

# Delete Orders for Magento 2

## User Guide

Version 1.0

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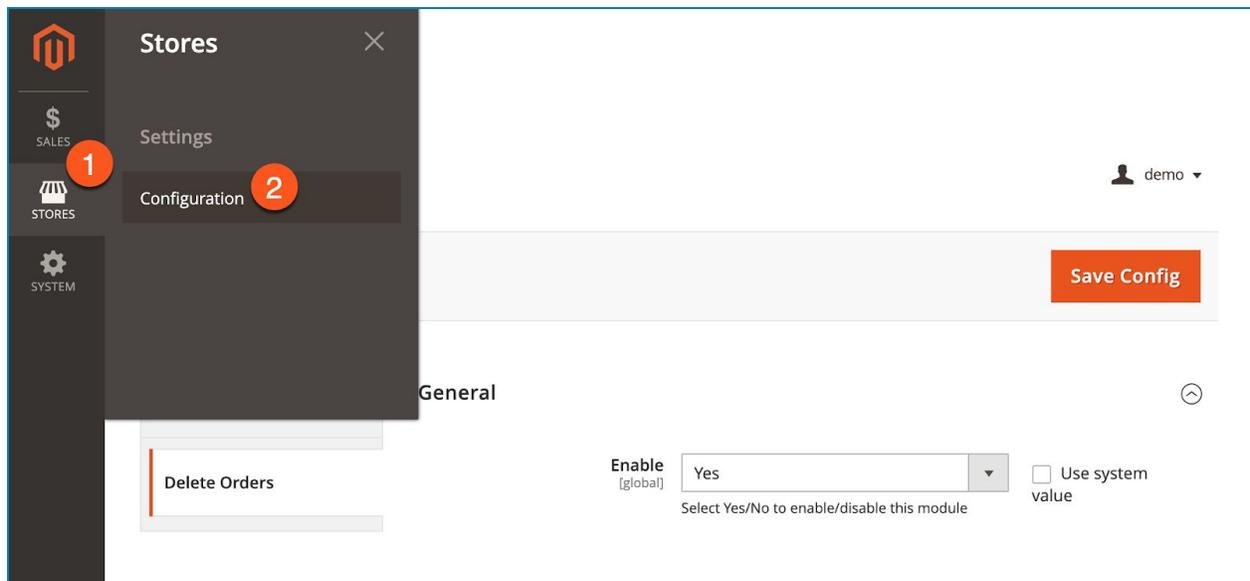
## I) Introduction

**Delete Orders for Magento 2** helps extend Magento 2 default order management functionality by allowing admins to delete unwanted orders permanently. Accordingly, all related order data including invoices, shipments and credit memos will be automatically removed.

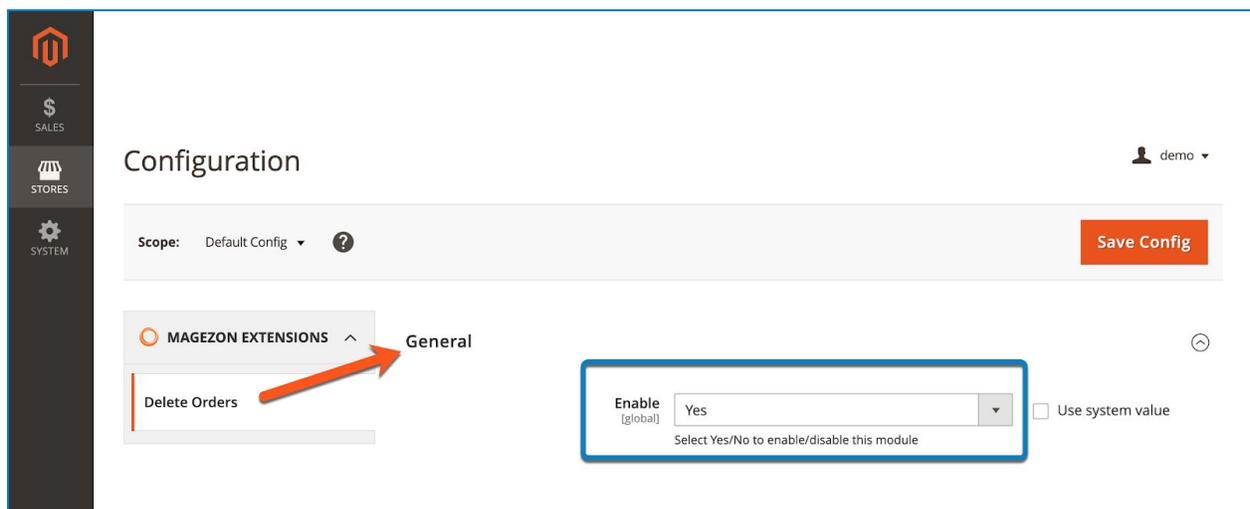
- Delete orders and all related data
- Manage deleted orders
- Assign order deleting permission to specific admin users

## II) Where to Find Extension

After installing the extension, navigate to **Stores > Settings > Configuration**:



In the left panel, span **Magezon Extensions** and click **Delete Orders**. In the **General** section on the right-hand side, you can choose Yes/No from **Enable** drop-down to enable/disable the extension:



## III) Delete Order(s) from Order Grid Page

- Go to **Sales > Operations > Orders** and you'll see a grid containing all orders:

The screenshot shows the 'Sales' sidebar with 'Orders' selected. The main content area has a search bar, filters, and a table of orders. The table has the following data:

Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
Jun 8, 2020 6:49:39 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Closed	<a href="#">View</a>	
Jun 8, 2020 6:49:03 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Closed	<a href="#">View</a>	

- Tick the checkbox of the order(s) you want to delete:

The screenshot shows the 'Orders' grid with 15 records found (3 selected). The table has the following data:

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
000000078	Main Website Main Website Store Default Store View	Jun 8, 2020 6:49:39 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Closed	<a href="#">View</a>	
000000077	Main Website Main Website Store Default Store View	Jun 8, 2020 6:49:03 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Closed	<a href="#">View</a>	
000000076	Main Website Main Website Store Default Store View	Jun 8, 2020 6:48:09 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Processing	<a href="#">View</a>	
000000075	Main Website Main Website Store	Jun 8, 2020 6:47:04 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Processing	<a href="#">View</a>	

- Then choose the action **Delete** from the **Actions** drop-down list above the grid:

The screenshot shows the 'Orders' page in the Magezon system. A search bar at the top contains 'Search by keyword'. Below it, there are filters, a view selector set to 'Default View', and a 'Columns' dropdown. A table displays 15 records, with 3 selected. The 'Actions' dropdown menu is open, and the 'Delete' option is highlighted with a red arrow. The table columns include Purchase Point, Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Base), Grand Total (Purchased), Status, Action, and Signifyd Guarantee Decision.

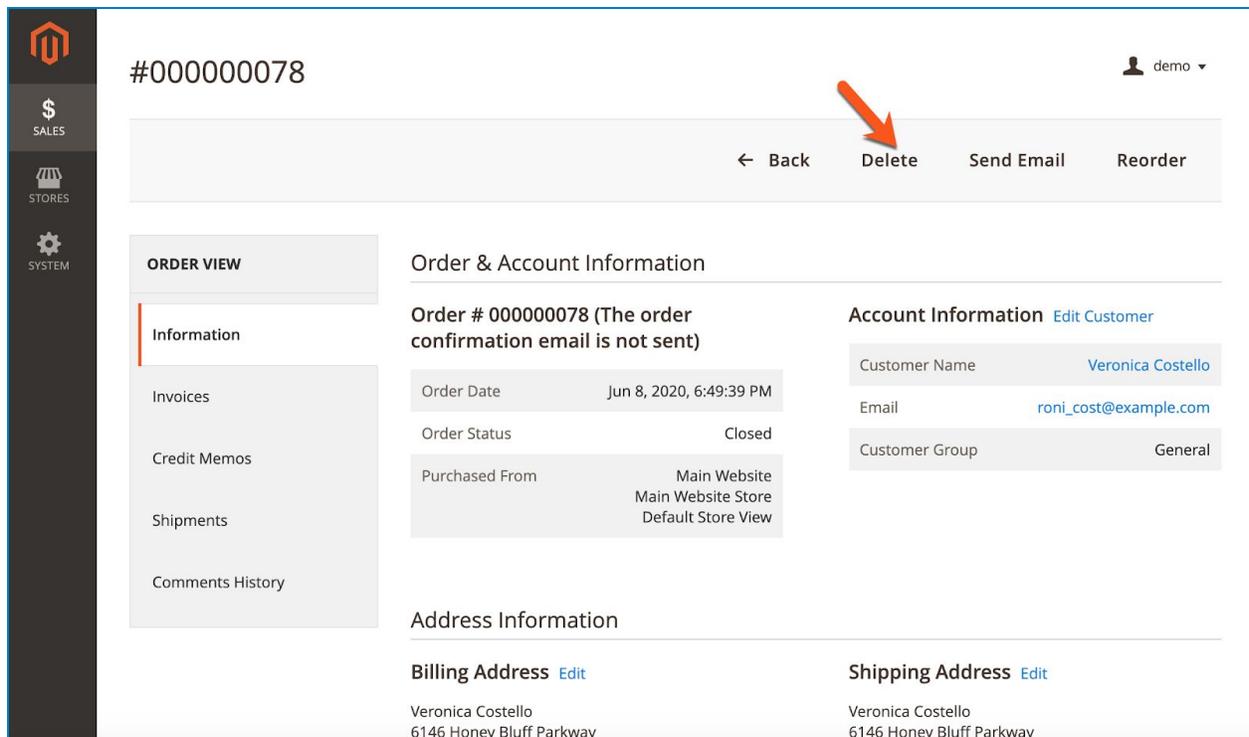
	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
	Main Website	Jun 8, 2020 6:49:39 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Closed	<a href="#">View</a>	
	Main Website	Jun 8, 2020 6:49:03 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Closed	<a href="#">View</a>	
	Main Website	Jun 8, 2020 6:48:09 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Processing	<a href="#">View</a>	
<input checked="" type="checkbox"/>	Main Website	Jun 8, 2020 6:47:04 PM	Veronica Costello	Veronica Costello	\$97.43	\$97.43	Processing	<a href="#">View</a>	

- After that, a popup of action confirmation will be displayed. Click **OK** to delete the order(s) permanently:

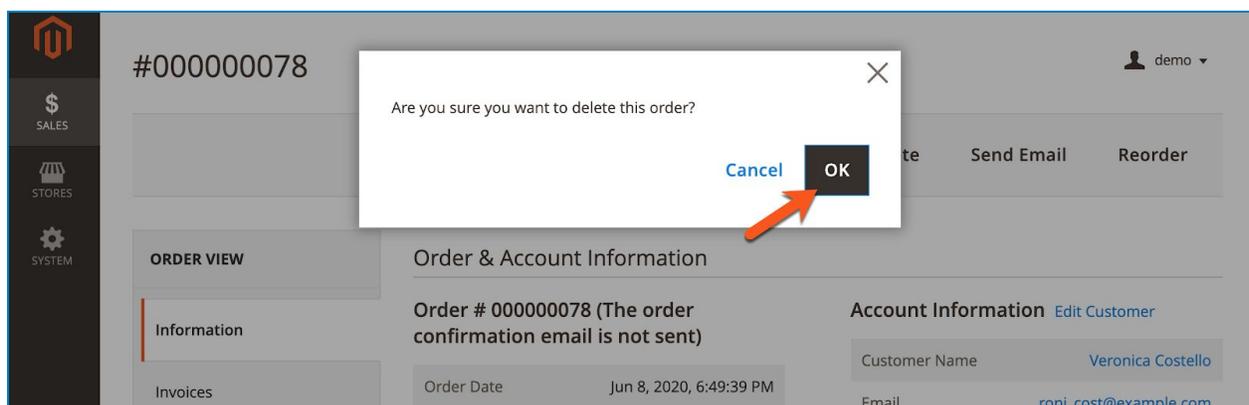
The screenshot shows the same 'Orders' page as before, but with a confirmation popup titled 'Delete Order(s)' in the foreground. The popup asks 'Are you sure you want to delete selected items? (3 records)' and has 'Cancel' and 'OK' buttons. A red arrow points to the 'OK' button. The background table and dropdown menu are dimmed.

## IV) Delete Individual Order from Order View Page

- When you open an order view page, click **Delete** on the top bar to delete this order:



- After you click the **Delete** option, a popup of action confirmation will be displayed. Click **OK** and the order will be removed:

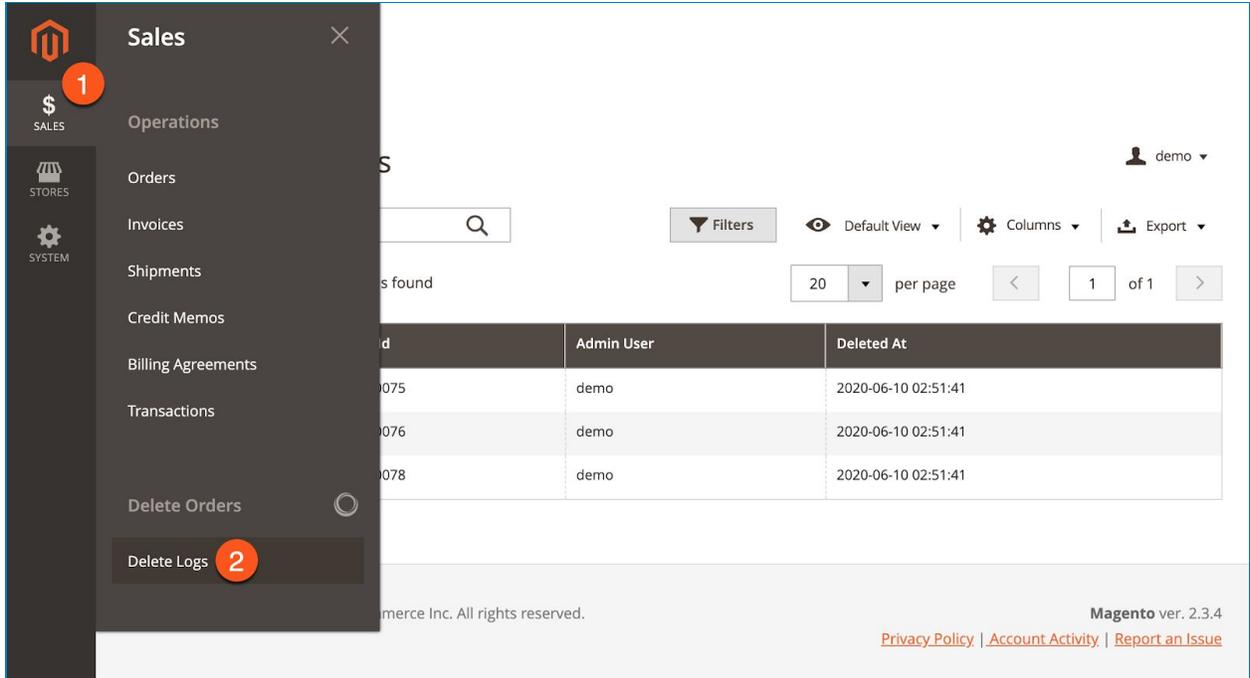


**NOTE:**

- Once you delete an order, it will be removed permanently from your database and can't be restored.
- When an order is deleted, all related data such as invoices, shipments and credit memos will be removed too.

## V) Manage Deleted Orders

- Navigate to **Sales > Delete Orders > Delete Logs...**

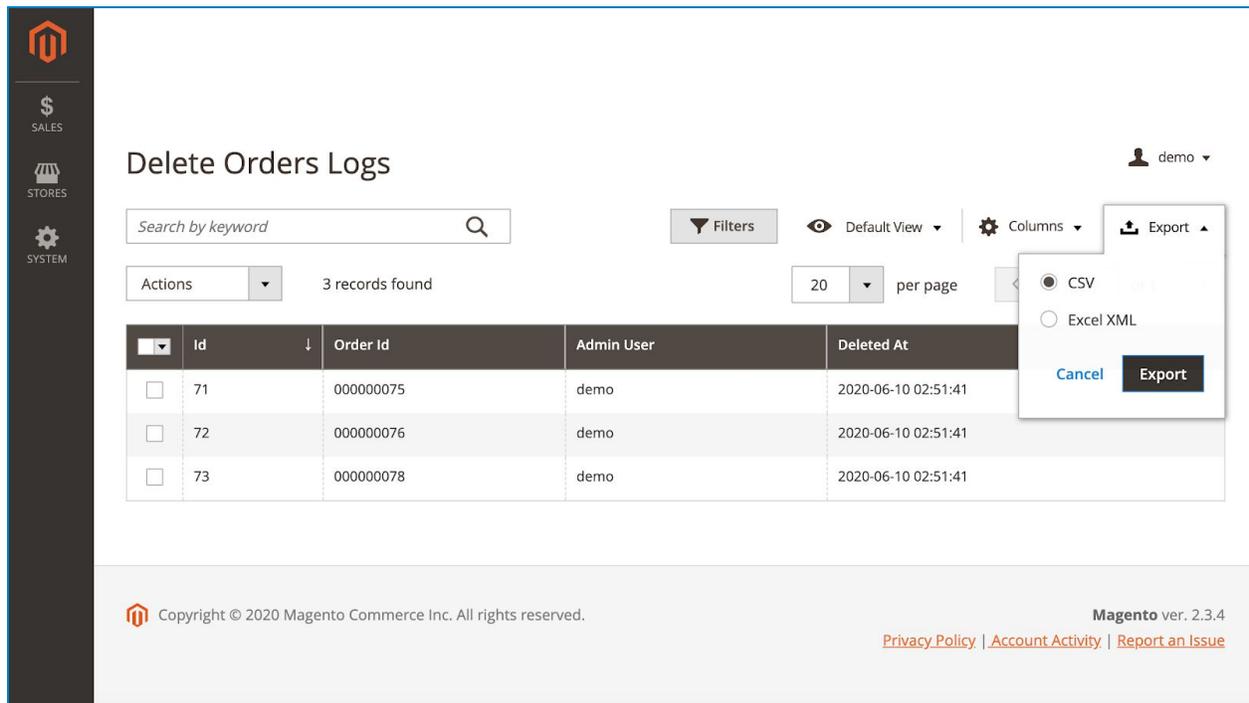


The screenshot shows the Magento Admin interface. On the left, a sidebar menu is open under the 'Sales' section. The 'Delete Orders' option is selected, and the 'Delete Logs' option is highlighted with a red circle containing the number '2'. In the main content area, a table displays deleted orders. The table has three columns: 'Id', 'Admin User', and 'Deleted At'. There are three rows of data, all with 'demo' as the Admin User and '2020-06-10 02:51:41' as the Deleted At date. The table is part of a grid view with search, filter, and export options.

Id	Admin User	Deleted At
0075	demo	2020-06-10 02:51:41
0076	demo	2020-06-10 02:51:41
0078	demo	2020-06-10 02:51:41

...where you can find a grid containing all deleted orders and related information such as **Id, Order Id, Admin User** (who deleted the order) and the date when the order is removed.

- You can export this report to CSV or Excel XML file:

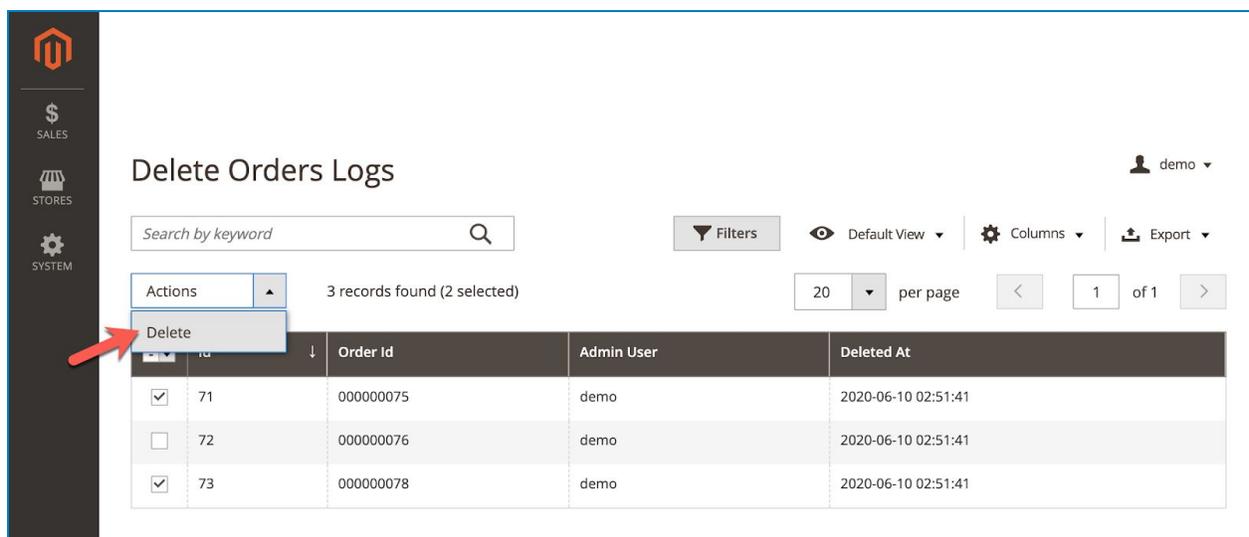


The screenshot shows the 'Delete Orders Logs' interface. At the top, there is a search bar, a 'Filters' button, and a 'Default View' dropdown. Below this, an 'Actions' dropdown menu is open, showing '3 records found' and a '20 per page' selector. An 'Export' dropdown menu is also open, showing options for 'CSV' (selected) and 'Excel XML', with 'Cancel' and 'Export' buttons. The main table has the following data:

<input type="checkbox"/>	Id	Order Id	Admin User	Deleted At
<input type="checkbox"/>	71	000000075	demo	2020-06-10 02:51:41
<input type="checkbox"/>	72	000000076	demo	2020-06-10 02:51:41
<input type="checkbox"/>	73	000000078	demo	2020-06-10 02:51:41

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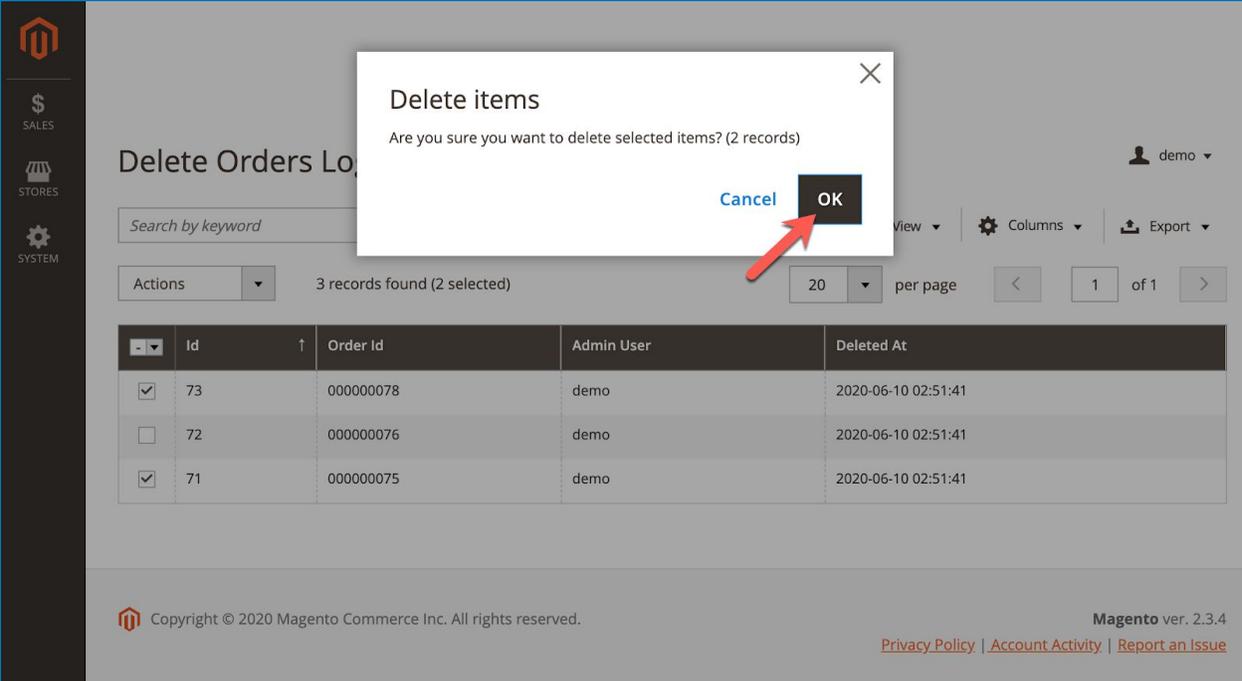
- Also, you can remove deleted orders from the grid by ticking the checkbox(es), then clicking the **Delete** option in **Actions** drop-down list:



The screenshot shows the 'Delete Orders Logs' interface with two checkboxes selected in the first column of the table. The 'Actions' dropdown menu is open, and the 'Delete' option is highlighted with a red arrow. The table data is as follows:

<input checked="" type="checkbox"/>	Id	Order Id	Admin User	Deleted At
<input checked="" type="checkbox"/>	71	000000075	demo	2020-06-10 02:51:41
<input type="checkbox"/>	72	000000076	demo	2020-06-10 02:51:41
<input checked="" type="checkbox"/>	73	000000078	demo	2020-06-10 02:51:41

- After you click the **Delete** option, a popup of action confirmation will appear. Click **OK** to finish:

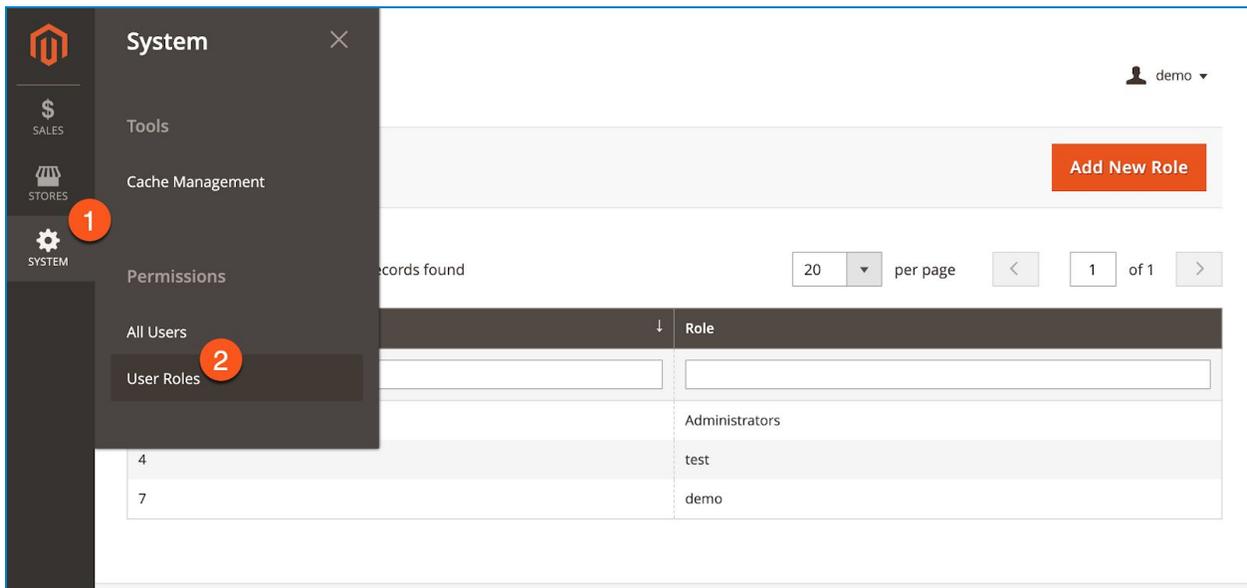


The screenshot shows the Magento Admin interface for deleting orders. A modal window titled "Delete items" is open, asking for confirmation to delete 2 selected records. The background shows a table with 3 records, 2 of which are selected. A red arrow points to the "OK" button in the modal.

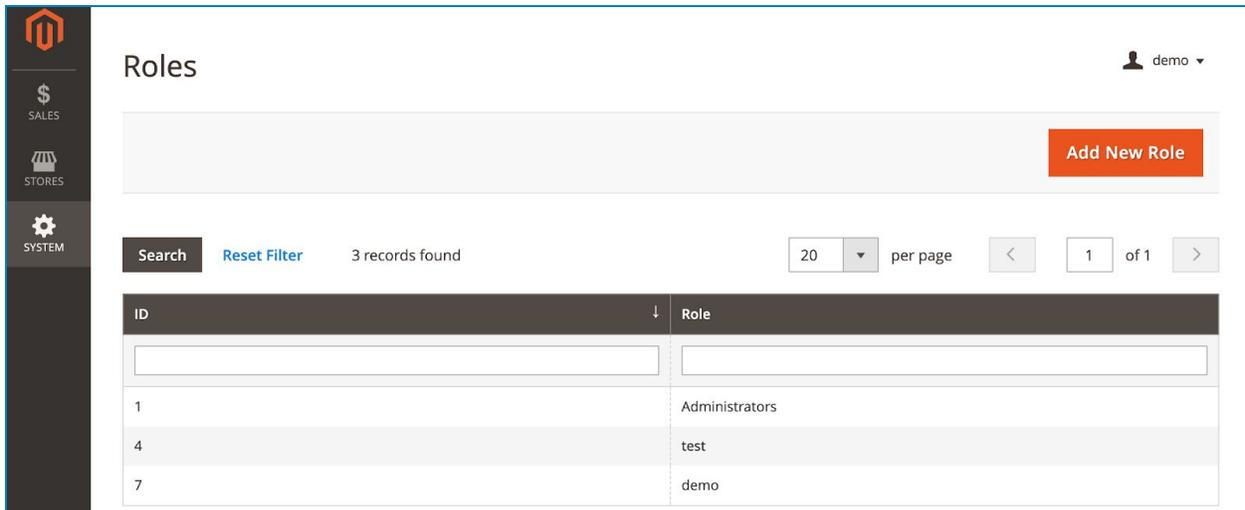
	Id	Order Id	Admin User	Deleted At
<input checked="" type="checkbox"/>	73	000000078	demo	2020-06-10 02:51:41
<input type="checkbox"/>	72	000000076	demo	2020-06-10 02:51:41
<input checked="" type="checkbox"/>	71	000000075	demo	2020-06-10 02:51:41

## VI) Assign Order Deleting Permission to Specific Admin Users

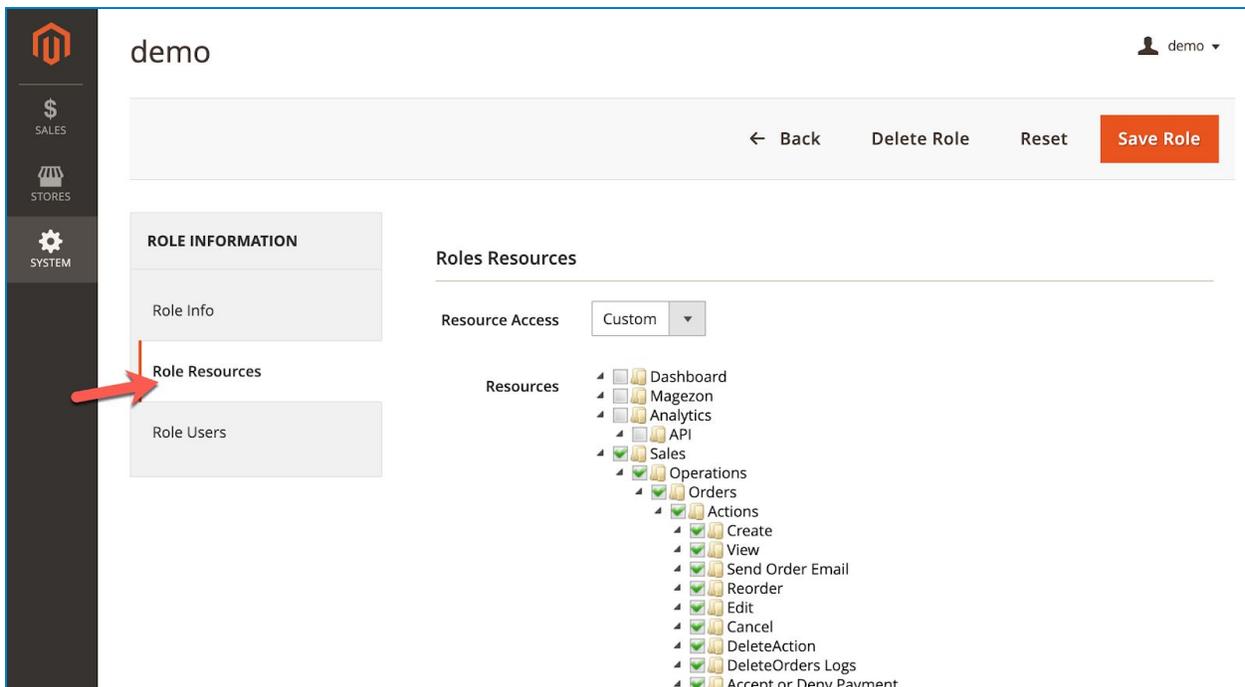
- Go to **System > Permissions > User Roles...**



... where you can find all user roles in a grid:



- Click on the user role whose order deleting permission you want to modify. On the page you're navigated to, open the **Role Resources** tab in **Role Information** panel:



- In the right section, there are 3 options related to order deleting functionality:

demo ← Back   Delete Role   Reset   **Save Role**

**ROLE INFORMATION**

Role Info

**Role Resources**

Role Users

**Roles Resources**

Resource Access: Custom

Resources

- ▶ Dashboard
- ▶ Magezon
- ▶ Analytics
- ▶ API
- ▶ Sales
  - ▶ Operations
    - ▶ Orders
      - ▶ Actions
        - ▶ Create
        - ▶ View
        - ▶ Send Order Email
        - ▶ Reorder
        - ▶ Edit
        - ▶ Cancel
        - ▶ DeleteAction
        - ▶ DeleteOrders Logs
      - ▶ Accept or Deny Payment
      - ▶ Capture
      - ▶ Invoice

demo ← Back   Delete Role   Reset   **Save Role**

- ▶ Downloads
- ▶ Statistics
  - ▶ Refresh Statistics
- ▶ Business Intelligence
  - ▶ Advanced Reporting
  - ▶ BI Essentials
  - ▶ Yotpo Analytics
- ▶ Stores
  - ▶ Settings
    - ▶ All Stores
    - ▶ Configuration
      - ▶ Newsletter Section
      - ▶ Content Management
      - ▶ Contacts Section
      - ▶ Downloadable Product Section
      - ▶ Payment Services
      - ▶ Payment Methods Section
      - ▶ Inventory Section
      - ▶ Google API
      - ▶ Catalog Section
        - ▶ Catalog Search
      - ▶ Fraud Protection Section
      - ▶ Engagement Cloud
      - ▶ Magezon Delete Orders
      - ▶ Shipping Methods Section
      - ▶ Shipping Policy Parameters Section
      - ▶ Shipping Settings Section
      - ▶ Multishipping Settings Section

- **DeleteAction:** if you tick the checkbox, then the user is given permission to [delete orders from the order list page](#) and [delete an individual order from the order view page](#).
- **DeleteOrder Logs:** if you tick the checkbox, then the user is given permission to delete [order logs in logs page](#).
- **Magezon Delete Orders:** if you tick the checkbox, then the user is given permission to enable/disable the extension in the [Configuration page](#).

## VII) Support

If you have any questions or need any support, feel free to contact us by following ways.  
We will get back to you within 24 hours since you submit your support request.

- Submit [contact form](#).
- Email us at [support@magezon.com](mailto:support@magezon.com).
- Submit a [ticket](#).
- Contact us through [Skype](#): support@magezon.com.
- Contact us via live chat on our website: [magezon.com](http://magezon.com).