

Contact Me + Admin Panel

v2.1

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Contact Me + Admin Panel

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Documentation for **"Contact Me + Admin Panel"** by **Pexat**
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Thank you for purchasing this item. If you have any questions that are beyond the scope of this help file, please contact me via my profile page or via email: support@pexat.com

1) Updates

The version number of your currently installed Contact Me system is noted on the Contact Me Admin Panel login page.

v2.1

- Captchas (human verification) added to prevent spam messages.
- 5 different themes for the form created.

v2.0

- The entire user interface has been redesigned with a more professional theme.
- Form now keeps typed in text if an error occurs to save user from typing all the data out again.
- Replies to messages are recorded in the admin panel.
- The original message is now included in the reply.
- Option to receive notifications via email when a new message is received.
- Bugs fixed resulting in a faster system.

v1.3

- Code has been reviewed and greatly sped up.
- Contact Me Admin no longer becomes very slow and it now runs much more smoothly.

v1.2

- Un-replied messages are now highlighted with a different colour.
- Messages are now listed with newest at the top.

v1.1

- General bug fixes.
- Security improvements.
- Improved error reporting with errors displayed alongside forms.
- Aesthetic improvements.

2) Setting Up The System

There are a few simple steps to follow to get the Contact Me system up and running:

1. Open up "config.inc.php". This file holds all the MySQL server information and other user defined variables. Please change the username, password, database name and host in the file as instructed in the file. Also, add the file path to the contact form (relative to this file) where instructed. After editing please save it and close it. Make sure not to edit other areas of the file.

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2. Open up "success_pageForwarder.php". This file contains the information about which page to forward the user to after submitting a message. Instructions on how to edit this file are listed inside the file. Again, please make sure not to edit other areas of the file.
 3. Upload the entire folder to your server into a folder of your choice making sure that you keep the file structure intact.
 4. Navigate to the "contactFormAdmin" folder from your web-browser. This automatically creates all the databases and tables for the system. You may now log in to test the system. Details are in the "admin panel" section.
 5. Using the links at the top, setup your own password and your notification preferences.
 6. The system is now setup. Please make sure to read the other sections for further guidance.

It is advised that you do not change any file or script in this system unless instructed to do so by this help file.

3) Admin Panel

The admin panel provides an area for you to view, answer and manage the incoming messages. To access it you simply navigate to the "contactFormAdmin" folder. A username and password are needed to access the area for security reasons. The default values are:

Username: admin

Password: admin (make sure to change this)

Make sure that you change the password as soon as you first login to maximise security. This can be done by the change password button at the top of the admin panel once logged in.

You should also setup your notification preferences from the top right hand side of the admin panel. By enabling this option you will receive an email every time a new message is received.

Once inside the admin panel you can manage the incoming messages. To the right of each message are options to view, reply and delete each message. Deleting is permanent and so please be careful.

4) Contact Form

The contact form is fully functioning and so you do not need to do anything. However, if you wish to change the styling to match your own website, you simply need to edit the CSS of the form which is contained within the page itself (form.php). Make sure not to edit any PHP code to ensure that the form will continue to function.

5) Enabling and Disabling the Captcha

Follow these instructions to disable the Captcha and the opposite to enable the Captcha:

1. In config.inc.php, change the line `$captchaoggle = TRUE;` to `$captchaoggle = FALSE;`.
 2. In the form, add `class="hidden"` to the `img`, `label` and `input` tags which provide the Captcha.
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6) Changing the Error Messages

This step is not necessary as all the error messages are pre-configured.

To change the error messages displayed on the form, edit the `err_message.php` file. Appropriate instructions are included inside the file.

Once again, thank you for purchasing this item. If you have any questions, please contact me through my [profile page](#), the item page or via email (support@pexat.com).