Admin Email Notification User Guides

Thank you for purchasing our extension. If you have any questions that are beyond the scope of this document, do not hesitate to leave us an email via our email address below.

By: Magenest | Support Portal: http://servicedesk.izysync.com/servicedesk/customer/portal/31

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Introduction

Magento 2 Admin Email Notification extension for is the perfect tool for you to keep track of all main events in your store via emails.

As a Magento 2 store admin, you may want to stay informed of all key events happen in your store. In order to do it, normally you will have to check the Admin Panel all the time. This task can be very tiresome and time-consuming, however if you don't check it, you could miss something important.

Our Admin Email Notification extension will save your precious time and effort by sending you a simple email whenever a main event occurs. The email will contain key information of the event. By this way, you can use your time doing more important tasks while still stay informed of all the things happen in your store. The main events include: customer registration, new order placement, new product review, new order status and new newsletter subscription.



Features

• Support multiple email receivers.

Admin can create multiple receiver email group.

Heep track of all important events and activities in the store.

Get a notification email when one of the following events occurs:

- An item quantity reaches low-stock threshold (New).
- A coupon code is used.
- Customer signs up for a new account on the store.
- A new wishlist is added.
- A new order is created.
- Customers leave a review on the store.
- Customer subscribes to newsletters.
- Customer unsubscribes to newsletters.
- Order status is changed.

Easily manage notification options.

Easily manage email template.

System Requirements

Your store should be running on Magento Community Edition version 2.2.x, 2.3.x or Magento Enterprise Edition version 2.2.x, 2.3.x.

Set up a new email group

Before setting up for the notification email, admin need to create the receiver email groups to assign to each email setting.

• On the admin sidebar, go to Marketing > Email Notifications > Email Group.

€	Marketing			×				
DASHBOARD		SEO & Search	Email Notifications				Q 🔎 🚨 thao	•
\$ SALES	Catalog Price Rule	URL Rewrites	Group Email				Reload Data	
1	Cart Price Rules	Search Terms	Configuration					
		Search Synonyms						
CUSTOMERS	Communications	Site Map		r	eports tailored to v	our customer data.	Go to Advanced Reporting [™]	
	Email Templates							
	Newsletter Template	User Content		e				
	Newsletter Queue	All Reviews				Shipping	Quantity	
REPORTS	Newsletter Subscribers	Pending Reviews				\$0.00	0	
STORES								
*		Customer Engagement		1	New Customers	Customers		
SYSTEM		Engagement Cloud						
FIND PARTNERS		Exclusion Rules						

• On the Email Group page, admin can manage the existing group listed in the grid. To create a new email group, click on Add New Email Group.

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CACHE DASHBOARD	Group	Email	Q 📣 🔁 thao 🗸
\$ SALES			Add new Group Email
			▼Filters ● Default View ◆ Columns ▲ Export
CUSTOMERS	Search by k	eyword Q	
	Actions	▼ 17 records found	20 • per page < 1 of 1 >
	ID ID	Group Email	Action
I.	27	New Oder - c magenest.com	Select 🔻
REPORTS	28	New Review -	Select 🔻
	29	New Registration - t	Select 💌
*	30	New Wishlist -	Select 💌
SYSTEM	31	New Coupon Used -	Select 💌
	32	Newsletter Subscription -	Select 💌
& EXTENSIONS	33	Newsletter Subscription -	Select 💌
	34	Newsletter Unsubscription -	Select 💌
	35	Newsletter Unsubscription -	Select 💌
	36	Order Status Change -	Select 💌

• On New Email Group page, set up for the new email group.

- Group Name: enter the name for the new email group.
- Email: enter the email address that the notification emails will be delivered to. Admin can add multiple email addresses to the group by clicking on Add Email button then enter the email address. To remove an email in the list, click on the trash icon under the Action column.

Ŵ								
DASHBOARD	New Group Email					Q	1 36	💄 thao 🗸
\$ SALES					← Back	Delete	Reset	Save
CATALOG								
	Group Email Fieldset							
برا Marketing	Group Name 🔺							
CONTENT	Emails	Email *		Action				
				÷				
STORES		Add Email						
SYSTEM	Email Template Setting:	Marketing -> Email Template						
FIND PARTNERS	Magenest Email Notification Configuration: Events	Stores -> Configuration -> Email Notifications Configue Event	ration (Defau	Ilt Config) Email Template Notificatio	n *			
& EXTENSIONS		New Order Notification	No No					
		New WishList Notification	0 No					
		New Coupon Used Notification	No No	Please Select Template.				

- On the Events table, admin can set the events in which the notification email will be sent. Activate the event in the Active column then select an Email Template for the case. There are some available events:
 - New Order Notification: a new order is created.

- New Wishlist Notification: a new wishlist is created.
- New Coupon Used Notification: coupon code is used. New Customer Registration Notification: a customer sign up for a new account on the store.
- . New Product Review Notification: customers leave a review on the product page.
- Subscribed Newsletter Notification: a customer subscribes to the newsletter.
- Unsubscribed Newsletter Notification: a customer unsubscribes to the newsletter.
- Order Status Change Notification: the order status is changed to another state.
- Low Stock Alert: a product reached the low-stock quantity that is set in the configuration.

Ŵ	New Group Email				← Back	Delete	Reset	Save
DASHBOARD	Email Template Setting Magenest Email Notification Configuration	: Marketing -> Email Template : Stores -> Configuration -> Email Notifications Co	onfiguration (Defa	ult Config)				
\$ SALES	Events	Event	Active	Email Template Notification *				
CATALOG		New Order Notification	No					
CUSTOMERS		New WishList Notification	No					
		New Coupon Used Notification	No					
		New Customer Registration Notification	No					
		New Product Review Notification	No					
		Subscribed Newsletter Notification	No					
		Unsubscribed Newsletter Notification	No					
		Order Status Change Notification	No					
FIND PARTNERS & EXTENSIONS		Low Stock Alert	No					
		4			Þ			

• To configure an email template, go to Marketing > Communications > Email Templates. For more details about setting up a new template please follow Magento user guide (https://docs.magento.com/m2/ce/user_guide/marketing/email-template-configuration.html) to create an email template.

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DASHBOARD		SEO & Search	Email Notifications				Q 🕬 上 thao 🗸
\$ SALES	Catalog Price Rule	URL Rewrites	Group Email				Reload Data
\$	Cart Price Rules	Search Terms	Configuration				
CATALOG		Search Synonyms					
CUSTOMERS	Communications	Site Map		reports	ts tailored to v	our customer data	Go to Advanced Reporting ^{II}
	Email Templates			report	is tanored to ye	our customer data.	
	Newsletter Template	User Content		e.			
CONTENT	Newsletter Queue	All Reviews				Shipping	Quantity
REPORTS	Newsletter Subscribers	Pending Reviews			9	\$0.00	0
m							
		Customer Engagement		New C	Customers	Customers	
SYSTEM		Engagement Cloud					
*							
FIND PARTNERS & EXTENSIONS							

Configuration

• On the admin sidebar, go to Marketing > Email Notification > Configuration.

• On the **Configuration** page:

Email Sender

Select an email-sender on the drop-down list.

Order Status Notification

This section allows admin to set the notification for each change in order status.

- Email Group: select an email group.
- Select the original and last status of the order status change in Change From and Change To field.
- To add more notification actions for order status changes, click on the Add Status Change button then set for each field as above instruction.
- To delete a setting, click on the trash icon under the Action column.

	Configuration							Q	4 36	💄 thao 🗸	
dashboard \$ sales	Store View: Default Config 👻 💡								Save	Config	
CATALOG	GENERAL	~	Email Sender							\odot	
	CATALOG	~	Email Sender	Customer Support			•				
	SECURITY	~	[Store view]								
	CUSTOMERS	~	Order Status Notification							\odot	
	SALES	~	Order Status Change [store view]	Email Group	Change From	Change To	Action				
REPORTS	MAGENEST	^		Lê Văn Ph 🔻	Pen 💌	On 💌	*				
STORES	Email Notifications Configuration			Lê Văn Ph 🔻	Pen 💌	Can 💌	-				
SYSTEM	ENGAGEMENT CLOUD	~		Lê Văn Ph 🔻	On 💌	Pen 💌	*				
FIND PARTNERS & EXTENSIONS	SERVICES	~		Thao 💌	Pen 💌	Pro: •	*				
	ADVANCED	~		Add Status Chang	je						

Low Stock Alert

In this section, admin can set a low-stock threshold. The module will check the product quantity in the stock. When the quantity of an item reaches the threshold, a notification email will be sent.

In case the Multi Source Inventory is disable, admin can set the low-stock notification directly on Low Stock Alert section.

- Low-of-Stock Threshold: set the low-stock threshold.
- Send Emails By Cron-job:
 - If No, the notification email will be sent whenever a product quantity reaches the low-stock threshold.
 - If Yes, the low-stock notification email will be sent by the time set in the fields below.
 - Set Email Frequency: select the frequency for the notification email. There are two options: Daily and W eekly.
 - Sent Time: set the time to send the email.

Low Stock Alert		
Low-of-Stock Threshold [store view]	50	
Send Emails By Cronjob [store view]	Yes	•
	No if you want to receive notification every time there is a low stock product!	
Set Email Frequency [store view]	Daily	•
Sent Time [store view]	17 🔹 : 05 🔹 : 00 💌	

In case the Multi Source Inventory is enable, there will be a note to guide admin navigate to Inventory Configuration page and set the low-stock email notification.

Low Stock Alert			\odot				
To set Low stock Threshold for products, go to Catalog / Inventory / Product Stock Options / Notify for Quantity Below							
Send Emails By Cronjob [store view]	Yes No if you want to receive notification every time there is a low stock product!	•					
Set Email Frequency [store view]	Daily	•					
Sent Time [store view]	00 • : 00 • : 00 •						

- Follow the navigation in the above screenshot.
 Under Product Stock Options section, set the low-stock quantity on Notify for Quantity Below field.
 Then click Save.

Ŵ	Configuration							Save Config		
CA DASHBOARD	GENERAL	~	Stock Options					\odot		
\$ SALES	CATALOG	^	Product Stock Options	Product Stock Options						
CATALOG	Catalog		Please note that these settings apply to individual items in the o	cart, not to the entire cart.						
CUSTOMERS	Inventory		Manage Stock [global]	Yes		v	✓ Use system value			
	XML Sitemap		Backorders	No Backorders	essing whole catalog.	Ŧ	✓ Use system value			
	RSS Feeds		[Biopai]	Changing can take some time due to proc	essing whole catalog.					
II.	Email to a Friend		Maximum Qty Allowed in Shopping Cart [global]	10000			✓ Use system value			
siestere	SECURITY	~	Out-of-Stock Threshold [global]	0			✓ Use system value			
	MAGENEST	~	Minimum Qty Allowed in Shopping Cart [global]	Customer Group	Minimum Qty	Action	✓ Use system value			
STORES	CUSTOMERS	~		ALL GROUPS 👻	1	1				
SYSTEM	SALES	~		Add Minimum Qty						
IND PARTNERS	ΥΟΤΡΟ	~	Notify for Quantity Below [global]	1			Use system value			
	DOTDIGITAL	~	Enable Qty Increments [global]	No		v	✓ Use system value			
	SERVICES	~	Automatically Return Credit Memo Item to Stock [global]	No		v	✓ Use system value			
	ADVANCED	~								

Demo notification email

There are some demo notification emails which will be sent to the store owners and managers to follow the activities on their store.

New order notification email

This email is sent when an order is created.



Used-coupon notification email

This email will be sent when a coupon code is applied.



Subscription notification email

This email is sent when a customer subscribes to the newsletter.



Unsubscribe notification email

This email is sent when a customer unsubscribes to the newsletter.



Order status notification email

This email is sent when the order status is changed to another state.

• New review notification email

This email is sent when customers leave a review on the website.

New wishlist notification email

This email is sent when customers add a product to their wishlist.

Update

- When a new update is available, we will provide you with a new package containing our updated extension.
- You will have to delete the module directory and repeat the installing steps above.

Support

- We will reply to support requests after 2 business days.
- We will offer **lifetime free update and 6 months free support for all of our paid products**. Support includes answering questions related to our products, bug/error fixing to make sure our products fit well in your site exactly like our demo.
- Support DOES NOT include other series such as customizing our products, installation and uninstallation service.

Once again, thank you for purchasing our extension. If you have any questions relating to this extension, please do not hesitate to contact us for support.