Adminware™ for Continuing Education — Bulk E-mail

Introduction

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E-mails recorded in the student, teacher, and permanent mailing list modules can be extracted in separate 'bulk' operations via the respective reporting screens.

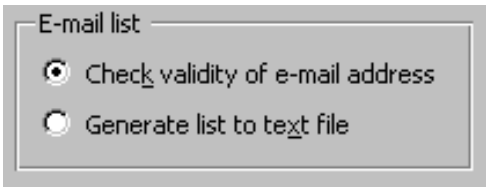
The generated list is a standard ASCII text file containing one line per e-mail address — only the e-mail address is exported.

The procedure is the *same* for each of the three modules — only the file name is different:

Module	Exported ASCII file name
Student	ac-email-std-<date>.txt eg. ac-email-std-20040106.txt
Teacher	ac-email-tch-<date>.txt eg. ac-email-tch-20031218.txt
Mailing List	ac-email-mail-<date>.txt eg. ac-email-mail-20040331.txt

The exported file(s) are saved in C:\

Two options are available from each module:



< Validity

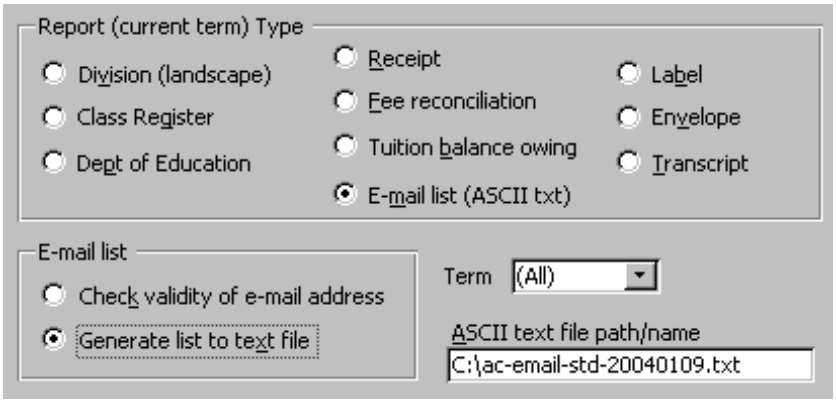
As you record the e-mail address in the respective field, a check is made by *Adminware* as to the validity of the e-mail address. An incorrect e-mail address results in a dialog box messages noting the 'problems' — *you* can still save the incorrect e-mail address but the onus is on *you* to correct the problem(s). An **invalid** e-mail list is **not** exported!

You can use the **Check validity of e-mail address** option to 'double-check' all of the currently recorded e-mail addresses *prior* to generating the list.

< Generate

This exports the e-mail addresses to the specified file name for the current selection criteria.

From the Report screen, choose the E-mail list (ASCII txt) report type:



When generating the list, three criteria options are available:

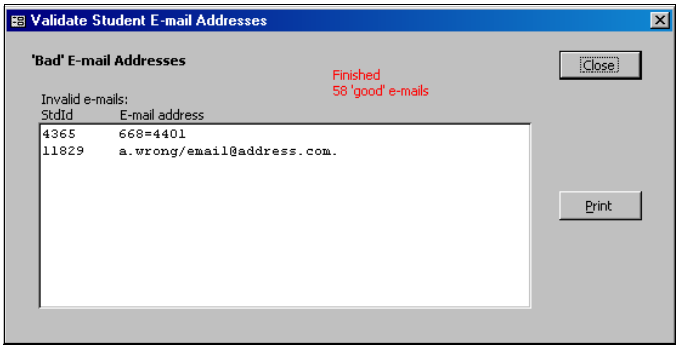
- Term (either all or the current term)
- One class
- Student status

Validity check

A pop-up dialog box appears.

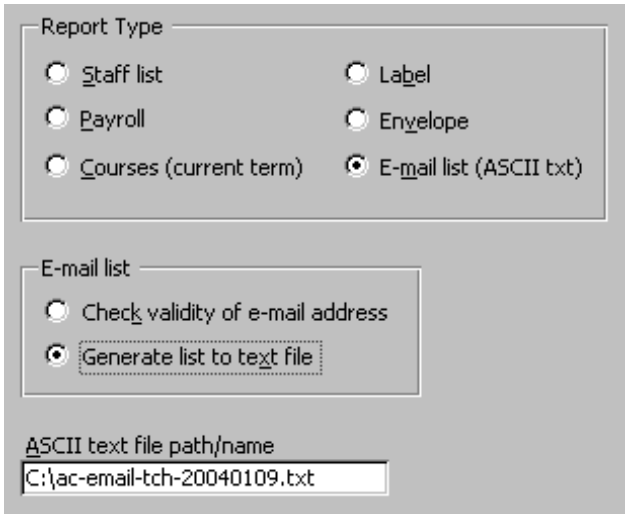
Click the Get List button to check the validity of *all* student e-mail addresses.

Any invalid e-mails are listed.



NOTE: the Print button is not yet available (sorry for the inconvenience).

From the Report screen, choose the E-mail list (ASCII txt) report type:



When generating the list, one criteria options are available:

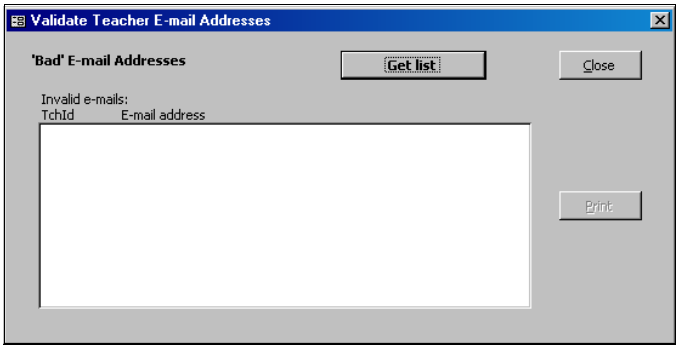
< the Teacher has courses in the current term

Validity check

A pop-up dialog box appears.

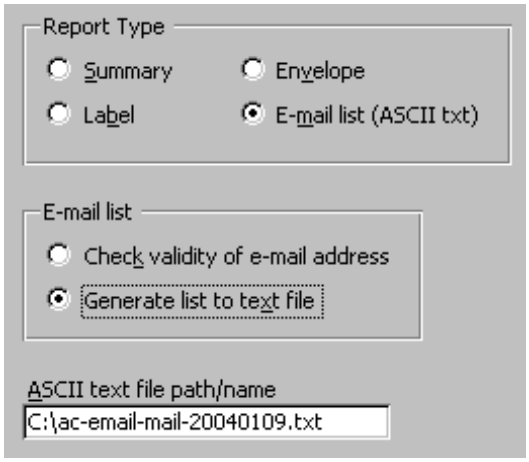
Click the Get List button to check the validity of *all* teacher e-mail addresses.

Any invalid e-mails are listed.



NOTE: the Print button is not yet available (sorry for the inconvenience).

From the Report screen, choose the E-mail list (ASCII txt) report type:



When generating the list, one criteria options are available:

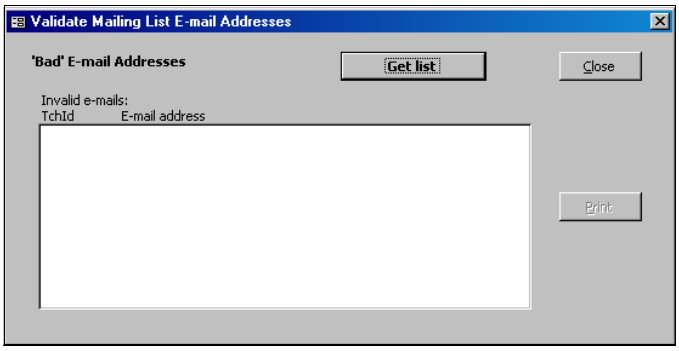
< Mail type

Validity check

A pop-up dialog box appears.

Click the Get List button to check the validity of *all* mailing list e-mail addresses.

Any invalid e-mails are listed.



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