

Order unarchiving

Unarchiving restores an order that was previously archived and returns it to the active list. This action is used when an archived order needs to be visible again in the Ongoing section of the Orders Overview screen.

The primary method is through the Order Details screen. Selecting **Unarchive order** returns that specific order to the Ongoing section.

Unarchiving is also available in bulk. In the **Archived** tab of the Orders Overview screen, the **Bulk actions** dropdown includes an **Unarchive** option. Running this action processes all selected orders from the table and moves each successfully unarchived order back to the Ongoing section.

When the bulk action finishes, a modal summarises the result, indicating how many orders were successfully restored and whether any orders could not be unarchived.

Order Details screen:

UBL-J-12370 / sadsad

Confirmed with changes, Partially shipped

Order header

Ship-to address

Buyer

Onetrail B.V.

Bill-to GLN

8714231442455

Type

Standard

Creation date

10/15/2025, 07:52 AM

Requested delivery date

02/10/2010, 01:00 AM

Partial delivery

No

Comment

Dropshipment order from Onetrail XML test buyer215

Buyer line	Product code	Product description	Unit price	Quantity ordered	Total price	Requested delivery date	Scheduled delivery date	Confirmed quantity	Confirmed price	Status	Stage
1	SKUB002		€89.99	10	€899.90	01/30/2026	01/30/2026	10	€50.00		
2	SKUB003		€10.16	5	€50.80	01/30/2026	01/30/2026	2	€70.59		
							01/30/2026	5	€70.59		

Back

Unarchive order

Ongoing

Overdue

Completed

Archived

Keyword

Search

	Stage	Buyer reference	Seller reference	Buyer	Creation	Status
☐		UBL-RO-27	dsfg	Onetrail XML Test Buyer	12/18/2025, 04:04 PM	Confirmed with changes
☒		UBL-RO-24	eyery	Onetrail XML Test Buyer	12/12/2025, 09:20 AM	Confirmed with changes

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Unarchive

Apply