

**amasty**

For more details see how the [Order Archive for Magento 2](#) extension works.

# Guide for Order Archive for Magento 2

Magento 2 *Order Archive* extension enables store administrators easily delete or archive any orders they need to keep orders grid clean and up-to-date.

- Archive orders automatically;
- Delete any orders permanently;
- Schedule order archiving;
- Send email notifications to admins;

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## General Settings

To configure general extension settings please go to **Stores** → **Configuration** → **Order Archive**

### 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] Yes

**Send To E-mail Address** [global] admin@example.com

**E-mail Template** [global] Amasty Order Archives Email (D)

**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      per page

Order ID	Order Date	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchase)
100000000	Jun 15, 2017, 9:06:00 AM	Jun 15, 2017, 9:06:00 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64
100000000	Jun 15, 2017, 9:06:00 AM	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'. The grid itself has columns for 'Order ID', 'Purchase Date', 'Bill-to Name', 'Ship-to Name', 'Grand Total (Base)', and 'Grand Total (Purchase)'. Two rows of order data are visible, both with a purchase date of 'Jun 15, 2017, 9:06:00 AM' and a bill-to name of 'Veronica Costello'. The first row has a ship-to name of 'Veronica Costello' and a grand total of '\$39.64'. The second row has a ship-to name of 'Veronica Costello' and a grand total of '\$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.



#000000002

← Back   Send Email   Credit Memo   Reorder   **Remove From Archive**

**ORDER VIEW**

- Information
- Invoices
- Credit Memos

**Order & Account Information**

**Order # 000000002 (The order confirmation email is not sent)**

Order Date	Jun 15, 2017, 9:15:42 AM	Customer Name
Order Status	Complete	Email
Purchased	Main Website	Customer Group

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:**

```
orderids=(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:**

```
orderids=(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.

## Cron Tasks List

Magento 2 Order Archive extension is preintegrated with Cron Tasks List to provide store owners with an opportunity to track and manage all cron tasks running in the website background.

To view all scheduled and executed cron tasks, go to **System → Cron Tasks List**

Run all cron tasks and generate their schedule by clicking the 'Run Cron' button. Also you can delete separate tasks in bulk, apply filtering and sorting options when it is needed.

## Cron Tasks List

Run Cron

Last Cron Activity: 20 seconds ago

Filters Default View Columns

Actions 652 records found 20 per page 1 of 33

ID	Job Code	Status	Created At	Scheduled At	Executed At	Finished At
1038	sales_grid_order_shipment	SUCCESS	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:20 AM	Mar 18, 2019 5:47:20 AM
1058	sales_grid_creditmemo_async	SUCCESS	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:20 AM	Mar 18, 2019 5:47:20 AM
1078	sales_send_order_emails	SUCCESS	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:20 AM	Mar 18, 2019 5:47:20 AM
1098	sales_order_invoice_emails	SUCCESS	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:20 AM	Mar 18, 2019 5:47:20 AM
1118	sales_send_order_shipment	SUCCESS	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:20 AM	Mar 18, 2019 5:47:20 AM
1196	indexer_reindex_all_invalid	SUCCESS	Mar 18, 2019 5:47:13 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:21 AM	Mar 18, 2019 5:47:21 AM
1200	indexer_update_all_views	MISSED	Mar 18, 2019 5:47:13 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:21 AM	Mar 18, 2019 5:47:21 AM
1018	sales_grid_order_invoice_async	SUCCESS	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:47:00 AM	Mar 18, 2019 5:47:20 AM	Mar 18, 2019 5:47:20 AM
1024	sales_grid_order_invoice_async	PENDING	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:53:00 AM		
1025	sales_grid_order_invoice_async	PENDING	Mar 18, 2019 5:47:11 AM	Mar 18, 2019 5:54:00 AM		

Find out how to install the **Order Archive** 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:order\\_archive](https://amasty.com/docs/doku.php?id=magento_2:order_archive)

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