

Configure Email Notifications for eCommerce Orders

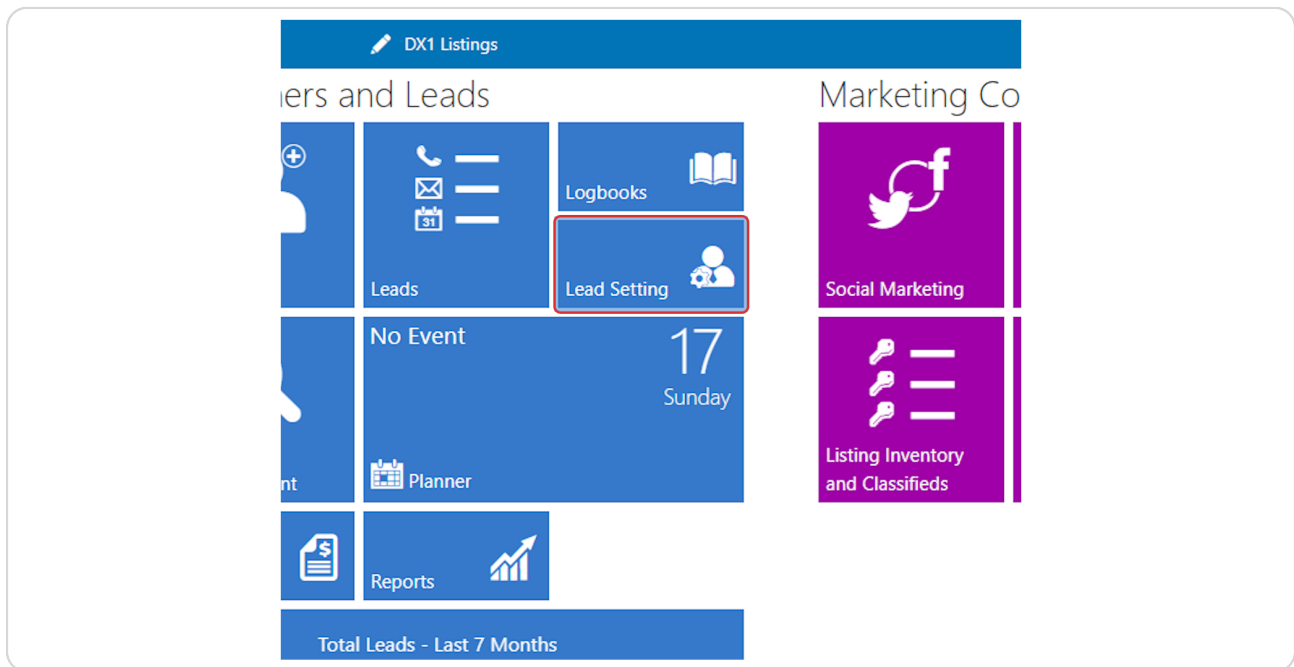
This guide provides step-by-step instructions on how to enable or change which users receive email notifications when an order is submitted through your online store.

5 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
J.R. Heckler	March 17, 2024	March 17, 2024

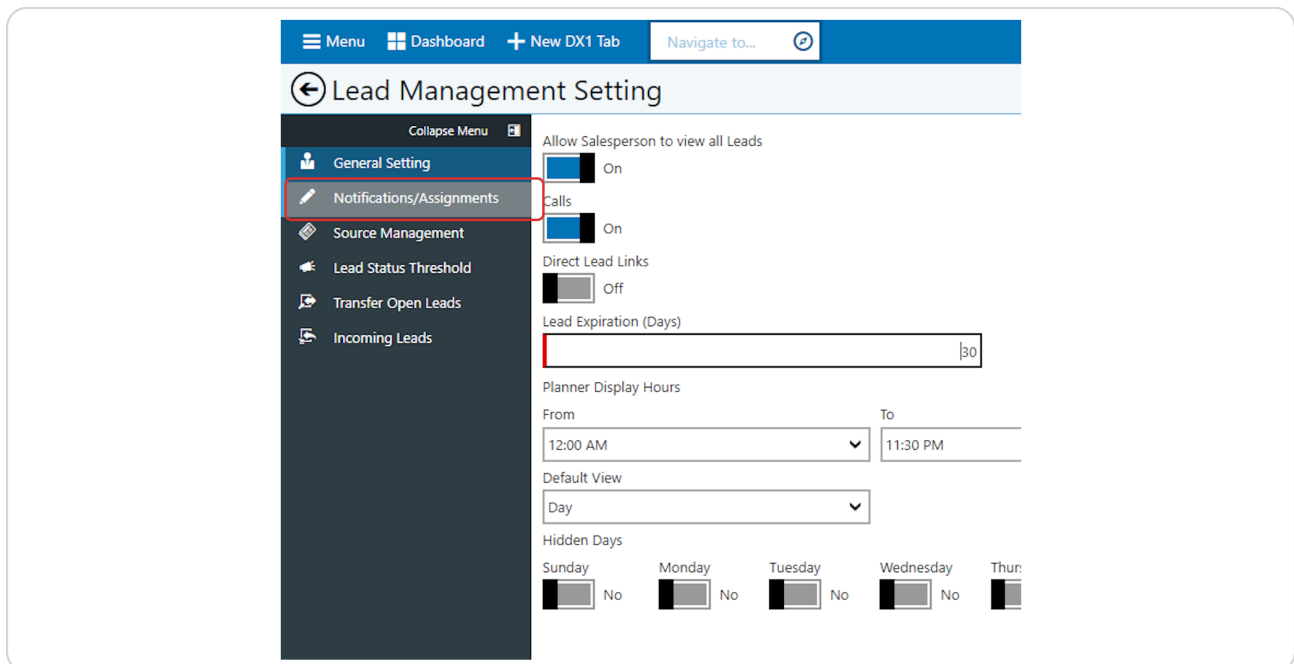
STEP 1

Select the 'Lead Setting' tile from the Dashboard



STEP 2

Select 'Notifications/Assignments' in the left hand menu.



STEP 3

Scroll to the 'Online Order Notification' section. If notifications are not enabled, set the 'Email' toggle to the ON position.

Us

Off

Request

Off

quest

Off

er Survey

Off

eb Forms

Off

Selected Users will receive when a form is submitted

Select options

Select options

Select options

Select options

Select options

[Add Notification Rule](#)

Online Order Notification

Notifications will be sent to all selected users for orders from your DX1 website.

type

Email

Users

t

On

STEP 4

Select a User or Users that should receive an email notification when a new order is submitted.

when a form is submitted

Select options

Select options

Select options

Select options

Select options

☐ Atticus Finch

☒ Jem Finch

☐ Scout Finch

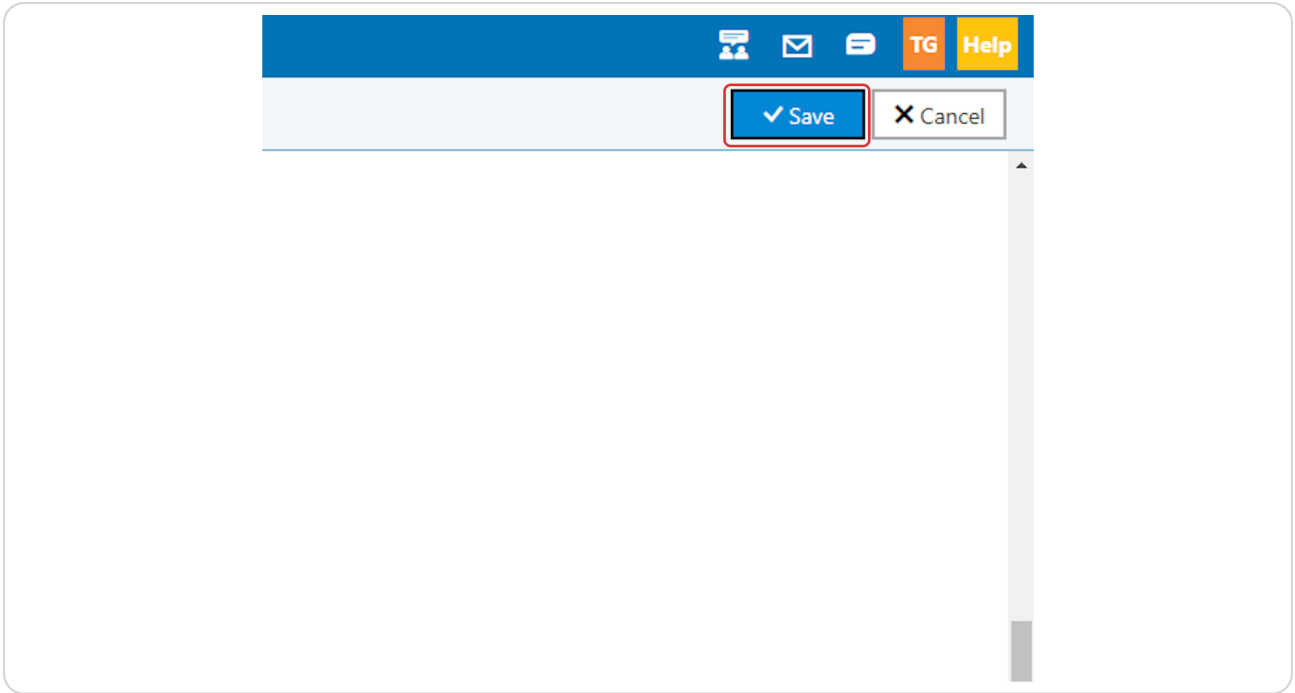
Jem Finch

your DX1 website.

Users

STEP 5

Click on Save



DX1 