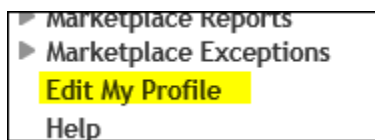


## Receiving an email message from store when an order is submitted

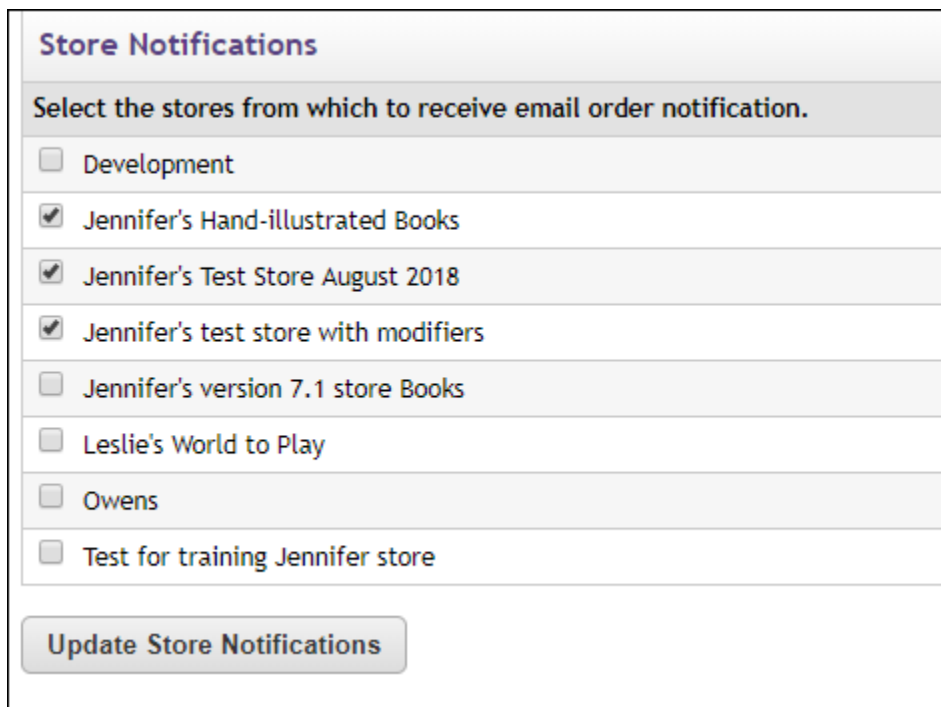
If you are a Merchant Manager, Store Manager, Store Clerk, or Fulfiller, you may **edit your Marketplace profile** and choose to have an email sent to you whenever a purchase is made from your store.

This is useful when you store has a low volume and you don't want to log in to the Operation Center to see if new orders have been placed.

1. Choose "Edit My Profile" from the left navigation menu. It is at the bottom of this list before the Help option.



2. Select the checkbox beside the corresponding store name(s) and click the "Update Store Notifications" button.

A screenshot of a web form titled 'Store Notifications'. Below the title is a header row with the text 'Select the stores from which to receive email order notification.' followed by a list of stores, each with a checkbox. The stores are: 'Development' (unchecked), 'Jennifer's Hand-illustrated Books' (checked), 'Jennifer's Test Store August 2018' (checked), 'Jennifer's test store with modifiers' (checked), 'Jennifer's version 7.1 store Books' (unchecked), 'Leslie's World to Play' (unchecked), 'Owens' (unchecked), and 'Test for training Jennifer store' (unchecked). At the bottom of the form is a button labeled 'Update Store Notifications'.

3. Notice that you could also choose the email address that receives the notifications.

<b>Email Information</b>	
Select or enter an email to be used for receiving order notifications.	
<input type="radio"/> U.Commerce Email:	philljg@auburn.edu
<input checked="" type="radio"/> Email:	touchnet@auburn.edu
<input type="button" value="Update Email"/>	

But only one option can be chosen – your U.Commerce Email OR another email address that you enter.

If you select “Email” only one email address can be entered here. If there are other people in your department who wish to receive an email when a store order is placed, they will have to edit their own Marketplace profile.