

**Aitoc**



# Admin Email Notifications

User Manual for Magento

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# 1. Enabling the extension in Magento

### Aitoc Modules Manager v3.1.1

[Save modules settings](#)

AITOC Modules		
Enabled	Module Name	Information
<input checked="" type="checkbox"/>	Admin Email Notifications v2.2.2	<a href="#">How to get support</a>   <a href="#">Register license</a>   <a href="#">Create support ticket</a>

In System > Manage Aitoc Modules, check Admin Email Notifications and click "Save modules settings" on the top right.

[ [Manage Class Rewrites](#) ] [ [View Customized Templates](#) ] [ [Grant full write permissions](#) ]

## 2. Configuring the extension

Magento Admin Panel  Logged in as admin | Tuesday, June 23, 2015 | [Try Magento Go for Free](#) | [Log Out](#)

Dashboard Sales Catalog Mobile Customers Promotions Newsletter CMS Reports **System** [Get help for this page](#)

Current Configuration Scope:  [Manage Stores](#)

### Configuration

- GENERAL
  - General
  - Web
  - Design
  - Currency Setup
  - Store Email Addresses
  - Contacts
  - Reports
  - Content Management
- AITOC MODULES SETTINGS
  - Admin Email Notifications**
    - Store Specific Settings
- CATALOG
  - Catalog
  - Inventory
  - Google Sitemap
  - RSS Feeds
  - Email to a Friend

### Admin Email Notifications

These are the options you get in the Admin Email Notifications module.

[Save Config](#)

Email Sender	▼
New Order	▼
New Customer Registration	▼
New Review	▼
New Tag	▼
A Customer Has Subscribed For A Newsletter	▼
A Customer Has Unsubscribed From A Newsletter	▼
A Coupon Was Used	▼
Order Status Change	▼

# 3. Extension features overview

Current Configuration Scope:  
Default Config [Manage Stores](#)

## Configuration

- GENERAL
  - General
  - Web
  - Design
  - Currency Setup
  - Store Email Addresses
  - Contacts
  - Reports
  - Content Management
- AITOC MODULES SETTINGS
  - Admin Email Notifications**
  - Store Specific Settings
- CATALOG
  - Catalog
  - Inventory
  - Google Sitemap
  - RSS Feeds
  - Email to a Friend
- CUSTOMERS

## Admin Email Notifications

[Save Config](#)

**Email Sender**

Email Sender:  [STORE VIEW]

**New Order**

Enable notification:  [STORE VIEW]

Email Template:  [STORE VIEW]

Send To:  [STORE VIEW]

You can specify a different email for each event type.

**New Customer Registration**

Enable notification:  [STORE VIEW]

Email Template:  [STORE VIEW]

Send To:  [STORE VIEW]

**New Review**

Enable notification:  [STORE VIEW]

Email Template:  [STORE VIEW]

Send To:  [STORE VIEW]

**New Tag**

Enable notification:  [STORE VIEW]

Email Template:  [STORE VIEW]

## 4. Notifications for order status changes

Promotions	Enable notification	No	[STORE VIEW]
Persistent Shopping Cart	Email Template	Customer Has Subscribed Notification	[STORE VIEW]
<b>SALES</b>	Send To	admin@example.com	[STORE VIEW]
Sales	<b>A Customer Has Unsubscribed From A Newsletter</b>		
Sales Emails	Enable notification	No	[STORE VIEW]
PDF Print-outs	Email Template	Customer Has Unsubscribed Notification	[STORE VIEW]
Tax	Send To	admin@example.com	[STORE VIEW]
Checkout	<b>A Coupon Was Used</b>		
Shipping Settings	Enable notification	No	[STORE VIEW]
Shipping Methods	Email Template	Coupon Notification	[STORE VIEW]
Google API	Send To	admin@example.com	[STORE VIEW]
Payment Methods	<b>Order Status Change</b>		
Payment Services	Enable notification	No	[STORE VIEW]
Moneybookers	An order Status Has Changed	From: -- Please Select -- Pending Processing Complete Closed Canceled On Hold	[STORE VIEW]
<b>SERVICES</b>			
Magento Core API			
OAuth			
<b>ADVANCED</b>			
Admin			
System			
Advanced			
Developer			

You can specify exactly which Order status change should triggers an alert (e.g., an Order went from Complete to Closed).

# 4. Notifications for order status changes

**Admin Email Notifications** Save Config

Shipping Settings

Shipping Methods

Google API

Payment Methods

Payment Services

Moneybookers

**SERVICES**

Magento Core API

OAuth

**ADVANCED**

Admin

System

Advanced

Developer

To:

From:

To:

Enable notification:  [STORE VIEW]

An order Status Has Changed [STORE VIEW]

From:

To:

Email Template:  [STORE VIEW]

Send To:  [STORE VIEW]

Email Template:  [STORE VIEW]

Send To:  [STORE VIEW]

You can set up to three Order status change alert types.

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For questions please email at [sales@aitoc.com](mailto:sales@aitoc.com)