

Configuring Send Notification to Admins Order Module

When the module runs, a templated email is sent to any users with access to the order that has opted to receive notifications.

1. In the **From** field, enter the email address that is sending the email.
2. In the **Admin Subject** field, enter the subject of the email that goes to every subscribed user.
3. In the **Admin Body** field, enter the contents of the email that goes to every subscribed user.
4. In the **Owner Subject** field, enter the subject of the email that goes to the order owner.
5. In the **Owner Body** field, enter the contents of the email that goes to the order owner.
6. Select the **Bypass for Existing Clients** field to skip sending this email when the customer is already established.

ubersmith

Add Order Action

Details Prereqs **Config**

From: cmarshall@marshallhosting.com

Admin Subject: Rush Priority
Message to send to all admins

Admin Body: An important account is adding another service and requested a quick completions.

[View Variables](#)

Owner Subject: Rush Priority
Message to send to admin assigned to order

Owner Body: We have set your order to a rush priority and will have it completed in 48 hours.

[View Variables](#)

Bypass for Existing Clients: ☒

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