

# WooCommerce Email Customizer

---

Now enjoy sending customized stylish order email with WooCommerce Email Customizer with Drag and Drop Email Builder. With WooCommerce email customizer you can send order email for different order status including dynamic information about product and order. Dynamic information can be added using shortcodes. It also supports **multilanguage**. You can send email templates for following cases,

- New order
- Cancelled order
- Failed order
- Order On-hold
- Processing order
- Completed order
- Refunded order
- Customer invoice
- Customer note
- New account

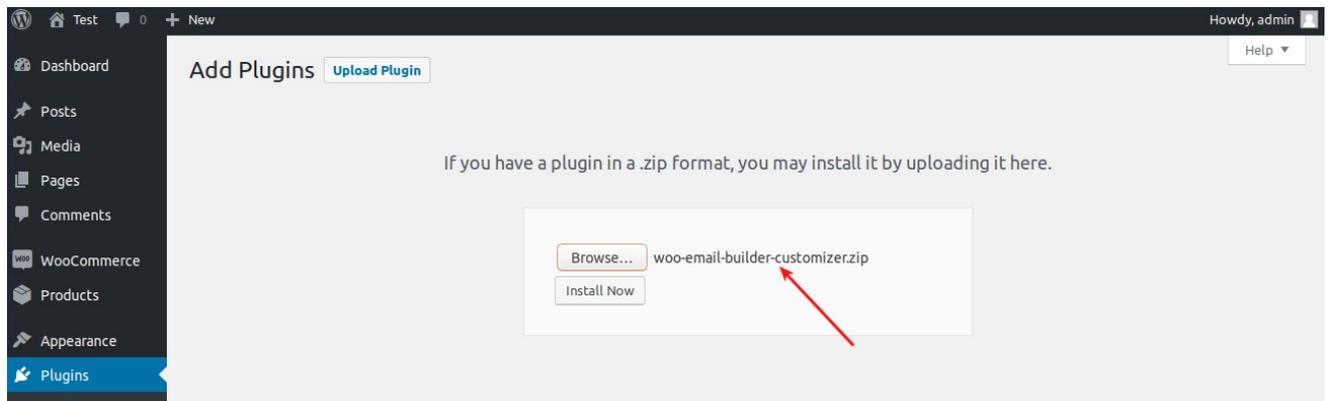
The drag and drop feature comes in a handy to easily design and customize your email template. Below step-by-step instructions explains you how to build an email template by dragging and dropping.

## Requirements

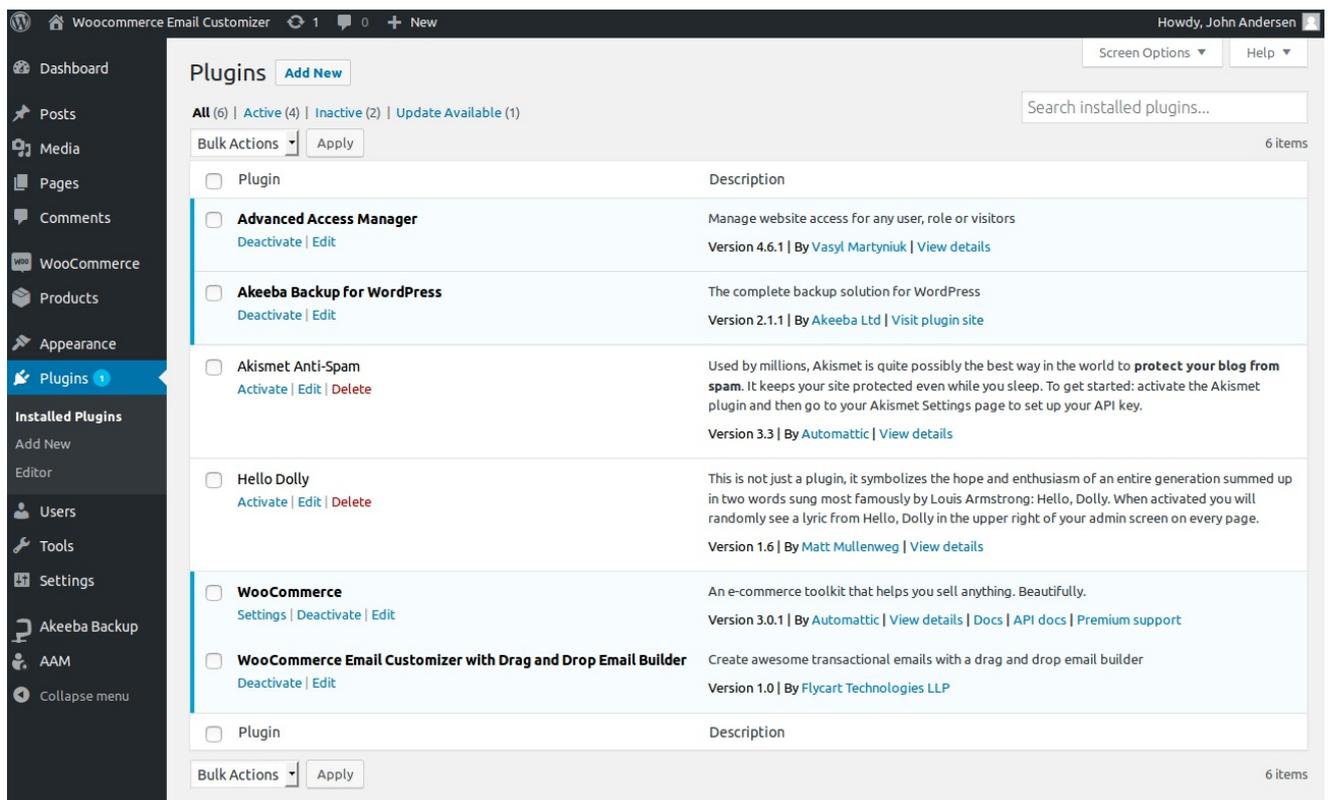
1. PHP version 5.6 or greater
2. WordPress 4.1 or higher
3. WooCommerce 2.5 or higher

# Installation

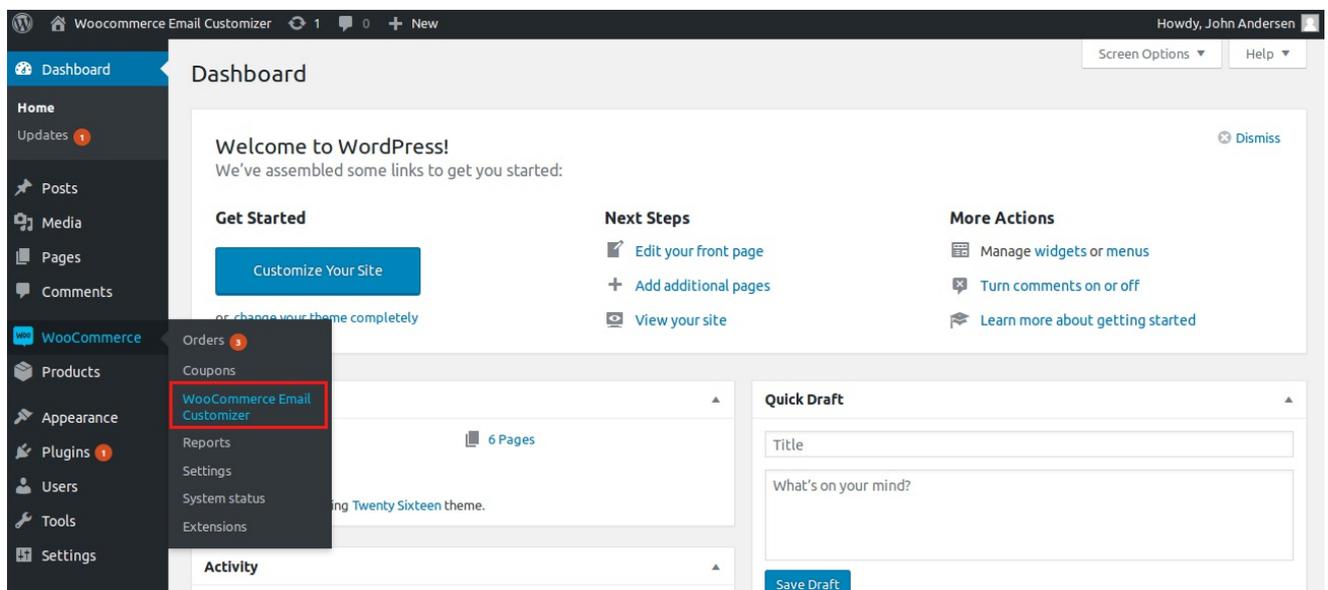
1. Download WooCommerce Mail Builder and install it using WordPress plugin installer.



2. After installing plugin, go to Plugins -> Installed Plugins and activate WooCommerce Email Builder and Customizer.



3. Once installed and activated, in WordPress dashboard go to WooCommerce > Woo Mail Builder and start creating your email.



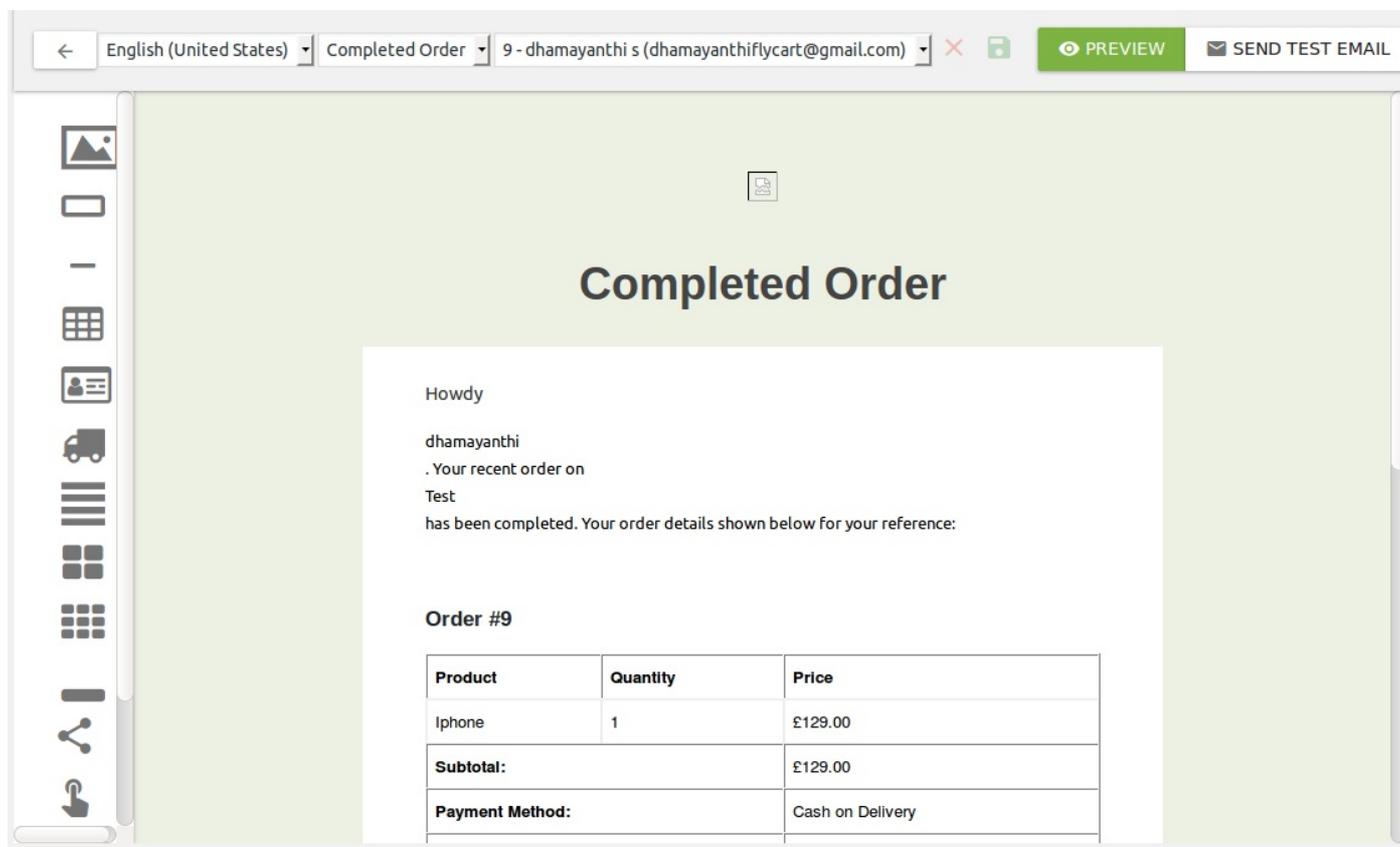
# Create an order email template

From WordPress dashboard go to WooCommerce > Woo Mail Builder and open WooCommerce email builder. There are several steps involves in creating an order template. Lets see below for creating email template for Completed Order.

## Getting started

1. **Select your language** :. WooCommerce Email Builder supports for multilanguage. This option is used if your site is multilingual based. Choose your language from the dropdown list to create a email template for specific language.
2. Select your email template from the available list of 10 different email templates. For example if you would like to send an email to the customer whose order is completed, then choose the template **Completed Order**.
3. After selecting language and email template, now you will have to choose the customer order to which you would like to send an email notification.

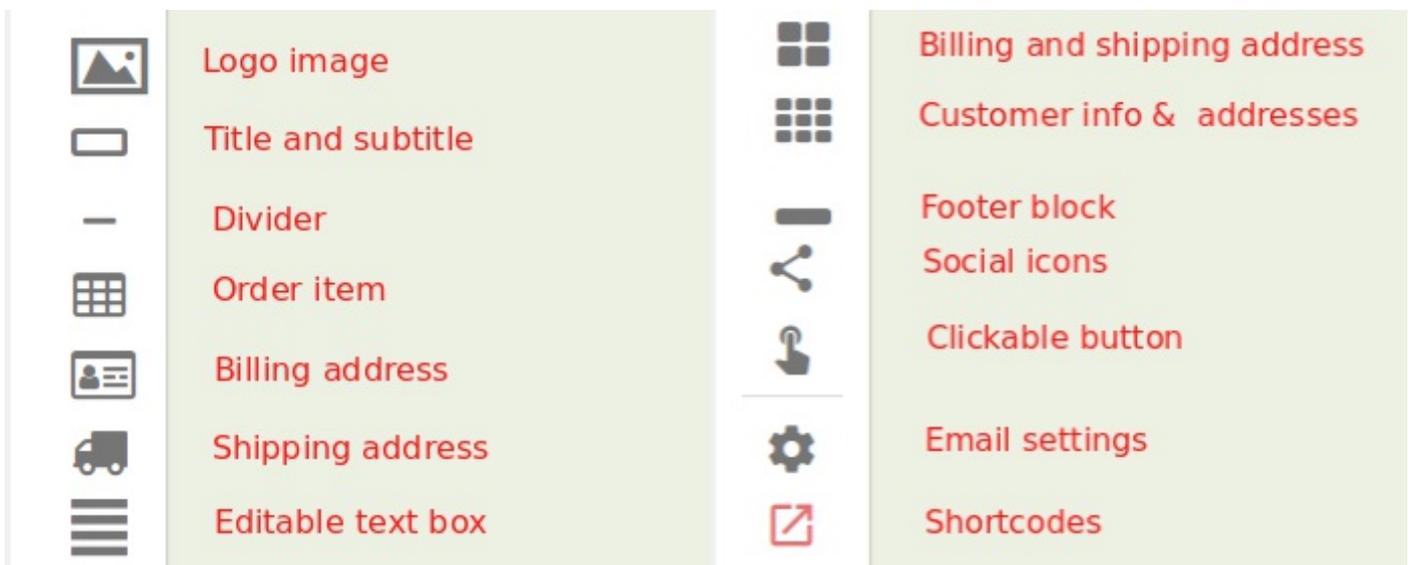
After selecting the language, email template and customer order, the system will show you the default customized template (comes with your plugin package). Refer the below image:



## Customize the email template using drag and drop feature

This plugin offers drag and drop feature to easily customize the email template layout.

On the left side, you can see the panel with list of icons. Each icons possess different function. **Mouse over** on those icons will show you the **name of the icon** and **short description about the use of icon**.



## How to create a header part ?

Mostly, the Header part of email should have the informations such as business logo, title, company contact info, etc. Lets see how to add logo and title for our completed order template.

### Logo image

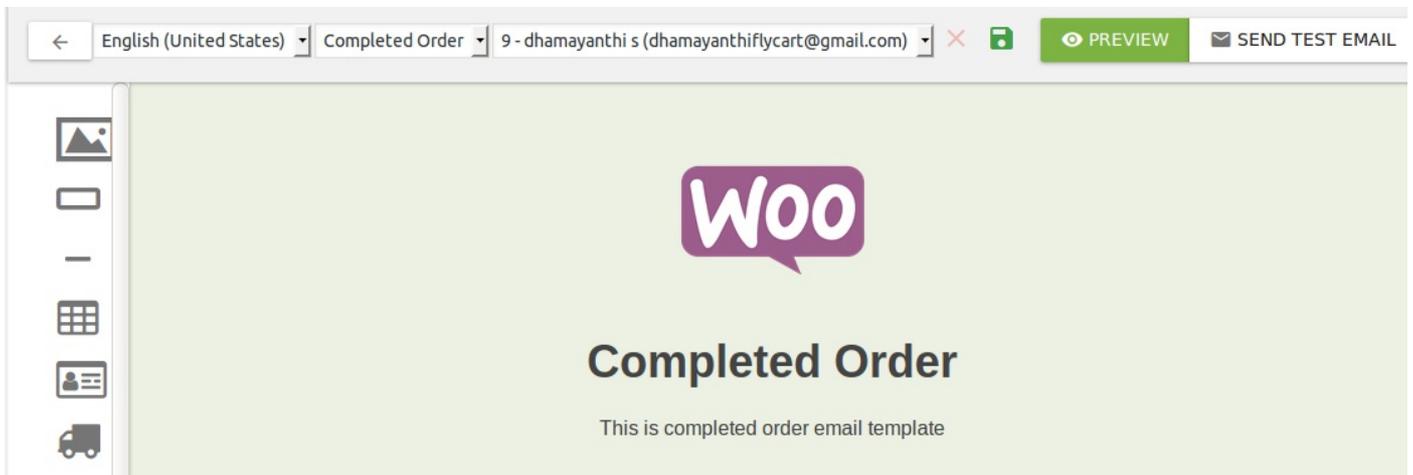
At the top of left side panel, you can the icon named **Logo**. Use this icon to add your company or store logo. Drag and drop this icon will insert default logo. You can also edit and upload your own business logo here.

### Title and subtitle

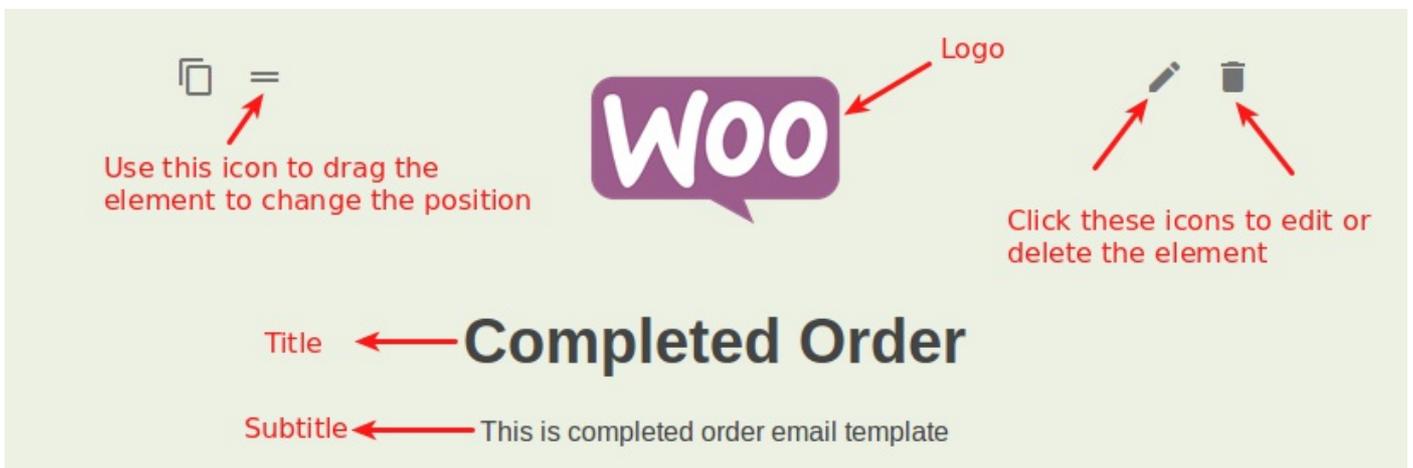
From the list of icons, the icon next to the logo is **Title and subtitle**. This icon allows you to insert title and subtitle. Drag and drop this icon in your email template and edit the element and add your own title / subtitle.

### Divider

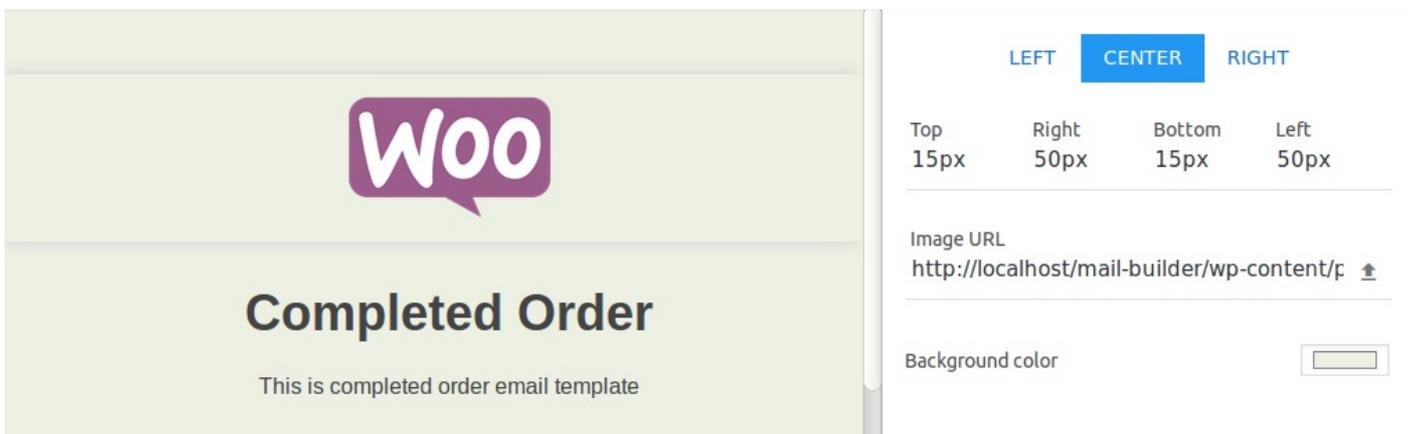
This icons is located next to the title and sub-title icon. It is used to insert horizontal line between any two blocks.

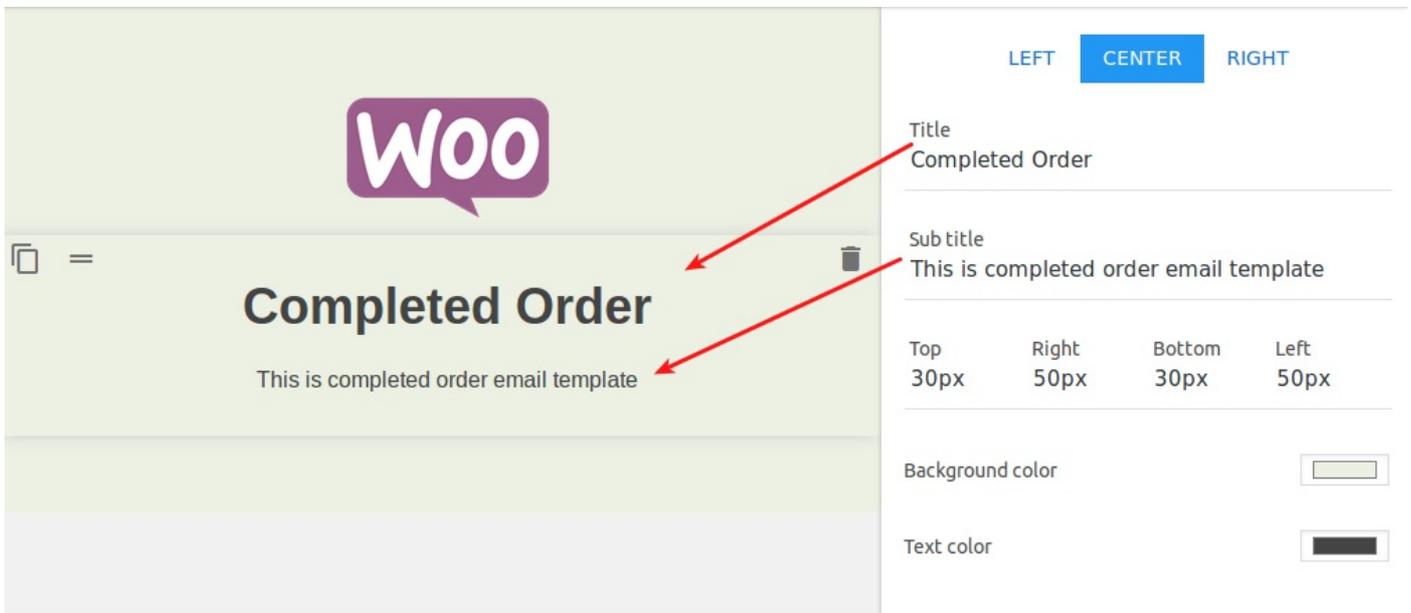


On mouse overing each element, you can see the icons to edit / delete / copy / move the element. Clicking on edit icon allows you to style the element by changing the background color, to change the content, etc.



### Screen shots of editing logo element and title element





## How to create email body content ?

Body of the email may contains order details, address information (billing / shipping), customer information, status of the customer order like completed, shipped, etc. Lets see how to add additional dynamic information using drag and drop feature.

### Order item

From the left panel icons list, you can see the icon named **Order Item**. Use this icon to add order information (ordered items, subtotal, total and payment method) in table format. You can also edit this element to add more information and to style this block.

Dhamayanthi

Your recent order has been completed successfully. Your order details shown below for your reference:

### Order #9

Product	Quantity	Price
Iphone	1	£129.00
<b>Subtotal:</b>		£129.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		£129.00

On editing this element, you can see the short code of order item table in the text editor.

English (United States) | Completed Order | 9 - dhamayanthi s (dhamayanthiflycart@gmail.com) | PREVIEW | SEND TEST EMAIL

Dhamayanthi  
Your recent order has been completed successfully. Your order details shown below for your reference:

**Order #9**

Product	Quantity	Price
Iphone	1	£129.00
<b>Subtotal:</b>		£129.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		£129.00

Top 15px | Right 50px | Bottom 15px | Left 50px

Image Width 370

Background color

Text

File | Edit | Insert | View | Format

Table | Tools

Formats

**B** *I* 12pt | A | A

[woo\_mb\_items]  
You can also include additional info

## Billing Address

It is used to add customer's billing address alone. On editing this element,

you can see the short code of billing address in the text editor.

## Shipping Address

It is used to add customer's shipping address. On editing this element, you can see the short code of shipping address in the text editor.

## Text box

This icon will add editable text box inside the email template.

## Billing and Shipping Address

Use this icon to add both billing and shipping address in 2 columns. Edit the element and see how the short codes are used.

## Customer info and addresses

Drag and drop this icon to insert customer information, billing address and shipping address in a 3 columns. Edit the element and see how the short codes are used.



The screenshot shows an email template editor interface. At the top, there is a title bar with a copy icon, an equals sign, the text "Address and customer infomation" (note the typo), an edit icon, and a trash icon. Below the title bar is a red-bordered box containing three columns of information:

Shipping Address:	Customer Information:	Billing Address:
dhamayanthi s no 102, south Los Angels, CA 90004 United States (US)	dhamayanthi  dhamayanthifycart@gmail.com	dhamayanthi s no 102, south Los Angels, CA 90004 United States (US)

Below element is added using Text box icon

Feel free to contact us if you have any questions,  
  
Sincerely,  
  
Mystore Team.

# How to create footer section ?

## Footer

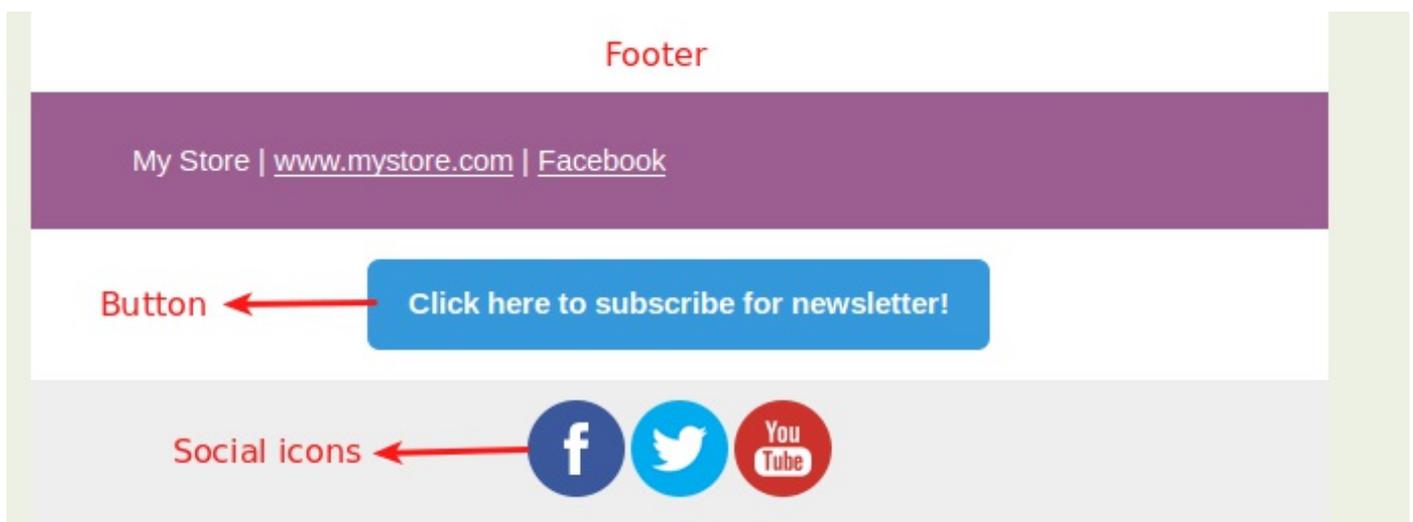
It is used to insert editable footer block. You can include your own text here. For example, copyright information.

## Social icons

Adding social icons to the email is the another way of marketing or advertising your company or store. Use this icon to include social icons in email template. This icon will insert 4 social icons (Facebook, Twitter, LinkedIn, Youtube). After adding this element, click on edit icon to add your social page url.

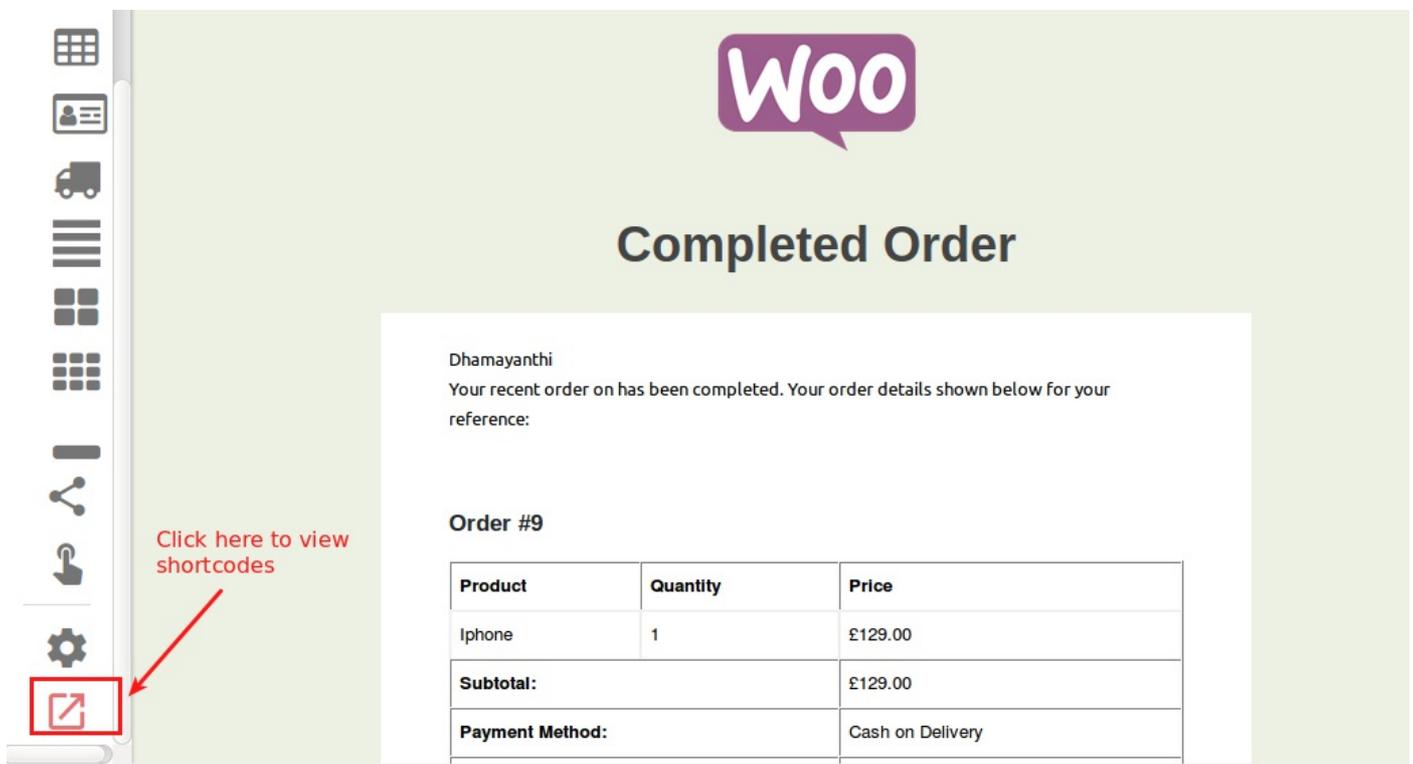
## Button

Drag and drop this icon to add button link to custom url. It is also possible to change the button background color. After adding this element, click on edit icon to change the button text, url and background color.

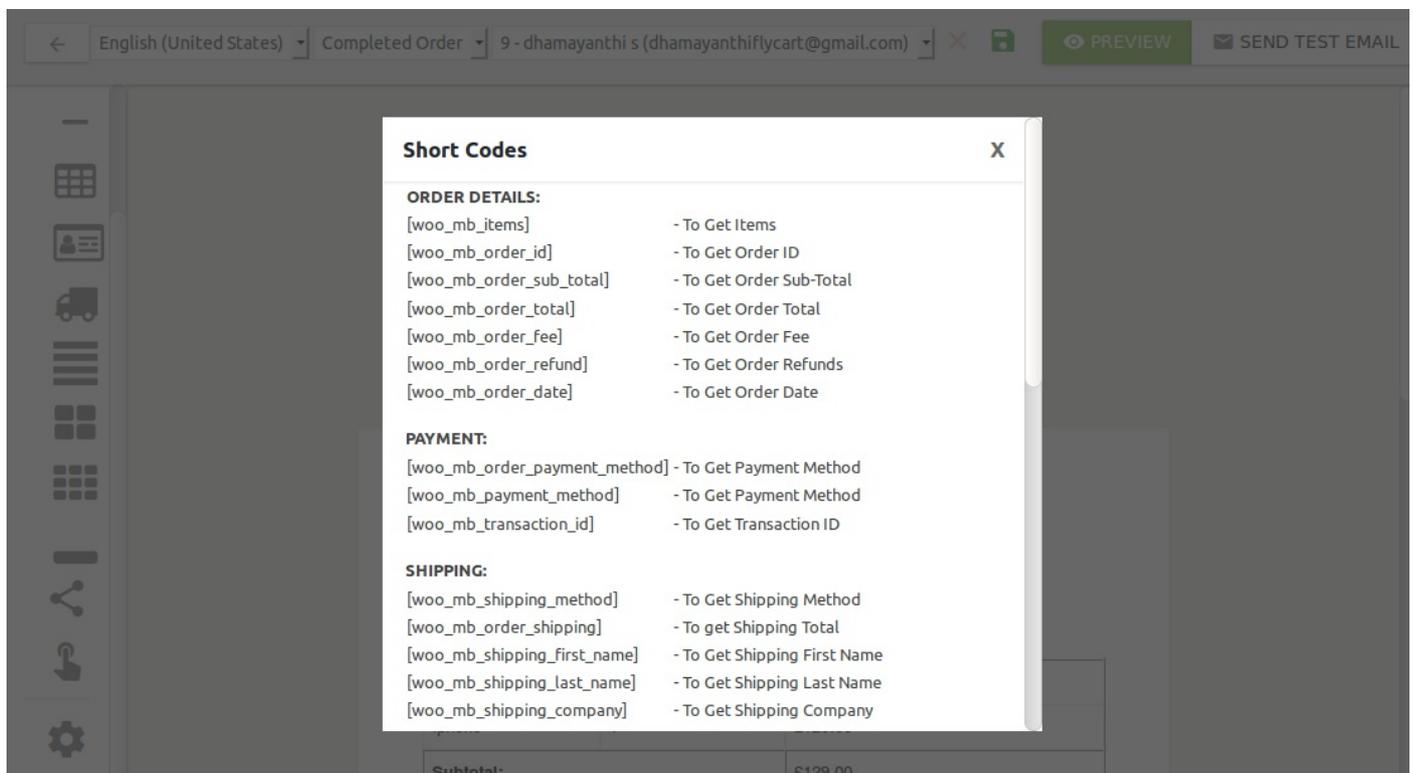


## List of Shortcodes

At the bottom of the left side panel, you can see the icon for shortcode.



Clicking on shortcode icon will show you all the short codes in the popup window. These shortcodes can be used to add additional information of order details, customer info, etc while you editing element.



Below are the available list of shortcodes.

### Order Details:

[woo\_mb\_items] - To Get Items

[woo\_mb\_order\_id] - To Get Order ID

[woo\_mb\_order\_sub\_total] - To Get Order Sub-Total

[woo\_mb\_order\_total] - To Get Order Total

[woo\_mb\_order\_fee] - To Get Order Fee

[woo\_mb\_order\_refund] - To Get Order Refunds

[woo\_mb\_order\_date] - To Get Order Date

### **Payment:**

[woo\_mb\_order\_payment\_method] - To Get Payment Method

[woo\_mb\_payment\_method] - To Get Payment Method

[woo\_mb\_transaction\_id] - To Get Transaction ID

### **Shipping:**

[woo\_mb\_shipping\_method] - To Get Shipping Method

[woo\_mb\_order\_shipping] - To get Shipping Total

[woo\_mb\_shipping\_first\_name] - To Get Shipping First Name

[woo\_mb\_shipping\_last\_name] - To Get Shipping Last Name

[woo\_mb\_shipping\_company] - To Get Shipping Company

[woo\_mb\_shipping\_address] - To Get Shipping Address

[woo\_mb\_shipping\_address\_1] - To Get Shipping Address 1

[woo\_mb\_shipping\_address\_2] - To Get Shipping Address 2

[woo\_mb\_shipping\_city] - To Get Shipping City

[woo\_mb\_shipping\_state] - To Get Shipping State

[woo\_mb\_shipping\_postcode] - To Get Shipping Postal Code

[woo\_mb\_shipping\_country] - To Get Shipping Country

### **Billing:**

[woo\_mb\_billing\_address] - To Get Billing Address

[woo\_mb\_billing\_first\_name] - To Get First Name

[woo\_mb\_billing\_last\_name] - To Get Last Name

[woo\_mb\_billing\_company] - To Get Billing Company

[woo\_mb\_billing\_address\_1] - To Get Billing Address 1

[woo\_mb\_billing\_address\_2] - To Get Billing Address 2

[woo\_mb\_billing\_city] - To Get Billing City

[woo\_mb\_billing\_state] - To Get Billing State

[woo\_mb\_billing\_postcode] - To Get Billing Postal Code  
To Get User's Email Code

[woo\_mb\_billing\_country] - To Get Billing Country

### **General:**

[woo\_mb\_site\_name] - To get Site Name

[woo\_mb\_site\_url] - To Get Site URL

[woo\_mb\_user\_name] - To Get User's Name

[woo\_mb\_user\_email] - To Get User's Email

## **Screenshots of different email templates**



## New Order

Your order has been created successfully. Your order details are as follows:

### Order #38

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

### Customer Information:

Saranya

saranya@flycart.org

### Shipping Address:

Saranya Subramanian  
No 102, South  
Los Angeles, CA 90004

### Billing Address:

Saranya Subramanian  
No 102, South  
Los Angeles, CA 90004

---

Feel free to contact us if you have any question

Sincerely,

Mystore Team,



## Cancelled Order

We are sorry that you have cancelled an order from admin. The order details are as follows:

### Order #38

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

#### Shipping Address:

Saranya Subramanian  
No 102, South  
Los Angels, CA 90004

**Order Date:** 2016-10-26 05:52:00

#### Customer Information:

Saranya  
saranya@flycart.org

---

Feel free to contact us if you have any questions,

Sincerely,

Mystore Team.



## Failed Order

We are really sorry that your order #38 could not be processed at this time. The order details are as follows:

### Order #38

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

Please get in touch with us if you have any questions.



## Order on hold

Dear **Saranya**,

Your order is on hold. The order details are as follows:

### Order #38

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

### Billing Address:

Saranya Subramanian  
No 102, South  
Los Angels, CA 90004

**Order Date:** 2016-10-26 05:52:00

---

We will be in touch with you as soon as we start processing the order.

My Store | [www.mystore.com](http://www.mystore.com) | [Facebook](#)



# Processing Order

Your order has been received, and is now being processed.

## Order #38

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

## Billing Address:

Saranya Subramanian  
No 102, South  
Los Angels, CA 90004

Feel free to contact us if you have any questions,

Sincerely,

Mystore Team.

My Store | [www.mystore.com](http://www.mystore.com) | [Facebook](#)





# Order Refunded

Hi there, Your order on My Store has been refunded.

## Order #38

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

## Billing Address:

Saranya Subramanian  
No 102, South  
Los Angels, CA 90004

---

Feel free to contact us if you have any question,

Sincerely,

Mystore Team.



# Invoice

**Shipping Address:**

Saranya Subramanian  
No 102, South  
Los Angels, CA 90004

**Billing Address:**

Saranya Subramanian  
No 102, South  
Los Angels, CA 90004

**Order #38**

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

Thank you for your order with My Store. Feel free to contact us, if you have any questions,

Sincerely,

Mystore Team.



## Customer Note

Hello, a note has been just added to your order: **#38** for your reference, your order details are shown below.

### Order #38

Product	Quantity	Price
Product1	1	\$100.00
Product4	1	\$200.00
<b>Subtotal:</b>		\$300.00
<b>Payment Method:</b>		Cash on Delivery
<b>Total:</b>		\$300.00

---

Feel free to contact us if you have any questions,

Sincerely,

Mystore Team.



## New Account

Your account has been created successfully at My Store

**User name:** admin

**E-mail:** saranya@flycart.org

My Store | [www.mystore.com](http://www.mystore.com) | [Facebook](#)