

User Guide for VenueSender

Created by Spencer Lievens

August 24, 2023

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.
-

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

Booking Template Creation

VenueSender provides a unique feature that allows users to craft a templated email that can be sent to multiple venues. The template is constructed based on specific details provided by the user and then tailored to each selected venue.

1. Upon initiating the template creation, the program prompts the user for various details like genre, band name, hometown, similar artists, date, music and video links, press quote, user's name, and social links.
 2. The program then dynamically generates the email template using the provided details and formats it for each selected venue.
 3. Once the template is constructed, the user can review it, modify it, save it to go back and add more venues, or send it straightaway.
-

Sample Email Template

Here's a glimpse of how the constructed template might look:

```
1      --- Booking Inquiry for [Venue Name] ---
2
3      Hi!,
4
5      I am booking a tour for my [Genre] band, [Band Name], from
6
7      [Hometown]. The music is in a similar vein as [Similar Artists].
8
9      We're planning to be in the [City] area on [Date] and are
10
11     wondering if you might be interested in booking us at [Venue Name].
12
13     Here are some resources to familiarize you with our work:
14
15     - Music: [Music Link]
16     - Live Performance: [Live Performance Video Link]
17     - Music Video: [Music Video Link]
18
19     What people are saying about us:
20     "[Press Quote]"
21
22     Please let me know if you have any questions or need additional information.
23
24     We appreciate your time and consideration!
25
26     Best wishes,
27     [Your Name]
28
29     -- Social Links --
30     [Social Links]
31
```

Note: The values enclosed in square brackets (e.g., [Genre], [Band Name]) are placeholders and will be replaced with the actual details provided by the user.

Post-Creation Steps

After creating the template:

- The user has the option to modify or send the template.
- If choosing to send, the program dispatches the email to each of the selected venues individually. The status for each email will be displayed.
- If the user decides not to send the template right away, it is saved and can be sent later.

Sending Emails

Finish & Send Emails initiates the process:

- Before dispatching the emails, ensure that venues are selected. The program will remind you to do so if you haven't.
- 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. 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.

Custom Address Email Sending

For emails addressed to a custom recipient:

- 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.

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!

Understanding Error Messages

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

- **INVALID_INPUT_ERROR**: Invalid input. Skipping.
- **INVALID_MENU_INPUT_ERROR**: Invalid input, please enter a number. Press return to retry.
- **INPUT_LENGTH_ERROR**: Input too long. Please try again.
- **INVALID_CHOICE_ERROR**: Invalid choice. Press return.
- **INVALID_INDEX_ERROR**: Invalid index for the given context.
- **INVALID_INDEX_FORMAT_ERROR**: Invalid index format. Skipping.
- **NO_VENUES_SELECTED_ERROR**: No venues selected yet.
- **VENUE_ALREADY_SELECTED_ERROR**: Venue already selected. Skipping.
- **EMAIL_AND_SUBJECT_BLANK_ERROR**: Subject and Message are required. Please set them.
- **EMAIL_AND_SUBJECT_WRITE_ATTEMPTS_ERROR**: Too many unsuccessful attempts.
- **NO_VENUES_SELECTED_FOR_EMAIL_ERROR**: No venues selected. Please add venues before sending emails.
- **EMAIL_ERROR**: An error occurred while processing the email.
- **SUBJECT_LENGTH_ERROR**: Subject cannot be longer than 50 characters in length.
- **EMAIL_MESSAGE_LENGTH_ERROR**: Message cannot be longer than 2000 characters in length.
- **EMAIL_BLANK_ERROR**: Message cannot be blank.
- **SUBJECT_MESSAGE_ERROR**: An error occurred while entering subject and message.
- **EMAIL_WRITING_ATTEMPTS_ERROR**: Too many unsuccessful attempts. Returning to main menu.
- **TEMPLATE_PENDING_ERROR**: Template pending, go back to add more venues, send the template, or clear the template.
- **ATTACHMENT_PATH_ERROR**: File does not exist at the specified path.
- **ATTACHMENT_SIZE_ERROR**: File exceeds the 24MB limit.
- **SENDER_EMAIL_FORMAT_ERROR**: The sender email format is not valid.
- **FILESYSTEM_ERROR**: A filesystem error occurred.
- **CONFIG_OPEN_ERROR**: Failed to open the configuration file.
- **CONFIG_LOAD_ERROR**: Failed to load configuration settings.
- **CONFIG_OPEN_TO_WRITE_ERROR**: Failed to open the configuration file for writing.
- **INVALID_CAPACITY_IN_CSV**: Invalid capacity value in the CSV file.
- **INVALID_DATA_IN_CSV**: Incorrect data structure in the CSV file.
- **LIBSODIUM_INIT_ERROR**: Failed to initialize libsodium.
- **ENCRYPTION_ERROR**: Failed to encrypt email password.
- **DECRYPTION_ERROR**: Failed to decrypt passwords.

-
- **EMAIL_PASSWORD_ENCRYPTION_ERROR**: Failed to encrypt email password.
 - **EMAIL_PASSWORD_DECRYPTION_ERROR**: Email password decryption failed.
 - **EMAIL_PASSWORD_ENCRYPTION_FORMAT_ERROR**: Invalid encrypted password format.
 - **LIBCURL_ERROR**: Failed to initialize libcurl.
 - **SMTP_CONNECTION_ERROR**: Connection to SMTP server failed.
 - **SMTP_AUTH_ERROR**: Authentication with SMTP server failed.
 - **UNKNOWN_ERROR**: An unknown error occurred.
-