Extait

M2: Admin Email Notifier ver.1.3.3

User Guide

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INTRODUCTION

Admin Email Notifier allows an admin to get custom email notifications about important events in the store without constantly checking Magento admin panel.

Main Features:

- Configure module in single-widow menu. All settings are made within a single window where you select the type of events you'd like to keep track of.
- Enable all essential types of notification. Choose which types of notifications to receive:
  - new order placed
  - new customer registered
  - new product review left by a customer or a guest
  - new newsletter subscription or unsubscription made
  - new coupon used
  - order status changed
  - product is out of stock or will be soon out of stock
  - product added to wishlist
  - product sold for the period of time
  - payment completed successfully or successfully

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  - admin user locked
  - file logging/ error log files appeared
- Group notifications in one email. Enable each type of notifications mentioned above to be grouped according to their amount or time period.
- Get extended information. Receive detailed data about any event in the store via email.
- Upload custom email templates. Use your email templates for each type of event.
- Email notification sending queue. All notifications are sent in turn by cron not to overload the server.

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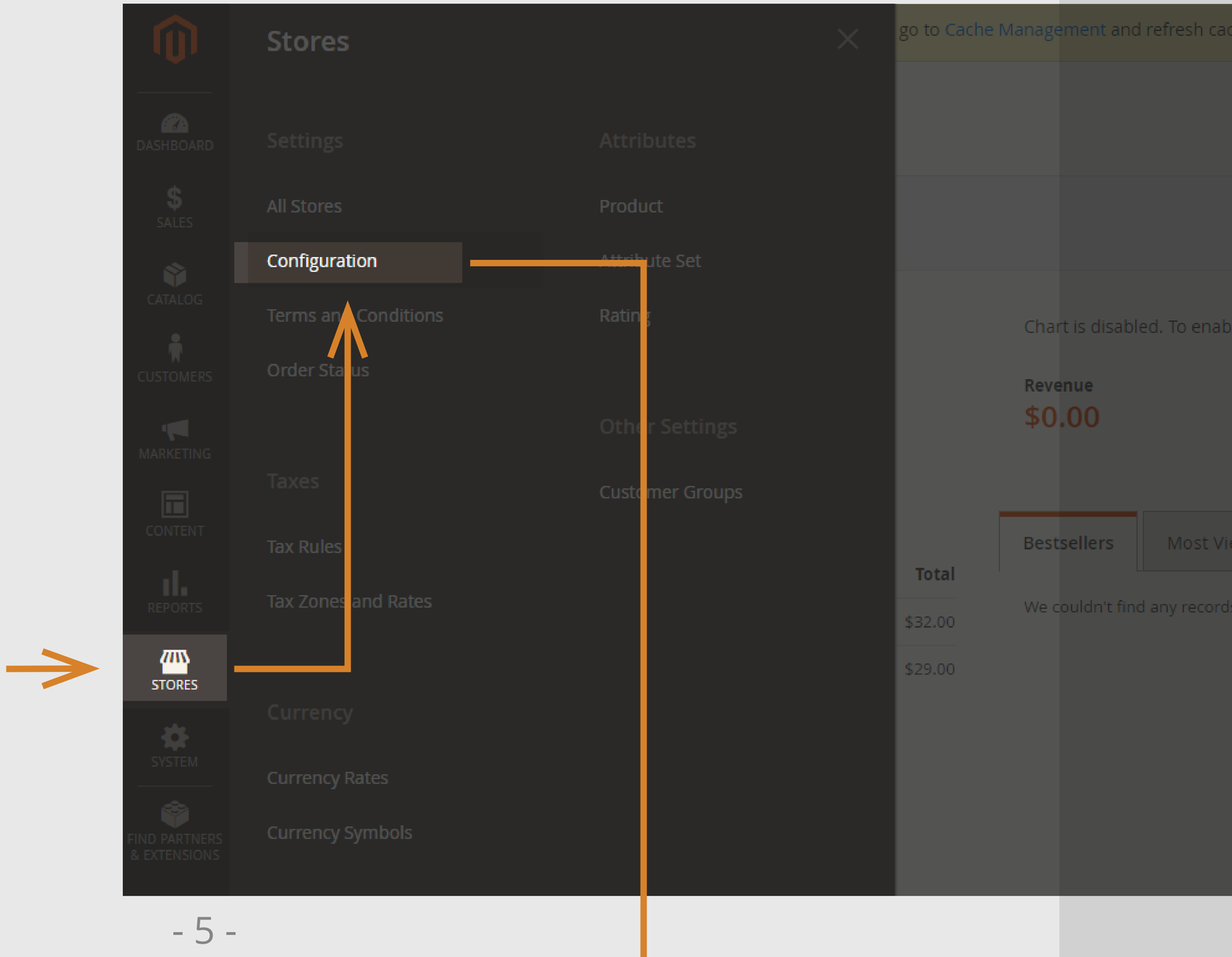
SETTINGS

Before configuring the extension, please, check that cron is run.

To configure Admin Email Notifier go to Admin panel

Stores
↓
Configuration
↓
Extait Modules
↓
Admin Email Notifier



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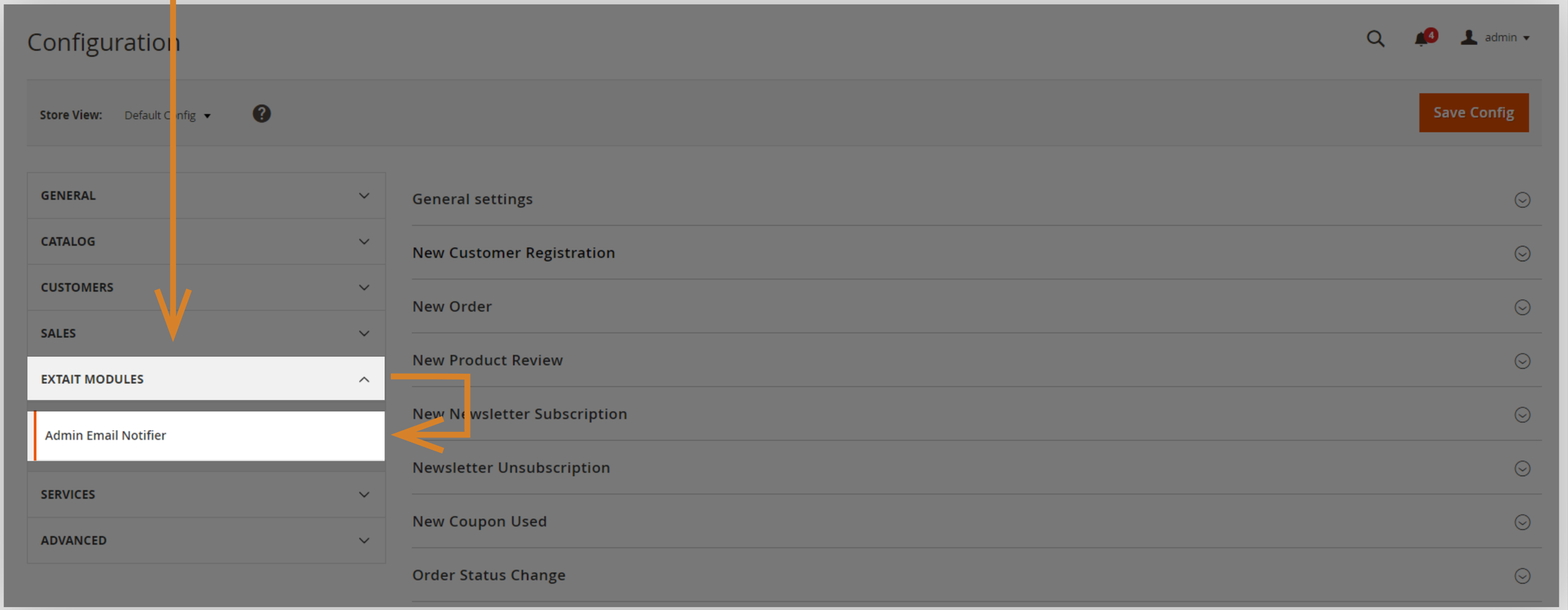

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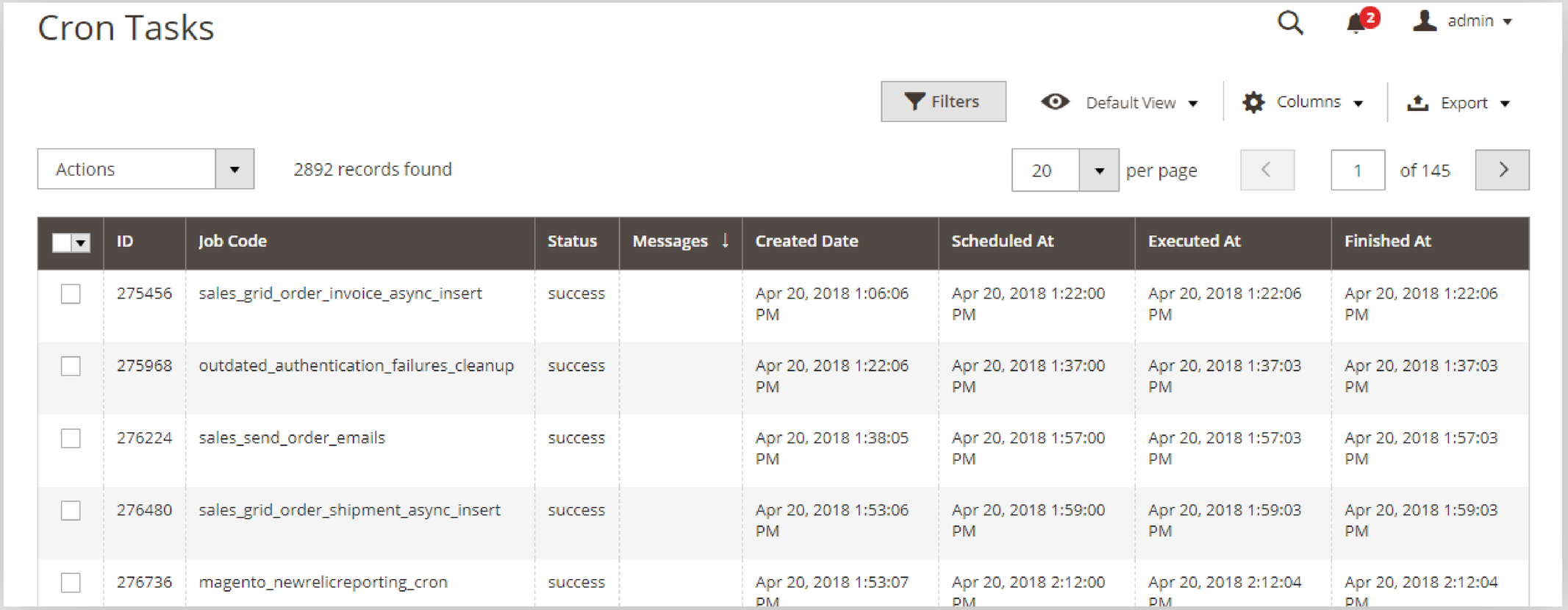
Cron

Before configuring the extension, please, check that cron is run.
Email notifications are sent when cron job is completed.
All notifications are sent in turn by cron not to overload the server.



ID	Job Code	Status	Messages	Created Date	Scheduled At	Executed At	Finished At
275456	sales_grid_order_invoice_async_insert	success		Apr 20, 2018 1:06:06 PM	Apr 20, 2018 1:22:00 PM	Apr 20, 2018 1:22:06 PM	Apr 20, 2018 1:22:06 PM
275968	outdated_authentication_failures_cleanup	success		Apr 20, 2018 1:22:06 PM	Apr 20, 2018 1:37:00 PM	Apr 20, 2018 1:37:03 PM	Apr 20, 2018 1:37:03 PM
276224	sales_send_order_emails	success		Apr 20, 2018 1:38:05 PM	Apr 20, 2018 1:57:00 PM	Apr 20, 2018 1:57:03 PM	Apr 20, 2018 1:57:03 PM
276480	sales_grid_order_shipment_async_insert	success		Apr 20, 2018 1:53:06 PM	Apr 20, 2018 1:59:00 PM	Apr 20, 2018 1:59:03 PM	Apr 20, 2018 1:59:03 PM
276736	magento_newrelicreporting_cron	success		Apr 20, 2018 1:53:07 PM	Apr 20, 2018 2:12:00 PM	Apr 20, 2018 2:12:04 PM	Apr 20, 2018 2:12:04 PM

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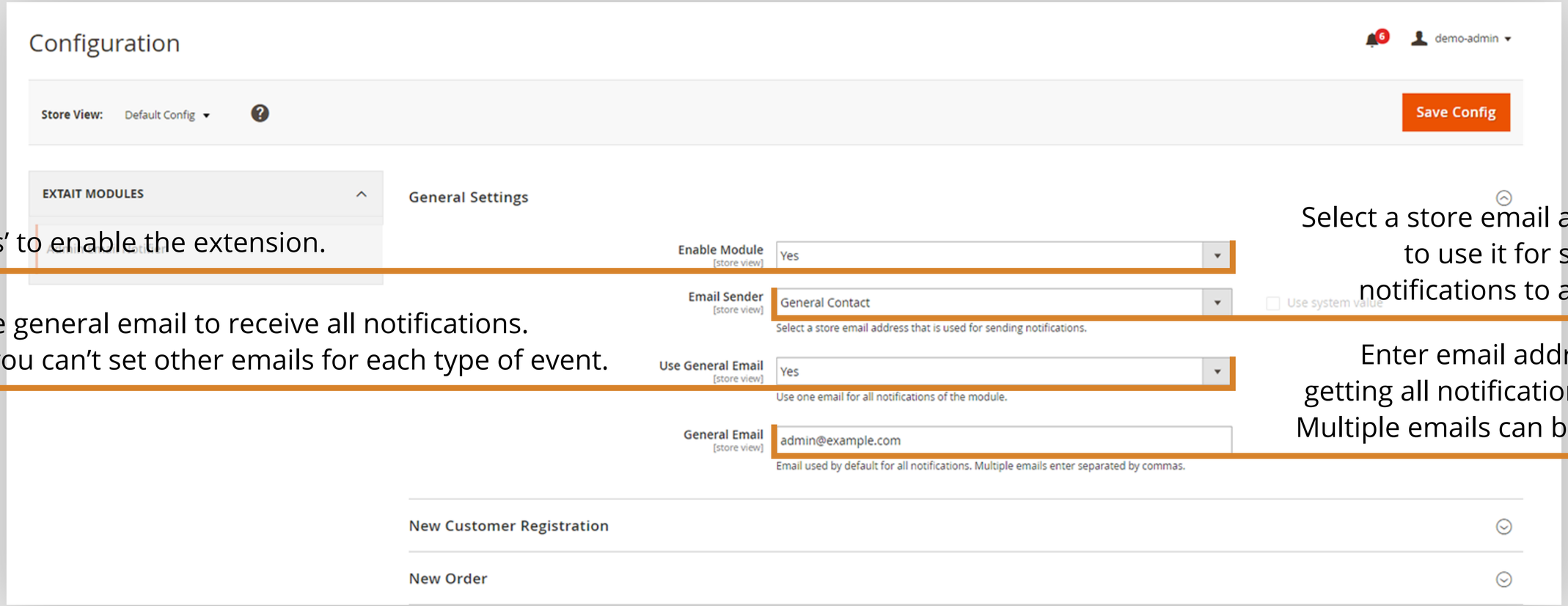
General Settings



Set ‘Yes’ to enable the extension.

Use the general email to receive all notifications.
Then, you can’t set other emails for each type of event.

Select a store email address to use it for sending notifications to admins.

Enter email address for getting all notifications to it. Multiple emails can be used.

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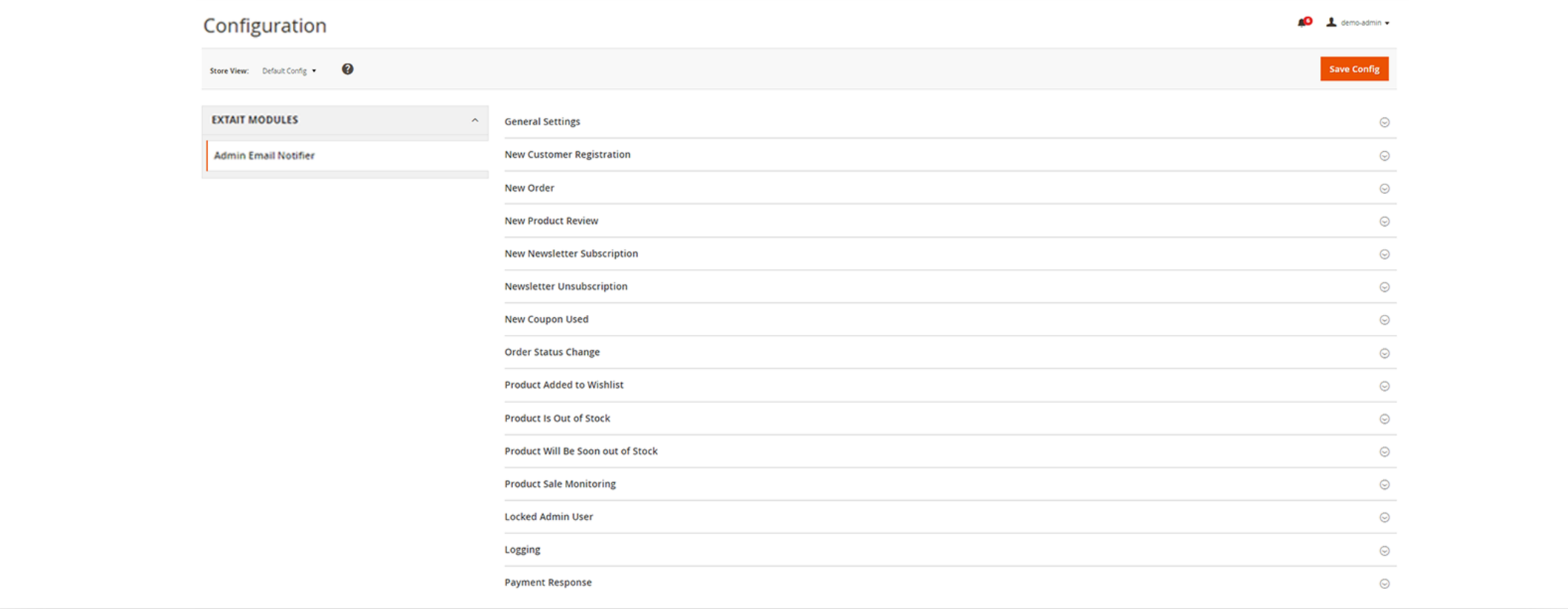
List of Events

Choose what type of events you'd like to be notified about.



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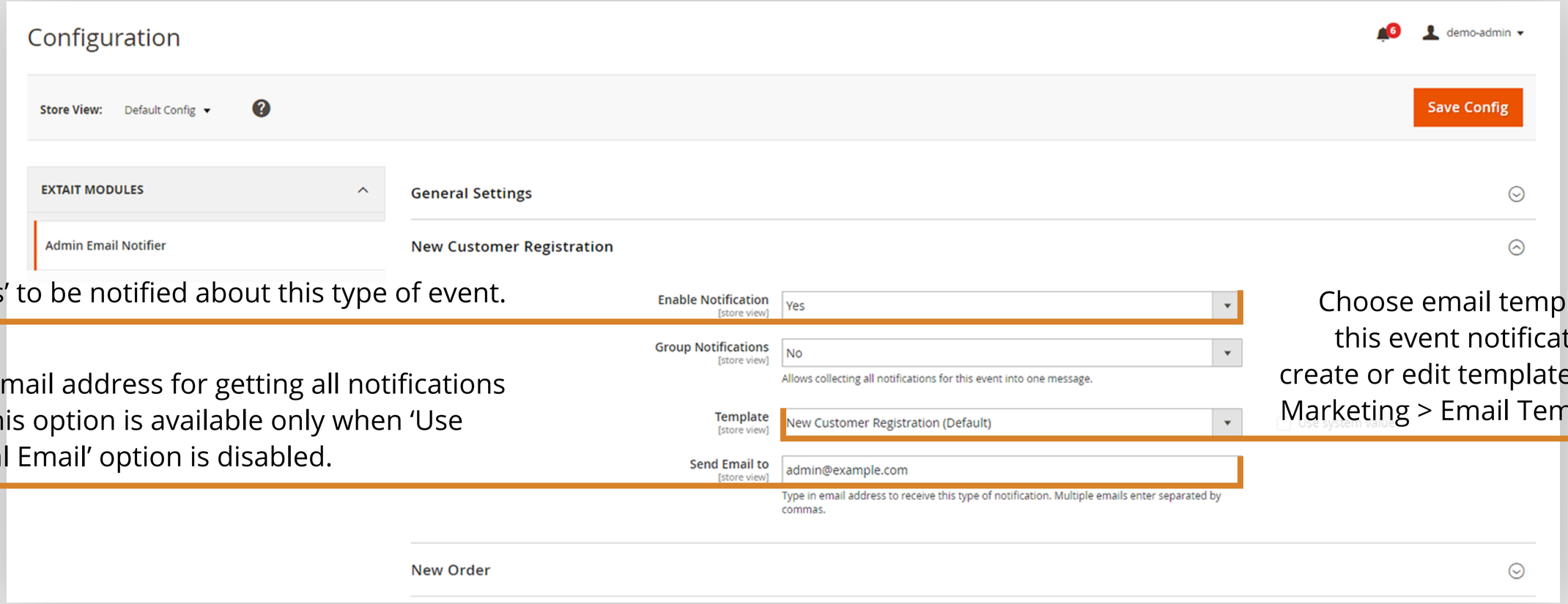
New Customer Registration Notification Settings



Set ‘Yes’ to be notified about this type of event.

Enter email address for getting all notifications to it. This option is available only when ‘Use General Email’ option is disabled.

Choose email template for this event notification. To create or edit templates go to Marketing > Email Templates.

The same settings are used for other events: New Order, New Product Review, New Newsletter Subscription/Unsubscription, New Coupon Used, Order Status Change, Product Added to Wishlist, Product is Out of Stock (available for Magento 2.2), Product Sale Monitoring, Locked Admin User, Logging, Payment Response.

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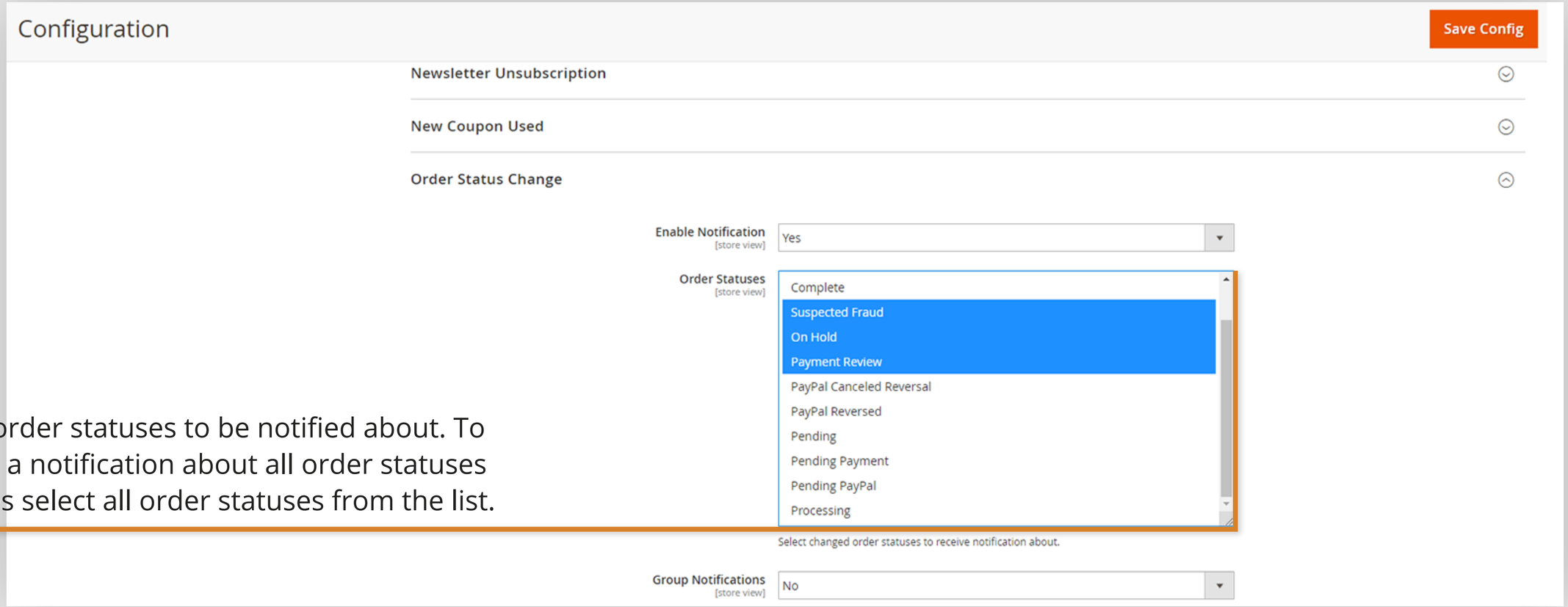
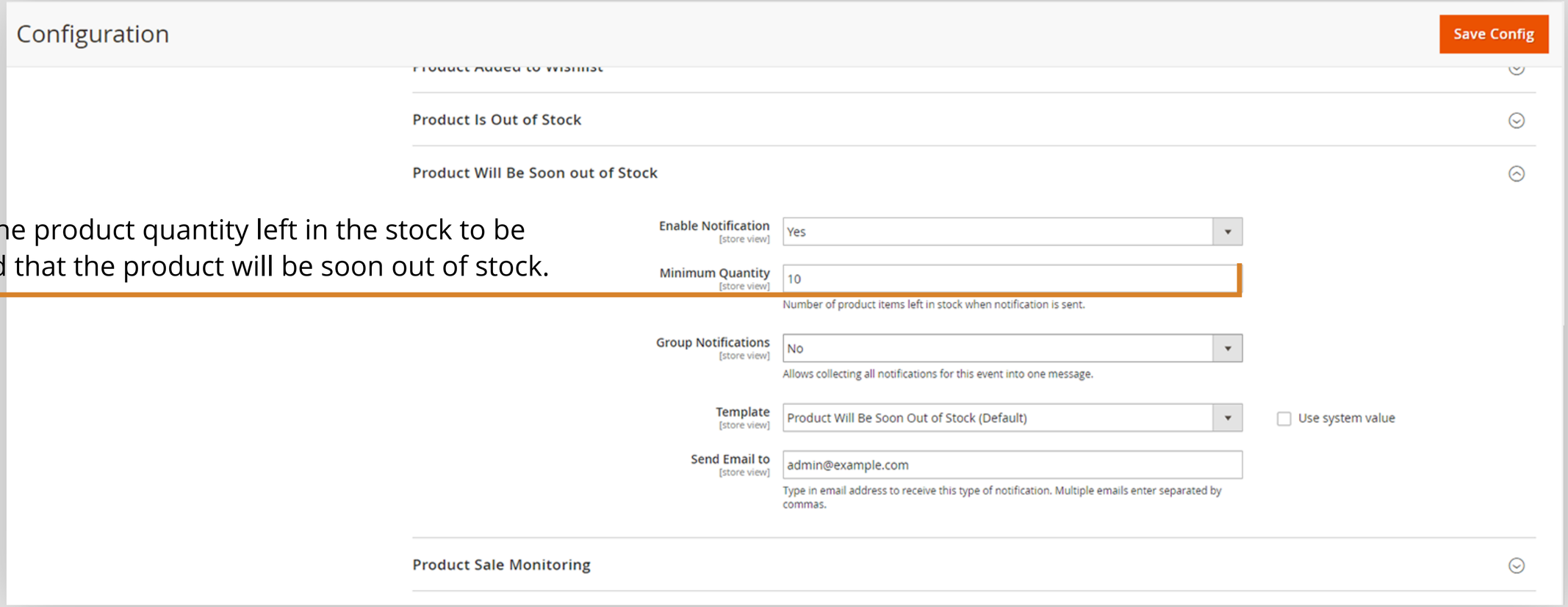
Order Status Change Settings



Select order statuses to be notified about. To receive a notification about all order statuses changes select all order statuses from the list.

Product Will Be Soon out of Stock Settings



Enter the product quantity left in the stock to be notified that the product will be soon out of stock.

The notification is sent once when the product quantity is equal or less than the ‘Minimum Quantity’ value. The notification is re-sent when the ‘Minimum Quantity’ value is reduced, or the product quantity is increased by an admin, and the condition specified in the settings is fulfilled.

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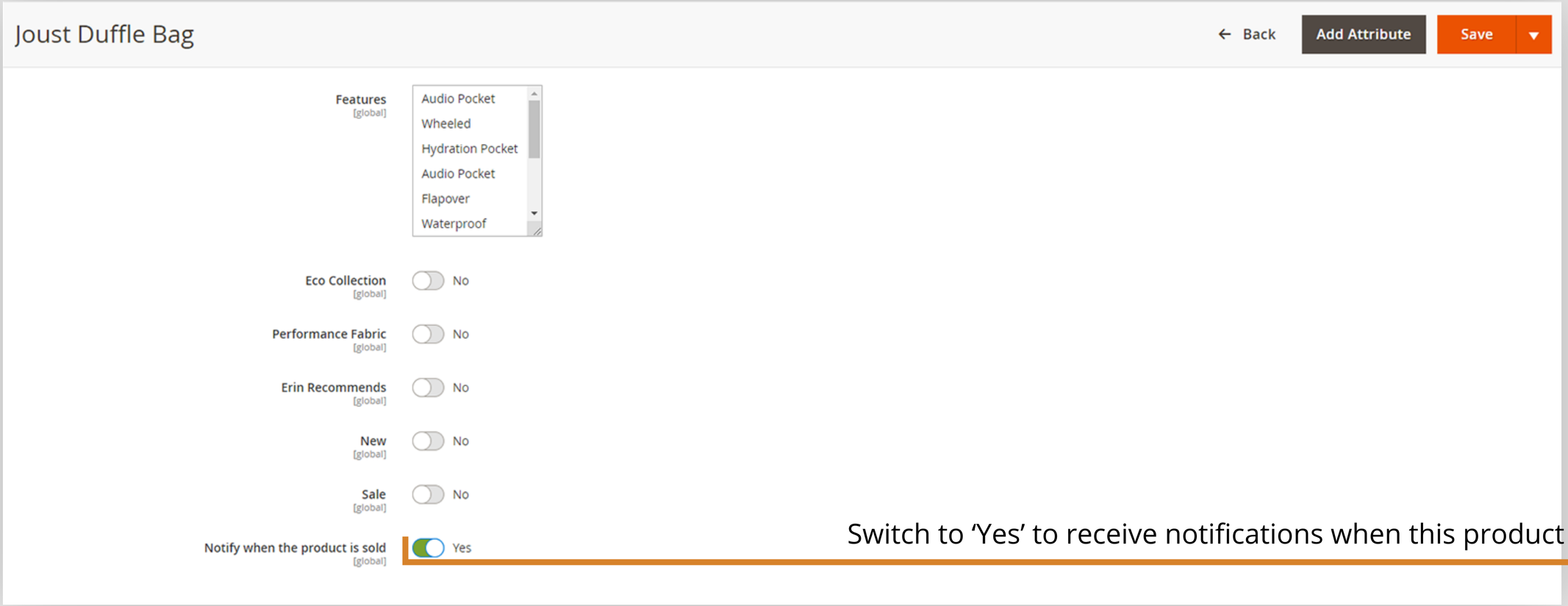
Product Sale Monitoring Settings

Enable this option on a product page to receive the notification when a product is sold.



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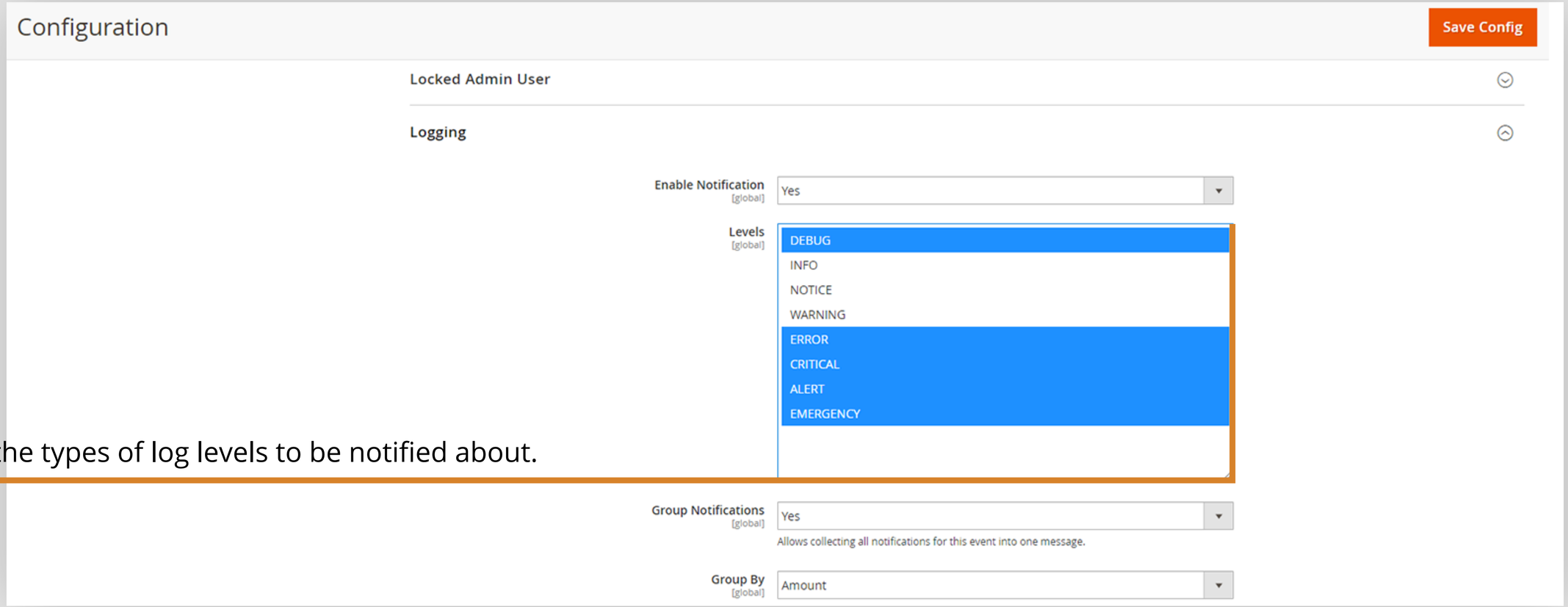
Logging Settings



Select the types of log levels to be notified about.

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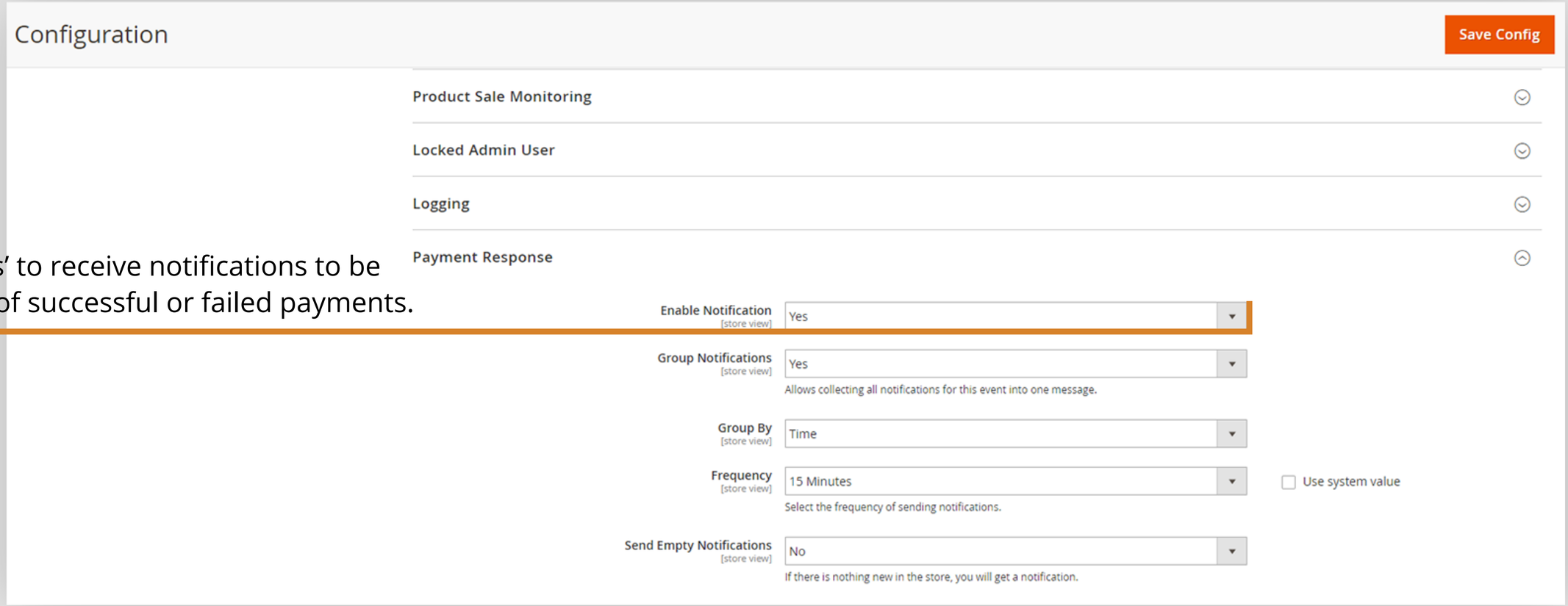
Payment Response Settings



Set ‘Yes’ to receive notifications to be aware of successful or failed payments.

*To enable this notification, it is needed to make integration with the payment gateways used on the website. See details in the ‘ReadMe’ file.

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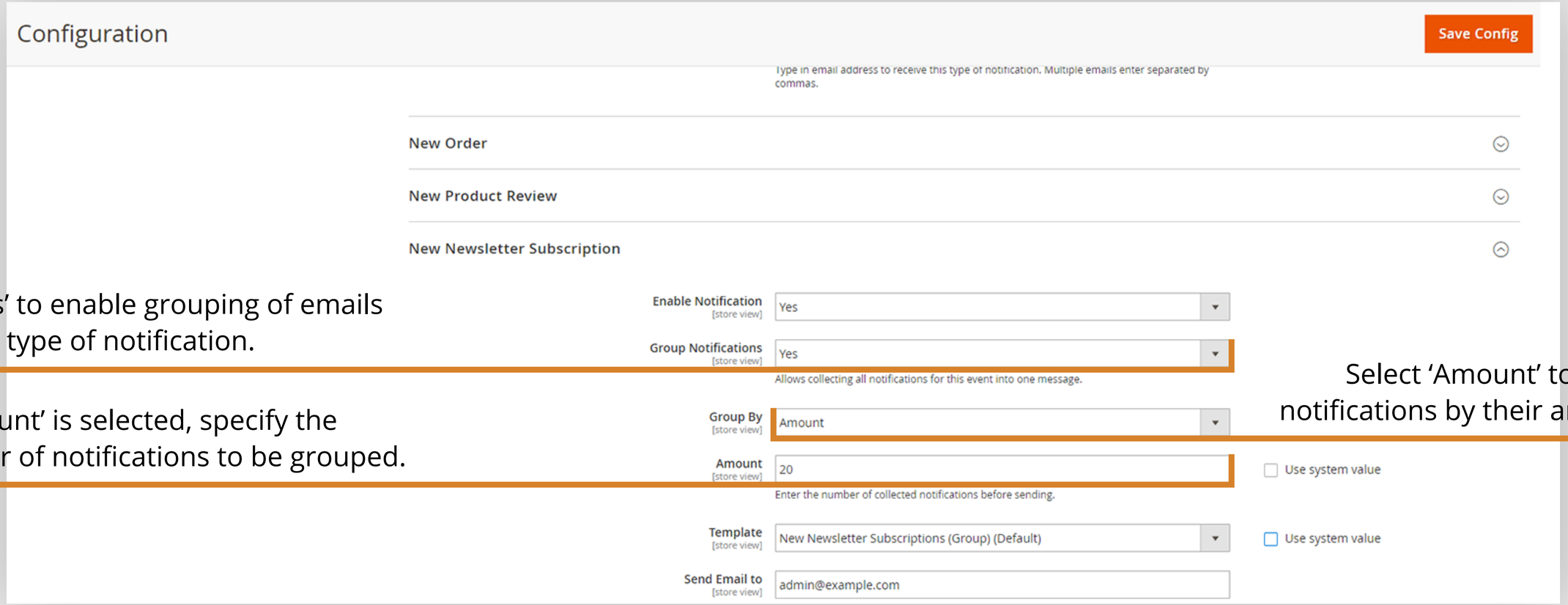
GROUP NOTIFICATIONS SETTINGS

Group Notifications by Amount Settings



Set ‘Yes’ to enable grouping of emails for this type of notification.

If ‘Amount’ is selected, specify the number of notifications to be grouped.

Select ‘Amount’ to group notifications by their amount.

*All types of notifications can be grouped except Locked Admin User, Product Sale Monitoring (by time only).

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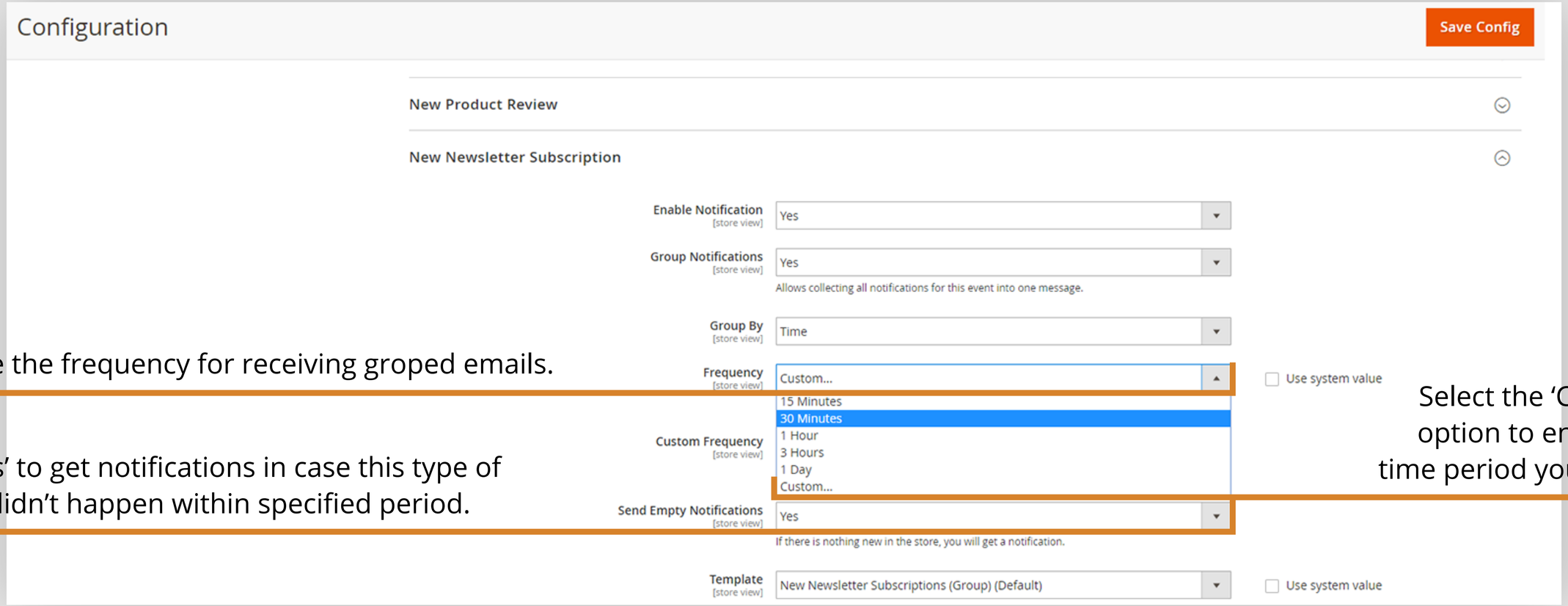
Group Notifications by Time Settings



Choose the frequency for receiving groped emails.

Set ‘Yes’ to get notifications in case this type of event didn’t happen within specified period.

Select the ‘Custom’ option to enter the time period you want.

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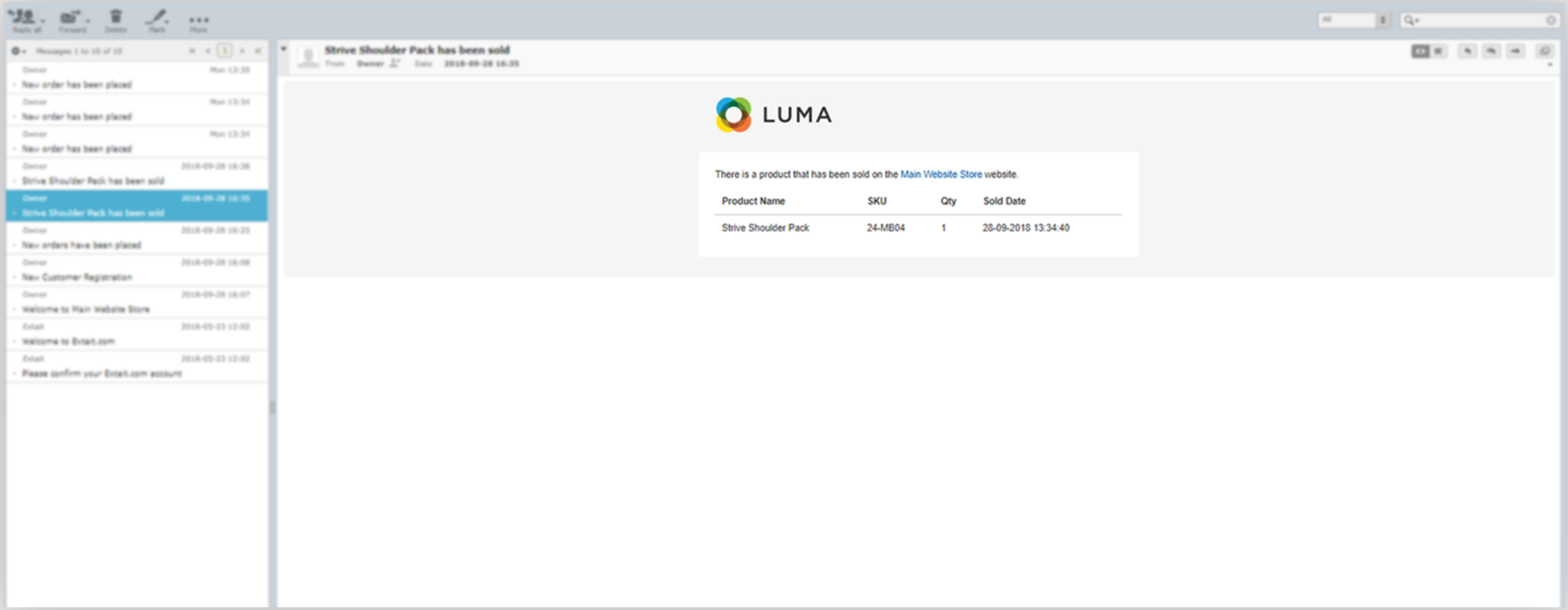
EMAIL NOTIFICATIONS OVERVIEW

The example of the ‘Product Sale Monitoring’ notification email.



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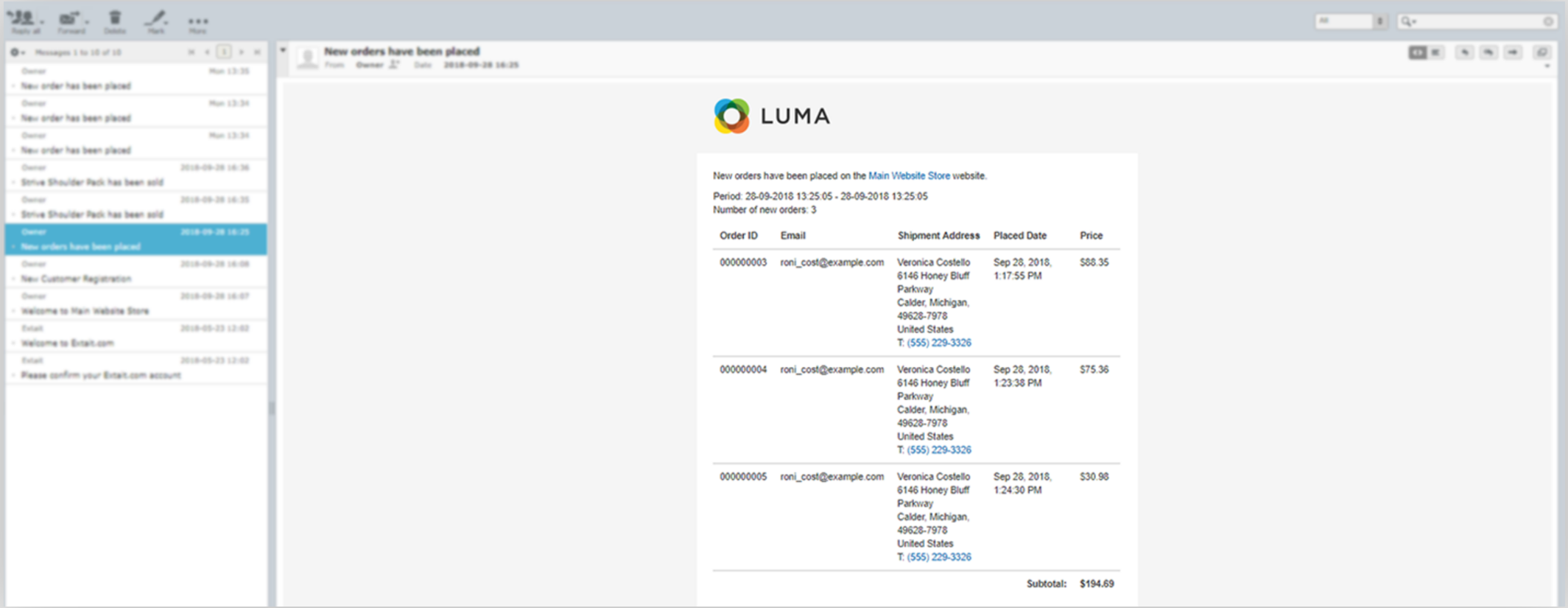
The example of the grouped ‘New Order’ notification email.



Thank you for buying our extension!

In case you have any questions, feel free to contact support:
https://extait.com/support