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# **Mailto Administrator's Guide**

First Edition

**Gordano Ltd**



# The MailTo Administrator's Guide

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# 1 Introduction

MailTo allows you to send completed form contents to one or more email accounts and/or a file and check that specified fields have been completed correctly. For example you can specify that the user must enter their name and email address before the mail message is sent or written to file. Once the message has been processed you can display a simple message or another WWW page by specifying the required URL. A debug mode is available so that you can see all the form variables and their values. All the checking details are supplied in hidden fields in each form allowing a large number of forms to use the same executable.

## 1.1 Conventions

The following conventions are used in this guide:

<b>Convention</b>	<b>Used for</b>
Courier	E-mail command syntax and example mail messages.
<b>bold</b>	Command names like <b>join</b> and <b>leave</b> .
<i>Italic</i>	Other products, services and manuals.
<value>	Reference to information you must provide.
[<value>]	Reference to an optional parameter which you may provide.
Option>page	The ">" abbreviates a sequence of actions. For example, "choose Manage>Members" means click the Manage button on the toolbar, then choose the Members page.

The following symbols are used in this guide:



Tip — gives optional extra information you may want to act on. You can ignore these if you wish.



Information — gives additional explanation of points. You should read these.



Warning — warns of areas where you could damage some element of your system. You must read these.



## 2 Installation

Copy the mailto.exe and mailtocfg.exe program into the “executables” directory of your World Wide Web server. In most cases this will be the /cgi-bin directory (or /scripts for IIS). When you wish to use the mailto facility you should create a form with the following parameters:

```
<FORM ACTION="/cgi-bin/mailto.exe" METHOD="post">
</FORM>
```

This will cause the remote WWW client to send the form contents to the MAILTO program on your server for processing.

The mailtocfg.exe utility will allow you to quickly set up the debugging and security options available in the MAILTO program. The rest of this document describes the configuration utility and explains what can be done with the form contents by the MAILTO program.

### 2.1 Compatibility

This program has been tested with and is known to work on:

- EMWAC
- Alibaba
- Spry/CompuServe's Server
- WebSite's WWW Server
- Purveyor
- Microsoft's Internet Information Server

### 2.2 Version information

#### New Features for v2.00

- Mail server redundancy.
- Save all entries to a file.
- Security based on destination email address.
- Configuration GUI provided.
- Debug option

#### Changes for v2.01

- Date uses Local Time rather than GMT
- CSV file write routine automatically puts quotes around alphabetic fields.

#### Changes for v2.02

- Enable/disable display of “the following form contents....”

- Now uses file rather than filename for “Save Entries to File” parameter to avoid clashes with list manager commands.

### Changes for V2.03

- Allows use of 4 digit year

## 3 Configuration

The MailTo configuration applet is included in the NTMail option pack which can be downloaded from [www.gordano.com](http://www.gordano.com). To configure MailTo run the Mailtocfg.exe file included in the option pack.

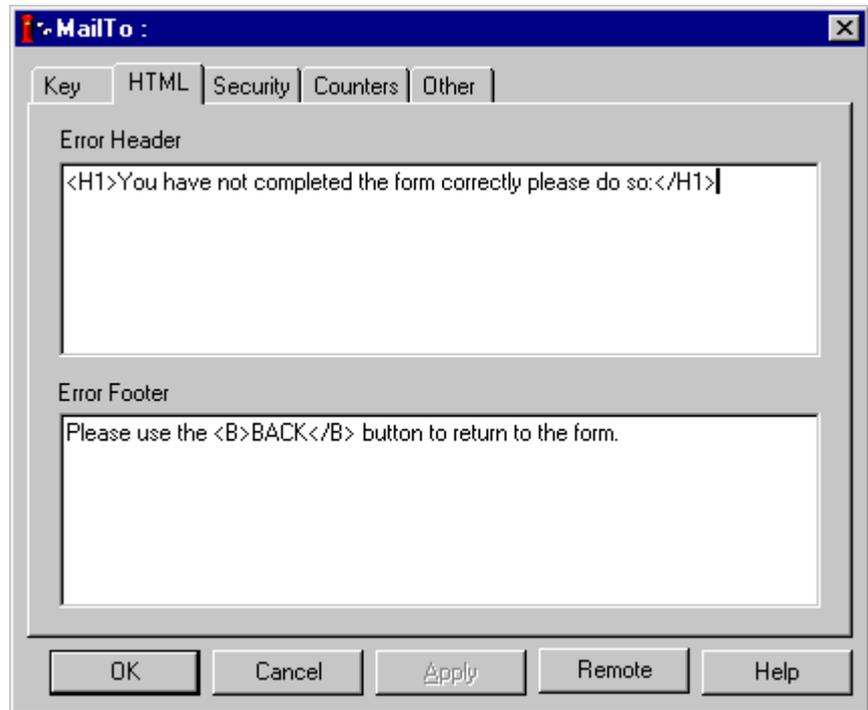
The configuration applet has five tabbed sections to help you configure the operation of the MAILTO program: Key, HTML, Security, Counters and Other.

### 3.1 Key

This is where you can enter the activation key and customer ID for the purchased version of MailTo. To purchase a license contact [sales@gordano.com](mailto:sales@gordano.com) and once payment has been received a key will be sent to you.

### 3.2 HTML

The HTML page allows you to set the header and footer HTML for any page where fields fail their validity check. You may include up to 8K of HTML text in this section. The default option is shown below:

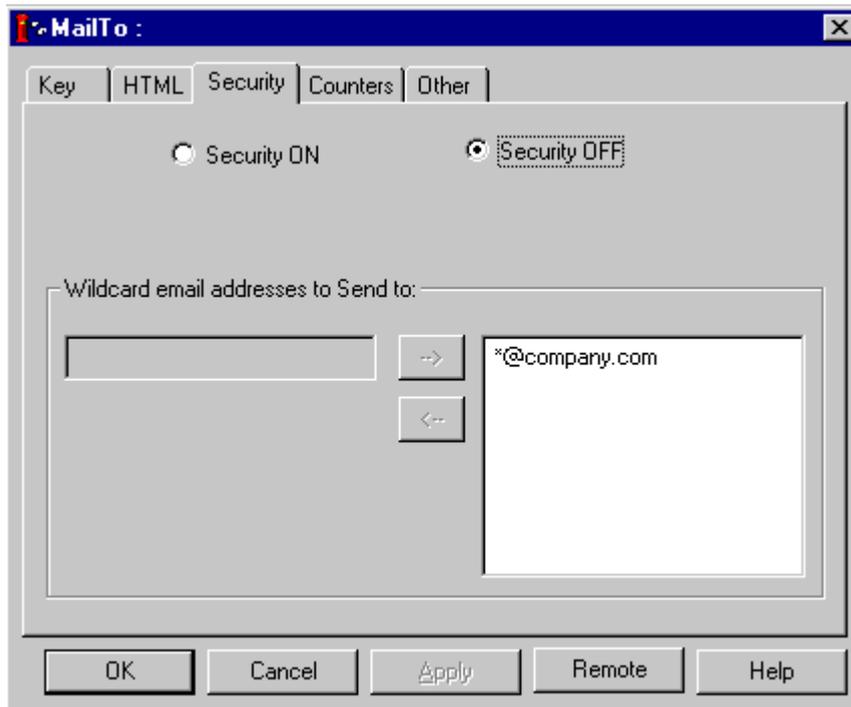


When the MAILTO is invoked, it will check any fields (as defined by hidden fields in the form submitted) and if any errors are found will display the header, a list of any problems found and the footer as defined above.

### 3.3 Security Set up

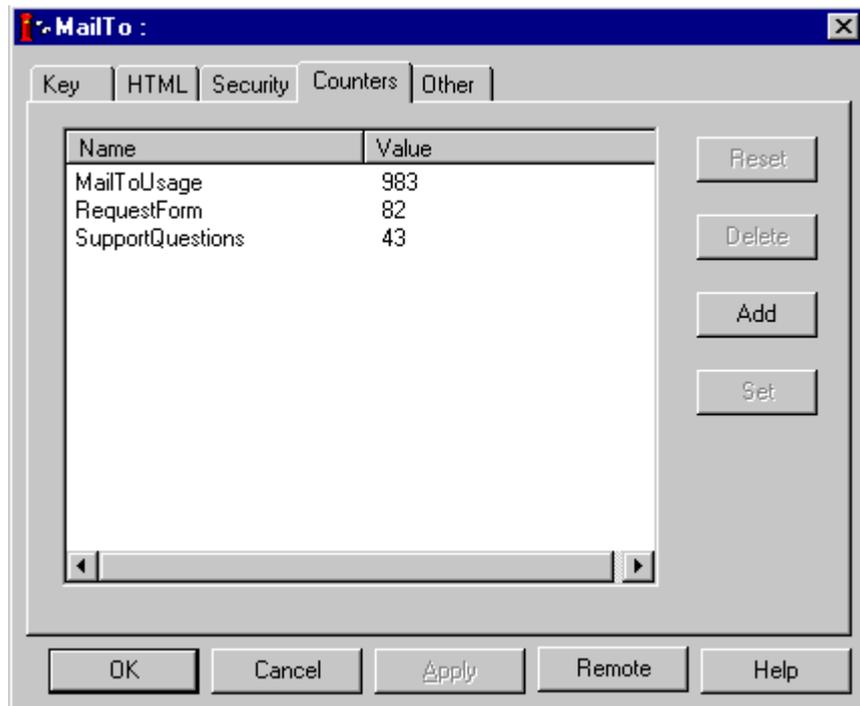
Use the “Security” tab of the mailtocfg.exe to switch security on and off. When security is enabled, a sequence of allowable wildcarded email addresses may be defined. When the MAILTO receives a hit, it will look for the variable “sendto” and compare it to all the email addresses listed. If it finds an address that matches, it will proceed to process the form. If the address is not matched, the user receives a message telling them to contact the administrator and the form is not processed. This feature may be used to prevent people using your resources.

For example, if you owned the domain company.com, you may want to allow any mail to that domain to be allowed. You would then enter the set up as defined in the picture below:



### 3.4 Counters

The counters page displays the current value of any of the counters you may be using in the MAILTO forms. You may also elect to change the counters and add new ones too.



### 3.5 Other

This tab allows you to set three options, the file base directory, the WebMaster's email address and the Debug IP addresses.

#### File Base Directory

This is the directory that may be used to store CSV or TXT files containing the results of MAILTO requests. See the section on the form field filename for more details.

#### Webmaster Email Address

This is the address of the WebMaster should it be required.

#### Debug IP Addresses

The MAILTO program will also provide debug information when forms are submitted from certain IP addresses. By this option, you can define the IP addresses that will have the additional details displayed. Note, if a the "resultURL" is used, the debug information will not be displayed if the submission is successful. The debug information consists of three parts:

### Notes created while processing the form

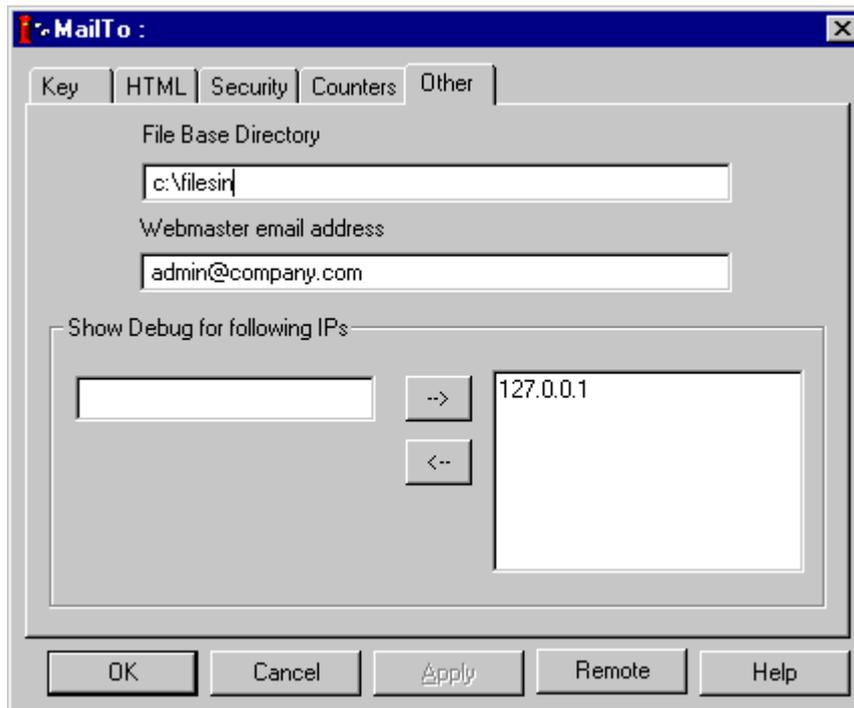
A list of actions carried out during the processing of the form, for example, a counter was incremented. (May not be present if no checks are required).

### Fields found on form

Lists all the fields on the form (whether or not they make it to the email message or file).

### Variables from WWW Server

This lists all the environmental variables that are available when using the “\_display” option.



## 3.6 Remote

Each tab in the configuration utility has a button called Remote this allows you to connect to and configure a remote version of Mailto. Once connected the name of the host you are configuring is shown in the blue title bar at the top of the configuration utility.

## 4 Fields and Checking

There are two different types of fields for the MAILTO program. The first set specify what to do with the email message and the second specify what information to put into the message. All these details are written into “hidden” fields in the HTML Form - this allows the configuration to be in one place and means that the form user presented with a simple interface. Unless otherwise stated, all fields are optional.

### 4.1 Email Fields

The following fields specify what is done with the email message.

#### **sendto**

The address of the recipient of the email message. If this field is not present, no email message will be sent. This field is the one that is checked by the security checking discussed elsewhere. For example:

```
<INPUT TYPE="hidden" NAME="sendto"
      VALUE="DanceMaster@net-shopper.co.uk">
```

#### **cc**

A comma separated list of other recipients of the form contents. For example:

```
<INPUT TYPE="hidden" NAME="cc"
      VALUE="abc@company.com,efg@company.com">
```

#### **server**

Name of one or more mail servers to send the mail to. If more than one mail server is specified (as a comma separated list) then MAILTO will work though the list giving each mail server five seconds before moving on to the next. This must be a ANAME or CNAME of the server (that is, one you can ping) and if omitted the localhost will be used. For example the following definition will cause MAILTO to send all mail to the mail server called mail.company.com and then mail.another.com if the first is not available:

```
<INPUT TYPE="hidden" NAME="server"
      VALUE="mail.company.com,mail.another.com">
```

#### **subject**

The subject of the mail message. If not specified, the value variable “HTTP\_REFERER” will be used and if that is not provided by the WWW server, the default string “Completed WWW Form” will be used.

**resulturl**

The full URL for the next page to display if the mail operation was successful. If neither this nor resulttxt is defined, a default “thankyou” message will be displayed.

**resulttxt**

Some text that is displayed in the Thankyou message after the mail message has been sent. This allows a form to be created quickly. If neither this nor resulturl is defined, a default “thankyou” message will be displayed.

**uname**

Name of the user who has completed the form. This field will be placed in the “From:” clause of the email message to aid filing.

**email**

The email address of the person filling the form. The contents of this field will also be placed into the From: clause of the mail message. When you receive this message, you will be able to type "Reply" and reply to the person who filled the form.

**webmaster**

This field contains the email address of the World Wide Web Server Administrator. Whenever an error message is displayed and this value is defined, a “selectable” email address will be appended to the end of the message.

**file**

Specifies the name of a file to write all the data to. The file name is created by taking the “Base Directory” as defined in the “Other” dialogue and adding the contents of the file variable. This means that MailTo can only write files to a single directory on the system. If the file name has the extension “.csv” (Comma Separated File), all the fields are written to the file on a single line with comma separators (on the first attempt to write something, the first line will have the names of all the values created automatically). If the file name has any other extension, the text will be written with one value per line. For example, the .csv file might look like:

```
filename , sendto , uname , age  
text.csv , brian@company.com , Brian , 10  
text.csv , brian@company.com , Mark , 4
```

And the .txt file would look like:

```
filename = text.csv
```

```
sendto = brian@company.com
uname = Brian
age = 10

filename = text.csv
sendto = brian@company.com
uname = Mark
age = 4
```

The .csv file may be loaded into a spread sheet such as Excel for further processing.

## 4.2 Message contents fields

These hidden fields have the same name as the field they control except that they have a “\_command” afterwards and the value may be text message to display to the user if the test fails. More than one command may be used for each field. The MAILTO program will search for any conditions that fail and display all the error messages at the same time. This means that the user may be presented with a list of things to correct rather than one item at a time.

### **\_required**

This command indicates that the specified field must be completed by the user before the email message is sent. As long as the user enters something, the test is satisfied. If nothing is entered, the text in the “value” clause is displayed. For example:

```
<input type="hidden" name="uname_required"
      value="Please enter your name">
```

will force the user to enter something in the field called “uname”. If they do not enter anything, they will be told:

Please enter your name

### **\_counter**

The MAILTO program will maintain a set of counters so that you can uniquely identify every message that has been processed. The \_counter command will access the specified counter, increment it and place the result in the email message. If any of the conditions fail, the counter will not be incremented. For example:

```
<input type="hidden" name="applications_counter">
```

will add the following line to the resulting email message:

```
applications = 3
```

If the counter does not exist, it will automatically be created and given the value 1.

You may add new counters directly using the “Counters” tab in the Configuration Utility. First select the name of the counter and then you

can reset it to 0, delete it or set it to another value. The Add option allows you to add another variable.

### **\_email**

Check that the specified field could be a valid email address. The check that MAILTO carries out is to make sure the text entered has a “@” sign in it. Thus “mark” would fail and “mark@company.com” would succeed. Note that “mark@” would also succeed and that the domain name is not verified. If the check fails, the message in the “VALUE” part is displayed. For example:

```
<input type="hidden" name="email_email"
      value="Please enter your email address">
```

will force the user to enter an email address in the field called “email”. If they do not enter anything they will be told:

Please enter your email address

### **\_num**

Check that the specified field contains a valid number. The following characters are allowed in a number:

0 1 2 3 4 5 6 7 8 9 0 + - . , E e

If anything else is entered the user will be presented with the text in the “value” field. For example:

```
<input type="hidden" name="age_num"
      value="Please enter your age in years">
```

will force the user to enter an number in the field called “age”. If they do not enter anything they will be told:

Please enter your age in years

### **\_display**

This command can be used to place the values of variables supplied by the WWW server into the email message. The special field “\*\_display” will cause all variables from the WWW server to be displayed - this can be used to select those that may be of interest. The following values may be of interest:

SERVER_SOFTWARE	Name of the server software
SERVER_NAME	Name of the WWW server.
SERVER_PROTOCOL	HTML protocol supported by the server.
SERVER_PORT	Port number of connection from remote client.
REMOTE_HOSTIP	address of the remote client.
REMOTE_ADDRIP	Address of the remote client.
HTTP_USER_AGENT	The remote client software.
HTTP_REFERER	URL of the page where the form was entered

Thus the command:

```
<input type="hidden" name="REMOTE_ADDR_display">
```

will add the field:

```
REMOTE_ADDR = 123.123.123.123
```

to the resulting email message. You can obtain a list of variables that are available from the WWW server by switching the debug option on (see below).

### **hidden**

This command forces the variable to be excluded from the email message or file.



## 5 Notes

### 5.1 POST or GET

There are two different ways that a WWW client can pass data back to the WWW Server for processing. For more purposes the practical differences are that (a) POST allows a much large amount of information to be transferred; and (b) GET does not cause the Netscape warning “you are sending unencrypted information over the Internet” message.

### 5.2 Microsoft IIS

When you use MAILTO with IIS, there are several things you must get right. Unfortunately, IIS reports a standard, misleading error which means the exact problem is difficult to find. Specific things to check include:

- Make sure you have put MAILTO into the /Scripts directory.
- Check the permissions allow Execute in the /Scripts directory.
- Check execute permissions are set for the /winnt/system32 directory.



## 6 Registry Entries

### 6.1 Parameters

All the parameters for the MAILTO program are stored under the key:

```
HKEY_LOCAL_MACHINE\InternetShopper\MailTo
```

The following parameters may be defined:

#### **DisplayFollowing (REG\_DWORD)**

A setting of 0 (zero) disables the first line of the message “The following form contents were entered on ..... A setting of 1 enables it. It may be necessary to disable this option if, for example, you are using MailTo as a front end for list processor commands.

#### **ErrorHeader (REG\_SZ)**

A string containing the message to display when an error message is displayed to the user. The default string is “<H1>You have not completed the form correctly:</H1>“. Maximum length of this message is 8K.

#### **ErrorFooter (REG\_SZ)**

A string containing the message to display at the end of an error message. The default string is “Please use the <B>BACK</B> button to return to the form“. Maximum length of this message is 8K.

#### **AllowedEmail (REG\_SZ)**

This is a space separated list of wild-carded allowed email addresses that may use the MAILTO program. If the “sendto” clause does not match any address in the file, an error message is returned and the attempt to use the system rejected.

#### **BaseDir (REG\_SZ)**

Defines the directory where the files for logging MAILTO form contents are placed. Note: since there is external access to data in this directory, it should be created specially for the use of MAILTO and contain no other files (especially not the security file).

#### **DebugIP (REG\_SZ)**

A space separated list of IP addresses to which debug information will be displayed.

#### **FullYear (REG\_DWORD)**

Set to a value of 1 to use a 4 digit year display, the default is 0 (zero).

## 6.2 Counters

All the counters for the MAILTO program are stored under the key:

```
HKEY_LOCAL_MACHINE\InternetShopper\MailTo\Counters
```

and have the same name as that specified in the form.

## 7 Format of email message

The email message created by this program has two parts, the header and message body. The header is created from the following fields:

Clause	Field(s)
From:	uname and email in the format:uname <email>
To:	The field sendto
Subject	If present, the subject field otherwise the entry HTTP_REFERERER and if that is not present, the default text is Completed WWW Form
Date:	The current date and time.

The message body has the first line as:

The following form contents were entered on <date>

and is followed by the list of fields entered by the user (as amended by the fields in the form) in the format:

value\_name = value

The order of the values depends upon the browser used to send the form to the MAILTO program. Fields usually appear in the same order as the form or in the reverse order (however, there is no mandatory requirement for the browser).



## 8 Example

The following form will:

- Send a mail message to person@company.com.
- Use the mail server at the address "mail.company.com".
- Require the user to enter a number.
- Require the user to enter their email address.
- Require the user to enter their name.
- Not display what the user types into the enter called "hidden".
- Add a field to the email message called "TestForm" with a count of the number of times the form has been used.

```
<FORM ACTION="/cgi-bin/mailto.exe" METHOD="post">
<input type="hidden" NAME="sendto"
      VALUE="person@company.com">
<Input type="hidden" Name="server"
      value="mail.company.com">
<input type="hidden" NAME="num_num"
      value="Please enter a number">
<input type="hidden" name="email_email"
      value="Please enter an email address">
<input type="hidden" name="SERVER_NAME_display">
<input type="hidden" name="uname_required"
      value="Please enter your name">
<input type="hidden" name="filename"
      value="test.csv">
<input type="hidden" name="hidden_hidden">
<input type="hidden" name="TestForm_counter">
<PRE>
Number:      <input name="num" size=10>
Email:       <input name="email" size=30>
Name:        <input name="uname" size=20>
Hidden:      <input name="hidden" size=20>
</PRE>
Press <INPUT TYPE="submit" VALUE="Submit"> to send
your message.
</FORM>
```

Once this form is completed by a user, person@company.com might receive the following email message:

```
From: Mark Addage <another@company1.com>
To: <person@company.com>
Subject: Form: http://test/apply.htm
Date: Sun, 10 Mar 1996 19:20:00 +0000
```

```
The following form contents were entered on 10th Mar
96
TestForm = 2
num = 234
email = another@company1.com
```

```
name = Mark Addage  
SERVER_NAME = www.company.com
```

The file test.csv would look like:

```
TestForm,num,email,mame,server_name  
2,234,another@company1.com,Mark Addage,www.company.com
```

**Symbols**

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