

Advanced Contact Form for Magento 2

User Guide

Version 1.0

Table of Contents

| | |
|--|-----------|
| I) Introduction | 2 |
| II) Where to Find Extension | 3 |
| III) How to Use | 4 |
| 1. Settings | 4 |
| 2. Manage contacts | 8 |
| IV) Support | 13 |

I) Introduction

This document is the User Guide for Advanced Contact Form Extension. It provides extension functionality and introduces some tips for a quick start.

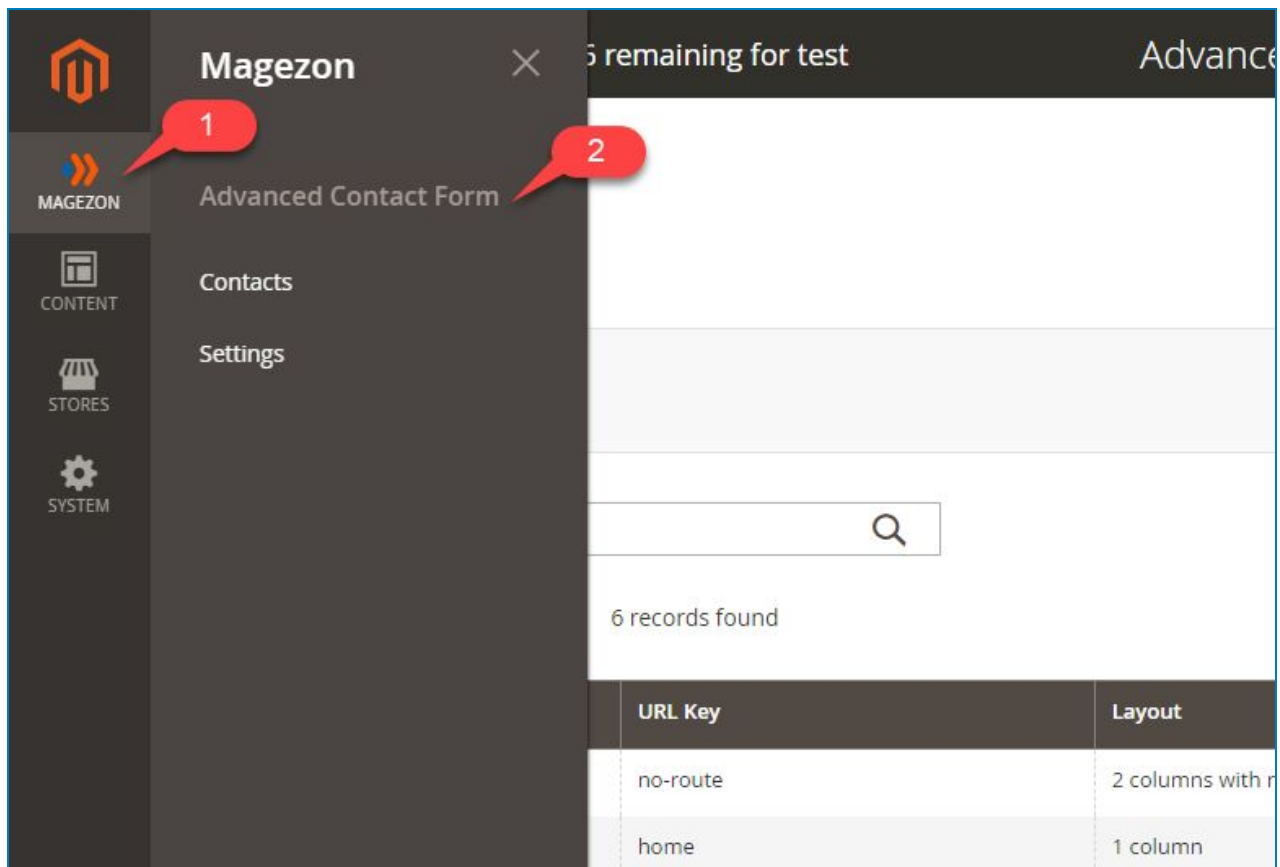
Advanced Contact Form extension for Magento 2 adds advanced features to default contact forms. It allows users to monitor the contact info of customers from the backend, set up auto-responder and choose email templates.

- Quickly access form database from the backend
- Easily modify enquiry data
- Reply email right from the backend
- Advanced response email features
- Ajax submission
- Add contact form to a page as a widget
- Integrate Google Captcha
- Compatible with Magezon Page Builder

II) Where to Find Extension

After downloading and installing the extension, from the backend, navigate by this path:

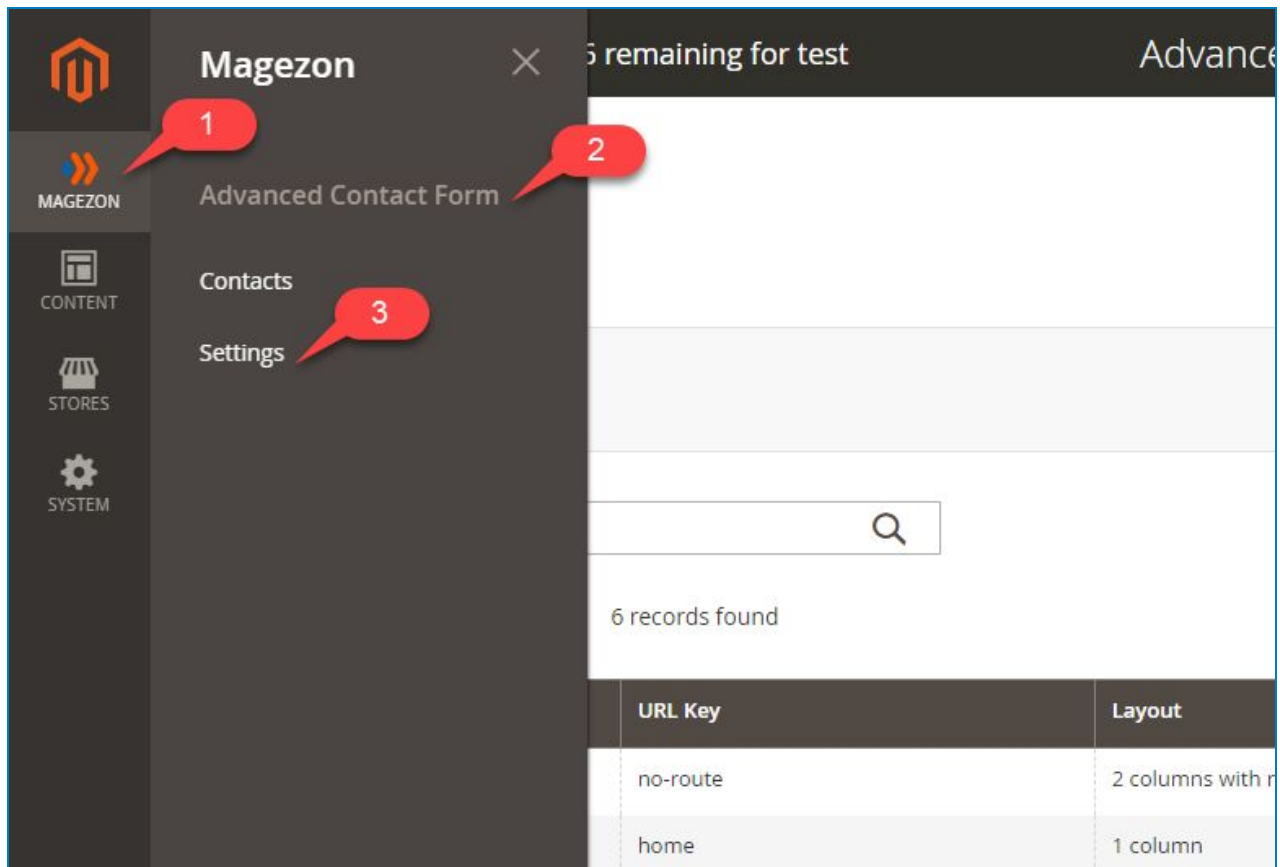
Magezon > Advanced Contact Form:



III) How to Use

1. Settings

To find the settings, navigate by this path: **Magezon > Advanced Contact Form > Settings:**



The settings will appear with the **General** tab and the **Auto-responder** tab as below:

General

Current Version
[store view]

1.0.0

Enable
[store view]

Icon Load Form
[store view]

No file chosen

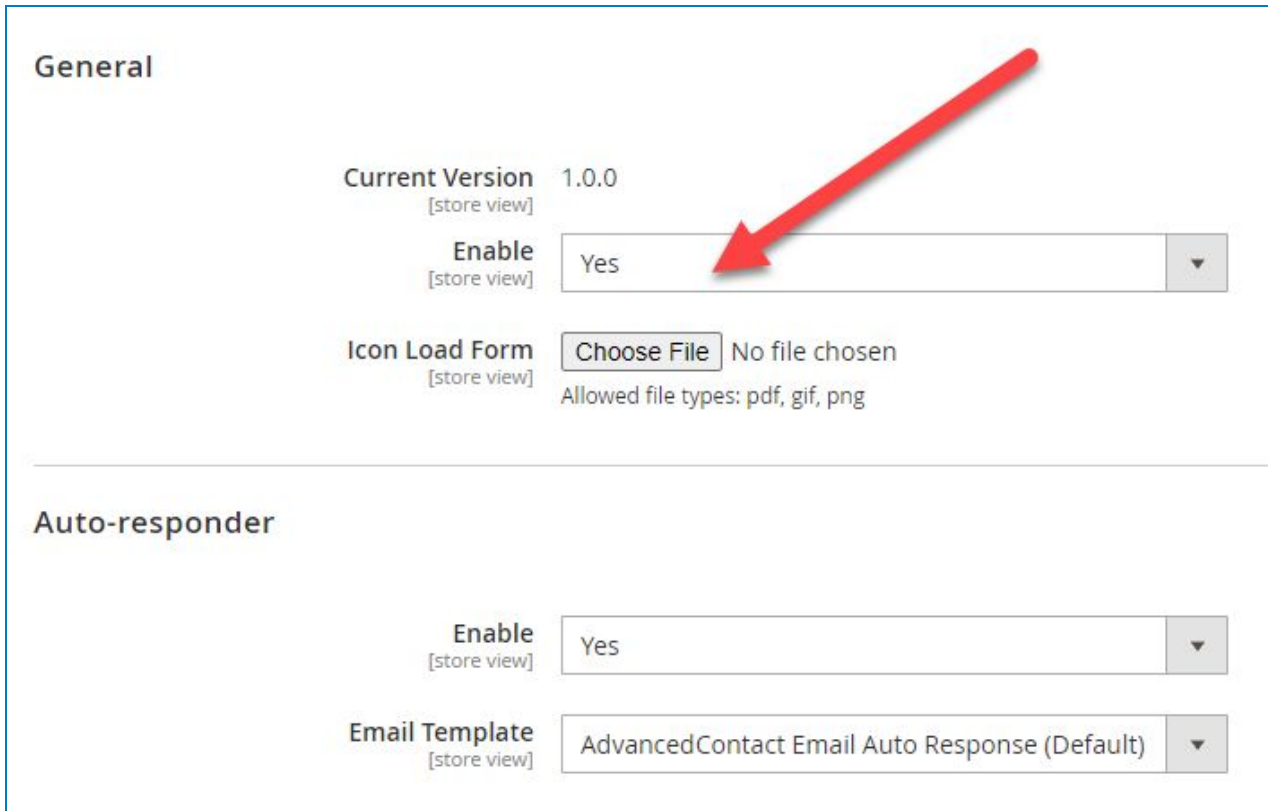
Allowed file types: pdf, gif, png

Auto-responder

Enable
[store view]

Email Template
[store view]

In the **General** tab, select **Yes** in the **Enable** field to enable the extension.



General

Current Version 1.0.0
[store view]

Enable Yes
[store view]

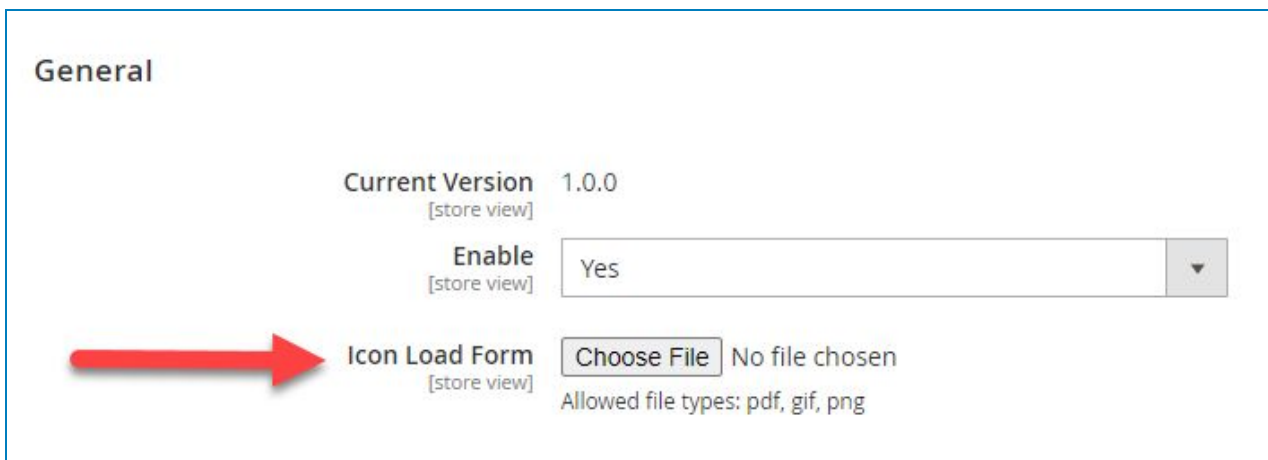
Icon Load Form Choose File No file chosen
[store view]
Allowed file types: pdf, gif, png

Auto-responder

Enable Yes
[store view]

Email Template AdvancedContact Email Auto Response (Default)
[store view]

In the **Icon Upload Form**, Click **Choose File** to upload loading icon from computer.



General

Current Version 1.0.0
[store view]

Enable Yes
[store view]


Icon Load Form Choose File No file chosen
[store view]
Allowed file types: pdf, gif, png

In the **Auto-responder** tab, select **Yes** in the **Enable** field to enable the auto-responder or **No** to disable it.

Auto-responder

Enable
[store view] Yes

Email Template
[store view] AdvancedContact Email Auto Response (Default)

A red arrow pointing from the top right towards the 'Enable' dropdown menu.


In the **Email Template** field, hit the dropdown to choose the email template that you would like to use.

Auto-responder

Enable
[store view] Yes

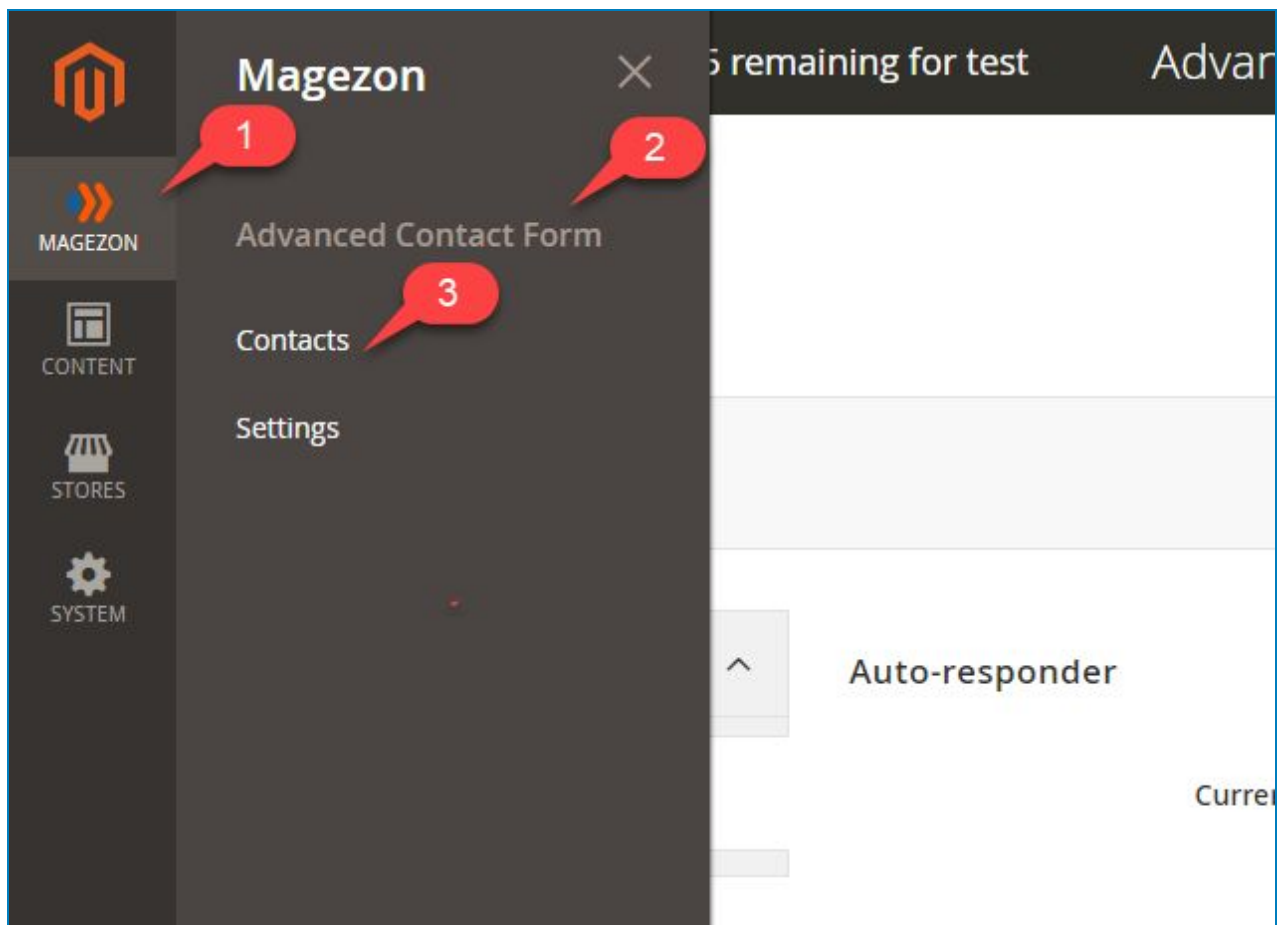
Email Template
[store view] AdvancedContact Email Auto Response (Default)

AdvancedContact Email Auto Response (Default)
AdvancedContact Email Auto Response (Default)
Template 2




A red arrow pointing from the top right towards the 'Email Template' dropdown menu.

2. Manage contacts

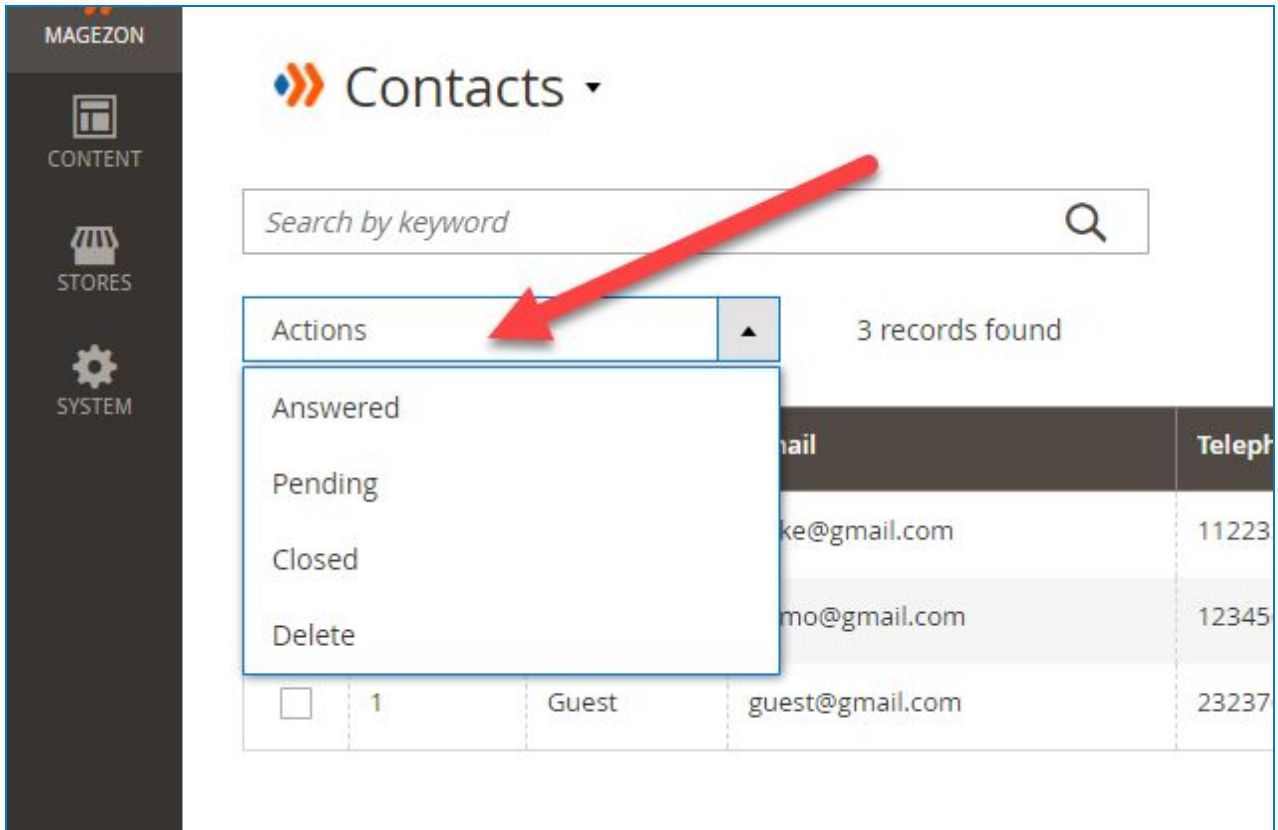
To find the contact list, navigate by this path: **Magezon > Advanced Contact Form > Contacts:**



A list of contacts will appear as below:

|  Contacts ▾ | | | | | | | |  demo ▾ | |
|--|------|-------|-----------------|------------|--|--|----------|---|----------|
| <input type="text" value="Search by keyword"/> | | | | | | | |  Filters | |
| <input type="text" value="Actions"/> ▾ | | | | | | | | 3 records found | |
| | | | | | | | | 20 ▾ per page | |
| | | | | | | | | 1 of 1 | |
| <input type="checkbox"/> | ID ↓ | Name | Email | Telephone | Store View | Comment | Status | Created Date | Actions |
| <input type="checkbox"/> | 10 | Guest | guest@gmail.com | 232376715 | Main Website Main Website Store Default Store View | I like webiste | PENDING | Dec 3, 2020 6:05:33 PM | Select ▾ |
| <input type="checkbox"/> | 11 | Demo | demo@gmail.com | 123456789 | Main Website Main Website Store Default Store View | I am very satisfied with your service | ANSWERED | Dec 3, 2020 6:06:02 PM | Select ▾ |
| <input type="checkbox"/> | 12 | Mike | mike@gmail.com | 1122334455 | Main Website Main Website Store Default Store View | Hi, can I use my 20% voucher with the Black Friday Sale? | PENDING | Dec 3, 2020 6:06:51 PM | Select ▾ |

- **ID:** the ID number of contact.
- **Name:** the name of form submitter.
- **Email:** the contact's email address.
- **Telephone:** the phone number of the contact.
- **Storeview:** the storeview of customers.
- **Comment:** the content of the form.
- **Status:** the assigned status of each contact. 3 types of status are **Pending**, **Answered**, and **Closed**. To assign the status for a contact, click on the **Actions** dropdown on the upper left of the screen, choose the status you want or choose **Delete** to delete the contact.



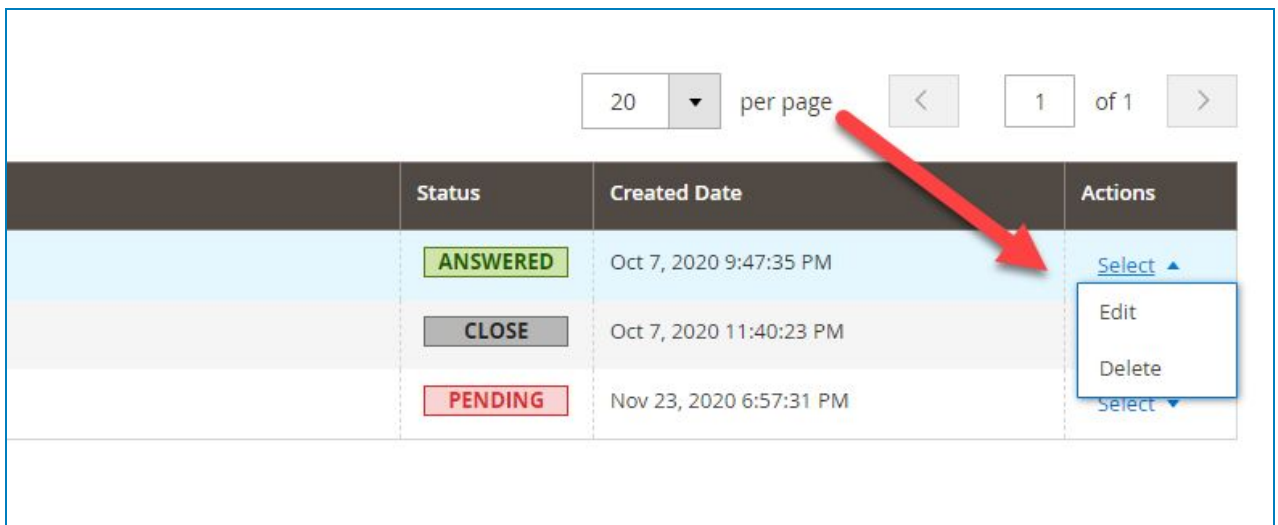
Contacts ▾

Search by keyword

3 records found

| mail | Teleph |
|-----------------|--------|
| ke@gmail.com | 11223 |
| mo@gmail.com | 12345 |
| guest@gmail.com | 23237 |

- **Created Date:** the date when the form is submitted.
- **Actions:** Click **Select**, then choose **Edit** or **Delete** the contact.



20 per page 1 of 1

| Status | Created Date | Actions |
|----------|-------------------------|--|
| ANSWERED | Oct 7, 2020 9:47:35 PM | Select ▴ Edit Delete Select ▾ |
| CLOSE | Oct 7, 2020 11:40:23 PM | |
| PENDING | Nov 23, 2020 6:57:31 PM | |

If you choose **Edit**, another area will appear as below:

Info contact

Customer Name *

Guest

Email *

guest@gmail.com

Phone *

232376715

Content *

I like webiste

Reply email

The **Info contact** tab shows customer info such as:

- **Customer name**
- **Email**
- **Phone**
- **Content**

Click **Reply Email** to reply to customers via email. You will see:

Reply email

Title email *

Content email *

Paragraph ▾

B *I* U


☰ ☷ ☹


☰ ▾ ☷ ▾

[Link](#)

☐ ▾

Ω



POWERED BY TINY 

- **Title email:** insert a Title email
- **Content email:** Insert text

IV) Support

If you have any questions or need any support from our team, please feel free to contact us via the following ways. We will get back to you within 24 hours since you submit your request.

- Submit [contact form](#).
- Email us at support@magezon.com.
- Submit a [ticket](#).
- Contact us through [Skype](#): support@magezon.com.
- Contact us via live chat on our website: magezon.com.