Email Templates for Magento

User Guide

version 1.0

created by "IToris"

IToris

CMS and e-Commerce Solutions



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1. Introduction

1.1. Purpose

This document is a **User Guide** for Email Templates extension for Magento. It describes how work with the extension.

Email Templates is a convenient Magento tool to manage the email templates. Its main advantage is a WYSIWYG editor for email templates, so you can create the look, add images, and manage the styles and texts of your emails in a convenient visual way.

You do not need to guess any longer what your customers will see when they receive your emails - you will know this for sure now.

2. Installation and License

2.1. System Requirements

The extension works under Magento 1.4.x, and Magento 1.5.x and higher.

The extension works with Apache 1.3.x and higher, PHP 5, Linux or IIS.

The extension's correct work is guaranteed with the following browsers:

- IE7, IE8, IE9
- FireFox 4.x, 5.x
- Google Chrome 15.x
- Safari 5.x

The correct work with other Magento versions, other browsers and Apache/PHP versions is not guaranteed.

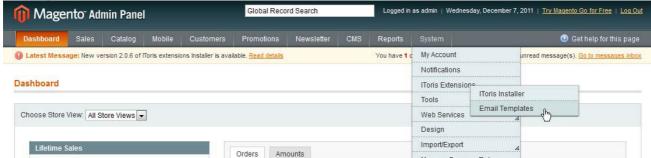
2.2. Installation

All our Magento extensions and templates are installed via IToris Installer.

Download IToris Installer from here http://www.itoris.com/itoris-magento-installer.html and un-pack to the root of your website. It will then appear in menu System ->IToris extensions -> IToris Installer.

Open it and you will see all our Magento Extensions and Templates, both installed and available. You can install, update and un-install them with one click now.

Find Email Templates in the list of extensions and press **Install** button. It will ask for the license key that you will receive after the purchase. Enter the key and submit. The extension will be installed. It will be available in menu **System ->IToris extensions -> Email Templates**.



2.3. License

Email Templates extension is website-dependent. By 'website' here we understand the website in Magento terms. Under one Magento installation one license key of the extension can activate all stores/storeviews. within one website.



If your configuration has several Magento websites - a separate license will be required for each.

You can switch the license from one website to another – login to http://www.itoris.com using the credentials you will receive after the purchase. Go to **My Downloads** area, find your key there and reset it from the current website. Then use it again to activate another website.

The license also includes free life-time updates for the extension.

3. How to Use

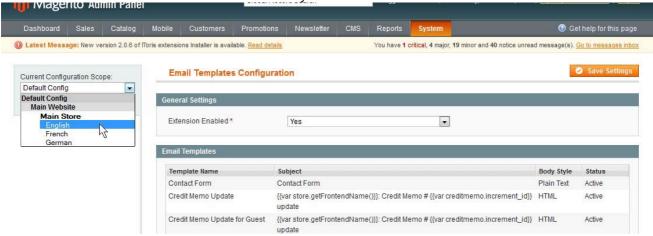
3.1. Main Settings

Install Email Templates and open it in admin area (System ->IToris extensions -> Email Templates). You will see Settings area.

To activate the extension on your website select 'Enabled' = Yes.

You can enable the extension for the selected stores only. To do it please select the stores on the left and

enable the module. Check that it is disabled when you select the rest of the stores.



3.2. Languages' Settings

Different languages can be used for different stores in the module. By defaults the module is provided in English.

To translate it for stores please open app/locale/en_En in your Magento and find Itoris_EmailTemplates.csv file there.

Copy the file to the locale you need and open the copy for editing.

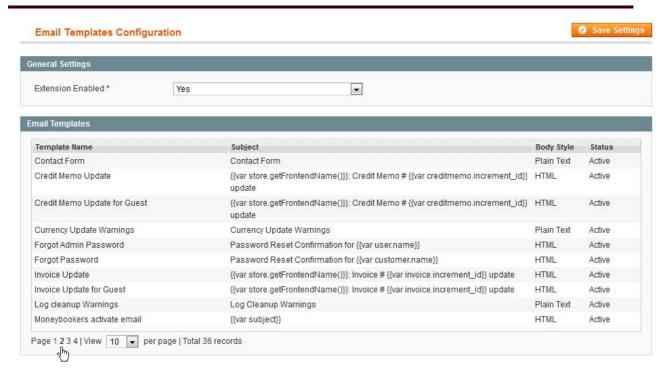
The file will contain each phrase twice. Translate the second part of each phrase and save the changes.

3.3. Creating Email Templates

To start working with email templates open the main area of the extension (System ->IToris extensions -> Email Templates).

You will see all default templates uploaded in the list. By default 10 email templates are displayed per page.





Clicking on a template opens up the area with the template's details below. The selected email template's name is highlighted grey.

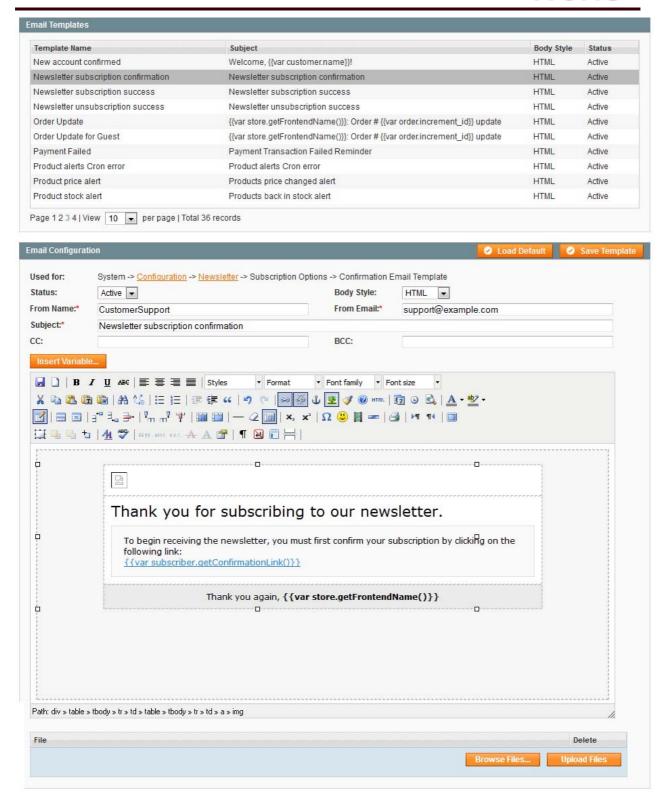
Each template will have the following areas:

3.3.1. Email Header

In this area create the email's header:

- Status only active templates will be sent
- Body style select if the email should in HTML or Plain text
- From Name which name the receiver will see in the email
- From Email which email address the receiver will see (and perhaps reply to)
- Subject subject of the email
- CC
- BCC





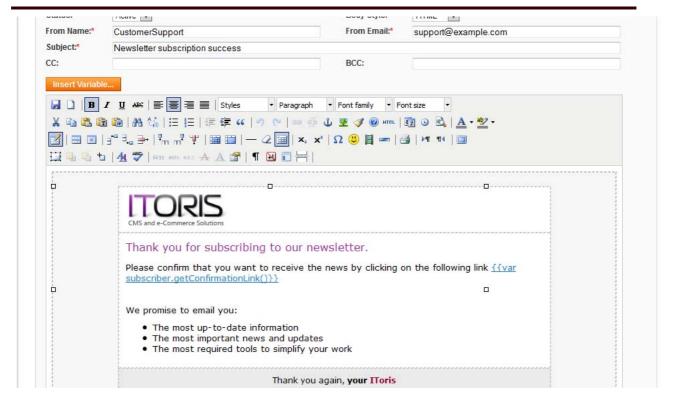
3.3.2.Email Body

This is the main email's area. Here the text of the email can be created, styles, images and decorations added. Unlike in default Magento this area is now WYSIWYG, so creating emails will be similar to creating CMS pages. You will see the final design of what your receivers will get.

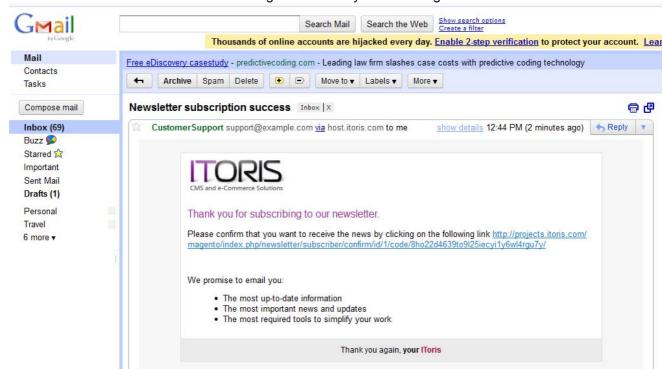
As usually, here you can switch to HTML editing - or leave the visual mode for easier creation.

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Your customers will receive the email looking the same as you see during the creation:



3.3.3. Email Actions

A number of actions are available:

- Load Default loads the default Magento email template
- <u>Save Template</u> saves the created template. The template will not overwrite the default template, it will be saved separately and used instead
- <u>Insert Variable</u> dynamic variables can be inserted in real emails these variables will be substituted with real data
- <u>Used for</u> the information of where the email will be used.



3.3.4. Attach Files to Emails

Some emails require attachments. You can browse and select the file to be attached, and then upload it to the email template.

Below the WYSIWYG body area there are 'Browse Files' and 'Upload Files' buttons. Select the files to be attached and upload them. The attached files will be displayed below the body area:

