

**amasty**

For more details see the [Delete Order for Magento 2](#) extension page.

# Ultimate Guide for Magento 2 Delete Order

Upgrade your Magento 2 store order processing functionality with the Delete Order extension. Delete particular orders and all related information. Also, you can move them to archive where order data can be stored and then returned to the order grid.

- Completely remove any orders
- Archive unnecessary orders manually or automatically
- Set order archiving schedule
- Restore archive orders and related data
- Configure email notifications to store admins

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## General Settings

To configure general extension settings please go to **Stores** → **Configuration** → **Order Archive**  
Check the most common use cases in this video:



**Delete Orders**  
**Two use cases**

**amasty**

### General Settings

**Enable Orders Archive** [store view]

**Hide Archived Orders on Frontend** [global]

**Archive Orders Older Than** [global]   
Days

**Order Status To Apply To** [global]

- Please Select --
- Pending
- Processing
- Suspected Fraud
- Complete**
- Closed**
- Canceled
- On Hold

**Archive Frequency** [global]

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

**Enable Orders Archive** - Set the option to 'yes' to activate the extension.

**Hide Archived Orders on Frontend** - Enable the option to remove archived orders from customer accounts.

**Archive Orders Older Than**- Specify the number of days before orders get archived.

**Order Status to Apply to** - Choose order statuses which should be archived. You can select multiple

statuses at a time.

**Archive Frequency** - Choose one of 5 predefined options for archive frequency:

- Hourly
- Two times per day
- Daily
- Weekly
- Monthly

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## Email Notifications

### Email Notifications

**Notify After Archiving is Complete** [store view]

**Send To E-mail Address** [global]

**E-mail Template** [global]

**Notify after archiving is complete** - Enable this option to inform your store administrator about each successful archive run.

**Send to e-mail address** - specify the email address to which notifications will be sent.

**E-mail template** - specify an email template for admin notifications. You can either choose the default one, you use your custom template.

To add a new template please go to **Marketing** → **Communications** → **Email Templates**.

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## Force Cron Job

Due to this option you can initiate an archiving process at any time you need regardless your archive schedule.

### Force Cron Job Actions

Start Archiving **Archiving**

## Archive Orders

To archive specific orders manually please go to the orders grid: **Sales** → **Orders**. **IMPORTANT:** All archived orders can be restored and returned to the Orders Grid.

### Orders

Search by keyword   Filters Default View 20 per page

Order ID	Order Type	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchase)
100000001	Standard	Jun 15, 2017, 9:06:00 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64
100000002	Standard	Jun 15, 2017, 9:06:00 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39

- Add To Archive
- Delete Permanently
- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packing Slips
- Print Credit Memos
- Print All
- Print Shipping Labels

Select Orders that should be archived and apply the '**Archive Orders**' action. Once the action is applied all archived orders will be placed to a special Archived Orders grid.

## Delete Orders Permanently

To delete orders permanently please go to the orders grid: **Sales** → **Orders**. **IMPOERANT**: deleted orders can't be restored.

The screenshot shows the 'Orders' grid in Magento 2. At the top, there is a search bar with the text 'Search by keyword', a 'Filters' button, and a 'Default View' dropdown. Below the search bar, there is an 'Actions' dropdown menu that is open, showing a list of actions: 'Add To Archive', 'Delete Permanently' (highlighted with a red border), 'Cancel', 'Hold', 'Unhold', 'Print Invoices', 'Print Packing Slips', 'Print Credit Memos', 'Print All', and 'Print Shipping Labels'. To the right of the actions menu, there is a '20 per page' dropdown. The main part of the screenshot is a table with the following columns: 'Case', 'Purchase Date', 'Bill-to Name', 'Ship-to Name', 'Grand Total (Base)', and 'Grand (Purch)'. The table contains two rows of data, both for orders dated 'Jun 15, 2017, 9:06:00 AM' with 'Veronica Costello' as the bill-to and ship-to names, and a 'Grand Total (Base)' of '\$39.64' and '\$36.39' respectively.

Case	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand (Purch)
	Jun 15, 2017, 9:06:00 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64
	Jun 15, 2017, 9:06:00 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39

Select the orders you want to delete on the Orders Grid and apply the corresponding action.

# Manage Archived Orders

All archived orders are placed to the **Order Archive** grid. To open the grid please go to **Sales → Order Archives → Orders**.

## Archive Orders

Search by keyword   Filters Default View Columns Export

Actions  2 records found 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
<input type="checkbox"/>	000000002	Main Website Main Website Store Default Store View	Jun 15, 2017, 9:06:00 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	Complete
<input type="checkbox"/>	000000001	Main Website Main Website Store Default Store View	Jun 15, 2017, 9:06:00 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Processing

**Export Archived Orders** - you can export all archived orders for further processing to CSV or XML files.

On the **Order Archive** grid you can either delete any orders permanently or restore them.

# Archive Orders

Search by keyword

Actions  2 records found

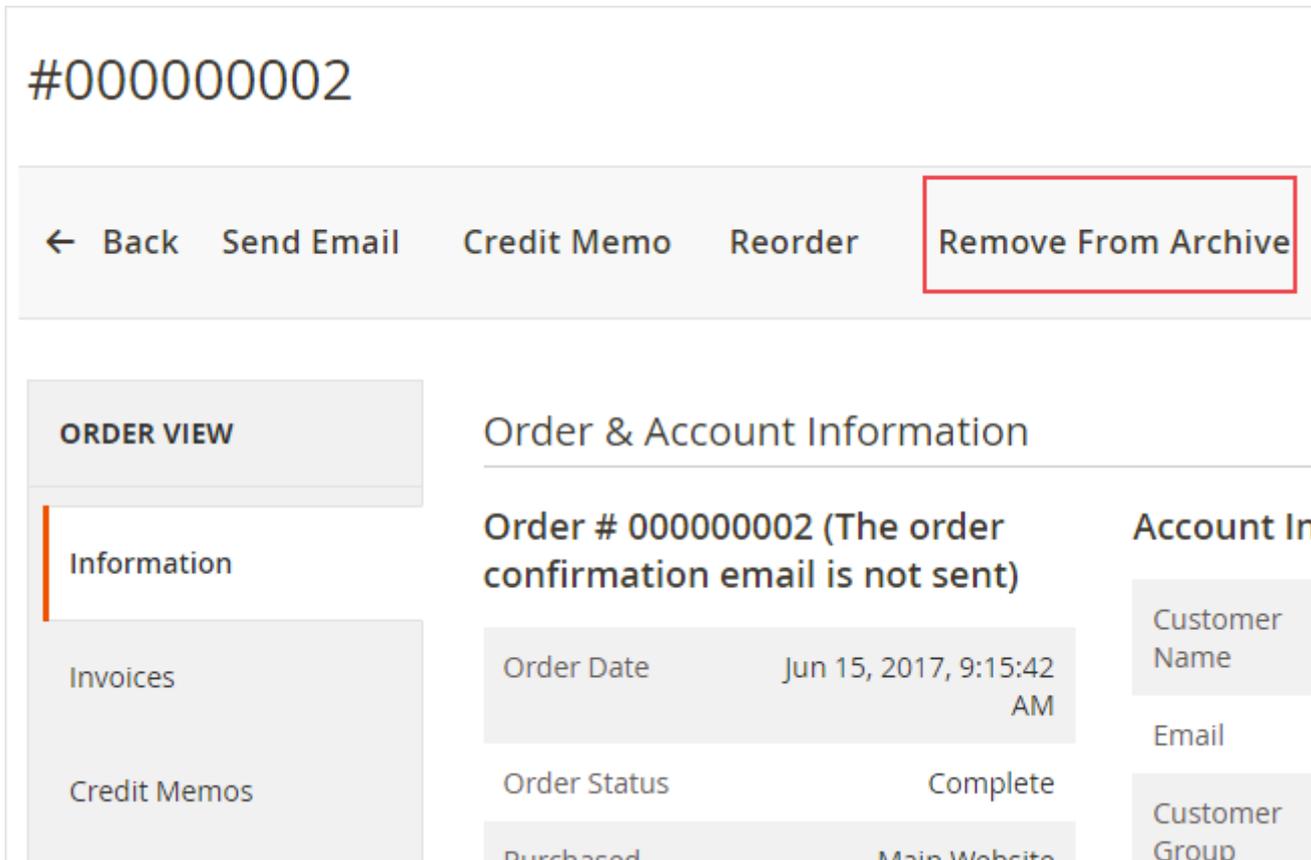
Point	Purchase Date
te site Store Store View	Feb 22, 2017, 11:02:00 AM
te site Store Store View	Feb 22, 2017, 11:02:00 AM

- Remove From Archive
- Delete Permanently
- Print Invoices
- Print Packing Slips
- Print Credit Memos
- Print All

**Remove from Archive** - apply this action to restore archive orders. All restored orders will be displayed on the **Orders Grid**.

**Delete Permanently** - choose this action to deleted selected archive orders.

You can easily open any archived order to see its details. To open an order click the **View** link in the right column on the grid.



It's possible to restore any archived order right from the Order Info page.

## Working with API

With the Order Archive for Magento 2 extension, you can manage your order archive using API. There are 3 operations you are able to perform. These are:

- Move to archive;
- Return from archive;
- Permanently remove an order.

Let's dig into examples.

### Move to archive

**Operation:** V1/amastyMoveToArchive

**Description:** Operation moves orders and order-related entities to archive tables amastyorderarchive%. Operation affects all the entities associated with the order: invoices, credit memos, shippings if they exist for the order.

**Method:** POST

**Required:**

```
orderid=(Array[integer])  
example: orderids=12,1,4,5
```

**Example:**

```
{  
  "orderIds": [  
    1, 4,5,12  
  ]  
}  
Success response code: 200  
Success response:  
{  
  "order_ids": [  
    1,  
    4,  
    5,  
    12  
  ],  
  "invoice_ids": [  
    1  
  ],  
  "creditmemo_ids": [  
    4  
  ],  
  "shipment_ids": [  
    1,  
    12  
  ]  
}
```

Error Response: 401 code - Unauthorized, 400 - unexpected error

Does not check the order existence in the database, if the order does not exist return code 200.

**Move from archive**

**Operation:** /V1/amastyMoveFromArchive

**Description:** Operation moves orders and order-related entities from archive tables "amastyorderarchive%". Operation affect all the entities associated with the order: invoices, credit memos, shippings if they exist for the order.

**Method:** POST

**Required:**

```
orderid=(Array[integer])
```

```
example: orderids=12,1,4,5
```

**Example:**

```
{
  "orderIds": [
    1, 4,5,12
  ]
}
```

Success response code: 200

Success response:

```
{
  "order_ids": [
    1,
    4,
    5,
    12
  ],
  "invoice_ids": [
    1
  ],
  "creditmemo_ids": [
    4
  ],
  "shipment_ids": [
    1,
    12
  ]
}
```

Error Response: 401 code - Unauthorized, 400 - unexpected error

Does not check the order existence in the database, if the order does not exist return code 200.

**Remove completely**

**Operation:** /V1/amastyRemovePermanently

**Description:** Completely removes orders and related data from the database without the possibility of their recovery.

**Method:** POST

**Required:** orderids=(Array[integer])

**Example:**

```
orderids=12,1,4,5
```

Success response code: 200

Success response:

```
{
  "order_ids": [
    "[\"5\"]"
  ],
  "invoice_ids": null,
  "creditmemo_ids": null,
  "shipment_ids": null
}
```

Error Response: 401 code - Unauthorized, 400 - unexpected error

Does not check the order existence in the database, if the order does not exist return code 200.  
Find out how to install the **Delete Order** extension for Magento 2 via [Composer](#).

From:

<https://amasty.com/docs/> - **Amasty Extensions FAQ**

Permanent link:

[https://amasty.com/docs/doku.php?id=magento\\_2:delete\\_order](https://amasty.com/docs/doku.php?id=magento_2:delete_order)

Last update: **2020/10/14 08:56**

