

# Settings

## How to set up email notification for the administrator of old orders without changing certain statuses?

This feature aims to notify the administrator by email of old orders (set number of days) and certain order statuses. Avoid forgetting an old request that deserves your attention.

01) Access the Control Panel

02) After login click Configuration >> Orders Setting

03) Fill in the fields:

Check order status 1 notify admin

Check order status 2 notify admin

Check order status 3 notify admin

Check order status 4 notify admin

Refers to the status of the old orders that deserve your attention to receive by email when the orders are in these statuses.

How Many Days for Auto Check Order Status Notify Admin

Refers to the number of days, for example: when the request is older than 10 days in the certain status, an email will automatically be sent to the administrator.

Enable Auto Check Order Status Notify Admin

This feature is to enable / disable this feature to notify the administrator by email of old orders and certain order statuses

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