Order Archive

Magento Extension
User Guide

Official extension page: Order Archive

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To specify general extension settings please go to System->Configuration-> Archive Orders

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General Settings

Enable Orders Archive	Yes
Archive Orders Older Than	365
	▲ Days

Specify the number of days before orders get archived.

Order Status To Apply To	-- None --	[GLOBAL]
	Pending	
	Processed Ogone Payment	
	Processing	
	Complete	
	Closed	
	Canceled	
	On Hold	

Choose order statuses which should be archived. You can select multiple statuses at a time.

| Archive Frequency | Monthly | [GLOBAL] |
| Apply Mass Actions To All Orders | No | [GLOBAL] |

▲ If set to 'no' only orders meeting the conditions will be archived.

Email notifications

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General Settings

Enable Orders Archive	Yes ▼	[GLOBAL]
Archive Orders Older Than	365	[GLOBAL]
	▲ Days	
Order Status To Apply To	-- None -- ▲	[GLOBAL]
	Pending	
	Processed Ogone Payment	
	Processing	
	Complete	
	Closed	
	Canceled	
	On Hold	
Archive Frequency	Monthly ▼	[GLOBAL]
Apply Mass Actions To All Orders	No ▼	[GLOBAL]
	▲ If set to 'no' only orders meeting the conditions will be archived.	

> **This option is responsible for archiving orders from the order grid (see page 8). If you enable the option you'll able to manually archive any orders you need. In case the option is disabled, only the orders that meet the above specified conditions can be archived.**

> **Set archive order frequency:**
> • **hourly;**
> • **two times per day;**
> • **daily;**
> • **weekly;**
> • **monthly;**

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Email notifications

Notify After Archiving is Complete   Yes   [GLOBAL]

E-mail Template   Notify After Archiving is Complete (Default Temp...   [GLOBAL]

Send To E-mail Address   email@example.com   [GLOBAL]

Enable the option if you want to get notified when archiving is complete.

Choose email template for email notifications (see page 10).

Specify email address for email notifications.

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Start archiving   **Archiving**   [GLOBAL]

You can force cron job actions and get the orders archived at any time you need.

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Support: http://amasty.com/contacts/

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

Archive orders

Page ◄ 1 ► of 1 pages | View 20 ▼ per page | Total 2 records found

Export to: CSV ▼ **Export**   **Reset Filter**   **Search**

Select Visible | Unselect Visible | **0 items selected**   Actions ▼ **Submit**

	Order #	Purchased From (Store)	Purchased On ↓	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action
Any ▼		▼	From:			From:	From:	▼	
			To:			To:	To:		
☐	100000094	Main Website Madison Island English	Apr 23, 2013 8:41:34 PM	Linda Wood	Linda Wood	$11,009.13	$11,009.13	Pending	View
☐	100000093	Main Website Madison Island English	Apr 23, 2013 8:31:09 PM	Linda Wood	Linda Wood	$1,403.20	$1,403.20	Processing	View

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

To manually archive orders from the Orders grid please go to Sales -> Orders

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Orders

⊕ Create New Order

Page ◁ 1 ▷ of 2 pages | View 20 ▾ per page | Total 22 records found | 🔊 New Order RSS 📑 Export to: CSV ▾ | **Export** | **Reset Filter** | **Search**

Select Visible | Unselect Visible | 2 items selected | Actions [▾] **Submit**

	Order #	Purchased From (Store)	Purchased On ↓	Bill to N		G.T.			Action
Any ▾		▾	From: 🗓 [ ] To: 🗓 [ ]			ron To:	▾		

Add to archive
Delete Permanently
Cancel
Hold
Unhold
Print Invoices
Print Packingslips
Print Credit Memos
Print All
Print Shipping Labels

After having specified the orders for archiving select the 'Add to archive' action and click on the 'Submit ' button. All the archived orders will be removed from the orders grid and placed to the Archive Orders grid.

☑	100000094	Main Website	Apr 23, 2013 11:41:34 PM	Linda					View
☑	100000093	Main Website Madison Island English	Apr 23, 2013 11:31:09 PM	Linda Wood	Linda Wood	$1,403.20			View
☐	100000088	Main Website Madison Island English	Apr 23, 2013 10:34:44 PM	Mark Woodland	Mark Woodland	$13,582.35	$13,582.35	Processing: MyTest	View
☐	100000092	Main Website Madison Island English	Apr 23, 2013 8:27:45 PM	Albert Einstein	Albert Einstein	$2,788.00			View
☐	100000090	Main Website Madison Island English	Apr 23, 2013 8:16:31 PM	Donald Hertz	Donald Hertz	$1,017			

Specify the orders you want to archive.

IMPORTANT: In case you've set the 'Apply Mass Actions to All Orders' option to 'No' (see page 4), archiving will be applied only to orders that meet conditions specified in the General Settings tab.

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🗐 Orders

⊕ Create New Order

Page ◁ 1 ▷ of 2 pages | View 20 ▾ per page | Total 22 records found | 🔊 New Order RSS 🖻 Export to: CSV ▾ | **Export** | **Reset Filter** | **Search**

Select Visible | Unselect Visible | 2 items selected   Actions [▾] **Submit**

	Order #	Purchased From (Store)	Purchased On ↓	Bill to Name	Ship to Name	G.T. (Base)	G.T. (		Action
Any ▾		▾	From: 📅 [ ] To : 📅 [ ]				To :		
☑	100000094	Main Website Madison Island English	Apr 23, 2013 11:41:34 PM	Linda W					View
☑	100000093	Main Website Madison Island	Apr 23, 2013 11:31:09 PM	Linda Wood	Linda Wood	$1,403.20			View
☐	1		Apr 23, 2013 10:34:44 PM	Mark Woodland	Mark Woodland	$13,582.35	$13,582.35	Processing: MyTest	View
☐	100000092	Main Website Madison Island English	Apr 23, 2013 8:27:45 PM	Albert Einstein	Albert Einstein	$2,788.00	$2,788.00	Pending	View
☐	100000090	Main Website Madison Island English	Apr 23, 2013 8:16:31 PM	Donald Hertz	Donald Hertz	$1,017.51	$1,017.51	Pending	View

Actions dropdown options:
- Add to archive
- **Delete Permanently**
- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packingslips
- Print Credit Memos
- Print All
- Print Shipping Labels

After having specified the orders you want to delete, choose the 'Delete Permanently' action and click on the 'Submit' button.

Specify the orders you want to permanently delete from the order grid.

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Support: http://amasty.com/contacts/

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

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Transactional Emails

⊕ Add New Template

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Reset Filter **Search**

ID	Template Name	Date Added	Date Updated	Subject	Template Type	Action
		From: 🔲	From: 🔲		▼	
		To: 🔲	To: 🔲			
3	Archive Notification Email	Feb 17, 2015 4:28:55 AM	Mar 3, 2015 1:50:37 AM	Archiving successful	HTML	Preview

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New Email Template

◁ Back   Reset   Convert to Plain Text   Preview Template   ✅ Save Template

Load default template

Template *   Notify After Archiving is Complete ▾

Locale *   English (United States) ▾

✅ Load Template

> You can customize email notification template according to your needs.

Template Information

Used as Default For   System -> Configuration -> Archive Orders -> Email notifications -> E-mail Template (GLOBAL)

Template Name *

Template Subject *   {{var subject}}

Insert Variable...

Template Content *

```
<br>
Orders have been archived.<br>

Starting date/time: {{var datetime_start}}<br>
Number of orders archived: {{var count_orders}}<br>
Time it took to complete: {{var duration}}<br>
```

Template Styles

Thank you!

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

Your feedback is absolutely welcome!