

GossamerList

Gossamer List 1.1.0

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1 Overview

What is Gossamer List?

A versatile and powerful Mailing List Manager, Gossamer List is the newest addition to the Gossamer Threads Suite. Gossamer List gives you everything you need to create and manage mailing lists of your own, plus it also allows users to register for their own accounts within your Gossamer List installation which allows them to create and manage their own lists plus send out their own mailings if you so desire.

- **Automatically Generated Subscription Forms:** Gossamer List can automatically [generate HTML](#) that adds forms to webpages which allows users to sign up for the mailing lists you create.
- **Easy Import:** Lists can easily be [imported](#) from a delimited text file.
- **Mailing Report System:** [Review all mailings](#) sent by you and your users, or only mailings from a certain period of time or sent by a certain user.
- **Customizable Mailing Queue:** Prepare messages to be sent to lists, then choose to send all mailings at once, or stagger mailings in specific groups to spread out the server load.
- **Robust User Management:** Review and manage not only your users' accounts, but also their messages and mailing lists.
- **Multi-part Emails:** Choose to send your lists' messages in text or HTML format. If you select HTML
- **Easy Installation:** Installation of Gossamer List can be performed from your browser. All you need to do is upload two files and run our web-based [installer](#).
- **Completely Web Based:** Since it uses no configuration files, Gossamer List can be managed entirely from your admin panel.
- **Template Editor:** Gossamer List includes a powerful [template editor](#) that allows you to customize all aspects of your program. You can also edit the language files and create template [globals](#) from the admin panel.
- **SQL Backend:** Gossamer List can be powered by most major database servers, such as Oracle, Microsoft SQL Server, MySQL or PostgreSQL.
- **Modular Design:** Gossamer List is extremely modular. It features a robust [plugin system](#) allowing new and specialized features to the program without affecting the core program, making upgrades a snap.
- **Language Independent:** English is not used within the Gossamer List code, allowing you to translate your program's message into any language using the [language templates](#).

Key Terms

It is important to have a brief understanding of how the following terms will be used in Gossamer List and this manual.

Messages

A message (as the term is used in Gossamer List) is an email message that you can create, modify and save. These messages are then sent to specific lists.

Lists

A list is a collection of email addresses that have been submitted by people wishing to receive mailings from you, or that you have added manually to Gossamer List. Gossamer List can [automatically generate HTML](#) that will create a menu allowing people to add their email addresses to specific lists.

Users

Users are people who have limited access to Gossamer List. They are able to create and manage only their own messages and lists, and do not have access to the rest of Gossamer List's options. Users (as the term is used in Gossamer List) are not people who have submitted their email addresses to lists. User accounts are managed from the "[Account](#)" section of your Gossamer List admin panel.

Subscribers

Subscribers are the people who subscribe to a list by submitting their email addresses. You can choose whether or not subscribers need to be validated before successfully subscribing to lists. Subscribers can also be added manually or [imported](#).

Templates

Templates are files that transform data into the HTML pages that you and your users see while using Gossamer List. Customizing templates allows you to customize the appearance of Gossamer List and how your users will interact with it. Gossamer List uses multiple template sets, allowing you to develop and maintain several entirely different Gossamer List interfaces. For more information on templates, see the "[Templates](#)" chapter of this manual.

How to use this manual

This manual is designed to be not only a quick-reference resource for specific topics and problems, but also a step-by-step guide to familiarizing yourself with Gossamer List and getting the most out of the program. If you encounter any problem with the program that is not discussed in this manual, check out the [Gossamer Threads support forums](#) (URL also located in the "Resource Appendix").



This icon will be occasionally displayed in the manual to specify certain features or actions that should only be used by administrators who have a fair amount of experience with Gossamer List or similar software and feel confident using them.



This icon will be occasionally displayed in the manual to draw your attention to aspects of Gossamer List that must be configured carefully in order to guarantee the integrity of your database, or features or actions that could be damaging if improperly executed.

Installing Gossamer List

- If you are planning on FTPing Gossamer List to your server, unarchive the Gossamer List file to a temporary location.
- FTP the install.cgi file in ASCII to your cgi-bin directory on your webserver. If you are on a Unix or similar system, set the permissions of this file to 755.
- FTP the install.dat file in BINARY to the same directory.
- Go to the following URL (replacing “yoursite”):

<http://yoursite.com/cgi-bin/install.cgi>

and complete the following menus:



The screenshot shows a web browser window titled "GList 1 Install". The content includes a welcome message, instructions to select between a new install or an upgrade, and a text input field for the path to the existing installation admin area. A "Next >>" button is at the bottom.

GList 1 Install

Welcome to GList 1. This program will unarchive GList 1, and set all the file permissions and path to perl properly.

Please select if this is a new install or an upgrade to an exiting version.

New Install ☒

Upgrade Existing Installation ☐

Path to Existing Installation admin area:

Next >>

Figure 1: The first Gossamer List install menu.

- Choose whether to perform a new installation or upgrade an existing one. If you are upgrading Gossamer List, enter the path to the admin area of the existing installation in the field provided.

GList 1 Install

Welcome to GList 1. This program will unarchive GList 1, and set all the file permissions and path to perl properly. You need to know the following information before continuing. Sensible defaults have been chosen, but please double check that they are correct.

You have selected to perform a fresh install. Please answer the following questions, you can hit enter to accept the default value shown in brackets.

Please enter the system path (directory on your server) where GList should store its cgi files. No trailing slash please.

CGI Path:

Please enter the URL to the CGI directory you just entered. No trailing slash please.

CGI URL:

Please enter the private path (directory on your server) where GList should store its data, library and config files. No trailing slash please.

Private Path:

Please enter the system path (directory on your server) where GList should store its image files. No trailing slash please.

Images Path:

Please enter the URL to image directory. No trailing slash please.

Images URL:

Please enter your GList registration number. If you don't have it handy, you can enter it in later from the Setup->Misc options.

Registration Number:

Please enter the path to perl. The default should be ok if you are not sure.

Path to Perl:

Please enter either the path to sendmail, or the SMTP server to use when sending email.

SMTP/Sendmail:

Next >>

Figure 2: The second Gossamer List install menu.

➤ The second installation menu allows you to configure the paths and URLs to various directories Gossamer List will use.

➤ All of these fields will be filled out automatically and will probably not need to be altered. These paths and URLs can be changed later from your admin panel in the “[Paths and URLs](#)” and “[Misc Options](#)” sections of the [Setup](#) menu.

➤ You will need to enter the registration number sent to you in the email sent by Gossamer Threads confirming your registration of Gossamer List.

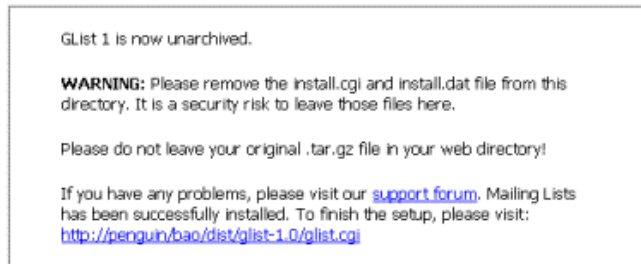


Figure 3: The third Gossamer List install menu.

- Gossamer List will be unarchived, and a link opening the program and allowing you to complete the setup will be provided.



Figure 4: The fourth Gossamer List install menu.

- The fourth installation menu informs you of the information that you will need to configure Gossamer List's setup. You will need to know your SQL server type, hostname, database name, username and password.

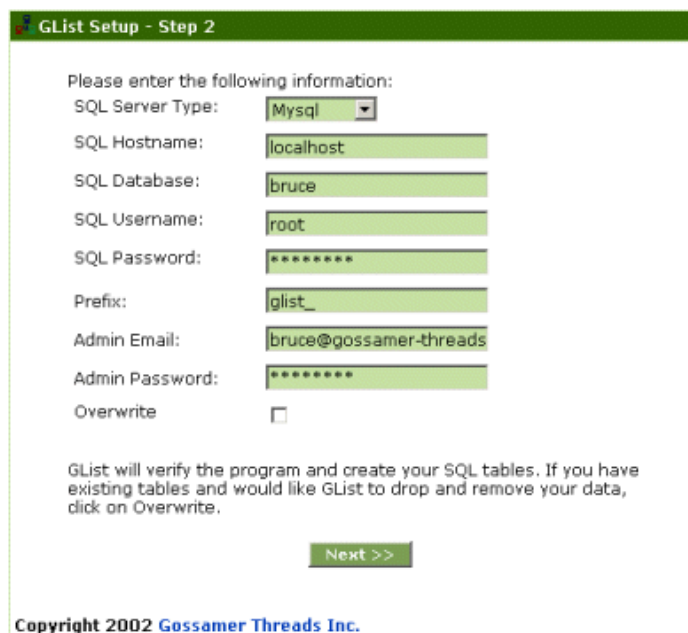


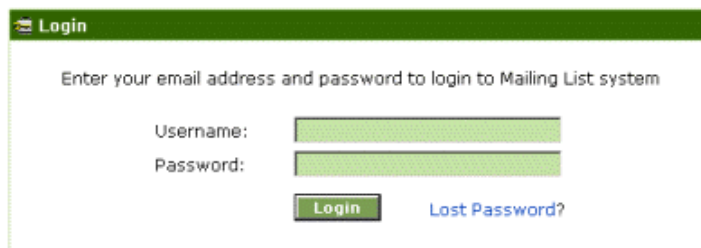
Figure 5: The fifth Gossamer List install menu.

- The fourth installation menu lets you select a SQL server type, hostname, database, username and password.
- You also have the option of choosing to overwrite pre-existing tables while installing.
- These SQL options can be altered later from your admin panel in the “[SQL Server](#)” section of the [Setup](#) menu.



Figure 6: The sixth Gossamer List install screen.

- A page confirming that your setup options have been accepted will now be displayed.



- The Gossamer List login form will now be displayed. Login to your Gossamer List admin panel by entering the email address and password you entered in the setup menu.

Figure 7: The Gossamer List login screen.

3 Messages

The Admin Panel provides you with all of the resources you need to manage and modify your Links SQL database. The Main Menu, located at the top of the Admin Panel, provides access to eight menus (“Messages”, “[Lists](#)”, “[Mailings](#)”, “[Reports](#)”, “[Account](#)”, “[Users](#)”, “[Templates](#)”, “[Plugins](#)” and “[Setup](#)”). Each of these menus will be discussed in detail in this manual. Clicking the question box in the top right corner of the menu will display a window containing context-specific help information.

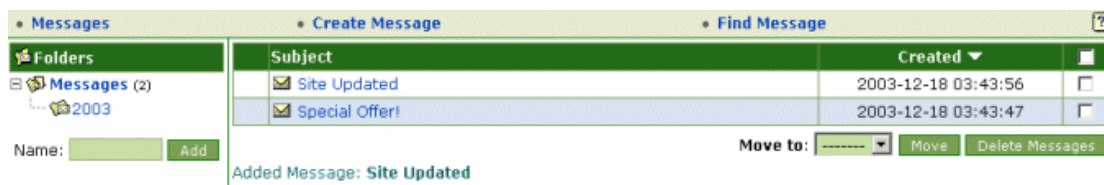


Figure 8: A sample Messages menu.

The Messages menu allows you to create and manage messages that will be sent to your lists, as well as manage the messages that have been created by your users. There are four options within the Messages menu: [Messages](#) (displayed by default when the menu is opened), [Create Message](#) and [Find Message](#). Additionally, the [Folders](#) menu is displayed at the left at all times while the Messages menu is being navigated.

Messages

The Messages menu allows you to manage messages that you have created. A list of all messages is displayed, indicating the message's subject heading, the date the message was created and whether or not the message has any attachments (indicated by the paperclip column to the left of the Subject heading). This list can be sorted by subject or by creation date in ascending or descending order by clicking on the desired heading.

- Messages can be deleted by clicking the checkboxes beside the desired messages (click the checkbox at the top of the menu to select all messages) and clicking the “Delete Messages” button.
- Messages can also be organized into different folders; see the “[Folders](#)” section below for details.
- Clicking on a message's subject allows you to view its details.

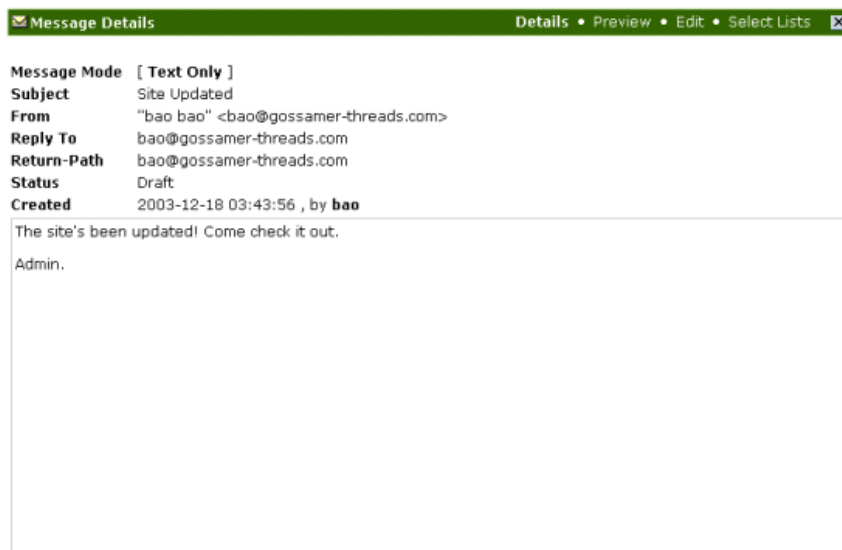


Figure 9: A sample Messages menu.

- From the message details menu, you can [modify the message](#) by clicking “Edit” link, see a “Preview” of the message, or [assign the message to a list](#) by clicking the “Select Lists” link.

Modifying Messages

Clicking the “Edit” link from the message details menu will display a form allowing you to modify all aspects of the message.

here to check it out. Admin.' Below the HTML message area are two checkboxes: 'Track number of users who open this message.' and 'Track click rates.' At the bottom are 'Update Message' and 'Reset' buttons."/>

Figure 10: The modify message form.

- Note that all fields marked by an asterisk must be filled in while modifying messages.
- New attachments can be added by clicking the “Browse” button, selecting a file, then clicking the “Upload” button.
- Existing attachments can be deleted by checking the boxes beside the desired attachments and clicking the Delete Attachments button.
- You can toggle between creating the message in text and HTML. If you select HTML, a text portion of the message will automatically be generated for browsers that do not support HTML. However, you can click the “Enter text manually” button to create an alternate text portion. Additionally, you

can toggle the advanced HTML editor on and off; the advanced HTML editor allows you to compose heavily stylised HTML messages without having to enter excessive amounts of raw HTML, and will display HTML messages as they will be viewed.

- If you compose an HTML message, you can choose to check two options appearing beneath the message body. You can track the number of list subscribers

who open the message. Additionally, if you include a link in the message, you can track the total number of clicks that link receives from all recipients of the message.

Assigning Messages To Lists

After checking the desired message(s), clicking the “Select Lists” link in the modify message form or message details menu will display a menu allowing you to assign the selected message(s) to one or more lists. You have the option of toggling between your own lists and all of the lists of your users by clicking the “Show All Users’ Lists” button.

Selected messages:
- Update

Send message(s) to the following lists:

Show All Users' Lists

| List Name | Subscribers | <input type="checkbox"/> |
|-----------|-------------|--------------------------|
| 1 | 1 | <input type="checkbox"/> |
| GForum | 0 | <input type="checkbox"/> |
| Links SQL | 1 | <input type="checkbox"/> |

Queue Mailing

Cancel

Figure 11: A sample assign messages menu.

- Choose the lists you want the selected message(s) to be sent to by checking the box beside the desired lists, or check the box at the top of the form to select all lists.
- You can view a list of all of the addresses in a list by clicking on the desired list’s number of subscribers.
- Once you’ve selected the desired lists, click the Queue Mailing button. Note that this will not actually send the mailing, but only add it to the “Queued Mailings” folder in the [Mailings](#) menu, from which it can be sent.

Create Message

Clicking the Create Message link displays a form allowing you to define all aspects of a new message.

Figure 12: A sample create message form.

- Note that all fields marked with an asterisk must be filled in to create the message.
- Give the message a subject and the name it will appear as being from when it is delivered.
- By default, the email address you entered while logging in will be displayed in the three email address fields. The “From Name” email address can be changed in the “[SQL Server](#)” section of the [Setup](#) menu, while the “Reply to Email” and “Bounce Email” addresses can be changed from your [Account](#) menu.
- The “From Email” field should contain the email address you want the message to be sent from.
- The “Reply to Email” field should contain the address you want replies to the message to be sent to.
- The “Bounce Email” field should contain the address you want messages that have been bounced to be sent to.
- Attachments can be added by clicking the “Browse” button, selecting a file, then clicking the “Upload” button.

- You can toggle between creating the message in text and HTML. If you select HTML, a text portion of the message will automatically be generated for browsers that do not support HTML. However, you can click the “Enter text manually” button to create an alternate text portion. Additionally, you can toggle the advanced HTML editor on and off; the advanced HTML editor allows you to compose heavily stylised HTML messages without having to enter excessive amounts of raw HTML, and will display HTML messages as they will be viewed.
- If you compose an HTML message, you can choose to check two options appearing beneath the message body. You can track the number of list subscribers who open the message. Additionally, if you include a link in the message, you can track the total number of clicks that link receives from all recipients of the message.
- You can use any of the following tags to automatically insert information specific to individual subscribers or your administrative account:
 - `<%usr_First_Name%>` will automatically insert the value entered in the “First Name” field in the [Account](#) menu.
 - `<%usr_Last_Name%>` will automatically insert the value entered in the “Last Name” field in the [Account](#) menu.
 - `<%usr_Company%>` will automatically insert the value entered in the “Company Name” field in the [Account](#) menu.
 - `<%usr_Email%>` will automatically insert the value entered in the “Email” field in the [Account](#) menu.
 - `<%usr_URL%>` will automatically insert the value entered in the “URL” field in the [Account](#) menu.
 - `<%sub_Email%>` will automatically insert the subscriber’s email address.
 - `<%sub_Name%>` will automatically insert the subscriber’s name.
- Click the “Create Message” button when you are done or click “Reset” to reset the form to its default values.

Find Message

Clicking the Find Message link displays a form allowing you to search for messages (created either by you or your users) using any search criteria.

Find Message [X]

- **Search Info**

Message ID [] [----] [v]

Subject []

From Name []

From Email []

Created From: [] To: [] YYYY-MM-DD

Message TEXT []

Message HTML []

Username [] [Exact Match] [v]
- **Search Options**

Keyword search []

Maximum hits [25] Match Any ☐

Sort by [Created] [v] [----] [v]

[Search] [Reset]

Figure 13: The find message form.

➤ Enter values for the messages you are searching for (Message ID, Subject, etc.), and define your search parameters in the bottom section of the form.

➤ You can define the maximum number of messages you want the search to display in the “Maximum Hits” field.

➤ If you wish to view messages created by a specific user, enter their Username in the field provided.

➤ If the “Match Any”

box is checked the search will return all messages containing any of the search criteria entered in the search form. For example, a “Match Any” search for messages with “update” in the Subject field and “admin” in the From Name field would return all messages which contain “update” in the Subject field, even if they did not contain “admin” in the From Name field.

➤ Enter words that will be searched for in all fields in the “Keyword Search” field.

➤ The “Sort By” drop-down menus allow you to select whether to sort the search results by message subject or creation date, and whether to sort the results in ascending or descending order.

Folders

The Folders menu allows you to create folders to organize your messages in, as well as select which messages you want to view in the main Messages menu. By default, there is only one root folder in the Folders menu called “Messages”.



Figure 14: A sample Folders menu.

- New folders can be added by entering a name in the field provided and clicking “Add”. All new folders will appear as submenus beneath the root “Messages” folder. New folders cannot appear as submenus of other folders you’ve created.
- Clicking on a folder’s name will display all messages contained within that folder in the main Messages menu. If you have clicked on a folder you’ve created, you also have the option of renaming the folder by changing it’s name in the field provided and clicking “Update”, or deleting the folder by clicking the “Delete” button.










Deleting a folder will also delete all of the messages contained within it.

- To move one or more messages to another folder, check the boxes beside the desired messages, or check the box at the top of the form to select all messages. Choose a destination folder from the “Move to” drop-down menu, and click the “Move” button.

Lists

The Lists menu allows you to create and manage your lists of email addresses, as well as lists created by your users. The subscribers to your lists are also managed from this menu.

| List Name ▲ | Created | Subscribers | Validated | Bounced |  |
|---|------------|-------------|-----------|---------|---|
|  1 | 2003-12-19 | 1 | 1 | 0 |  |
|  2 | 2004-01-02 | 0 | 0 | 0 |  |
|  3 | 2004-01-02 | 0 | 0 | 0 |  |

Delete Lists

Figure 15: A sample Lists menu.

There are four options within the Lists menu: [Lists](#) (displayed by default when the Lists menu is opened), [Create List](#), [Search List](#) and Subscribers.

Lists

The Lists menu displays records of the lists of email addresses you've created, providing the lists' name, date created, number of subscribers (email addresses), and several options. Clicking on an individual list's name allows you to modify it. The total number of subscribers in a particular list is listed beside the number of validated subscribers. Clicking on either of the subscriber numbers will display a record of those subscribers on the list.

Editing A List

Clicking on an individual list's name allows you to modify it.

Figure 16: A sample edit list menu.

- The list name and templates must have values.
- The value in the “Description” field will not be shown to subscribers subscribing to or unsubscribing from the list. The Description field is only visible to administrators or users while editing their lists.
- The “Require Double Opt In” option toggles whether or not subscribers will automatically be

validated when subscribing to the list. If it is set to “No”, subscribers will be automatically validated. If it is set to “Yes”, subscribers will be sent a confirmation email allowing them to subscribe.

- The template options allow you to select which templates will be used to create the emails that are automatically sent to subscribers during the subscription process. The default templates can be modified or new ones can be created from your [Account](#) menu.

- The “Opt In Template” builds the email that will be sent to subscribers allowing them to confirm their subscription if the “Require Double Opt In” option is set to “Yes”. The “validation” template contains this message by default.
- The “Subscribe Template” builds the email that will be sent to subscribers informing them that they have successfully subscribed to the list. The “subscribe” template contains this message by default.
- The “Unsubscribe Template” builds the email that will be sent to subscribers after they have unsubscribed from a list, informing them that they were successfully unsubscribed. The “unsubscribe” template contains this message by default.

- The URL options control where subscribers will be directed after they have performed certain actions. Clicking the “Use Default” button will insert the default locations of the pages, although you can specify any location you like.
 - The “Success-Subscribe” field contains the URL to which subscribers will be sent when they have successfully subscribed to the list.
 - The “Success-Unsubscribe” field contains the URL to which subscribers will be sent when they have successfully unsubscribed from the list.
 - The “Success-Validate” field contains the URL to which subscribers will be sent after their subscription to the list has been validated.
 - The “Failure-Subscribe” field contains the URL to which subscribers will be sent if they were not able to successfully subscribe to the list.
 - The “Failure-Unsubscribe” field contains the URL to which subscribers will be sent if they were not able to successfully unsubscribe from the list.
- Click the “Update a List” button to save your modifications, or click the “Reset” button to restore the options to their original settings.

The links in the top right corner provide you with a series of list-related options.

- Clicking the “HTML” link will display a form allowing you to [generate HTML](#) allowing people to sign up to the list.
- Clicking the “Import” link will display a form allowing you to [import subscribers](#) to the list.

Generating List HTML

```
<!-- CODE BEGINS-->
<form method="post" action="http://penguin/bao/glist/cgi/glist.cgi">
Join FileMan!<br>
Email Address: <input name=email width=40><br>
Name: <input name=name width=40><br>
<select name="do">
<option value="user_subscribe">Subscribe</option>
<option value="user_unsubscribe">Unsubscribe</option>
<input Type=submit value="Go">
<input type=hidden name="lid" value="7">
</form>
<!-- CODE ENDS -->
```

Clicking the “HTML” link on the edit or subscribers menus will display a window containing HTML that can be added to a webpage to create a form allowing subscribers to subscribe to the list. The format of this form can be modified in the html_code option in the “[Misc Options](#)” section of the [Setup](#) menu

Figure 17: The HTML generated for a “subscribe to list” form.

Import Subscribers

Clicking the “Import” link on the edit or subscribers menus will display a menu allowing you to import subscribers to a list from a text file or from a list.

• **Import into**
Select lists from the list below

1
2
3

• **Import Data**
From file
OR
Subscribers

• **Fields To Import**
☐ Subscriber Name ☒ Subscriber Email

• **Import Options**
Fields Delimiter Escape character
Records Delimiter Ignore first lines

Figure 18: The import subscribers menu.

➤ By default the list you were viewing/modifying will be selected, but you can choose to import subscribers to any list(s). Select the list(s) you wish to add subscribers to by clicking on the desired lists in the top menu (hold "Ctrl" while clicking to select multiple lists).

➤ If you are importing subscribers from a text file, enter the path to it in the “From file” field, or use the “Browse” button to select it.

➤ If you are importing users from a list

that you will type in or copy and paste from somewhere else, enter the email addresses (and subscriber names if desired) in the “Subscribers” field. Separate the subscribers with carriage returns.

➤ If you are importing subscriber names as well as email addresses, check the “Subscriber Name” box in the “Fields To Import” section (the “Subscriber Email” box cannot be unchecked).

➤ If the subscriber data you are importing uses a delimiter (a character or a set of characters inserted between fields to keep them separate) to separate the subscriber

names from the subscriber emails, enter the delimiter in the “Fields: Delimiter” box.

- If you have used a delimiter which appears within any of the subscriber data you are importing as a regular character (if, for example, you use the dash character as a delimiter and some of your subscribers’ email addresses contain dashes), you will have to provide an escape character in the field provided. The escape character will have to be entered before every delimiter character in the import data that you do not want to be recognized as a delimiter (the escape character would have to be entered before every dash used in subscribers’ email addresses in the above example). This will prevent the import from using the dashes in the email addresses as delimiters and the escape character will be removed, leaving the email addresses and their dashes intact.
 - If you have selected an escape character which appears within any of the subscriber data as a regular character, you will have to add another escape character before it (two consecutive underscore characters would have to be entered in order for one underscore to appear in the import data if the underscore character was set as the escape character).
 - If the escape character appears in front of the delimiter character as regular characters in any of the import data (a colon followed by an underscore within a subscriber’s email address), two additional escape characters will have to be entered in front of the escape character and delimiter in order to keep the data intact. For the above examples, three underscore characters followed by a dash would be imported as one underscore and one dash.
- If the subscriber data you are importing uses a delimiter to separate records from one another, enter the delimiter in the “Records: Delimiter” box.
- If the data you are importing contains a description or some other information that you do not wish to import, you can enter an “Ignore first lines” value in the field provided, specifying how many of the first lines of the data you do not wish to import.
- Click the “Import” button to perform the import, or click the “Reset” button to clear the import menu.

Viewing Subscribers

The total number of subscribers in a particular list is listed beside the number of validated subscribers on the main List menu. Clicking on either of the subscriber numbers will display a record of those subscribers on the list. See the “[Subscribers](#)” section below for more details about this menu.

Create List

Clicking the “Create List” link brings up a menu allowing you to define all aspects of a new list of subscribers.

The form contains the following elements:

- List Name: Text input field with an asterisk (*) indicating it is required.
- Description: Text input field.
- Require Double Opt In: Radio buttons for Yes and No. The 'No' button is selected.
- Opt In Template: Dropdown menu with the text "Select a template".
- Subscribe Template: Dropdown menu with the text "Select a template".
- Unsubscribe Template: Dropdown menu with the text "Select a template".
- URL Subscribe Success: Text input field.
- URL Unsubscribe Success: Text input field.
- URL Failure: Text input field.
- Buttons: "Create a List", "Use Sample", and "Reset".
- Legend: "*" indicates required fields.

Figure 19: The create list menu.

- Provide the list with a name in the field provided. This field must be completed.
- Enter a description which will be displayed when you are reviewing and editing your lists.
- The “Require Double Opt

In” option toggles whether or not subscribers will automatically be validated when subscribing to the list. If it is set to “No”, subscribers will be automatically validated. If it is set to “Yes”, subscribers will be sent a confirmation email allowing them to subscribe.

- The template options allow you to select which templates will be used to create the emails that are automatically sent to subscribers during the subscription process. The default templates can be modified or new ones can be created from the Templates menu.

- The “Opt In Template” builds the email that will be sent to subscribers allowing them to confirm their subscription if the “Require Double Opt In” option is set to “Yes”. The “validation” template contains this message by default.
- The “Subscribe Template” builds the email that will be sent to subscribers informing them that they have successfully subscribed to the list. The “subscribe” template contains this message by default.
- The “Unsubscribe Template” builds the email that will be sent to subscribers after they have unsubscribed from a list, informing them that they were successfully unsubscribed. The “unsubscribe” template contains this message by default.

- The URL options control where subscribers will be directed after they have performed certain actions. Clicking the “Use Default” button will insert the default

locations of the pages, although you can specify any location you like.

- The “URL Subscribe Success” field contains the URL to which subscribers will be sent when they have successfully subscribed to the list.
- The “URL Unsubscribe Success” field contains the URL to which subscribers will be sent when they have successfully unsubscribed from the list.
- The “URL Failure” field contains the URL to which subscribers will be sent if they were not able to successfully subscribe to or unsubscribe from the list.

➤ Click the “Create a List” button to create the list, or click the “Reset” button to blank all fields.

Find List

Clicking the “Search Lists” link will display a detailed form allowing you to search for lists you’ve created.

• **Search Info**

List ID

List Name

Description

Created From To YYYY-MM-DD

Username Exact Match ▾

• **Search Options**

Keyword search

Maximum hits Match Any: ☐

Sort by List ID ▾ --- ▾

Figure 20: The search lists menu.

➤ Enter values for the lists you are searching for (List ID, date created, etc.), and define your search parameters in the bottom section of the form.

➤ You can define the maximum number of lists you want the search to display in the “Maximum Hits” field.

➤ If the “Match Any” box is checked the search will return all lists containing any of the search criteria entered in the search form. For example, a “Match Any” search for lists with “2” in the List ID field and “admin” in the Users Email field would return all lists which contain “2” in the List ID field, even if they did not contain “admin” in the Users Email field.

➤ Enter words that will be searched for in all fields in the “Keyword Search” field.

➤ The “Sort By” drop-down menus allow you to select whether to sort the search results by list ID, Name, description or creation date, and whether to sort the results in ascending or descending order.

Subscribers

The Subscribers menu allows you to manage any and all of the subscribers signed up to your lists directly, without having to navigate the lists themselves.

Search By in [[Advanced](#)]

Quick Search All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0..9](#) [Other](#)

Your search returned 1 subscriber(s).

| Email ▼ | Name | List | Validated | Bounced | |
|--|------|------|-----------|---------|--------------------------|
| bruce@gossamer-threads.com | | 1 | Yes | 1 | <input type="checkbox"/> |

Figure 21: The Subscribers menu.

By default the Subscribers menu displays a complete list of all subscribers on your GList installation. You can validate or delete subscribers on the list by checking the boxes beside the desired subscribers (check the box at the top of the form to select all subscribers) and clicking either the “Validate Subscribers” or “Delete Subscribers” button. The “Bounced” column indicates the number of times that list mailings to the subscribers have bounced. This number can be reset by clicking the “Reset Bounced Emails”.

Searching subscribers:

- Although all subscribers are initially displayed, you can refine the list by using the search form at the top of the menu.
- Enter a search value in the field provided.
- Choose to search by email address or subscriber name.
- Choose which lists you wish to search (or choose all lists) and click the "Search" button.
- Clicking the "Advanced" link will bring up a more detailed search form, allowing you to search for multiple values and sort your results.
- You can also do a quick search for subscribers by clicking a letter to view subscribers beginning with that letter.

The links in the top right corner provide you with a series of subscriber/list related options. Clicking the “Import” link will display a form allowing you to [import subscribers](#) to the list; see above for details.

Adding Subscribers

List

Email address *

Name *

*: required

Figure 22: The Add subscriber menu.

Clicking the “Add” link in the Subscribers menu will bring up a menu allowing you to manually add an address to one or more lists. Select the desired list (hold “Ctrl” while clicking to select multiple

lists), enter the Email Address and Name (if applicable) of the subscriber in the fields provided and click the “Add a Subscriber” button.

Remove Bounced

While modifying a list or looking at its subscribers you can click the “Remove Bounced” link to remove addresses from the list that have bounced incoming messages a certain number of times. Choose when to remove bounced addresses from the first drop-down menu (equal to a certain number, greater than a certain number, less than or equal to a certain number, etc.), define the number of bounced emails in the text field, and choose which lists to remove the addresses from (either a specific list or all lists). Click the “Search” button to see a list of addresses matching your search criteria. You then have the option of deleting the subscriber records matching your search, or resetting their number of bounced email to zero by checking the desired subscribers and clicking the corresponding button.

How many times an email has been bounced?
 in

Your search returned 1 bounced email(s).

| Email ▼ | Name | List | Bounced | |
|----------------------------|------|------|---------|--------------------------|
| bruce@gossamer-threads.com | | 1 | 1 | <input type="checkbox"/> |

Figure 23: The Remove Bounced menu.

5 Mailings

The Mailings menu allows you to mail and manage the messages that you've configured to send to specific lists. You can organize your mailings in folders or search for specific ones. Bounced mailings can be managed from a remote POP account. You can also view and manage your users' mailings just as you would your own.

Whenever you are viewing the Mailings menu, a small folder menu will be displayed in the top-left corner of the admin panel.



You are also able to send specific mailings in shell. Pass the following, replacing "mailing_id" with the numeric ID of the desired mailing: `./sendmailing --id=mailing_id`



Figure 24: The folders menu.

➤ Three folders, "Queued Mailings", "Sent Items" and "Deleted Items" appear by default. Clicking a folder's name will display the mailings it contains.

➤ Sub-folders can be created in the "Sent Items" folders by entering a name in the field provided and selecting in the drop-down menu which folder the sub-folder should appear in. Click "Add" to create a new folder.



➤ Sub-folders can be modified or deleted. Click on the desired sub-folder's name, change its name in the field provided and click "Update", or click the "Delete" button.

Figure 25: A sample modify folder menu.

Mailings

The mailings menu displays records of your mailings, providing the ID, subject, date of mailing (if the mailing has already been sent) and number of subscribers who will receive the mailings (or received the mailing, if it has already been sent). Mailings in the “Queued Mailings” are displayed by default. If you are viewing mailings that have already been sent and have chosen to track the number of recipients who have opened the mailing or clicked links contained in those mailings, those statistics will be displayed as well. If a mailing contains an attachment, this will be indicated by the paperclip column to the left of the mailing’s Subject. This list can be sorted by ID or by creation date in ascending or descending order by clicking on the desired heading. Clicking on a mailing’s subject will display details about that particular mailing, such as the From, Reply To and Return-path email addresses. The number of subscribers the mailing will be sent to is also displayed on this details page; click the number of subscribers to see a list of their email addresses.

| | ID | Subject | Recipients | Sent | Bounced | Opened | Clicked | |
|--|----|---------|------------|------|---------|--------|---------|--------------------------|
| | 2 | Update | 1 | 1 | | 1 | 1 | <input type="checkbox"/> |
| | 1 | Update | 1 | 1 | | | | <input type="checkbox"/> |

Name: Add

Your search returned 2 mailing(s).

Delete Mailings

Figure 26: A sample Mailings menu.

- To send mailings to the lists of subscribers they are configured to be sent to, click the “Start Mailings” button. Note that by default all mailings are selected; you will have to uncheck the boxes beside mailings you do not wish to send.
- To cancel mailings, click the checkboxes beside the desired mailings (click the checkbox at the top of the menu to select all mailings) and click the “Cancel Mailings” button.
- You can move mailings to and from folders by clicking the checkboxes beside the desired mailings (click the checkbox at the top of the menu to select all mailings) and clicking the name of the desired destination folder. You can also move selected mailings by selecting a destination folder from the “Move to” drop-down menu and clicking the “Move” button.

| | ID | Subject | Recipients | Sent | Bounced | Opened | Clicked | |
|--|----|---------|------------|------|---------|--------|---------|-------------------------------------|
| | 2 | Update | 1 | 1 | | 1 | 1 | <input checked="" type="checkbox"/> |
| | 1 | Update | 1 | 1 | | | | <input checked="" type="checkbox"/> |

Name: Add

Your search returned 2 mailing(s).

Move to: Move Delete Mailings

Figure 27: Moving a mailing.

Find Mailings

Clicking the “Find Mailing” link will display a form allowing you to search for specific mailings.

Find Mailing

- Search Info**
 - Mailing ID: Sent Mailings
 - Done: From To YYYY-MM-DD
 - Subject:
 - Message TEXT:
 - Message HTML:
 - From:
 - Name:
 - Username: Exact Match
- Search Options**
 - Keyword search:
 - Maximum hits: Match Any: ☐
 - Sort by: ID ---

Figure 28: The find mailings menu.

- Enter values for the mailings you are searching for (Subject, From Name, etc.), and define your search parameters in the bottom section of the form.
- You can define the maximum number of mailings you want the search to display in the “Maximum Hits” field.
- If the “Match Any” box is checked the search will return all mailings containing any of the search criteria entered in the search form. For example, a “Match Any” search for mailings with “2” in the Mailing ID field and “admin” in the Users Email field would return all mailings which contain “2” in the Mailing ID field, even if they did not contain “admin” in the Users Email field.
- Enter words that will be searched for in all fields in the “Keyword Search” field.
- The “Sort By” drop-down menus allow you to select whether to sort the search results by mailing ID or subject date, and whether to sort the results in ascending or descending order.

Check Bounced

Clicking the “Check Bounced” link will display a menu allowing you to login to remote email account and manage emails sent by Gossamer List that were bounced.

Figure 29: The Check Bounced menu.

- Enter the remote server name and port entered in the fields provided.
- The “Account name” field should contain the same email address specified in the “Bounce Email” field in your Account menu. Enter that address’ “Password” in the field provided.
- You have the option to automatically “Delete bounced emails”. If this box is checked, all bounced Gossamer List emails will be deleted from the account when you login to it.
- You have the option to “Remember Settings”, saving the values you entered for the next time.
- Click the “Check Bounced Emails” button to view your bounced emails. These emails can be viewed and managed in the same way as your regular sent or queued mailings.



Note: If the number of messages in the POP account exceeds the number defined in the `max_bounced_emails` setting in the Misc Setup menu, you should check the account from shell. Use the following script:

```
checkbounced.pl --account=username [--delete=n] | --host=s --u=s --p=s
[--port=n] [--delete=n] | --help
```

| | |
|----------------------------------|---|
| <code>--host=hostname</code> | The remote POP3 server name |
| <code>--port=110</code> | The remote POP3 port. Optional. Defaults to 110 |
| <code>-u, --username=user</code> | POP3 email account username |

- p, --password=pass POP3 email account password
- a, --account=username GList account username. POP3 information will be
retrieved from your profile.
- d, --delete=0 Delete bounced emails. Defaults to 0

6 Reports

The “Reports” menu allows you to get information on the mailings performed by yourself and your users. Opening the “Reports” menu will display a list of administrators and users and the number of mailings they have each performed in the current month.

Username

Month - [[Advanced](#)]

Total Mailings for 01/2004

| Username ▼ | Email | Full Name | Total Mailings |
|--|----------------------------|-------------|----------------|
|  jagerman | jason@gossamer-threads.com | bruce bruce | 8 |
|  bruce | bruce@gossamer-threads.com | bruce bruce | 0 |

Figure 30: A sample Reports menu.

Clicking on the username of a specific administrator or user will display detailed records of that user’s mailings, containing subjects, the dates on which the mailings were sent and the number of recipients of each mailing. Clicking on the number of recipients will bring up a pop-up menu listing those recipients.

Total Mailings for 01/2004

| ID ▼ | Subject | Sent | Total Recipients |
|------|---------|---------------------|------------------|
| 2 | Update | 2004-01-05 05:45:15 | 4 |
| 1 | I | 2004-01-05 05:45:14 | 4 |

Total Mailings: 8

Figure 31: The details of a sample report.

To view reports on specific administrators or users or view mailings from a period other than the current month, enter the desired account email in the “Account” field. Select a month from the first “Period” drop-down menu and a year from the second drop-down menu, and click “Build Report”.

Clicking the “options” link will display a menu allowing you to further customize a report. Enter an account, provide the range of dates from which the report will be built, and specify the number of mailings per page you wish to view in the report in the “Max Hits” field.

Username

From To: YYYY-MM-DD

Max Hits

Figure 32: The detailed build report menu.

Account

The Account menu allows you to view and modify your own administrator's profile. You can also view and modify the templates that are used to build subscription, unsubscription and validation emails sent to your subscribers. Default headers and footers that will be attached to all mails sent using your Gossamer List installation can also be configured.

Account

| | |
|------------------------------|---------------------------------|
| • Account Information | |
| Username | jagerman |
| First Name | bao * |
| Last Name | phan * |
| Email address | bao@gossamer-threads.com * |
| • Profile Information | |
| Company Name | Gossamer Threads Inc |
| URL: | http://www.gossamer-threads.com |
| • Default Values | |
| Reply-to Email | bao@gossamer-threads.com |
| Bounce Email | bao@gossamer-threads.com |
| Date format | yyyy-mm-dd ▾ %yyyy%-mm%-dd% |
| Editor Advanced | Text Only ▾ |
| Server mail (POP3) | www.gossamer-threads.com |
| Port | 110 |
| Account Name | stone@jagerman.com |
| Account Password | ***** |

(*): Required

The menu allowing you to modify your own profile is displayed by default.

Figure 33: A sample account menu.

➤ The email address displayed will be the address you provided in the setup menu while installing Gossamer List.

➤ The values entered in the "First Name", "Last Name", "Email address", "Company Name" and "URL" fields can be automatically added to messages sent from Gossamer List using the following tags:

- <%usr_First_Name%>
- <%usr_Last_Name%>
- <%usr_Email%>
- <%usr_Company%>
- <%usr_URL%>

➤ The "Reply-to-Email" and "Bounce Email" fields contain the addresses that will be set as the default reply and bounce email addresses in the "[Create Message](#)" menu.

➤ The "Date format" drop-down menu controls the date format that will be used for your messages. To create a custom date format, select one from the drop-down menu and modify the format in the field to the right.

➤ The "Editor Advanced" drop-down menu controls the default message format that will appear when creating new messages.

- Click the “Update Profile” button to save your changes, or click the “Reset” button to restore the original values.

Change Password

Clicking the “Change Password” link displays a menu allowing you to change your Gossamer List password.

Figure 34: The change password menu.

Old Password:

New Password:

Re-type new:

- Enter your current password in the “Old Password” field, enter your new password in the “New Password” and “Re-type new” fields and click the “Update Password” button.

Email Templates

Clicking the “Email Templates” link brings up a menu allowing you to edit the templates that will build the subscription, unsubscription and validation emails that are sent to your subscribers. Administrators can modify the default content of these templates; see “[Default Email Templates](#)” in the [Templates](#) menu for more information.

The screenshot shows a web interface titled "Email Templates". It features a dropdown menu for "Templates" with "subscribe" selected, and "Load" and "Delete" buttons. Below are input fields for "To" (containing "<%sub_Email%>"), "Subject" (containing "Email to you from <%web_title%>."), "From" (containing "<%site_title%> <%lst_UserID%>"), and "Extra Header". The "E-mail body" section contains a large text area with the following content: "Hi <%sub_Name%>," followed by "The <%sub_Email%> address has been subscribed to '<%lst_Title%>'." At the bottom, there is a "Save template as:" field with "subscribe" entered, a "Save" button, and a note "*: required".

Figure 35: A sample Email Templates menu.

- Select the specific template you wish to modify from the drop-down menu and click "Load". The email template will be displayed in the "To", "Subject", "From",

“Extra Body” and “E-mail body” fields.

➤ Make changes to the text and tags included in the desired fields and click the “Save” button. The following tags can be included in any of the fields:

- `<%usr_First_Name%>` will automatically insert the value entered in the “First Name” field in the [Account](#) menu.
- `<%usr_Last_Name%>` will automatically insert the value entered in the “Last Name” field in the [Account](#) menu.
- `<%usr_Company%>` will automatically insert the value entered in the “Company Name” field in the [Account](#) menu.
- `<%usr_Email%>` will automatically insert the value entered in the “Email” field in the [Account](#) menu.
- `<%usr_URL%>` will automatically insert the value entered in the “URL” field in the [Account](#) menu..
- `<%sub_Email%>` will automatically insert the subscriber’s email address.
- `<%sub_Name%>` will automatically insert the subscriber’s name.

➤ You can save the template under a different name by entering one in the “Save template as:” field and clicking the “Save” button.

Header & Footer

The Header & Footer menu allows you to create headers and footers that will be attached to the tops and bottoms of all mailings sent using your Gossamer List account (these will not be attached to mailings sent by your users: those headers and footers can be configured in the [Global Header & Footer](#) menu). Whether the HTML or text headers and footers are attached is dependant on whether you are sending a message in HTML or text format.

HTML Header

```
<b>This email has been brought to you by <a href="http://www.gossamer-threads.com/scripts/gli:
List">Gossamer List</a>.</b>
```

Text Header

This email has been brought to you by Gossamer List.

HTML Footer

```
To unsubscribe from this list click "a href="http://www.gossamer-threads.com/scripts/gli:
List">Gossamer List</a>.</b>
```

Text Footer

To unsubscribe from this list click the link below:

```
<%unsubscribe_url%>
```

Update Reset

Figure 36: The Header & Footer menu.

The following tags can be inserted into headers and footers:

➤ User info:

```
<%usr_username%>
<%usr_email%>
<%pro_first_name%>
<%pro_last_name%>
<%pro_url%>
```

➤ Subscriber info:

```
<%sub_name%>
<%sub_email%>
```

➤ Unsubscribe URL allowing subscribers to remove themselves from the list:

```
<%unsubscribe_url%>
```

➤ Global tags:

```
<%site_title%>
<%site_url%>
```



The Users menu allows you to add, modify and delete user accounts on your Gossamer List installation, as well as view and modify the columns that build each user's profile. The user management menu is shown by default when you click on the Users menu.

User Management

Clicking the "User Management" link will display a list of all of your Gossamer List users, and allow you to create, modify and delete user records.

| Type ▲ | Username | Email | Full Name | |
|---------------|----------|----------------------------|------------|--|
| Administrator | bruce | bruce@gossamer-threads.com | Bruce Lord | |
| Administrator | bao | bao@gossamer-threads.com | Bao Phan | |

Your search returned 2 record(s).

Figure 37: A sample user management menu.

Editing User Records

- Account Information
 - Type:
 - Username:
 - New Password:
 - First Name:
 - Last Name:
 - Email Address:
 - Status:
- Profile Information
 - Company Name:
 - URL:
- Default Values
 - Reply-to Email:
 - Bounce Email:
 - Date format: %mm%/%dd%/%yyyy%
 - Editor Advanced:
 - Server mail (POP3):
 - Port:
 - Account Name:
 - Account Password:

(*): Required

Clicking the name of a specific user record will display a menu allowing you to edit all aspects of that record.

Figure 38: A sample modify user record menu.

➤ The "User Email" will be the address provided by you or the user when the user record was created. This address cannot be changed.

➤ The values entered in the "First Name", "Last Name" "Company Name", "Email" and "URL" fields can be automatically added to messages sent from Gossamer List using the following tags:

- `<%usr_First_Name%>` will automatically insert the value entered in the “First Name” field in the [Account](#) menu.
 - `<%usr_Last_Name%>` will automatically insert the value entered in the “Last Name” field in the [Account](#) menu.
 - `<%usr_Company%>` will automatically insert the value entered in the “Company Name” field in the [Account](#) menu.
 - `<%usr_Email%>` will automatically insert the value entered in the “Company Name” in the [Account](#) menu.
 - `<%usr_URL%>` will automatically insert the value entered in the “URL” field in the [Account](#) menu.
- Choose whether the user record will be “active” or “inactive” in the drop-down menu. A user with an inactive record will not be able to log in, and their mailings will not be sent.
 - The “Reply-to-Email” and “Bounce Email” fields contain the addresses that will be set as the default reply and bounce email addresses when the user is creating a new message.
 - The "Date format" drop-down menu controls the date format that will be used for your messages. To create a custom date format, select one from the drop-down menu and modify the format in the field to the right.
 - The "Editor Advanced" drop-down menu controls the default message format that will appear when creating new messages.
 - Click the “Update Profile” button to save changes, or click the “Reset” button to restore the original values.

Adding A User

• **Account Information**

Username *

Password *

Email Address *

Reply-to Email

Bounce Email

Type

Status

• **Account Limits**

Number of list

Number of subscriber per list

Number of email in the last 30 days

• **Profile Information**

First Name *

Last Name *

Company Name

URL

• **Default Values**

Compose Mode

Advanced Editor

Date format

Server mail (POP3)

Port

Account Name

Account Password

Clicking the “Add a User” button will display a form allowing you to create and customize a new user record.

Figure 39: A sample add user menu.

➤ The “User Email” will be the address with which the user logs into Gossamer List.

➤ The values entered in the “First Name”, “Last Name”, “Email Address”, “Company Name” and “URL” fields can be automatically added to messages sent from Gossamer List using the following tags:

```
<%usr_First_Name%>
<%usr_Last_Name%>
<%usr_Email%>
<%usr_Company%>
<%usr_URL%>
```

➤ Choose whether the user record will be “active” or “inactive” in the drop-down menu. A user with an inactive record will not be able to log in, and their mailings will not be sent.

➤ The “Reply-to-Email” and “Bounce Email” fields contain the addresses that will be set as the default reply and bounce email addresses when the user is creating a new message.

➤ The “Date format” drop-down menu controls the date format that will be used for your messages. To create a custom date format, select one from the drop-down menu and modify the format in the field to the right.

➤ The “Editor Advanced” drop-down menu controls the default message format that will appear when creating new messages.

➤ Click the “Update Profile” button to save changes, or click the “Reset” button to blank the form.

Deleting A User

To delete users, click the checkboxes beside the desired user records (click the checkbox at the top of the menu to select all mailings), and click the “Delete Users” button.

Validate Users

You have the option of validating any new users who have not yet been validated. Click the checkboxes beside the desired user records (click the checkbox at the top of the menu to select all mailings), and click the “Validate Users” button. Users who have not been validated will not be able to login to Gossamer List.

Searching For Users

Clicking the “Search Users” link will display a detailed search form allowing you to search for records by any criteria.

• **Search Info**

Type

Username

Email

Reply-to Email

Bounce Email

First Name

Last Name

Company Name

URL

• **Search Options**

Maximum hits Match Any: ☐

Sort by

Figure 40: The search users form.

- Enter values for the users you are searching for (Email, First Name, etc.), and define your search parameters in the bottom section of the form.
- You can define the maximum number of users you want the search to display in the “Maximum Hits” field.
- If the “Match Any” box is checked the search will return all users containing any of the search criteria entered in the search form. For example, a “Match Any” search for

mailings with “user” in the Email field and “Gossamer” in the Company field would return all users which contain “user” in the Email field, even if they did not contain “Gossamer” in the Company field.

- The “Sort By” drop-down menus allow you to select whether to sort the search results by Email, First Name, Last Name, Reply-to Email and User Type, and whether to sort the results in ascending or descending order.
- Click the “Search” button to search for users, or click the “Reset” button to blank the form.

Customize Profile

Figure 41: A sample Email Templates menu.

| Column Name | Column Type | Not Null | Default | Regex |
|----------------|-------------|----------|---------|-------|
| pro_first_name | CHAR (20) | Yes | | |
| pro_last_name | CHAR (30) | Yes | | |
| pro_company | CHAR (100) | No | | |
| pro_url | CHAR (255) | No | | |

Add a Field
Resync Database

Click on a "Column Name" to modify or delete an existing column, or click the "Add A Field" button.

The "Customize Profile" menu allows you to view and modify the columns that are used in the "Profile" section of users' accounts.

Adding/Modifying Fields

Click on the "Add a Field" button to create a new column, or click on an existing field name to modify a column. The following fields can be defined while creating/modifying columns:

Column Name: This is simply the name of the column that will appear in the list of columns and in the templates. The column name must be entered in valid SQL format (no spaces between words, etc.).

Column Type: This is the type of data that will be stored in the column. You are given a drop-down menu with the following data types to choose from:

INT: An integer column contains a positive or negative number with no decimals.

TINYINT: An integer ranging from –128 to 127. A TINYINT column will occupy less space than a regular INT column.

CHAR: A character column contains a string of no more than 255 characters.

VARCHAR: A variable character column contains a string of characters of unlimited length.

TEXT: A text column contains a string of characters of any length.

DATE: A date column contains a date that complies with the "Date Options" in the Setup menu.

DATETIME: A datetime column stores both a date and a specific time of day in the format: YYYY-MM-DD hh-mm:ss

Column Size: If the column is a VARCHAR or CHAR type, you can enter the maximum number of characters the column will contain here.

Not Null: If this is checked "yes", then the column must be given a value when a record is being created or modified. If this option is checked "no", no value is necessary.

Default: If you want the column to have a default value that will appear when a record is being created, enter it here. If the column has a form type that only permits the selection of pre-designated options (SELECT, MULTI-SELECT, CHECKBOX, or RADIO), enter one of those pre-designated options in the "Default" field to make the field default to it when a record is being created.

Form Display: If you want a name other than the actual Column Name to appear when records are being displayed or edited, enter it here. This name does not have to be entered in valid SQL format, so a column with a Column Name of "extended_description" can appear as "Extended Description".

Form Type: This option sets the appearance the column will have when it is displayed. You are given a drop-down menu with the following form types to choose from:

HIDDEN: The column will not be displayed when records are being viewed, added or modified.

SELECT: A vertical list of pre-designated options of which only one can be selected:

MULTI-SELECT: A vertical list of pre-designated options of which any number can be selected. Hold down the CTRL button while clicking in order to select more than one option.

CHECKBOX: A series of checkboxes allowing the selection of all, some, or none of a group of pre-designated options.

RADIO: A series of checkboxes allowing the selection of only one of a group of pre-selected options.

TEXT: A single-line text field.

TEXTAREA: A scrollable text field.

PASSWORD: A field which will have all input typed into it masked by asterisks.

Form Size: This is the size of the form of the column. The number that is entered here is equivalent to the number of lines that the form will have if it is a SELECT or MULTI-SELECT columns, and is roughly equivalent to the number of character spaces which will fit in one line of the form if it is a TEXT or TEXTAREA column. The Form Size field has no effect on HIDDEN, CHECKBOX and RADIO columns.

Form Names: If the column is a SELECT, MULTI-SELECT, CHECKBOX or RADIO type, enter the values of the pre-designated options that you want to be stored in the database. The Form Names field has no effect on HIDDEN, TEXT, and TEXTAREA columns.

Form Values: If the column is a SELECT, MULTI-SELECT, CHECKBOX or RADIO type, enter the names of the pre-designated options that you want to display to the user

while adding or modifying a record. The Form Values field has no effect on HIDDEN, TEXT, and TEXTAREA columns.

Form Regex: The Regex (regular expression) is the format (as written in perl) with which all input in a field must comply. If the value in the column does not comply with the Form Regex, it will not be accepted.

Resync Database

If you have added or deleted columns in data outside of Gossamer Mail that you have now imported, clicking “Resync Database” will search for new or missing columns, and update the Links table to match the imported data.

9

Templates

The Templates menu allows you to manage all of the templates used in Gossamer List: the “[Templates](#)” that build the pages users see while using Gossamer List as well as the “[Email Templates](#)” used to build the emails that are automatically sent to subscribers. The “[Language](#)” menu allows you to edit the language that Gossamer List will display in prompts, warnings and error messages. The “[Template Globals](#)” menu allows you to add and edit globals: HTML tags that can be used in all templates.

Templates

Clicking “Templates” allows you to edit the templates that create Gossamer List’s HTML pages. By altering these templates, you can customize the appearances and functions of the HTML pages through which you and your users interact with Gossamer List.

From here you can quickly edit any of your user or admin templates.

Template Set:

Available templates:
 (* denotes a modified or non-standard template)

Currently working on:

Save template as:

```
<%set set_focus = 'myform.tpl_dir'%>
<%set book_mark = 'template'%>
<form name=myform action="glist.cgi" method=post>
<%include include_header.html%>
<table width="772" border="0" cellspacing="0" cellpadding="0" align="center" height="82">
  <tr>
    <td rowspan="2" bgcolor="#008000" height="100%" width="1"></td>
    <td colspan="3" height="3%" bgcolor="#E8EAD0" valign="top"><%include
  admin_template_include_menu.html%></td>
    <td rowspan="2" bgcolor="#008000" height="100%" width="1"></td>
  </tr>
  <tr>
    <td height="97%" colspan="3" valign="top">
      <table width="764" border="0" cellspacing="0" cellpadding="0" align="center"
      bgcolor="#FFFFFF">
        <tr>
          <td></td>
        </tr>
        <tr bgcolor="#C5E1A3">
          <td>
```

Enable Wrap 22 rows 120 cols Line:

Figure 42: A sample edit template menu.

- Select a “Template Set” from the first drop-down menu and click the “Change” button. If you want changes to your templates to be visible, you should modify the template_set option in the “Misc Options” section of the Setup menu.

- Select a specific template from the drop-down menus.
- Click “Load” to see the template displayed in the main text area in the centre of the page.
- Moving your cursor over the template’s name beside the “Currently working on” text will display detailed information about the template: its path, size, status, and the last date it was modified.
- The size of the main text area can be edited (enter values for the columns and rows in the “Resize” fields and click the “Resize” button). Text wrapping can also be toggled on and off.
- Insert changes to the template in HTML in the main text area.
 - **Note:** To view a list of all tags that can be used in a specific template, add the following tag to the desired template:
 - `<%GT::Template::dump%>`
 - Open the page built by the template (you may have to refresh it as well), and a list of all tags that can be used in that template will be displayed.
- If you prefer, click the “Switch to HTML” button to edit the template using an HTML editor. **Note:** The HTML editor only functions with Internet Explorer 5.5 or later.
- You can automatically go to a certain line in the template by entering the desired line number in the “Line” field and clicking the “Go” button.
- Click “Save” to confirm your changes to the template (you can alter the name of the template in the field beside the “Save” button).

Default Email Templates

Clicking the “Default Email Templates” link brings up a menu allowing you to edit the templates that will build the default subscription, unsubscription and validation emails that are sent to your subscribers and your users' subscribers. Note that these templates only determine the initial content of these templates for new users; you and your users can modify your own personal email templates from the “[Email Templates](#)” section of the [Account](#) menu.

Figure 43: A sample edit email template menu.

- Select a “Template Set” from the first drop-down menu and click the “Change” button. If you want changes to your templates to be visible, you should modify the template set selected in the `template_set` option in the “Misc Options” section of the Setup menu.
- Select the specific template you wish to modify from the drop-down menu and click "Load". The email template will be displayed in the "To", "Subject", "From", “Extra Header” and "E-mail body" fields.
- Make changes to the text and tags included in the desired fields and click the “Save” button. The following tags can be included in any of the fields:
 - `<%usr_First_Name%>` will automatically insert the value entered in the “First Name” field in the [Account](#) menu.

- `<%usr_Last_Name%>` will automatically insert the value entered in the “Last Name” field in the [Account](#) menu.
- `<%usr_Company%>` will automatically insert the value entered in the “Company Name” field in the [Account](#) menu.
- `<%usr_Email%>` will automatically insert the value entered in the “Company Name” in the [Account](#) menu.
- `<%usr_URL%>` will automatically insert the value entered in the “URL” field in the [Account](#) menu.
- `<%sub_Email%>` will automatically insert the subscriber’s email address.
- `<%sub_Name%>` will automatically insert the subscriber’s name.

➤ You can only save email templates under different names if you modify them via the “[Email Templates](#)” menu found in [Account](#).

Language

Clicking "Language" displays a menu allowing you to view and modify the text that will be displayed in prompts, warnings and error messages.

Template Set: default Change

ADD (3) | ADM (22) | DIR (5) | FIL (4) | LOG (17) | LST (14) | MLI (7) | MSG (14) | RPT (6) | SET (2) | SYS (16) | TAB (19) | TPL (7)

| Code | Description | Delete |
|---------------------------|--|--------------------------|
| SET_CFG_SUCCESS | <code>The configuration has been updated successfully.</code> | <input type="checkbox"/> |
| SET_MISC_ERR | <code>You can not specify both an SMTP server and a path to sendmail!</code> | <input type="checkbox"/> |
| New: <input type="text"/> | | |

Save Changes

Figure 44: A sample edit language templates menu.

➤ Select a “Template Set” from the first drop-down menu and click the “Change” button. If you want changes to your templates to be visible, you should modify the template set selected in the `template_set` option in the “Misc Options” section of the Setup menu.

- Click on a language category (ADD, LOG, SYS, etc.) to bring up a list of all messages in that category.
- Re-type the message in the "Description" field in the language you want, and click the "Save Changes" button. Changes to the messages will be applied throughout Gossamer List wherever the corresponding language code (displayed to the left of the "Description" field) is found.
- You can also add or delete codes and descriptions in the User Language menu. Enter new codes and descriptions in the blank fields at the bottom of the page, or check the "Delete" boxes beside the messages and click the "Save Changes" button. The titles of new codes will have to begin with the category they belong to and an underscore: "ADD_newcode", for example.

Template Globals

Clicking “Template Globals” allows you to edit Gossamer List’s globals. Globals are tags that call a variable (text, HTML, etc.) that can be used in all templates. By editing and adding globals, you can configure frequently used tags to be quickly and easily inserted into any template you wish.

Globals

From here you can quickly edit globals that can be used in any template.

Template Set: default Change

| Code | Description | Delete |
|------------|---|--------------------------|
| site_title | sub { return "Gossamer List version \$CFG->{version}" } | <input type="checkbox"/> |
| site_url | http://www.gossamer-threads.com | <input type="checkbox"/> |
| New: | | |

Save Changes

Figure 45: A sample edit template globals menu.

- Select a “Template Set” from the first drop-down menu and click the “Change” button. If you want changes to your templates to be visible, you should modify the template set selected in the `template_set` option in the “Misc Options” section of the Setup menu.
- To edit an existing global, make changes to the content in its “Description” field, and click the “Save Changes” button.
- To create a new global, enter a name for it in the blank “Code” field at the bottom of the menu. Enter the new global’s content in the blank “Description” field at the bottom of the menu (globals can be written in HTML or regular text), and click the “Save Changes” button.

10

Plugins

Plugins are files that can be installed into your copy of Gossamer List to extend the functionality of many aspects of the program. The tools in the plugin menu allow you to browse, download, install, uninstall and modify your plugins, as well as [write your own plugins](#).



Plugins contain code that will be executed on and affect your system. Be careful while installing any plugins from a source of which you are unsure or do not trust.

Plugin Manager

The Plugin Manager (which will be displayed by default when you view the Plugins menu) allows you to easily install, edit, uninstall and delete plugins that you have downloaded, and displays brief descriptions of those plugins. The plugin manager is divided into two menus, the “Installed Plugins” menu and the “Uninstalled Plugins” menu. Each plugin that you have downloaded is listed in one of these two menus (which menu each plugin is listed in is obviously dependant on whether or not the plugin is currently installed). To the right of the name of each plugin, the version number and author of the plugin are listed. The author’s name may be linked to their web site or email address. To the right of the author’s name you are given the options of installing, editing, or deleting the plugin.

The plugin manager lets you install, edit and remove plugins on your system.

No plugins have been installed.

Uninstalled Plugins

| Name | Version | Author | Action |
|-------------|---------|-----------------------|--|
| GListPlugin | 1.0 | Gossamer Threads Inc. | Install Edit Delete Download |

Figure 46: A sample plugin manager.

To install a plugin, click the “Install” link:

- A screen describing the plugin and how to

use it will be displayed.

- Click the “Install” button at the bottom of the screen to confirm the installation.
- If you are installing a newer version of a plugin already on your system, you will be given a prompt asking if you want to overwrite the pre-existing plugin with the newer version.

To edit a plugin, click the “Edit” link:

- A screen displaying the plugins options will appear.
- Make any changes that you want, and click the “Edit” button to confirm them.

To uninstall a plugin, click the “Uninstall” link:

- A screen either describing the plugin or describing how the uninstall will affect Gossamer List will be displayed.
- You can either completely uninstall the plugin and all of its files and records by clicking the “Full Uninstall” button, or only uninstall the plugin itself by clicking “Skip Plugin Uninstall”. This option will leave any files or records created by the plugin untouched, and is useful if you are planning to reinstall the plugin at some point.

To delete a plugin, click the “Delete” link:

- You will be given the option of confirming or aborting the delete.
- A plugin must be uninstalled before it can be deleted.

Plugin Download

The Plugin Download menu allows you to download and install plugins in three ways: from the Gossamer Threads website, from another URL, or from a file.

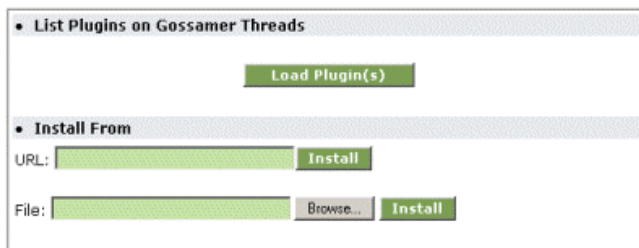


Figure 47: The plugin download menu.

To download plugins from Gossamer Threads:

- Click the “Show” button to see a list of plugins available for

download direct from Gossamer Threads. If you have already installed any of these plugins, the version number of your copy of the plugin will be displayed next to the version number of the latest available version of the plugin, so you can easily identify plugins that have been updated since you last installed them.



Note: You will not be able to download plugins from Gossamer Threads if you do not have a valid registration number entered in the “[Misc Options](#)” section of the [Setup](#) menu.

- Click the “Download” link beside a plugin to begin downloading it.

To install plugins from a URL:

- Enter the URL location of the plugin you wish to download in the field provided.
- Click the “Install” button.

To Install plugins from a file:

- Enter the file location of the plugin you wish to download in the field provided, or click the “Browse” button to search for the file.
- Click the “Install” button when the correct file location has been entered.

Plugin Wizard

The Plugin Wizard tool allows you to create your own plugins, or modify pre-existing ones.

- If you are creating a new plugin, enter its name in the “Create new plugin named:” field and click the “Next” button. If you are modifying a pre-existing plugin, select it from the drop-down menu and click the “Next” button.
- The first plugin wizard menu allows you to specify basic information about your plugin: version number, author, licensing (freeware, shareware, commercial, etc), Gossamer List version requirements, and description.
- The second plugin wizard menu allows you to create hooks for the plugin.
- The third plugin wizard menu allows you to specify menu options.
- The fourth plugin wizard menu allows you to specify user options.
- If your plugin requires bundled files, the fifth plugin wizard menu allows you to configure those files.
- The sixth plugin wizard menu allows you to configure the messages that will be displayed and the code that will be executed when the plugin is installed and uninstalled.

About Plugins

Clicking on “About Plugins” will give you a brief description of plugins and how they can be used in Gossamer List.

GT Module Documentation

Clicking on “GT Module Documentation” will display an index of information dealing with various plugin elements and how Gossamer Threads programs handle them. It is recommended that you look through this documentation before starting to create your own plugins.

11

Setup

The Setup menu allows you to configure Gossamer List's options and preferences: server and email settings, file locations and user permissions are all controlled from the Setup menu.

SQL Server

The SQL Server menu allows you to designate the type of SQL server Gossamer List will use. The SQL setup information you provided while installing Gossamer List will appear here.

If you make any changes to your SQL server, Gossamer List will have to rebuild your database. Select one of the following three options for the rebuild of the new database:

- Create new default Gossamer List tables in this database but do not overwrite any existing data.
- Create new default Gossamer List tables in this database and overwrite/erase any existing data.
- Load table info from an existing set of tables (or resync the def files if you have changed your defs manually).

Click the "Submit Changes" button when you have finished configuring the server options.

Paths and URLs

The options in the Paths and URLs menu allow you to view and set the locations of your Gossamer List files and scripts. A path is the location of a file or group of files on a hard drive, while a URL is the location of a file or group of files on a website. Most of the default settings of these paths and URLs will be correct and will not require changing. Be sure to include "http://" at the beginning of all URLs, and do not include a trailing slash at the end of the URLs and paths. All paths should begin with either a forward slash (/), or a drive letter (c:). Click the "Submit Changes" button to confirm your changes.



Windows users should use drive letters at the beginning of all paths.

priv_path: This field should contain the path to your private Gossamer List files, such as batch (incoming, outgoing and bounce) and template files. This location should not be web accessible. Do not use a trailing slash.

cgi_url: This field should contain the URL where your public cgi scripts are located is located.

images_url: This field should contain the URL where all public images used in Gossamer List. It can either be relative (/pics) or absolute (http://server/pics).

Misc Options

template_set: This drop-down menu allows you to select the default template set that will be used to build Gossamer List's pages. If you make changes to a template set that you wish to be made visible to your users, be sure to select the modified template set here.

template_backups: Choose whether or not to create backup template files. If this option is set to yes, each time you save your template a backup file containing the previous version will be saved as well.

reg_number: This field should contain your Gossamer List registration number. You will not be able to download plugins from Gossamer Threads if you do not have a valid registration number entered here.

smtp_server: If you are on a Windows server, this field should contain the name of the smtp server that will be used to send email. Either this field or the mail_path option (but only one of them) must be configured.

mail_path: If you are on UNIX, this field should contain the path to the "sendmail" program. Either this field or the smtp_server option (but only one of them) must be configured.

debug_level: This option allows you to enable and disable debug mode.



Debug mode should only be enabled when you are doing system maintenance. Debug mode creates significant amounts of overhead, adds large amounts of debug code to the error log and may allow users to obtain access to the server. Make sure to set it back to "disabled" when finished.

user_sessions: Choose whether or not to generate a session_id. If this is set to "No", users will have to configure their browsers to allow cookies to view the database.

session_exp: This field contains the amount of time (in hours) that session_ids will be valid for.

highlight_color: Choose whether or not keyword search terms will be highlighted while searching for mailings and messages.

display_limit_bar: Choose whether or not users will see bars displaying how close they are to reaching the limits set on their accounts in the User Signup options: the number of subscribers they are allowed per list and the number of emails they are allowed to send in a 30 day period will be displayed while they are viewing their Lists and Mailings menus, respectively.

max_attachments_size: This field contains the maximum size (in bytes) of attachments that will be permitted to be attached to mailings.

max_bounced_emails: This field allows you to set the maximum number of bounced messages you will be able to retrieve from the Check Bounced menu. If there are more messages, you should run the shell script listed in the [Check Bounced](#) area of the manual.

error_message: You can enter a custom error handler in this field. Gossamer List will display the HTML entered in this field in any error message that is generated. If left blank, the default error message will be shown. You can only use two template tags in this: <%error%> for the error message, and <%environment%> for a complete debug message.

html_code: This field contains the default HTML that will be used to generate the “[subscribe to list](#)” forms created in the [Lists](#) menu.

User Signup

signup_enable: This option determines whether or not new users will be able to signup for their own Gossamer List accounts.

signup_restricted_email: This field allows you to define email addresses that new users will not be able to sign up with. Enter addresses one per line.

signup_email_validate: If this option is enabled, new users will be sent a validation code via email which must be acknowledged in order for the new account to be validated.

signup_admin_validate: If this option is enabled, new user accounts will have to be validated by an administrator from the "User Management" section of the Account menu.

signup_username_regex: This option allows you to define a regular expression that new users' email addresses will have to match in order to ensure valid email addresses. If you are not familiar with regular expressions, do not modify this field.

signup_limit_list: This option allows you to define the maximum number of lists users will be allowed to have.

signup_limit_sublist: This option allows you to define the maximum number of subscribers per list users will be allowed to have.

signup_limit_email30: This option allows you to define the maximum number of emails users will be allowed to send from their Gossamer List account in a thirty day period.

Stop List

Clicking the "Stop List" link shows a menu allowing you to create and manage a list of subscribers that will be prevented from receiving mailings from your Gossamer List installation; addresses added to the list will be removed from all existing mailing lists. You can navigate the list of addresses on the stop list just as you would the regular Subscribers menu. Addresses can be removed from the stop list by checking the boxes beside the desired addresses and clicking the "Delete Emails" button. To add addresses to the stop list, click the "Add Emails" button and enter the addresses in the field that appears. Enter emails one per line. Click the "Add Emails" button to confirm the new addresses.

| Email | |
|---------------|--------------------------|
| blah@bar.com | <input type="checkbox"/> |
| blah@foo.com | <input type="checkbox"/> |
| bruce@bat.com | <input type="checkbox"/> |
| foo@bar.com | <input type="checkbox"/> |

Figure 48: A sample Stop List.

Including a ? in an email address will substitute any single character, while including a * will substitute any combination of any number of characters

(including zero). For example, adding "999?@foo.com" to the stop list would prevent "9990@foo.com", "9991@foo.com", "9992@foo.com", etc. from receiving mail. Adding "*@foo.com" would stop "bob@foo.com", "1234@foo.com", "spam@foo.com", etc. from receiving mail.

Global Header & Footer

The Global Header & Footer menu allows you to create headers and footers that will be attached to the tops and bottoms of all messages sent by users from your Gossamer List installation (these headers and footers will be attached in addition to any personal headers

and footers users may have created in their Account menu). Whether the HTML or text headers and footers are attached is dependant on whether the message being sent is in HTML or text format.

12

Resource Appendix

The following URLs offer further information on the topics discussed in this manual.

Gossamer Threads Inc.: <http://www.gossamer-threads.com>

Gossamer List Support Forums: <http://www.gossamer-threads.com/perl/gforum/gforum.cgi?category=12>