


Michael F. Wilcox

From: "Michael F. Wilcox" <mfw@mfw.us>
Sent: Wednesday, January 19, 2005 5:44 PM
Attach: transparent.png; masthead.png; collapse.gif; shaderup.gif
Subject: Instructions for PHPList

You can login to the admin page using your name and password at <http://qwafafew.org/phplist/lists/admin/>

The first page you will see looks something like this:


	<i>powered by:</i> [PHP] + [mySQL]
<p>PHPList - main admin page</p> <p>good afternoon you</p>	<p>PHPList logout main page help about</p>
<p>System Functions</p> <p>dbcheck admin <input type="checkbox"/> System Functions</p>	<p>logout</p> <p>lists send a message manage users subscribe pages messages</p>
<p>Configuration functions</p> <p>page <input type="checkbox"/> Configuration functions</p>	<p>Configure Subscribe pages close <input type="checkbox"/></p>
<p>List and user functions</p> <p>list <input type="checkbox"/> List and user functions</p>	<p>List the current lists close <input type="checkbox"/></p>
<p>Message functions</p> <p>send messages <input type="checkbox"/> Message functions</p>	<p>Send a message List all Messages close <input type="checkbox"/></p>
<p>© tincan limited PHPList powered by PHPList - version 2.8.11</p>	

You can pretty much ignore most of these functions. The ones you will use are

- "send a message" to send emails to your list
- "lists" if you want to add or delete members directly

- "messages" allows you to view past messages in case you want to copy from them -- NB if you "requeue" or "edit" and "resend" an old message, it will go only to members who have joined the list since the message has been sent. If you want to send a second copy of a message to the entire list, you must create an entirely new message on the "send a message" page

Here is (sort of) what you will see when you go to that page:

	<p>powered by: [PHP] + [mySQL]</p> <p>PHPlist</p>
<p>PHPlist - send a message</p> <p>good afternoon you</p>	
	<p>logout main page help about</p>
<hr/>	
<p>? Subject: <input type="text"/></p> <p>? From line: <input type="text" value="QWAFEFW Lists list.manager@qwafafew"/></p> <p>? Embargoed until: <input type="text" value="14"/> <input type="text" value="January"/> <input type="text" value="2005"/> <input type="text" value="13"/> <input type="text" value="00"/></p> <p>? Format: Auto detect <input checked="" type="radio"/> HTML <input type="radio"/> Text <input type="radio"/></p> <p>? Send as: HTML <input type="radio"/> text <input type="radio"/> text and HTML <input checked="" type="radio"/></p> <p>? Use template: <input type="text" value="Normal"/></p> <p>? Message.</p>	<p>logout</p> <hr/> <p>lists send a message manage users subscribe pages messages</p>
<p style="text-align: right;">expand</p>	
<p>Message Footer. Use [UNSUBSCRIBE] to insert the personal unsubscribe URL for each user. Use [PREFERENCES] to insert the personal URL for a user to update their details.</p>	
<div style="border: 1px solid #ccc; height: 80px;"></div>	
<p>? Add Attachments to your message</p>	
<p>The upload has the following limits set by the server: Maximum size of a total data sent to server: 8M Maximum size of each individual file: 2M</p>	
<p>New Attachment <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add (and save)"/></p>	
<p>Description of attachment:</p>	
<div style="border: 1px solid #ccc; height: 75px;"></div>	
<hr/> <p><input type="button" value="Send Test Message"/> to email address <input type="text" value="DC@QWAFEFW.org"/></p>	

(es): (comma separate addresses - all must be users)

There are currently no attributes available to use for sending a message. The message will go to any user on the lists selected

Save message as draft

Please select the lists you want to send it to:

- All Lists
- Chapter (**List is Active**)

Send Message to the Selected Mailinglists

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Here are some comments about filling in this form:

- Subject: you can put anything you like here, but you must have something or you get an error message: it would be good to identify your chapter by starting with "Boston QWAFAFEW Meeting..." or something like that.
- From line: please note that the default value here is "QWAFAFEW Lists list.manager@qwafafew.org" -- if you leave that as is, all "reply"s to your message will go to HQ and be ignored. Please change the first part of the email address to your chapter name, or supply any other RSVP address you would like to use. It can be any email address (but of course should be a valid one if you don't want to annoy people who will be responding to your message). You can use any words you like in front of the email address and that will show up in the "from" line of most email clients. For example, you could put, "Boston QWAFAFEW Meeting Announcement boston@qwafafew.org"
- Embargoed until: you can use this to schedule a message for future delivery. For example, if you want to send out a meeting reminder the day before a meeting, you can compose it well in advance and schedule it here so that you don't need to remember to do it (or you may be traveling that day).
- Format: you should probably just leave this at the default, which is "auto detect" so that the email system will look at each member to see what is their preferred email format (as expressed when they signed up for the list).
- Send as: again, you should probably leave this set to "text and HTML" and that way each recipient's email client will be able to format the message according to their preferences.
- Use template: if you leave this set to "Normal" you will get the blue banner with the QWAFAFEW logo at the top. If you choose the other option, there will be no decorations, including the unsubscribe link, which means that the email might technically be spam. If you would like to have your own custom-designed template, send a request to template.request@qwafafew.org and we'll see what we can do.
- Message: notice that there are lots of formatting options here: you can play with them, and let us know if you have any questions about them. For the most part you should be able to paste messages composed elsewhere into this box, but be aware that Word documents may not have their formatting preserved.
- Message footer: there is an automatic footer added to each message (as long as you don't alter the template setting) which contains the info shown here. If you want to add your own footer (not sure why you would), it would show up where it says "add your own footer here"

To unsubscribe from this list visit [this link](#)

To update your preferences visit [this link](#)

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add you own footer here

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ATTACHMENTS CAN BE ADDED

IT IS RECOMMENDED THAT YOU SEND A TEST MESSAGE, AT LEAST THE FIRST FEW TIMES YOU USE THIS PAGE. YOU CAN SEND IT TO ANY ADDRESS THAT IS ON YOUR LIST. THIS ACTION AUTOMATICALLY SAVES THE MESSAGE AS A DRAFT (OR YOU CAN DO THAT YOURSELF BY USING THE NEXT BUTTON) IN CASE YOU WANT TO COME BACK TO IT LATER. TO ACCESS THE MESSAGE LATER, GO TO THE "MESSAGES" LINK IN THE UPPER RIGHT CORNER AND CLICK "DRAFT"

WHEN YOU ARE SATISFIED AND READY TO SEND YOUR MESSAGE, CHECK OFF THE NAME OF YOUR LIST AND HIT THE "SEND MESSAGE..." BUTTON AT THE BOTTOM OF THE PAGE (NOTE THAT IF YOU CHECK "ALL LISTS" IT WILL GO ONLY TO YOUR LIST, WHICH IS "ALL" THAT YOU HAVE ACCESS TO).