



Please note: Integration of the Database E-mailer Suite has been built into the CPS forms technology. This document has been customized for users of the KOZ CPS software. KOZ software users will not need the full instruction manual, but it is available at <http://www.datademand.com/pdf/overview.pdf>

Database E-mailer Suite Implementation Notes

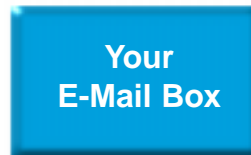
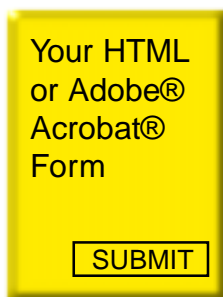
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Sell Sheet

DataBase E-Mailer Suite

“The Easy way to get web form submitted data back into your database!”

Just add a few hidden fields to your HTML or Acrobat® forms.



DataBase E-Mailer does the rest, automatically!

Database E-Mailer Suite retrieves information submitted by forms over the Internet and directs that information to tables in popular ODBC database programs like Access. It will even write to Excel Spreadsheets!

As a bonus, we have included an e-mail program that makes it easy to send mass E-mail messages directly from your database tables & queries (views).

Database E-Mailer dramatically simplifies the process of getting HTML form-submitted data into a database on your desktop. The application is easy enough for non-programmers to use, and still a powerful tool for experienced programmers to have in their arsenal.



Your ODBC Database Table

KEY BENEFITS

- *Very easy to use, no programming required
- *Is a client-side, not server-side solution
- *Works over dialup accounts
- *Works with any ODBC compliant database
- *Supports outgoing e-mail from tables & queries (views)
- *One-step process to retrieve data from the 'Net
- *Supports an unlimited number of forms
- *Support multiple recipients
- *Supports field verification
- *Supports customized page redirection after submitting
- *Automatically creates tables from your forms
- *Allows Website managers to add tables remotely
- *Can retrieve data at regular time intervals (great for intranets)
- *Can be set to leave form responses on e-mail server
- *Ideal for laptop data retrieval
- *Can be set to delete non-forms responses in e-mail accounts; this purges junk e-mail

REQUIREMENTS

- *Windows95/98 or NT
- *E-Mail Account
- *Internet conection (dialup)
- *ODBC compliant database
- *CGI script provided by Data Demand or equivalent script

www.datademand.com

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518-583-7867 FAX 518-583-8076

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Where to get a demo of DataBase E-Mailer Suite

On the Data Demand website there is a full functioning demo (limited to 15 uses). Just go to: <http://www.datademand.com/demo> and take a "Test-Drive".

How to license a copy of Database E-Mailer Suite

Buy on-line with a Credit Card: <http://www.datademand.com/de/order.htm>
or Contact Data Demand via Phone or Fax.

Phone: 518-583-7867
FAX: 518-583-8076
E-mail: sales@datademand.com

Data Demand
P.O. Box 5094
Saratoga Springs, NY 12866

System requirements for DataBase E-Mailer Suite

- ✱ Windows95/98 or NT
- ✱ E-Mail Account (POP3)
 - If you don't know if your e-mail account is POP3 compliant, call your ISP.
 - Note: most e-mail accounts on the Internet are POP3.
- ✱ Internet connection (dialup or better)
- ✱ ODBC compliant database
 - Almost all popular database software is ODBC compliant. ODBC is a standard that was set up by Microsoft to allow programs to communicate with databases. Make sure that your ODBC drivers were installed with your database software. If not, run setup for your database software and install the ODBC drivers. From experience we have found that MS Access and Excel do not install the ODBC drivers in standard setup. To see if you have these drivers installed, open your Control Panel and look for the "32Bit ODBC manager software". If it is not present, you will need to run setup again.
- ✱ CGI script provided by Data Demand or equivalent script.

Installing DataBase E-Mailer

Below is an overview of the installation process after you have purchased Database E-mailer Online.

- After On-line Ordering**
- Download the Database E-mailer self extracting file.
 - A serial number and digital key will be e-mailed to you within 1 day (this is for correct credit card validation, for your protection).
 - Double click the self extracting file you downloaded.
 - You will be prompted to supply the serial number and digital key that was e-mailed to you.
 - Database E-Mailer will run InstallShield, and install both the incoming and outgoing portions of the Database E-mailer Suite into your computer.
- Demo Copy Installation**
- Unzip the demail.zip (use pkzip, winzip, or equivalent).
 - Go into the directory that the demail.zip file was extracted into.
 - Find the setup.exe file, and run it.
 - Database E-Mailer will run InstallShield, and install both the incoming and outgoing portions of the Database E-mailer Suite into your computer.

A word about field names

When choosing field names for your webforms, make sure that the field names are in a valid format for database use. Database E-Mailer only works with valid table and field names.

Avoid The Use Of:

Spaces: Field names should not have spaces in them. If you create the field name "last name" an error will occur when Database E-Mailer attempts to create the field in your database program. To correct the problem, take the space between the words out. This would make the field name "lastname". This is a valid field name.

Hyphens: Do not use hyphens in field names. If you were to create the field name "e-mail", an error would occur. The solution is to take the hyphen out. This would produce the valid field name "email".

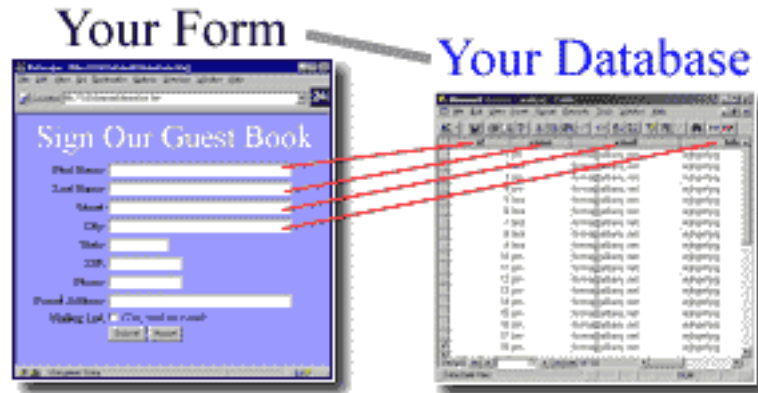
SQL Statements: Do not use SQL statements for field names. If you were to create the field name "select", an error would occur. The solution is to use a different field name.

Additional SQL statement examples include: insert, update, drop, create, delete, where, between, in, etc.

Submitting forms for the first time

Each web form you create will correspond to a table in your database. The first time a new form is submitted, a corresponding table for that specific web form is created by Database E-Mailer **automatically**.

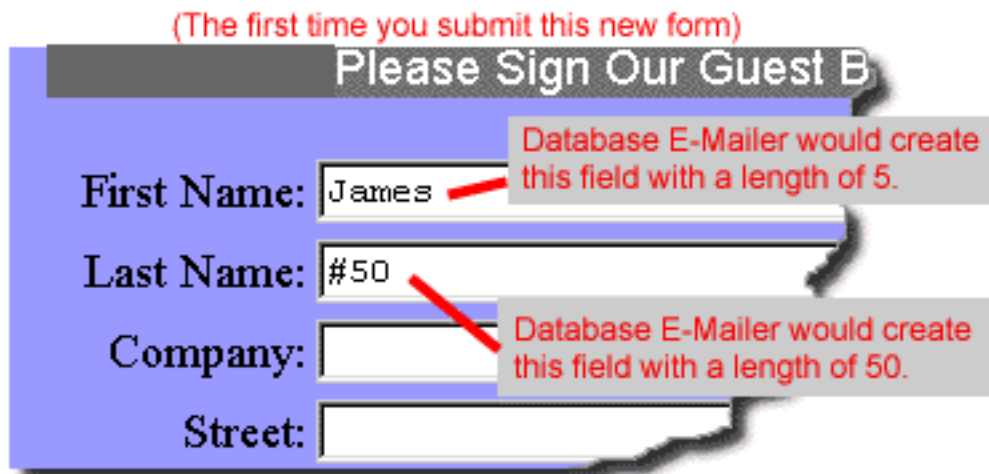
Database E-Mailer takes the table name, name of each field, and the length of each field from your webform. This information is used to create new tables, and to identify existing ones. When a new form is submitted for the first time, you have control over the length of the fields that will be created in your database table.



Database E-Mailer identifies field length in one of two ways:

1. Database E-Mailer counts the number of characters it finds in a webform field the first time a new form is encountered.
2. Or, you can put in a special code to set the field length. The code is simple, just enter a pound sign, then length for each webform field.

Example: To set a field length to 50, enter "#50" in your webform the first time you submit a new form.



What about Drop Down or Multiple Selection boxes?

If you have drop down or multiple selection boxes on your webform, then simply select the option or options that produces the maximum number of characters. The idea is to send the **longest** possible set of data that could be selected by anyone filling out your webform.

Example: If you had a selection box with the options “MC” or “VISA”, then you would select VISA the first time you submitted the webform. VISA is the **longest** possible value that could be sent by a person filling out your webform.

If your selection box allows multiple selections, then select **every** option. This would product the longest possible set of data a person could choose.

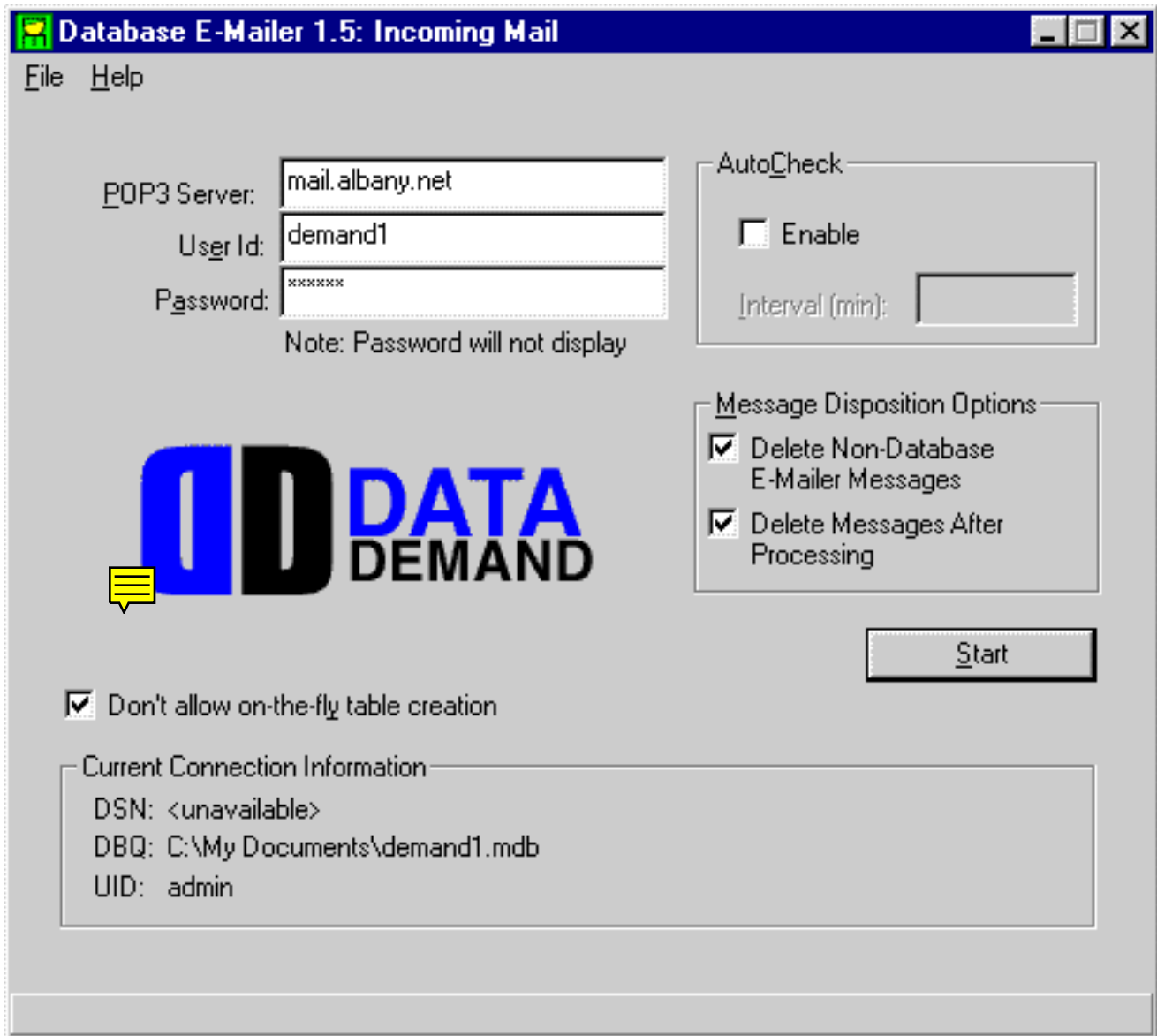
The whole idea of this process is to ensure that the field lengths created in your database by Database E-Mailer are long enough to capture all the incoming data. If field lengths are too short, incoming data will be truncated.

Note:Table name, field name and length are set the very first time a form is submitted. at any time you can manually increase or decrease the length of your fields in your database program.

Caution, if you set the field length in your database program to be less than the incoming data from your webform, your data will be truncated.

Importing Responses

To import responses, you must use the "Incoming Mail" program of DataBase E-Mailer Suite. This is what the "Incoming Mail" interface looks like.

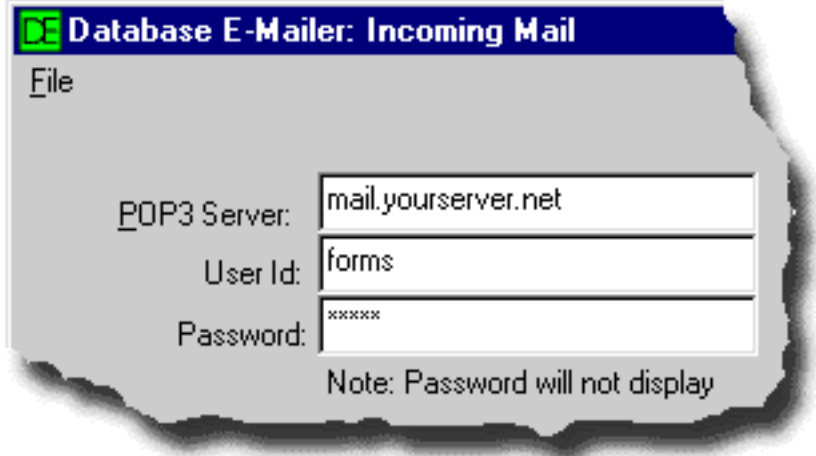


This interface allows you to control the source of your data (the E-mail box and account) and the destination of your data (the database table to write to). This interface also gives the option to set a timer that will automatically check your E-mail box for data (you can use this if you have a permanent connection to the Internet).

Often, E-mail boxes fill with unwanted data such as junk mail, so we have included an option to delete all non-Database E-Mailer responses. In some circumstances you may not want your incoming data deleted from the E-mail server, so we have included an option to give you control over incoming message deletions.

With this version we have added a new check box, "Don't allow one-the-fly table creation". Since Database E-Mailer creates new database tables in your database when it encounters new forms responses, we needed a way to stop possible attacks on your database. By checking this box, DataBase E-Mailer will give an error message when bogus form data (data not intended for your existing tables) is submitted to your e-mail box.

E-mail Account Configurations



The first group of boxes holds the configurations for your e-mail account (the e-mail account DataBase E-Mailer will read from). This must be the same e-mail account your forms are sent to. To review how forms are configured to post to an e-mail box, [Click Here](#).

Listed below are the required configurations. Contact your Internet service provider for these configurations

POP3 Server: This must be the name of the mail server your e-mail account is with. Most servers have the naming convention "mail.servername.net". For example, if my server was albany.net then my POP3 mail server would be "mail.albany.net".

User Id: All e-mail accounts have a User Id to identify them from other accounts. Enter the User Id of your E-mail account here.

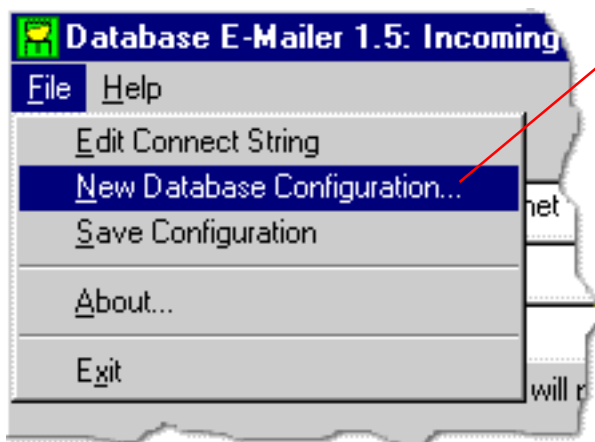
Password: E-mail accounts have passwords to protect them. Enter the password for your e-mail account here.

Creating a Database and Configuring ODBC Drivers

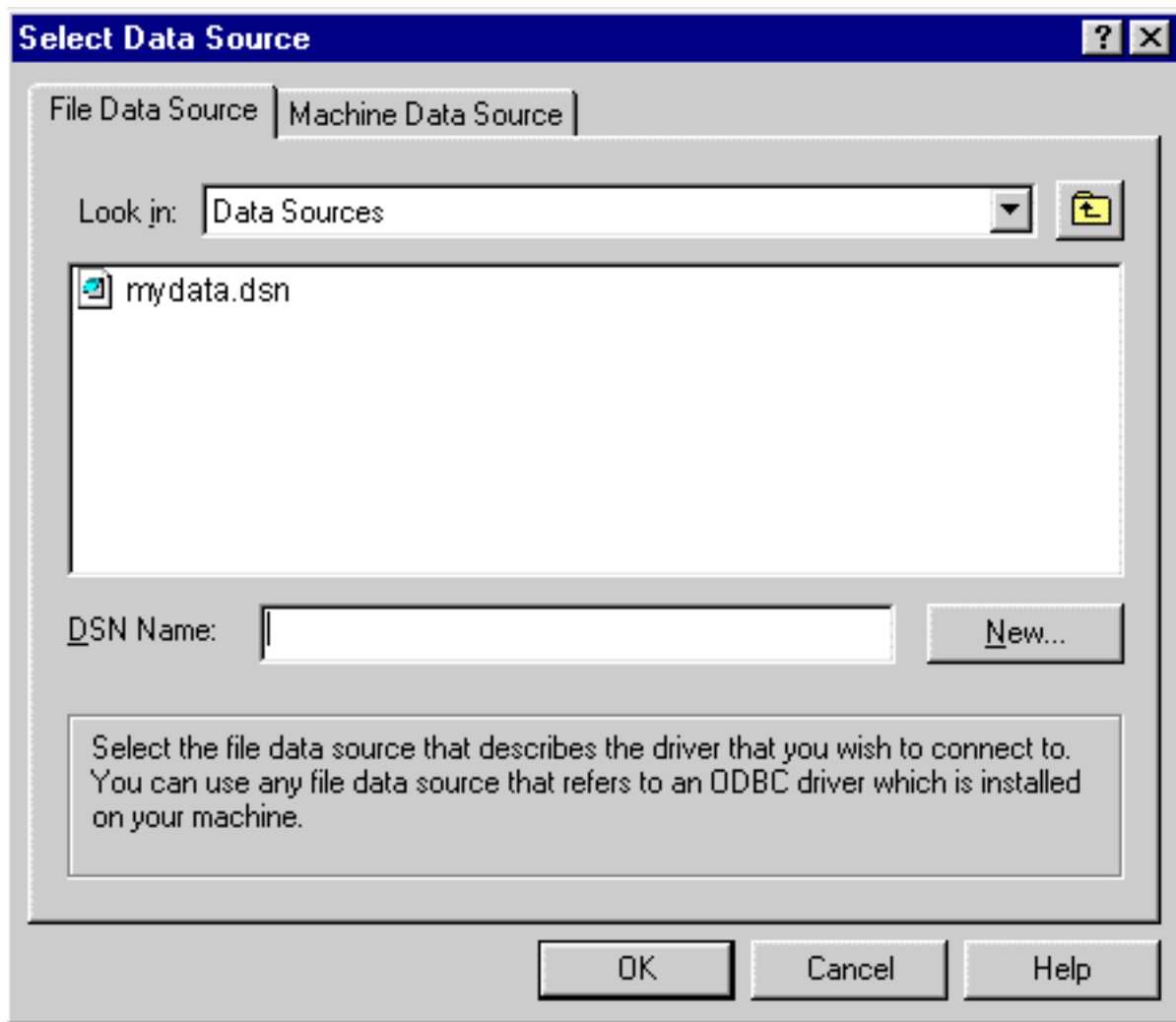
Before using DataBase E-Mailer, a database must exist on your computer, and the ODBC drivers must be pointed to it. ODBC (open database connectivity) drivers allow programs like DataBase E-Mailer to talk to your database program.

To create a database, simply go into Access, or any other ODBC-compliant database program and choose "File," "Create New Database." Give the database a name and close the program.

For DataBase E-Mailer to write to a database, the ODBC drivers must be configured. This is an easy process which takes only a few seconds.



Go to "File" and select "New Database Configuration". This will launch the "Select Data Source" dialogue box.



To keep the software as flexible a possible we have left you with three options for configuring your database:

Data Source Primer *Optional Reading*

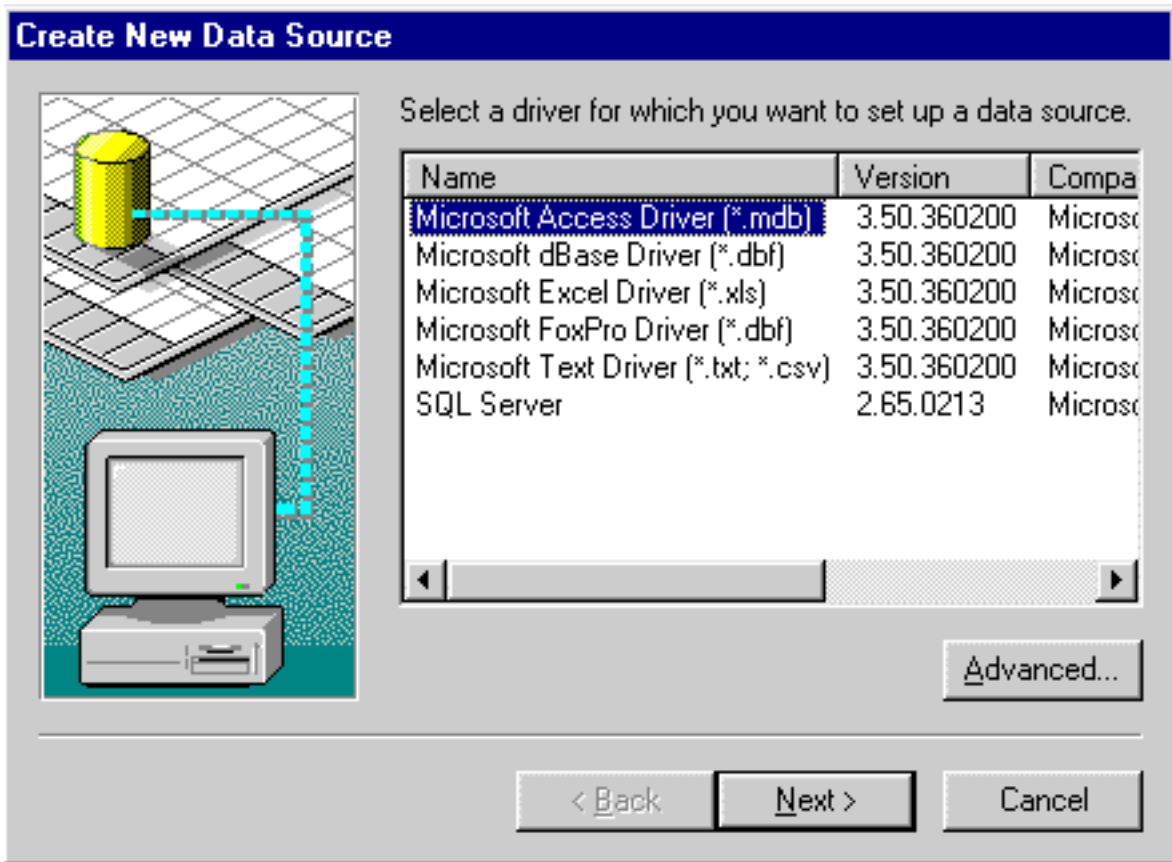
There are presently three different kinds of ODBC data sources you can create: File, User and System. An ODBC data source defines how software connects to a database. The data source definition identifies the database location, and the ODBC drivers that will communicate with it.

User and System Data Sources are available only on the machines where they are created. These two types of data sources are referred to as "Machine Data Sources". User Data Sources are available only to the user currently logged in to a particular workstation, while System Data Sources are available to any workstation user, including system services.

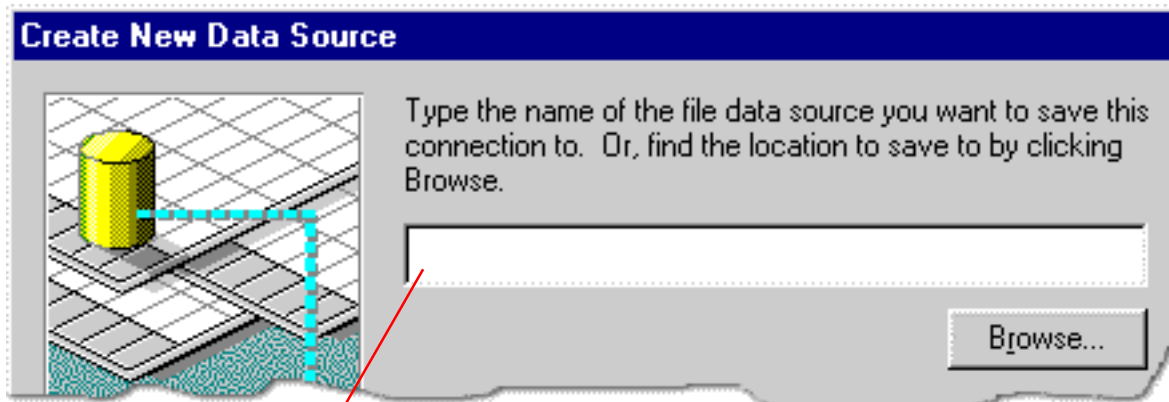
File Data Sources are files themselves, which contain the information ODBC uses to connect to a database. A File Data Source only has to be created once, and can be shared by all users on a network that have access to it, while User and System Data Sources must be created and configured for each network user who will be using a particular database.

You can use either of the three options, for our example we will use "File Data Source".

Start by selecting the "New" button. This will open the "Create New Data Source" dialog box.

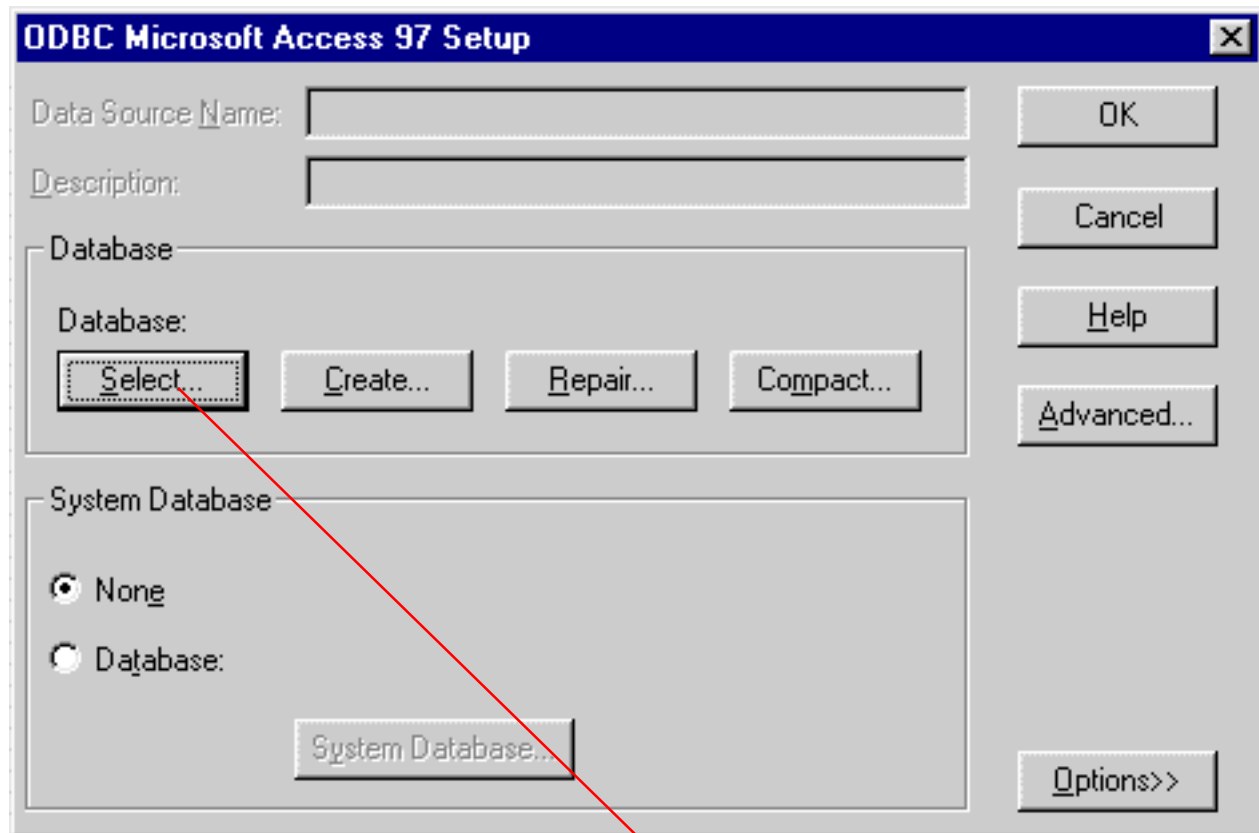


Find the driver for your database program. In our case, it is the Microsoft Access Driver (*.mdb). Then select the "Next" button.



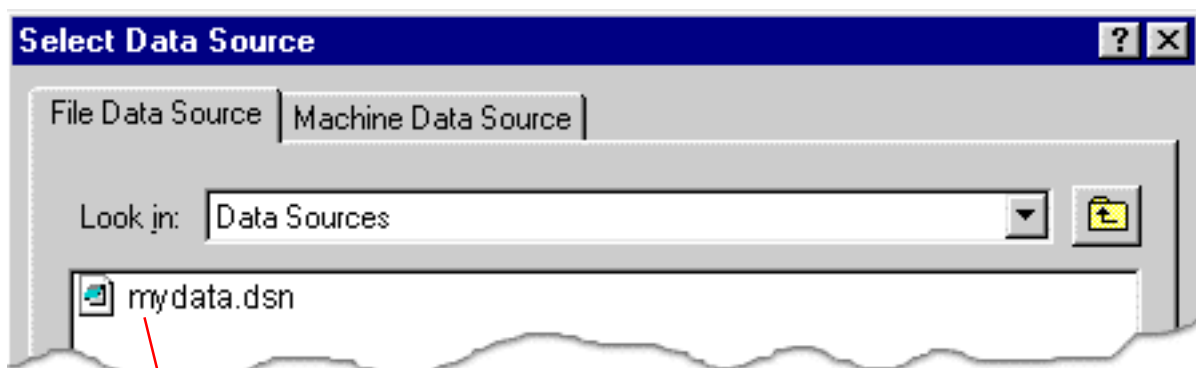
Type in a name that will identify your database. For this example I typed in "mydata". When done, click "Next".

A dialogue box will pop up reviewing your selection, just click "Finish".



A dialogue box for your driver will popup, allowing you to select your database file. This dialogue box will be slightly different for each driver, but all will allow you to select a database file. for our example, we show the access dialogue box.

Click "Select", and choose your database file. In our example we selected the "demand1.mdb" database located in our "My Documents" directory.

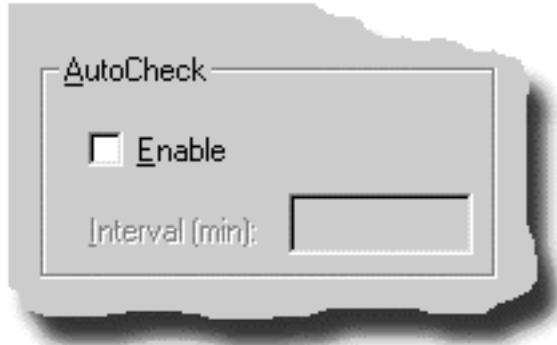


After you have selected your database, click "OK". This will bring you back out to the "Select Data Source" dialogue box.

Now select the DSN name you just created. In our example that would be, "mydata.dsn". Then, click "OK".

Your ODBC driver is now pointed at your database and ready to write data.

AutoCheck Option



If you would like Database E-Mailer to automatically check for responses to your forms at a regular time interval, check the Enable box. Remember, your computer must be dialed into the Internet and have an open TCP/IP connection for this feature to work. At this time, DataBase E-Mailer will not dial into the Internet for you.

NOTE: This feature will be of great use to those permanently logged into the Internet or an intranet. It streamlines the development of automated response systems to forms input.

Message Disposition Options



The Message Disposition Options allow you to control how DataBase E-Mailer treats the messages it finds on the server.

Checking the "Delete Non-DataBase E-Mailer" box tells DataBase E-Mailer to delete all messages in your e-mail box that are not form responses. Use this feature to purge unwanted or junk e-mail messages that may be cluttering your e-mail box.

NOTE: To maintain a clean running system, we recommend that you acquire an E-mail box just for responses to DataBase E-Mailer, and check "Delete Non-DataBase E-Mailer" to purge any non forms responses.

CAUTION: If you use your e-mail box for messages other than forms responses, leave this box unchecked. Otherwise all your other messages will be purged, and you won't be pleased.

The Start Button



The start button starts the retrieval process immediately. During the retrieval process, configuration options will be grayed out. The retrieval will go through one cycle, then return the program interface to normal. A status line at the bottom left-hand corner of the program will keep you informed throughout the retrieval process.

NOTE: If you have selected the AutoCheck Option box and set the timer to a time interval, the "START" button will start the program retrieval process immediately. The program will sit idle for the period you have entered and retrieve again. You may stop the automatic retrieval process at any time by deselecting the "Enable" check box.