



# **Haukiposti V1.0**

## ***Käyttöohje***

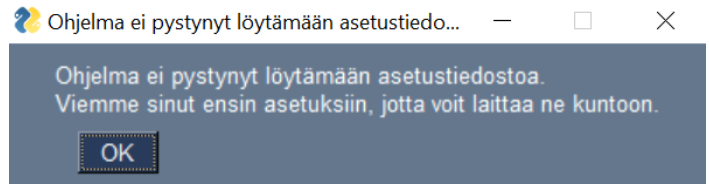
*Rami Saarivuori  
Aarne Savolainen  
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# ***Sisällysluettelo***

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# Aloitukset & asetukset

Ensimmäisellä käynnistyskerralla ohjelma pyytää täydentämään asetukset, jotta ohjelman toiminta on sujuvaa.



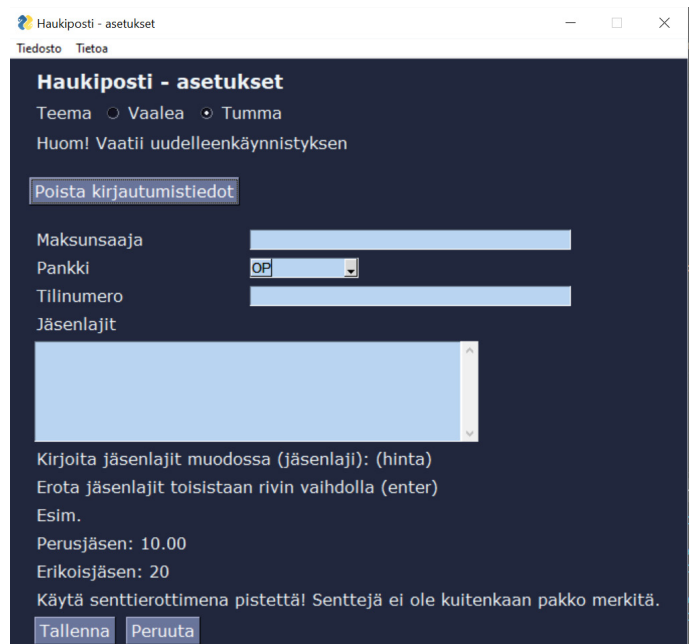
**“Maksunsaaja”** -kenttään tulee sovellusta käyttävän organisaation nimi. Tämä nimi näkyy tilisiirron maksunsaajana.

**“Pankki”** -valikosta valitaan pankki, jossa maksunsaajan tili sijaitsee. Tämä valinta vaikuttaa laskuun tulevaan BIC-koodiin.

**“Tilinumero”** -kenttään kirjoitetaan laskulle tulostuva saajan tilinumero. Kirjoita tilinumero kansainvälisessä IBAN-muodossa. Tilinumeron voi kirjoittaa väleillä tai ilman esim. FI12 3456 78... tai FI12345678...

**“Jäsenlajit”** -kenttään erotellaan jäsenlajit laskutusta varten. Laskun summa muodostetaan jäsenlajin mukaan.

Kun olet saanut valittua asetukset, paina **“Tallenna”**. Huom! Teeman vaihtaminen vaatii ohjelman uudelleenkäynnistyksen (asetusten tallentamisen jälkeen).



Kirjoita jäsenlajit muodossa (jäsenlaji): (hinta) ja erota jäsenlajit toisistaan rivinvaihdolla (Enter) *Kirjoita jäsenlajin nimi niin kuin se on rekisterissä!* Sovellus vertaa kenttään annettuja tietoja yksittäisen jäsenen tietoihin.

Esim.  
Perusjäsen: 10.00  
Erikoisjäsen: 20

*Käytä senttierottimena pistettä!* Senttejä ei ole pakko kuitenkaan merkitä, ohjelma korvaa olemattomat sentit nolilla.

# Päävalikko & kirjautuminen

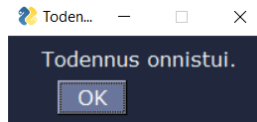
Päävalikosta löytyy ohjelman päätoiminnallisuudet.

“**Kirjaudu**” -napista kirjaututaan sähköpostiin. Ensimmäisellä kerralla kirjautuminen avautuu selaimeen. Kirjaudu sisään Google-tilillä.

Kun kirjautuminen on suoritettu ja näet sivun yläkulmassa tekstin:

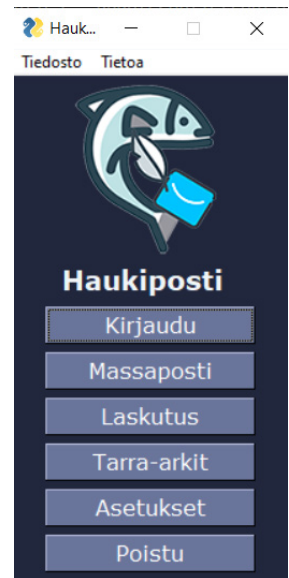
“*The authentication flow has completed. You may close this window.*” voit sulkea välilehden ja palata ohjelmaan.

Ohjelma myös ilmoittaa todennuksen onnistumisesta ja “Kirjaudu”-nappi poistuu käytöstä kunnes sovellus avataan uudelleen.

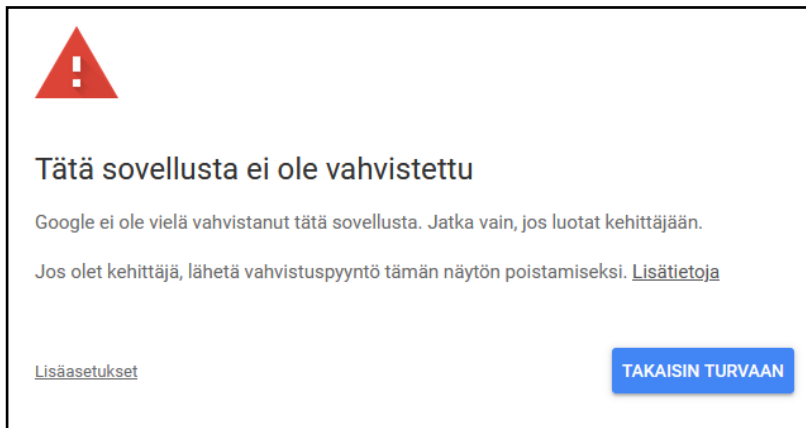


“**Massaposti**”, “**Laskutus**”, “**Tarra-arkit**” ja “**Asetukset**” -napit vievät nimensä mukaisesti valikkoihin.

“**Poistu**” -nappi sulkee sovelluksen ja poistaa samalla ohjelman mahdollisesti luomat tilapäistiedostot, kuten esikatselut. On suositeltavaa poistua sovelluksesta tätä kautta.



Googlen kirjautuminen ilmoittaa “vahvistamattomasta sovelluksesta” (kuva), koska sovellusta ei ole viety Googlen vahvistusprosessin läpi. Paina “Lisäasetukset” ja “Siirry kohteeseen Haukiposti”. Sen jälkeen salli sovellukselle oikeudet lähettää sähköpostia.



# Massaposti

Massaposti-ikkunasta voi lähettää viestejä usealle vastaanottajalle samaan aikaan. Kaikki viestit lähetetään vastaanottajille piilokopiona.

“Vastaanottajat” -kenttään tuodaan ”Tuo vastaanottajat” -napilla .csv-muotoinen tiedosto. Nappi avaa tiedostoselaimen, mistä voit navigoida vastaanottajat sisältävän .csv-tiedoston luo ja avata se ohjelmaa varten. Vastaanottajat-kenttään tulee tiedostopolku kyseiseen tiedostoon.

“Aihe” -kenttään tulee viestin otsikko.

“Viesti” -kenttään kirjoitetaan sähköpostin viesti. Viestin fontti on “Calibri”.

“Liitteet” kohdan “Selaa...”-napilla voi lisätä viestiin liitteitä. Jos haluat valita useamman liitteen (kuten viestiin sisällytetyt kuvat) pidä CTRL-näppäin pohjassa valitessasi liitteitä. Liitteitä ei ole pakko olla viestissä, mutta mikäli viestissä on kuvatägi (\$\$img\$\$), ei se toimi ilman että kuva on liitteenä.

“Esikatsele” -napista voit esikatsella viestiä. Esikatselu avautuu selaimeen. Voit sulkea esikatselun kun olet valmis.

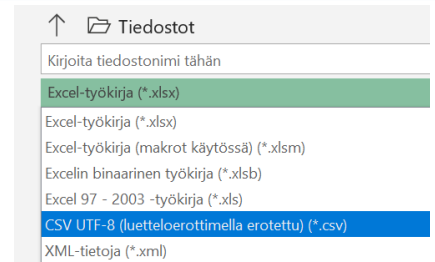
“Lähetä” -napista voit lähettää viestin vastaanottajille. Mikäli käyttäjä ei ole kirjautunut, voi käyttäjä kirjautua suoraan päävalikkoon.



**HUOM!** Joskus ohjelma saattaa jäätyä kun tiedostoselain aukeaa. Tässä tapauksessa sulje ohjelma ja avaa se uudelleen. Tämän takia suosittelemme ainakin kopioimaan viestin talteen ennen vastaanottajien tai liitteiden lisäämistä, tai lisäämään liitteet ennen viestin kirjoittamista.



**HUOM!** Yhdistysavain antaa ‘.xlsx’-tiedoston, joka on Microsoft Excel- tiedostomuoto. Avaa tiedosto Excelissä ja tallenna se uudelleen muodossa “CSV UTF-8 (luetteloerottimella erotettu) (\*.csv)” (kuva).



**HUOM!** Kirjautuminen ei siirry jos käyttäjä palaa päävalikkoon, vaan kirjautuminen on suoritettava uudestaan jos ohjelman käyttöä “Massaposti” tai “Laskutus” -ikkunoissa jatketaan.



Viestin kirjoitus käyttää "Markdown" tyyliä fontin muokkaamiseen. Ts. käyttämällä seuraavia erikoismerkkejä tekstin ympärillä voi tekstin tyyliä muuttaa. Nämä löytyvät myös sovelluksen yläpalkin "Tietoa" -> "Apua" valikosta.

<b>**tekstiä**</b>	== <b>Lihavoitu</b>
<i>  tekstiä  </i>	== <i>Kursivoitu</i> (kaksi pystyviivaa, näppäinyhdistelmällä ALT GR + <)
<u>__tekstiä__</u>	== <u>Alleiviivattu</u> (kaksi alaviivaa)
@@linkki@@tekstiä@@	== Tekstin seassa oleva linkki. Mikäli haluat linkin näkyvän linkkinä, kopioi linkki myös tekstin paikalle.
\$\$img\$\$	== Tekstin seassa olevat kuvat määritetään tällä tagilla. Valitse kuvat liitteeksi. Liitteiden järjestyksellä ei ole väliä. Jos haluat kuvan olevan linkki, laita \$\$img\$\$ tagi tekstin paikalle linkkitägissä (eli @@linkki@@\$\$img\$\$@@).

Erikoismerkkejä voi olla useampi sisäkkäin, esim. **\*\*\_\_tekstiä\_\_\*\*** == **tekstiä**

# Laskutus

“**Vastaanottajat**” -kenttään tuodaan “**Tuo vastaanottajat**” -napilla .csv-muotoinen tiedosto. Nappi avaa tiedostoselaimen, mistä voit navigoida vastaanottajat sisältävän .csv-tiedoston luo ja avata se ohjelmaa varten. Vastaanottajat-kenttään tulee tiedostopolku kyseiseen tiedostoon.

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**Vasemmalla** on kentät laskun yhteydessä lähetettävää sähköpostiviestiä varten. Kentät toimivat samoin kuin “Massaposti” -ikkunassa.

“**Aihe**” -kenttään tulee viestin otsikko. Aihetta käytetään myös laskun otsikkona.

“**Viesti**” -kenttään kirjoitetaan sähköpostin viesti. Kenttä käyttää tekstin tyyliin samaa “Markdown” -tyyliä kuin Massapostin “Viesti” -kenttä. *Kenttää ei tarvitse täyttää, mikäli luo pelkästään laskuja.*

“**Liitteet**” kohdan “Selaa...” -napilla voi lisätä viestiin liitteitä. Jos haluat valita useamman liitteen (kuten viestiin sisällytetyt kuvat) pidä CTRL-näppäin pohjassa valitessasi liitteitä. *Liitteet vaikuttavat ainoastaan sähköpostiviestiin.*

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**Oikealla** on kentät laskuja varten.

“**Eräpäivä**” -kenttään tulee laskun eräpäivä. Eräpäivän voi joko itse kirjoittaa muodossa pp.mm.vvvv, tai valita se “Valitse...” -napista aukeavasta kalenterista.

“**Logo**” -kenttään tuodaan laskuun liitettävä logo. “Selaa...” -nappi avaa tiedostoselaimen, missä voi navigoida logon sisältävään kansioon ja avata logotiedosto ohjelmaa varten. Kenttään tulee tiedostopolku kyseiseen logotiedostoon. *Logo ei kuitenkaan ole pakollinen.*

“**Saate**” -kenttään tulee laskuun tulostettava saateviesti.

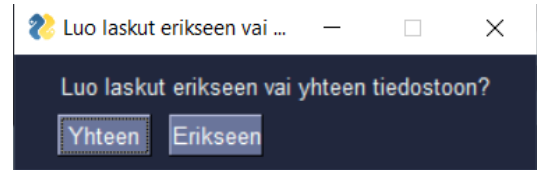


**HUOM!** “Saate” -kenttä tukee ainoastaan **lihavointia** ja **kursivointia** merkeillä **\*\*** ja **| |**. Merkit voivat olla sisäkkäin. Eli alleviivaus, linkit ja kuvat eivät toimi saatteessa.

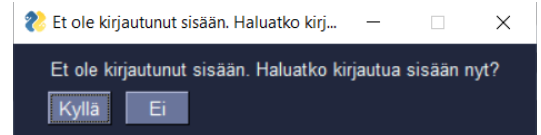
“**Laskujen kohdekansio**” -kenttään valitaan kansio, mihin laskut tallennetaan. “Selaa...” -nappi avaa tiedostoselaimen, missä voi navigoida haluttuun kansioon ja valita se ohjelmaa varten.

**“Älä luo laskuja, jos maksuvuosi on VVVV”** (VVVV korvautuu ohjelmassa nykyisellä vuosiluvulla) Kun tämä kohta on päällä, ohjelma ei luo laskuja niille henkilöille, joiden maksuvuosi vastaa kuluvaan vuoteen. Oletuksena päällä.

**”Luo laskut”** -nappi luo nimensä mukaisesti laskut valittuun kansioon. Tarkoitettu tilanteisiin, missä henkilö, jolle lasku lähetetään, ei ole antanut sähköpostiosoitettaan. Laskut voi valita luotavaksi yhteen tiedostoon (**”Yhtein”**) tai jokainen vastaanottaja omaan tiedostoon (**”Erikseen”**).



**”Lähetä”** -nappi sekä luo, että lähettää laskut. Laskut lähetetään vain niille, joiden sähköpostiosoite on .csv-tiedostossa annettu. Mikäli käyttäjä ei ole kirjautunut, voi käyttäjä kirjautua suoraan palaamatta päävalikkoon.



**HUOM!** Kirjautuminen ei siirry jos käyttäjä palaa päävalikkoon, vaan kirjautuminen on suoritettava uudestaan jos ohjelman käyttöä **”Massaposti”** tai **”Laskutus”** -ikkunoissa jatketaan.

**”Esikatsela”** -napilla voit esikatsella laskua. Sähköpostin esikatselu avautuu selaimen ja laskun esikatselu avautuu siihen ohjelmaa, joka on järjestelmässä asetettu oletukseksi avaamaan PDF-tiedostot (esim. Adobe Acrobat). Voit sulkea esikatselun, kun olet valmis.

**”Peruuta”** -nappi palaa takaisin päävalikkoon tekemättä mitään muuta.



# Tarra-arkki

**”Tuo jäsentiedot”** -napilla tuodaan jäsentiedot sisältävä .csv-muotoinen tiedosto. Nappi avaa tiedostoselaimen, mistä voit navigoida jäsentiedot sisältävän .csv-tiedoston luo ja avata se ohjelmaa varten. Tiedostopolku ilmestyy valinnan jälkeen viereiseen kenttään.

**”Vain ilman sähköpostia”** -valinta määrää, otetaanko jäsenet joilla on sähköpostiosoite huomioon tarrojen luonnissa. Valinnan ollessa päällä vain niiden jäsenten tarrat luodaan, joilla ei ole sähköpostiosoitetta jäsentiedoissa.

**”Paperikoko”** -valikosta valitaan tarra-arkin paperikoko.

Tarrojen koko määritetään valitsemalla arkilla olevien tarrojen määrä leveys- ja korkeussuunnassa. Leveyssuunta tarkoittaa arkin lyhyttä sivua ja korkeus pitkää.

**”Tarraväli”** -liukuvalitsimella voi säätää tarrojen väliä arkilla millimetrin kymmenyksen tarkkuudella välillä 0-10 mm. Asetus vaikuttaa ainoastaan leveyssuunnassa.

**”Kohdekansio”** -kenttään valitaan kansio, jonne tarra-arkki tallennetaan. **”Selaa...”** -nappi avaa tiedostoselaimen, missä voi navigoida haluttuun kansioon ja valita se ohjelmaa varten.

**”Luo”** -nappi luo tarra-arkit. Arkille tulostuu nimi, yhteystieto (jos on), osoite, postinumero ja postitoimipaikka. Mikäli sivuja tulee useampi, luodaan ne samaan tiedostoon.

**”Peruuta”** -nappi palaa takaisin päävalikkoon tekemättä mitään muuta.



# Vikatilanteet

Ohjelma ilmoittaa ponnahdusikkunoin tavallisimmista virheistä. Mikäli näin ei käy, tarkista että ponnahdusikkuna ei ole minkään muun ikkunan takana.

Mikäli ohjelma kaatuu ilman ilmoitusta, virheestä kirjautuu lokitiedostoon virheen tiedot. *Jäsenten tietoja ei koskaan tallenneta lokiin.* Lokitiedosto löytyy sovelluksen tiedostoista kirjoittamalla tiedostoselaimen osoiteriville “%APPDATA%/Haukiposti” (ilman lainausmerkkejä). Lokitiedoston nimi on “haukilog.log”. Lähetä tämä tiedosto kehittäjille kuvaillen viestissä mitä olit tekemässä. Myöskin kellonaika on hyvä ottaa ylös jotta virhe löytyy lokista helpommin.

Mikäli sähköpostiviestien lähetys ei onnistu, kokeile myöhemmin uudelleen. Jos lähetys ei siltikään onnistu, kokeile poistaa kirjautuminen poistamalla sovelluksen kansiota “token.pickle”-tiedosto ja kirjautumalla uudelleen.

# ***Kolmansien osapuolten lisenssit***

Python 3.8.1, PSF License  
<https://docs.python.org/3/license.html>

PySimpleGUI, GNU Lesser General Public License (LGPL 3)  
<https://www.gnu.org/licenses/lgpl-3.0.en.html>

ReportLab PDF-library: BSD license  
<https://www.reportlab.com/documentation/faq/#1.3>

Pillow, PIL: PIL Software License  
<http://www.pythonware.com/products/pil/license.htm>

PubCode: MIT License  
<https://opensource.org/licenses/MIT>

Google API Client, google-auth-httpplib2, google-auth-oauthlib  
Apache Software License (Apache 2.0),  
<http://apache.org/licenses/LICENSE-2.0.html>

Sovelluksessa ja käyttöohjeessä käytetyt kuvakkeet  
<https://icons8.com>

# Haukipostin lisenssi

Haukiposti ja sen käyttöohje julkaistaan GNU General Public V3.0 lisenssillä.

Lyhyesti se tarkoittaa, että sinulla on lupa:

- käyttää ohjelmistoa ja sen johdannaisia kaupallisiin tarkoituksiin
- jakaa ohjelmistoa eteenpäin
- muokata ohjelmistoa
- käyttää ja muokata ohjelmistoa yksityisesti

Seuraavilla ehdoilla:

- muokkausten lähdekoodi pitää olla saatavilla
- lisenssin kopio ja huomautus pitää toimittaa mukana
- julkiset muokkaukset on oltava samalla lisenssillä, tiettyjä poikkeuksia lukuunottamatta.
- muutokset alkuperäiseen lähdekoodiin pitää dokumentoida

Lisenssin ehdot määrittävät myös, että ohjelma toimitetaan ilman takuuta tai minkäänlaista vastuuta mahdollisista vahingoista.

Tarkemmat tiedot löytyvät itse lisenssistä.

Alkuperäinen lähdekoodi löytyy osoitteesta: <https://github.com/Appelsiini1/haukiposti>

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Version 3, 29 June 2007

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