

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.
- + Keep 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.

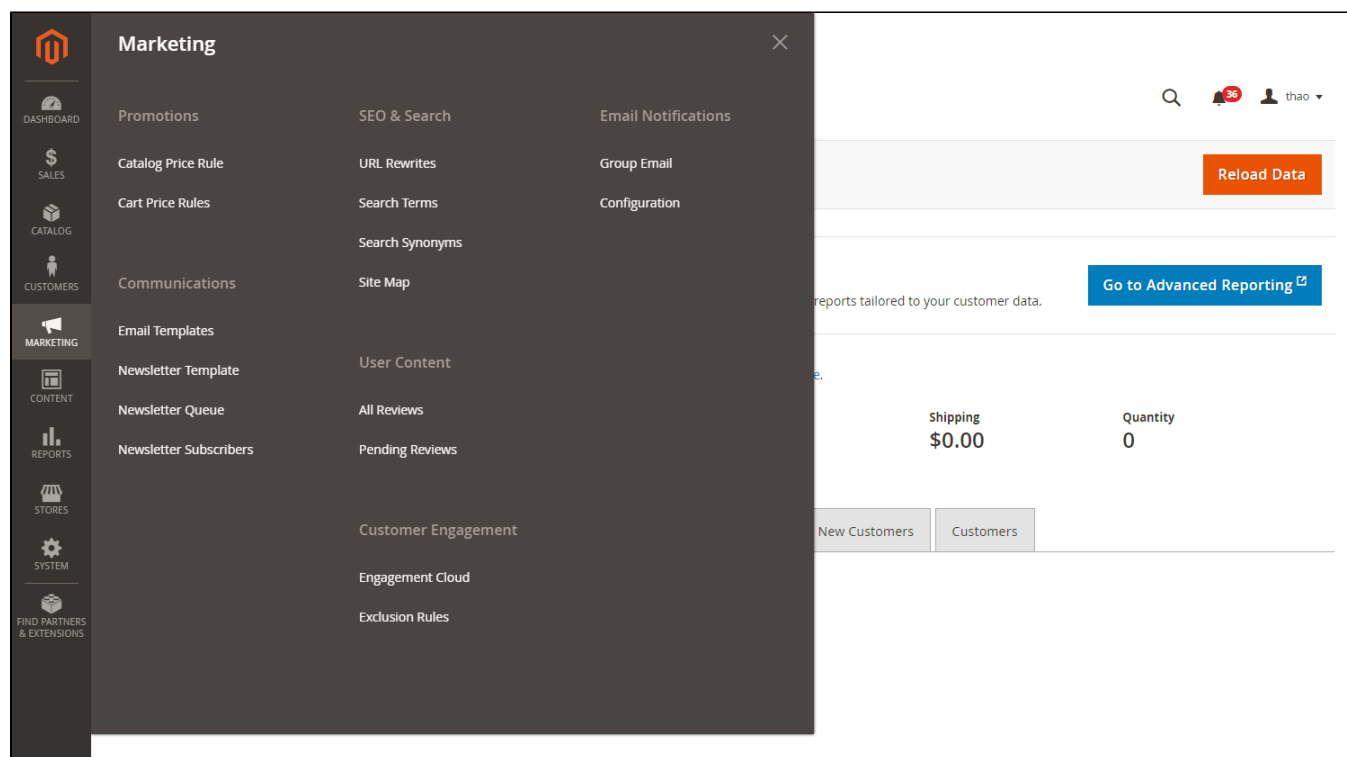
System Requirements

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**.



- + 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**.

- DASHBOARD
- SALES
- CATALOG
- CUSTOMERS
- MARKETING
- CONTENT
- REPORTS
- STORES
- SYSTEM
- FIND PARTNERS & EXTENSIONS

Group Email

36
thao

Add new Group Email

Filters

Default View

Columns

Export

Actions

17 records found

20 per page

1 of 1

ID	Group Email	Action
27	New Oder - c...magenest.com	Select
28	New Review -	Select
29	New Registration - t...	Select
30	New Wishlist -	Select
31	New Coupon Used -	Select
32	Newsletter Subscription -	Select
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.

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New Group Email

36
thao

Back

Delete

Reset

Save

Group Email Fieldset

Group Name *

Emails

Email *	Action
<input type="text"/>	
<div>Add Email</div>	

Email Template Setting: Marketing -> Email Template

Magenest Email Notification Configuration: Stores -> Configuration -> Email Notifications Configuration (Default Config)

Events	Event	Active	Email Template Notification *
	New Order Notification	<input type="checkbox"/> No	Please Select Template.
	New WishList Notification	<input type="checkbox"/> No	Please Select Template.
	New Coupon Used Notification	<input type="checkbox"/> 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.

- DASHBOARD
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- FIND PARTNERS & EXTENSIONS

New Group Email

Back
Delete
Reset
Save

Email Template Setting: Marketing -> [Email Template](#)
Magenest Email Notification Configuration: Stores -> [Configuration](#) -> [Email Notifications Configuration](#) (Default Config)

Events	Event	Active	Email Template Notification *
	New Order Notification	<input type="checkbox"/> No	Please Select Template.
	New WishList Notification	<input type="checkbox"/> No	Please Select Template.
	New Coupon Used Notification	<input type="checkbox"/> No	Please Select Template.
	New Customer Registration Notification	<input type="checkbox"/> No	Please Select Template.
	New Product Review Notification	<input type="checkbox"/> No	Please Select Template.
	Subscribed Newsletter Notification	<input type="checkbox"/> No	Please Select Template.
	Unsubscribed Newsletter Notification	<input type="checkbox"/> No	Please Select Template.
	Order Status Change Notification	<input type="checkbox"/> No	Please Select Template.
	Low Stock Alert	<input type="checkbox"/> No	Please Select Template.

+ 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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Marketing

Promotions
SEO & Search
Email Notifications

Catalog Price Rule
URL Rewrites
Group Email

Cart Price Rules
Search Terms
Configuration

Search Synonyms

Site Map

User Content

All Reviews

Pending Reviews

Customer Engagement

Engagement Cloud

Exclusion Rules

Search
36
thao

Reload Data

Go to Advanced Reporting

Shipping \$0.00
Quantity 0

New Customers
Customers

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.

The screenshot shows the Magento Configuration page for Email Notifications. The left sidebar contains navigation links: DASHBOARD, SALES, CATALOG, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The main content area is titled 'Configuration' and includes a 'Store View' dropdown set to 'Default Config'. A 'Save Config' button is in the top right. The 'Email Notifications Configuration' section is expanded, showing 'Email Sender' set to 'Customer Support' and 'Order Status Notification' settings. The 'Order Status Change' table lists four configurations for 'Lê Văn Ph' and 'Thao' with various status changes and actions. An 'Add Status Change' button is at the bottom.

Order Status Change	Email Group	Change From	Change To	Action
	Lê Văn Ph	Pen	On	
	Lê Văn Ph	Pen	Can	
	Lê Văn Ph	On	Pen	
	Thao	Pen	Pro	

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 **Weekly**.
 - **Sent Time:** set the time to send the email.

Low Stock Alert

Low-of-Stock Threshold
[store view]

Send Emails By Cronjob
[store view] ▼
No if you want to receive notification every time there is a low stock product!

Set Email Frequency
[store view] ▼

Sent Time
[store view] ▼ : ▼ : ▼

⊕ 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


To set Low stock Threshold for products, go to Catalog / [Inventory](#) / Product Stock Options / Notify for Quantity Below

Send Emails By Cronjob
[store view] ▼
No if you want to receive notification every time there is a low stock product!

Set Email Frequency
[store view] ▼

Sent Time
[store view] ▼ : ▼ : ▼

- 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**.



DASHBOARD

SALES

CATALOG

CUSTOMERS

MARKETING

CONTENT

REPORTS

INTEGRATION

STORES

SYSTEM

FIND PARTNERS & EXTENSIONS

Configuration

GENERAL

CATALOG

Inventory

XML Sitemap

RSS Feeds

Email to a Friend

SECURITY

MAGENEST

CUSTOMERS

SALES

YOTPO

DOTDIGITAL

SERVICES

ADVANCED

Stock Options

Product Stock Options

Please note that these settings apply to individual items in the cart, not to the entire cart.

Manage Stock
[global]

Yes

Use system value

Changing can take some time due to processing whole catalog.

Backorders
[global]

No Backorders

Use system value

Changing can take some time due to processing whole catalog.

Maximum Qty Allowed in Shopping Cart
[global]

10000


Use system value

Out-of-Stock Threshold
[global]

0

Use system value

Minimum Qty Allowed in Shopping Cart
[global]

Customer Group	Minimum Qty	Action
ALL GROUPS	1	
Add Minimum Qty		

Notify for Quantity Below
[global]

1

Use system value

Enable Qty increments
[global]

No

Use system value

Automatically Return Credit Memo Item to Stock
[global]

No

Use system value

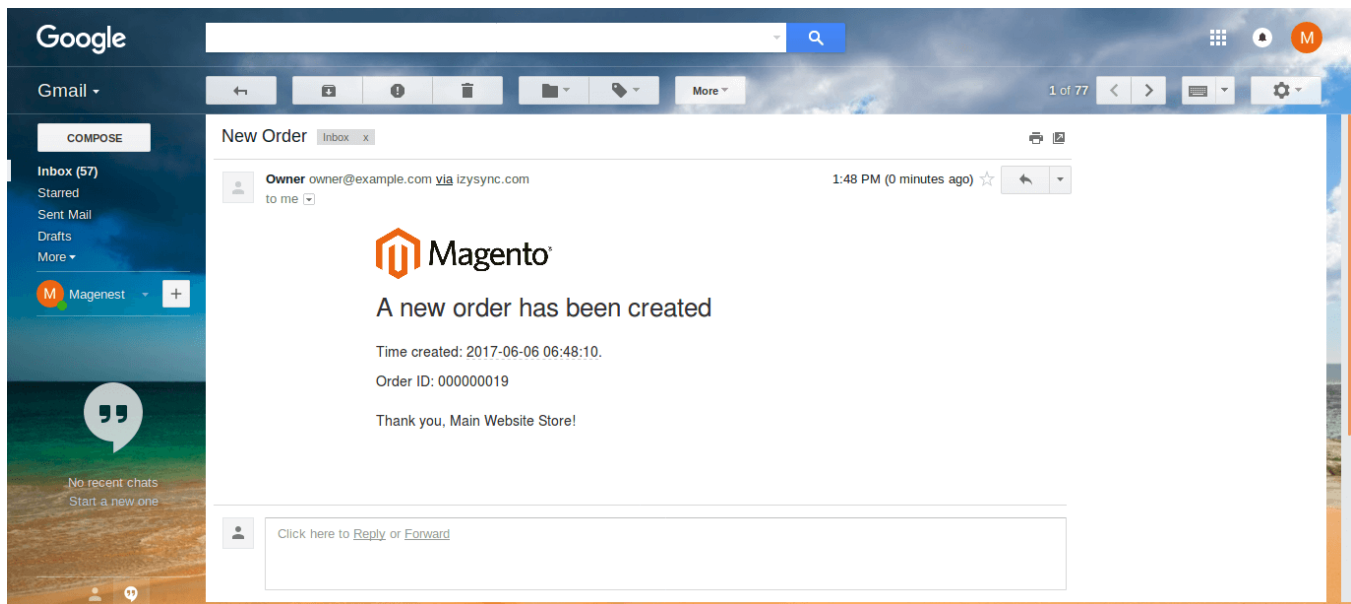
Save Config

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.

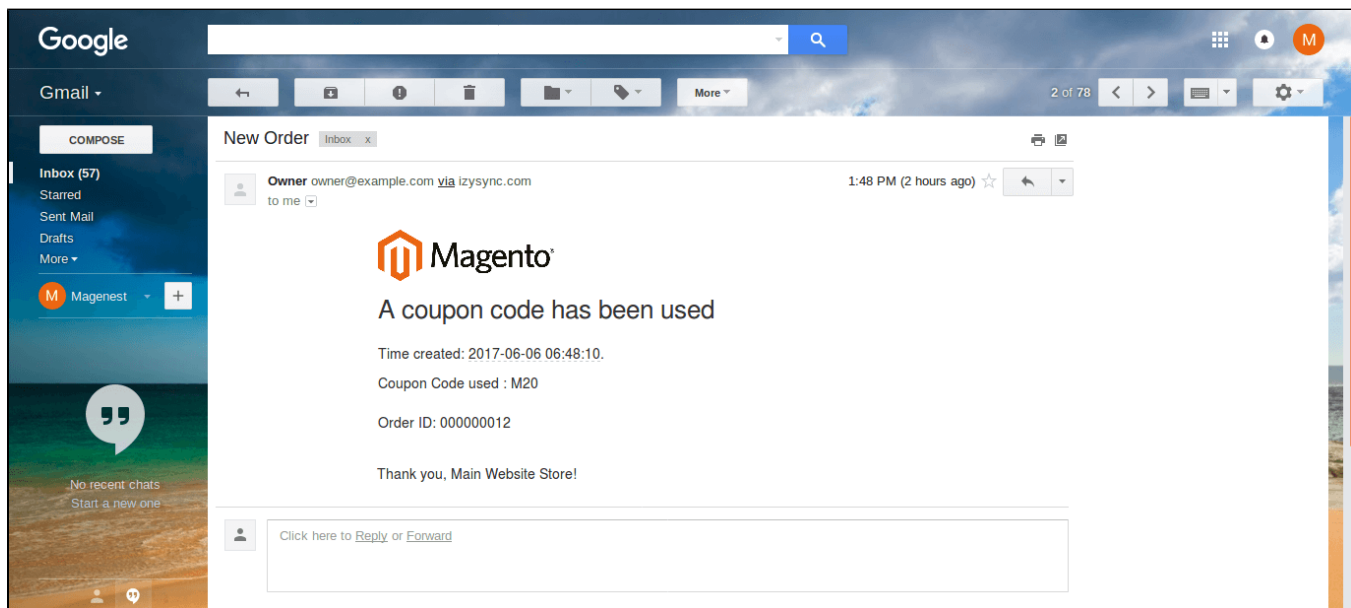
+ New order notification email

This email is sent when an order is created.



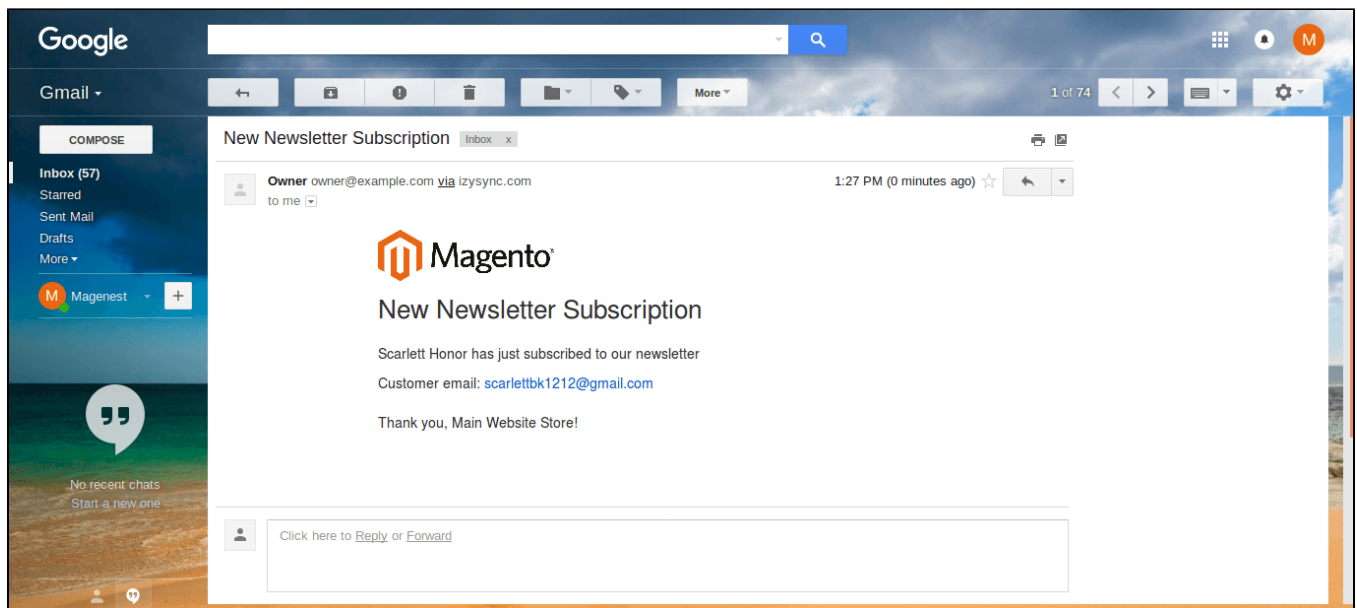
+ Used-coupon notification email

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



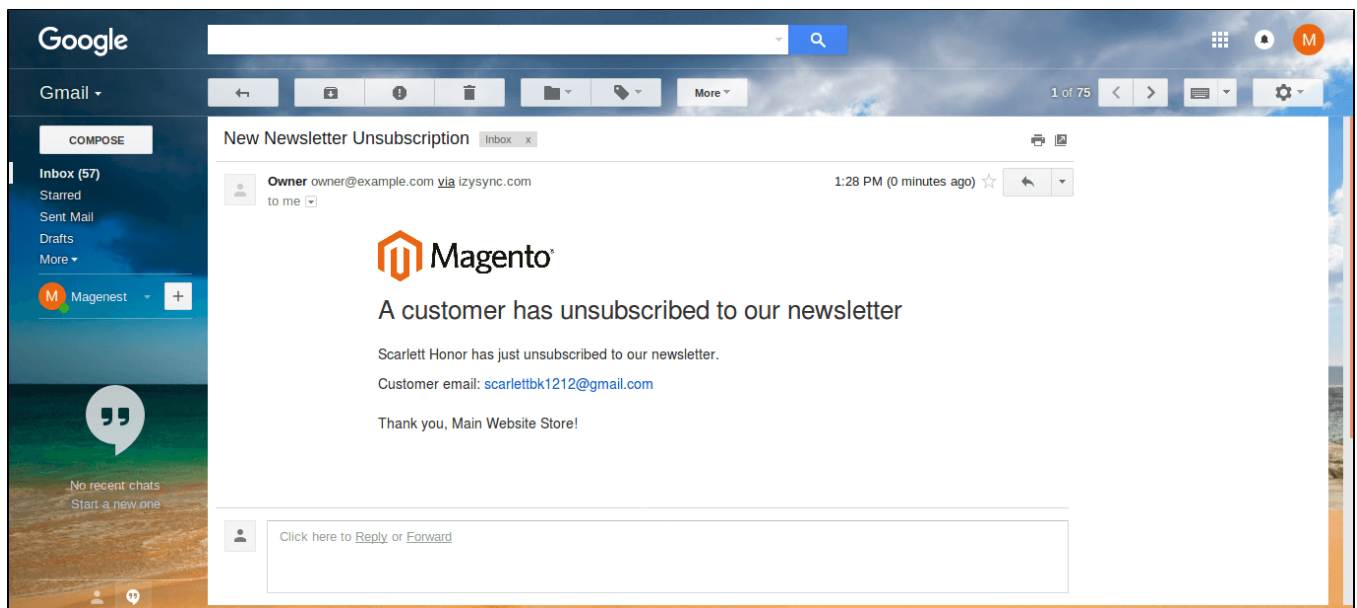
+ Subscription notification email

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



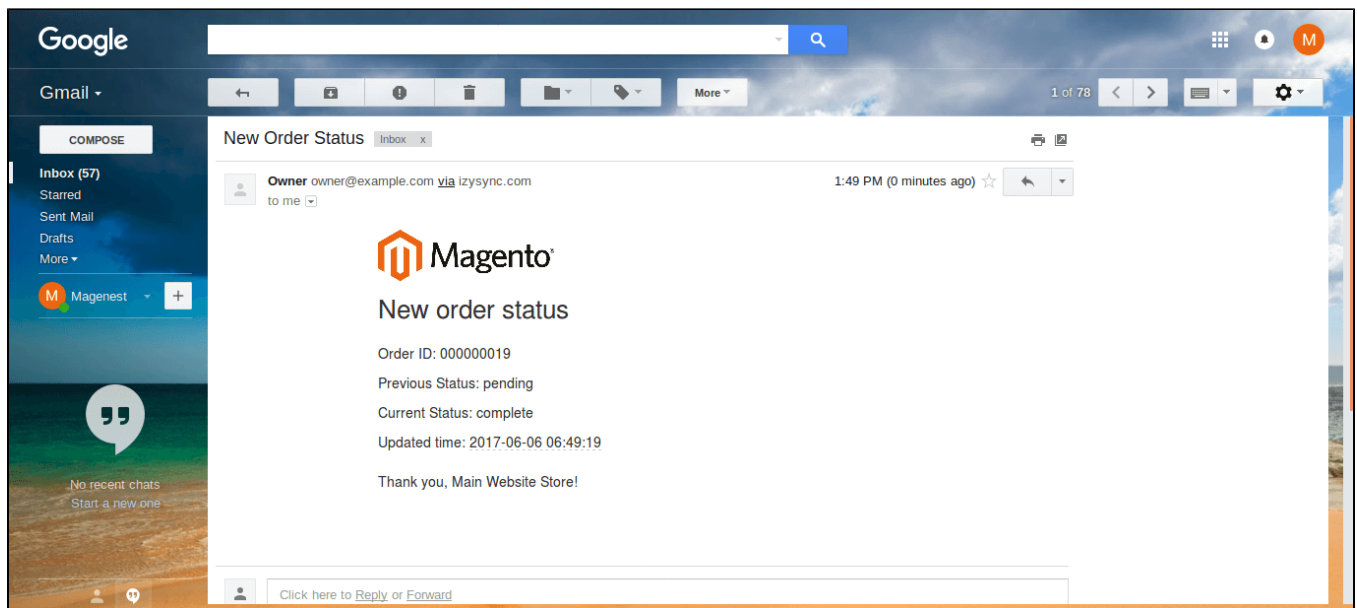
+ Unsubscribe notification email

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



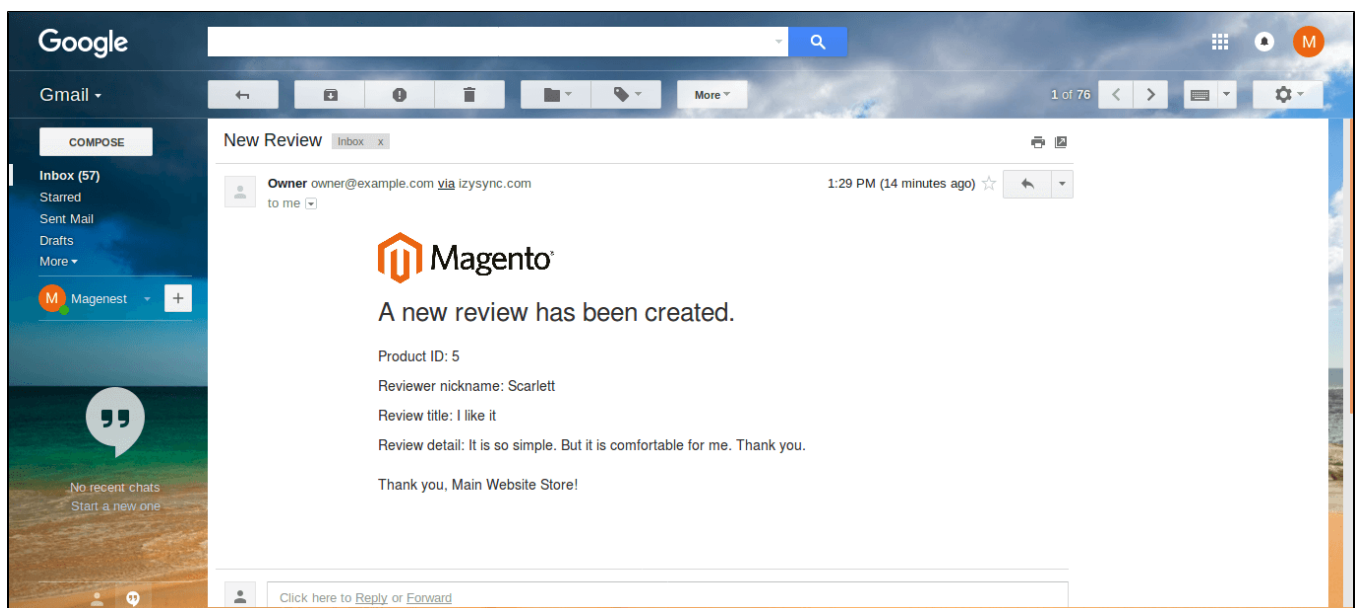
+ Order status notification email

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



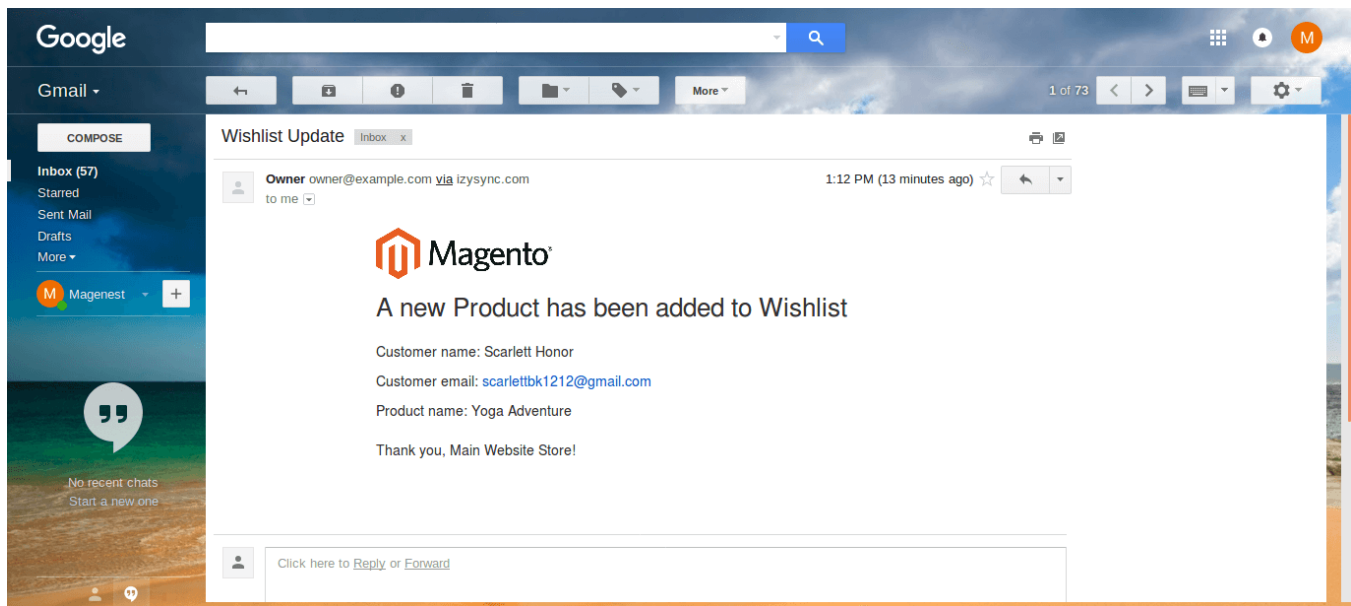
+ New review notification email

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.