

USER MANUAL



WooCommerce Order Status Notifier

Version: 2.5.0

Compatibility:

WordPress: 3.6.1 to 5.8.x
WooCommerce: 5.0 to 5.7.x

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Introduction

WooCommerce Order Status Notifier plugin allow you the receive real-time notification right on your desktop screen letting you know about your orders. This plugin helps admin to easily recognize if any order is placed or any order is cancelled. It will also notify user for different order statuses like payment is pending, order is on hold, requested for refund etc.

Benefits of WooCommerce Order Status Notifier

- Get notification for each click when status of the order changes.
- Works with native WooCommerce statuses as well as custom added statuses.
- Roles based notification accessibility.
- Enable/Disable notification option for users.
- Customize messages for each order status.

Pre-requisites

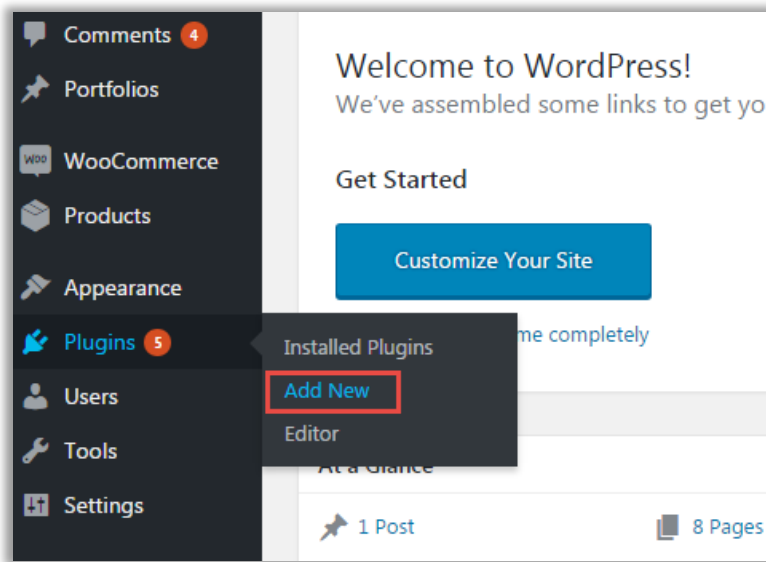
Following points must be followed before starting the plugin installation:

- You should login as an Admin in WordPress.
- Only logged in users will get notifications.
- Check that your WordPress Instance is compatible with WooCommerce Order Status Notifier.
- Browser notification should be enabled.
- Latest browser version requires secure connection(HTTPS).

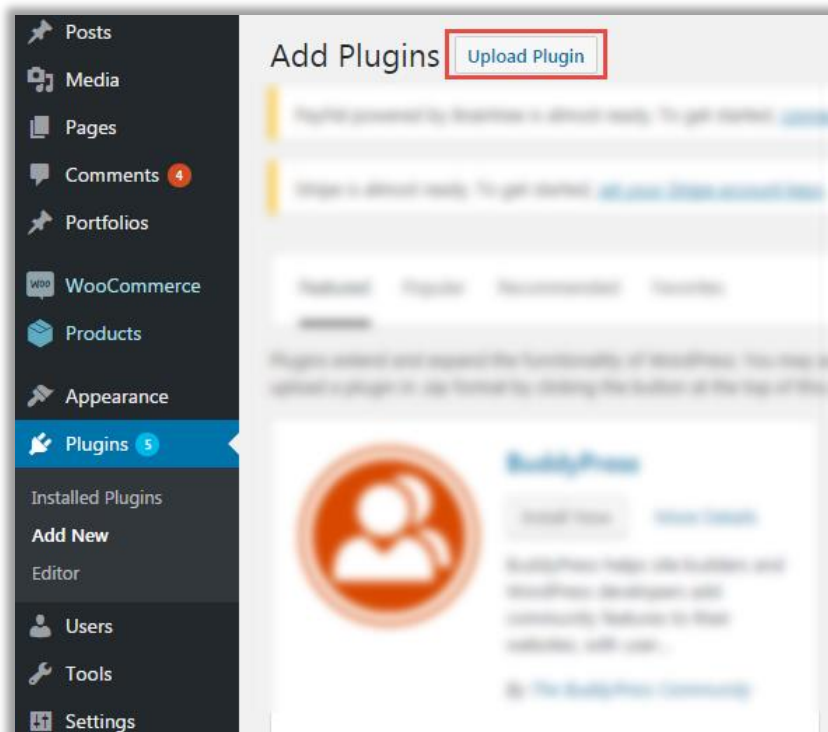
Installation

Installation Steps

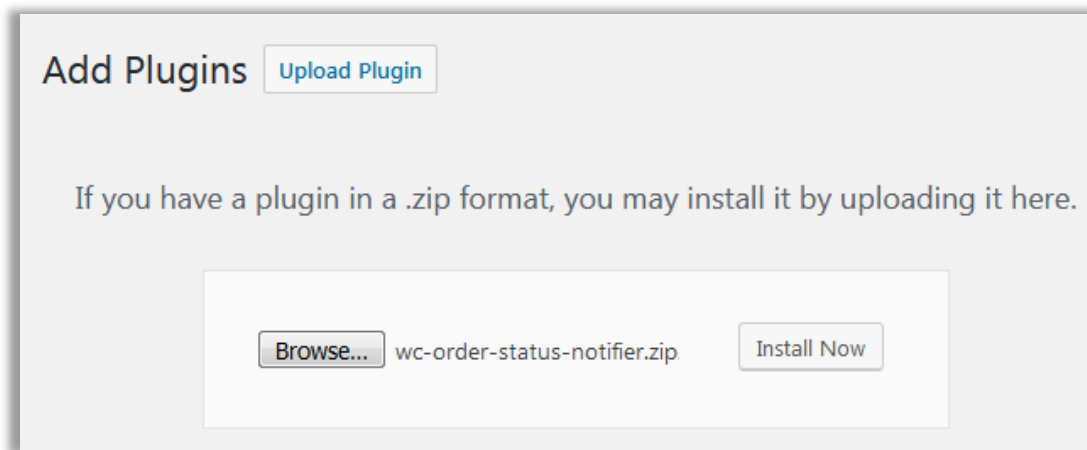
- To start with the installation, Log-in as Administrator into WordPress. Hover over “Plugins” and click on ‘Add New’ to install the package.



- Click on ‘Upload Plugin’ Button



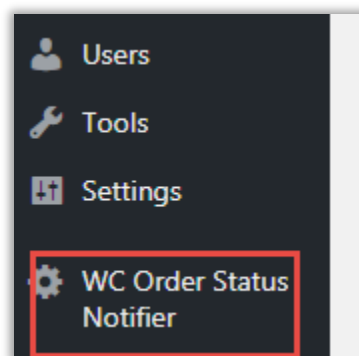
- Click on **‘Choose File’** button and browse the zip file. After uploading package, click on the **‘Install’** button to install the package.



Plug-in Configuration

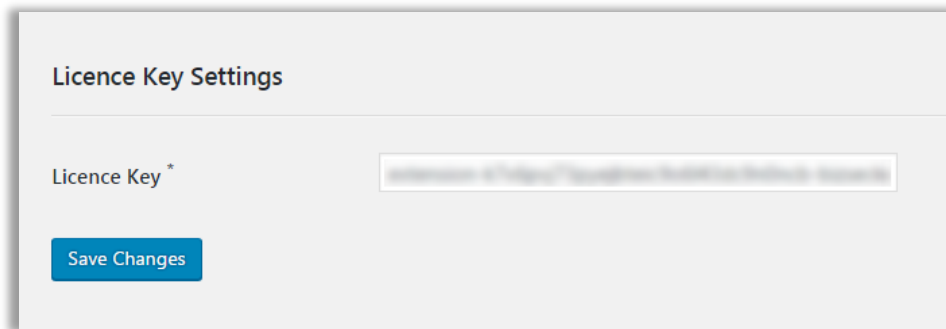
Activate your plug-in

- After successful package installation, you need to activate your **“WC Order Status Notifier”**.
- To activate the plugin, navigate to **‘Installed Plugins’** screen. Here, you can see WC Order Status Notifier Plugin was successfully installed. But still it’s Inactive.
- Click on **‘Activate’** to activate the newly installed plugin.
- A new tab **‘WC Order Status Notifier’** will be added under the **‘Settings’** tab where you need to enter the license key provided by Appjetty and save the changes.



Get License key

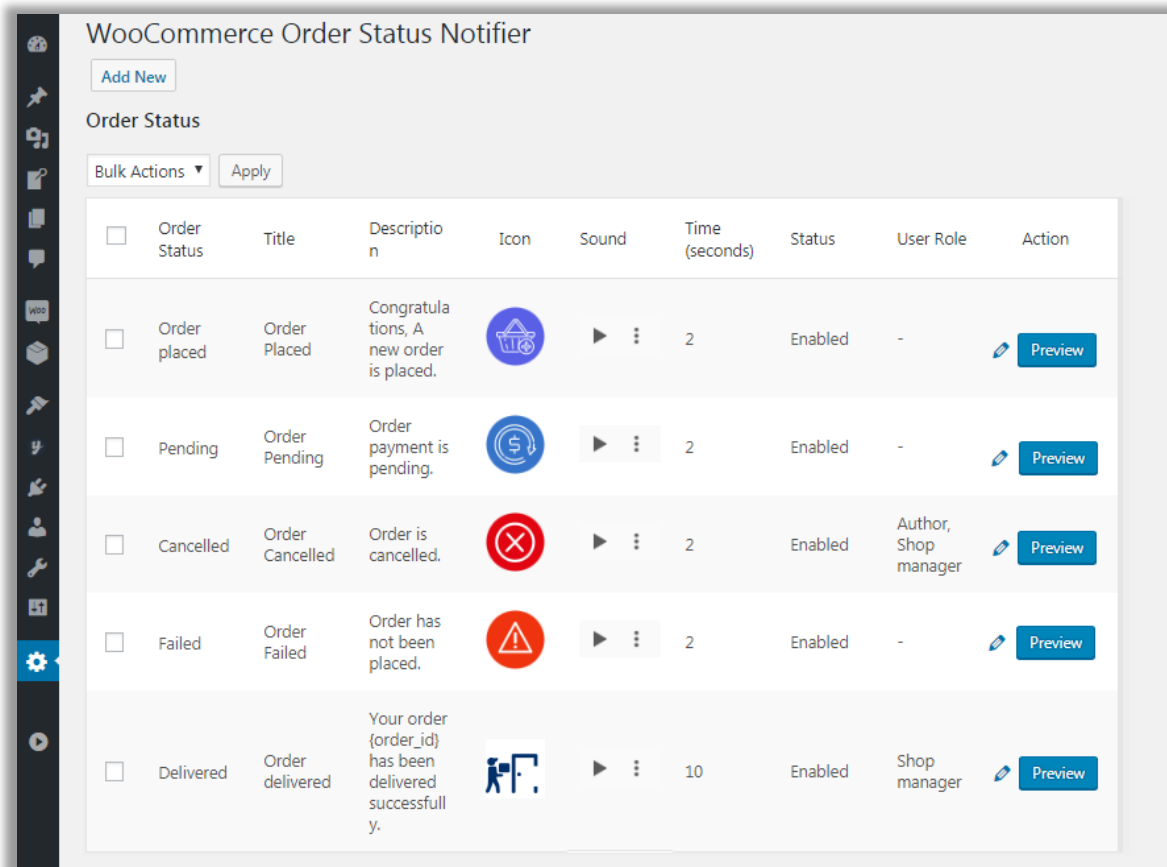
- Get the license key from the Order Confirmation Mail. OR
- Login to your AppJetty Store account then go to Downloadable options and copy the activation key for the **WC Order Status Notifier** -Plug-in.
- Enter License activation key for the **WC Order Status Notifier** plug-in provided by AppJetty Store. Validate your license by clicking the '**Save Changes**' button.



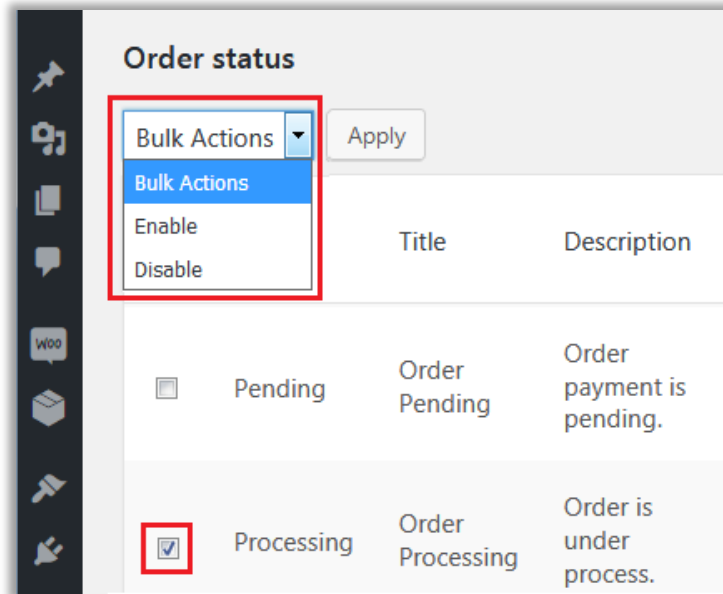
The screenshot shows a settings panel titled "Licence Key Settings". Below the title is a horizontal line. Underneath, there is a label "Licence Key *" followed by a text input field. The input field contains a blurred license key. Below the input field is a blue button with the text "Save Changes".

Configuration

- “WooCommerce Order Status Notifier” plugin displays pop-up notification for admin and user based on order statuses. If action is performed by admin then logged-in user and other admin’s will get notification and if user has performed any action then admin’s will get notification.
- Log in to your WordPress instance as Admin. Go to “WC Order Status Notifier” tab in the menu.



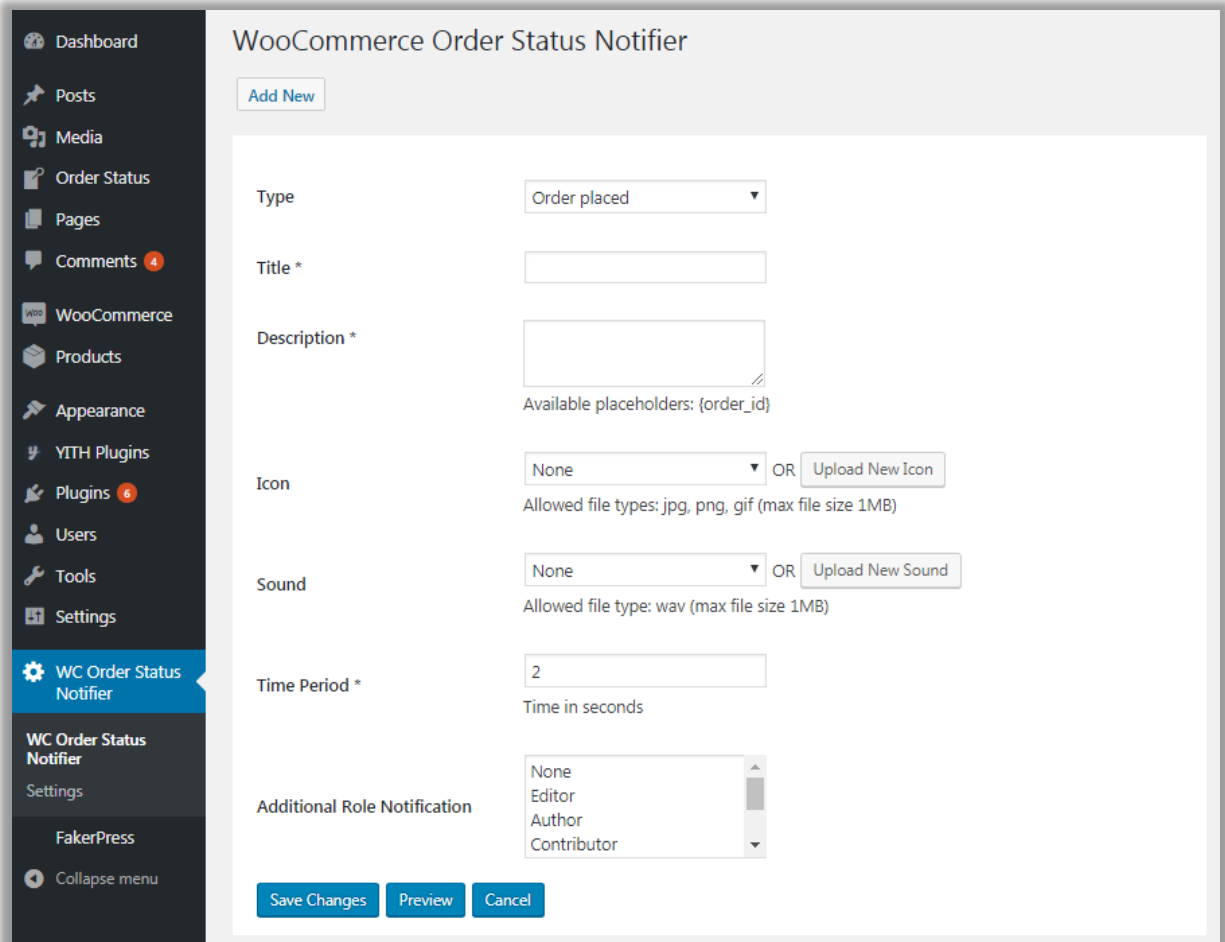
- You will be navigated to “WC Order Status Notifier Page”, where the list of order statuses will be there.
- User can perform various action from list of order statuses.
- If you don’t want the get notified for specific statuses then you can also disable that order statuses.
- For enable/disable order statuses, select the order statuses that you want to enable/disable.



- Click on “**Bulk Actions**” and select the action you want to perform.
- Once you select the order statuses, click on “**Apply**” to save changes.

Add New Order Status

- If you want to add order status, navigate to “WC Order Status Notifier Page”, where you will get “Add New” button to add new order status.



The screenshot shows the 'WooCommerce Order Status Notifier' 'Add New' form. The form is located in the WordPress dashboard under the 'WC Order Status Notifier' menu. The form fields are as follows:

- Type:** A dropdown menu with 'Order placed' selected.
- Title *:** A text input field.
- Description *:** A text area with a placeholder note: 'Available placeholders: {order_id}'.
- Icon:** A dropdown menu with 'None' selected, and an 'Upload New Icon' button. Below it, it says 'Allowed file types: jpg, png, gif (max file size 1MB)'.
- Sound:** A dropdown menu with 'None' selected, and an 'Upload New Sound' button. Below it, it says 'Allowed file type: wav (max file size 1MB)'.
- Time Period *:** A text input field with '2' entered, and a label 'Time in seconds' below it.
- Additional Role Notification:** A dropdown menu with 'None' selected, and other options: 'Editor', 'Author', and 'Contributor'.

At the bottom of the form, there are three buttons: 'Save Changes', 'Preview', and 'Cancel'.

- **Type:** Select the type of status as per your requirement. You will get the list of default WooCommerce statuses as well as custom added statuses.
- **Title:** Add suitable title for order status.
- **Description:** Add suitable description which defines order status.

Note: In description field, if you add {order_id} in description message, then it will get replaced by original order_id in notification.

- **Icon:** Select icon from the list of icons or add upload new icon as per your necessity. Icon should be only in specified file format i.e. jpg, png, gif (max file size should be 1MB).

- **Sound:** Select icon from the list of icons or add upload new icon as per your necessity. Sound should be only in specified file format i.e. wav (max file size should be 1MB).
- **Time Period:** Set time duration (in seconds) for notification.
- **Additional Role Notification:** There is a list of user roles like: Editor, Author, Contributor, Subscriber, Customer and Shop Manager. Select roles to whom you want to send notification. You can also select multiple roles.
- Once you are done with all the description save order status. You can also preview the same.

The screenshot shows the 'WooCommerce Order Status Notifier' configuration page. It features a sidebar with navigation icons and a main content area with the following fields:

- Add New** button
- Type:** Order placed (dropdown)
- Title *:** Order Placed (text input)
- Description *:** Congratulations, A new order is placed. (text area) Available placeholders: {order_id}
- Icon:** new-order-placed.png (dropdown) OR Upload New Icon (button with icon)
- Sound:** new-order-placed.wav (dropdown) OR Upload New Sound (button) Includes a play button and a progress bar showing 0:00 / 0:02. Allowed file type: wav (max file size 1MB)
- Time Period *:** 2 (text input) Time in seconds
- Send Additionally to:** Contributor (selected), Subscriber, Customer, Shop manager (dropdown)

At the bottom, there are **Save Changes** and **Preview** buttons. A preview window shows a blue shopping cart icon, the title 'Order Placed', and the description 'Congratulations, A new order is placed.' with a settings gear and close button.

Edit Details

- If you want to edit details of order status, navigate to “**WC Order Status Notifier Page**”, where you will get action tab in which edit details option will be available.

Order Status	Title	Description	Icon	Sound	Time (seconds)	Status	Action
Order placed	Order Placed	Congratulations, A new order is placed.			3	Disabled	Preview

- Click on “Edit option” to edit the existing details.

WooCommerce Order Status Notifier

[Add New](#)

Type:

Title *:

Description *:

Available placeholders: {order_id}

Icon: OR [Upload New Icon](#)

Allowed file types: jpg, png, gif (max file size 1MB)

Sound: OR [Upload New Sound](#)

0:00 / 0:02

Allowed file type: wav (max file size 1MB)

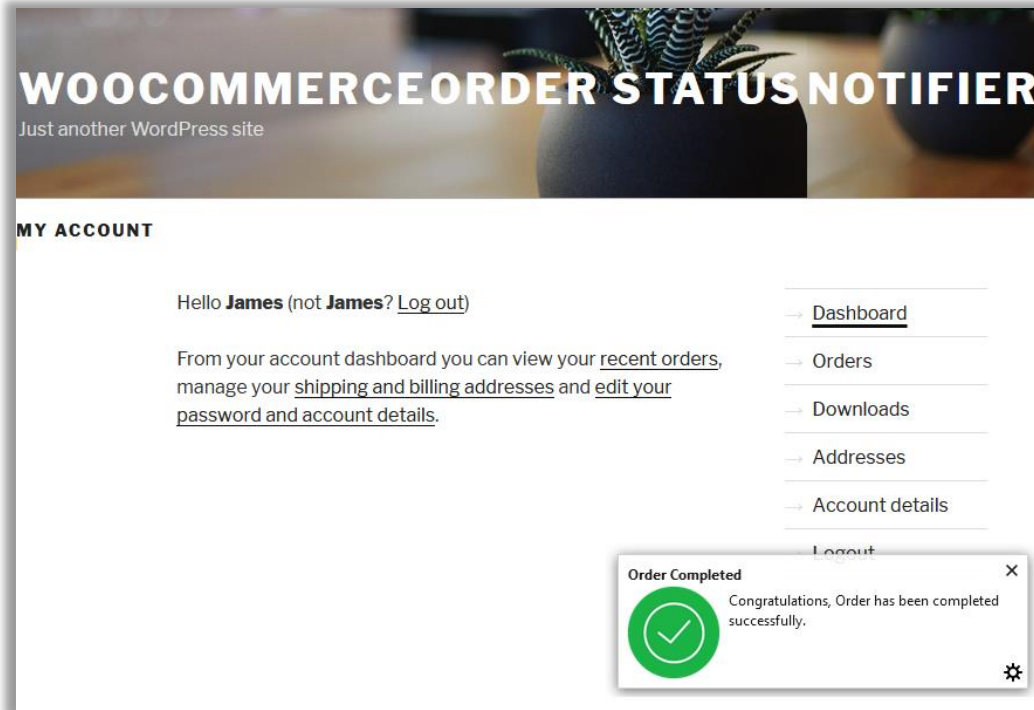
Time Period *:

Time in seconds

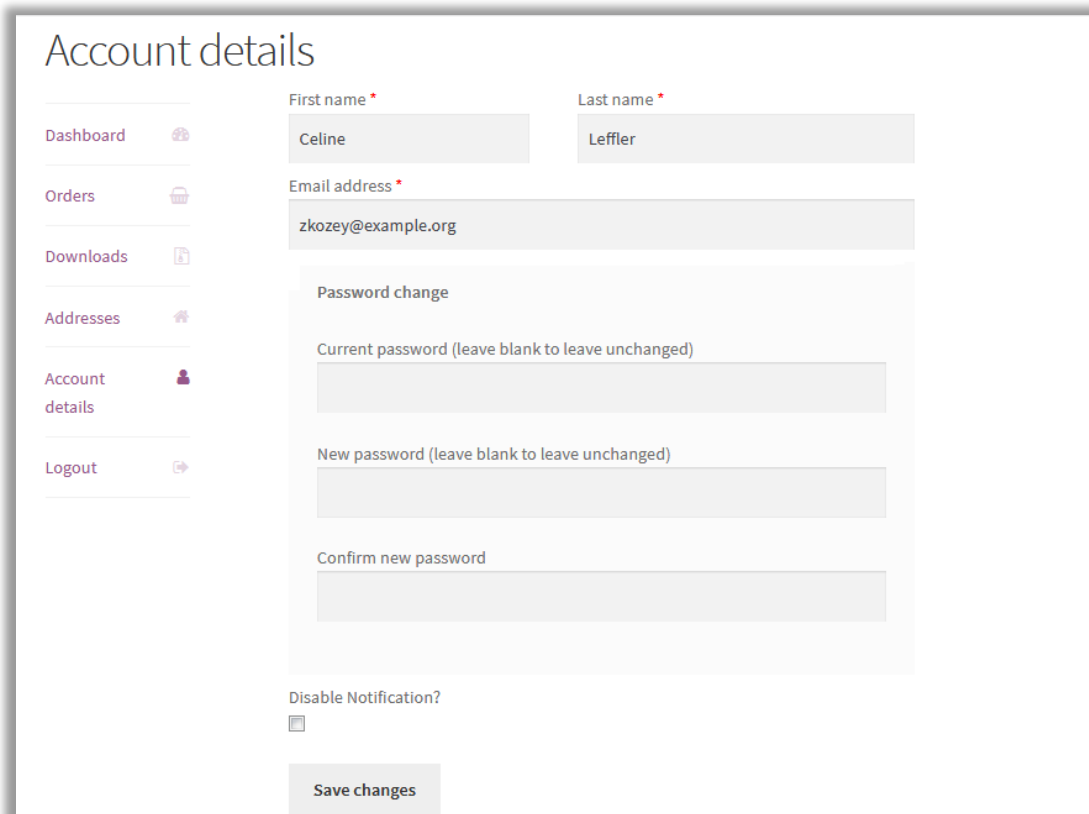
Additional Role Notification:

[Save Changes](#) [Preview](#) [Cancel](#)

- Edit details as per the necessity and preview, so that you will be able see the changes and save it.
- Logged-in user will receive pop-up notification, for any action performed on order status.



- If they don't want to view the notification sent to them, they can also enable/disable notification.



- Navigate to "Account Details" page, there will option to disable notification.

Contact Us

We simplify your business, offer unique business solution in digital web and IT landscapes.



Live Chat

- Get instant support with our Live Chat.
- Visit our product page at: <https://www.appjetty.com/woocommerce-order-status-notifier.htm> and click on the Live Chat button for instant support.



Tickets

- Raise tickets for your specific question!
- Send an email to support@appjetty.com or you can login to my account www.appjetty.com and click on My Support Tickets on your account dashboard, to get answers to your specific questions.

Customization:

If you would like to customize or discuss about additional feature for **WooCommerce Order Status Notifier**, please write to sales@appjetty.com