



Order Archive - MAGENTO 2

USER GUIDE

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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

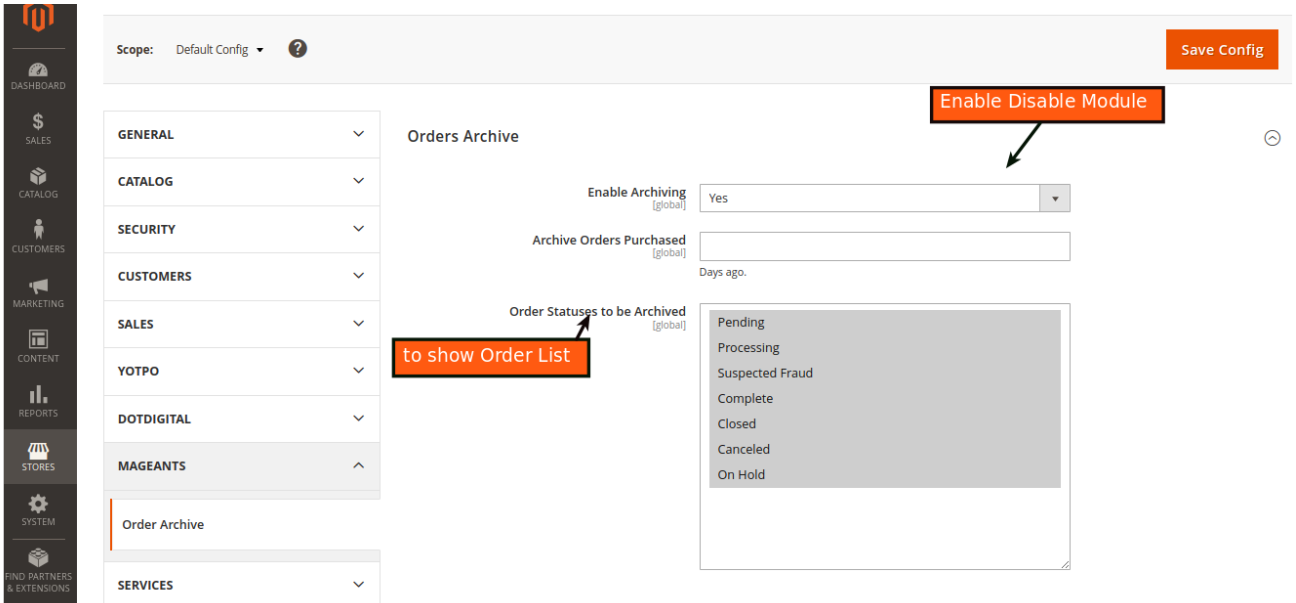
Step 5: Disable the cache under System → Cache Management

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 :



Scope: Default Config ? Save Config

Enable Disable Module

Enable Archiving [global] Yes

Archive Orders Purchased [global] Days ago.

to show Order List

Order Statuses to be Archived [global]

- Pending
- Processing
- Suspected Fraud
- Complete
- Closed
- Canceled
- On Hold

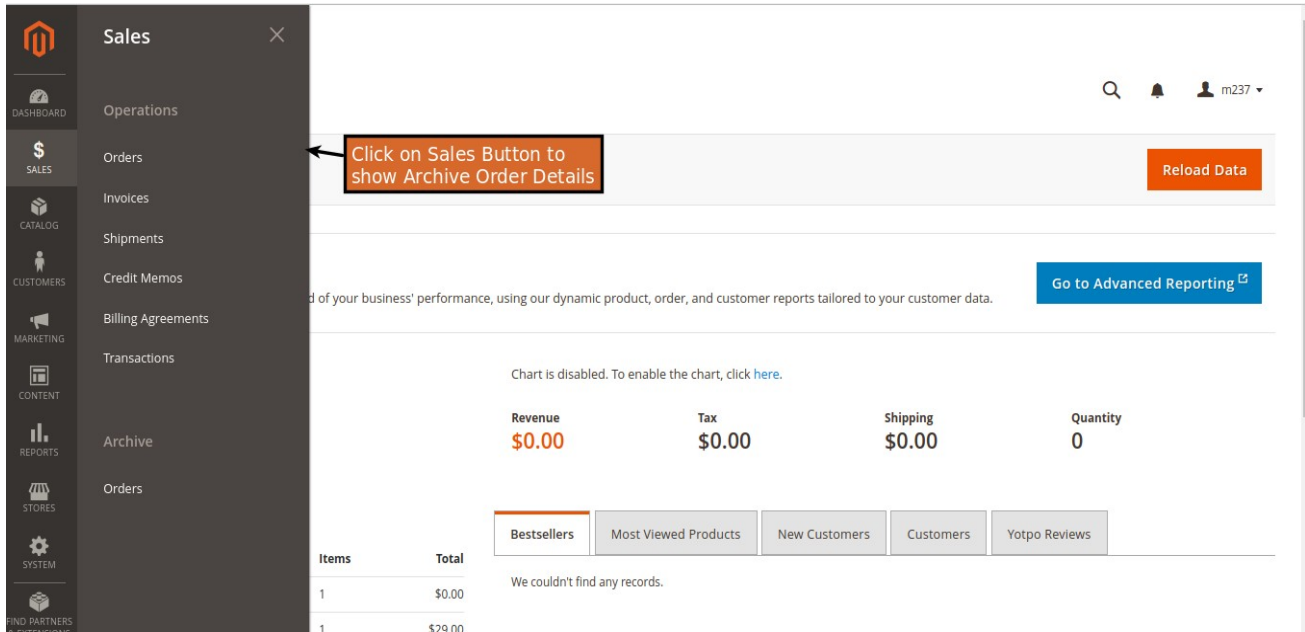
Login to Magento Admin → Store → Configuration → Mageants → Order Archive → Enable → Choose Yes/No to Show or hide module .

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.



Click on Sales Button to show Archive Order Details

Reload Data

Go to Advanced Reporting

Chart is disabled. To enable the chart, click [here](#).

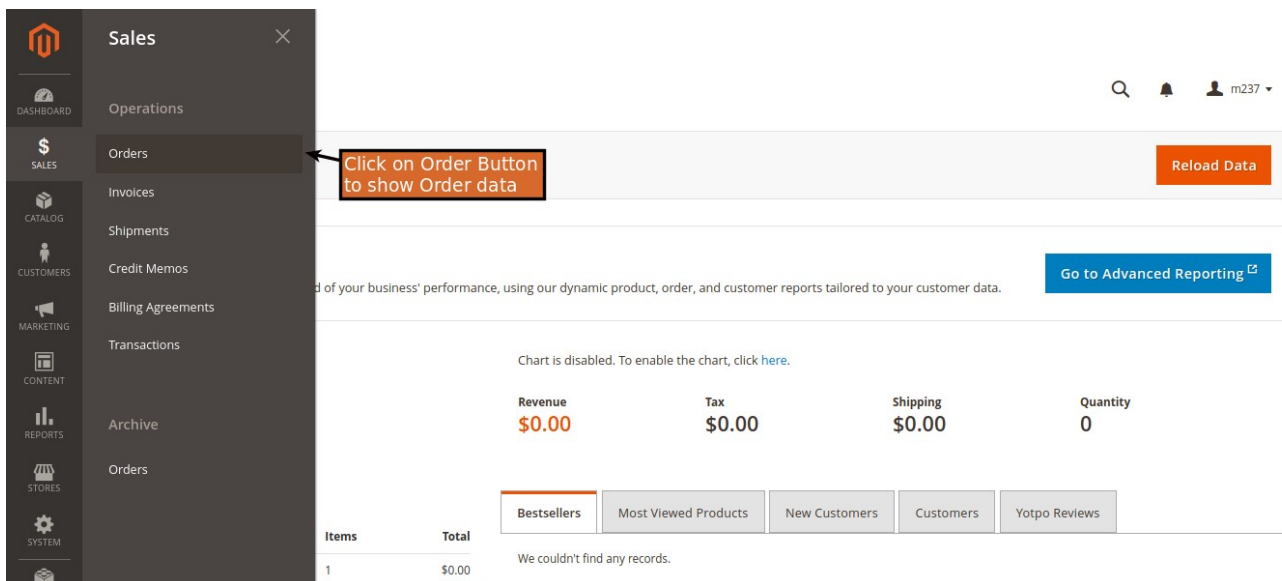
Revenue	Tax	Shipping	Quantity
\$0.00	\$0.00	\$0.00	0

Items	Total
1	\$0.00
1	\$29.00

Bestsellers Most Viewed Products New Customers Customers Yotpo Reviews

We couldn't find any records.

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



Click on Order Button to show Order data

Reload Data

Go to Advanced Reporting

Chart is disabled. To enable the chart, click [here](#).

Revenue	Tax	Shipping	Quantity
\$0.00	\$0.00	\$0.00	0

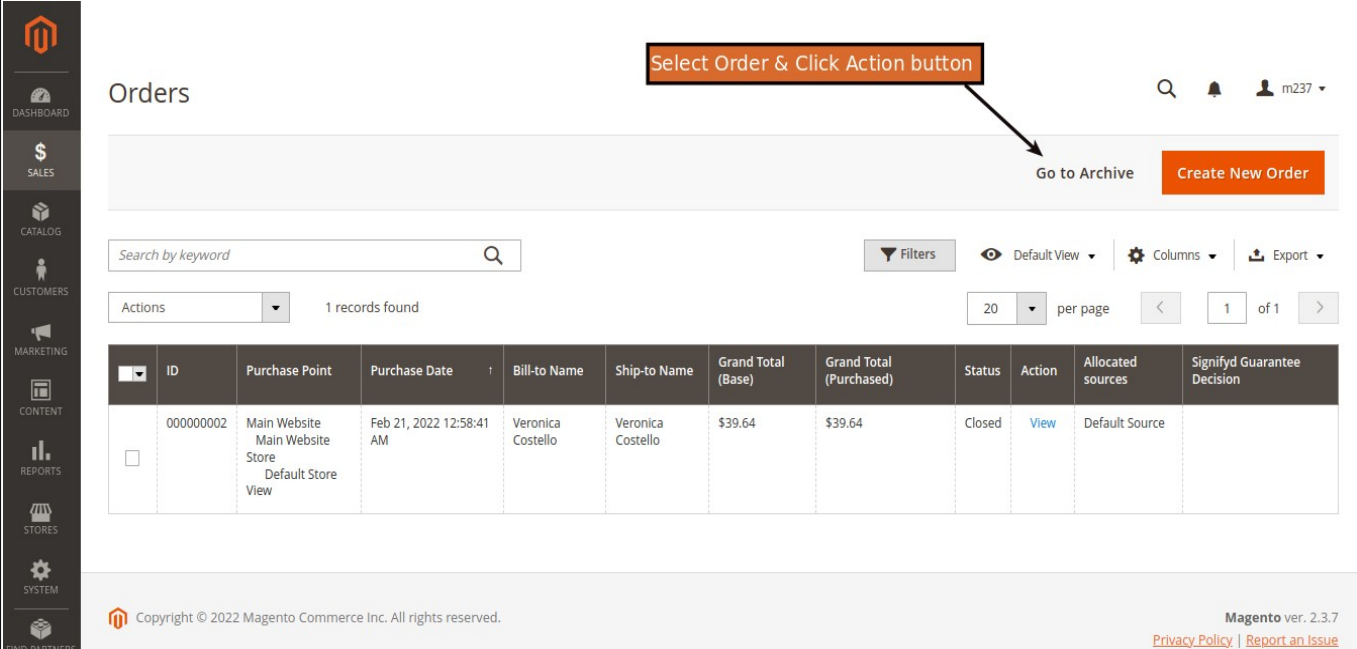
Items	Total
1	\$0.00

Bestsellers Most Viewed Products New Customers Customers Yotpo Reviews

We couldn't find any records.

* 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	

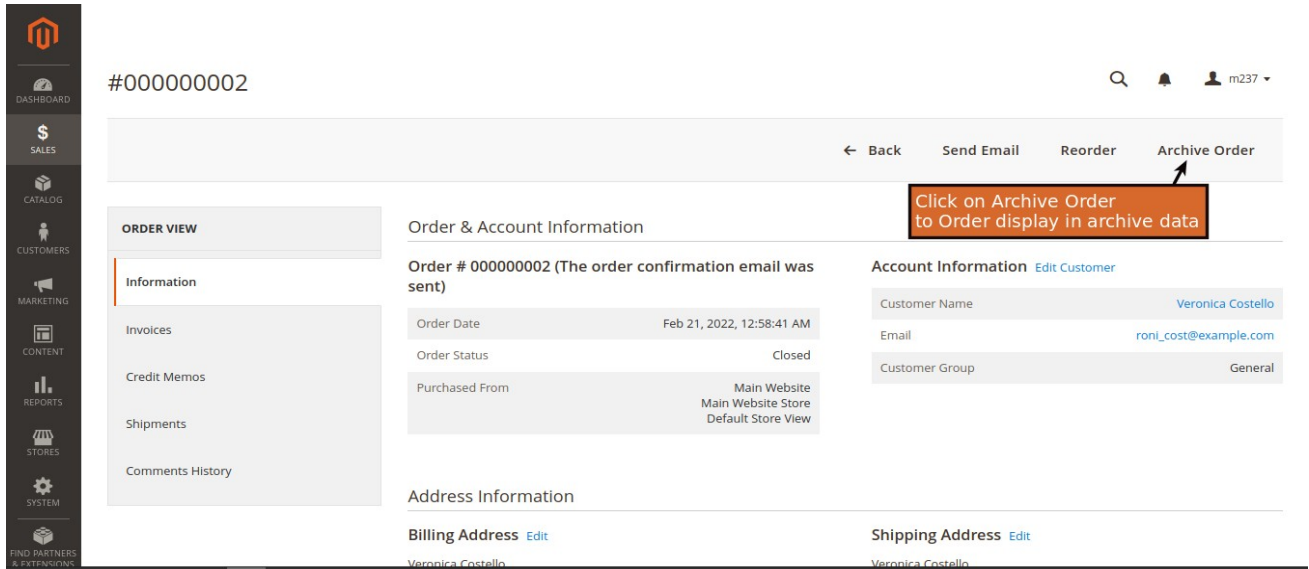
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* **Mageants/ OrderArchive** : Here you can Select your order and go to archive data to show archive orders.

- you can Also Single Data Archive in this page.

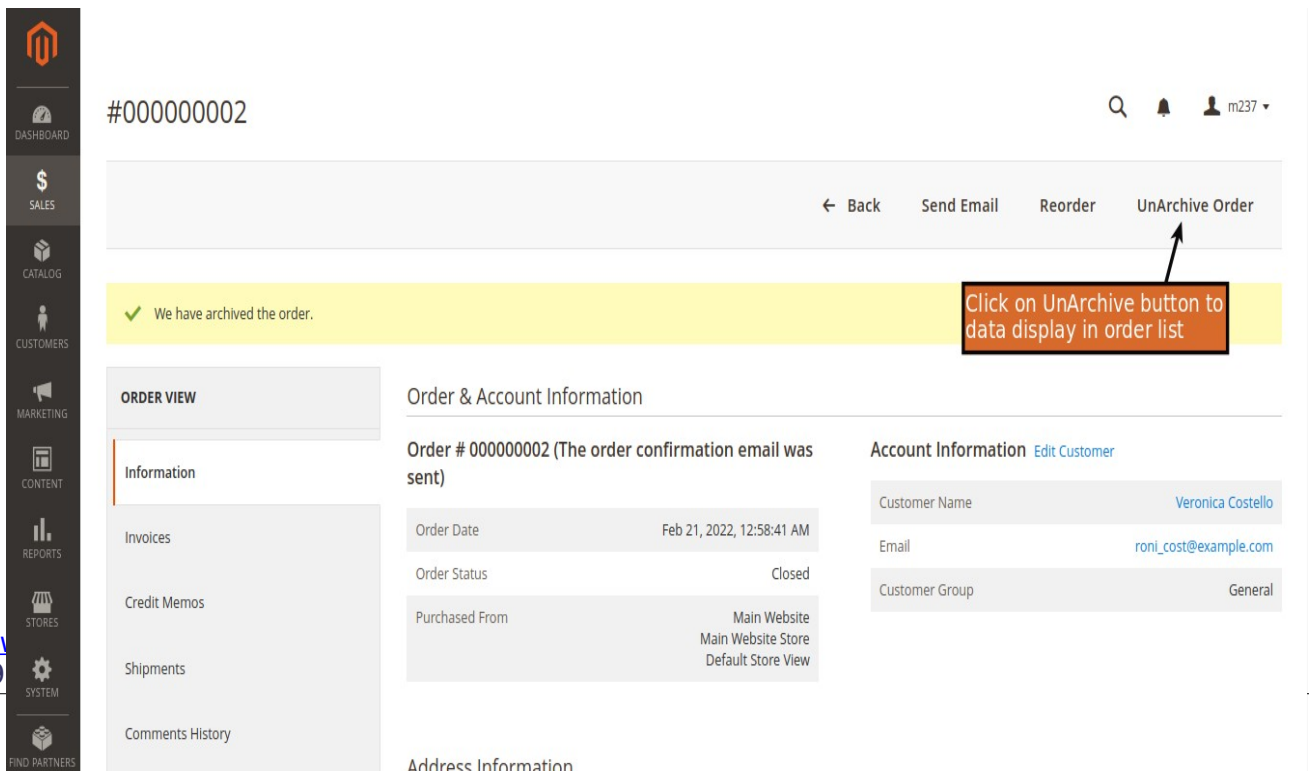
- you can also order archive with Go to archive data & Select Order And Go to Action field and click on Move to Archive data.

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



The screenshot shows the 'Order View' interface for order #000000002. The left sidebar contains navigation links: DASHBOARD, SALES, CATALOG, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The main content area is titled 'Order & Account Information' and includes a sub-section 'Information' with links to Invoices, Credit Memos, Shipments, and Comments History. The order details show: 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. The account information shows: Customer Name: Veronica Costello, Email: roni_cost@example.com, and Customer Group: General. The address information shows: Billing Address: Veronica Costello and Shipping Address: Veronica Costello. A red box highlights the 'Archive Order' button in the top right corner, with an arrow pointing to it and the text 'Click on Archive Order to Order display in archive data'.

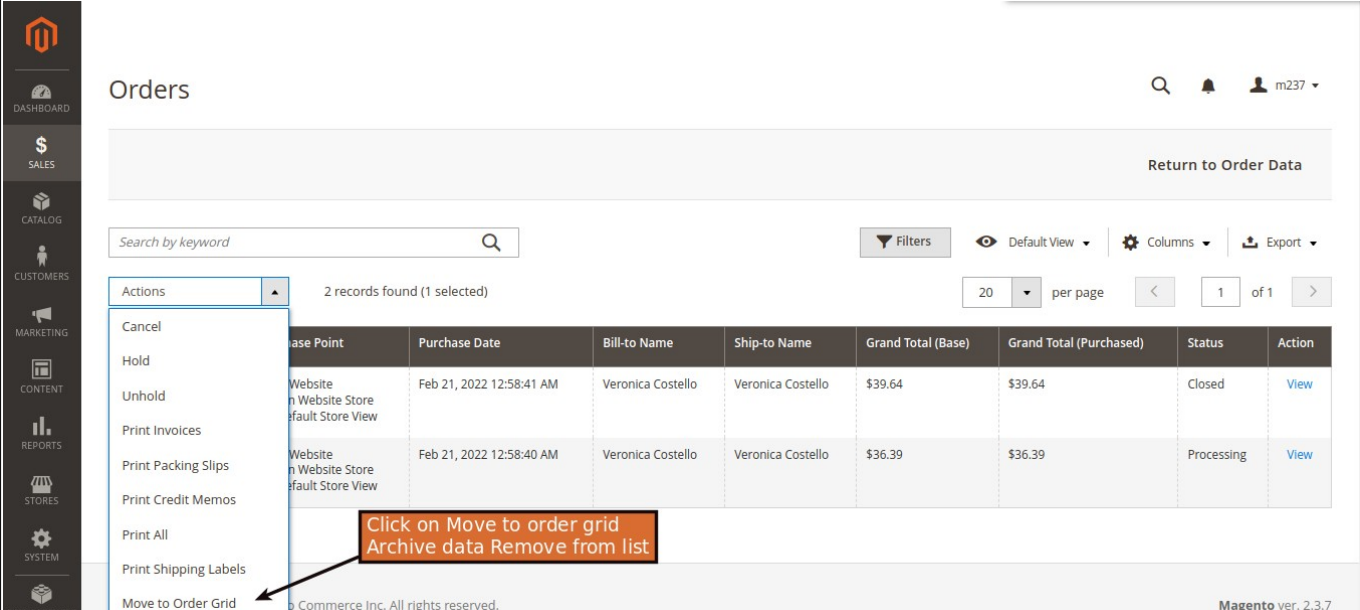
Click on UnArchive button to order go to Unarchive data record And data display in order



The screenshot shows the 'Order View' interface for order #000000002 after it has been archived. A yellow banner at the top of the main content area displays a green checkmark and the text 'We have archived the order.' The 'Archive Order' button has been replaced by the 'UnArchive Order' button in the top right corner. A red box highlights the 'UnArchive Order' button, with an arrow pointing to it and the text 'Click on UnArchive button to data display in order list'. The rest of the interface, including the sidebar and order details, remains the same as in the previous screenshot.

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

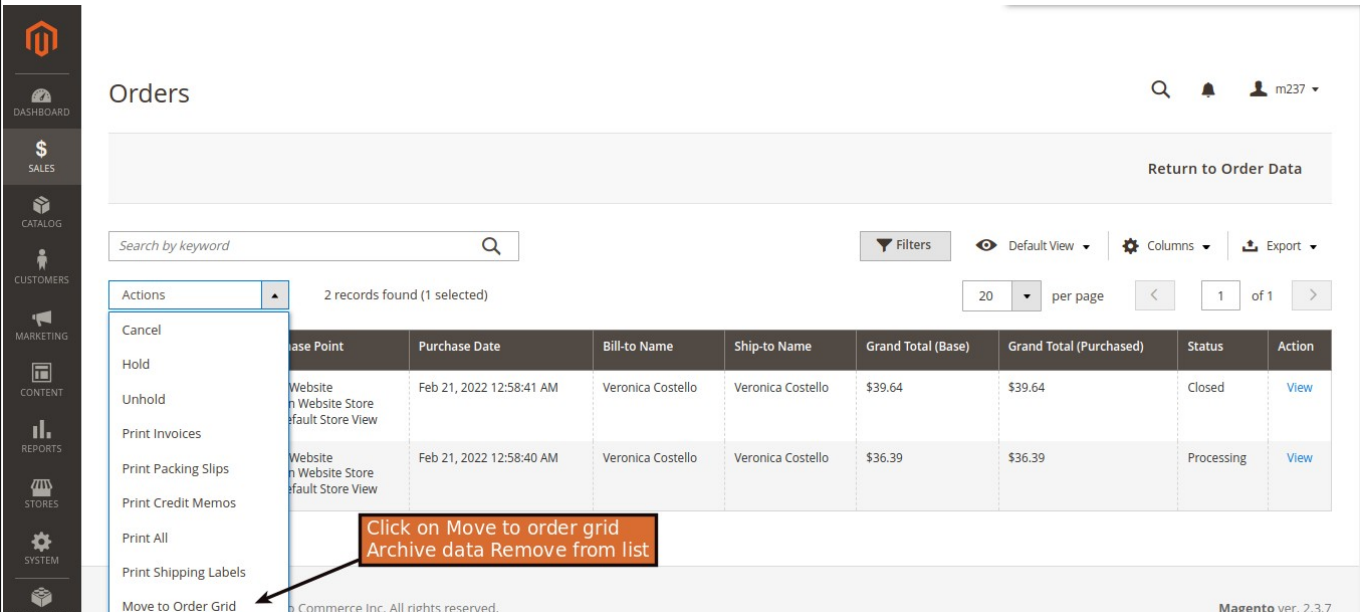
- you can Also Single Data Archive & Unarchive in this page.



The screenshot shows the 'Orders' page in a Magento admin interface. On the left is a sidebar with navigation links: DASHBOARD, SALES, CATALOG, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS. The main content area has a search bar, filters, and a table of orders. Two orders are listed, both from 'Website' with a purchase date of Feb 21, 2022. The first order is 'Closed' with a total of \$39.64, and the second is 'Processing' with a total of \$36.39. An 'Actions' dropdown menu is open, showing options like 'Cancel', 'Hold', 'Unhold', 'Print Invoices', 'Print Packing Slips', 'Print Credit Memos', 'Print All', 'Print Shipping Labels', and 'Move to Order Grid'. An orange callout box points to 'Move to Order Grid' with the text: 'Click on Move to order grid Archive data Remove from list'.

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

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



This is a duplicate of the screenshot above, showing the same 'Orders' page with the 'Move to Order Grid' action highlighted in the dropdown menu. The callout box text is: 'Click on Move to order grid Archive data Remove from list'.



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!