

**New Order**

Article Number:  
316 | Rating:  
Unrated | Last  
Updated: Feb 19,  
2019 at 1:39 PM

<b>Email Title:</b>	New Order	<b>Email ID:</b>	106
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<b>Module:</b>	Orders	<b>Email Recipient(s):</b>	Administrators
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<b>Email Trigger:</b>	Purchase by employer on MBASelect or ExecSelect
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The GradLeaders Standard Email template is Populated The email is sent automatically Admins may edit the email on the Job Program

The following is a list of defined replaceable parameters that may be used in the New Order template:  
OrderID - {orderid} OrderDate - {orderdate} OrderSummary - {ordersummary} OrderTotal - {ordertotal}  
ContactFirstName - {contactfirstname} ContactLastName - {contactlastname} ContactName - {contactname}  
Organization - {orgname} Organization - {orgname}

This email is controlled by the following program settings (if applicable): Program > Program Settings > Ordering Email

*Note: If you do not have access to the configuration, please use the "Contact" link above for assistance with modifying your email templates or contact a GradLeaders Representative*

**An example email:**

Posted by: KB Admin - Sep 23, 2010 at 4:00 PM. This article has been viewed 6285 times.

Online URL: <http://kbint.gradleaders.com/article.php?id=316>