

You can create a 'Custom Email Checkout Notification' to either replace the default one or as a second additional email. The instructions below cover both options. However, it is our recommendation that you keep the default email and add a second additional email with any custom messages you would like to send. Though your custom email can include similar information as the default, it cannot include all of it and will not be identical. Custom emails can also not be formatted to display in the same design as the default email.

Important Note: In the instructions below you will often see text surrounded by brackets (ex. [site:login-link]), these are tokens that will populate those fields with information from the system. A list of available tokens is provided for each field, we recommend using them whenever possible.

## OPTION 1 : CREATE A CUSTOM EMAIL CHECKOUT NOTIFICATION TO REPLACE THE DEFAULT

The screenshot shows the 'ABA Message Center' configuration page. A sidebar on the left lists various configuration categories: Administration, Content authoring, Date API, Media, Regional and language, Search and metadata, System, User interface, and Web services. The 'Workflow' section is expanded to show 'Rules'. The main content area is titled 'Rules' and contains the following elements:

- A red circle with the number '1' is next to the '+ Add new rule' and '+ Import rule' buttons.
- A red circle with the number '2' is next to the 'Name \*' field, which contains the text 'Custom Email Checkout Notification'.
- A 'Tags' field is present but empty.
- A red circle with the number '3' is next to the 'React on event \*' dropdown menu. The dropdown is open, showing options under 'Cart' (Customer completes checkout, Customer starts checkout) and 'Cart item' (After deleting a cart item, After saving a new cart item, After updating an existing cart item). The 'Customer completes checkout' option is selected.
- A red circle with the number '4' is next to the 'Save' button.

## Conditions

ELEMENTS
None
<a href="#">+ Add condition</a> <a href="#">+ Add or</a> <a href="#">+ Add and</a>

## Actions

ELEMENTS
6
<a href="#">+ Add action</a> <a href="#">+ Add loop</a>

### Select the *action* to add

Add a variable	▼
Content	▲
Create or delete a content's URL alias	
Create or delete a taxonomy term's URL alias	
Create or delete any URL alias	
System	
Block IP address	
Page redirect	
Register flood event	
Send mail	
Send mail to all users of a role	
Set breadcrumb	

Continue **7**

Please refer to the text version of these instructions for the recommended text and tokens for Step 8.

TO

a

8

The e-mail address or addresses wh

Value \*

▶ [REPLACEMENT PATTERNS](#)

Switch to data selection

SUBJECT

b

The mail's subject.

Value \*

▶ [REPLACEMENT PATTERNS](#)

Switch to data selection

MESSAGE

c

The mail's message body.

Value \*

▶ [REPLACEMENT PATTERNS](#)

Switch to data selection

FROM

d

The mail's from address. Leav

Value

Save **9**

Active rules

NAME	EVENT	STATUS	OPERATIONS
E-mail order update notification Machine name: uc_order_update_email_customer, Weight: 0	E-mail requested for order status update	Default	edit <b>10</b> disable
E-mail customer checkout notification Machine name: uc_checkout_customer_notification, Weight: 0	Customer completes checkout	Default	edit disable

**OPTION 2 : CREATE A CUSTOM EMAIL CHECKOUT NOTIFICATION THAT WILL BE SENT IN ADDITION TO THE DEFAULT**

Configuration ABA Message Center

- Administration
- Content authoring
- Date API
- Media
- Regional and language
- Search and metadata
- System
- User interface
- Web services
- Workflow** Rules

Rules +

**1** + Add new rule + Import rule

Name \* **2**  
Custom Additional Email Checkout Notification

Tags  
Tags associated with this configuration, used for filtering in the

React on event \* **3**

- Select -
- Cart
  - Customer completes checkout**
  - Customer starts checkout
- Cart item
  - After deleting a cart item
  - After saving a new cart item
  - After updating an existing cart item

Save **4**



### Conditions

ELEMENTS

None

+ Add condition + Add or + Add and

### Actions

ELEMENTS

6 e

+ Add action + Add loop

### Select the *action* to add

Add a variable ▼

Content

- Create or delete a content's URL alias
- Create or delete a taxonomy term's URL alias
- Create or delete any URL alias

System

- Block IP address
- Page redirect
- Register flood event
- Send mail
- Send mail to all users of a role
- Set breadcrumb

Continue 7

Please refer to the text version of these instructions for the recommended text and tokens for Step 8.

TO

a

8

The e-mail address or addresses wh

Value \*

► [REPLACEMENT PATTERNS](#)

Switch to data selection

SUBJECT

b

The mail's subject.

Value \*

► [REPLACEMENT PATTERNS](#)

Switch to data selection

MESSAGE

c

The mail's message body.

Value \*

► [REPLACEMENT PATTERNS](#)

Switch to data selection

FROM

d

The mail's from address. Leav

Value

Save

9