

# CONTACT FORM ULTIMATE

*Drag and drop contact form module that will help you create any kind of contact form using a feature-rich contact form editor*

A product of PrestaHero

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## I. WELCOME

Thank you for purchasing our product. We hope to guide you through all the aspects of the module installation and the module setup within this document. But if you have any questions beyond this documentation's scope, please feel free to contact us.

**\*Note:**

*All instruction screenshots are taken from PrestaShop 1.7, but installing and configuring this module on PrestaShop 1.6 is similar.*

## II. INTRODUCTION

If you are not using contact forms on your website, you are missing out one of the most essential elements a well-built and interactive website should have. With contact forms, you can generate leads, make sales and conversions, and understand your audience better. Whether it be your personal blog or business website, the benefits of using contact forms cannot be underestimated. And with our **Contact Form Ultimate** module, it will become even more easy to create and design high-quality contact forms that attract users without much effort on your part.

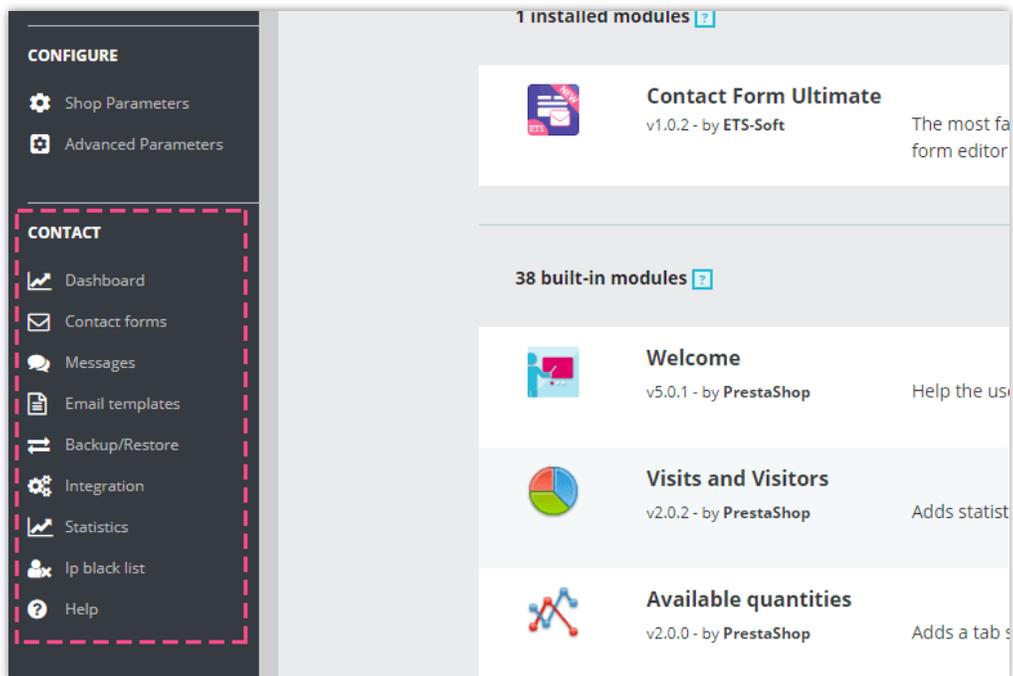
**Contact Form Ultimate** is an innovative contact form builder module for PrestaShop which can enable you to create unlimited contact forms. It supports all the necessary input fields, easy to customize and also easy to manage.

\* **"Contact Form Ultimate"** is compatible with PrestaShop 1.6.x, 1.7.x to PrestaShop 8.0.x

### III. INSTALLATION

1. Navigate to **“Modules / Modules & Services”**, click on **“Upload a module / Select file”**
2. Select the module file **“ets\_cfultimate.zip”** from your computer then click on **“Open”** to install
  - ❖ Click on **“Configure”** button of the module you just installed to open the module’s configuration page.

**Quick access:** You can also navigate to **Contact form Ultimate’s** configuration page through the quick access menu.



## IV. CREATE YOUR FIRST CONTACT FORM

### 1. General form settings

From **Dashboard**, click on **"Contact forms"** box to navigate to **Contact forms** tab. Click on **"Add New"** icon on top right of the panel.

The screenshot shows the Prestashop dashboard. The 'CONTACT MANAGEMENT' section contains several icons: 'Contact Forms' (highlighted with a red dashed box and a green arrow), 'Messages', 'Email Templates', 'Import/Export', 'Integration', 'Statistics', 'IP blacklist', and 'Help'. The 'CONTACT TRAFFIC' section shows a line graph for 'Statistics' and 'Last visits' information. The navigation bar at the bottom has tabs for 'Dashboard', 'Contact forms', 'Messages', 'Statistics', 'IP blacklist', 'Settings', and 'Help'. The 'Contact forms' tab is active, and the 'ADD NEW' button is visible in the top right corner of the panel.

Fill in required fields and select optional settings.

The 'ADD CONTACT FORM' form is displayed. It includes the following fields and options:

- Enable separate form page:** YES (selected) / NO
- Form title:** Sample form
- Contact form alias:** sample-form
- Meta title:** Your form meta title
- Meta keywords:** sample x keyword x
- Meta description:** Your meta description

Additional options include 'FORM', 'MAIL', 'NOTIFICATIONS', and 'SETTINGS' tabs, and an 'INFO' icon.

- Enable separate form page: turn on this option to create a specific web page to display this contact form
- Form title: title of the form displayed on the front end.
- Contact form alias: the alias will appear on URL of this contact form instead of form title
- Meta title, meta keywords, meta description: SEO elements to help you optimized your contact form.

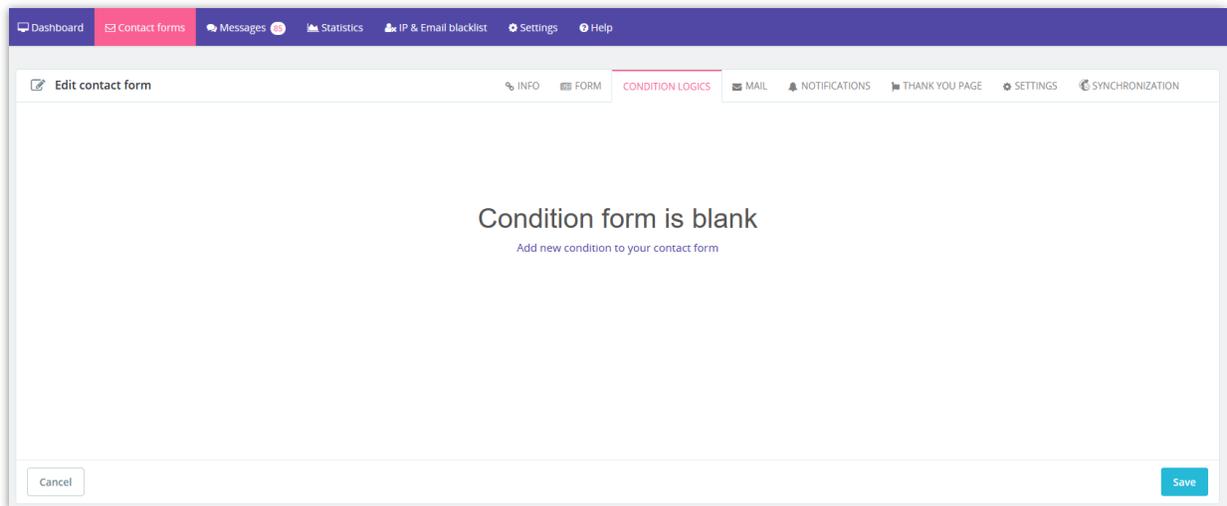
Click **“Save”** button to save your contact form.

## 2. Condition Logics

---

**Contact Form Ultimate** module allows you to set logic conditions to show/hide the fields you’ve set up on the **“Form”** tab.

Click *“Add new condition to your contact form”* to start adding a new one.



Now, you just need to set conditions that meet your needs. For example, you only want to display the *“Your phone number”* field when the *“email”* field is empty. This means the *“Your phone number”* field will be hidden if the customer filled in their email on the survey form.

Dashboard Contact forms Messages Statistics IP & Email blacklist Settings Help

Edit contact form INFO FORM **CONDITION LOGICS** MAIL NOTIFICATIONS THANK YOU PAGE SETTINGS SYNCHRONIZATION

If Your email Is Empty

Do Show Fields Your phone number

ADD CONDITION FIELD

Cancel Save

Now, let's check how it runs on the front office:

Home / Customer survey form

**Customer survey form**

Please help us improve our service to serve you better next time

Your Name\* Iris

Your email\* "Your email" field is empty

Your phone number 0123456789 Display "Your phone number" field

Which kind of your meal?  
 Breakfast  Lunch  Dinner

Quality of food?\* Perfect Cleanliness? Perfect

Easy of Ordering? Perfect Overall Quality? Perfect

Do you have any comment for us?

SUBMIT

**Please help us improve our service to serve you better next time**

**Your Name\***

**Your email\***

**Which kind of your meal?**  
 Breakfast  Lunch  Dinner

**Quality of food?\***

**Cleanliness?**

**Easy of Ordering?**

**Overall Quality?**

**Do you have any comment for us?**

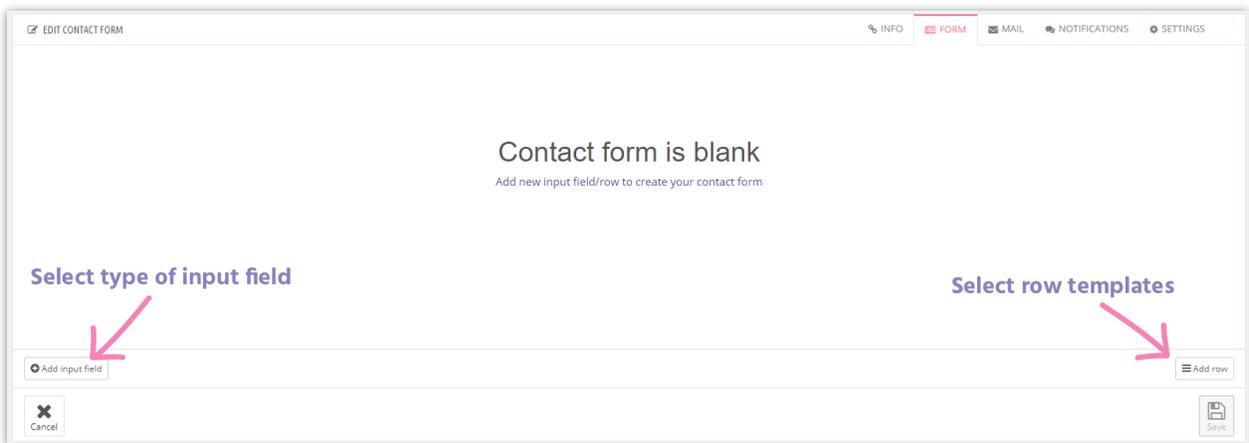
"Your phone number" field will not be shown when customer fill in "Your email" field

### 3. Adding input fields

---

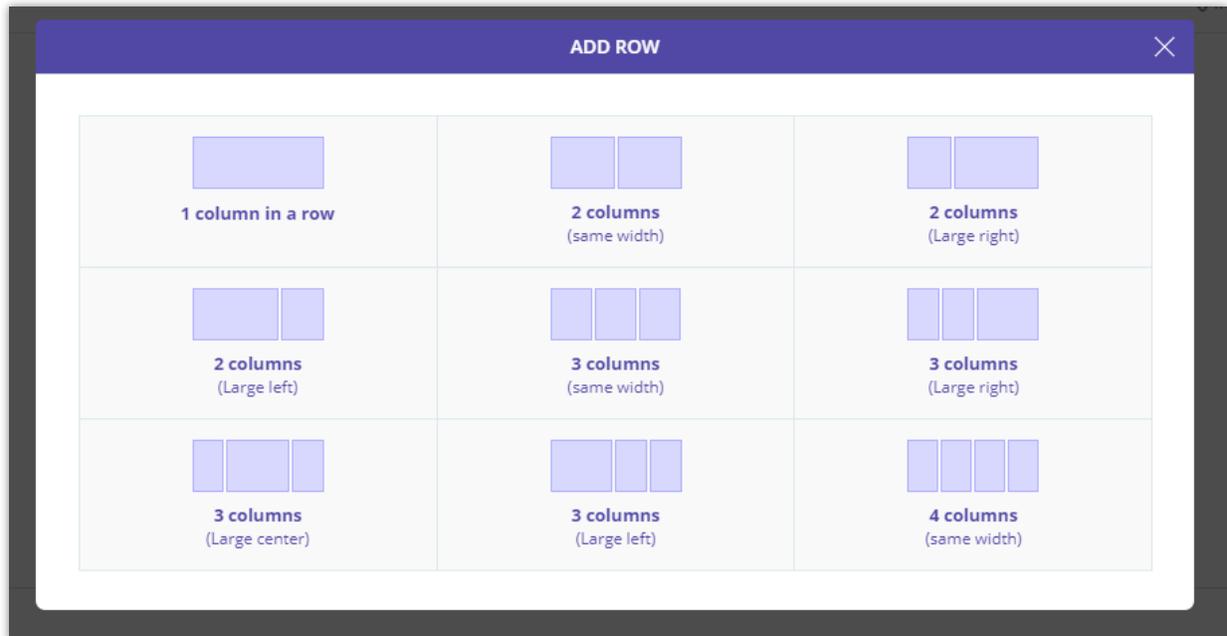
To build your contact form content, let's navigate to **"Form"** subtab.

Every contact form is created from rows and input fields.



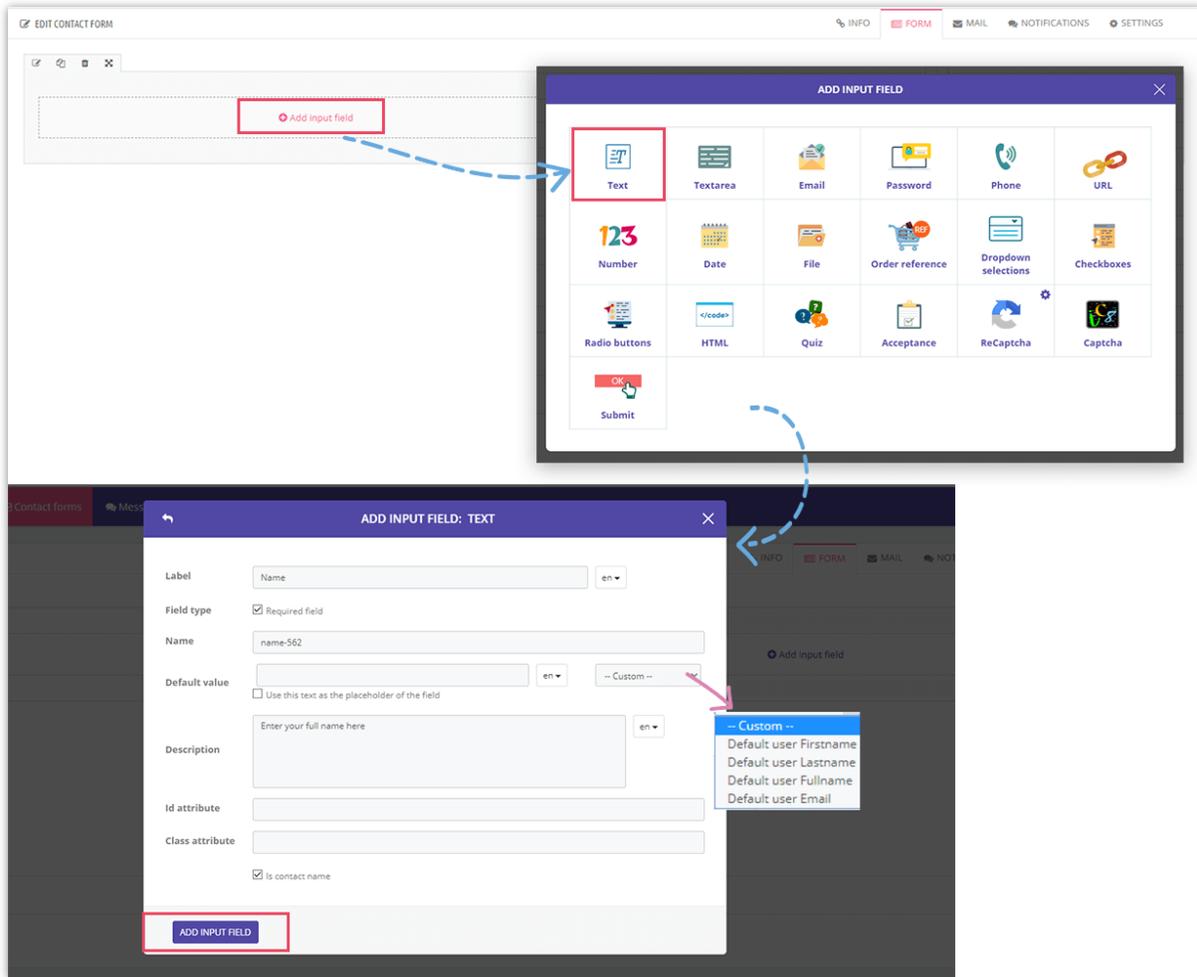
### Step 1: Add a row to your form

- Click on “**Add row**” button
- Pick a suitable row template



### Step 2: Add an input field

- Click on “**Add input field**”
- Select an input field you want (*text, text area, email, password, telephone number, URL, number, date, file, order reference, drop-down selection, checkboxes, radio buttons, HTML, quiz, acceptance, reCAPTCHA, CAPTCHA, submit*)
- Fill in the pop-up form with necessary info
- Click “**Add input field**” button



Repeat **Step 1** and **Step 2** until you complete your contact form.

Click **“Save”** to save your changes.

**NOTE:**

*To add reCAPTCHA input field, you need to enable reCAPTCHA first. Find and read the instruction to activate [reCAPTCHA](#) feature in this documentation.*

## 4. Email configuration

Click on the “**Mail**” subtab to open email configuration area for the contact form.

### a. Email to admin

On this screen you will set up the email send to your store administrators when there is a new contact messenger received.

You can see 2 sections of **Email to admin** tab: email options section and “**Available mail-tags**” section.

Available mail-tags are provided from the “**Name**” of every input fields you added. To make mail-tags easier to remember, you should set reminiscent “**Name**” for input fields such as *[email-customeremail]*, *[name-customername]*, *[text-firstname]*, etc.

The screenshot shows a configuration window titled "ADD INPUT FIELD: EMAIL". It contains the following elements:

- Label:** A text input field containing "Email" and a language dropdown menu set to "en".
- Field type:** A checkbox labeled "Required field" which is checked.
- Name:** A text input field containing "email-customeremail", which is highlighted with a red rectangular border.
- Default value:** A text input field (empty) and a language dropdown menu set to "en". Below it are two checkboxes: "Use this text as the placeholder of the field" (unchecked) and "Use customer email as default value" (checked).

**To:** Enter here receiver's email address which you would like to receive notification messages

**Bcc:** When you place email addresses in the Bcc field of a message, those addresses are invisible to the recipients of the email.

**From:** Enter here sender's email address which is used to send emails when customer contact you via this contact form. If this field is blank, your website's configured SMTP email will be used as sender email (in case no SMTP email is available, shop's email will be used instead). To avoid emails are considered as spam by receiver's email service, you need to enter an authorized email address, normally it should be your website's configured SMTP email nor an email created with your website domain such as [contact@yourdomain.com](mailto:contact@yourdomain.com)

**Subject:** Email subject used when an email is sent via the contact form

**Reply to:** Email address to be specified as "**Reply email**" when you click on "**Reply**" button of your mail box when a message sent from the contact form to your email (receiver email).

**Message body:** Email content which will be sent to the receiver's email address. You can copy and paste available mail-tags to get the form input value. For example:



The screenshot shows the 'EDIT CONTACT FORM' interface with the 'MAIL' tab selected. The 'Auto responder' section is active, showing a toggle for 'Enable auto responder' set to 'YES'. Below this, there are fields for 'To', 'BCC', 'From', 'Subject', and 'Reply to', each with a mail-tag input field. The 'Message body' editor is also visible. On the right, an 'Available mail-tags' list includes [name-622], [email-515], [tel-681], [url-877], [file-546], [textarea-885], [captcha-443], and [submit-936].

Click **"Save"** when you're ready.

### c. How to use mail-tags

You need to enter respective mail-tags into any configuration fields of the **"Email to admin"** and **"Auto responder"** to get form input value.

*For example:* when creating contact form, you added an **email input field** and its name is **email-customeremail**. **Contact Form Ultimate** will automatically generate a mail-tag **[email-customeremail]** which can get the email value from your contact form.

Now back to the email options, you can see there are some configuration fields using email addresses. If you want to add your customer email address received from contact form, copy and paste the mail-tag **[email-customeremail]** into these fields:

**\* To** Luna Cosmetic your\_company@gmail.com 

Name Email 

*Enter email addresses of people who will receive this email*

**Bcc** Name Email 

*When you place email addresses in the BCC field of a message, those addresses are invisible to the recipients of the email.*

**From** [text-customername] [email-customeremail]

*This should be an authorized email address. Normally it is your shop SMTP email (if your website is enabled with SMTP) or an email associated with your website domain name (if your website uses default Mail() function to send emails)*

**\* Subject** Su asunto del correo electrónico en

**Reply to** [text-customername] [email-customeremail]

**Message body**  en

Paragraph

**Full name:** [text-customername]  
**Email:** [email-customeremail]  
**Phone number:** [tel-customer-phone]  
**Message:** [textarea-message]

Click **“Save”** to save your email template.

## 5. Custom notification messages

**Contact Form Ultimate** allows you to customize any notification messages that may appear in certain situations when customers use the contact form on the frontend. Notification messages are filled with default values which are suitable for most kinds of contact form but if you would like to change the messages you can do that easily by clicking on "**Notification**" subtab. Here you can edit any messages you want in each language.

The screenshot shows the 'EDIT CONTACT FORM' interface with the 'NOTIFICATIONS' subtab selected. The interface includes a navigation bar with tabs for 'INFO', 'FORM', 'MAIL', 'NOTIFICATIONS', and 'SETTINGS'. A blue information box at the top states: 'You can edit notification messages used in various situations here.'

Situation	Message	Language
Notification message when contact form was sent successfully	Thank you for your message. It has been sent.	en
Notification message when contact form failed to send	There was an error while trying to send your message. Please try again later.	en
Validation errors occurred	One or more fields have an error. Please check and try again.	en
Submission was referred as spam	There was an error while trying to send your message. Please try again later.	en
There are terms that the sender must accept	You must accept the terms and conditions before sending your message.	en
There is a field that the sender must fill in	The field is required.	en
There is a field with input value that is longer than the maximum allowed length	The field is too long.	en
There is a field with input value that is shorter than the minimum allowed length	The field is too short.	en
Date format that the sender entered is invalid	The date format is incorrect.	en
The date sender entered is earlier than minimum limit	The date is before the earliest one allowed.	en
The date sender entered is later than maximum limit	The date is after the latest one allowed.	en
Uploading a file fails for any reason	There was an unknown error while uploading the file.	en
Invalid upload file type	You are not allowed to upload files of this type.	en
Sender does not enter the correct answer to the quiz	The answer to the quiz is incorrect.	en

## 6. "Thank you" page

You can set up a "Thank you" page to send confirmation message to customers after they submitting a form. This module allows you to set *custom URL* for this "Thank you" page and set up *Page alias* to make page URL friendlier.

Dashboard | Contact forms | Messages | Statistics | IP & Email blacklist | Settings | Help

EDIT CONTACT FORM | INFO | FORM | MAIL | NOTIFICATIONS | **THANK YOU PAGE** | SETTINGS

Display "thank you" page after Customer submitting the form: YES NO

"Thank you" page: Default page (selected) | Custom URL

\* Title: Thanks for submitting the quote request en

Page alias: sample-thank-page en

Form page url: http://localhost/thutest/en/contact/thank/sample-thank-page

\* Display "Thank you" page after form submission

Rich text editor content:  
Thank you for submitting your quote request  
This message is to confirm that you have successfully submitted the quotation form  
We'll check your request and get back with the price soon

After customers submitting their form, "Thank you" page will appear.

Contact us | English | Currency: USD \$ | Sign in | Cart (0)

my store | SAMPLE CONTACT FORM | CONTACT FORM WITH MAP | QUOTATION FORM | OTHER FORMS

Home / Thanks for submitting the quote request

**Thanks for submitting the quote request**

Thank you for submitting your quote request  
This message is to confirm that you have successfully submitted the quotation form  
We'll check your request and get back with the price soon

Get our latest news and special sales | Your email address | SUBSCRIBE

You may unsubscribe at any moment. For that purpose, please find our contact info in the legal notice.

## 7. General settings

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**Save message:** Enable this option to save messages sent by customers to module back office

**Save attachments:** Enable this option if you want to save attachments uploaded by customer via the contact form. (Note that enable this may spend a lot of your storage space)

**Mark messages from this contact form as "Star message":** Automatically "star" (highlight the messages sent via this contact form in the message list by a star) all messages sent via this contact form

**Available display position (default Prestashop hooks):** If you would like display the contact form via pre-defined Prestashop hooks, just check on the hooks you want

**Give access to customer group:** Select customer groups who are available to access this contact form.

**Only display when customer logged in:** Only display this contact form when customer logged in using their registered account.

**Activate contact form:** Activate or inactivate this contact form

EDIT CONTACT FORM

[INFO](#)
[FORM](#)
[MAIL](#)
[NOTIFICATIONS](#)
[THANK YOU PAGE](#)
[SETTINGS](#)

**To enable shortcode feature for contact form and display contact form on PrestaShop hooks, please turn on "Enable shortcode for contact form and display contact form in PrestaShop hook" option on Setting page**

Activate contact form  YES  NO

Only display when customer logged in  YES  NO

Save messages  YES  NO  
Save customer messages to "Messages" tab.

Save attachments  YES  NO  
Save attached files on your server, you can download the files in "Messages" tab. Enable this option is useful but it will take some of your hosting disk space to store the files. You can set this to "No" if it is not necessary for saving files on server because the files will be also sent to your email inbox

Mark messages from this contact form as "Star message"  YES  NO  
Highlight messages sent from this contact form in the "Messages" tab by a yellow star

Give access to customer group

<input checked="" type="checkbox"/>	ID	Group name
<input checked="" type="checkbox"/>	1	Visitor
<input checked="" type="checkbox"/>	2	Guest
<input checked="" type="checkbox"/>	3	Customer

Available display position (default Prestashop hooks)

- Header - top navigation
- Header - main header
- Top
- Home
- Left column
- Right column
- Footer
- Product page - below product images
- Product page - Footer
- Checkout page
- Login page

Besides using short code, custom hook and a separated page to display the contact form, you can also display contact form on default Prestashop pre-defined hooks

**SETTINGS FOR "OPEN CONTACT FORM" BUTTON**

Open form by button  YES  NO  
Display a button (the form is hidden initially), when customer click on the button, it will open the form via a popup

**SETTINGS FOR FLOATING CONTACT FORM BUTTON**

Floating button  YES  NO  
Display a floating button (the form is hidden initially), when customer clicks on the floating button, it will open the contact form

Cancel
Save

**Open contact form by button:** Enable this option if you want to display a "Contact button", when customer click on this button the contact form will be displayed via a popup.

You can customize the button label, the color of the text, the background of the button, and select an icon provided or upload a custom icon for the button.

Dashboard Contact forms Messages 2 Statistics IP & Email blacklist Settings Help

### SETTINGS FOR "OPEN CONTACT FORM" BUTTON

Open form by button  YES  NO  
*Display a button (the form is hidden initially), when customer click on the button, it will open the form via a popup*

Button label

Button text color

Button background color

Button text hover color

Button background hover color

Display an icon with button  YES  NO  
*An icon will be displayed with "Open form" button*

Select an icon

Upload a custom icon



Acceptable formats: gif, jpeg, png, webp. Limit: 1Mb

Contact us English Currency: USD \$ Sign in Cart (0)

my store SAMPLE CONTACT FORM CONTACT FORM WITH MAP QUOTATION FORM OTHER FORMS

Home / Art / The best is yet to come! Framed poster

**THE BEST IS YET TO COME!**  
 \$29.00

Printed on high quality paper and smooth

Dimension

Quantity

Share

Security policy (edit with us)  
 Delivery policy (edit with us)  
 Return policy (edit with us)

**PRODUCT QUESTION FORM**

 The best is yet to come! Framed poster

Your Name\*

Your Email\*

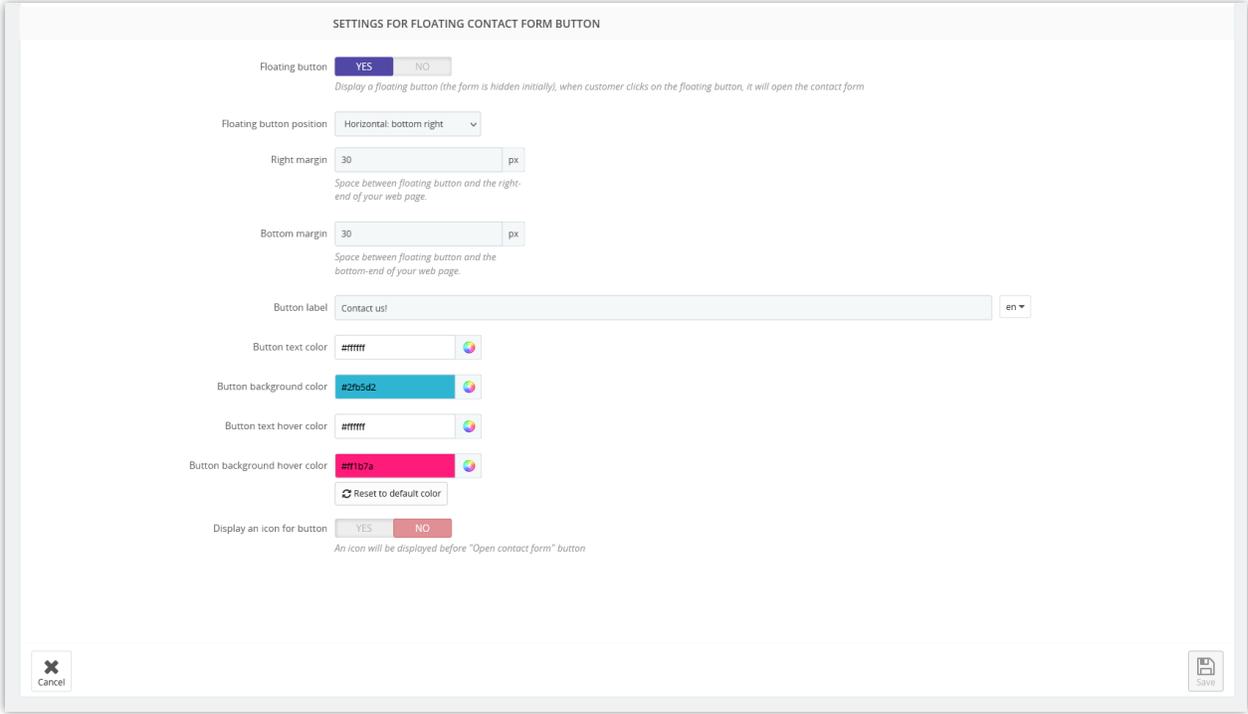
Subject (required)\*

Product URL (auto getting URL)

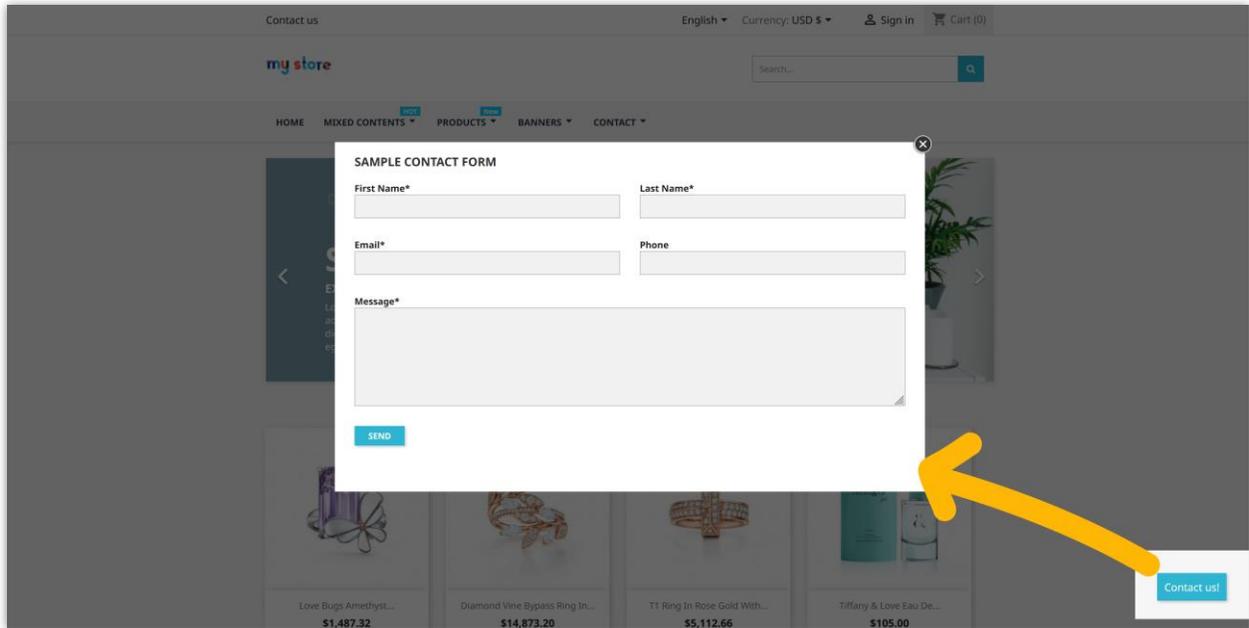
Your question\*

**Floating contact form button:** Enable this button to display the floating contact form button on the front office. When customers/visitors click on the floating contact form button, the contact form will be displayed via a popup.

You can also customize how the floating contact form button will be displayed on the front office and its display position.



Here is an example of the "floating contact form button" on the homepage:

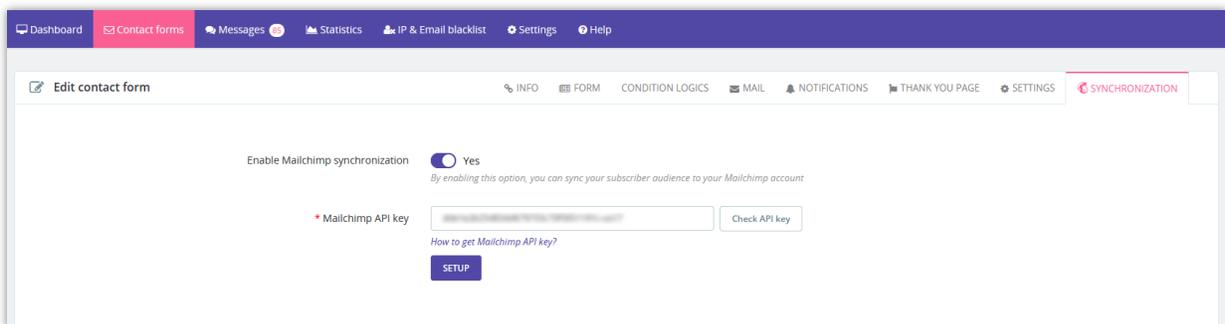


## 8. Synchronization

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To make your work more convenient, the module allows synchronizing the email list of customers contacted via the contact form with the audience list on Mailchimp.

- First, you need to enable Mailchimp Synchronization.
- Second, enter the Mailchimp API key. (If you don't have a Mailchimp API key, you can follow our detailed instructions by clicking "*How to get Mailchimp API key?*")
- Next, click on the "**SETUP**" button.



After successfully connecting to the API key, the module will allow you to choose an audience list to sync. Now you just need to select the audience list you want then proceeds with mapping data.

The screenshot shows the 'Edit contact form' interface with the following elements:

- Enable Mailchimp synchronization:** A toggle switch is set to 'Yes'. Below it, a note reads: "By enabling this option, you can sync your subscriber audience to your Mailchimp account".
- Mailchimp API key:** A text input field contains a masked key ending in '951191c-us17'. A 'Check API key' button is to its right.
- How to get Mailchimp API key?:** A 'SETUP' button is present.
- Synchronize with this Mailchimp audience:** A dropdown menu is set to 'Customer list by area'. A pink arrow points to this dropdown, which has a small menu open showing options: '--', 'quangdev', 'Customer list by area', and 'List of buyers by product category'.
- Mapping data table:**

Field label	Field name	Mapping field
Your Name	text-371	First Name
Your email	email-23	Address1
Your phone number	tel-124	Phone Number
Which kind of your meal?	radio-753	-- Do not import --
Quality of food?	menu-518	-- Do not import --
Easy of Ordering?	menu-807	-- Do not import --
Cleanliness?	menu-533	-- Do not import --
Overall Quality?	menu-593	-- Do not import --
Do you have any comment for us?	textarea-185	-- Do not import --
- Footer:** A 'Cancel' button on the left and a 'Save' button on the right.

## V. DISPLAY CONTACT FORM ON THE FRONTEND

**Contact Form Ultimate** offers 4 ways to display a contact form on the website's front end:

- Display contact form on a separate page (with a friendly URL)
- Display contact form using short code
- Display contact form using custom hook
- Display contact form using pre-defined PrestaShop hooks

### 1. Display contact form on a separate page

**Contact Form Ultimate** allows you to create a separate URL to display a contact form. In order to enable this feature, on the "Info" tab, set "Enable separate form page" to "Yes" then enter SEO settings for the page that include meta title, meta description, meta keywords and contact form alias (friendly URL).

The screenshot shows a web interface for configuring a contact form. At the top, there is a breadcrumb trail: "Home / Sample form". Below it, the title "Sample form" is displayed. The form itself is contained within a white box with a light gray border. It features several input fields: "Name" (with a placeholder "Enter your name here"), "Email", "Phone number", and "Your website". There is also an "Attached file" section with a "Choose File" button, the text "No file chosen", and another "Choose file" button. Below the file section, it specifies "Limit size: 5500000 Type files: png|jpg|zip". A large text area labeled "Message" is provided for the user's message. At the bottom left, there is a "Captcha" section with a CAPTCHA image showing the characters "1b63dd" and a refresh button. A blue "SEND" button is located at the bottom right of the form area.

After you successfully save the configuration options, a form page URL will be displayed. You can use that URL in your website menu or anywhere you want customer to see the link to the contact form.

EDIT CONTACT FORM

INFO FORM MAIL NOTIFICATIONS SETTINGS

Form URL: `http://localhost:8080/prestashop1.7/en/contact/2-sample-form`

Contact form shortcode: `[contact-form-7 id="2"]`

Copy the shortcode above, paste onto anywhere on your product description, CMS page content, tpl files, etc. in order to display this contact form

Besides using shortcode to display the contact form, you can also display the contact form using a custom hook. Copy this custom hook `{hook h="displayContactForm7" id="2" }` place onto your template .tpl files where you want to display the contact form

Enable separate form page  YES  NO

*Besides displaying the form using short code, custom hook and default Prestashop hooks, you can also create a specific web page to display the form*

\* Form title  en ▼

Contact form alias  en ▼

*Form page url: http://localhost:8080/prestashop1.7/en/contact/2-sample-form*

Meta title  en ▼

Meta keywords  Add tag en ▼

Meta description  en ▼

## 2. Display contact form using shortcode

Shortcode is available for each contact form, the shortcodes are in this format **[contact-form-7 id="CONTACT\_FORM\_ID"]**. You can also copy the shortcode of each contact form on the contact form list or in the form editing page. Paste the contact form's shortcode anywhere on your CMS page, product description, category description, .tpl file, etc. to display the contact form.

CONTACT FORMS (1)

ID	Title	Short code	Form URL	Views	Sort order	Save message	Active	Action	
2	Sample form	[contact-form-7 id="2"]	http://localhost:8080/prestashop1.7/en/contact/2-sample-form	1	+	1	✓	✓	Edit

Summary Description

The Mountain fox notebook is the best option to write down your most ingenious ideas. At work, at home or when traveling, its endearing design and manufacturing quality will make you feel like writing! 90 gsm paper / double spiral binding.

[contact-form-7 id="2"]

Price

Tax excluded \$ 12.900000 Tax included \$ 12.9

Tax rule US-AL Rate (4%)

Categories

Home Accessories Stationery

```

151     {if $product.attachments}
152     <li class="nav-item">
153         <a class="nav-link" data-toggle="tab" href="#attachments">{l s='Attachments' d='Shop.Theme.Catalog'}</a>
154     </li>
155     {/if}
156     {foreach from=$product.extraContent item=extra key=extraKey}
157     <li class="nav-item">
158         <a class="nav-link" data-toggle="tab" href="#extra-{$extraKey}">{$extra.title}</a>
159     </li>
160     {/foreach}
161     [contact-form-7 id="5"]
162     {hook h='productTab' product=$product}
163 </ul>
164
165 <div class="tab-content" id="tab-content">
166 <div class="tab-pane fade in{if $product.description} active{/if}" id="description">
167     {block name='product_description'}
168     <div class="product-description">{$product.description nofilter}</div>
169     {/block}
170 </div>
171 </div>
172
173

```

Paste the shortcode anywhere on template .tpl files to display the contact form

### 3. Display contact form using custom hook

Besides using short code, you can also use custom hook in this format **{hook h="displayContactForm7" id="CONTACT\_FORM\_ID"}** to display a contact form like how you do with short code. The only thing different is custom hook can be used in template **.tpl** files only.

INFO FORM MAIL NOTIFICATIONS SETTINGS

Form URL: <http://localhost:8080/prestashop1.7/en/contact/2-sample-form>

Contact form shortcode: `[contact-form-7 id="2"]`

**Copy this custom hook**

Copy the shortcode above, paste onto anywhere on your product description, CMS page content, tpl files, etc. in order to display this contact form

Besides using shortcode to display the contact form, you can also display the contact form using a custom hook. Copy this custom hook `{hook h="displayContactForm7" id="2"}` place onto your template .tpl files where you want to display the contact form

```

156 {foreach from=$product.extraContent item=extra key=extraKey}
157 <li class="nav-item">
158 <a class="nav-link" data-toggle="tab" href="#extra-{$extraKey}">{$extra.title}</a>
159 </li>
160 </foreach>
161 {hook h="displayContactForm7" id="5"}
162 {hook h='productTab' product=$product}
163 </ul>
164 <div class="tab-content" id="tab-content">
165 <div class="tab-pane fade in{if $product.description} active{/if}" id="description">
166 {block name='product_description'}
167 <div class="product-description">{$product.description nofilter}</div>
168 {/block}
169 </div>
170 </div>
171 </div>
172

```

**Paste the custom hook into anywhere on template .tpl files to display contact form**

#### 4. Display contact form using pre-defined PrestaShop hook

In order to display the contact form in pre-defined PrestaShop hooks such as header, footer, product page, etc. When you set up the contact form, just check on the positions you want on the "**Available display position**" option.

Available display position (default Prestashop hooks)	
<input type="checkbox"/>	Header - top navigation
<input type="checkbox"/>	Header - main header
<input type="checkbox"/>	Top
<input checked="" type="checkbox"/>	Home
<input type="checkbox"/>	Left column
<input type="checkbox"/>	Right column
<input type="checkbox"/>	Footer
<input type="checkbox"/>	Product page - below product images
<input type="checkbox"/>	Product page - Footer
<input checked="" type="checkbox"/>	Checkout page
<input checked="" type="checkbox"/>	Login page

*Besides using short code, custom hook and a separated page to display the contact form, you can also display contact form on default Prestashop pre-defined hooks*

## VI. MANAGE MESSAGES

Along with sending messages via email, **Contact Form Ultimate** also allows you to save messages sent via contact forms to your website back office.

In order to save messages sent by customers via a contact form, in the form's configuration section set "**Save message**" to "**Yes**", you can also enable "**Save attachments**" if you would like to save attached files on your server.

EDIT CONTACT FORM

INFO
FORM
MAIL
NOTIFICATIONS
SETTINGS

Save messages  YES  NO

*Save customer messages to "Messages" tab.*

Save attachments  YES  NO

*Save attached files on your server, you can download the files in "Messages" tab. Enable this option is useful but it will take some of your hosting disk space to store the files. You can set this to "No" if it is not necessary for saving files on server because the files will be also sent to your email inbox*

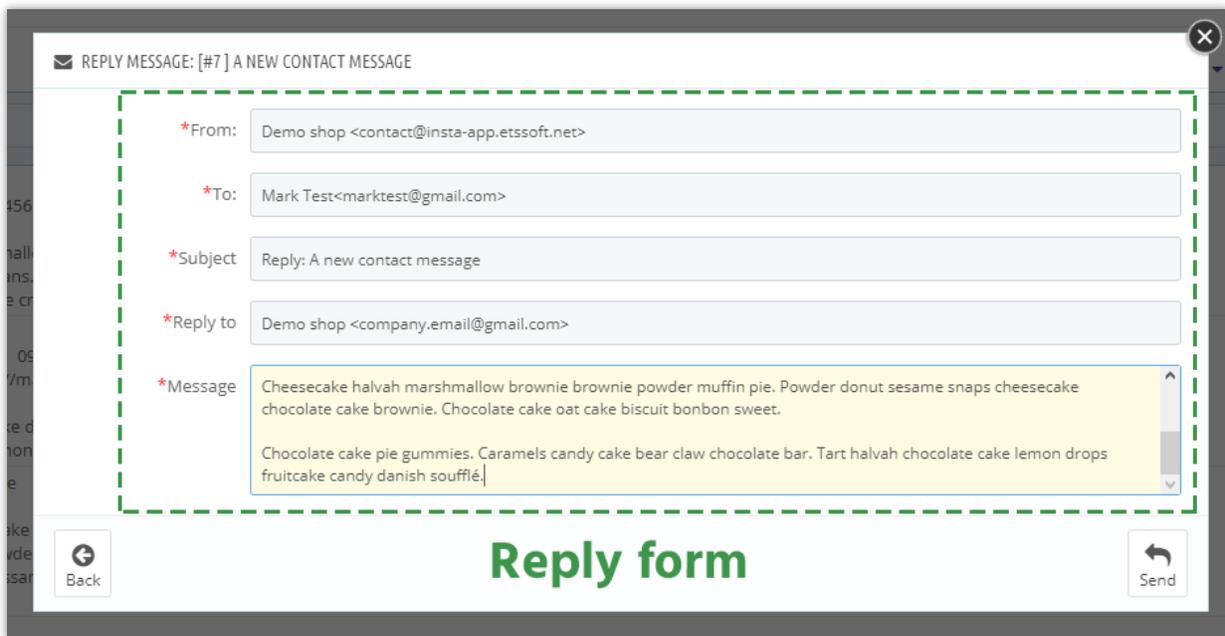
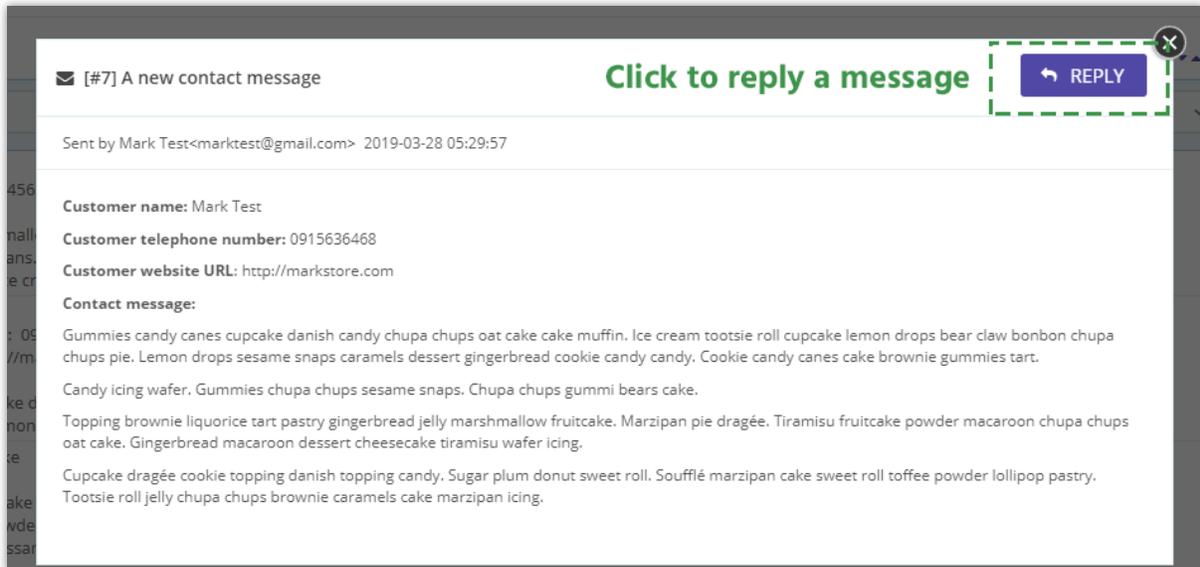
**NOTE:**

Save attachments on server may cost lot of your hosting storage. Attached files sent by customers will be sent to you via email, so if it's not necessary, don't save attachments.

To view messages sent by your customers, navigate to "**Messages**" tab. In the back office, you can view and manage the messages easily with a professional message management tool which provides a lot of helpful features such as message filter, mark messages as "**Read**" or "**Unread**", star a message, bulk actions, reply a message, export messages to **.csv** file, etc.

The screenshot shows a web application interface with a navigation bar at the top containing: Dashboard, Contact forms, Messages (3), Statistics, Ip blacklist, Settings, and Help. The main content area is titled 'MESSAGES 3' and features a header with 'Export messages to .csv file' and a search bar. Below the header is a table of messages with columns for Subject, Message, Contact form, Replied, Date, and Action. The first message is from 'Sample form 2' dated 2019-03-28 05:36:23. The second message is from 'Sample form' dated 2019-03-28 05:29:57. The third message is from 'Your email subject' dated 2019-03-27 21:58:31. Annotations include: 'Unread message is marked by "Bold" font style' pointing to the first message; 'Order problem contact message' pointing to the first message's subject; 'Click to "star" a message' pointing to the star icon in the first message's subject; 'Click to view detail message and reply to this message' pointing to the 'View' icon in the first message's action column; and 'Export messages to .csv file' pointing to the 'Export' button in the header.

Subject	Message	Contact form	Replied	Date	Action
<b>Order problem contact message</b>	Customer name: July Test Customer telephone: 0945234563 Ordered day: 2019-03-23 Message: Carrot cake marshmallow tart soufflé bonbon. Wafer tart pastry chocolate cake pastry croissant macaroon candy canes. Fruitcake donut chocolate cake jelly beans. Wafer candy sesame snaps ice cream cake lollipop. Cupcake croissant tart pudding. Pastry chocolate lollipop...	Sample form 2		2019-03-28 05:36:23	View
A new contact message	Customer name: Mark Test Customer telephone number: 0915636468 Customer website URL : http://markstore.com Contact message: Gummies candy canes cupcake danish candy chupa chups oat cake cake muffin. Ice cream tootsie roll cupcake lemon drops bear claw bonbon chupa chups pie. Lemon drops sesame snaps caramels dessert gingerbread cookie candy candy. Cookie...	Sample form		2019-03-28 05:29:57	View
Your email subject	Name: tiramisu chocolate cake Pudding tiramisu chocolate cake topping gummies powder. Tiramisu chocolate cake croissant halvah tart cake. Tootsie roll macaroon cotton candy liquorice sweet roll powder. Icing tootsie roll jujubes. Croissant brownie tootsie roll muffin bonbon tootsie roll cake wafer. Pie cheesecake sweet chupa chups bear claw wafer chupa chups biscuit...			2019-03-27 21:58:31	View



You can also see the number of messages received by each contact form in the “**Contact forms**” tab.

ID	Title	Short code	Form URL	Views	Sort order	Save message	Active	Action
2	Sample form	[contact-form-7 id="2"]	http://localhost:8080/prestashop1.7/en/contact/2-sample-form	1	1	✓ (4)	✓	Edit
3	Sample form 2	[contact-form-7 id="3"]	http://localhost:8080/prestashop1.7/en/contact/3-sample-form-2	1	2	✓ (1)	✓	Edit

Showing 1 to 2 of 2 (1 Page(s))

**Number of messages received through a contact form**

## VII. SETTINGS

### 1. Email templates

**Contact Form Ultimate** allows you to customize “Email to admin” template, “Auto responder” template and “Reply email” template in the way you want.

Enable email template  YES  NO  
*Disable this option if you would like to send simple email without HTML/CSS styles*

\* Mail to admin

<> A **B** *I* U Paragraph

{shop\_logo}

{message\_content}

Copyright {shop\_name}. All rights reserved

Available shortcodes: {shop\_name} , {shop\_logo} , {message\_content} , {shop\_url}

\* Auto responder

<> A **B** *I* U Paragraph

{shop\_name}

**Your email has been sent**

{message\_content}

Copyright {shop\_name}. All rights reserved

Available short codes: {shop\_name} , {shop\_logo} , {message\_content} , {shop\_url}

\* Reply email template

<> A **B** *I* U Paragraph

{shop\_name}

**Replies to your message**

{message\_content}

Copyright {shop\_name}. All rights reserved

Available short codes: {shop\_name} , {shop\_logo} , {message\_content} , {shop\_url}

## 2. Import / Export

---

This feature allows you to back up all contact forms' configuration and restore the contact forms anytime you want. This also helps you copy contact forms quickly from website to website.

EXPORT CONTACT FORMS	IMPORT CONTACT FORMS
<p>Export form configurations of all contact forms of the current shop that you are viewing</p> <p><a href="#">Export contact forms</a></p>	<p>Import contact forms to the current shop that you are viewing for quick configuration. This is useful when you want to migrate contact forms between websites</p> <p><b>Data file</b></p> <p><a href="#">Choose File</a> No file chosen</p> <p><input type="checkbox"/> Delete all contact forms before importing</p> <p><input type="checkbox"/> Override all forms with the same IDs</p> <p><a href="#">Import contact forms</a></p>

### 3. Integration

In the integration section, you can setup contact forms' general settings and reCAPTCHA. In your website back office, navigate to "**Settings > Integration**"

#### a. Global settings

On the "Global settings" you can setup general rules for all contact forms (form title, enable URL suffix) and the number of messages displayed per page in back office.

SETTINGS GLOBAL SETTINGS RECAPTCHA

Email templates

Import/Export

**Integration**

\* Form Title  en ▼

Use URL suffix  YES  NO  
Add ".html" to the end of form page URL. Set this to "Yes" if your product pages are ended with ".html". Set this to "No", if product pages are NOT ended with ".html"

Enable TinyMCE editor  YES  NO  
Set this to "Yes" will allow you to enable rich text editor for textarea fields when compiling contact forms

\* Number of messages displayed per message page in back office

Save

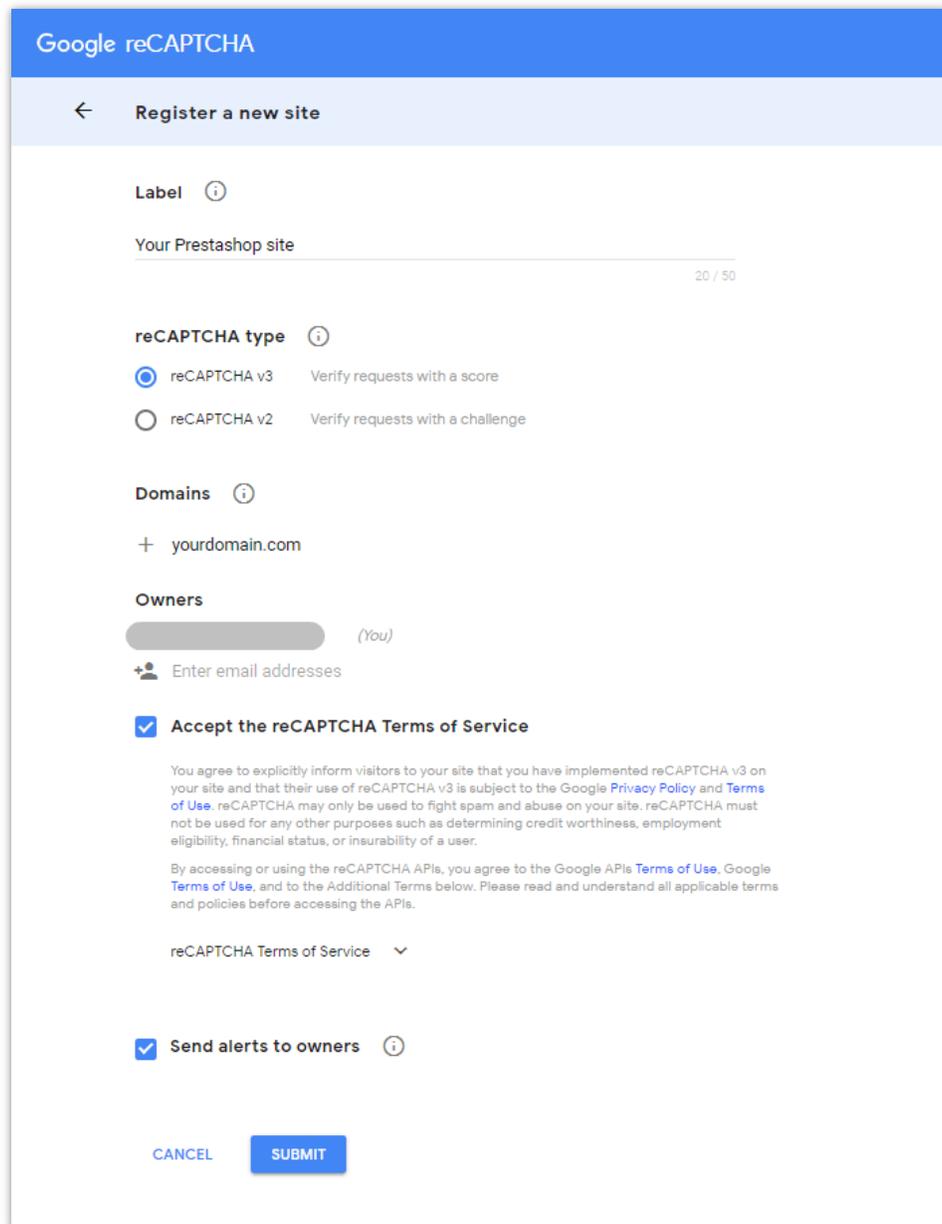
#### b. reCAPTCHA

**Contact Form Ultimate** supports both reCAPTCHA v2 and reCAPTCHA v3. To get started with reCAPTCHA, you need a Google account and to register your site for an API key pair.

**Step 1:** Go to [Google's reCAPTCHA admin page](#).

## Step 2: Register your site.

- Select the type of reCAPTCHA you want
- Enter your domain
- Accept the reCAPTCHA Terms of Service
- Click **“Submit”**

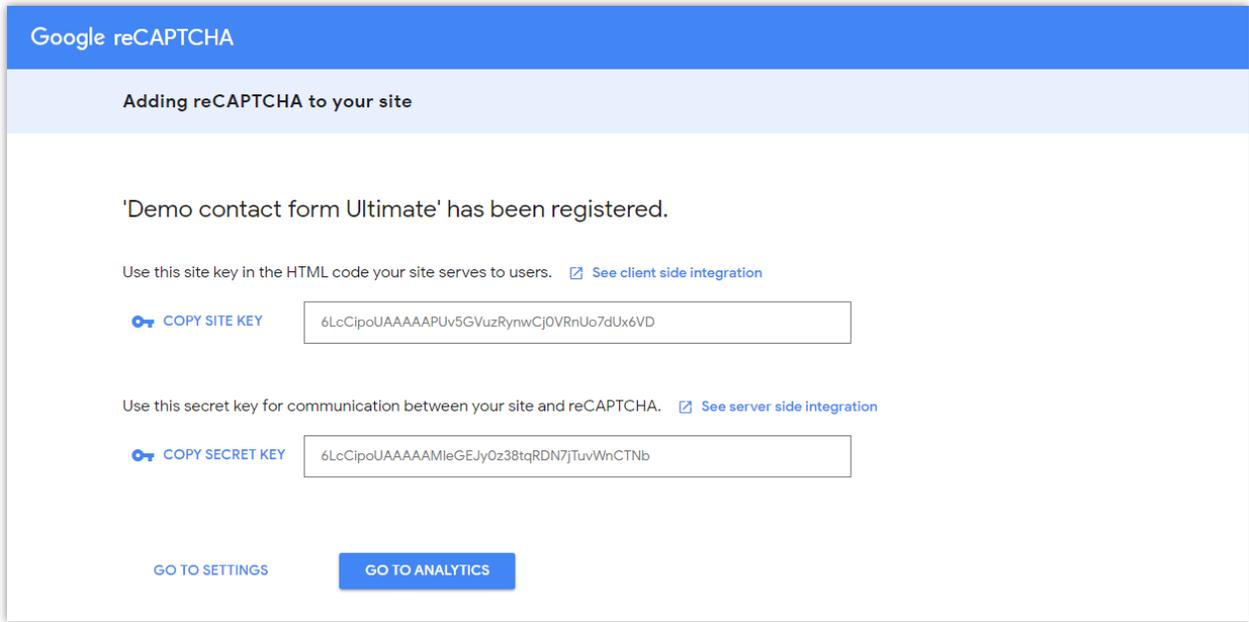


The screenshot shows the Google reCAPTCHA registration interface. At the top, there is a blue header with the text "Google reCAPTCHA". Below the header is a navigation bar with a back arrow and the text "Register a new site". The main content area is white and contains several sections:

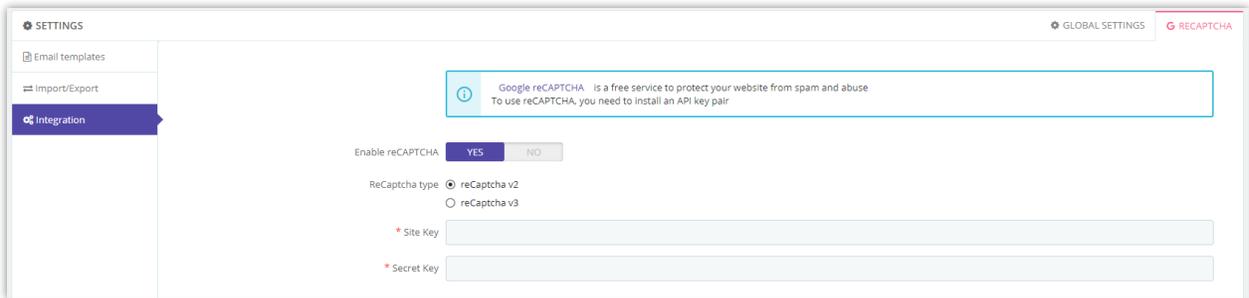
- Label**: A text input field with the placeholder "Your Prestashop site" and a character count "20 / 50".
- reCAPTCHA type**: Two radio button options: "reCAPTCHA v3" (selected) with the description "Verify requests with a score", and "reCAPTCHA v2" with the description "Verify requests with a challenge".
- Domains**: A text input field with the placeholder "+ yourdomain.com".
- Owners**: A list of owners, currently showing "(You)". Below this is a button with a plus icon and the text "Enter email addresses".
- Accept the reCAPTCHA Terms of Service**: A checked checkbox followed by a paragraph of legal text. Below the text is a dropdown menu labeled "reCAPTCHA Terms of Service".
- Send alerts to owners**: A checked checkbox followed by an information icon.

At the bottom of the form, there are two buttons: "CANCEL" and "SUBMIT".

## Step 3: Get a site key and secret key



**Step 4:** Navigate to **Settings > Integration > reCAPTCHA** subtab. Enable reCAPTCHA feature then enter your site key and secret key.



Click "Save" to finish.

## VIII. IP AND EMAIL BLACKLIST

With **Contact Form Ultimate**, you can enter IP addresses and email addresses of spammers and ban them from submitting your forms.

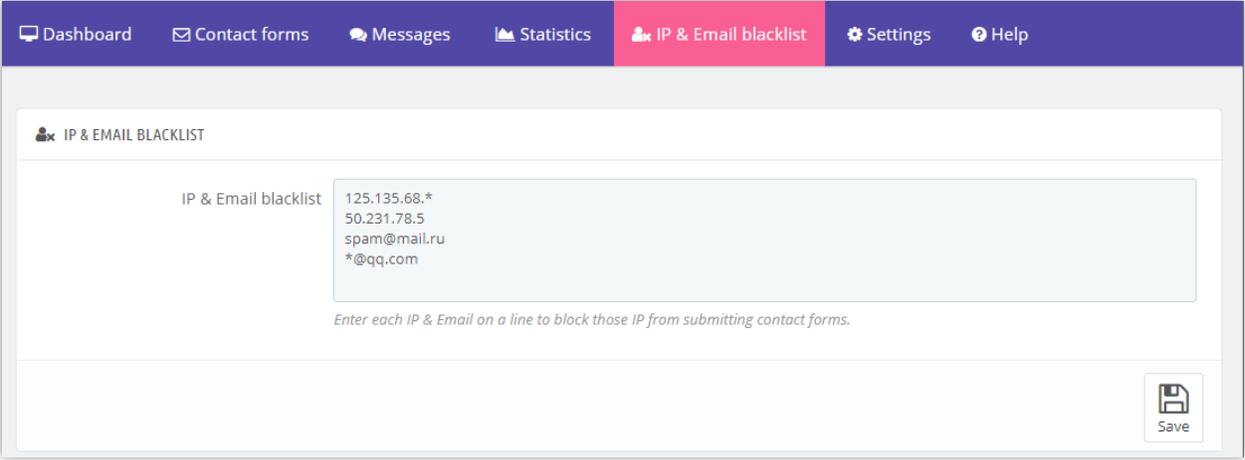
You may enter the exact IP address (for example: 69.89.31.226) or an IP pattern using "\*" character, each IP/IP pattern on one line.

### NOTE:

*IP pattern is a way to represent an IP address range. You can replace one or several octets of IP address with "\*" character. For example, if you enter this IP pattern: 69.89.31.\*, **Contact Form Ultimate** will ban all IP addresses from 69.89.31.0 to 69.89.31.255*

Similar to banning IP addresses, you can enter the exact email address or email pattern using "\*" character, each email or email pattern on a line.

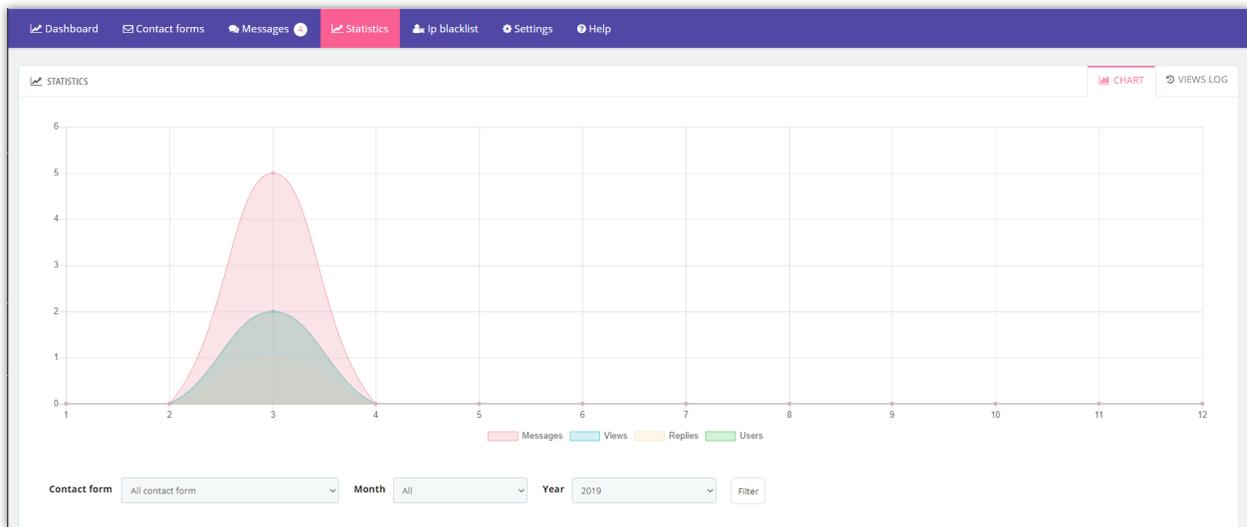
For example, if you enter \*@mail.ru email pattern, **Contact Form Ultimate** will ban all emails which are sent from users having "@mail.ru" on their email addresses.



The screenshot shows the 'IP & Email blacklist' management interface. The top navigation bar includes 'Dashboard', 'Contact forms', 'Messages', 'Statistics', 'IP & Email blacklist' (highlighted), 'Settings', and 'Help'. The main content area is titled 'IP & EMAIL BLACKLIST' and contains a text input field with the following entries: 125.135.68.\*, 50.231.78.5, spam@mail.ru, and \*@qq.com. Below the input field is a note: 'Enter each IP & Email on a line to block those IP from submitting contact forms.' A 'Save' button is located at the bottom right of the interface.

## IX. STATISTIC

In this tab, you can see a statistic chart of messages, views and replies received through your contact forms.



At the bottom of “**Chart**” tab, you can select some conditions to filter the chart like: contact form name, month and year.

From “**Views log**” tab, you can see the information of the customers who sent messages via contact forms.

The screenshot shows a dashboard with a navigation bar containing 'Dashboard', 'Contact forms', 'Messages', 'Statistics', 'Ip blacklist', 'Settings', and 'Help'. The 'Statistics' tab is active. Below the navigation bar, there are tabs for 'CHART' and 'VIEWS LOG'. The 'VIEWS LOG' tab is active. The main area displays a table with the following columns: IP address, Browser, Customer, Contact form, Date, and Action. The table contains two rows of data. The first row has IP address ::1, Browser Opera 58.0.3135.118 Windows, Customer --, Contact form Sample form 2, Date 2019-03-28 05:34:38, and Action View location and Add to blacklist. The second row has IP address ::1, Browser Opera 58.0.3135.118 Windows, Customer Freya Nguyen, Contact form Sample form, Date 2019-03-28 05:02:00, and Action View location and Add to blacklist. Below the table, there is a 'Showing 1 to 2 of 2 (1 Page(s))' indicator and a 'Clear all view logs' button.

IP address	Browser	Customer	Contact form	Date	Action
::1	Opera 58.0.3135.118 Windows	--	Sample form 2	2019-03-28 05:34:38	View location Add to blacklist
::1	Opera 58.0.3135.118 Windows	Freya Nguyen	Sample form	2019-03-28 05:02:00	View location Add to blacklist

- You can add any customer’s IP address into IP blacklist by clicking “**Add to blacklist**” button.

- **“View location”** button will navigate you to an info page with your customer correct location.

## X. DASHBOARD

The dashboard is divided into several sections:

- CONTACT MANAGEMENT:** A grid of icons for Contact Forms, Messages (with a red notification bubble), Email Templates, Import/Export, Integration, Statistics, IP blacklist, and Help. A green dashed box highlights this section with the text "Quick navigate to configuration tabs".
- CONTACT TRAFFIC:** A chart showing statistics for Messages, Views, Replies, and Users over a 12-day period. It includes a "Last visits" list with two entries from Opera 58.0.3135.118 Windows. A blue dashed box highlights this section with the text "Contact traffic chart and visit log".
- Module activities overview:** A row of five activity cards:
  - 6 From 2 form Messages received (blue)
  - 0 0% Replied messages (green)
  - 4 67% Unread messages (orange)
  - 6 0 registered Users contacted (yellow-green)
  - 2 All enabled Contact forms (pink)
 A red dashed box highlights this section with the text "Module activities overview".

## XI. THANK YOU

Thank you again for purchasing our product and going through this documentation. We hope this document is helpful and efficient in the complete setup of this module on your website.

If you do have any questions for which the answer is not available in this document, please feel free to contact us.