App created in POWER-KI that allows you to manage the sending of communications to a series of people, even associated in organizations, keeping track of them and generating the labels to be glued on the envelopes.

1.0.0

postMng mailing manager

POWER-KI

APP

DESCRIPTION		
PROJECT PROJECT NAME		CODE XXXXXXXXXX
COVER TITLE POSTMNG MAILING MANAGER		
FIRST TITLE POWER-KI		PAGES 16
SECOND TITLE APP		PRINT DATE
FILE MAN-POSTMNG-EN		SAVED DATE

MANAGED		
ORGANIZATION XPLAB	ENTITY DTC	MANAGE MXXX.XX

STATUS		
DRAFT	REPLACE	//
	REPLACED	//

DISTRIBUTION	AVAILABILITY CONFIDENTIAL

IDENTIFICATION							
SUBJECT	OBJ	CAT	T	TYP	ID	SEQ	VER	LANG
PXXX.XX	D	XXX	#	XX	XXXXXXXX	XX	1.0.0	EN

STORAGE						
SUBJECT	OBJ	CAT	T	TYP	ID	SEQ
PXXX.XX	B	XXX	#	XX	XXXXXXXX	XX

REVISION							
	MAJOR REVISION HISTORY	CREATED/REVISED			APROVED		
#	NOTE	DATE	BY	NAME	DATE	BY	NAME
0		07/10/21	DTC				

Summary

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Document Information

Summary

Purpose

Validity

Relation

POWER-KI programming manuals.

References

[1]   POWER-KI A PROGRAMMING LANGUIAGE
Preludio
Cesare A. Perani
2012 - XPLAB

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Document Change

Terms and Definition

Glossary entry	Entry definition
PWK	POWER-KI

Conventions and Symbol

| Text	Description	Example
Courier new	Code or code symbol	U8 s=10;

1 Introduction

The postMng application is made in POWER-KI and allows you to define a personal data of organizations and people to send shipments to.

In this sense, it allows you to create recurring sending groups, generate shipping labels, as well as track the dates of mailings.

1.1 Client server structure

postMng is based on POWER-KI's Native Cloud structure: starting the program, the central server is actually activated, to which a variable number of users can connect.
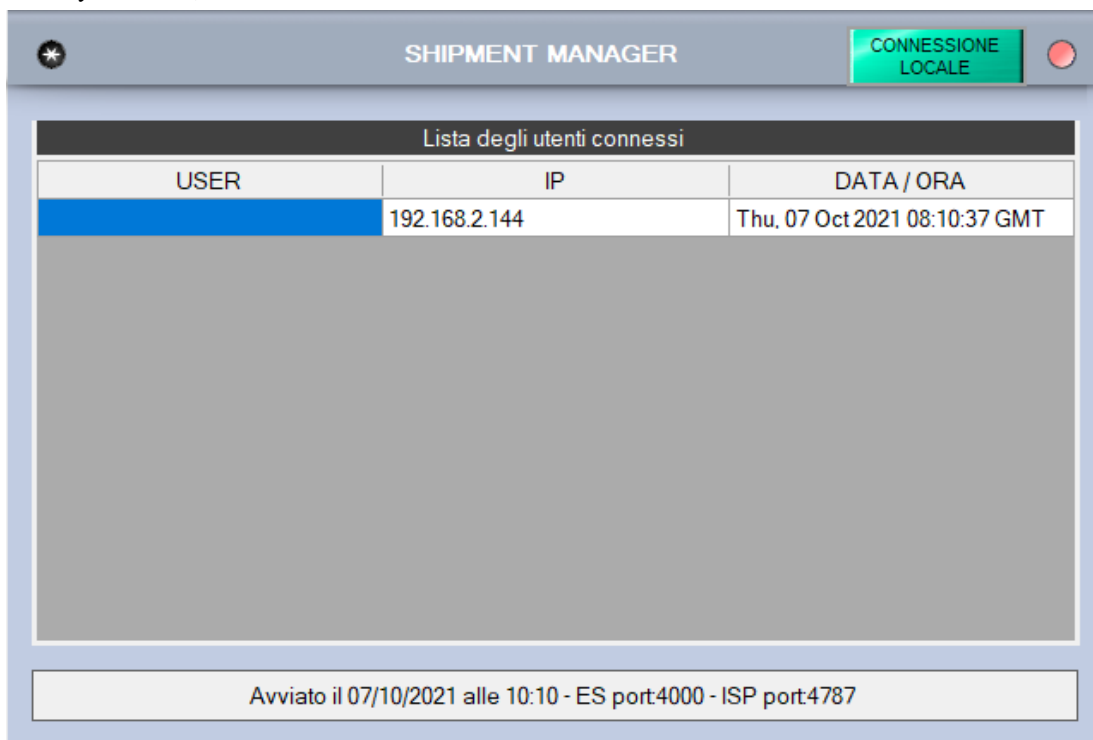
To open a connection / interface from the PC running the software, simply press the "LOCAL CONNECTION" button, which activates an interface.

Otherwise, to connect from another PC (also from the server itself), you must follow this procedure.

1.2 Connecting from another PC

To connect from another PC, you just need to have installed one of the POWER-KI packages (GUI, EXECUTOR or DEVELOPER).

At this point, from the remote PC, access a DOS shell (which can be called up by pressing the shortcut that is activated by simultaneously pressing the Win + R buttons and typing the command "cmd" in the small page that will open), type the command :

```
"\Program Files (x86)\XPLAB\POWER-KI\PWK-GUI-X01.exe" 0 <IP server> 4080
```

where <IP server> (<> included) must be replaced by the IP address of the PC running the Warehouse application to which you want to connect.

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Actually the full calling options are:

• port to be opened on the PC from which you want to connect: by indicating 0, the system is asked to automatically find the first free port

• remote server address

• remote port on which the server is listening to establish connections (magMang uses 4080)

• type of connection with:

◦ ACV (active), default value if nothing is specified, type of connection valid if the server and the PC from which you want to connect are in the same local network.

◦ PSV (pass-through), to be used if the PCs are on different networks, and must pass through the Internet or gateway

At the first access from a new PC, it is possible that the operating system asks permission to open ports for communication, if so, confirm.

Alternatively, you can create a launch icon, so you don't have to type the aforementioned command line every time. To do this, enter the "Program Files (x86)" \ XPLAB \ POWER-KI folder from a file manager (which can be Explorer, quickly accessible using the shortcut that is activated by pressing Win + E at the same time). Inside it are the POWER-KI installation files. Press the right mouse button on PWK-GUI-X01.exe and choose "Create shortcut", command that generates a shortcut to the program. Right click on the newly created shortcut and choose properties. In doing so, the system opens a page, with at least 6 tabs, of which we are interested in "Connection". In it, under Destination, which is an editable field, we find the command that we proposed above, without the final options. Edit the field, preserving the content already present, but adding at the bottom:

```
0 <IP server> 4080
```

It is recommended to space "PWK-GUI-X01.exe" from the first 0 with at least one space. The options to be entered are the same as described above.

These connection procedures also apply from the same PC on which the server is running.

2   User interface

The first page presented to the user is a spartan user menu.

From it you can access the 4 sections of the program:

•   management of organizations

•   people management

•   sending groups

•   management of mailings

3   Organization managing

By organizations we mean any type of grouping of people, from the company, to the non-profit organization, to the school, etc. Here is the form for managing them:

On the left we find the list of organizations already defined in the system and the commands to create a new one or to edit the one selected in the list.

By selecting a row, the organization data are shown on the right.

Below the list there are filters that allow you to reduce the elements in the list, if there are too many records. To use the filters, set the criteria and choose "LIST UPDATE".

The data of the organizations, on the other hand, foresee:

- an ID, unique in the system, for the organization
- the category to which it belongs, freely definable and optional. The system proposes, in the drop-down menu, the terms already used for the categories that have been associated with the organizations present in the system
- an optional description
- tags, optional, whose text is free
- a series of addresses, each with a description (the first is considered the primary)
- a series of telephone numbers, each with a description (the first is considered the primary)
- a series of emails, each with description (the first is considered the main)
- the list of people associated with the organization with their role, telephone number and email

By doing "NEW" or "EDIT", the left part of the interface freezes, while the right part is activated with a whole series of buttons to edit, sort, delete the various secondary data:

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To add or change an address, the following support window is called up:

All address data must be specified here, even if some are optional (such as description and note). If something necessary is missing, the system reports it when saving.

Note that the "NOTES FOR COURIER" field is also present, a text which, if defined, is shown on the shipping label, together with the person's telephone number.

For the management of telephone numbers, there is a similar page:
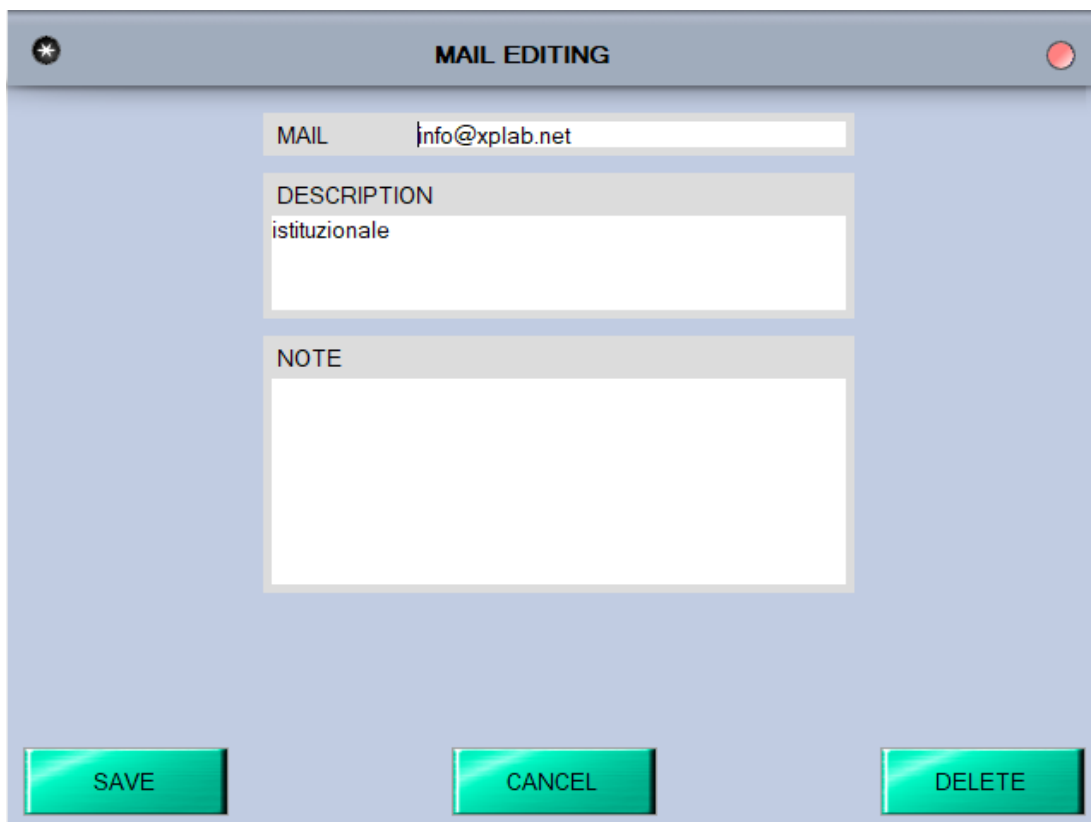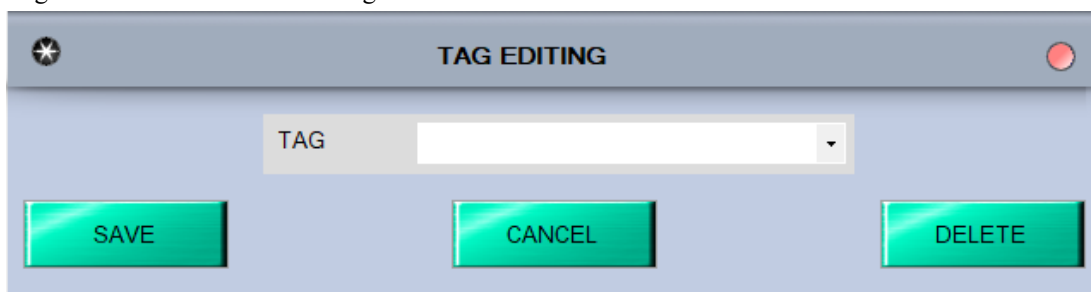
for which the same rules apply as for the previous one.

Finally for emails:

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Tags also have a screen for adding new ones:

in the field you can specify the tag you want to insert. The drop-down menu allows you to tap into terms that have already been used for other organizations. An organization cannot have 2 identical tags (the system monitors this and other potential errors).

At this point, the discussion boils down to inserting, modifying or deleting elements.

To add a person to an organization, you need to go to the people management screen (next chapter) and associate them there.

4 People managing

The structure of this page incorporates the concepts encountered in page related to organizations. The sub-pages for managing addresses, phone numbers, emails and tags are also the same.

The differences are in the data that characterize a person:

- first name
- last name
- title (optional with the system that proposes those already in use)
- nickname
- description
- addresses
- phone numbers
- emails
- tags
- participation in / relationships with organizations
- privacy agreement

We only describe the different parties with respect to the organizations.

A person must have a unique first-last name in the system, in order not to create ambiguity. In the case of homonymy it is required to differentiate people by using a nickname.

In the list of equity investments we find:

- the name of the organization
- the role of the person in the organization
- the primary telephone number of the person in relation to the organization (see the screenshot below for the definition) or the primary telephone number of the organization, if the previous one is missing
- the primary email of the person relating to the organization (see the screenshot below for the definition) or the primary email of the organization, if the previous one is missing

At the bottom there is a box to check if you want the mailings relating to the person to be made to the address of the first organization on the list (in the case the label shows the name of the person and of the organization to which he / she is delivered).

The page to add / edit the connection with an organization is as follows:

In this:
- the organization ID is chosen from the drop-down menu
- you specify a role (optional) with the drop-down menu that proposes the terms already in use
- you can add one or more telephone numbers of the person related to the organization
- you can add one or more emails of the person related to the organization

Regarding the privacy panel: to keep a person's data in your system, it may be necessary to sign a document in which this person approves the management of their personal data within the organization. For this purpose, this section allows you to upload the agreement document to the server, to access it again or to delete it. You can write a note, in the field on the right, to remember the term of validity of the document (if required by regulations).

5   Sending group managing

They are simply groupings of people to speed up the sending of communications: it could be the group of maintainers of all the companies in the system, the group of former high school friends, the managers of the organizations, or whatever you want.

The structure of the page is identical to the previous one.

The data of a sending group includes a unique ID, an optional description, as well as adding people to the group.

There are 2 lists in the data:

- on the left the people included in the group
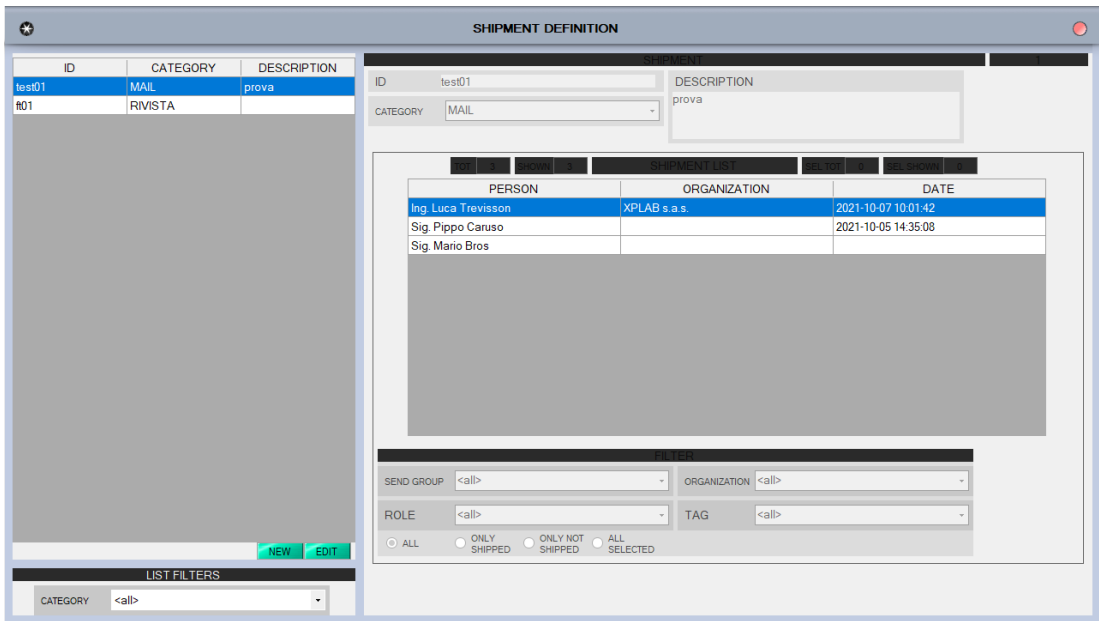- on the right, people not included in the group

The central keys, quite intuitive (hopefully) allow you to move people from one list to another.

The filters below the lists, allow you to reduce the rows, in case you have many people to manage:

- You can only see people related to an organization
- You can only see people with a specific role in any organization
- You can only see people who have a tag associated with them

Note: by specifying an organization and a role, it is possible that a person on the list belongs to the specified organization, but has the role indicated in another.

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6 Sending managing

The page has the now classic scheme of all the software.

It is possible to define a mailing, which can be the mail of a mailing list, the new number of a publication or other. The ID associated with the submission must be unique.

In the lower part it is possible to select people, among those present in the system, also using filters. Note that by checking a person, they remain selected even if changing the filters their name does not buy in the list anymore. For this, above the list on the right, the number of people selected in total and those on the list is indicated. However, there is a button to reset them all.

Note that among the filters the sending group to which it belongs is indicated, if desired, which is also saved together with the shipment data.

Once you have selected one or more people you can choose to:

- generate a document with shipping labels (which is automatically opened) (an example of a label will follow)

Address
Ing. Luca Trevisson
at: XPLAB s.a.s.
viale Sant`Eufemia, 39
Brescia (BS) - 25135
Italia
Note for the courier
TEL: (+39) 030 2350035
NOTE: girare dietro la palazzina passando da destra

- register mailings to people

If consignments are registered, the persons concerned have the date of dispatch in the row in the list. You can resend / update a person's ship date, if for example you make an errata corridge.