

User Guide for VenueSender

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Introduction

Welcome to the VenueSender user guide! This tool facilitates managing and sending emails to a list of venues, ensuring efficient and streamlined communications. This guide provides step-by-step instructions to navigate and utilize the program effectively.

Starting the Program

Execute the VenueSender executable. Upon loading, the program initializes configurations and data. Should any setup issues emerge, descriptive error messages guide you through resolution.

Configuration Files

The program relies on specific configuration files to operate correctly:

- `venues.csv`: Contains venue data. Ensure it is located in the root directory.
- `config.json`: Holds various configurations like SMTP settings and email details. It should also be in the root directory.
- For testing purposes, `mock_venues.csv` and `mock_config.json` should be located in the `src/test/` directory.

Venue Data Format

The `venues.csv` file should be structured with six columns: name, email, genre, state, city, and capacity. Ensure this format is maintained to prevent reading errors.

Main Menu

After initiation, the main menu presents several options:

- Filter by Genre: Select venues based on genre.
- Filter by State: Choose venues from a particular state.
- Filter by City: Filter venues by city.
- Filter by Capacity: Opt for venues based on capacity.
- Clear Selected Venues: Reset your venue selections.
- Clear Booking Template: Clears the current email/template.

- View Selected Venues: Review your chosen venues.
- Show Email Settings: View email configurations.
- View & Edit Email: Inspect and modify the current email draft.
- Venue Booking Template: Dispatch emails based upon a booking template.
- Email Custom Address: Dispatch an email to a custom address.
- Finish & Send Emails: Dispatch emails to the selected venues.
- Exit VenueSender: Shut down the program.

Filtering Venues

VenueSender offers you the flexibility to tailor your audience by filtering venues based on various criteria.

Filter by Genre

VenueSender can identify unique genres from the list of venues. To filter:

- Available Genres: The program displays a list of genres.
- Selection: Input comma-separated indices corresponding to desired genres.

Filter by State

Choose venues from specific states:

- Available States: A list of states is presented.
- Selection: Enter comma-separated indices of your preferred states.

Filter by City

- Available Cities: A list of cities will be displayed.
- Selection: Specify comma-separated indices of cities you're targeting.

Filter by Capacity

For targeting venues based on seating:

- Available Capacities: VenueSender showcases various venue capacities.
- Selection: Indicate comma-separated indices that match the capacities you're interested in.

Reviewing and Resetting Selections

After filtering:

- View Selected Venues: Check the venues you've picked.
 - Clear Selected Venues: Use this to reconsider or correct any mistaken selections.
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Managing Your Email

Constructing the Email

Upon selecting View & Edit Email:

- Subject: Enter the email subject. Remember, it shouldn't exceed a specified character limit. If it does, an error message will prompt you to shorten it.
- Message: Write the email content. Be wary of the character limit. If exceeded, you'll be alerted to condense your message.
- Attachment: Attach files by providing their paths. Ensure the attachment size doesn't surpass the limit (e.g., 24MB). If the file is too large, you'll be notified to pick a smaller file.

Email Password Encryption

For added security, the program encrypts the email password stored in the configuration file. If the password is not encrypted, the program will automatically encrypt it upon initialization.

Email Settings

Access Show Email Settings to review:

- SMTP Server
- SMTP Port
- Sender Email
- SSL Status
- verifyPeer Status
- verifyHost Status
- Verbose Mode

Sending Emails

Finish & Send Emails initiates the process:

- The program checks the sender's email format. If it's incorrect, an error message instructs you to adjust it in your custom.json file.
 - The program then checks if more than 49 venues have been selected, if so it sends using "Bcc", if less than 49 venues are selected then it sends an individual email to each.
 - Connects to the SMTP server and authenticates.
 - Emails are dispatched either individually or if more than 49 venues have been selected it sends via "Bcc:". For each, you'll receive a status update. Should any sending issues arise, you'll be informed (e.g., connection errors, authentication failures).
 - Once all emails are sent, a completion message appears. Press return to continue.
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Custom Address Email Sending

Access Show Email Settings to review:

- The user sets the custom email address to be used.
- The program checks the sender's email format. If it's incorrect, an error message instructs you to adjust it in your custom.json file.
- Connects to the SMTP server and authenticates.
- The email is dispatched and you receive a status update. Should any sending issues arise, you'll be informed (e.g., connection errors, authentication failures).
- Once the email is sent, a completion message appears. Press return to continue.

Exiting the Program

To leave:

- Exit VenueSender: Choose this from the main menu. A confirmation ensures your intent to close the program.

Troubleshooting & Error Handling

VenueSender is engineered to offer informative error messages:

- If a problem arises, read the displayed message. It typically instructs on rectification steps.
- Restarting the program might help.
- For persistent issues, consult the FAQ or contact the support team.

Understanding Error Messages

VenueSender has built-in error handling to assist users in diagnosing problems. Here are some common errors and their solutions:

- **CONFIG_OPEN_ERROR**: The program can't access the configuration file. Ensure the file paths are correct and that the files exist.
- **INVALID_DATA_IN_CSV**: The CSV file's structure is not as expected. Verify that it has the correct columns and format.
- **INVALID_CAPACITY_IN_CSV**: The capacity value in the CSV file is not a valid number. Ensure all capacities are numeric.
- **CONFIG_LOAD_ERROR**: There was an issue loading configurations from the JSON file. Double-check the file's structure and content.

Conclusion

Thanks for choosing VenueSender! We hope this user guide aids in your software navigation. For further assistance or feedback, don't hesitate to reach out. Safe sending!
