

Adminware™ for Continuing Education — Bulk E-mail

Introduction

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

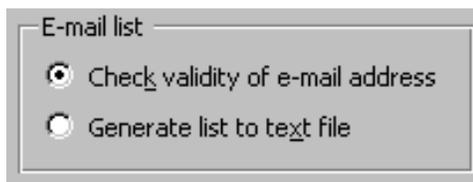
The generated list is a standard ASCII text file containing one line per e-mail address — only the e-mail address is exported.

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.

Index

Introduction	1
Student	2
Teacher	3
Mailing List	4

Student

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

Report (current term) Type

Division (landscape) Receipt Label
 Class Register Fee reconciliation Envelope
 Dept of Education Tuition balance owing Transcript
 E-mail list (ASCII txt)

E-mail list

Check validity of e-mail address Term: (All) ▾
 Generate list to text file ASCII text file path/name
C:\ac-email-std-20040109.txt

When generating the list, three criteria options are available:

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

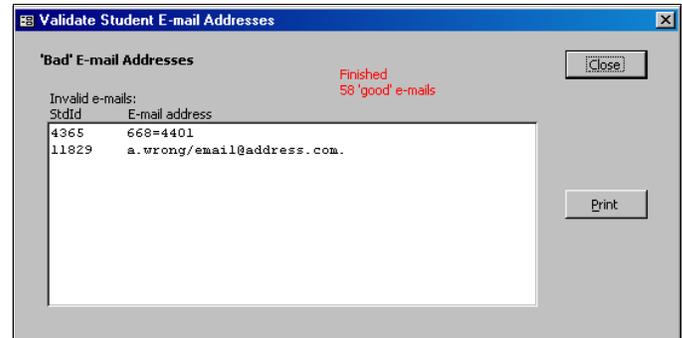
~ Validity check

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:

The screenshot shows a dialog box titled "Report Type" with two sections. The first section, "Report Type", contains six radio button options: "Staff list", "Payroll", "Courses (current term)", "Label", "Envelope", and "E-mail list (ASCII txt)". The "E-mail list (ASCII txt)" option is selected. The second section, "E-mail list", contains two radio button options: "Check validity of e-mail address" and "Generate list to text file". The "Generate list to text file" option is selected. Below these sections is a text input field labeled "ASCII text file path/name" containing the path "C:\ac-email-tch-20040109.txt".

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.

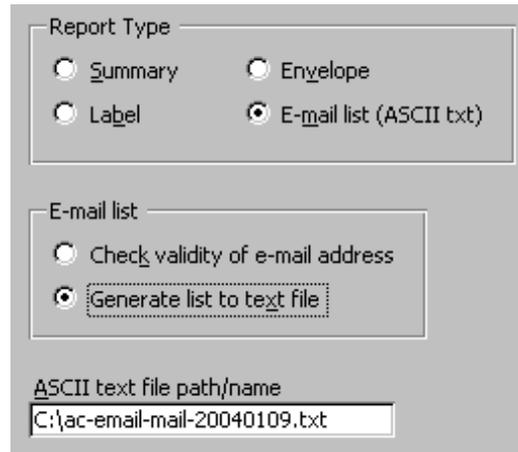
Any invalid e-mails are listed.

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

The screenshot shows a dialog box titled "Validate Teacher E-mail Addresses". It has a "Get list" button and a "Close" button. Below the buttons is a section labeled "Invalid e-mails:" with a table header containing "Tchid" and "E-mail address". The table area is currently empty. There is also a "Print" button located to the right of the table area.

Mailing List

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



The screenshot shows a dialog box titled "Report Type" with four radio button options: Summary, Envelope, Label, and E-mail list (ASCII txt). The "E-mail list (ASCII txt)" option is selected. Below this is an "E-mail list" section with two radio button options: "Check validity of e-mail address" and "Generate list to text file". The "Generate list to text file" option is selected. At the bottom, there is a text field labeled "ASCII text file path/name" containing the path "C:\ac-email-mail-20040109.txt".

When generating the list, one criteria options are available:

< Mail type

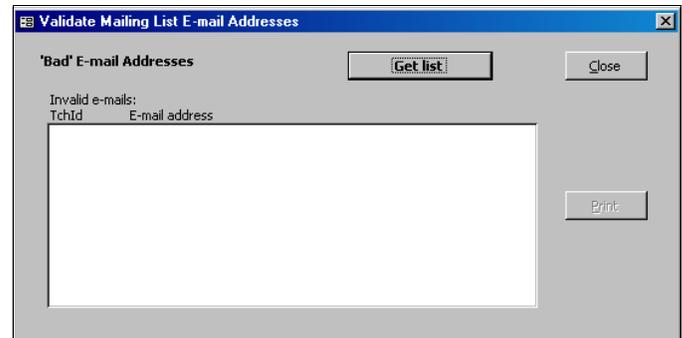
~ Validity check

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.

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



The screenshot shows a dialog box titled "Validate Mailing List E-mail Addresses". It has a "Get list" button and a "Close" button. Below the buttons, there is a section labeled "Invalid e-mails:" with a table header showing "Tchid" and "E-mail address". The table is currently empty. There is also a "Print" button on the right side of the dialog.