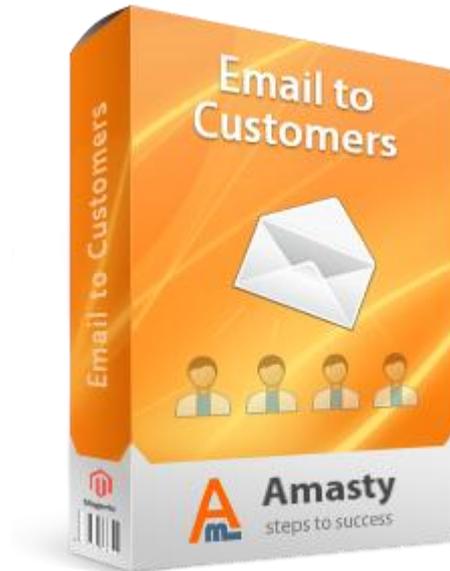


Email to Customers



Magento Extension User Guide

Official extension page: [Email to Customers](#)



User Guide: [Email to Customers](#)

Support: <http://amasty.com/contacts/>

Current Configuration Scope:
English

Default Config

Main Website

Main 2
Main 2 Store View

Main Store
English
French
German

New Website

New 2 Store
New 2 Store View

New Store
New Store View

Store Email Addresses

Contacts

Content Management

CATALOG

Catalog

Google Sitemap

RSS Feeds

Email to a Friend

CUSTOMERS

Newsletter

Customer Configuration

Wishlist

AMASTY EXTENSIONS

Email to Customers

Email to Customers

Save Config

General

Email Sender	General Contact	<input checked="" type="checkbox"/> Use Website	[STORE VIEW]
Email Template	E-mail to customers (Default Template from Lo	<input checked="" type="checkbox"/> Use Website	[STORE VIEW]
Default Message	Dear {{var customer.getName()}}, Your order {{var order.increment_id}} blah-blah-blah.	<input checked="" type="checkbox"/> Use Website	[STORE VIEW]

Please specify your default contact, email template subject and message (it will be used together with the template and can be edited when sending each message). You can indicate this information individually for each store view.

After the installation is complete please go to admin area > System > Configuration > E-mail to Customers to enter default message information.



Orders

[+ Create New Order](#)

Page of 1 pages | View per page | Total 5 records found | [New Order RSS](#)

[Reset Filter](#) [Search](#)

Select All | Unselect All | Select Visible | Unselect Visible | 2 items selected

	Order #	Purchased from (store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	Actions	Status	Ac
Any	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<ul style="list-style-type: none"> Cancel Hold Unhold Print Invoices Print Packingslips Print Credit Memos Print All Email to Customers 	<input type="text"/>	
<input checked="" type="checkbox"/>	100000005	Main Website Main Store English	Feb 15, 2010 1:49:37 PM	Derek Senson	Derek Senson	\$134.9		Pending	View
<input type="checkbox"/>	100000004	Main Website Main Store English	Feb 15, 2010 1:47:55 PM	Jane Janeson	Jane Janeson	\$555.00		Pending	View
<input checked="" type="checkbox"/>	100000003	Main Website Main Store English	Feb 15, 2010 1:43:41 PM	Daniel Examson	Daniel Examson	\$354.9			View

Please select orders, for which you would like to send messages.

After that please choose 'Email to Customers' option and click 'Submit'.



It is also possible to send an email to a customer right from the order page. For this please click 'Send Email...' button (the one with three dots).

Order View

Information

Invoices
Credit Memos
Shipments
Comments History
Transactions
Emails History

 **Order # 100000008 | Nov 2, 2010 1:55:14 PM**

[Back](#)
[Edit](#)
[Cancel](#)
[Send Email](#)
[Hold](#)
[Invoice](#)
[Ship](#)
[Send Email...](#)

<p>Order # 100000008 (the order confirmation email was sent)</p> <p>Order Date: Nov 2, 2010 1:55:14 PM</p> <p>Order Status: Pending</p> <p>Purchased From: Main Website Main Store English 127.0.0.1</p> <p>Placed from IP</p>	<p>Account Information</p> <p>Customer Name: Guest</p> <p>Email: test@example.com</p> <p>Customer Group: NOT LOGGED IN</p>
<p>Billing Address</p> <p>test test test test, Alabama, test United States T: ee</p>	<p>Shipping Address</p> <p>test test test test, Alabama, test United States T: ee</p>
<p>Payment Information</p> <p>Check / Money order Order was placed using USD</p>	<p>Shipping & Handling Information</p> <p>Flat Rate - Fixed \$5.00</p>



Send Email

 Send

Email Information

Message ^

Dear `{{var customer.getName0}}`, Your order `{{var order.increment_id}}` blah-blah-blah.

Enter the necessary message information and click 'Send'. You can use customer and order variable in messages, when sending them from the orders list page.



Order View

Information
Invoices
Credit Memos
Shipments
Comments History
Transactions
Emails History

 **Order # 100000008 | Nov 2, 2010 1:55:14 PM**

[Back](#) [Edit](#) [Cancel](#) [Send Email](#) [Hold](#) [Invoice](#) [Ship](#) [Send Email...](#)

Page of 1 pages | View per page | Total 1 records found

[Reset Filter](#) [Search](#)

Sent Date	Text
From:  <input type="text"/>	<input type="text"/>
To:  <input type="text"/>	
Jan 15, 2011 5:55:41 AM	Dear , Your order 100000008 blah-blah-blah.

There's also a new tab on the order view page – 'Email History', where you can see all emails sent to the customer from the 'Orders' and 'Order View' pages regarding this order. Here are displayed only emails sent via our extension.



Please note that for messages sent from customers list page only customer variables can be used (order variables will not get displayed, as it is not possible to define to which of the customer's orders it is related.

Manage Customers

[Add New Customer](#)

Page 1 of 1 pages | View 20 per page | Total 4 records found | Export to: CSV | [Export](#) | [Reset Filter](#) | [Search](#)

Select All | Unselect All | Select Visible | Unselect Visible | 2 items selected | Actions | [Submit](#)

	ID	Name	Email	Group	Telephone	ZIP	Country	State	Created	Website
Any	From:						All countries			
	To:									
<input type="checkbox"/>	5	Derek Senson	derek@example.com	General			United States	Alabama	Feb 15, 2010 1:49:36 PM	Mail Website
<input checked="" type="checkbox"/>	4	Jane Janeson	jane@example.com	General			United States	Alabama	Feb 15, 2010 1:47:54 PM	Mail Website
<input checked="" type="checkbox"/>	3	Daniel Examson	daniel@example.com	General			United States	Alabama	Aug 30, 2007 4:23:13 PM	Mail Website
<input type="checkbox"/>			john.doe@example.com	General						

- Delete
- Subscribe to newsletter
- Unsubscribe from newsletter
- Assign a customer group
- Email to Customers**

After that please choose 'Email to Customers' option and click "Submit".

Please select customers, to whom you would like to send messages.



Customer Information

Customer View

Account Information

Addresses

Orders

Billing Agreements

Shopping Cart

Wishlist

Newsletter

Product Reviews

Product Tags

Emails History

 **Jane Janeson**

 Back

 Reset

 Create Order

 Delete Customer

 Save Customer

 Save and Continue Edit

 Send Email...

It is also possible to send an email to a customer right from the Customer Information page. For this please click 'Send Email...' button.

Personal Information

Last Logged In: Oct 26, 2010 2:34:25 PM (Offline)

Confirmed email: Confirmed

Account Created on: Oct 26, 2010 2:34:24 PM

Account Created in: English

Customer Group: General

Default Billing Address

test test

test

test, Alabama, test

United States

T: test

Sales Statistics

Website	Store	Store View	Lifetime Sales	Average Sale
Main Website	Main Store	English	\$910.00	\$455.00
All Store Views			\$910.00	\$455.00

Recent Orders 

Shopping Cart - 0 item(s) 

Wishlist - 0 item(s) 



Customer Information

- Customer View
- Account Information
- Addresses
- Orders
- Billing Agreements
- Shopping Cart
- Wishlist
- Newsletter
- Product Reviews
- Product Tags

Emails History

 Jane Janeson

[Back](#) [Reset](#) [+ Create Order](#) [X Delete Customer](#) [✔ Save Customer](#) [✔ Save and Continue Edit](#) [Send Email...](#)

Page of 1 pages | View per page | Total 1 records found

[Reset Filter](#) [Search](#)

Sent Date	Text
From:  <input type="text"/>	<input type="text"/>
To:  <input type="text"/>	
Jan 15, 2011 6:34:02 AM	Dear Jane Janeson, We invite you to our exhibition.

There's a new tab on the Customer Information page – 'Email History', where you can see all emails sent to the customer from the 'Manage Customers' and 'Customer Information' pages.



Thank you!

Should you have any questions or feature suggestions, please contact us at:

<http://amasty.com/contacts/>

Your feedback is absolutely welcome!



User Guide: [Email to Customers](#)

Support: <http://amasty.com/contacts/>