

## 11-0017-EN-I have a GlobeCharge or ShopFactory 8 Total ...

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My orders are securely stored on the GlobeCharge server so I do NOT need the attachments in the Order Notification emails that I receive as shop owner. How do I stop receiving order attachments in the notification emails?

- Open your shop in ShopFactory.
- Click on Settings -> Global Settings -> Settings for this Website
- Select " Shopping Basket" and then untick " Attach order as file" checkbox.
  
- Click OK
- Save and preview shop. Place a test order. You will receive the Order Notification email without attachments.
- Go back to Normal mode and publish your shop again so that the changes are uploaded online.