

# Delete-Archived Orders

Dss

- **How Does It Work?**

Navigate to SALES ⇒ ORDERS

- **Deleting Orders from the Grid :**

Two new actions (Archive and Delete) appear in the dropdown menu. All order-related documents (invoices, shipments, and credit memos) will be also removed from their workspaces when you archive/delete an order.

The screenshot shows the 'Orders' page in the DSS application. A sidebar on the left contains navigation icons for Dashboard, Sales, Catalogs, POS, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main area displays a table of orders with columns: Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Base), Grand Total (Purchased), Status, Action, Allocated sources, and Braintree Transaction Source. A dropdown menu is open over the table, showing actions: Cancel, Hold, Unhold, Print Invoices, Print Packing Slips, Print Credit Memos, Print All, Print Shipping Labels, Delete (highlighted with a red box), and Archive. The table contains 9 records, with the first three visible. A yellow banner at the top indicates a task: 'Task "Rule processing: 2": 1 item(s) have been scheduled for update.'

	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources	Braintree Transaction Source	
	Aug 8, 2024 7:33:19 AM	Test Account	Test Account	\$50.00	\$50.00	Pending	<a href="#">View</a>			
	Aug 6, 2024 12:39:14 AM	test test	test test	\$77.00	\$77.00	Complete	<a href="#">View</a>	Default Source		
	Aug 6, 2024 12:38:25 AM	test test	test test	\$82.00	\$82.00	Pending	<a href="#">View</a>			
	Aug 6, 2024 12:38:01 AM	test test	test test	\$77.00	\$77.00	Pending	<a href="#">View</a>			
<input checked="" type="checkbox"/>	000000007	Main Website Main Website Store Default Store View	test test	test test	\$82.00	\$82.00	Pending	<a href="#">View</a>		
<input checked="" type="checkbox"/>	000000004	Main Website Main Website Store Default Store View	test test	test test	\$77.00	\$77.00	Pending	<a href="#">View</a>		
<input checked="" type="checkbox"/>	000000003	Main Website Main Website Store Default Store View	test test	test test	\$82.00	\$82.00	Pending	<a href="#">View</a>		

To delete an individual order or multiple order records, mark the checkbox in the first column of each order and select 'Delete' in the dropdown menu. Please note that you won't be able to restore deleted records.

- **Archiving Orders from the Grid :**

Send orders from the workspace to the archive in the same manner. All archived orders may be restored along with related documents.

- **Order deletion and archiving from its Page :**

Navigate to SALES ⇒ ORDERS ⇒ ORDER, You may archive or delete the order from

its page. Click the 'Delete' button to delete the record or hit the 'Archive' button to archive it.

Task "Rule processing: 2": 1 item(s) have been scheduled for update. View Details System Messages: 10

#00000016

← Back Login as Customer **Delete** Archive Cancel Send Email Hold Invoice Ship Reorder Edit

**ORDER VIEW**

Information

Invoices

Credit Memos

Shipments

Comments History

**Order & Account Information**

Order # 00000016 (The order confirmation email was sent)

Order Date: Aug 8, 2024, 7:33:19 AM

Order Status: Pending

Purchased From: Main Website  
Main Website Store  
Default Store View

Placed from IP: 172.27.0.1

**Account Information** Edit Customer

Customer Name: Test Account

Email: test@account.com

Customer Group: General

- **Restoring and deleting archived orders :**

Navigate to SALES ⇒ ARCHIVED ORDERS, Restore or delete archived orders individually or in bulk from the Archived Orders workspace.

Navigate to SALES ⇒ ARCHIVED ORDERS ⇒ ORDER, You may also restore or delete the archived order from its page.

Task "Rule processing: 2": 1 item(s) have been scheduled for update. View Details System Messages: 10

Archived Orders

Go to Orders

Search by keyword

Filters Default View Columns Export

20 per page 1 of 1

4 records found

Actions	Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
<input type="checkbox"/> Delete <input type="checkbox"/> Restore	00000016 Main Website Main Website Store Default Store View	Aug 08, 2024, 7:33:19 AM	Test Account	Test Account	\$50.00	\$50.00	Pending	View
<input type="checkbox"/>	00000011 Main Website Main Website Store Default Store View	Aug 06, 2024, 9:38:25 AM	test test	test test	\$82.00	\$82.00	Pending	View
<input type="checkbox"/>	00000007 Main Website Main Website Store Default Store View	Aug 05, 2024, 9:37:40 AM	test test	test test	\$82.00	\$82.00	Pending	View
<input type="checkbox"/>	00000003 Main Website Main Website Store Default Store View	Aug 05, 2024, 6:09:40 AM	test test	test test	\$82.00	\$82.00	Pending	View

Task "Rule processing: 2": 1 item(s) have been scheduled for update. View Details System Messages: 10

#00000016 Archived

← Back Login as Customer **Delete** **Restore** Cancel Send Email Hold Invoice Ship Reorder Edit

**ORDER VIEW**

Information

Invoices

Credit Memos

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**Order & Account Information**

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**Account Information** Edit Customer

Customer Name: Test Account

Email: test@account.com

Customer Group: General

- **Creating automatic rules :**

Navigate to SYSTEM ⇒ DELETE ORDERS BY DSS ⇒ AUTOMATIC RULES, You may introduce custom rules to automate the order deletion and archiving process. Hit the ‘Add new rule’ button to create a new rule. Rule statuses are shown in the Status column.

- DASHBOARD
- SALES
- CATALOG
- DSS
- CUSTOMERS
- MARKETING
- CONTENT
- REPORTS
- STORES
- SYSTEM
- FIND PARTNERS & EXTENSIONS

Task "Rule processing: 2": 1 item(s) have been scheduled for update. [View Details](#) System Messages: 10

### Automatic rules

[Add new rule](#)

Filters

ID	Title	Status	Action
2	Delete Completed Order	Enabled	<a href="#">View</a>
3	Archived Old Order	Enabled	<a href="#">View</a>

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- DASHBOARD
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### Automatic Rule Information

[Back](#) [Save](#)

#### Rule Settings

Rule Title \*

Scope Sales Order Grid

Action Archive

Order Statuses \*

- Canceled
- Closed
- Complete
- Suspected Fraud
- On Hold
- Payment Review

Time \*

Use this option to set the number of days after which the action will be performed. Please use the following number range: 1-1000.

Status Enable

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Add a rule title. It will be displayed on the grid. Assign a new rule to either the Orders workspace or archived orders. You may delete or archive orders from the Orders workspace or delete records from the orders archive, Select order statuses to apply the rule, Set the number of days in this field. The action will be applied to orders with the status or statuses selected above for the specified number of days. To activate the rule, set its status to ‘Enable’. You may also disable an active rule by setting the status to ‘Disable’.