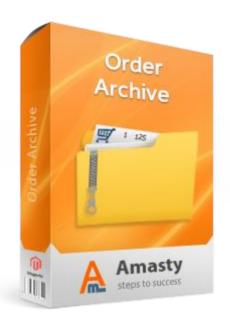
Order Archive



Magento Extension User Guide

Official extension page: Order Archive



Table of contents:

1.	General Settings3
2.	Email Notifications Settings5
	Force Cron Job Actions6
4.	Archive Orders Grid7
5.	Archive Orders from the Orders Grid8
6.	Delete Orders from the Orders Grid9
	Email Notifications Template



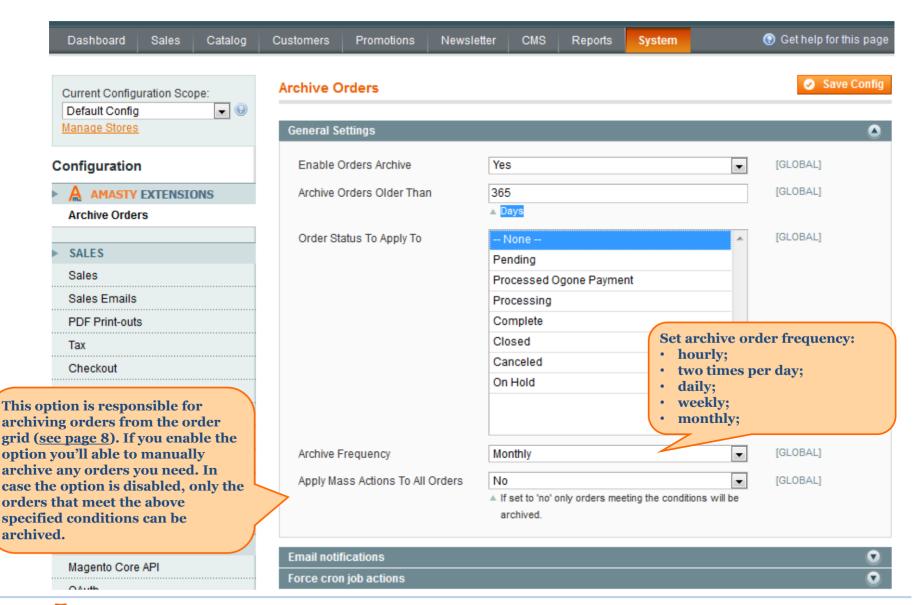
1. General Settings

please go to System->Configuration-> **Archive Orders** Get help for this page Promotions Newsletter CMS Reports System Customers Save Config Archive Orders Current Configuration Scope: Default Config **₽** Manage Stores **General Settings** Δ Configuration Enable Orders Archive Yes Specify the number of days before orders 365 Archive Orders Older Than AMASTY EXTENSIONS get archived. ▲ Days Archive Orders [GLOBAL] Order Status To Apply To SALES Pending Sales Choose order statuses Processed Ogone Payment which should be archived. Sales Emails Processina You can select multiple Complete PDF Print-outs statuses at a time. Closed Tax Canceled Checkout On Hold Shipping Settings Shipping Methods Google API [GLOBAL] Archive Frequency Monthly Payment Methods Apply Mass Actions To All Orders Νo [GLOBAL] Payment Services A If set to 'no' only orders meeting the conditions will be Moneybookers archived. SERVICES **Email notifications** Magento Core API Force cron job actions O Austh



To specify general extension settings

1. General Settings



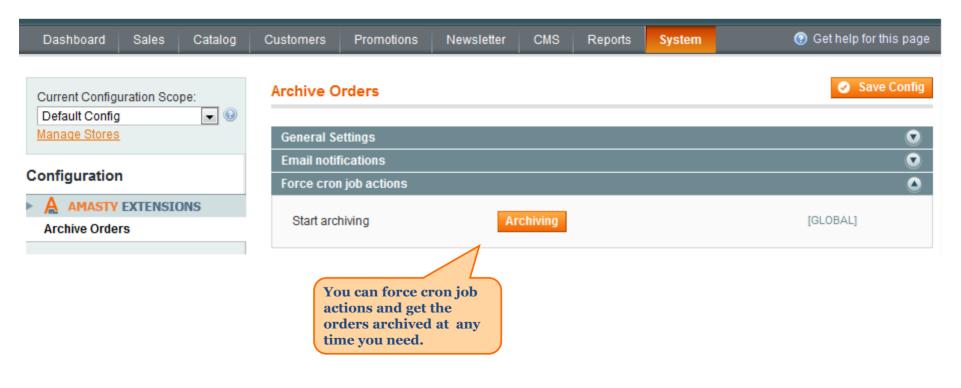


2. Email Notifications Settings





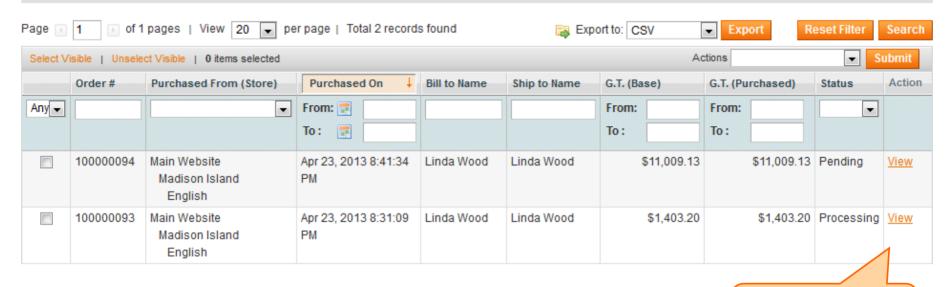
3. Force Cron Job Actions





To view archived orders please go to Sales ->
Archive Orders

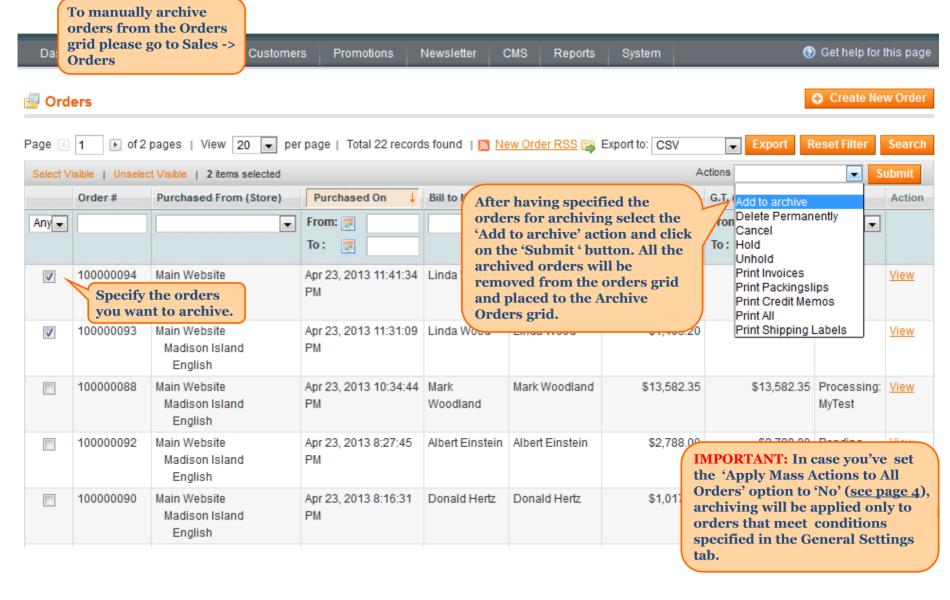
Archive orders



On the grid you can see all archived orders. Click on the View link to learn the details.

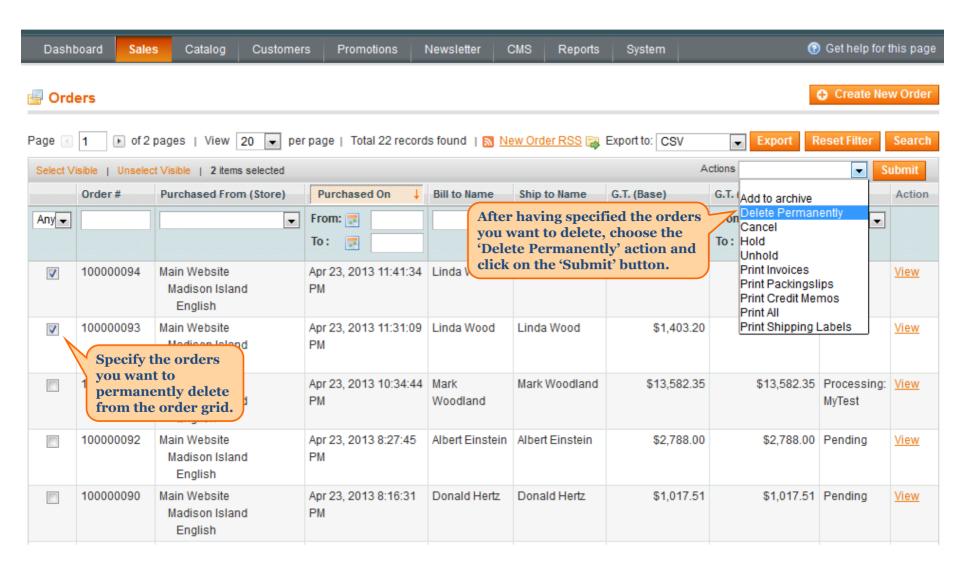


5. Archive Orders from the Orders grid





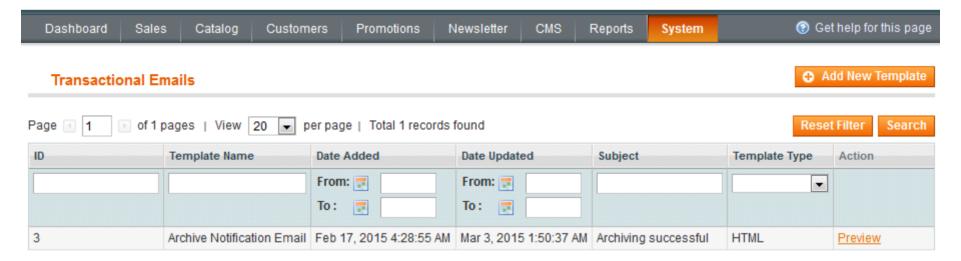
6. Delete Orders from the Orders grid





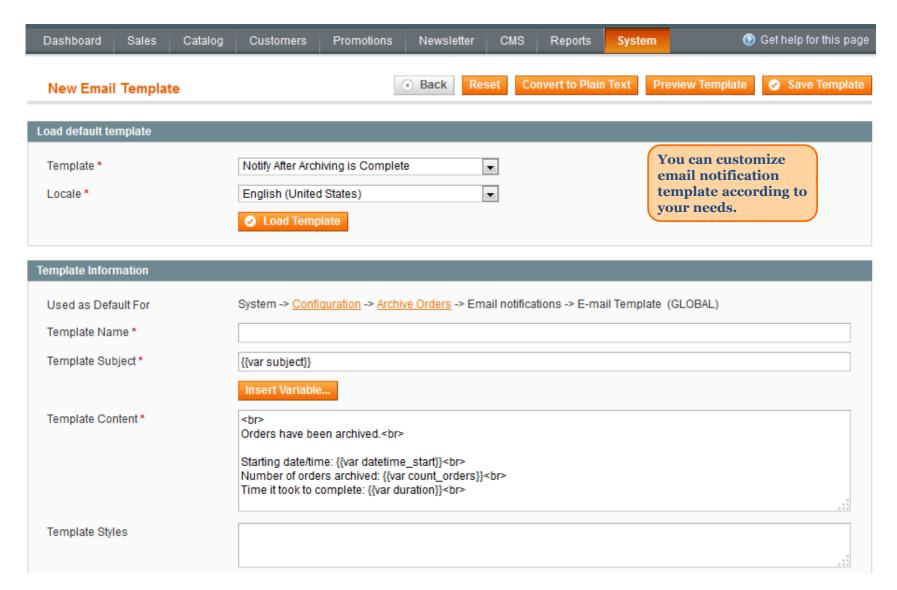
7. Email Notification Template

To create a new email template or edit already existing ones, please go to System -> Transactional Emails





7. Email Notification Template





Thank you!

Should you have any questions or feature suggestions, please contact us at: http://amasty.com/contacts/

Your feedback is absolutely welcome!

