MageAnts
Performant Magento Extensions

MageAnts

Admin Email Notification
FOR MAGENTO 2

Admin Email Notification – Magento 2

USER MANUAL

Supported Version: 2.1, 2.2, 2.3, 2.4

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Preface:

- Normally you have to check the Admin Panel all the time. This task can be very time-consuming and tiresome, however if you don't check it, you could miss something important events.

- With help of **Admin Email Notification** extension will save your valuable time and effort by sending you a simple email whenever a main event occurs in your store. The notification emails about these important events info will be automatically sent to admin.

- This module support multiple email receivers. also keep track of all important events and activities in the store.

- There are 8 types of events notification admin can receive through emails:
   1. New Order Notification.
   2. Low Stock Notification.
   3. Order Status Change Notification.
   4. New Review Notification.
   5. New Customer Registration.
   6. Customer Newsletter Subscribers Notification.
   7. Customer Newsletter Unsubscribers Notification.
   8. New Wish list Notification.

Installation:

There are two ways of installing extension in magento2.

    1) Using COMMAND LINE.
    2) Manually install extension.

Option 1: Magento 2 install extension using COMMAND LINE (Recommended).

    Follow below steps to install extension from the command line:

Step 1: Download the extension and unzip it.

Step 2: Upload it to code directory in your magento installation's app directory. If code directory does not exists then create.

Step 3: Disable the cache under System → Cache Management.

Step 4: Enter the following at the command line:
    php bin/magento setup:upgrade
    php bin/magento setup:static-content:deploy

Step 5: Once you complete above steps log out and log in back to the admin panel and switch to
Stores → Configuration → Mageants → Admin Email Notification,
The module will be displayed in the admin panel.

Option 2: Magento 2 install extension manually.

Step 1: Download the extension and unzip it.

Step 2: Upload it to code directory in your magento installation's app directory. If code directory does not exists then create.

Step 3: Disable the cache under System → Cache Management Edit app/etc/config.php file and add one line code: 'Mageants_AdminEmailNotification' → 1

Step 4: Disable the cache under System → Cache Management

Step 5: Once you complete above steps log out and log in back to the admin panel and switch to Stores → Configuration → Mageants → AdminEmailNotification, the module will be displayed in the admin panel.

Backend Example

After Installation of Extension login to magento admin panel to set-configuration of the extension.
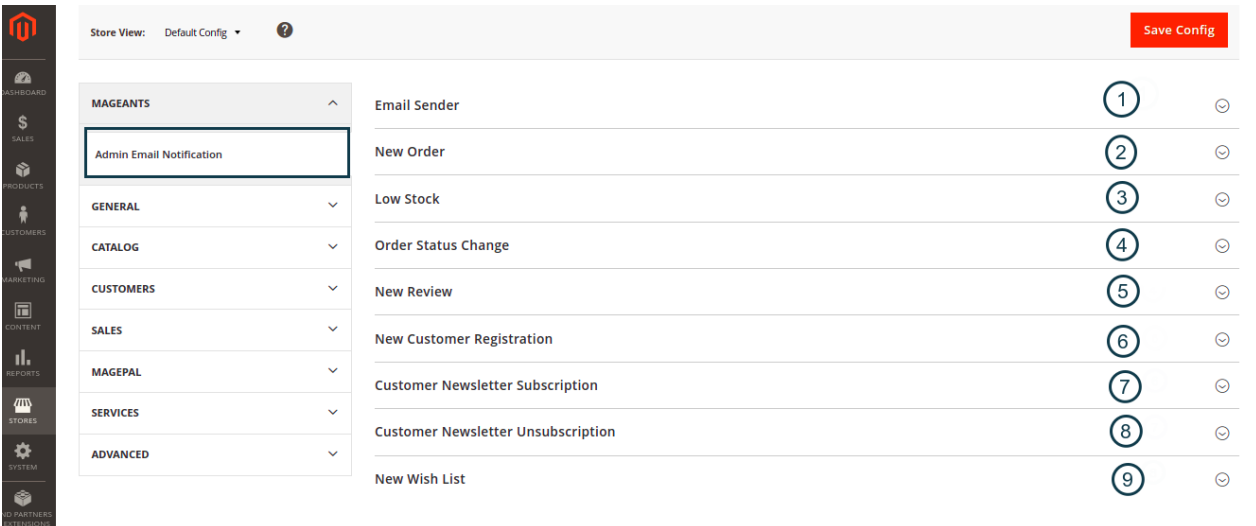
As per below screen shot you can set all the settings here.

Extension Configuration

After Installation of Extension, Go to **Store→Configuration→Mageants →Admin Email Notification.**
It has configuration settings
1. Email Sender:
2. New Order Notification:
3. Low Stock Notification:
4. Order Status Change Notification:
5. New Review Notification:
6. New Customer Registration:
7. Customer Newsletter Subscribers Notification:
8. Customer Newsletter Unsubscribers Notification:
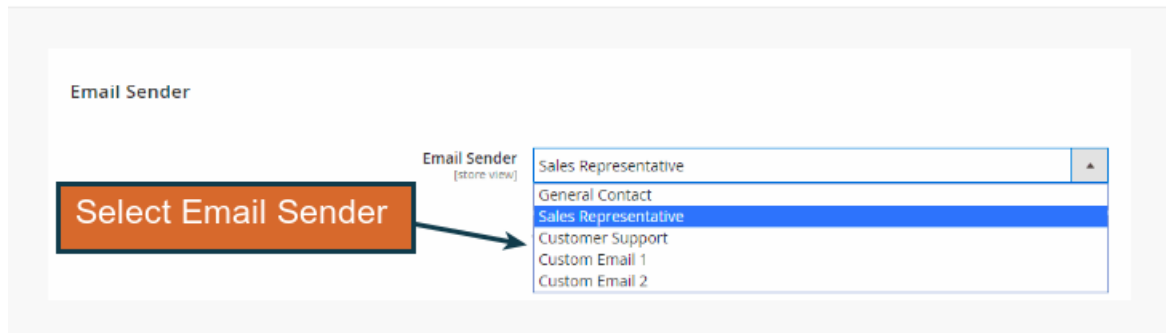9. New Wish list Notification:

1) Email Sender:
- Select Email sender's entitle from your system to send notifica-

tion emails. You will have 5 choices: General Contact, Sales Representative, Customer Support, Email Custom 1, Custom 2 Email.

2) New Order Notification:

- **Enable Notification**: Select 'Yes' to enable notification email when a new order has been placed & 'No' to disable notification email when new order has been placed.

- **Email Template:** Select email template for new order notification email default template is **New Order Email Template (Default)**. you can find some preexisting email templates from drop-down. Otherwise, you can customize your own template by creating a new one at sidebar menu **Marketing > Email Template** . The newly created template will automatically appear in this section.

- **Email Receiver**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify new order notification.
  Email recipients, separated by commas(,)
  e.g: admin@abc.com,admin1@abc.com.

New Order

Yes, Enable Notification

Enable Notification
[store view]
Yes

Select Yes to Send emails to notify about new created orders to admin.

Email Template
[store view]
New Order Email Template (Default)

Select Email Templates

Email template is chosen based on theme fallback when "Default" option is selected.

Admin Email Receiver

Email Receiver
[store view]
admin@abc.com

Email recipients, separated by commas.

Default Email Template Preview (new order).

LUMA

A new order has been created

Customer Order Details

Order ID: 000000008.
Creation Time: 2021-08-17 13:41:21.

Thank you!

3) Low Stock Notification:

- **<u>Enable Notification</u>**: Select 'Yes' to enable notification email when a product quantity fall below low stock Qty. & 'No' to disable email notification when product has been low stock.

- **<u>Notify When Product Qty Falls Below</u>**: Write a number to set as low stock value.

- **<u>Email Template:</u>** Select email template for low stock notification email default template is **Low Stock Email Template (Default)**. you can find some preexisting email templates from drop-down. Otherwise, you can customize your own template by creating a new one at sidebar menu **Marketing > Email Template** . The newly created template will automatically appear in this section.

- **<u>Email Receiver</u>**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify low stock notification.
  Email recipients, separated by commas(,)
  e.g: admin@abc.com,**admin1@abc.com**.

Low Stock ⊗

Yes, Enable Notification

Enable Notification
[store view]

Yes ▾

Select Yes to Send emails to notify about new created orders to admin.

Set Qty Threshold

Notify When Product Qty Falls Below
[store view]

10

The notification email will be sent when product quanity falls below this value.

Select Email Templates

Email Template
[store view]

Low Stock Email Template (Default) ▾

Email template is chosen based on theme fallback when "Default" option is selected.

Admin Email Receiver

Email Receiver
[store view]

admin@abc.com

Email recipients, separated by commas.

Default Email Template Preview (Low Stock).

LUMA

The following products are low stock
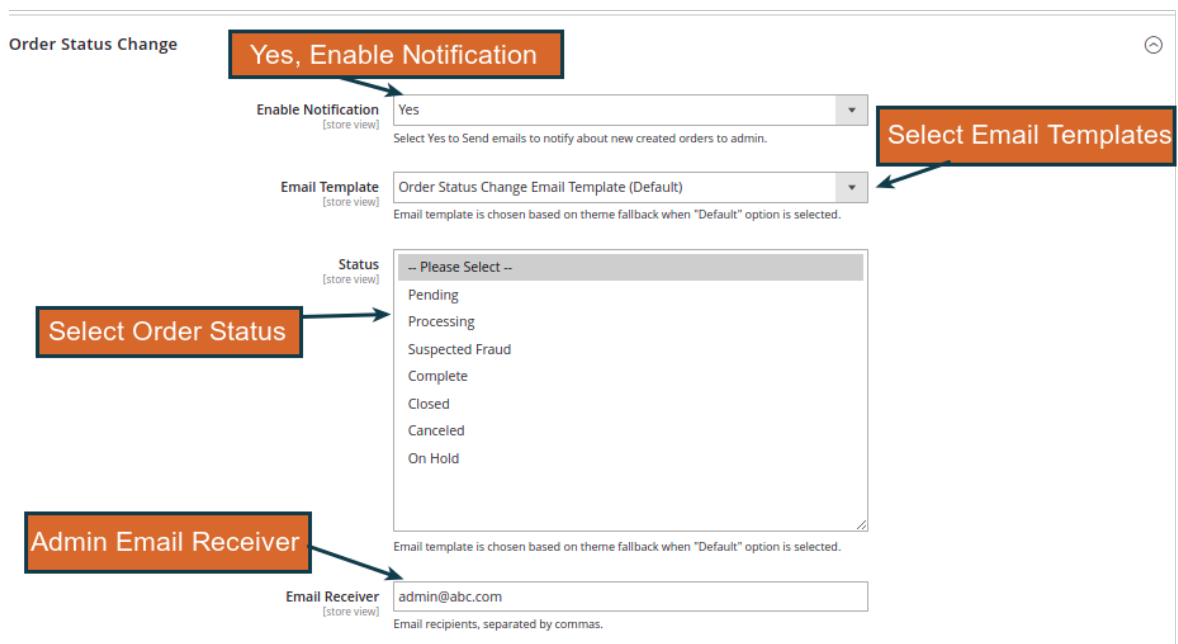
Product Name	SKU
Joust Duffle Bag	24-MB01
Overnight Duffle	24-WB07
Driven Backpack	24-WB03
Voyage Yoga Bag	24-WB01

Thank you!

4) Order Status Change Notification:

- **Enable Notification**: Select 'Yes' to enable notification email when a order status has been changed & 'No' to disable notification email when order status has been changed .
- **Status:** Select status which order status changed to send email notification.

- **Email Template:** Select email template for order status change notification email default template is **Order Status Change Email Template (Default)**. you can find some preexisting email templates from drop-down. Otherwise, you can customize your own template by creating a new one at sidebar menu Marketing > Email Template . The newly created template will automatically appear in this section.

- **Email Receiver**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify order status changed notification.
  Email recipients, separated by commas(,)
  e.g: admin@abc.com,admin1@abc.com.

**Default Email Template Preview (Order Status Change).**
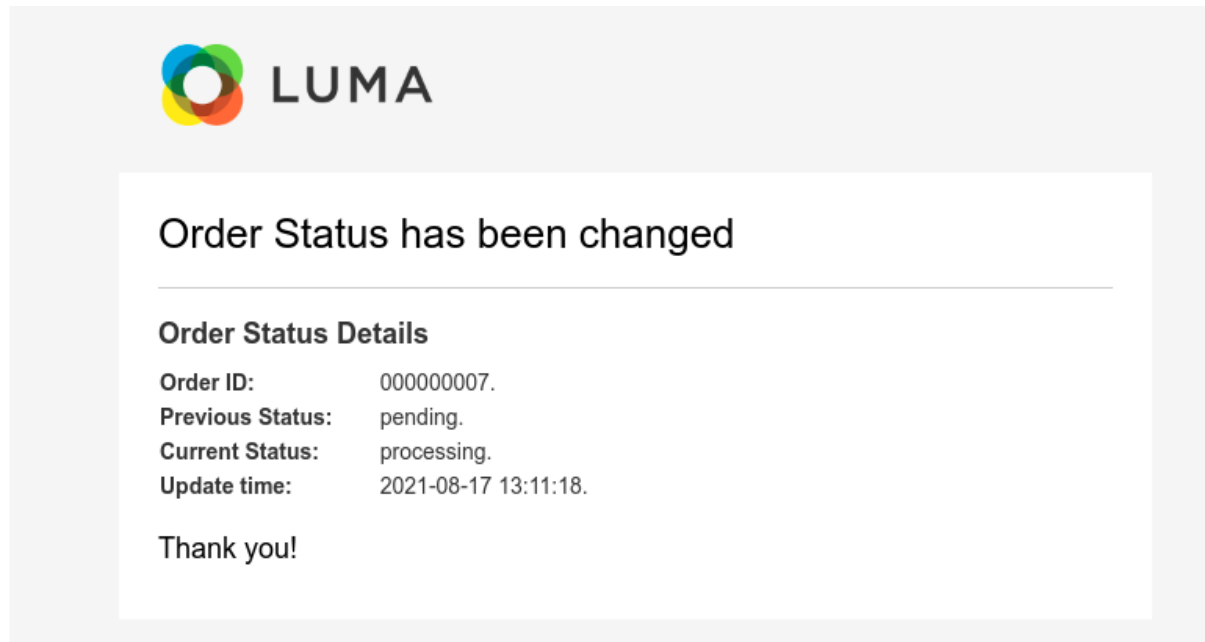
5) New Review Notification:

- **Enable Notification**: Select 'Yes' to enable notification email when a new review has been submitted.

- **Email Template:** Select email template for new review, notification email default template is **New Review Email Template (Default)**. you can find some preexisting email templates from drop-down. Otherwise, you can customize your own template by creating a new one at sidebar menu Marketing > Email Template . The newly created template will automatically appear in this section.

- **Email Receiver**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify new review notification.
Email recipients, separated by commas(,)
e.g: admin@abc.com,**admin1@abc.com**.

![MageAnts - Performant Magento Extensions]

New Review   ⊙

Enable Notification
[store view]

Yes   ▼

Yes, Enable Notification

Select Yes to Send emails to notify about new created orders to admin.

Email Template
[store view]

New Review Email Template (Default)   ▼

Email template is chosen based on theme fallback when "Default" option is selected.

Select Email Template

Admin Email Receiver

Email Receiver
[store view]

admin@abc.com

Email recipients, separated by commas.

Default Email Template Preview (New Review).

![LUMA]

A new review has been created

Order Review Details

Product Name: Juno Jacket.
Reviewer Name:
Review Title:
Review Details:
Added Time: 2021-08-17 07:03:35 PM.

Thank you!

6) New Customer Registration:

- **Enable Notification**: Select 'Yes' to enable notification email when a new customer registration complited.

- **Email Template:** Select email template for new customer register, notification email default template is **New Customer Registration Template (Default)**. you can find some preexisting email templates from drop-down. Otherwise, you can customize your own template by creating a new one at sidebar menu **Marketing > Email Template**. The newly created template will automatically appear in this section.

- **Email Receiver**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify New Customer Registration notification.
  Email recipients, separated by commas(,)
  e.g: admin@abc.com,admin1@abc.com.

New Customer Registration   ⌃

Enable Notification [store view]	Yes ▾
	Select Yes to Send emails to notify about new created orders to admin.

Yes, Enable Notification →

Email Template [store view]	New Customer Registration Email Template (D▾
	Email template is chosen based on theme fallback when "Default" option is selected.

Admin Email Receiver   **Select Email Templates**

Email Receiver [store view]	admin@abc.com
	Email recipients, separated by commas.

Default Email Template Preview (New Customer Registration).

**7) Customer Newsletter Subscribers Notification:**

- **Enable Notification**: Select 'Yes' to enable notification email when a customer newsletter subscribe.

- **Email Template:** Select email template for customer news-letter subscribe, notification email default template is **Newsletter Subscribers Email Template (Default)**. you can find some preexisting email templates from drop-down. Otherwise, you can customize your own template by creat-ing a new one at sidebar menu
  Marketing > Email Template . The newly created tem-plate will automatically appear in this section.

- **Email Receiver**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify customer newsletter subscribers notification.
  Email recipients, separated by commas(,)
  e.g: admin@abc.com,admin1@abc.com .

![MageAnts - Performant Magento Extensions]

Customer Newsletter Subscription   ⌃

Enable Notification | Yes   ▾ |
[store view]

Yes, Enable Notification

Select Yes to Send emails to notify about new created orders to admin.

Email Template | Newsletter Subscription Email Template (Defaц ▾ |
[store view]

Email template is chosen based on theme fallback when "Default" option is selected.

Select Email Templates

Email Receiver | admin@abc.com |
[store view]

Admin Email Receiver

Email recipients, separated by commas.

Default Email Template Preview (Customer Newsletter Subscribe).

LUMA

A customer has subcribed to newsletter

Subscribed email id is ▓▓▓▓▓▓▓▓.

Thank you!

8) Customer Newsletter Unsubscribers Notification:

- **Enable Notification**: Select 'Yes' to enable notification email when a customer newsletter unsubscribe.

- **Email Template:** Select email template for customer newsletter unsubscribe, notification email default template is **Newsletter Unsubscribers Email Template (Default)**. you can find some preexisting email templates from dropdown. Otherwise, you can customize your own template by creating a new one at sidebar menu `Market -ing > Email Template`. The newly created template will automatically appear in this section.

- **Email Receiver**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify customer newsletter unsubscribers notification.
  Email recipients, separated by commas(,)
  e.g: admin@abc.com,admin1@abc.com.

**Default Email Template Preview
(Customer Newsletter Unsubscribe).**

9) New Wish list Notification:

- **Enable Notification**: Select 'Yes' to enable notification email when a new wish list has been created.

- **Email Template:** Select email template for new wish list, notification email default template is **New Wish list Email Template (Default)**. you can find some preexisting email templates from drop-down. Otherwise, you can customize your own template by creating a new one at sidebar menu **Marketing > Email Template** . The newly created template will automatically appear in this section.

- **Email Receiver**: Enter email addresses to receive the email notification. You can set multiple email receiver to notify new wish list notification.
  Email recipients, separated by commas(,)
  e.g: admin@abc.com,**admin1@abc.com**.

New Wish List

Enable Notification
[store view]

Yes

Select Yes to Send emails to notify about new created orders to admin.

Yes, Enable Notification

Email Template
[store view]

New Wish List Email Template (Default)

Email template is chosen based on theme fallback when "Default" option is selected.

Select Email Templates

Email Receiver
[store view]

admin@abc.com

Email recipients, separated by commas.

Admin Email Receiver

Default Email Template Preview (New Wish list).

LUMA

A new Wish List has been created

New Wish List Details

Customer Name:
Customer Email:
Product Name: Breathe-Easy Tank.
Added Time: 2021-08-17 07:13:30 PM.

Thank you!

Thank you!

if you have any questions or feature suggestions, please contact us at:
https://www.mageants.com/contact-us

Your feedback is absolutely welcome!