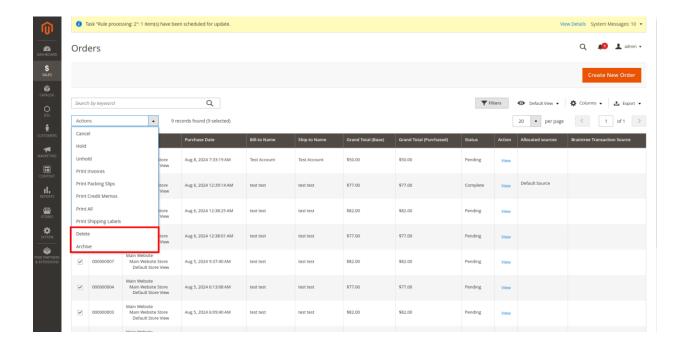# Delete-Archived Orders

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.

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.
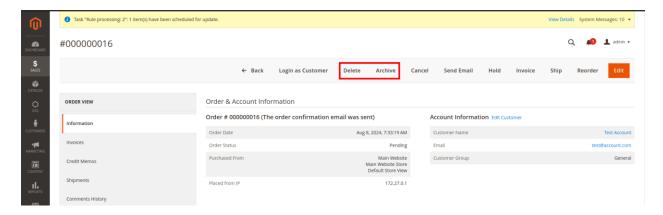
- **Archiving Orders from the Grid :**
  Send orders from the workspace to the archive in the same manner. All archived orders may be restored along with related documents.
- **Order deletion and archiving from its Page :**
  Navigate to SALES ⇒ ORDERS ⇒ ORDER, You may archive or delete the order from
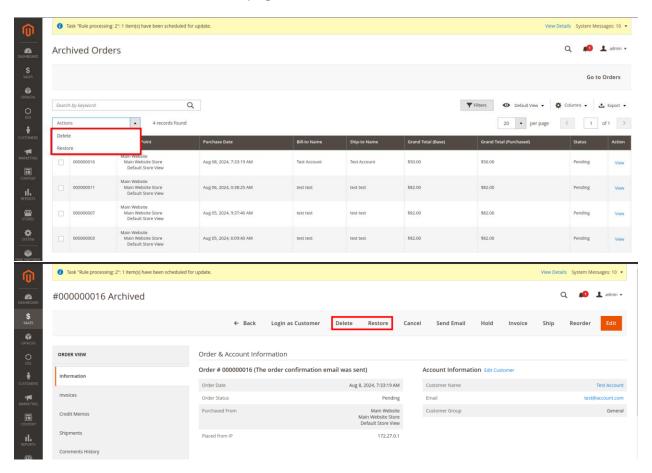
its page. Click the 'Delete' button to delete the record or hit the 'Archive' button to archive it.

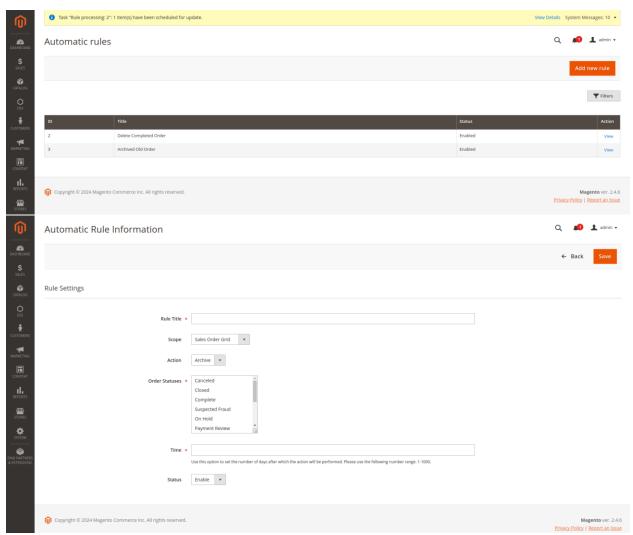- **Restoring and deleting archived orders :**
  Navigate to SALES ⇒ ARCHIVED ORDERS, Restore or delete archived orders individually or in bulk from the Archived Orders workspace.
  Navigate to SALES ⇒ ARCHIVED ORDERS ⇒ ORDER, You may also restore or delete the archived order from its page.

- **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.

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'.