

***csNews Pro***

***Version 1.02***



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## Requirements

To use this software effectively the following technologies are required:-

- PHP
- MySQL
- Javascript

## Installation

Follow the instructions below to install the csNews Pro Newsletter System.

1. Download the latest copy of csNews Pro from <http://www.chrisshennan.com>.
2. Upload the “csnews” folder onto your server. Ignore the 3 html files for the moment as we will come back to these later.
3. Change the permission on the /uploads/ folder to read/write (777). This is required for the “Import Subscribers” facility to work correctly.
4. Edit the /csnews/inc/userconfig.php file and update the following entries to actual details for an empty MySQL database that has been created.

\$DB_HOST	This is the name of the server the MySQL database is held on. This is usually “localhost”
\$DB_USERNAME	The username for the MySQL database
\$DB_PASSWORD	The password for the MySQL database
\$DB_DATABASE	The name of the MySQL database

NOTE: To avoid any loss of existing data please ensure these details are for an **EMPTY** MySQL database. If you are installing this into a MySQL database that is not empty then please make sure you **back up your data** before proceeding any further.

5. Open your web browser and go to the /install/ directory. i.e. If you uploaded the “csnews” directory into the root of <http://www.mysite.com> then browse to <http://www.mysite.com/csnews/install/>. You should see a screen similar to the one shown below

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6. Check the MySQL details. If these are wrong, modify the details in the config.php as per step 3 and then reload this page.

7. Enter the additional information

- |                                  |   |
|----------------------------------|---|
| Install URL                      | The location of the csNews Pro installation. This should be automatically filled in for you. Only change this if it is incorrect.   |
| Company Name                     | This is the default name that will appear on "From" section of the newsletters. This can be overwritten on a per newsletter basis. i.e. My Company.COM  |
| Default Newsletter Email Address | This is the default email address that will appear on "From" section of the newsletters. This can be overwritten on a per newsletter basis. i.e. <a href="mailto:newsletters@mycompany.com">newsletters@mycompany.com</a> |

8. Click "Install". Once the installation is complete you will be presented with a screen similar to the one shown below. Here you will be told the web address to go to in order to access your newsletter system and the default username and password. We strongly advise you to change this default password immediately after installation.

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9. Click on the “Web Address” link and you will be presented with the logon screen like the one shown below:-

V-Desk.COM  
Your Virtual Helpdesk!

Navigation  
Log in

Select Language  
English

Log in

Username:

Password:

Log in

[Forgotton Your Password?](#)

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10. Enter the default username and password
  - a. Username: administrator
  - b. Password: admin
11. You will now be logged into the system.
12. You should now remove the “install” directory from your server.

### Changing the Administrator Password

Follow the instructions below to change the administrator password:-

1. Log into your installation of csNews Pro.
2. Click on “Editors” from the menu
3. Click on the “Update Editor” icon beside the Administrator account.
4. Enter the new password in the password and confirm password boxes.
5. Click “Update Editor”

## Creating Forms for Newsletter Subscriptions

In the zip file you downloaded there are 3 html files

subscribe.htm	A very basic sample form showing what is required to create a signup form.
thankyousubscribe.htm	A very basic thank you page for when a visitor subscribes to your newsletter.
thankyouunsubscribe.htm	A very basic thank you page for when a visitor unsubscribes to your newsletter.

These files are deliberately kept very basic to try and make this process as clear as possible.

## Form Elements (See subscribe.htm)

The following elements must be present in the form for the subscribe functionality to work:-

Form – method	This <b>must</b> point to the subscribe.php in the “csnews” directory.
NewsletterGUID	This contains the unique ID of the newsletter you wish the visitor to sign up to in it.
FullName	This is a text field to capture the subscribers name.
EmailAddress	This is a text field to capture the subscribers email address.
NewsletterType	This needs to be set to 1 for HTML newsletters and 0 for text newsletters.

In order to find the NewsletterGUID do the following:-

1. Log into your installation of csNews Pro.
2. Click “Mailing Lists”
3. If there are no mailing lists or you wish to create a new mailing list click the “Add Mailing List”
4. Enter in the appropriate details and click “Add Mailing List”
5. You will now be returned to the “Mailing Lists” screen. The long text value under the “Code” section is the NewsletterGUID.
6. Copy this and paste it into the value field for the NewsletterGUID

A few examples have been created to help you understand how to implement the signup process.

### Example 1

This example is a very basic form with 2 text fields for the name and email address and a radio button to select whether an HTML or text version is required.

```
<form method="post" action="http://www.mysite.com/csnews/subscribe.php">
<input type="hidden" name="NewsletterGUID" value="e845cec8-bd85-1029-8140-0016ec4fe6a3">
<table>
<tr>
  <td>Name</td>
  <td><input type="text" name="FullName" class="textboxSmall"></td>
</tr>
<tr>
  <td>Email</td>
  <td><input type="text" name="EmailAddress" class="textboxSmall"></td>
</tr>
<tr>
  <td colspan="2" align="center">
    <input type="radio" name="NewsletterType" value="1" checked> HTML &nbsp;
    <input type="radio" name="NewsletterType" value="0"> Text &nbsp;
  </td>
</tr>
</table>

<input type="submit" name="submit" value="Subscribe">
</form>
```

### Example 2

This example extends the first one. The NewsletterGUID is no longer a hidden field but is now a select box and has 2 values. This allows you to create one form but allow the user to subscribe to different types of newsletters i.e. Product Support, New Releases, Critical Updates.

```
<form method="post" action="http://www.mysite.com/csnews/subscribe.php">
<table>
<tr>
  <td>Name</td>
  <td><input type="text" name="FullName" class="textboxSmall"></td>
</tr>
<tr>
  <td>Email</td>
  <td><input type="text" name="EmailAddress" class="textboxSmall"></td>
</tr>
<tr>
  <td>Newsletter</td>
  <td>
    <select name="NewsletterGUID">
      <option value="e845cec8-bd85-1029-8140-0016ec4fe6a3">Newsletter 1</option>
      <option value="9eb2aa60-05d8-102a-b35e-001143e7c352">Newsletter 2</option>
    </select>
  </td>
</tr>
<tr>
  <td colspan="2" align="center">
    <input type="radio" name="NewsletterType" value="1" checked> HTML &nbsp;
    <input type="radio" name="NewsletterType" value="0"> Text &nbsp;
  </td>
</tr>
</table>
<input type="submit" name="submit" value="Subscribe">
</form>
```

### **Changing the “Thank You” pages**

The basic “Thank You” pages will probably not be sufficient for most people so you can create your own and change your installation of csNews Pro to use your own thank you pages instead.

To do this you need to:-

1. Log into your installation of csNews Pro
2. Click on “Settings”
3. Change the “Subscribe Thank You Page” and “Un-Subscribe Thank You Page” to your new pages.
4. Click “Update Settings”

These pages can be static HTML pages or they can also be pages within a CMS. Just provide the correct link and you will be presented with your thank you pages instead.

The values for the “Subscribe Thank You Page” and “Un-Subscribe Thank You Page” can be relative or complete paths... i.e. All the following are acceptable.

- ./thankyou.htm - Static HTML
- <http://www.mysite.com/thankyou.htm> - Static HTML
- /index.php?page=62 - CMS
- <http://www.mysite.com/index.php?page=62> - CMS

## Troubleshooting

### 1) “Warning: Cannot modify header information” when trying to log in.

The system requires output\_buffering to be enabled in PHP and includes a php.ini file to try and ensure this is set accordingly, however some hosting providers do not allow output\_buffering to be set in the php.ini file.

#### Resolution

Download the htaccess.zip file and extract the .htaccess file into the root of this application. You should now be able to log in successfully.

### 2) 500 Internal Server Error after you have upload the .htaccess file

Some hosting companies do not allow the output\_buffering to be set in the .htaccess file. If you get this 500 Internal Server Error when you include the .htaccess file and the “Warning: Cannot modify header information” when it is not included then you need to contact your hosting provider.

#### Resolution

Contact your hosting provider and request one of the following:-

- Turn on output\_buffering in the main php file
- Allow your local php.ini files to change the output\_buffering value
- Allow your .htaccess file to change the output\_buffering