

Configuring Send Templated Email Order Module

When the module runs, a templated email is sent to the client or to a predetermined appropriate address.

1. In the **To** field, enter the email address to send to. If you leave this field blank, the email will be sent to the client's primary email address included in the order.
2. In the **From** field, enter the sending email address.
3. In the **CC** field, enter the email addresses to receive a copy of the email.
4. In the **BCC** field, enter the email addresses to receive a blind copy of the email.
5. In the **Subject** field, enter the subject of the email.
6. In the **Body** field, enter the contents of the email.

The screenshot shows the 'Add Order Action' configuration page for the 'Send Templated Email' module. The page has a dark blue header with the 'ubersmith' logo and the title 'Add Order Action'. Below the header are three tabs: 'Details', 'Prereqs', and 'Config', with 'Config' being the active tab. The configuration fields are as follows:

- To:** A text input field with a question mark icon.
- From:** A text input field containing 'cmarshall@marshallhosting.com' with a question mark icon.
- CC:** A text input field with a question mark icon.
- BCC:** A text input field with a question mark icon.
- Subject:** A text input field containing 'We have received your order'.
- Body:** A large text area containing the template text: 'Thank you for your order! We are in the process of creating your service. You can expect to hear from your account manager to begin the onboarding process soon.' Below the text area is a '[View Variables]' link.

At the bottom of the page are three buttons: 'Save', 'Save & New', and 'Cancel'.

On this page:

On this page:

- [Related Topics](#)

Related Topics

[Configuring Order Queues](#)