

LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM

Built-in live chat, contact form and ticketing system (helpdesk) module for PrestaShop, self-managed, free forever! 3-in-1 complete customer support channel to communicate with online customers easily and boost sales.

A product of PrestaHero

Contents

I.	WELCOME				
II.	INTRO	DDUCTION			
III.	INSTA	ALLATION			
IV.	CONF	IGURATION5			
	1.	Settings	6		
1.1	. Live o	chat configuration	6		
1.2	. Ticke	t system configuration	37		
1.3. Department configuration51					
1.4. Staff configuration51					
	2.	Tickets	53		
	3.	Dashboard			
	4.	Help	56		
V.	THAN	IK YOU56			

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. If you have any questions that are beyond the scope of this documentation, 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

In an e-commerce world, speed is king. From overnight shipping to instant access to your product or service, your customers want things now – and they usually get it. However, this is not the case when it comes to customer service. Research shows that the average respond time for customer service requests on social media is 10 hours. Worse still, email response times take longer than 12 hours! This is not acceptable. And delays like this will lose your customers.

But, how can you respond quickly to your customers? It's simple – use live chat.

LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM module enables you to have real-time conversations with your customers while they're on your website. It's quick, convenient and customers love it because it's 100 times faster than any other digital service channel.

LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM is an innovative 3-in-1 online chat, contact form and helpdesk module for PrestaShop which can significantly improve your customer support service. It not only brings the greatest chatting experience for every user but also helps you gather and manage the support tickets sent by your customers.

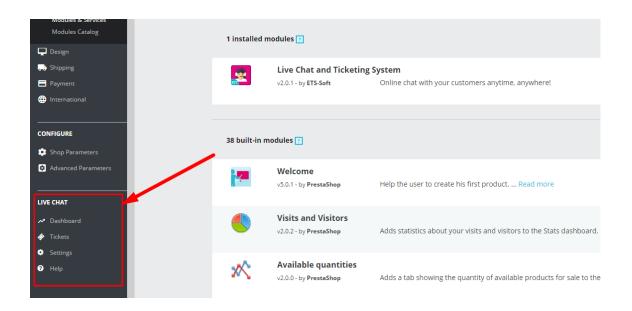
* "LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM" is compatible with PrestaShop 1.5.x, 1.6.x, 1.7.x to PrestaShop 8.x

III. INSTALLATION

- 1. Navigate to "Modules / Modules & Services", click on "Upload a module / Select file"
- 2. Select the module file "ets_livechat.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 **LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM**'s configuration page through the quick access menu.



NOTE: If you're using our **Live Chat free version**, you will have to **uninstall the free version before installing this premium version**.

IV. CONFIGURATION

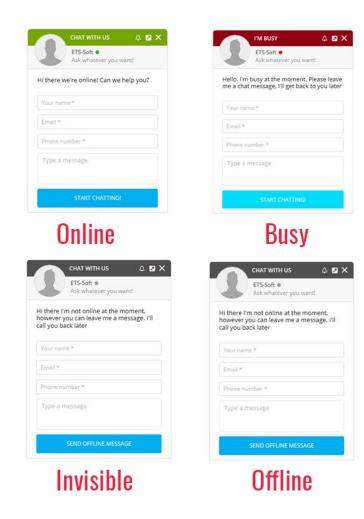
From your installed module list (Located at "Modules/Modules & services/Installed modules"), find "LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM" then click on the "Configure" button to open its configuration page.

1. Settings

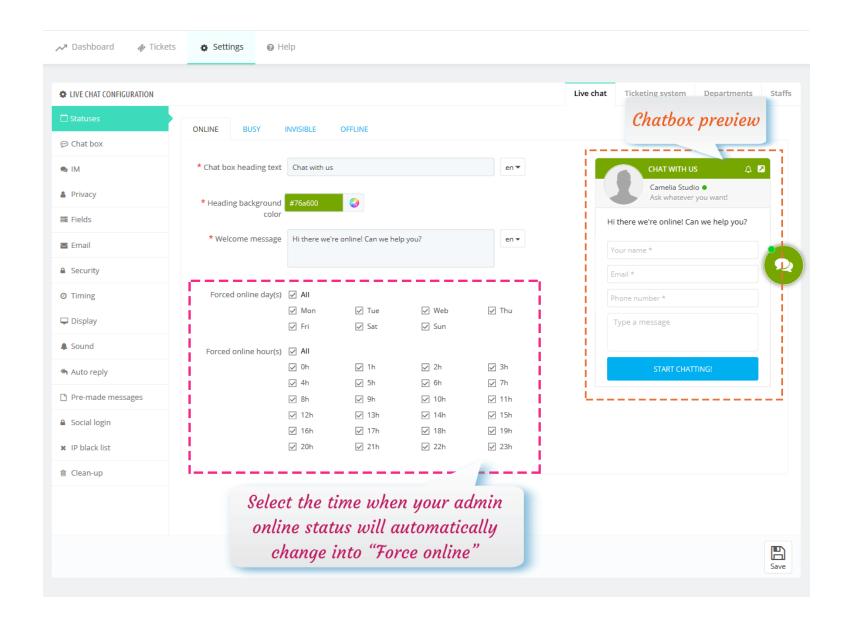
1.1. Live chat configuration

Statuses

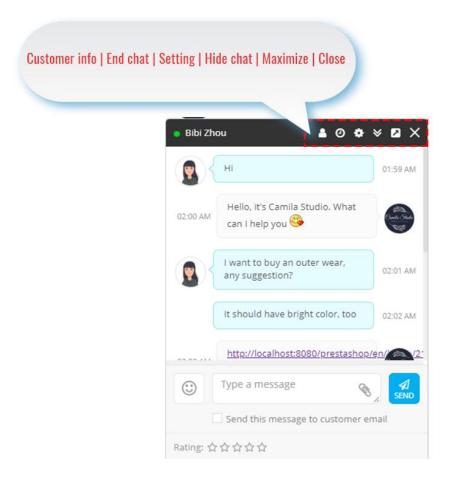
LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM supports 4 chat statuses: online, busy, invisible and offline. Below is the frontend chat box on each status.



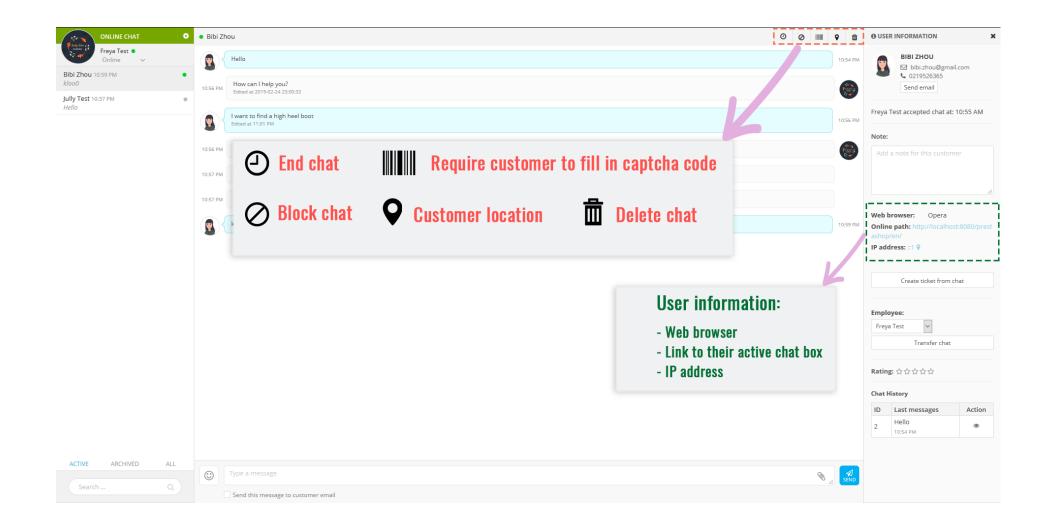
On this **Statuses** tab, you can customize how chat box will be displayed on the frontend. You can also set the time to automatically change your online status to "Force online". All the changes are displayed via chat box preview in real-time from module backend.

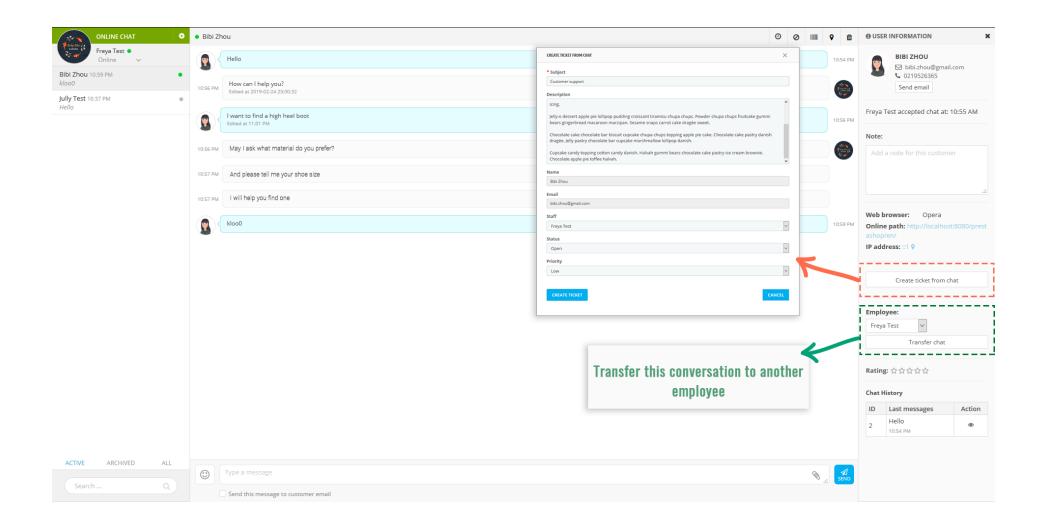


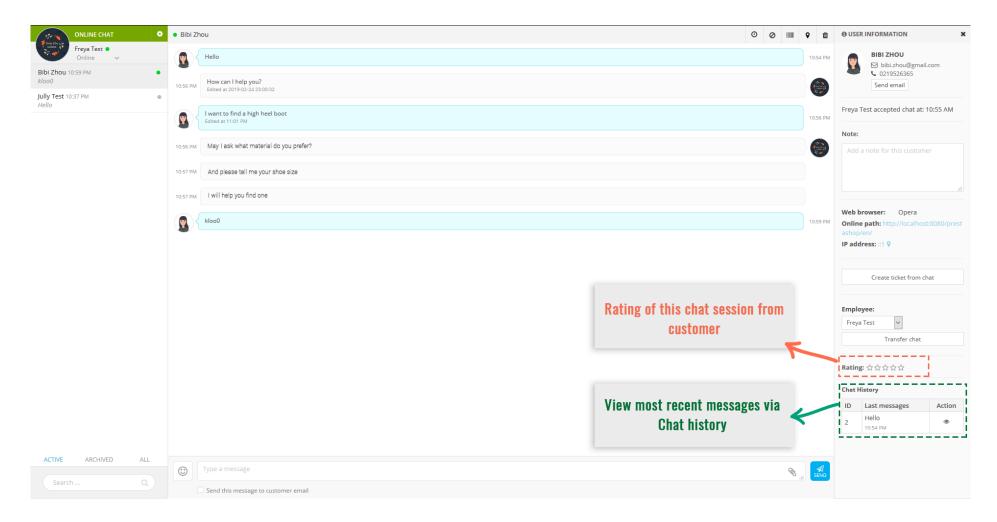
Chat box on backend:



Maximized chat box:



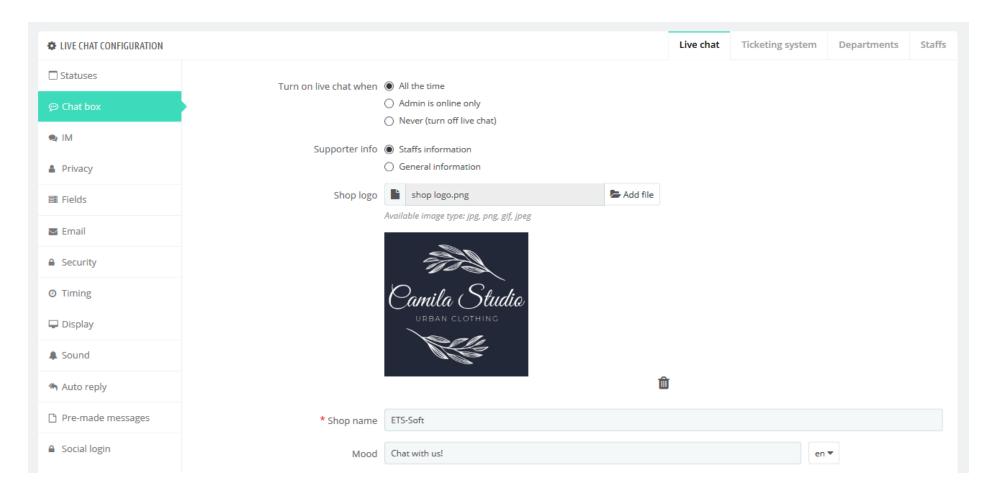




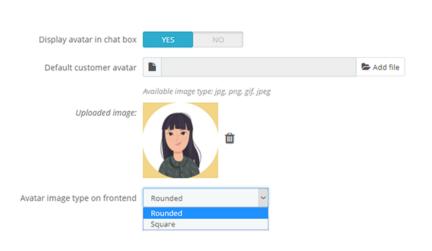
Chat box

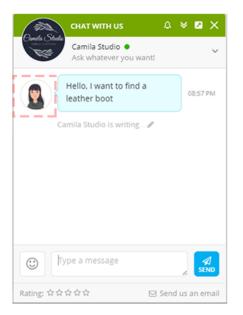
- * Turn on live chat when: select when to turn on live chat feature (All the time / Only when admin is online / Never)
- **Supporter info**: You can select to display staff information or general information on chat box.

Shop info: Upload your shop logo, enter your shop name and your mood text. They will display on both backend and frontend chat boxes.

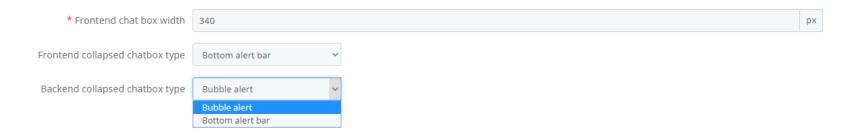


Avatar settings:

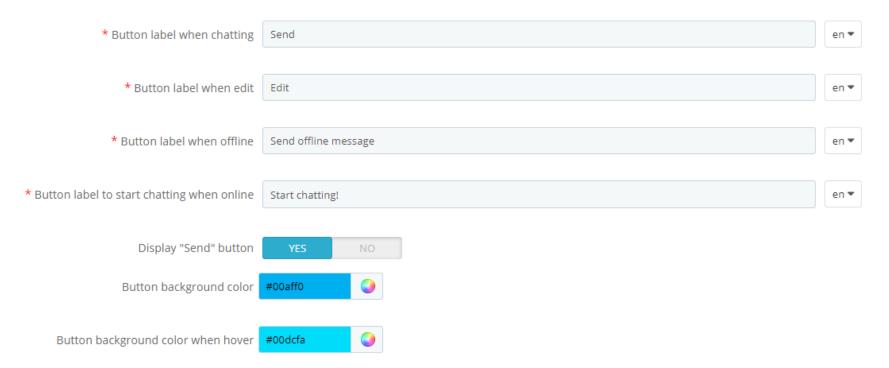




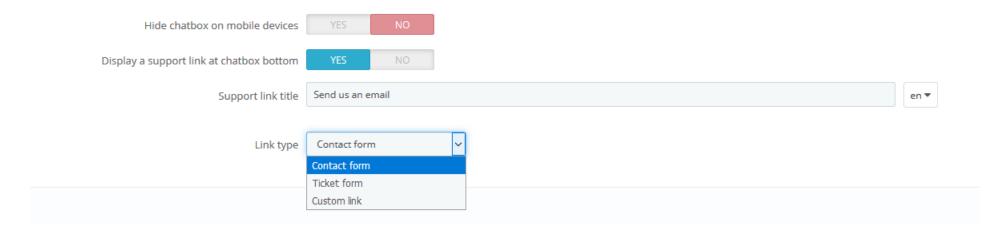
Chat box settings: you can adjust chat box width (the default value is 340 pixel) and type of collapsed chat box on frontend and backend (bubble alert or bottom alert bar).



Button settings: you can adjust the label of "send" button for each case: when chatting, editing message, when offline and when customer start chatting. You can also pick a color for this "send" button.

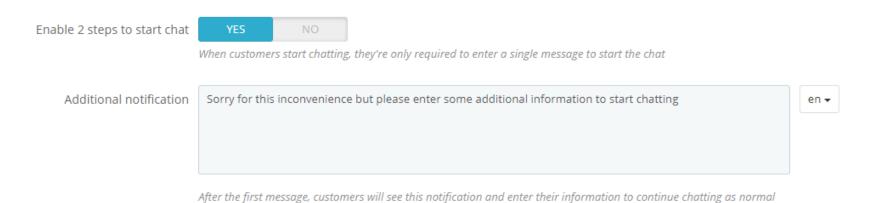


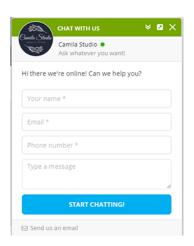
• Others: you can display or hide chat box on mobile devices; display/hide a support link on chat box. This support link can lead to your contact form, ticket form or a custom link.



IM

* Enable 2 steps to start chat: if you turn on this option, when customers start chatting, they're only required to enter a single message to start the chat. After this, they will provide their information to continue chatting.





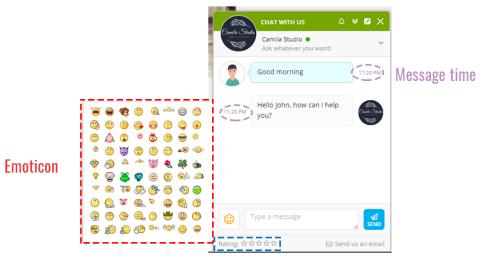
Camila Studio • Ask whatever you want! Sorry for this inconvenience but please enter some additional information to start chatting **₩** 🗷 X Camila Studio • Ask whatever you want! Phone number * Hi there we're online! Can we help you? Hello Hello START CHATTING! ☑ Send us an email ☑ Send us an email

Normal

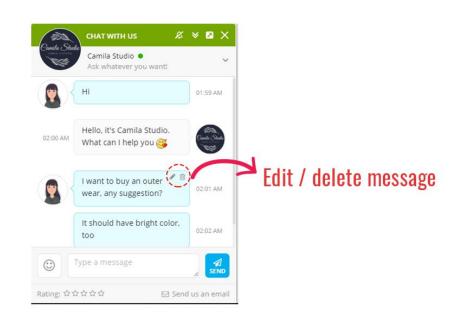
2-steps to start chat

Chat box features:





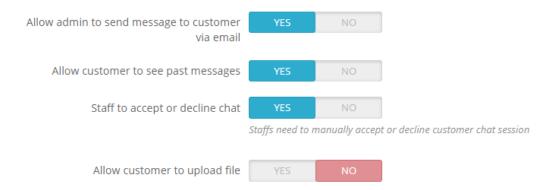
Allow customer to rate chat discussion



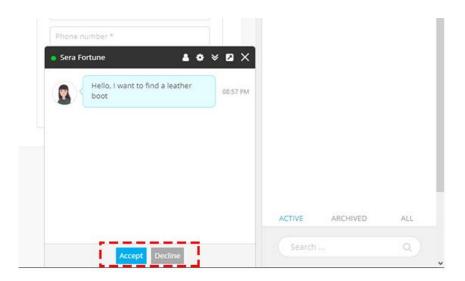
Message settings: you may setup the number of messages displayed per Ajax load and the maximum message length counted by character.



LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM also enables you to send message to your customers via their email address. You can allow your customer to see past messages of the current chat session or allow/permit them to upload file.



For the "Staff to accept or decline chat" option, when a customer starts a new chat session, your staff will have to manually click on accept button to start answering.

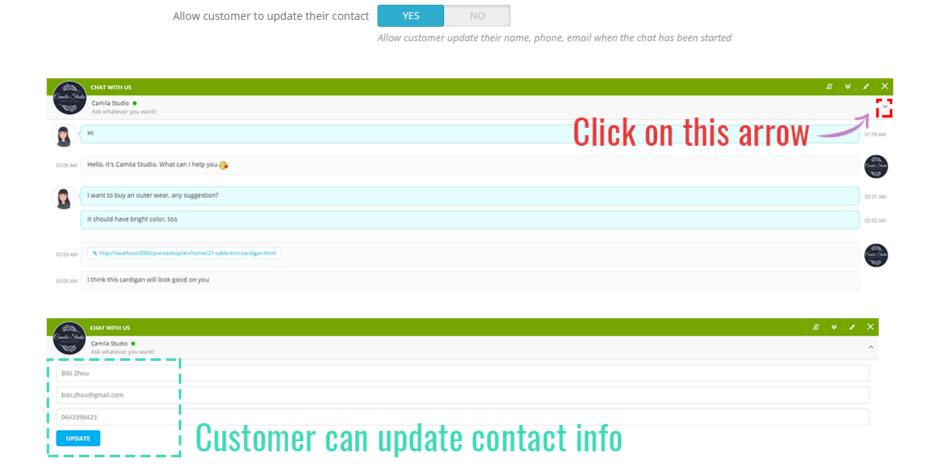


You can set up the maximum upload file size and maximum number of files that customer can upload per conversation.



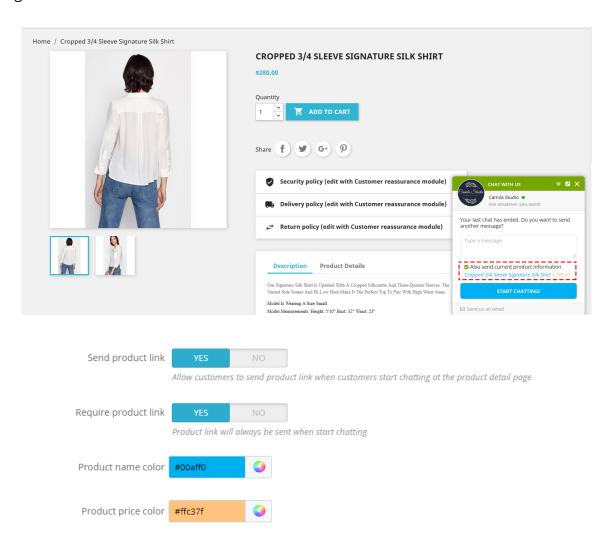
Privacy

Customer contact info: You can allow your customers to update their contact information even when the chat has been started.



Message status: You can select the message statuses to display on chat box.					
	Display message statuses	✓ Sent			
		✓ Delivered			
		✓ Seen			
		✓ Writting			
Others: you can a	Others: you can allow customers to close chat box and maximize/minimize chat box.				
Fields					
Chat box fields: Before chatting, customers will need to provide the following info.					
Chat box fields	✓ Name				
	✓ Email				
	✓ Phone				
	✓ Departments				
	✓ Message				
	Email is always required when offline. Message is required field. Name, email and phone are auto filled in if customer is logged in				
Required fields	✓ Name				
	✓ Email				
	✓ Phone				
	✓ Departments				
	✓ Message				
	Fields that don't accept empty value				

Send product link through chat box: If your customer starts chatting at any product detail page, they can send the product link with the first message.

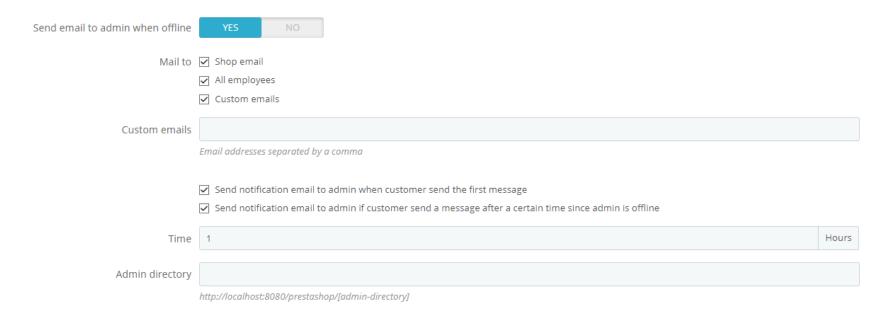


Email

On this tab you can setup how to receive email when you or your staff offline.

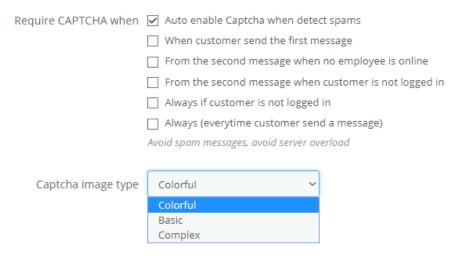
- Select email addresses LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM will send email to
- Select the condition to receive notification email and time to receive
- Enter your admin directory: when this field is entered, the button "Log into back office" will be shown on the email sent to admin.

 If this field is empty, the button won't appear.



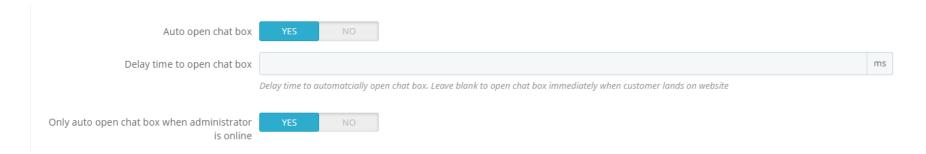
Security

LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM is implemented with multi-security layers which helps you enable different security levels for your chat to get rid of spam and attackers. You can select when to require Captcha and the type of Captcha image on this tab.



Timing

Auto open chat box:



Refresh speed: After the total refresh speed of frontend and backend, if there is no action during that time, the message will be marked as "Offline".

For example: refresh speed of frontend = 10000 milisecond (10 seconds); refresh speed of backend = 10 seconds. => After 20 seconds without any action, message status will become "Offline" with dark grey color.



❖ Others:

* Automatically pause customer chat if they're not active in

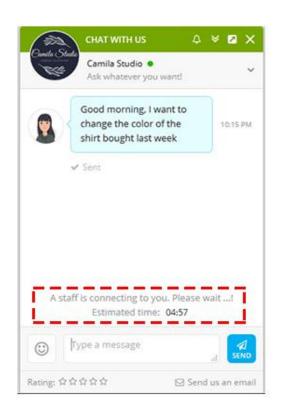
End chat automatically if there is no new messages in

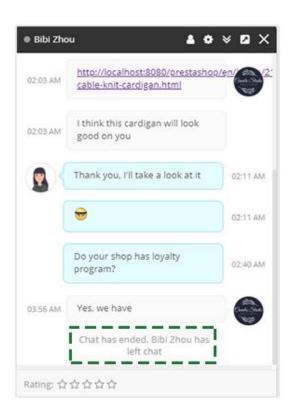
Estimated waiting time 5

10 minute(s)

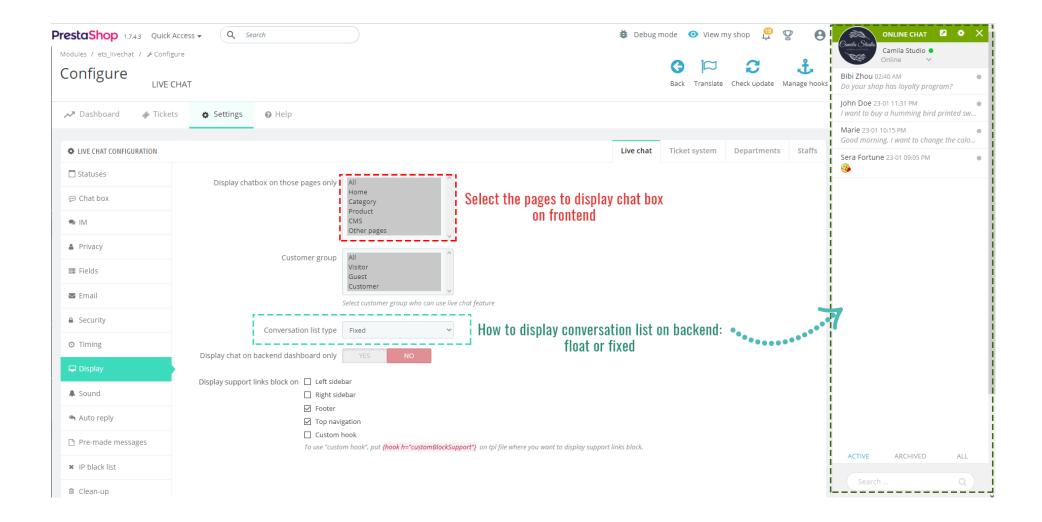
minute(s)

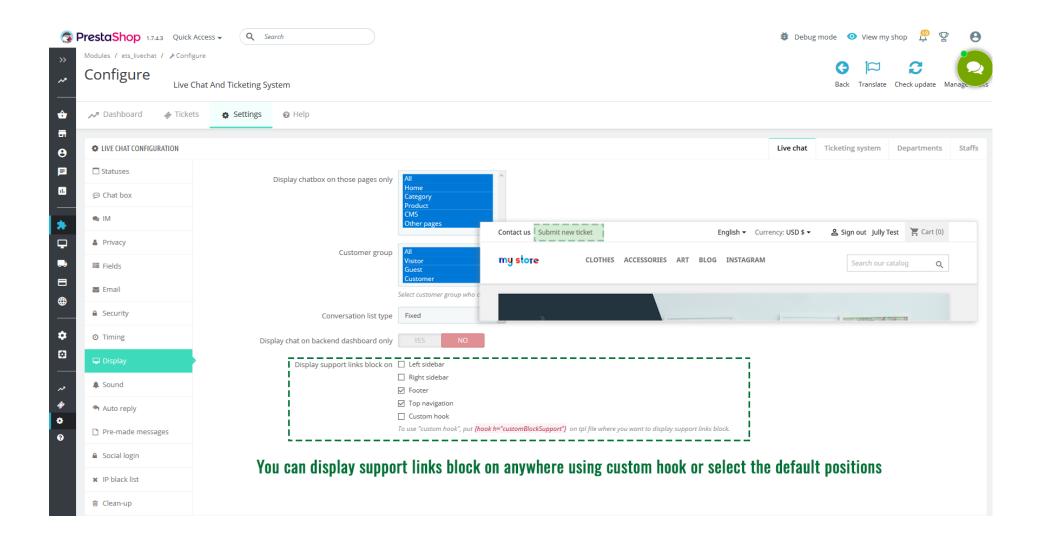
minute(s)



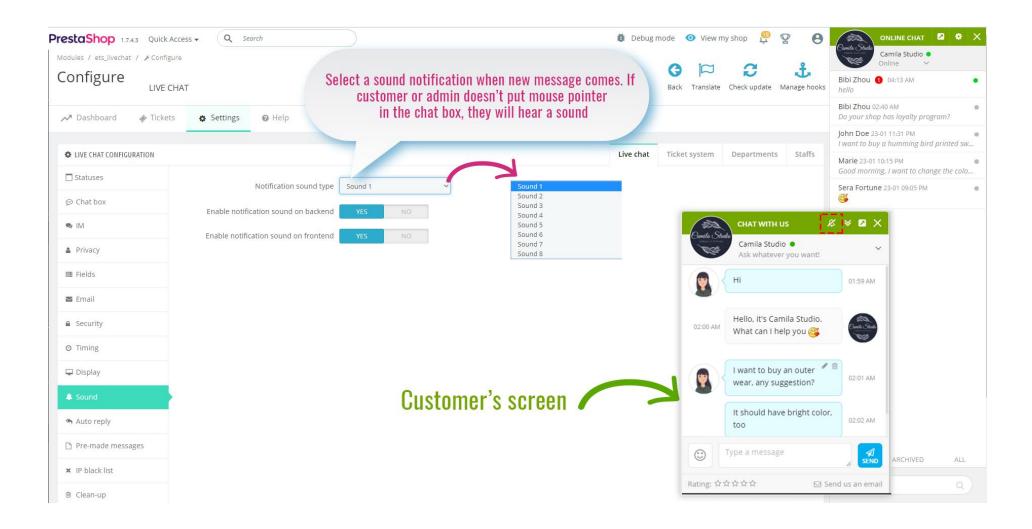


Display

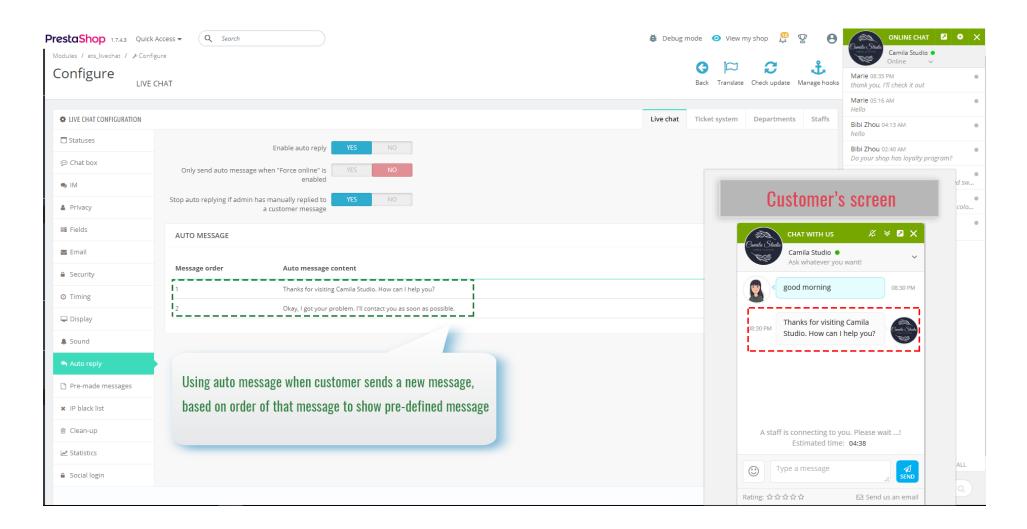




Sound



Auto reply



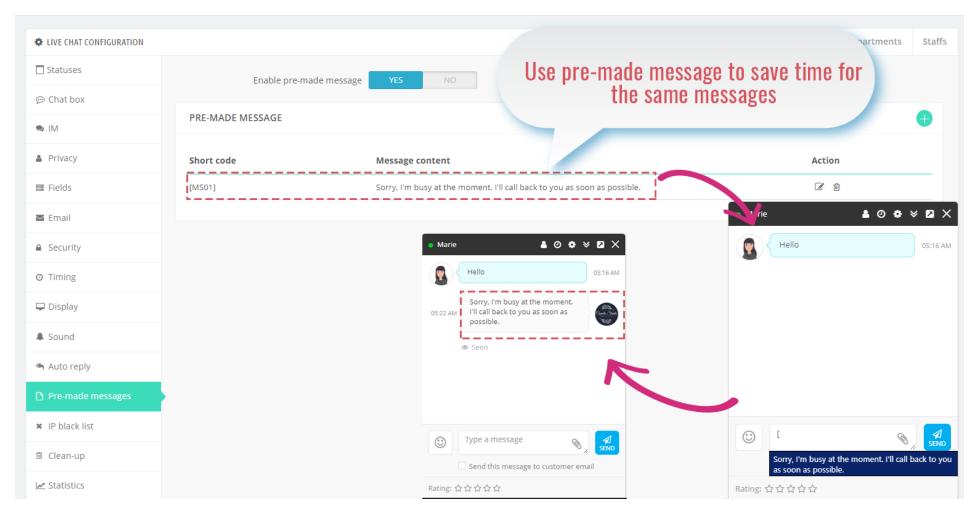
Pre-made message

Modules / ets_livechat / / Configure

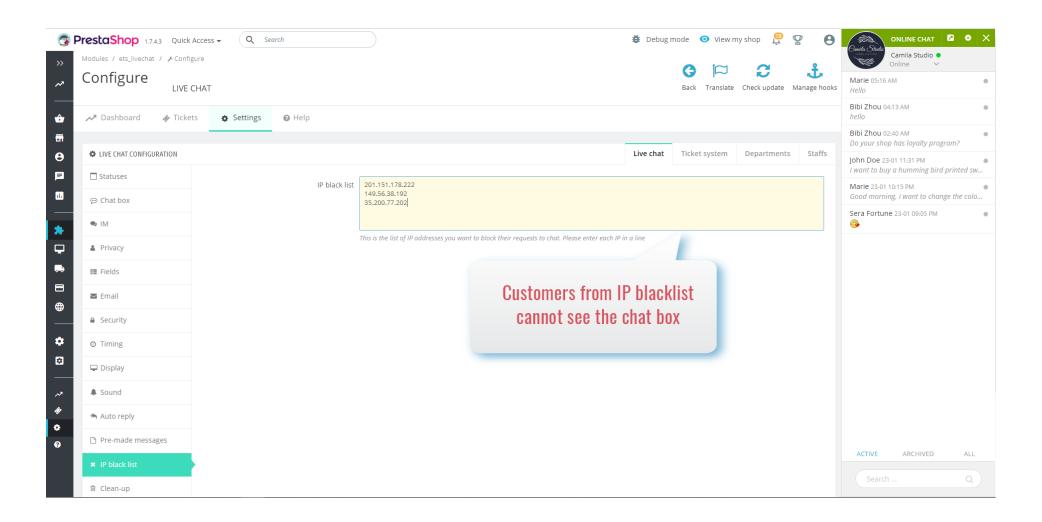
Configure

LIVE CHAT

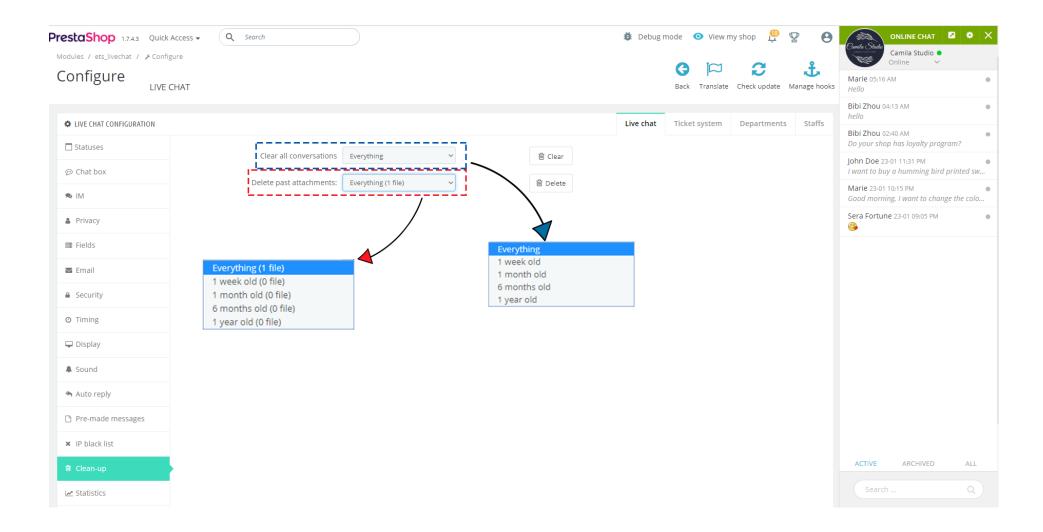




IP Black list



Clean-up

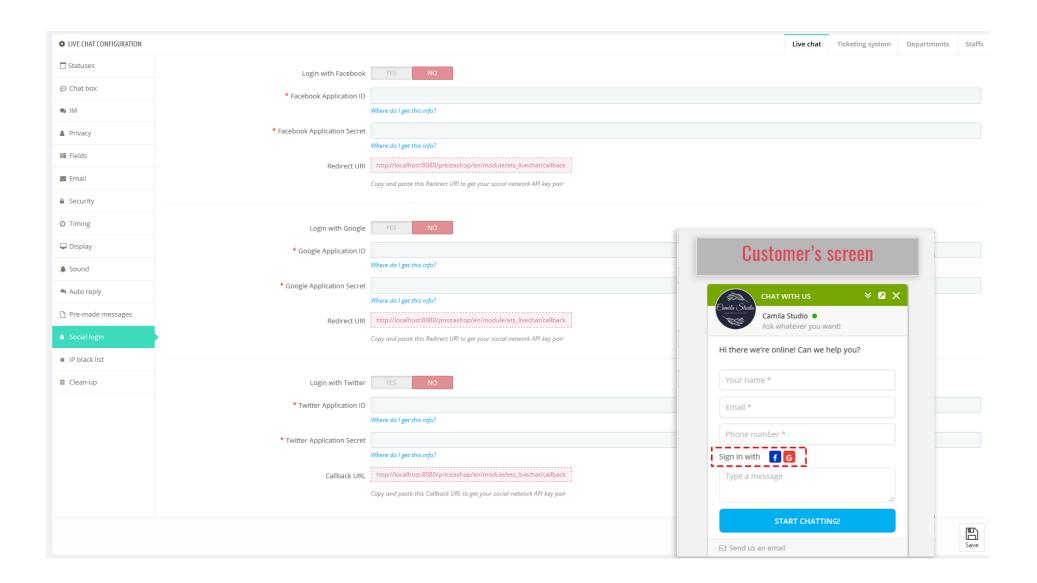


Social login

Your customers can easily start a chat session with the social login feature. Our live chat, contact form and helpdesk module is now supporting the most popular social networks: Facebook, Google and Twitter login.

For each network, this module provides a pre-made **Redirect URI or Callback URL** to help you easily get your social network API key pair.

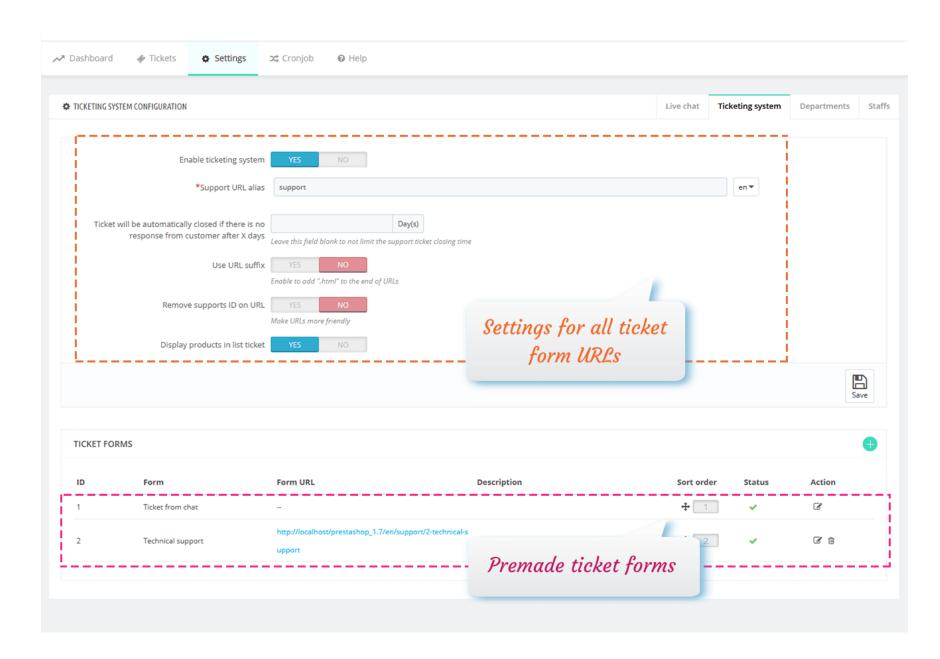
Use this Redirect URI or Callback URL when create a new app for your select social network.



1.2. Contact form and ticketing system configuration

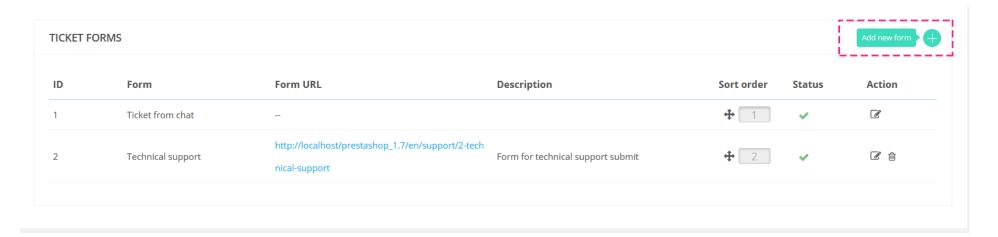
Ticketing feature (support ticket system) enables customers to **contact you through tickets** even if your chat is not available. **LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM** can allow a customer to select the department to send ticket, which will help them get quick, accurate and helpful answers in a short amount of time.

You can create unlimited number of ticket forms, customize form fields to gather the necessary information from your customers. All ticket forms have clean design and your customers will only need a few minutes to fill and send their support ticket.

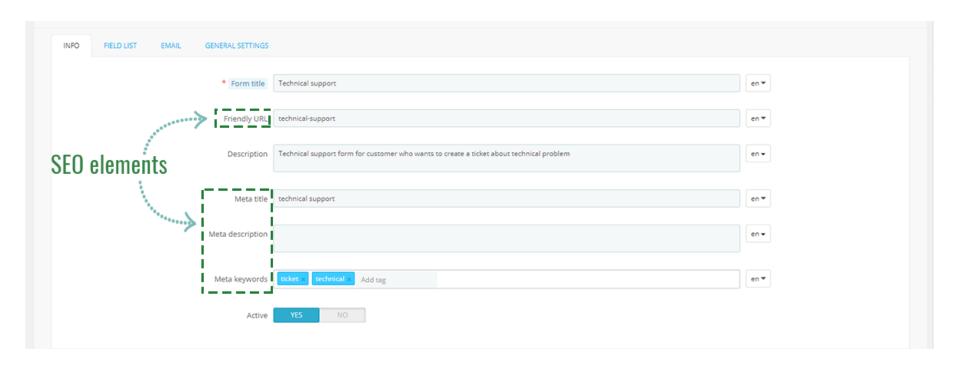


First, let's create your ticket form.

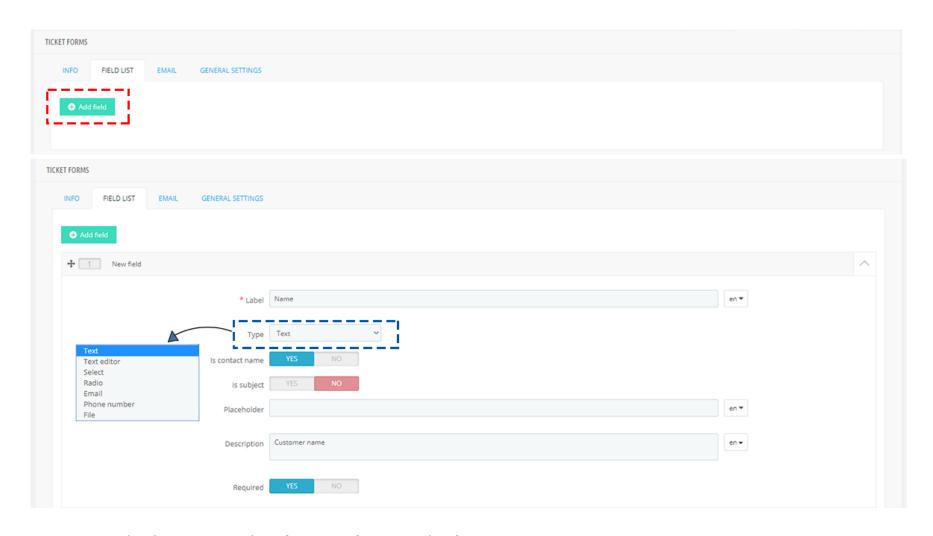
Step 1: Click on "Add new form" button.



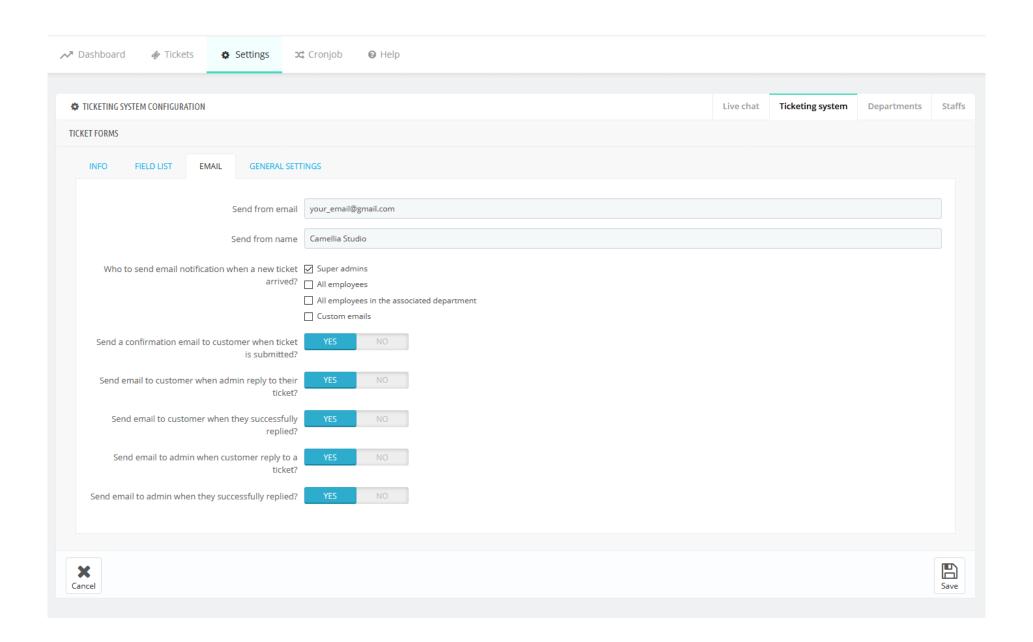
Step 2: Enter general information for your ticket form.



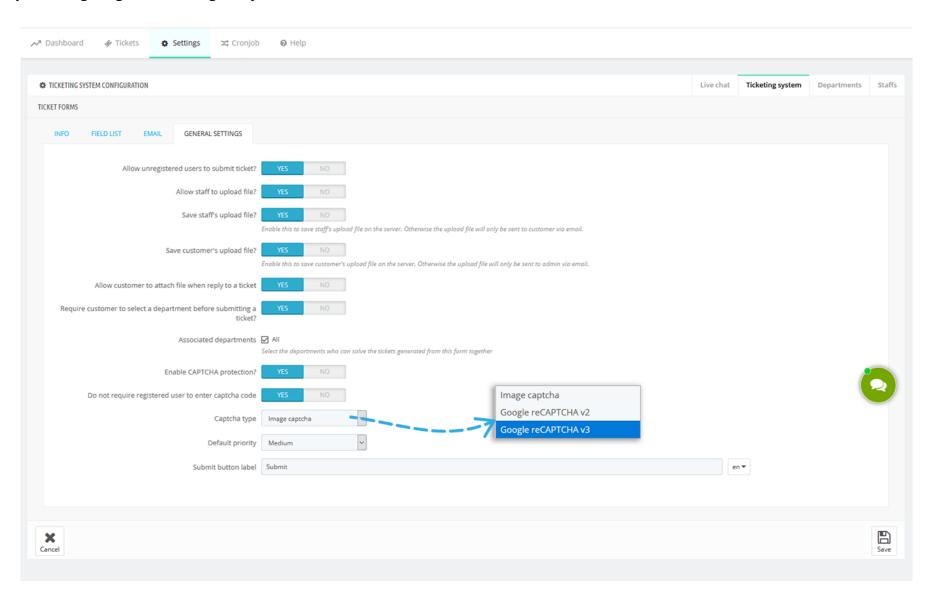
Step 3: Open "Field list" tab. Add the necessary fields for your form.



Step 4: Open "Email" tab. Set up email configuration for your ticket form.



Step 5: Configure general settings for your ticket form. Click "Save" to finish.



NOTE:

This module 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:

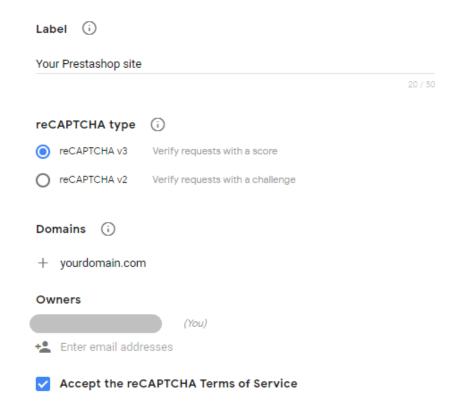
Step 1: Go to Google's reCAPTCHA admin page.

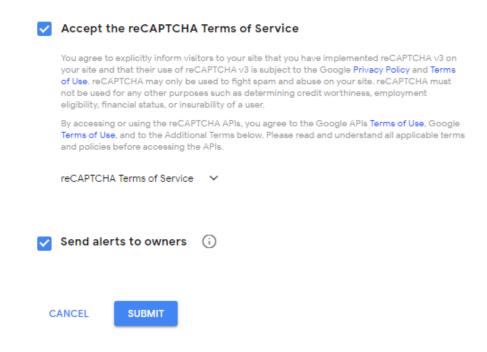
Step 2: Register your site.

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

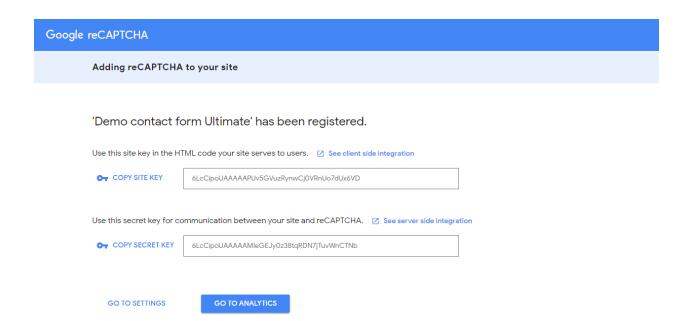
Google reCAPTCHA

← Register a new site

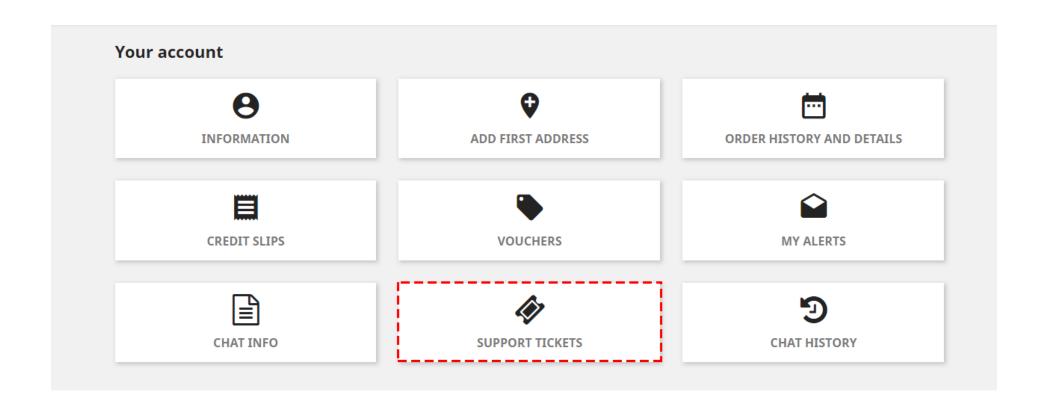


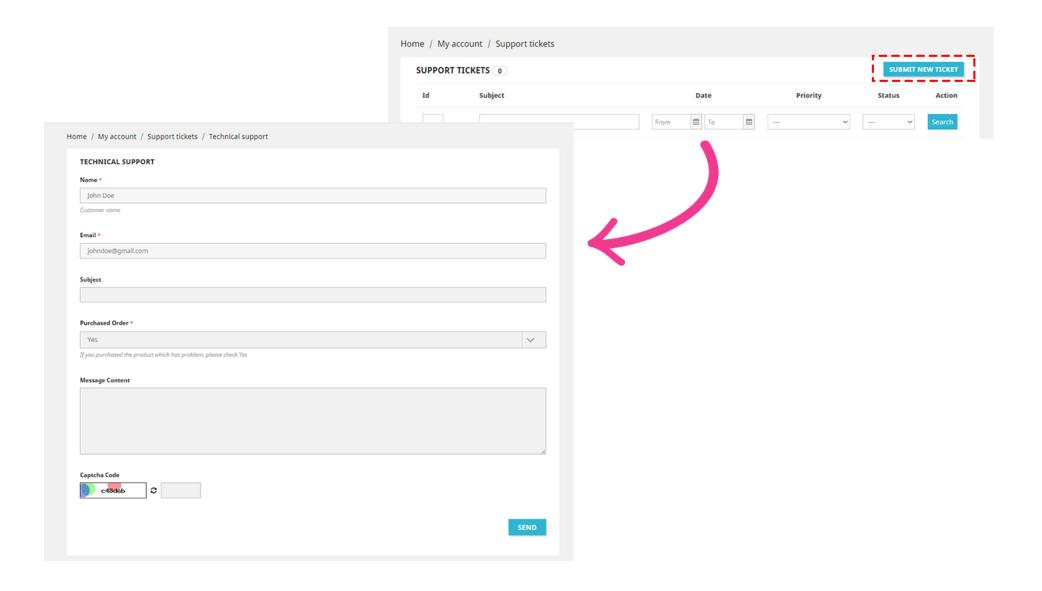


Step 3: Get a site key and secret key



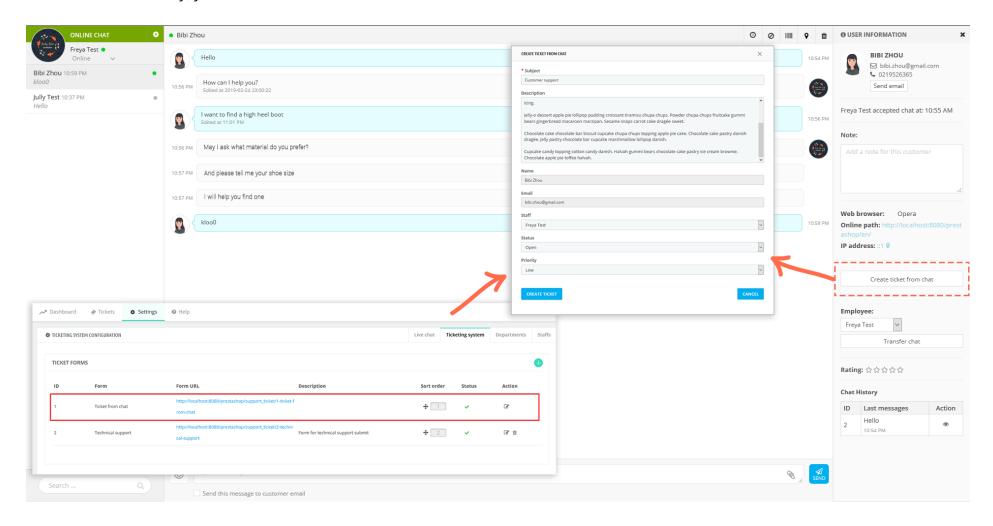
Here's how your customers submit new ticket from their account manage page:



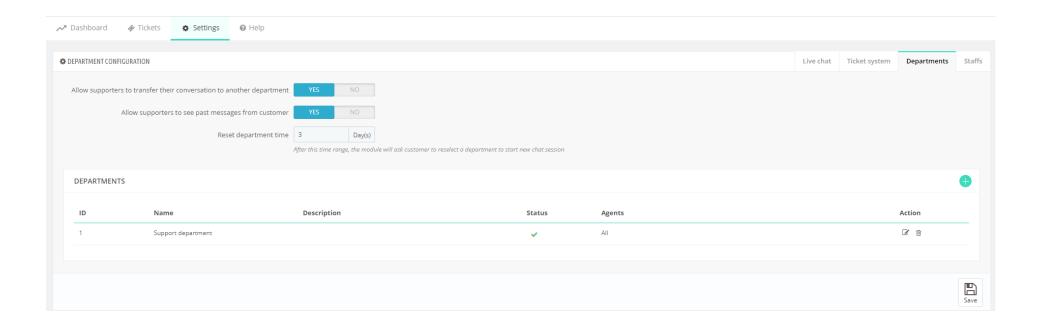


NOTE:

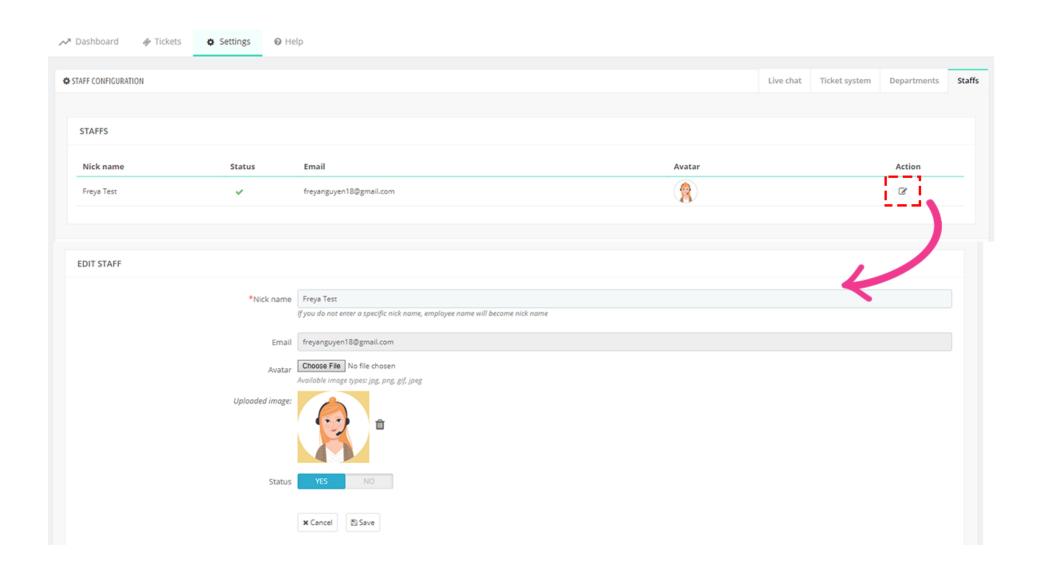
When you first install the module, there is a **default ticket form – "Ticket from chat"** which was created for the full width chat box. This ticket form is necessary, you cannot delete it.



1.3. Department configuration

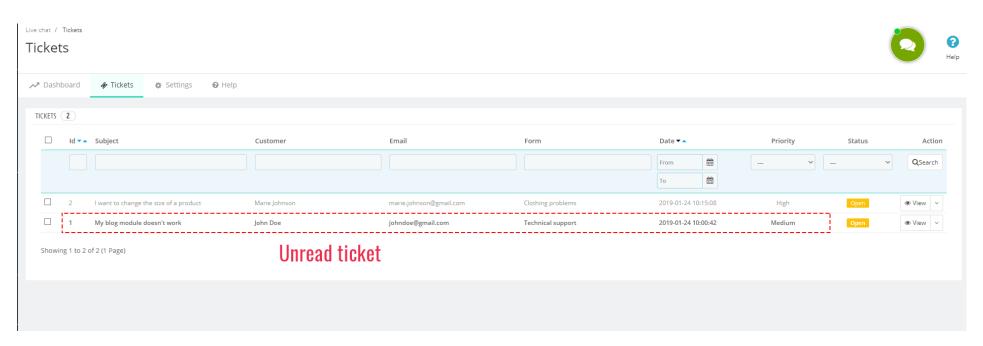


1.4. Staff configuration

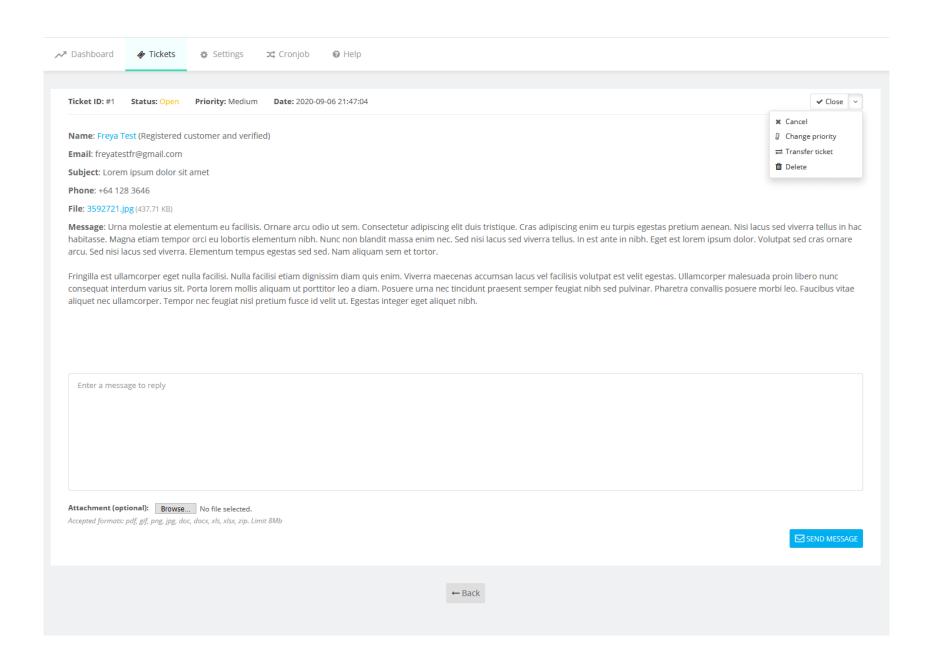


2. Tickets

To manage your support ticket, from **LIVE CHAT, CONTACT FORM AND TICKETING SYSTEM** backend navigate to **Tickets** tab.



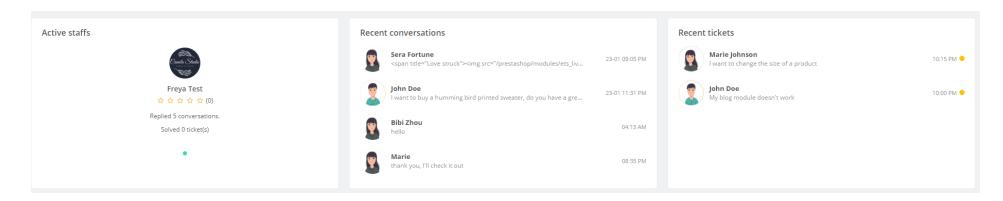
Ticket detail info:



On this screen, you can close, cancel or delete ticket. For other settings, you can change ticket priority to 1 of 4 levels: low, medium, high, urgent. You also can reply to customer and attach a file (if necessary).

3. Dashboard





4. Help

In this tab we listed some notes you need to pay attention to after installing this module on your website. Make sure you understand them properly before proceeding with setting up "Live chat" features.

V. 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.