

Delete Orders for Magento 2

User Guide

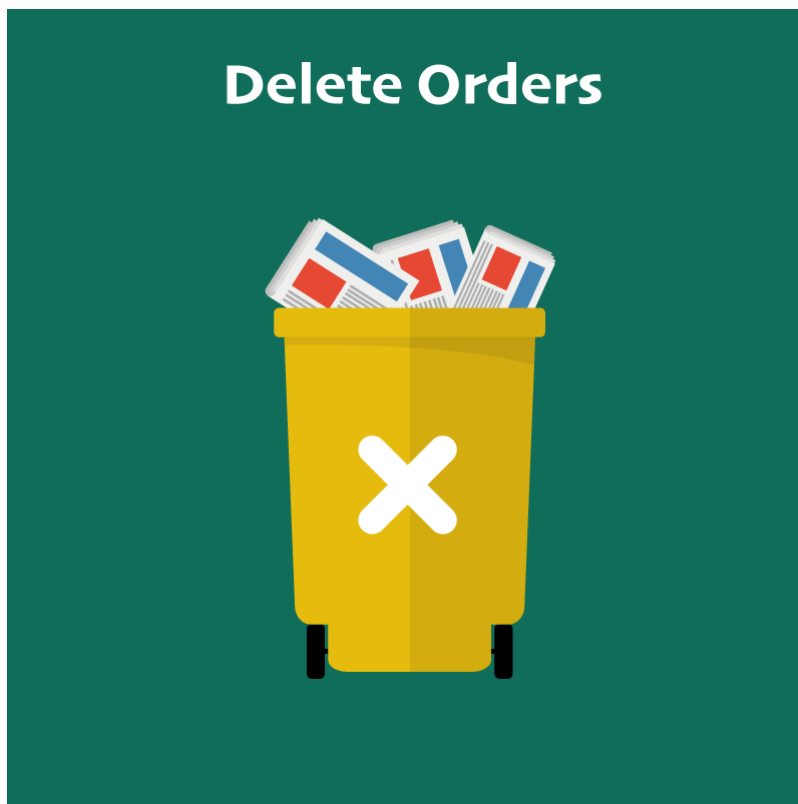


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1. Extension Installation

- Extract the zip folder and upload our extension to root of your Magento 2 directory via FTP.
- Login to your SSH and run below commands step by step:
 - php bin/magento setup:upgrade
 - For Magento version 2.0.x to 2.1.x - php bin/magento setup:static-content:deploy
 - For Magento version 2.2.x & above- php bin/magento setup:static-content:deploy -f
 - php bin/magento cache:flush
- That's it.

2. Mass Delete Orders

To delete unwanted, test or fake orders, move to **Sales → Orders**. Select all the orders you want to delete from the grid and under the **Action** drop down, select **Delete** mass action to delete all the selected orders.

Orders

Select multiple orders and delete action to delete multiple orders together

admin

Create New Order

Filters | Default View | Columns | Export

Actions

- Cancel
- Hold
- Unhold
- Print Invoices
- Print Packing Slips
- Print Credit Memos
- Print All
- Print Shipping Labels
- Delete
- Batch Process

2082 records found (4 selected)

20 per page

	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision	Delete	
<input type="checkbox"/>	Oct 15, 2018 11:19:26 PM	Neil Garland	Neil Garland	A\$296.50	A\$296.50	Complete	View	You can delete individual orders from here	Delete	
<input type="checkbox"/>	Oct 14, 2018 8:14:45 AM	grant e wilson	grant e wilson	A\$48.55	A\$48.55	Complete	View		Delete	
<input type="checkbox"/>	Oct 14, 2018 1:14:16 AM	LEATA STEWART	LEATA STEWART	A\$179.00	A\$179.00	Closed	View		Delete	
<input type="checkbox"/>	Oct 12, 2018 2:24:12 AM	Lyndon Anderson	Lyndon Anderson	A\$76.65	A\$76.65	Pending Payment	View		Delete	
<input type="checkbox"/>	Oct 11, 2018 11:57:25 AM	Nicholas P Nowlan	Nicholas P Nowlan	A\$1,596.50	A\$1,596.50	Complete	View		Delete	
<input checked="" type="checkbox"/>	100003055	Main Website Main Website Store Default Store View	Oct 8, 2018 12:50:05 AM	matthew hawkesford	matthew hawkesford	A\$251.00	A\$251.00	Canceled	View	Delete
<input checked="" type="checkbox"/>	100003054	Main Website Main Website Store Default Store View	Oct 8, 2018 12:15:08 AM	Derek Neale	Derek Neale	A\$676.00	A\$676.00	Pending Payment	View	Delete

3. Delete Individual Order

The extension allows you to delete individual orders from the order view page. Edit the order from the **Sales → Orders** grid and you can find **Delete** button to delete the order you are viewing.

#100003060 Delete individual order from the order view section under Sales > Orders admin

Click to delete order ↪

← Back Delete Send Email Credit Memo Reorder

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Transactions

Order & Account Information

Order # 100003060 (The order confirmation email was sent)

Order Date	Oct 15, 2018, 11:19:26 PM	Customer Name	Neil Garland
Order Status	Complete	Email	
Purchased From	Main Website Main Website Store Default Store View	Customer Group	NOT LOGGED IN
Placed from IP	49.193.17.146		

Address Information

Billing Address Edit	Shipping Address Edit
Neil Garland 10 Richmond Court Brisbane, Queensland, 4036 Australia T: 0447587900	Neil Garland 10 Richmond Court Brisbane, Queensland, 4036 Australia T: 0447587900

- **Order Deletion Success Message**

Once you delete the order, you get successful order deletion message.

Orders admin

Order deletion successful message Create New Order

✓ 1 order(s) successfully deleted

Search by keyword Filters Default View Columns Export

Actions 2081 records found 20 per page 1 of 105

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision	Delete
100003059	Main Website Main Website Store Default Store View	Oct 14, 2018 8:14:45 AM	grant e wilson	grant e wilson	A\$48.55	A\$48.55	Complete	View		Delete
100003058	Main Website Main Website Store Default Store View	Oct 14, 2018 1:14:16 AM	LEATA STEWART	LEATA STEWART	A\$179.00	A\$179.00	Closed	View		Delete
100003057	Main Website Main Website Store Default Store View	Oct 12, 2018 2:24:12 AM	Lyndon Anderson	Lyndon Anderson	A\$76.65	A\$76.65	Pending Payment	View		Delete

If you have any question or need support, Contact us at <https://meetanshi.com/contacts/>