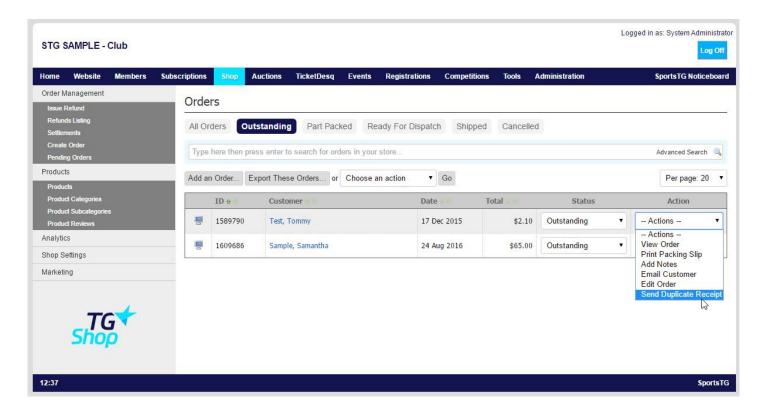
Resending Order Confirmation Emails

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Quick Steps: Shop > Order Management > Actions > Send Duplicate Receipt

Orders allows you to view all orders that have been placed within your organisation's Shop, and manage these orders from Outstanding to Completed.

- 1. Within the Management Console, select **Shop** from the top menu, then **Order Management** from the left menu.
- 2. From the Order Management screen search for the order you would like to resend the receipt for.
- 3. Click the Actions drop down menu and select Send Duplicate Receipt.



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