



# **Haukiposti V1.0.2**

## ***Käyttöohje***

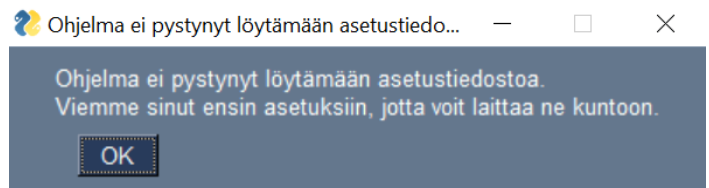
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*Aarne Savolainen*  
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# ***Sisällysluettelo***

Aloitus ja asetukset	.....	3
Päävalikko ja kirjautuminen	.....	4
Massaposti	.....	5
Laskutus	.....	7
Tarra-arkit	.....	9
Vikatilanteet	.....	10
Kolmansien osapuolten lisenssit	.....	11
Haukipostin lisenssi	.....	12

# Aloitukset & asetukset

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



“Poista kirjautumistiedot” -painikkeella voit poistaa tallennetut kirjautumistiedot. Painike poistaa myös mahdollisen nykyisen kirjautumisen.

“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 uudelleenkäynnistystyksen (asetusten tallentamisen jälkeen).



Kirjoita jäsenlajit muodossa (jäsenlaji): (hinta) ja erota jäsenlajit toisistaan rinvaihdolla (Enter)  
Kirjoita yhteisöjäsenet muodossa Yhteisöjäsen.(laji): (hinta)  
*Kirjoita jäsenlajin nimi niin kuin se on rekisterissä!* Sovellus vertaa kenttään annettuja tietoja yksittäisen jäsenen tietoihin. Kirjainkoolla ei kuitenkaan ole väliä.

Esimerkiksi:

Perusjäsen: 10.00

Yhteisöjäsen.kunnat: 50

*Käytä senttierottimena pistettä ja kirjoita hinta ilman euromerkkiä!* Senttejä ei ole pakko kuitenkaan merkitä, ohjelma korvaa olemattomat sentit nolilla.



Jäsentietojen taulukosta (.csv) tarkistetaan otsikkoriviltä (rivi 1) seuraavat kentät: Etunimi, Sukunimi, yhteystieto, sähköpostiosoite, lähiosoite, postinumero, postitoimipaikka, jäsenyyppi, paperikirje, maksuvuosi, kunnat, yhdistykset, yritykset.

Sarakkeiden järjestyksellä tai kirjainten koolla ei ole väliä, mutta otsikoiden muuttaminen rikkoo ohjelman toiminnan.

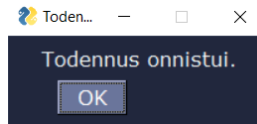
# Päävalikko & kirjautuminen

Päävalikosta löytyy ohjelman päätoiminnallisuudet.

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

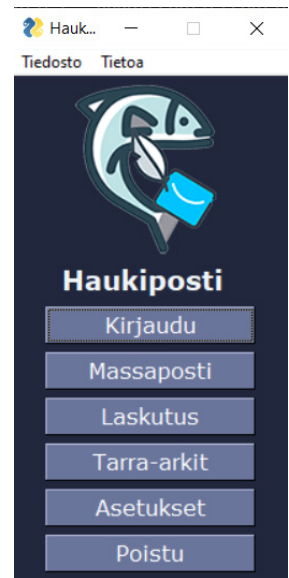
Kun kirjautuminen on suoritettu ja näet sivun yläkulmassa tekstin:  
“The authentication flow has completed. You may close this window.” voit sulkea välilehden ja palata ohjelmaan.

Ohjelma myös ilmoittaa todennuksen onnistumisesta ja “Kirjaudu”-painike poistuu käytöstä kunnes sovellus avataan uudelleen tai kirjautumistiedot poistetaan.

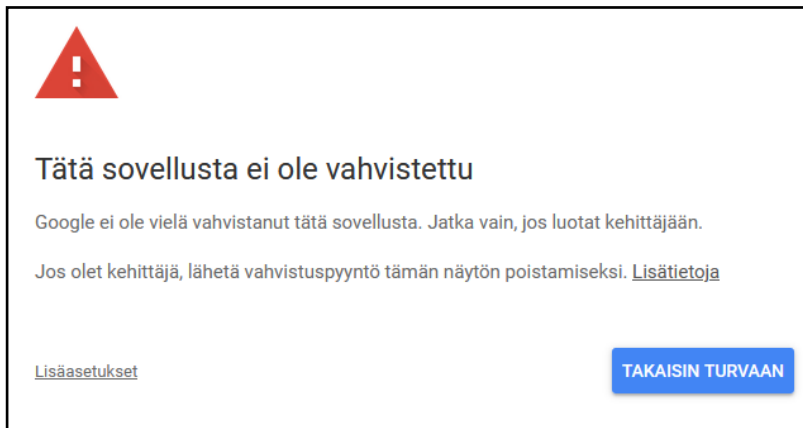


“**Massaposti**”, “**Laskutus**”, “**Tarra-arkit**” ja “**Asetukset**” -painikkeet vievät nimensä mukaisesti valikkoihin.

“**Poistu**” -painike 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” -painikkeella .csv-muotoinen taulukkotiedosto. Painike avaa tiedostoselaimen, mistä voit navigoida vastaanottajat sisältävän .csv-tiedoston luo ja avata se ohjelmaa varten. Vastaanottajat-kenttään tulee tiedostopolku kyseiseen tiedostoon.

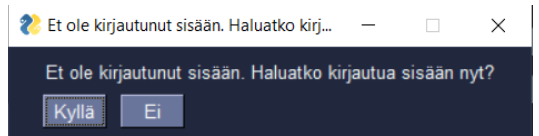
“Aihe” -kenttään tulee viestin otsikko.

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

“Liitteet” kohdan “Selaa...”-painikkeella 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” -painikkeella voit esikatsella viestiä. Esikatselu avautuu selaimeen. Voit sulkea esikatselun kun olet valmis.

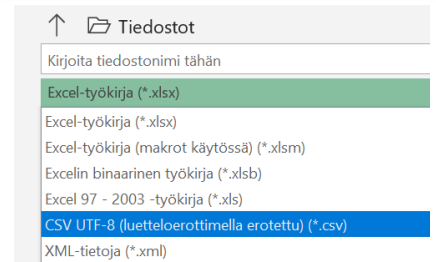
“Lähetä” -painikkeella voit lähettää viestin vastaanottajille. Mikäli käyttäjä ei ole kirjautunut, voi käyttäjä kirjautua suoraan palaamatta päävalikkoon.



**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’-muotoisen taulukkotiedoston, 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.



**HUOM!** Älä käytä tekstikentissä erikoisempia erikoismerkkejä (Esim. Alt + Numpad -yhdistelmät) tai hymiöitä. Tavalliset erikoismerkit kuten !?`\*^/{}[(%&\$#@€ jne. ovat sallittuja.



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>Alleviivattu</u> (kaksi alaviivaa)
@@linkki@@tekstiä@@	== Tekstin seassa oleva linkki. Mikäli haluat linkin näkyvän linkkinä, kopioi linkki myös tekstin paikalle. Varmista että linkin alussa on http tai https kirjainyhdistelmä.
\$\$img\$\$	== Tekstin seassa olevat kuvat määritetään tällä tagilla. Valitse kuvat liitteeksi. Liitteiden järjestyksellä ei ole väliä.
<b>HUOM! Käytä kuvatagia sellaisenaan!</b>	

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

# Laskutus

“**Vastaanottajat**” -kenttään tuodaan “**Tuo vastaanottajat**” -painikkeella .csv-muotoinen taulukkotiedosto. Painike 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...” -painikkeella 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...” -painikkeesta aukeavasta kalenterista.

“**Logo**” -kenttään tuodaan laskuun liitettävä logo. “Selaa...” -painike 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.

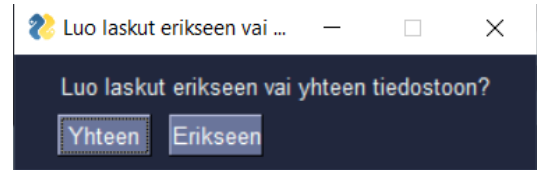


**HUOM!** “Saate” -kenttä tukee ainoastaan **lihavointia** ja **kursivointia** merkeillä **\*\*** ja **| |**. Merkit voivat olla sisäkkäin. Eli alleviivaus, linkit ja kuvat eivät toimi saatteessa.

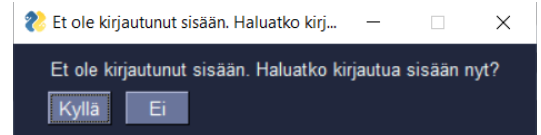
“**Laskujen kohdekansio**” -kenttään valitaan kansio, mihin laskut tallennetaan. “Selaa...” -painike avaa tiedostoselaimen, missä voi navigoida haluttuun kansioon ja valita se ohjelmaa varten.

**“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 kuluva vuotta. Oletuksena päällä.

**”Luo laskut”** -painike luo nimensä mukaisesti laskut valittuun kansioon. Tarkoitettu tilanteisiin, missä henkilö, jolle lasku lähetetään, ei ole antanut sähköpostiosoitettaan, mutta laskujen luonti onnistuu myös muille jäsenille. Laskut voi valita luotavaksi yhteen tiedostoon (**”Yhteen”**) tai jokainen vastaanottaja omaan tiedostoon (**”Erikseen”**).



**”Lähetä”** -painike sekä luo, että lähettää laskut. Laskut lähetetään vain niille, joiden sähköpostiosoite on .csv-taulukkotiedostossa 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”** -painikkeella voit esikatsella laskua. Sähköpostin esikatselu avautuu selaimeen ja laskun esikatselu avautuu siihen ohjelmaa, joka on järjestelmässä asetettu oletukseksi avaamaan PDF-tiedostot (esim. Adobe Acrobat). Voit sulkea esikatselun, kun olet valmis. *Sulje vanha laskun esikatselu ennen uuden avaamista!*

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



**HUOM!** Älä käytä tekstikentissä erikoisempia erikoismerkkejä (Esim. Alt + Numpad -yhdistelmät) tai hymiöitä. Tavalliset erikoismerkit kuten !?`\*^/{}[(%&\$#”@€ jne. ovat sallittuja.



# Tarra-arkki

**”Tuo jäsentiedot”** -painikkeella tuodaan jäsentiedot sisältävä .csv-muotoinen taulukko-tiedosto. Painike 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.

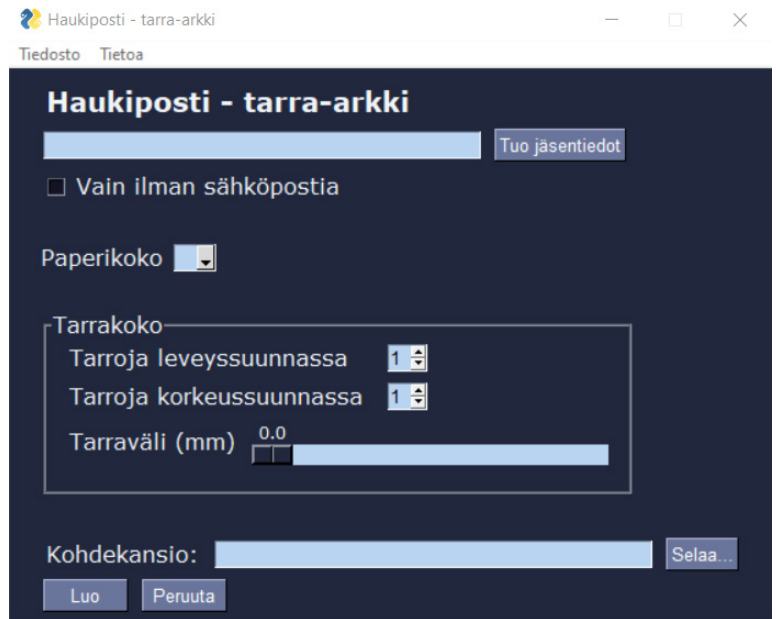
Tarrojen koko määritetään valitsemalla arkilla olevien tarrojen määrä leveys- ja korkeussuunnassa. Leveyssuunta tarkoittaa arkin lyhyttä sivua ja korkeus pitkää.

**”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...”** -painike avaa tiedostoselaimen, missä voi navigoida haluttuun kansioon ja valita se ohjelmaa varten.

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

**”Peruuta”** -painike 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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The "source code" for a work means the preferred form of the work for making modifications to it. "Object code" means any non-source form of a work.

A "Standard Interface" means an interface that either is an official standard defined by a recognized standards body, or, in the case of interfaces specified for a particular programming language, one that is widely used among developers working in that language.

The "System Libraries" of an executable work include anything, other than the work as a whole, that (a) is included in the normal form of packaging a Major Component, but which is not part of that Major Component, and (b) serves only to enable use of the work with that Major Component, or to implement a Standard Interface for which an implementation is available to the public in source code form. A "Major Component", in this context, means a major essential component (kernel, window system, and so on) of the specific operating system (if any) on which the executable work runs, or a compiler used to produce the work, or an object code interpreter used to run it.

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