

User Guide for VenueSender

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1 Overview

VenueSender is a powerful tool designed to automate the sending of emails and templates to venues. It allows you to filter venues based on various criteria, manage emails, create and send booking templates, and much more. This enhanced user guide will provide a more in-depth explanation, including details on venue selection based on filters.

2 Getting Started

2.1 Initial Setup

1. **Configuration Files:** Make sure `venues.csv` for the venue data is available and `config.json` for SMTP settings has the fields set and is available.
2. **Execution:** Run the VenueSender application.

2.2 Initialization Checks

- **Configuration Loading:** The application will attempt to load settings from `config.json`. If successful, a message "Configuration Loaded" will appear.

2.3 Secure Password Entry

- **Password Prompt:** You'll be asked to enter your email password securely. As you type, asterisks (*) will appear in place of the characters for added security.

3 Main Menu

Once the application is initialized, you are presented with the Main Menu, which provides the following options:

1. **Venue Selection:** Allows you to filter and select venues.
2. **Venue Options:** View or clear selected venues.
3. **Email Options:** Create, view, edit, and send emails.
4. **Templates:** Create, view, edit, and send email templates.
5. **Configuration:** View email settings.
6. **Exit:** Exit the application.

4 Venue Selection

In this menu, you can:

1. **Select Venues:** Filter and select venues based on different criteria like country, state, city, capacity, and genre.
2. **Return to Main Menu:** Navigate back to the Main Menu.

4.1 Filters

You can filter venues based on several criteria. This is a step-by-step selection process where you can fine-tune the list of venues. The filters include:

- **Country:** The program will list all countries present in the venue data. You can select one.
- **State:** After choosing a country, you can select a state.
- **City:** Further narrow down by selecting a city.
- **Capacity:** Choose from venue capacity numbers.
- **Genre:** Select the genre appropriate for your event.

Note: Use comma-separated indices for multiple selections or type ALL for all options.

4.2 Final Venue Selection

- **Final List:** The application will display a filtered list of venues for your final selection.

Note: Use comma-separated indices for multiple selections or type ALL for all options.

5 Venue Options

Here you can:

1. **View Selected Venues:** List all venues you have currently selected.
2. **Clear Selected Venues:** Remove all venues from the selected list.
3. **Return to Main Menu:** Navigate back to the Main Menu.

6 Email Options

This menu allows you to:

1. **Create Email:** Construct an email with subject, message, and attachment details.
 2. **View & Edit Emails:** List and edit saved emails.
 3. **Email Custom Address:** Send an email to a custom email address.
 4. **Send Emails:** Confirm and send the emails to selected venues.
 5. **Return to Main Menu:** Navigate back to the Main Menu.
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7 Templates

In the Templates menu, you can:

1. **Create Venue Booking Template:** Create a new booking template for venue booking.
2. **View & Edit Booking Templates:** Review and edit existing booking templates.
3. **Clear Booking Template:** Remove existing booking templates.
4. **Send Booking Templates:** Confirm and send the booking templates to selected venues.
5. **Return to Main Menu:** Navigate back to the Main Menu.

8 Configuration

- This option allows you to view the current email settings like SSL, Peer Verification, Host Verification, and other SMTP configurations.

9 Exiting the Program

- To exit the program, choose the **Exit** option in the Main Menu. You'll be prompted to confirm your choice. Select 'Y' to confirm and 'N' to cancel.

10 Error Handling

- For any issues encountered, the ErrorHandler will display a corresponding error message, helping you troubleshoot effectively.

11 Conclusion

- VenueSender offers a comprehensive and robust way to manage and automate your venue bookings and interactions. With its user-friendly interface and robust back-end, it makes the whole process hassle-free and efficient.

For any errors encountered during usage, the ErrorHandler module will provide appropriate feedback, allowing you to troubleshoot effectively.

Happy Booking!
