

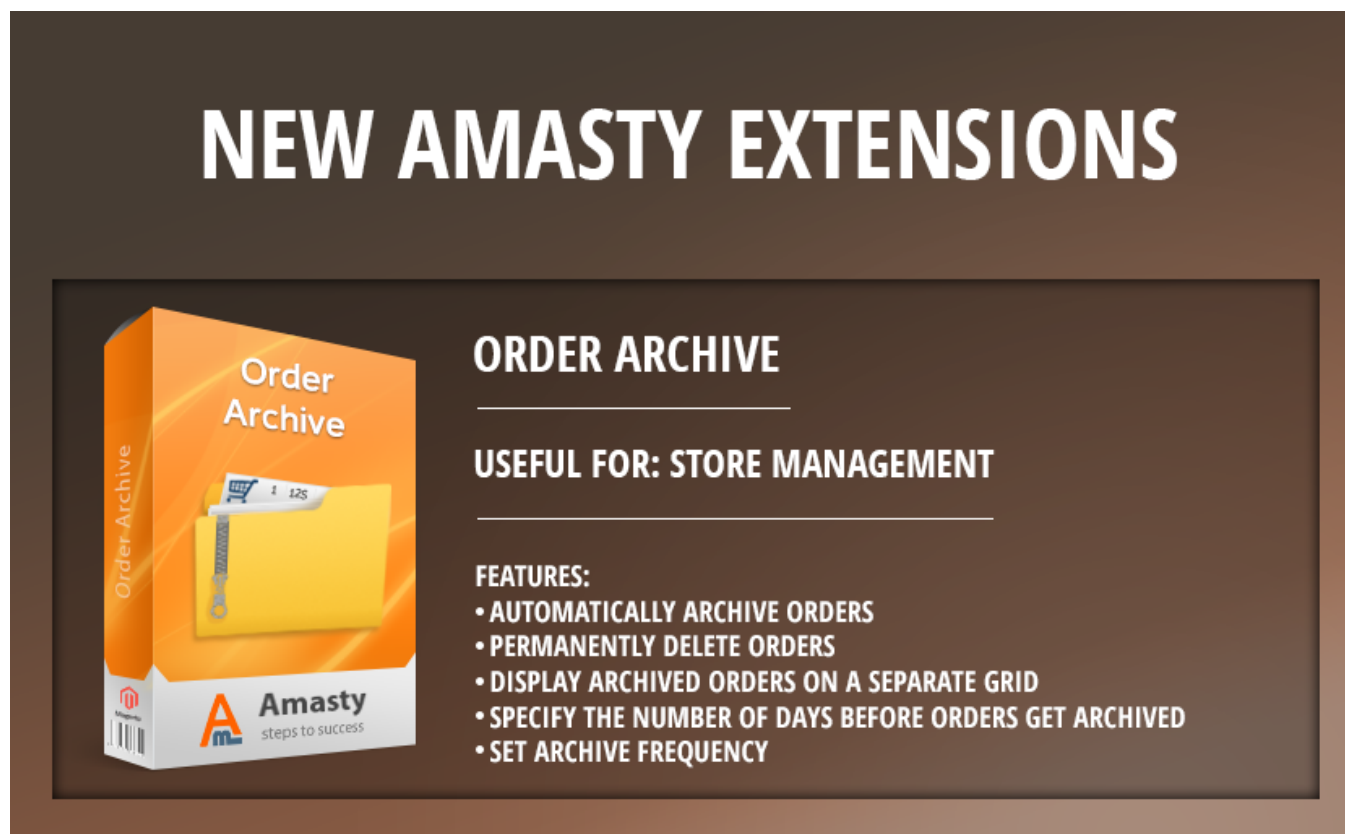
# Magento Order Archive – new Amasty extension

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Amasty team is happy to present a brand new Magento extension – [Order Archive](#).

Automatically archive orders or delete them to keep your order grid clean and save time on store management activities. Use flexible settings to customize archive process according to your needs.

A detailed promotional banner for the 'Order Archive' extension. The background is dark brown. At the top, the text 'NEW AMASTY EXTENSIONS' is written in large, white, bold, uppercase letters. Below this, on the left, is a 3D rendering of the 'Order Archive' software box. To the right of the box, the text 'ORDER ARCHIVE' is written in white, bold, uppercase letters, followed by a horizontal line. Below the line, the text 'USEFUL FOR: STORE MANAGEMENT' is written in white, bold, uppercase letters, followed by another horizontal line. At the bottom, the text 'FEATURES:' is written in white, bold, uppercase letters, followed by a bulleted list of features: '• AUTOMATICALLY ARCHIVE ORDERS', '• PERMANENTLY DELETE ORDERS', '• DISPLAY ARCHIVED ORDERS ON A SEPARATE GRID', '• SPECIFY THE NUMBER OF DAYS BEFORE ORDERS GET ARCHIVED', and '• SET ARCHIVE FREQUENCY'. The Amasty logo and tagline 'steps to success' are visible at the bottom of the box rendering.

# Main features

## 1. Delete Magento orders

Magento doesn't allow deleting unwanted or test orders out of the box. To keep your Order Grid clean and neat, delete unnecessary orders fast and easy:

The screenshot shows the Magento Order Grid interface. At the top, there is a navigation bar with tabs for Dashboard, Sales, Catalog, Customers, Promotions, Newsletter, CMS, Reports, and System. Below this, the 'Orders' section is active, with a 'Create New Order' button. The interface includes pagination (Page 1 of 2 pages, View 20 per page, Total 22 records found), an 'Export to: CSV' dropdown, and buttons for 'Export', 'Reset Filter', and 'Search'. The main table displays order details with columns for Order #, Purchased From (Store), Purchased On, Bill to Name, Ship to Name, G.T. (Base), and Action. Two orders are selected, and the 'Delete Permanently' option is highlighted in the Actions menu. A green callout box points to the 'Delete Permanently' option with the text: 'Easily delete any orders you need from the Orders grid.'

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T.	Action
100000094	Main Website Madison Island English	Apr 23, 2013 11:41:34 PM	Linda Wood	Linda Wood			<a href="#">View</a>
100000093	Main Website Madison Island English	Apr 23, 2013 11:31:09 PM	Linda Wood	Linda Wood	\$1,403.20		<a href="#">View</a>
100000088	Main Website Madison Island English	Apr 23, 2013 10:34:44 PM	Mark Woodland	Mark Woodland	\$13,582.35	\$13,582.35	Processing: <a href="#">View</a> MyTest

Now test, spam or invalid orders won't mess up with real orders for your convenience. The extension deletes Magento orders with all related data, such as invoices, shipments, credit memos, quotes, transactions, so they won't mess up with any other management activities. This simple, but effective feature is a must have for any Magento store.

## 2. Archive Magento orders

Magento itself doesn't have an option for archiving orders. If you don't need an order in your Order Grid, but want to keep it with all the order information, archive it using our extension. It will move the order to the separate grid, where you will be able to access it any time without cluttering your main grid.

Dashboard Sales Catalog Customers Promotions Newsletter CMS Reports System [Get help for this page](#)

**Orders** [Create New Order](#)

Page 1 of 2 pages | View 20 per page | Total 22 records found | [New Order](#) Export to: CSV [Export](#) [Reset Filter](#) [Search](#)

Select Visible | Unselect Visible | 3 items selected

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Total)	Processing	Action
Any		From: To:						
<input checked="" type="checkbox"/>	100000094	Main Website Madison Island English	Apr 23, 2013 11:41:34 PM	Linda Wood	Linda Wood			<a href="#">View</a>
<input checked="" type="checkbox"/>	100000093	Main Website Madison Island English	Apr 23, 2013 11:31:09 PM	Linda Wood	Linda Wood	\$1,403.20		<a href="#">View</a>
<input checked="" type="checkbox"/>	100000088	Main Website Madison Island English	Apr 23, 2013 10:34:44 PM	Mark Woodland	Mark Woodland	\$13,582.35	\$13,582.35	Processing: MyTest <a href="#">View</a>

Archive orders right from the orders grid.

Actions: Add to archive, Delete Permanently, Cancel, Hold, Unhold, Print Invoices, Print Packingslips, Print Credit Memos, Print All, Print Shipping Labels

### 3. Automate order archiving in Magento

- select one or several order statuses for archiving;

Order Status To Apply To

- None --
- Pending
- Processed Ogone Payment
- Processing
- Complete
- Closed
- Canceled
- On Hold

- specify the number of days before orders get archived;
- set archive frequency;

Archive Frequency

Apply Mass Actions To All Orders

- Monthly
- Hourly
- Two Times Per Day
- Daily
- Weekly
- Monthly

- force cron job to run archiving on demand.

In case you need to get Magento orders archived at any particular time, you can easily force cron job actions. After archiving is complete all the orders meeting specified conditions will be placed to archive order grid.

Setting up automated order archiving saves your time and automatically cleans up your order grid. For example, you can archive all completed orders older than 1 year.

## 4. Get email notifications to control archiving process

Email notifications	
Notify After Archiving is Complete	<input type="text" value="No"/>
E-mail Template	<input type="text" value="Notify After Archiving is Complete (Default Tem"/>
Send To E-mail Address	<input type="text" value="mail@magentoshop.com"/>

Dashboard	Sales	Catalog	Customers	Promotions	Newsletter	CMS
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**Edit Email Template**

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**Template Information**

Template Name *	Archive Notification Email
Template Subject *	Archiving successful
	<input type="button" value="Insert Variable..."/>
Template Content *	<pre>&lt;br&gt; Orders have been archived. Starting date/time: {{var date_time}}&lt;br&gt; Number of orders archived: {{var count_orders}}&lt;br&gt;</pre>
Template Styles	<div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1; border-radius: 5px; display: inline-block;">Customize email notification template according to your needs.</div>

Magento Order Archive is a simple tool that extends Magento functionality so you can keep your orders, ahem, in order. No mess is allowed when you're doing business!