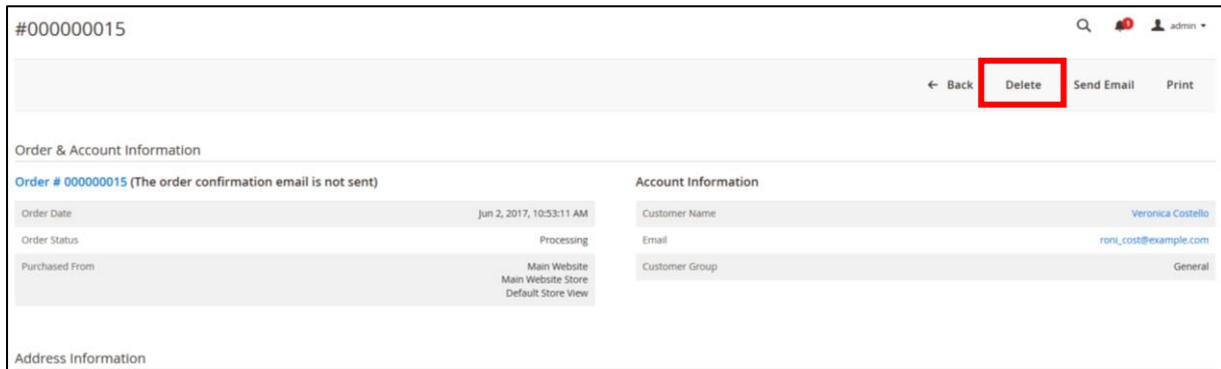
When deleting an order all the linked data (invoices, shipments and credit memos) is also removed.

### Delete Invoice(s)

Similar to orders, invoices can be deleted in two ways. The first way is by using the “Actions” dropdown on the invoices list page. Select the order(s) you want to delete and then click on “Actions” > “Delete”. Before the remove is actually done a confirmation window will appear.



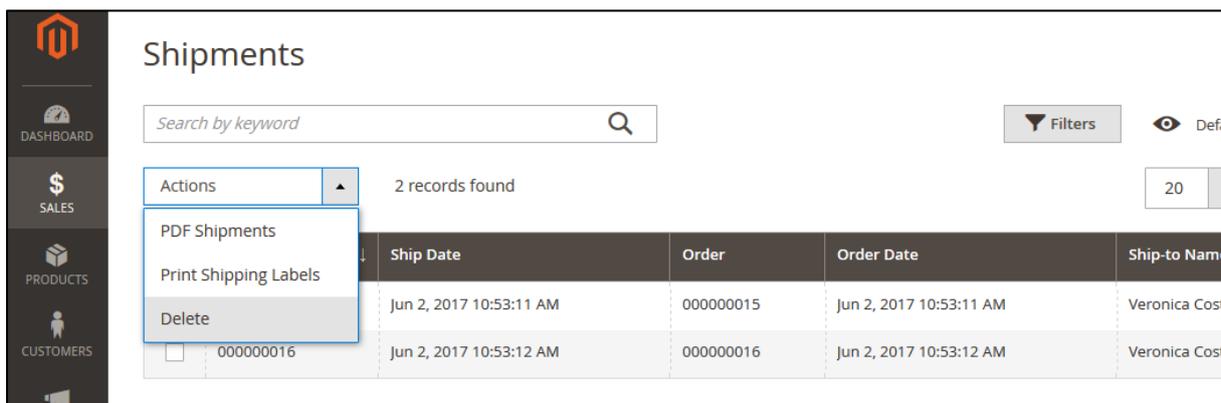
The other option to delete an invoice is using the invoice view page. In the links on the top right an additional option “Delete” is present. A confirmation window will be shown before deletion.



When an invoice is deleted the status of an order is modified accordingly. It goes back to “Processing” if a shipment has been created or to “Pending” otherwise.

## Delete Shipment(s)

Just like orders and invoices previously, shipments are deleted in a similar way. On the shipments list page (found via Sales > Shipments in the backend) shipments can be selected and deleted via the “Actions” dropdown and selecting “Delete” afterwards. Here too a confirmation window will be shown before the delete operation is executed.



The other option to delete a shipment is on the shipment detail page by clicking on the “Delete” link in the top right corner of the page. Again a confirmation window will be shown.

#000000015 🔍 🔔 1 👤 admin

← Back **Delete** Print [Send Tracking Information](#)

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Order & Account Information

<b>Order # 000000015</b> (The order confirmation email is not sent)		<b>Account Information</b>	
Order Date	Jun 2, 2017, 10:53:11 AM	Customer Name	<a href="#">Veronica Costello</a>
Order Status	Processing	Email	<a href="mailto:roni_cost@example.com">roni_cost@example.com</a>
Purchased From	Main Website Main Website Store Default Store View	Customer Group	General

After deleting a shipment the order status is changed to “Processing” if an invoice has been created and no credit memo has been created or to “Pending” if no invoice and no credit memo have been created.

### Delete Credit Memo(s)

In order to delete a credit memo there are two ways it can be done. Firstly it can be done by selecting the “Delete” option in the “Actions” dropdown on the credit memos list page.

**Dashboard**

**Sales**

**Products**

**Customers**

## Credit Memos

Search by keyword  🔍 🔽 Filters

Actions 1 records found

	Created	Order	Order Date	Bill-to N
<input type="checkbox"/> 000000008	Jun 2, 2017 10:53:12 AM	000000016	Jun 2, 2017 10:53:12 AM	Veronic

The other option to delete a credit memo is by clicking on the “Delete” link on the credit memo view page.

View Memo 🔍 🔔 1 👤 admin

← Back **Delete** Send Email Print

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Order & Account Information

<b>Order # 000000016</b> (The order confirmation email is not sent)		<b>Account Information</b>	
Order Date	Jun 2, 2017, 10:53:12 AM	Customer Name	<a href="#">Veronica Costello</a>
Order Status	Complete	Email	<a href="mailto:roni_cost@example.com">roni_cost@example.com</a>
Purchased From	Main Website	Customer Group	General

Once a credit memo is erased, the order status is changed to “Complete” if both an invoice and shipment have been created for the order or to “Processing” if only an invoice has been created.