

# Text Administration

## How to insert / edit texts in automatic email after completing a purchase?

01) Access the Control Panel

02) After login click on Tools >> Text Management

03) After clicking on New File

In the Text type field select Email Ckeckout Order

In the Title field of the Text fill in a Title, example: Collective Holiday Message

In the field Description fill in the message, example: We are closed from 23/12 to 03/01, the orders made during this period will be processed from 01/01, we wish you all a happy holiday.

After clicking the Insert button

Unique solution ID: #2087

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Last update: 2017-03-22 15:04