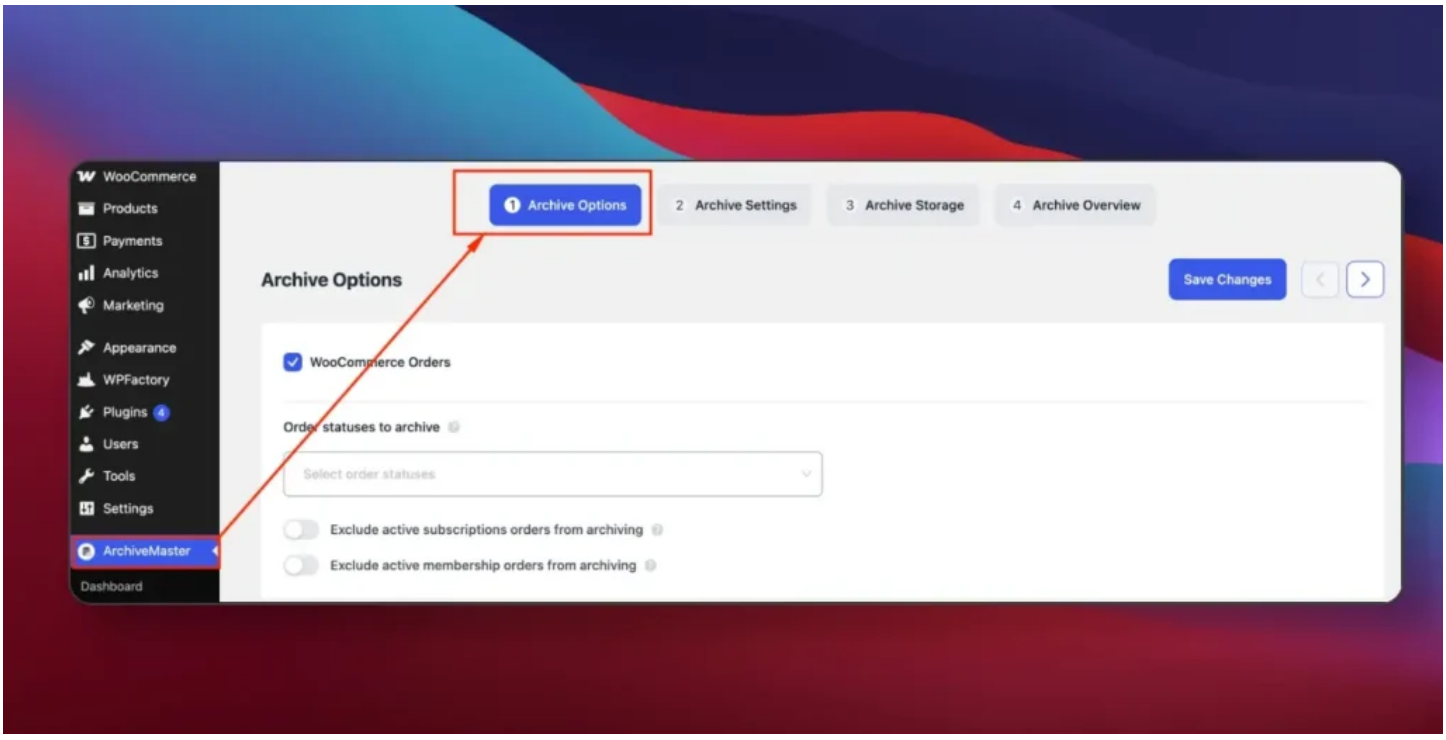
How to Archive Orders by Status with ArchiveMaster

ArchiveMaster · https://wppool.dev/docs/how-to-archive-orders-by-status-with-archivemaster/

ArchiveMaster allows you to archive WooCommerce orders based on status. This helps you keep your order management dashboard clean and organized, while still keeping archived orders accessible when needed.

How to Archive Orders by Status

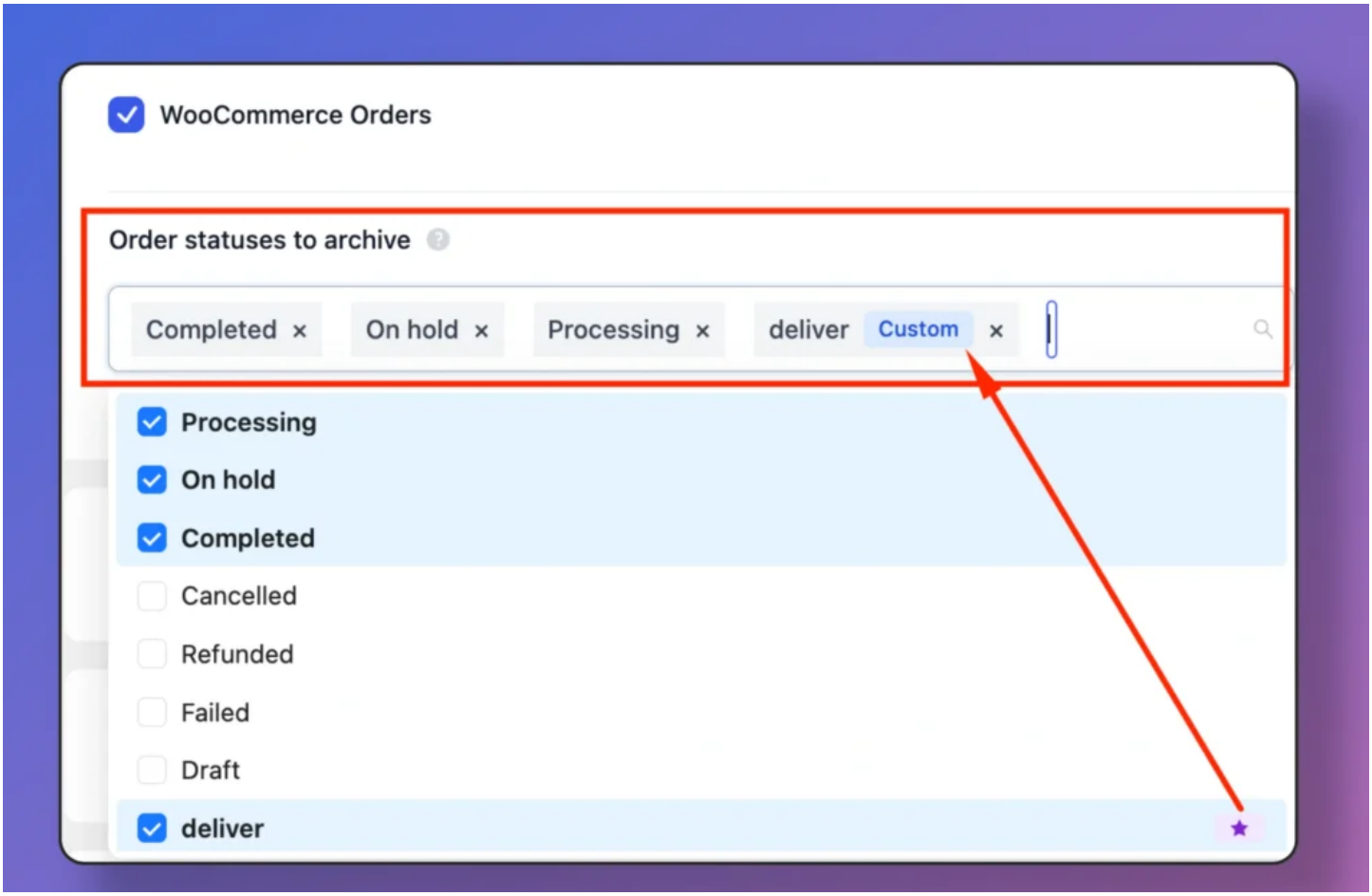
From your WordPress Dashboard, go to: **ArchiveMaster > Archive Options**



Select Order Statuses to Archive

In the **Order statuses to archive** section, you will see a **dropdown list** of all available WooCommerce Order statuses, including any **custom order statuses** you may have created (e.g., *Completed, Cancelled, Refunded,* plus your custom statuses). Select your preferred order statuses to

archive.



Save Changes

- Click **Save Settings** to apply your changes.
- Orders with the selected statuses will now be archived automatically.

Example Use Case

- If you select **Completed** and **Cancelled**, all orders that match these statuses will be moved to the archive orders.
- This keeps your active orders list focused only on pending or processing orders, reducing clutter.

How to use Advanced Order Filtering with ArchiveMaster

With Advanced Order Filtering, you can filter orders by product category and archive only those orders that contain products from selected categories. This gives you greater control over which orders are archived and helps keep your WooCommerce order list clean and organized.

Advanced Order Filtering

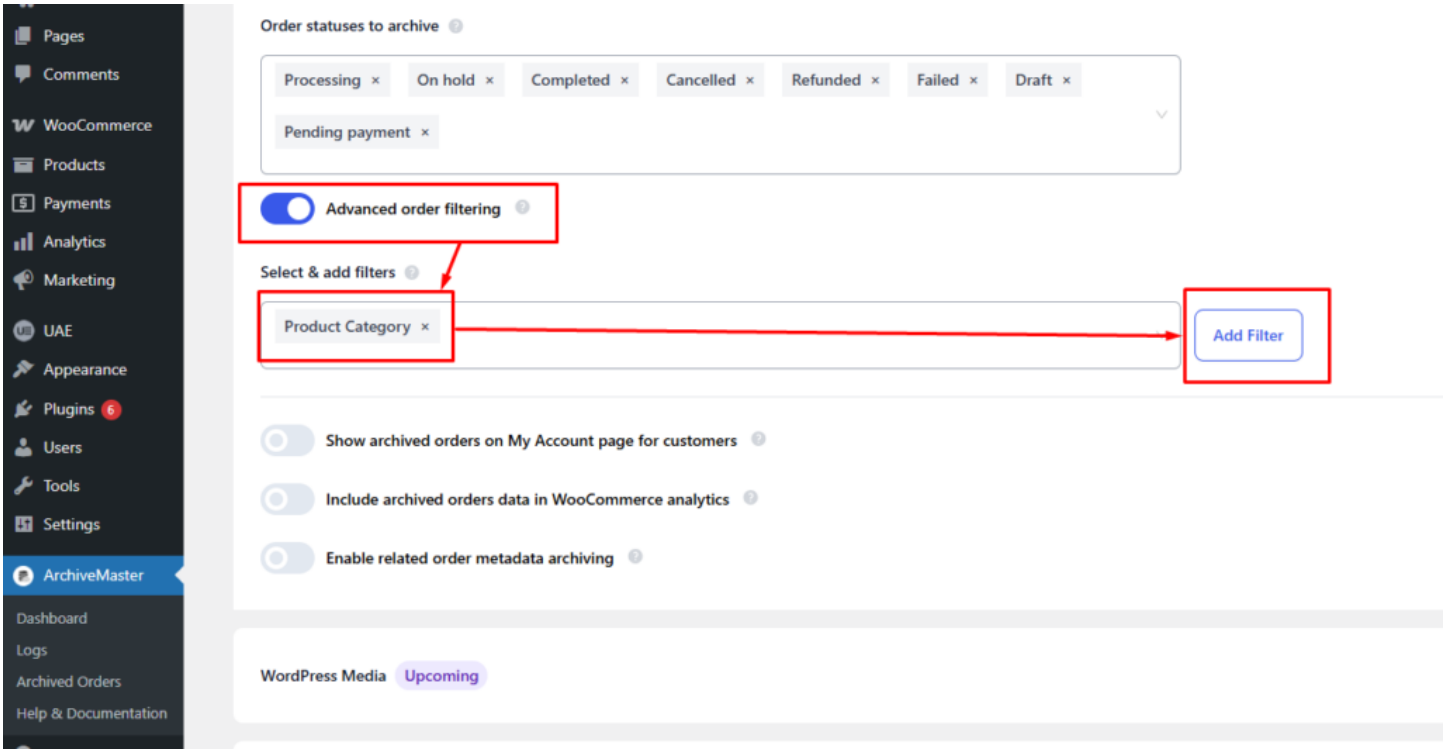
From your **WordPress Dashboard**, navigate to:
ArchiveMaster → Archive Options
Scroll down to find the **Advanced Order Filtering** section.

Enable Advanced Order Filtering

To start using advanced filters:

1. Go to **ArchiveMaster → Archive Options**.
2. Locate the **Advanced Order Filtering** toggle.
3. Turn the toggle **ON** to enable advanced filtering.

Once enabled, you can add filters to define which orders should be archived.



Add a Product Category Filter

To archive orders based on product categories:

1. In the **Select & add filters** field, open the dropdown menu.
2. Choose **Filter by Product Category**.
3. Click **Add Filter**.

This will create a new filtering section for selecting product categories.

Select Product Categories

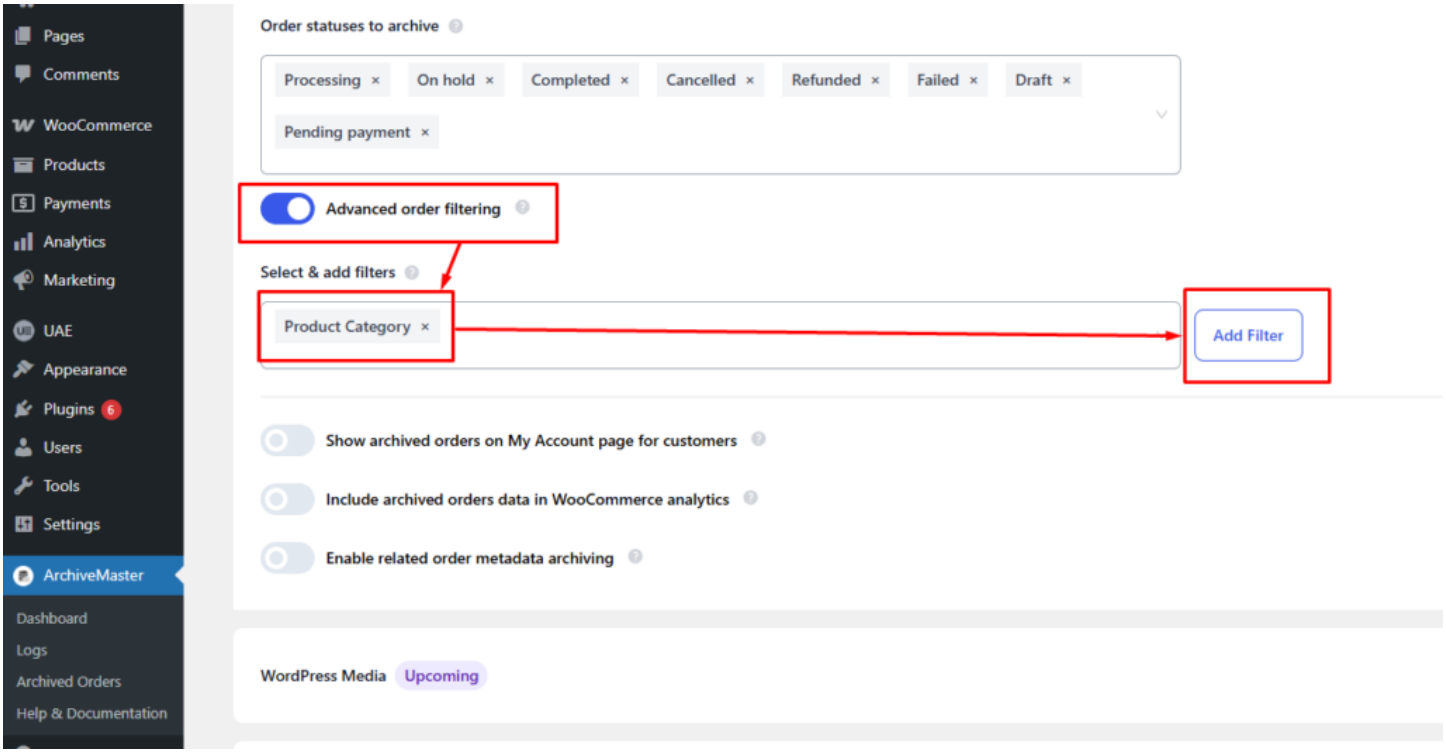
Inside the **Filter by Product Category** section:

1. Click the **Please select categories** dropdown.
2. Select one or more WooCommerce product categories.

Example categories:

- Clothing
- Hoodies

ArchiveMaster will now evaluate orders based on these selected categories.



Choose the Category Matching Rule

After selecting categories, you must define how the filter should match orders.

ArchiveMaster provides several matching rules:

1. At least one product belongs to any selected category

An order will be archived if at least one product in the order belongs to any selected category.

Example - Selected categories:

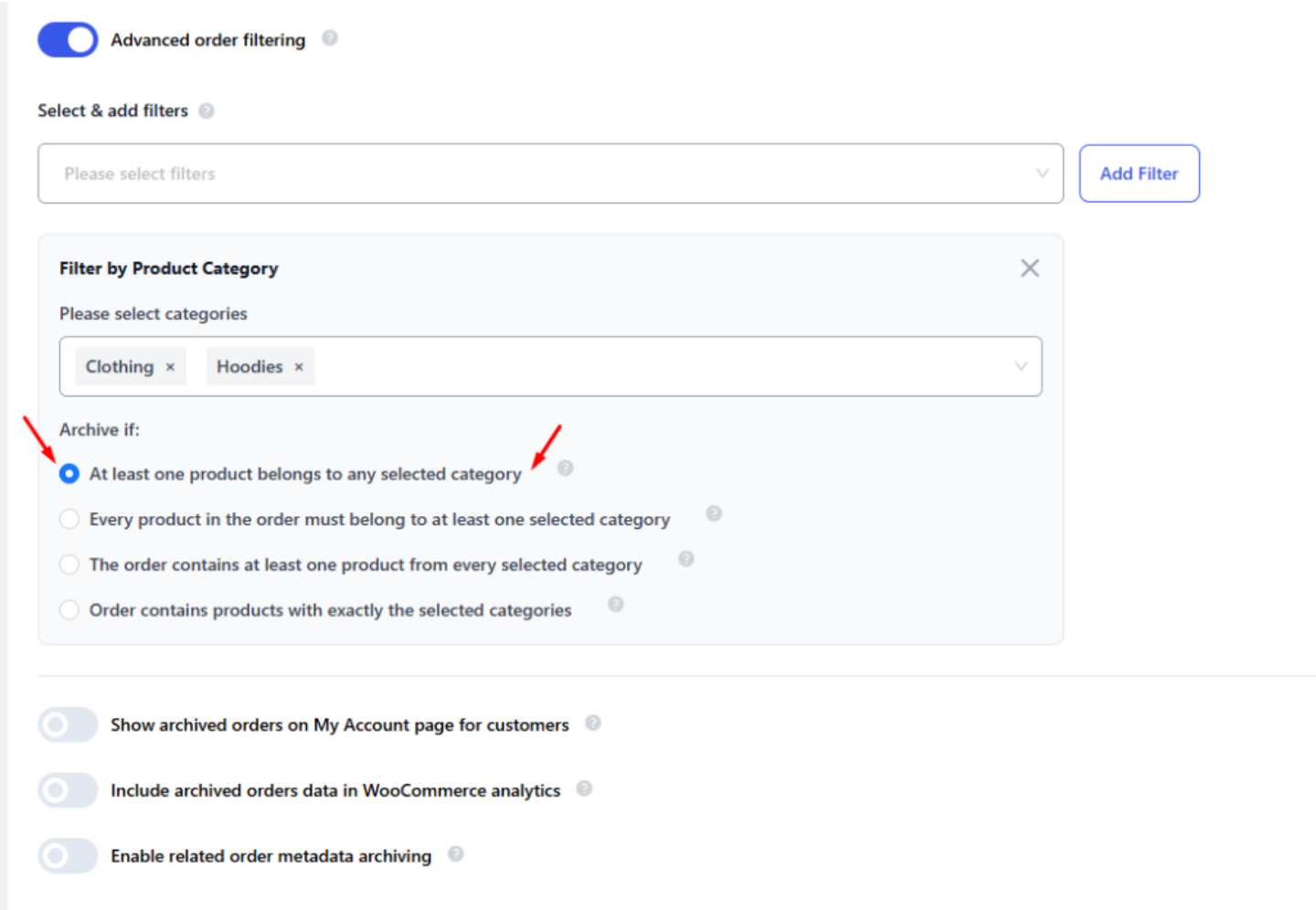
- Clothing
- Hoodies

Order contains:

- T-shirt (Clothing)
- Coffee Mug (Accessories)

Result:

The order will be archived



2. Every product in the order must belong to at least one selected category

The order will only be archived if **all products in the order belong to the selected categories**.

Example - Selected categories:

- Clothing
- Hoodies

Order contains:

- Hoodie
- T-shirt

Result:

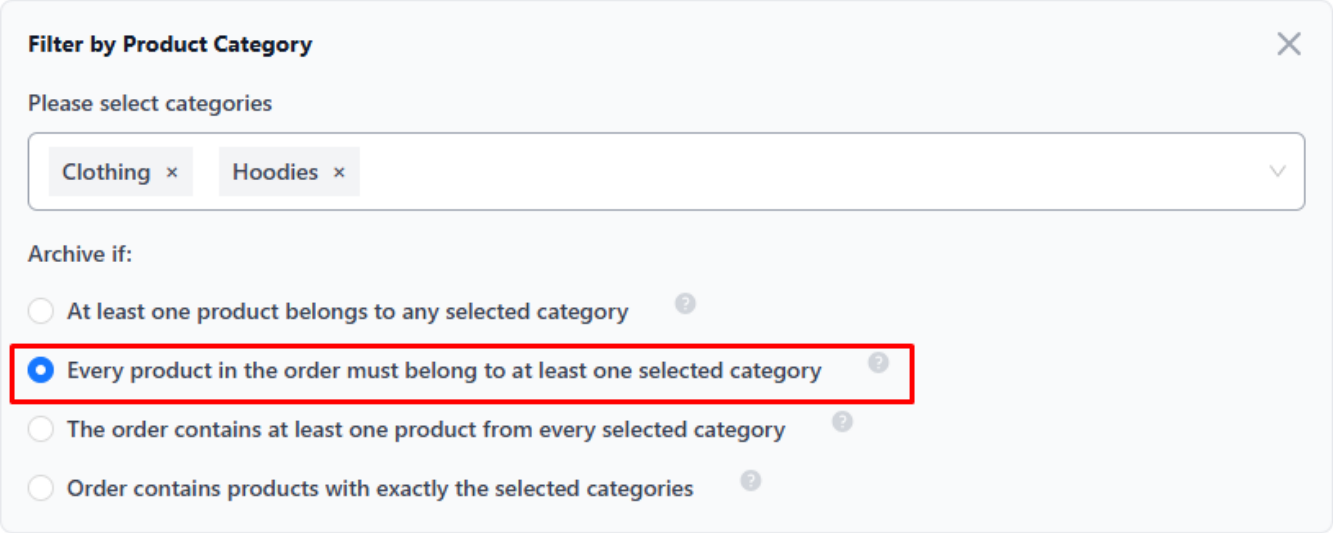
Archived

Order contains:

- Hoodie
- Coffee Mug

Result:

Not archived



3. The order contains at least one product from every selected category

The order must include **at least one product from each selected category**.

Example - Selected categories:

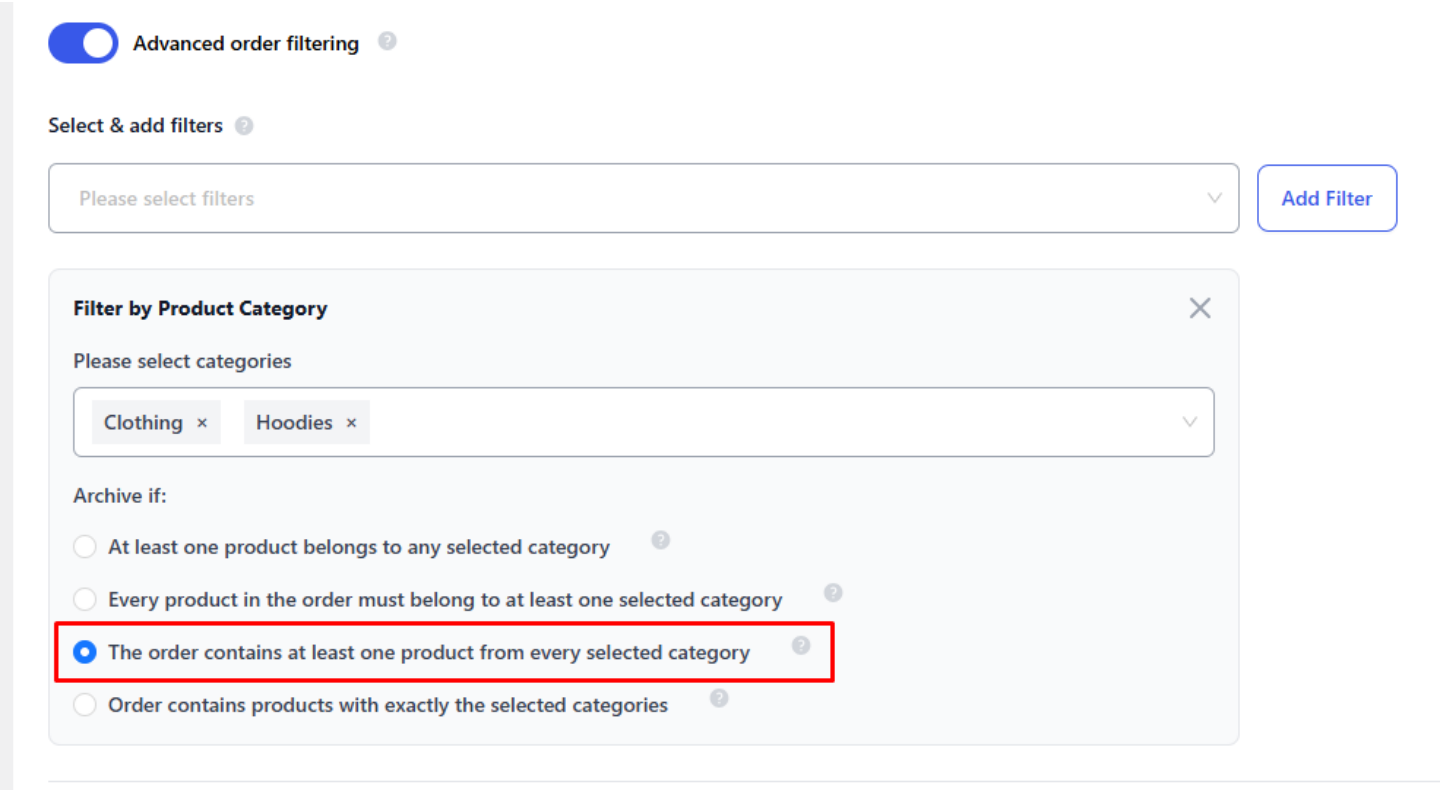
- Clothing
- Hoodies

Order contains:

- Hoodie
- T-shirt

Result:

Archived



4. Order contains products with exactly the selected categories

The order will be archived **only if the products belong exactly to the selected categories and no others**.

Example - Selected categories:

- Clothing
- Hoodies

Order contains:

- Hoodie

- T-shirt

Result:

Archived

Order contains:

- Hoodie
- T-shirt
- Coffee Mug

Result:

Not archived

