

# DELETE ORDERS

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## USER GUIDE

*Version 1.0.1*

Welcome to Delete Orders Extension for Magento 2 developed by Sparsh.

By Default, Magento only allows changing the order status to "cancel" for non-invoiced orders. It does not allow us to delete any order.

This extension allows eCommerce stores to delete all test or ad-hoc orders, invoices, shipments and credit memos either one-by-one or in bulk on a single click for allowed order statuses.

### KEY FEATURES:

- ❖ Easy To Install & Manage
- ❖ Enable/Disable from the backend
- ❖ Delete single order from order page in admin
- ❖ Mass delete orders, invoices, shipments, credit notes
- ❖ Configuration to select order statuses that could be deleted from the store
- ❖ No database knowledge / Developer support needed
- ❖ Restrict another admin user to delete order functionality
- ❖ 100% Open Source

### 1. HOW TO ENABLE DELETE ORDERS EXTENSION

To use this extension, you first need to enable it from the backend.

Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Delete Orders.

Expand the **General Settings** section, and do the following:

- **Enable:** Select "Yes" to enable this extension.



General Settings

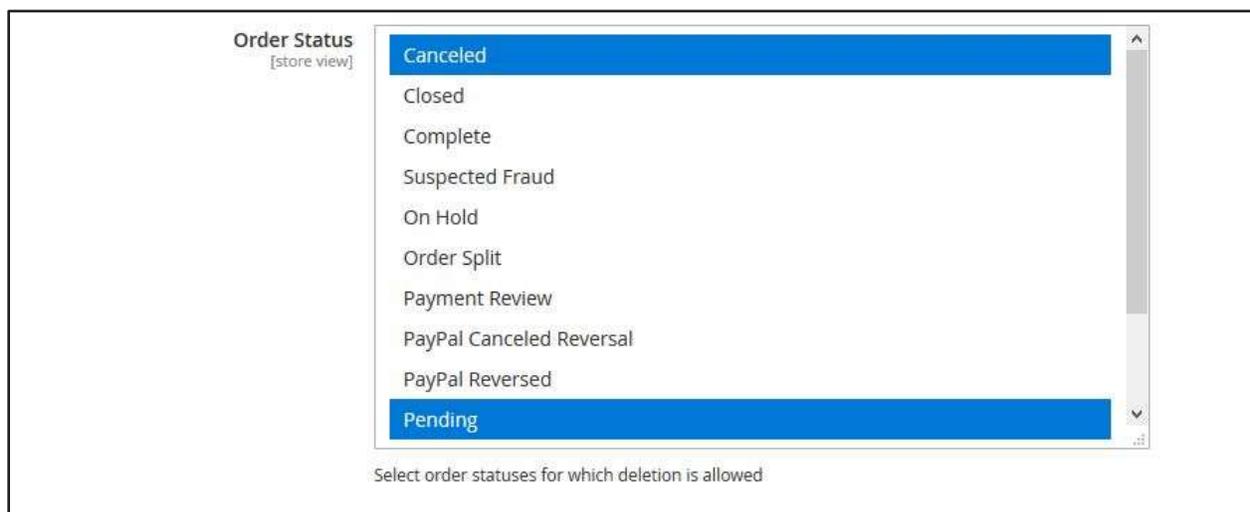
Enabled [toggle view] Yes

## 2. SELECT ORDER STATUSES TO BE ALLOWED FOR DELETION

Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Delete Orders.

Expand the **General Settings** section, and do the following:

- **Order Status:** Select order statuses for which deletion is allowed. By default, “Canceled” and “Pending” statuses are selected and allowed to be deleted.



Clear cache from System > Tools > Cache Management if required.

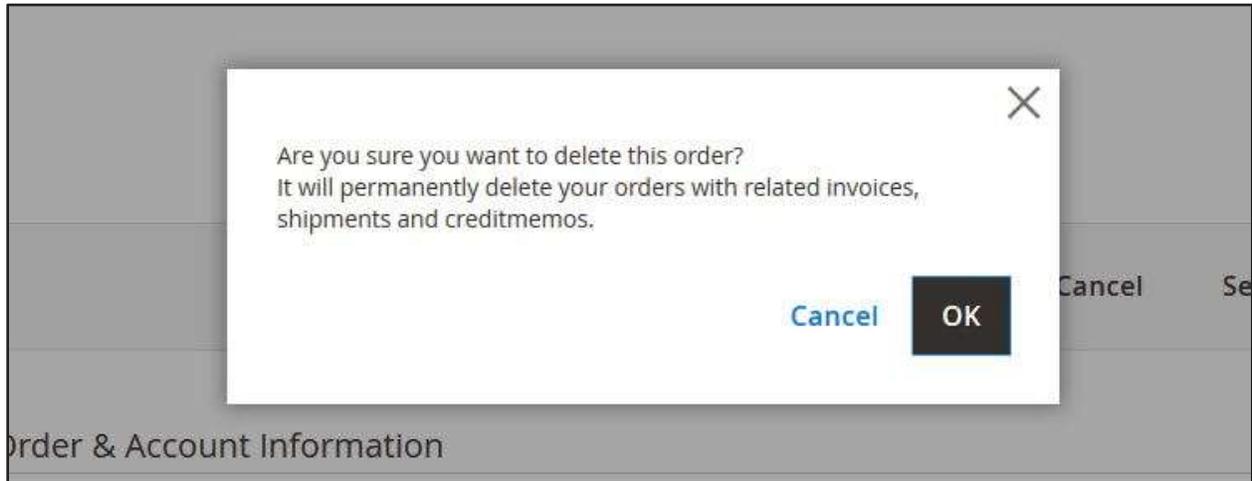
## 3. HOW TO DELETE SINGLE ORDER

Go to Magento 2 Admin > Login > Sales > Orders > Click on order to be deleted.

You will get an option to “Delete” order if the status of a given order is selected in the configuration as shown in step 2.



On click of the “Delete” button, a confirmation popup will be given and on confirming that, given order is permanently deleted from the system.

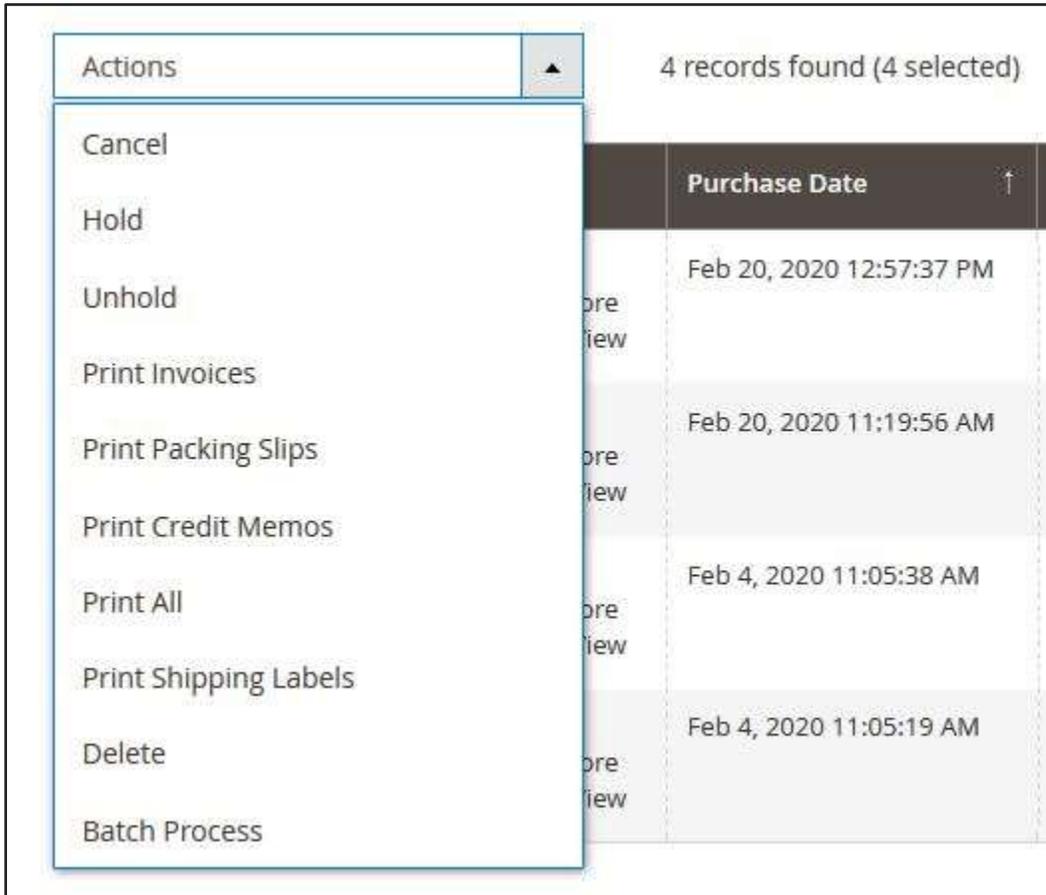


**Note:** It will permanently delete your orders with related invoices, shipments, and credit memos.

#### 4. HOW TO DELETE BULK ORDERS

Go to Magento 2 Admin > Login > Sales > Orders.

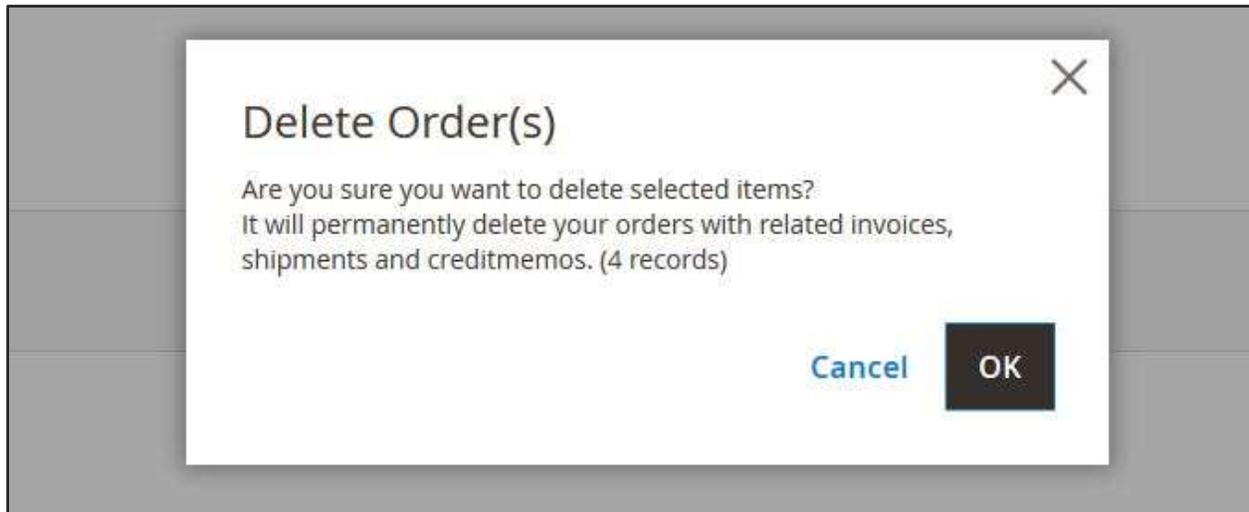
Select orders to be deleted from the grid and choose the “Delete” option from the Action dropdown.



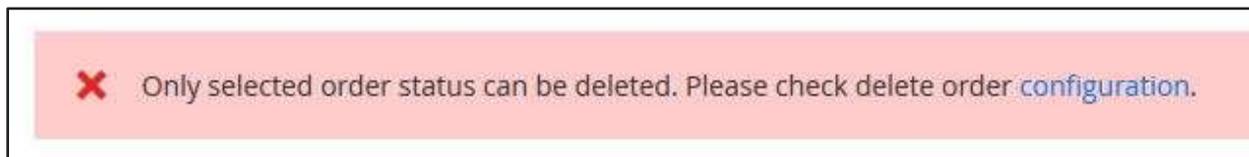
The screenshot shows the Magento 2 Admin interface. At the top, there is a dropdown menu labeled 'Actions' with a downward arrow. Below it, a list of actions is displayed: Cancel, Hold, Unhold, Print Invoices, Print Packing Slips, Print Credit Memos, Print All, Print Shipping Labels, Delete, and Batch Process. To the right of the dropdown, the text '4 records found (4 selected)' is visible. Below this, a table with the following data is shown:

		Purchase Date
ore	iew	Feb 20, 2020 12:57:37 PM
ore	iew	Feb 20, 2020 11:19:56 AM
ore	iew	Feb 4, 2020 11:05:38 AM
ore	iew	Feb 4, 2020 11:05:19 AM

On click of the “Delete” button, a confirmation popup will be given and on confirming that, selected orders are permanently deleted from the system.



Orders with statuses not allowed won't be deleted and admin will get a message for the same.



**Note:** It will permanently delete your orders with related invoices, shipments, and credit memos.