

Admin Order Email

Admin New Order Email Extension Installation/Set-up Guide

- **Disable Compilation Mode:** To check that this is disabled, go to System->Tools->Compilation. If the compiler status is 'Disabled', you are ready to go. If not, simply click the 'Disable' button on the right hand side of the screen.
- **Upload Package:**** **Upload the content of the module to your root folder. This will not overwrite the existing Magento folder or files, only the new contents will be added.
- **Clear Caches:** This can be done from the admin console by navigating to the cache management page (**Admin -> System -> Cache Management**), selecting all caches, clicking 'refresh' from the drop-down menu, and submitting the change.
- **Email template:** Go to **Admin -> System->Transactional Emails**, there will be new template created with the name "**New Order Admin Notification**". This template can be amended as per requirement.
- **Admin Email Address Setting:** For setting Admin Email address go to **System -> Configuration -> Sales -> Sales Email -> Order -> Admin Email Address (es)**
- **Admin Email Template Setting:** Admin Email template can be changed from **Admin -> System -> Configuration -> Sales -> Sales Email -> Order -> Admin Notify Email Template**

If you have a question related to this extension please check out our [FAQ Section](#) first. If you can't find the answer you are looking for then please contact support@scommerce-mage.com.

Revision #1

Created 1 July 2025 07:55:02 by scommerce

Updated 1 July 2025 07:56:50 by scommerce