

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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Order Management

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Products

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- Product Reviews

Analytics

Shop Settings

Marketing

Orders

All Orders **Outstanding** Part Packed Ready For Dispatch Shipped Cancelled

Type here then press enter to search for orders in your store... Advanced Search

Add an Order... Export These Orders... or Choose an action Per page: 20

ID	Customer	Date	Total	Status	Action
1589790	Test, Tommy	17 Dec 2015	\$2.10	Outstanding	-- Actions --
1609686	Sample, Samantha	24 Aug 2016	\$65.00	Outstanding	-- Actions -- View Order Print Packing Slip Add Notes Email Customer Edit Order Send Duplicate Receipt

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