

Auto Cancel Order for Magento

User Guide

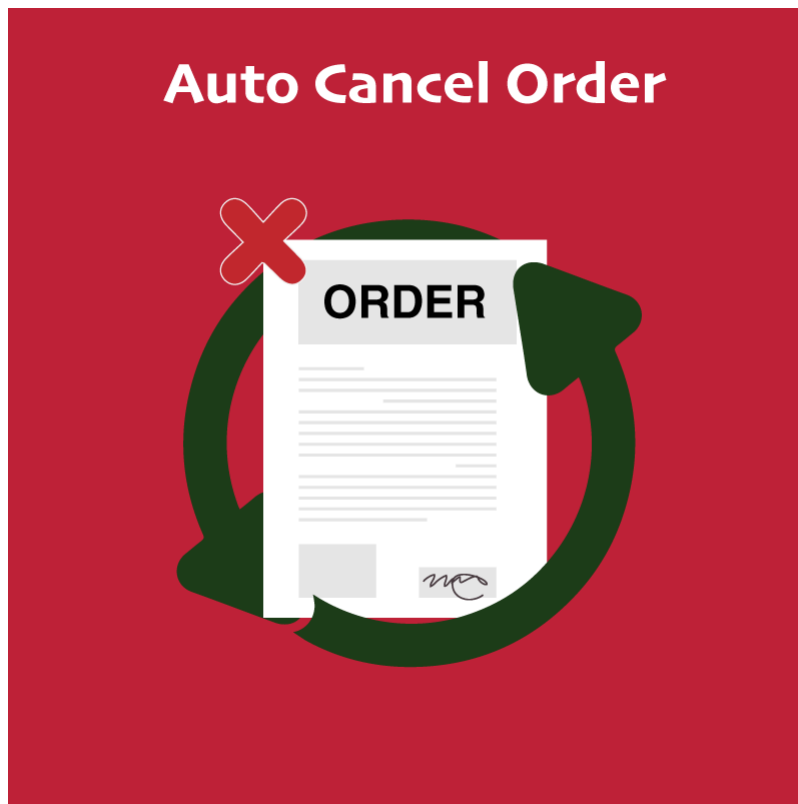


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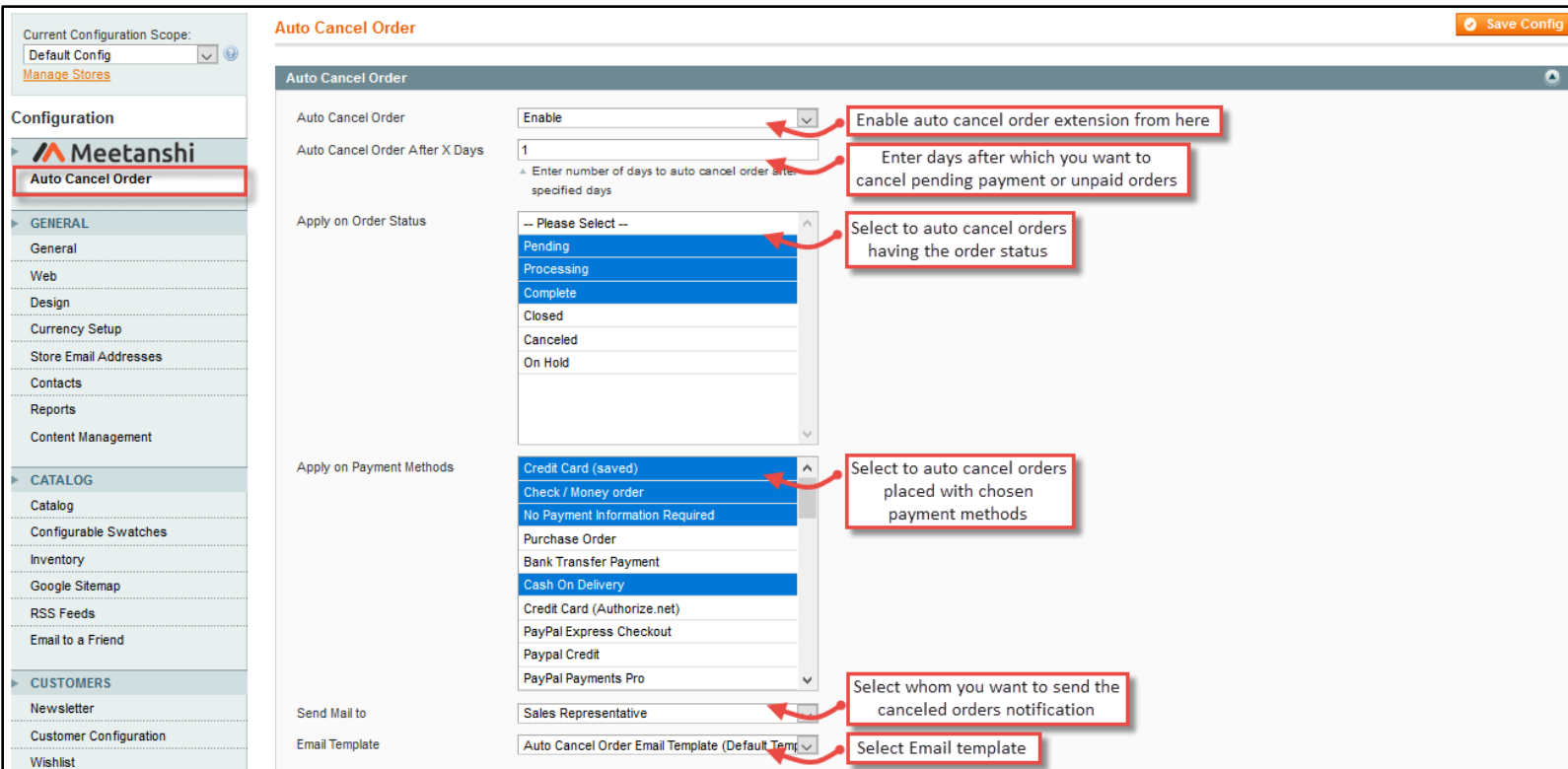
1. Extension Installation

- Upload or copy all folders in the zip package to your Magento root folder. It doesn't overwrite any existing files but just adds new files to the folder structure.
- Once done, log in your Magento admin panel, go to **System → Cache Management**, select all caches and refresh.
- Navigate to **System → Configuration**, if you can see the extension tab, it is installed properly.
- If you get Access denied error, you need to log out admin panel and log in again.

2. Configuration

To configure the extension, login to Magento backend, move to **System → Configuration → Auto Cancel Order** where you can find various settings to configure the extension.

- **Auto Cancel Order:** Enable auto cancel order extension from here.
- **Auto Cancel Order After X Days:** Enter number of days after which you want to auto cancel orders.
- **Apply on Order Status:** Select to auto cancel orders having the selected order status.
- **Apply on Payment Methods:** Select to auto cancel orders placed using the selected payment methods.
- **Send Mail To:** Select the Email receiver for auto cancel order notification.
- **Email Template:** Select template to send auto cancel order notification Email to admin.



The screenshot displays the 'Auto Cancel Order' configuration page in the Magento Admin Panel. The left sidebar shows the navigation menu with 'Auto Cancel Order' selected. The main content area contains the following settings:

- Auto Cancel Order:** A dropdown menu set to 'Enable'. A red callout box points to it with the text: "Enable auto cancel order extension from here".
- Auto Cancel Order After X Days:** A text input field containing the number '1'. A red callout box points to it with the text: "Enter days after which you want to cancel pending payment or unpaid orders".
- Apply on Order Status:** A dropdown menu with 'Pending' selected. A red callout box points to it with the text: "Select to auto cancel orders having the order status".
- Apply on Payment Methods:** A dropdown menu with 'Credit Card (saved)' selected. A red callout box points to it with the text: "Select to auto cancel orders placed with chosen payment methods".
- Send Mail to:** A dropdown menu with 'Sales Representative' selected. A red callout box points to it with the text: "Select whom you want to send the canceled orders notification".
- Email Template:** A dropdown menu with 'Auto Cancel Order Email Template (Default Temp' selected. A red callout box points to it with the text: "Select Email template".

A 'Save Config' button is visible in the top right corner of the configuration area.

3. Order Status in Backend

All the order with the order status listed under **Sales** → **Orders**. You can see how order status gets changed after auto order cancellation.

- **Order status before auto cancellation**

Orders Order status before the auto cancellation Create New Order

Page 1 of 1 pages | View 20 per page | Total 10 records found | [New Order RSS](#) | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select Visible | Unselect Visible | 0 items selected | Actions [Submit](#)

| Order # | Purchased On | Bill to Name | Ship to Name | G.T. (Base) | G.T. (Purchased) | Status | Action |
|------------------------------------|--|----------------------|----------------------|--|--|----------------------|----------------------|
| Any | From: <input type="text"/> To: <input type="text"/> | <input type="text"/> | <input type="text"/> | From: <input type="text"/> To: <input type="text"/> | From: <input type="text"/> To: <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 100000010 | Oct 6, 2018 10:22:27 AM | | | ₹210.00 | ₹210.00 | Pending | View |

- **Order status after auto cancellation**

Orders Auto cancellation of the order Create New Order

Page 1 of 1 pages | View 20 per page | Total 10 records found | [New Order RSS](#) | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select Visible | Unselect Visible | 0 items selected | Actions [Submit](#)

| Order # | Purchased On | Bill to Name | Ship to Name | G.T. (Base) | G.T. (Purchased) | Status | Action |
|------------------------------------|--|----------------------|----------------------|--|--|----------------------|----------------------|
| Any | From: <input type="text"/> To: <input type="text"/> | <input type="text"/> | <input type="text"/> | From: <input type="text"/> To: <input type="text"/> | From: <input type="text"/> To: <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 100000010 | Oct 6, 2018 10:22:27 AM | | | ₹210.00 | ₹210.00 | Cancelled | View |

4. Auto Order Cancellation Email to Admin

Immediately after orders get cancelled based on selected order statuses and payment methods, admin gets an Email notification having order IDs listed which were cancelled after the specified time span.



Auto order cancellation Email
notification to admin

Hello Admin,
Following orders have been cancelled due to pending payment:

Order No.: 100000010

Thank you, Meetanshi!

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