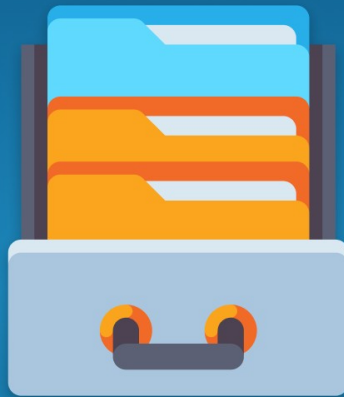


mageants
Performant Magento Extensions



ORDER ARCHIVE

MAGENTO 2

Order Archive - MAGENTO 2

USER GUIDE

Table Of Contents

Preface	3
Installation.....	4
Option1.....	4
Option 2.....	5
Backend Example.....	6 to 11

Preface :

Archiving orders on a regular basis improves performance and keeps your workspace free of unnecessary information, so you can focus on current business. Invoices, shipments, and credit memos can be archived automatically or manually, and can be viewed at any time.

Installation:

There are two ways of installing extension in magento2.

- 1) Using COMMAND LINE.
- 2) Manually install extension.

Option 1: Magento 2 install extension using COMMAND LINE (Recommended).

Step 2: Download the extension and unzip it.

Step 3: Upload it to code directory in your magento installation's app directory.
If code directory does not exists then create.

Step 4: Disable the cache under System → Cache Management.

Step 5: Enter the following at the command line:
php bin/magento setup:upgrade
php bin/magento setup:static-content:deploy

Step 6: Once you complete above steps log out and log in back to the admin panel and switch to Stores → Configuration →
Mageants→ OrderArchive

The module will be displayed in the admin panel.

Option 2: Magento 2 install extension manually.

Step 1: Install **Mageants_OrderArchive** library using below command.
(As Above Image)
(require this in magento 2.3.x or 2.4.x only)

Step 2: Download the extension and unzip it.

Step 3: Upload it to code directory in your magento installation's app directory.
If code directory does not exists then create.

Step 4: Disable the cache under System → Cache Management Edit
app/etc/config.php file and add one line code:
' **Mageants_OrderArchive** ' → 1

Step 5: Disable the cache under System → Cache Management

Step 6: Once you complete above steps log out and log in back to the
admin panel and switch to Stores → Configuration → Mageants →
Mageants_OrderArchive , the module will be displayed in the
admin panel.

Backend example :

After Installation of Extension login to Magento admin panel to set configuration of the extension.

Extension Configuration :

The screenshot shows the Magento Admin configuration interface for the 'Order Archive' extension. On the left is a sidebar menu with categories like Dashboard, Sales, Catalog, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The 'MAGEANTS' section is expanded, showing 'Order Archive' and 'SERVICES'. The main content area is titled 'Orders Archive' and contains the following configuration options:

- Enable Archiving** [global]: A dropdown menu set to 'Yes'. An orange box labeled 'Enable Disable Module' with an arrow points to this dropdown.
- Archive Orders Purchased** [global]: A text input field.
- Order Statuses to be Archived** [global]: A multi-select dropdown menu. An orange box labeled 'to show Order List' with an arrow points to this dropdown. The selected status is 'Pending'. Other visible status options include Processing, Suspected Fraud, Complete, Closed, Canceled, and On Hold.

At the top right of the configuration area is a 'Save Config' button. The scope is set to 'Default Config'.

Login to Magento Admin → Store → Configuration → Mageants → Order Archive → Enable → Choose Yes/No to Show or hide module .

Enable : Choose yes will enable the Order Archive module.

Archive Orders Purchased: Archive order purchase time.

Order Statuses to be Archived : Order archive status to show.

* Click on **Sales** to Display Order Record.

The screenshot shows the Mageants dashboard interface. On the left, a dark sidebar contains a menu with icons and labels: DASHBOARD, SALES, CATALOG, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, and SYSTEM. The 'Sales' menu is expanded, showing sub-items: Operations, Orders, Invoices, Shipments, Credit Memos, Billing Agreements, Transactions, Archive, and Orders. A callout box with an arrow points to the 'Sales' button in the top navigation bar, containing the text: "Click on Sales Button to show Archive Order Details". The main content area displays a summary of business performance with metrics: Revenue \$0.00, Tax \$0.00, Shipping \$0.00, and Quantity 0. Below this, there are tabs for Bestsellers, Most Viewed Products, New Customers, Customers, and Yotpo Reviews. A table shows a single item with a total of \$29.00. A message states: "We couldn't find any records."

Click to **Order Button** following interface to show on Order.

This screenshot is similar to the previous one, but the 'Orders' sub-item in the Sales menu is highlighted. A callout box with an arrow points to the 'Orders' button in the top navigation bar, containing the text: "Click on Order Button to show Order data". The rest of the dashboard interface, including the performance metrics and the 'We couldn't find any records.' message, remains the same.

*** Click On Sales → Order view admin order details.**

Click here to Order, Create Tag Title & Select Products to show All Tags & Click on Save button.

Orders

Select Order & Click Action button

Go to Archive Create New Order

Search by keyword

Filters Default View Columns Export

Actions 1 records found 20 per page 1 of 1

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources	Signifyd Guarantee Decision
000000002	Main Website Main Website Store Default Store View	Feb 21, 2022 12:58:41 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	Closed	View	Default Source	

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*** Mageants/ OrderArchive :** Here you can Select your order and go to archive data to show archive orders.

- you can Also Single Data Archive in this page.

- you can also order archive with Go to archive data & Select Order And Go to Action field and click on Move to Archive data.

- Click on Orders details following interface.
- Click on Archive button to order go to archive data record.

The screenshot shows the Magento Admin interface for viewing an order. The order number is #000000002. The interface includes a sidebar with navigation options and a main content area with tabs for Information, Invoices, Credit Memos, Shipments, and Comments History. The 'ORDER VIEW' tab is active, showing details for Order # 000000002. The 'Order & Account Information' section displays the order date (Feb 21, 2022, 12:58:41 AM), order status (Closed), and purchase information. The 'Account Information' section shows customer details for Veronica Costello. The 'Address Information' section displays billing and shipping addresses. A red callout box highlights the 'Archive Order' button with the text 'Click on Archive Order to Order display in archive data'.

Click on UnArchive button to order go to Unarchive data record And data display in order

The screenshot displays the Mageants Magento Admin interface. On the left is a vertical sidebar with icons for Dashboard, Sales, Catalog, Customers, Marketing, Content, Reports, Stores, System, and Find Partners. The main content area shows the order view for order #000000002. At the top, there's a search bar and user profile (m237). Below the order number, there are buttons: Back, Send Email, Reorder, and UnArchive Order. A yellow notification bar states "We have archived the order." A red box with an arrow points to the "UnArchive Order" button, with the text "Click on UnArchive button to data display in order list". The "ORDER VIEW" section includes a left sidebar with "Information" (selected), Invoices, Credit Memos, Shipments, and Comments History. The main content area is divided into "Order & Account Information" and "Address Information". Under "Order & Account Information", it shows "Order # 000000002 (The order confirmation email was sent)", "Order Date: Feb 21, 2022, 12:58:41 AM", "Order Status: Closed", and "Purchased From: Main Website, Main Website Store, Default Store View". Under "Account Information", it shows "Customer Name: Veronica Costello", "Email: roni_cost@example.com", and "Customer Group: General".

*** Order Archive:** Here you can and Archive your data in Order Archive grid page.

- you can Also Single Data Archive & Unarchive in this page.

Orders

Search, Notifications, User: m237

[Return to Order Data](#)

Search by keyword

Filters

Default View

Columns

Export

Actions

2 records found (1 selected)

20 per page

<

1

of 1

>

Base Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
Website n Website Store efault Store View	Feb 21, 2022 12:58:41 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	Closed	View
Website n Website Store efault Store View	Feb 21, 2022 12:58:40 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Processing	View

Click on Move to order grid
Archive data Remove from list

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- you can Also Move to Action button & click on move to order Grid in this page.

Orders

Search, Notifications, User: m237

[Return to Order Data](#)

Search by keyword

Filters

Default View

Columns

Export

Actions

2 records found (1 selected)

20 per page

<

1

of 1

>

Base Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
Website n Website Store efault Store View	Feb 21, 2022 12:58:41 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	Closed	View
Website n Website Store efault Store View	Feb 21, 2022 12:58:40 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Processing	View

Click on Move to order grid
Archive data Remove from list

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Click on move to order grid Archive data Remove from list.



if you have any questions or feature suggestions, please contact us at: <https://www.mageants.com/contact-us>

Your feedback is absolutely welcome!