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AutoDocMail

GETTING STARTED WITH AUTODOCMAIL

SOFTWARE FOR AUTOMATIC DISTRIBUTION OF PDF DOCUMENTS VIA E-MAIL

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INTRODUCTION

WHAT IS IT?

The AutoDocMail is a software for automatic emailing of PDF documents. The recipients email addresses are either extracted from document's text or assigned either based on user-supplied "keyword-to-email" or "file name-to email" correspondence table. Each PDF file will be delivered as an email attachment in a separate email message. There are options to customize email message text, password protect outgoing files with passwords extracted from document's text and attach additional files to each email.

WHEN TO USE IT?

Use this software to automatically email files if you have:

- 1. Multiple PDF documents that need to be delivered to different recipients.
- 2. Single PDF document(s) that contains pages that needs to be delivered to different recipients.

Example 1: The software can take multiple PDF files that represent invoices and automatically search each file for an email addresses (including CC and BCC), if email address is found – email the file to the recipient.

Example 2: The software can take a single PDF file that contains multiple pay stubs (one page per stub), automatically split it into separate PDF files and send each file to the email address listed on each sub-document (pay stub).

Example 3: The software can search PDF file using a set of user-defined search keywords and assign the corresponding email recipients. Use this method to assign emails based on account numbers, company names, customer IDs and other similar entities.

The software can only split input PDF document into equal number of pages sub-documents. If you need to use more sophisticated document splitting technique then use AutoSplit plug-in for Adobe Acrobat: http://www.evermap.com/AutoSplit.asp.

FUNCTIONALITY OVERVIEW

The AutoDocMail software is designed to perform the following tasks:

• Automatically mass-distribute PDF documents to recipients whose email addresses (including "cc" and "bcc") are contained within the document.

This software allows the user to:

- Automatically search for and extract email addresses from PDF files.
- Automatically search for and extract email message subjects from PDF files.
- Search for user-defined keywords and assign corresponding email recipients.
- Assign email addresses based on the filenames.
- Split input documents into set of smaller documents with user-specified number of pages.

- Secure outgoing PDF documents with a password with specific access permissions (editing, printing, etc.).
- Automatically send documents for mass-distribution via email.
- Automatically maintain a message log that records date, time, file name, all recipients for each email message.

After the search and extraction, the user can edit the following for each email message:

- Add or remove email recipients.
- Modify message subject.
- Modify message content.

The software can be used to mass distribute emails via:

- Your current emailing software such as Microsoft Outlook.
- SMTP email servers such as Gmail or Hotmail.

SYSTEM REQUIREMENTS

The AutoDocMail is a plug-in for Adobe Acrobat (version 6.0 and up). It requires Windows OS versions 8, or 10.

Important: this product does not work with free Acrobat Reader, it requires full version of Adobe Acrobat.

The product information page is located at: <u>http://www.evermap.com/autodocmail.asp</u>.

DISTRIBUTING PDF DOCUMENTS – BASIC SETTINGS EXAMPLE

DISTRIBUTING PDF DOCUMENTS WITH EMAIL ADDRESSES CONTAINED WITHIN TEXT

We will demonstrate how to configure AutoDocMail to distribute individual pay stubs originating from a single PDF file. We begin with a single pdf document containing multiple pay stubs. Each page of the PDF document contains a pay stub for a recipient whose email address is written on that page. Here is the first page; recipient's email is highlighted:

ABC Corp. 450 Chamber Somewhere, U		0			Social Sec Period End mary.smitl	Name: Mar urity #: 999-! 1 Date: 01/07 h@evermap. : sample6367	99-9999 //05 com	
					0512101100300000000000000000000000000000	. sampieoso /		
Wag Description	Hours	Rate	Current Amount	Y-T-D Amount	Deductions Description	Current Amount	Y-T-D Amount	-
Regular Overtime Holiday Tuition	40.00 1.00	10.00 15.00	400.00 15.00 37.43*	400.00 15.00 0.00 37.43	Federal Withholdings Social Security Tax Medicare Tax NY State Income Tax NYC Income Tax NY SUI/SDI Tax	37.29 24.83 5.81 8.26 5.11 0.61	37.29 24.83 5.81 8.26 5.11 0.61	Details of applicable federal, state, and local taxes paid.
					Other 401(k) Life Insurance Loan	27.15* 2.00 30.00	27.15 2.00 30.00	
					Dental HMO Dep Care FSA	2.00* 20.00* 30.00*	2.00 20.00 30.00	401(k) savings is a pre-tax deduction.
Totals			452.43	452.43	Deduction Totals	193.06	193.06	(3)
Taxable Gros	ss		335.85	335.85				Flexible
					NET PAY	259.38	259.38	Spending Accounts
• Excl	uded from	ı federal	taxable wage	es				(for health care, child or dependant care, parking
ABC Corp. 450 Chamber Somewhere, U		0			Payroll Advice of Credit	Advice # 0 Date 1/07/		expenses) are pre-tax deductions.
Pay TWO H	IUNDRE	D FIFTY	NINE AND	9 38/100 DC	DLLARS			
Order of 21	IARY SM 5 MAIN NYTOW	STREET						
					NON	-NEGOTIA	BLE	

NOTE: The email address does not have to be visible on the page. It can be printed using white font on white background or be hidden by other page elements.

1. To begin, open Adobe Acrobat and select "Plug-ins > Auto-Email Documents..." from the "Plug-Ins" menu of Adobe Acrobat:



2. Assuming this is our first time using the plug-in for this purpose, we will need to configure the application preferences. This is a one-time procedure. You can change application preferences at any time by clicking the "Settings..." button:

Use settings: Default	Settings Number of Pages:

3. The "Manage Settings" dialog will appear on the screen. Click the "New..." button to configure new settings or double-click on "Default" settings if you want to modify the default settings:

Manage Settings	×
Information Use this dialog to manage document processing settings. You car settings or edit an existing one. Double-click on a configuration to	
Application Settings	
Configuration Name	New
Default	Сору
	Edit
	Delete
Help	Close

4. The "Email Settings" dialog will appear. Here, under the "Description' tab, you can change the Name of the settings and add a Description that describes this particular configuration:

Password Protection Password Protection Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password: Re-type password:	Name and Description				
documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask. for password before processing documents or accessing these settings Password:	d Protection				ding out
	document password	s. If a passwor while attemptir r password bef	d is specified, then user is al ng to use these settings.	ways prompted to	type in a

It is possible to password-protect a particular settings configuration to prevent unauthorized use of the application. Check "Ask for password before processing..." option if necessary.

5. Click on the "Document Processing" tab, to move to the next level of settings configuration:

Name:	Default						
Description:	Type descrip	otion for these	application se	tungs			
Password Protection							
1	documents.	If a password		en user is al	se settings for ways prompted		
	Ask for p	assword befor	re processing o	locuments or	accessing the	se settings	
	Password:	•••••					
Re-typ	e password:	•••••					

6. Select "Split input documents into separate files..." option by clicking the preceding circle. This option is necessary because we are going to process a single PDF file that contains multiple sub-documents (pay stubs) and each sub-document needs to be emailed separate to a different recipient.

escription	Document Processing	Email Setting	Default Message Se	ttings I	Email Extraction	Security	
Select Ho	ow To Pre-Process Input	Documents					
			without any modifica				
0	Split input do	cuments into se	parate files (N pages	per file)	and email these f	iles only:	
	Specify nu	umber of pages	per individual output	file: 1	(page	s)	
	Combir	ne files for each	email recipient into a	single de	ocument ?		
Specify S	Safeguards						
	Do not send o	documents with	number of pages out	side of t	he following rang	e:	
		Min. allowe	d number of pages:	1	(pages)		
V	<i>•</i>	Max allowe	d number of pages:	1	(pages)		
	_						
	Do not send o	documents large	e then: 2000	(KByte	es)		
Advance	d Options						
Use cu:	stom name for a file atta	achment:					
	ete all text annotations	(sticky potent t	vnawrittar) hafora an	ailing a c	document		
	cic an excamotations	(sucry notes, t	ypewinter y before en	ionin'ig a c	accument		
				_			
					0K Car		VIDDA

7. "Specify the number of pages per individual output file" by typing a number in the box. We type "1" since each pay stub occupies one page:

Email Settings								×
Description Doc	ument Processing	Email Setting	Default I	lessage Set	tings E	Email Extraction	Security	
Select How To	Pre-Process Input	Documents						
	O Send input do	cuments "as is"	' without a	ny modificat	ions			
	Split input door	uments into se	parate file	s (N pages p	er file)	and email these i	files only:	
	Specify nu	mber of pages	per individ	lual output fi	ile 1	page	s)	
	Combir	e files for each	email reci	pient into a s	single do	ocument ?.		
Specify Safegu	uards							
	Do not send o	locuments with	number o	f pages outs	ide of tł	he following rang	e:	
		Min. allowe	d number	of pages:	1	(pages)		
		Max allowe	d number	of pages:	1	(pages)		
	Do not send o	locuments large	e then:	2000	(KByte	es)		
Advanced Opt	ions							
Use custom i	name for a file atta	chment:						
Delete al	text annotations	sticky notes, t	vpewritter) before ema	ailing a d	document		
				,				
					0	K Car	ncel	<u>A</u> pply

8. Check the box preceding "Combine files for each email recipient into a single document", to ensure that each recipient receives a single email, in case if there are multiple documents pages that addressed to the same email address. Do not use this option if there are multiple recipients of each document or CC/BCC addresses are used.

Email Setting	gs							×
Description	Document Processing	Email Setting	Default	Message Se	ttings	Email Extraction	Security	
Select Ho	ow To Pre-Process Input	Documents						
		ocuments "as is"						
6						and email these f		
	- X · · ·	mber of pages				0-3-		
	Combir	ne files for each	email rec	ipient into a	single d	locument ?.		
-Specify S	afeguards	documents with	number o	f pages out	side of t	the following rang	e:	
		Min. allowe	d number	of pages:	1	(pages)		
		Max allowe	d number	of pages:	1	(pages)		
	Do not send o	locuments large	e then:	2000	(KByt	es)		
Advance	d Options							
Use cus	stom name for a file atta	achment:						
Dele	ete all text annotations	(sticky notes, t	ypewritter	r) before em	ailing a	document		
					(DK Car	ncel	<u>A</u> pply

9. Check the box preceding "Do not send document with number of pages outside of the following range, then type "1" in the "Min allowed number of page" and "1" in the "Max allowed number of pages" as a safeguard to ensure that each recipient receives the correct document.
Email Settings
X

-
Description Document Processing Email Setting Default Message Settings Email Extraction Security
Select How To Pre-Process Input Documents
Send input documents "as is" without any modifications
O Split input documents into separate files (N pages per file) and email these files only:
Specify number of pages per individual output file: 1 (pages)
Combine files for each email recipient into a single document ?
Specify Safeguards
Do not send documents with number of pages outside of the following range:
Min. allowed number of pages:
, Max allowed number of pages: 1 (pages)
Do not send documents large then: 2000 (KBytes)
Advanced Options
Use custom name for a file attachment:
Delete all text annotations (sticky notes, typewritter) before emailing a document
OK Cancel Apply

10. Click on the "Email Setting" tab, to move to the next level of settings configuration:

Email Settings		×
Description Doc	cument Processing Email Setting Default Message Settings Email Extraction Security	
Select How To	o Pre-Process Input Documents	
	Send input documents "as is" without any modifications Split input documents into separate files (N pages per file) and email these files only: Specify number of pages per individual output file: 1 (pages)	
Speafy Safeg	Do not send documents with number of pages outside of the following range: Min. allowed number of pages: 1 (pages) Max allowed number of pages: 1 (pages)	
	Do not send documents large then: 2000 (KBytes) tions name for a file attachment: Il text annotations (sticky notes, typewritter) before emailing a document OK Cancel Apply	,

11. Select Use Internet E-mail Server (SMTP) by clicking the preceding circle. Make sure the checkbox preceding "Allow sending multiple documents in a single email" is checked if there may be multiple files addressed to the same recipient.

	Document Processing	Email Setting	Default Message Settings	Email Extraction	Security
Select He	w To Send E-mail Messa	ages			
OUs	e your current email app	lication (i.e. Ou	itlook, Thunderbird and etc.]	Test M	essage
	Confirm emailir	ng of each mess	age (if using Outlook Expres	s or Thunderbird)	
	e Internet E-mail Server	(SMTP)			
	w sending multiple docu	ments in the si	ada amail		
			ed in the "mail-to" address lis	st	
	E-mail (SMTP) Account (
		Jetango		_	
	1ail Server: Port: 25			Edit Set	ings
	User Name:			Help	
Logon					
Logon Passw Your N	ame:				
Logon Passw Your N E-mail	ame: Address:				
Logon Passw Your N E-mail	ame:				
Logon Passw Your N E-mail	ame: Address:				
Logon Passw Your N E-mail	ame: Address:				
Logon Passw Your N E-mail	ame: Address: Itication: None	ids after sendin	g out a group of 5 e-mails		

12. Click on "Edit Settings" to configure your Internet E-mail Account Settings:

escription Document Processing	Email Setting	Default Message Settings	Email Extraction	Security
Select How To Send E-mail Messa	iges			
OUse your current email app	lication (i.e. Ou	tlook, Thunderbird and etc.) Test M	lessage
Confirm emailin	of each mess	age (if using Outlook Expres	ss or Thunderbird)	
Use Internet E-mail Server	(SMTP)			
Allew conding multiple dam	ments in the si	ala amai		
Allow sending multiple docu Send separate emails to ea		-	et.	
			51	
Internet E-mail (SMTP) Account S	Settings			
SMTP Mail Server:			Edit Sett	tings
Server Port: 25 Logon User Name:			Help	
Password:			nei	
Your Name: E-mail Address:				
Authentication: None				
Pause for 0 \checkmark secon	ds after sendin	g out a group of 5 e-mails		
			OK Car	ncel Apply

13. Click on your email server listed under "Default Settings" and the application will auto-fill your email Server Information. If your email server is not listed, you will need to manually enter the Server Information. Please contact your IT department for exact SMTP server settings used at your organization.

Internet E-Mail Server Settings	×
Server Information	Test Account Settings
Outgoing SMTP mail server: smtp.gmail.com Server Port Number: 465	After filling information on this screen, we recommend your test your account settings by clicking the button below (requires internet connection).
Logon Information	Test Account Settings
User Name:	
Password:	Default Settings
Authentication: Login ~ Use the following type of encrypted connection: SSL ~	Press any button below to configure server settings to work with a selected SMTP server provider:
Liser Information	Gmail
Your Name:	Hotmail
	Office 365
E-mail Address:	
Reply-To E-mail Address:	OK Cancel

14. Fill in your User Name and Password under "Logon Information", then Your Name, E-mail Address and Reply-To E-mail Address under "User Information":

Server Information			Test Account Settings
Outgoing SMTP mail server: Server Port Number:	smtp.gmail.com 587		After filling information on this screen, we recommend your test your account setting by clicking the button below (requires internet connection).
Logon Information			Test Account Settings
User Name:	sutherlandaquatics		
Password:	•••••		Default Settings
Authentication:	Login	\sim	Press any button below to configure serv settings to work with a selected SMTP
Use the following type of end	rypted connection: TLS	\sim	server provider:
User Information			Gmail
	Alexandra Sutherland		Hotmail
Your Name:	Alexandra Sutherland		Office 365
E-mail Address:	sutherlandaquatics@gmail.c	om	Shice 363
Reply-To E-mail Address:	sutherlandaquatics@gmail.c	om	

15. Click "Test Account Settings" to make sure e-mail server settings were configured correctly:

Server Information Outgoing SMTP mail server: Server Port Number:	smtp.gmail.com	Test Account Settings After filling information on this screen, we recommend your test your account settings by clicking the button below (requires
Logon Information		internet connection).
User Name:	sutherlandaquatics	
Password:	•••••	Default Settings
Authentication:	Login ~	Press any button below to configure serve settings to work with a selected SMTP
Use the following type of end	rypted connection: TLS \sim	server provider:
User Information		Gmail
	Alexandra Sutherland	Hotmail
Your Name:	Alexandra Sutherland	Office 365
E-mail Address:	sutherlandaquatics@gmail.com	Office 365
Reply-To E-mail Address:	sutherlandaquatics@gmail.com	
	·	OK Cancel

16. Click "Yes":



17. The following screen should appear if the application successfully connected to the server. Click "OK":



NOTE: If you receive an error message, and your login information is correct, you may need to go into your Gmail account and manually allow the application access into your account. To see if this is the case, simply check your Gmail e-mail and look for a message from Google notifying you of "a sign-in from a less secure app". That email should provide directions on how you can allow the application access.

18. If you are wanting to send e-mails to 100 recipients or more, you should configure the application to pause between sending emails. This action prevents your e-mails from being labeled as spam and your sending ability from being temporarily deactivated by your email service provider. Select the number of seconds you would like the application to pause from the drop-down menu (5 seconds is recommended for 500 or more recipients):

Description					
	Document Processing	Email Setting	Default Message Settings	Email Extraction	Security
Select H	ow To Send E-mail Messa	ages			
	e vour current email an	lication (i.e. Ou	utook, Thunderbird and etc.)	Test M	lessage
00.					-
	Confirm emailir	ng of each mess	age (if using Outlook Expres	s or Thunderbird)	
🖲 Us	e Internet E-mail Server	(SMTP)			
	h ha h				
	ow sending multiple docu		-		
Se	nd separate emails to ea	ach recipient list	ed in the "mail-to" address li	st	
Internet	E-mail (SMTP) Account	Settings			
0.000					
	Mail Server: smtp.gmail. r Port: 465	com		Edit Set	ings
Logon	User Name: sutherlanda	aquatics		Help	
	ord: ************************************	and			
	Address: sutherlandagu		n		
Deeler	to Address: sutherlanda	quatics@gmail.	com		
	ntication: Login	/			
Authe	erver uses SSI				
Authe	erver uses SSL				
Authe	erver uses SSL				
Authe		nds after sendin	g out a group of 5 e-mails		
Authe This se		nds after sendin	g out a group of 5 e-mails		

If you are planning to send a large number of emails, then please contact your email service provider to make sure you will not exceed a daily email quota and avoid spam filters.

Click "OK":

nternet E-Mail Server Settings		;
Server Information		Test Account Settings
Outgoing SMTP mail server:	smtp.gmail.com	After filling information on this screen, we
Server Port Number:	465	recommend your test your account settings by clicking the button below (requires internet connection).
Logon Information		Test Account Settings
User Name:	myusername	
Password:	•••••	Default Settings
Authentication:	Login ~	Press any button below to configure server settings to work with a selected SMTP
Use the following type of end	rypted connection: SSL/TLS \sim	server provider:
User Information		Gmail
		Hotmail
Your Name:	Payroll Staff	Yahoo! Plus
E-mail Address:	payroll@gmail.com	Tanoo! Plus
Reply-To E-mail Address:	payroll@gmail.com	
	·	OK Cancel

19. Click on the "Default Message Settings" tab, to move to the next level of settings configuration:

escription	Document Processing	Email Setting Default Message Settings Denail Extraction Security	
Select H	ow To Send E-mail Messa	ages	
OUs	e your current email app	plication (i.e. Outlook, Thunderbird and etc.) Test Message	
	Confirm emailin	ng of each message (if using Outlook Express or Thunderbird)	
) Us	e Internet E-mail Server	· (SMTP)	
	ow sending multiple docu	uments in the single email	
🗌 Se	nd separate emails to ea	ach recipient listed in the "mail-to" address list	
Internet	E-mail (SMTP) Account S	Settings	
SMTP I	Mail Server: smtp.gmail.	com Edit Settinas	
Server	Mail Server: smtp.gmail. Port: 465	Sama and a second se	
Server Logon Passw	Port: 465 User Name: myusernam ord: ********]
Server Logon Passw Your N	Port: 465 User Name: myusernam ord: ********* lame: Payroll Staff	ie Help]
Server Logon Passw Your N E-mail Reply-	Port: 465 User Name: myusernam ord: ********* lame: Payroll Staff Address: payroll@gmail. to Address: payroll@gmail.	e Help]
Server Logon Passw Your N E-mail Reply- Auther	Port: 465 User Name: myusernam ord: ********* lame: Payroll Staff Address: payroll@gmail.	e Help]
Server Logon Passw Your N E-mail Reply- Auther	Port: 465 User Name: myusernam ord: ******** lame: Payroll Staff Address: payroll@gmail. to Address: payroll@gm ntication: Login	e Help]
Server Logon Passw Your N E-mail Reply- Auther	Port: 465 User Name: myusernam ord: ******** lame: Payroll Staff Address: payroll@gmail. to Address: payroll@gm ntication: Login erver uses SSL	e Help]
Server Logon Passw Your N E-mail Reply- Auther This se	Port: 465 User Name: myusernam ord: ******** lame: Payroll Staff Address: payroll@gmail. to Address: payroll@gm ntication: Login erver uses SSL	e Help]

20. Type the text for the message Subject and body Message for all outgoing emails in the appropriate space. You can also specify TO, CC, and BCC recipients, who will always receive a copy of each email.

escription	Document Processing	Email Setting D	efault Message Settings	Email Extraction	Security
Specify D	efault E-Mail Message S	Gettings			
			text for each outgoing e TO, CC, BCC) that should		
Send	i To:				
	CC:				
E	BCC:				
Subj	ject: Pay Stub				
Mess	age: Here is your pay	stub.			^
					~
	<				>
Attachme	nts:				Edit
Forr	mat: Plain Text	~ ?	Priority: None	✓ (SMTP r	node only)
	Request read	receipt			

21. Click on the "Email Extraction" tab, to move to the next level of settings configuration:

	ment Processing Email Setting Default Message Settings Email Extraction s	Security
	Specify e-mail subject and message text for each outgoing e-mail message. You n specify default message recipients (TO, CC, BCC) that should always receive a co message.	
Send To:		
CC:		
BCC:		
Subject:	Pay Stub	
Message:	Here is your pay stub.	^
	< د	>
Attachments:		Edit
Format:	Plain Text V ? Priority: None V (SMTP mo	de only)

22. This is an advanced settings page, which supports various text-recognition features. The application can recognize and extract information from within the document text. For example, if you check the box for "Search for CC recipients," you can specify a CC recipient within the text using the keyword "CC:" followed by the email address; the application will then recognize and extract the CC information for each document. The plugin supports other keywords, such as "BCC," "Subject," Filename," and "Greeting." Please see the **Advanced Settings** section of this guide below for more information on these settings.

Email Settin	gs					×
Description	Document Processing	Email Setting	Default Message Settings	Email Extraction	Security	
See See See Do Use	arch for file attachment arch for email greeting li not allow CC/BCC email	(i.e "BCC: some text (i.e "Subje name (i.e. "File ne (i.e. "Greetin s in "Mail To" ac or email addres	body@nowhere.com") ect: Monthly Newletter") name: CustomFilename.pdf ng: Dear John Doe") Idresses ses ("MailTo", "CC", "BCC")	ז		
Us Maj	e custom filename to em o Filenames To E-mails Blocked Emails (here To Look For Email J	ail address map File name 0 email(s)			?	
Page		ge Only ge: 1 ge: 1	~			
				OK Ca	ncel /	Apply

23. Unless you require advanced settings, you do not need to modify anything in the "Email Extraction" tab, or the "Security" tab (See **Advanced Settings** below for help with these settings). Click "OK" to finish settings configuration:

escription	Document Pr	ocessing	Email Setting	Default Message Settings	Email Extraction	Security
Select E-	mail Extraction	Settings -				
				dy@nowhere.com")		
				body@nowhere.com")		
=		-		ect: Monthly Newletter") name: CustomFilename.pdf"	`	
				ng: Dear John Doe")	,	
			in "Mail To" ad			
				ses ("MailTo", "CC", "BCC")		
⊡ Us	e document's '	'Subject" p	roperty for em	nail subject line		
Us	e custom filena	ame to ema	ail address map	oping		
Map	Filenames To	E-mails	File name	mapping is disabled		
	Blocked Ema	ils	0 email(s)	are in the blocked list		?
Select W	here To Look F	For Email In	formation			
Page	es to search:	First Pag	ge Only	~		
		First pag	e: 1			
		Last page	e: 1			
	earch annotat	iona for or	ail addronoo			
	earch annotat	ions for en	iaii auuresses			

24. Click "Close" to finish settings configuration and proceed to processing your documents.

Manage Settings	×
Information Use this dialog to manage document processing settings. settings or edit an existing one. Double-dick on a configur	You can create new ation to edit it.
Application Settings	
Configuration Name	New
Default	Сору
	Edit
	Delete
Help	Close

25. The "Auto-Email Documents" dialog will appear on the screen. Click the "Add Files..." button to select the source PDF file that needs to be distributed:

Auto-Ema	ail Docume	nts (AutoDoc	Mail Plug-in)				×
	Use this dia	esses and auto	te multiple PDF docu matically email it to t	ments via email. The s he recipients.	oftware will search each	n file for	Learn More
Add I	Files	Remove	Remove All	Use settings:	Default	~	Settings
File:						Number of P	ages:
<							>
View	v Log		ww	w.evermap.com		Next >	Cancel

26. Select one or more input files in the "Open" dialog, then click "Open":

入 Open		×
$\leftarrow \rightarrow \land \uparrow$	→ This PC → OS (C:) → Data	✓ ♂ Search Data
Organize 🔻 Ne	ew folder	III 🕶 🔟 😮
Screenshots	^ Name	Date modified Type
😌 Dropbox	🔁 PayStubs	7/15/2016 10:37 AM Adobe Acrobat D
ice OneDrive		
💻 This PC		
📃 Desktop		
🔮 Documents		
👆 Downloads		
👌 Music		
Pictures		
🚪 Videos		
🟪 OS (C:)		
	✓ <	>
	File <u>n</u> ame: PayStubs	\checkmark Adobe Acrobat Files (*.pdf) \checkmark
		Open Cancel

27. Click "Next >".

Auto-Email Documents (AutoDocMail Plug-in)	×
Information Use this dialog to distribute multiple PDF documents via email. The software will search each fi email addresses and automatically email it to the recipients.	le for Learn More
Select Documents To Auto-Email	
Add Files Remove All Use settings: Default	 ✓ Settings
	Number of Pages:
C:\Data\PayStubs.pdf	2
¢	>
View Log www.evermap.com	Next > Cancel

28. Once your document is split and processed, you will see the "Confirm Email Recipients" screen, which will list the extracted information for each recipient. Each recipient's e-mail address, Subject, and Attachment for each message should be listed. A green preceding circle indicates successful processing. Double-click on any record in the list to preview the document and/or

modify the e-mail settings:

Confirm Email Recipients - 2 docume	ent(s)	×
Select Sort Export		
Double-click on any record to modify its email	settings or preview the doc	ument:
Email To:	Subject: Pay Stub	Attachment:
🧹 🌒 john.doe@evermap.com	Pay Stub	📜 C:\Users\Alexandra\AppData\Roaming\EverMap\AutoDocMail\TempFile
<		>
Show Passwords, CC, BCC recipients (res	size window to see more con	tent) Copy Unchecked File(s) Send Cancel

NOTE: The application creates temporary files when splitting the single large document into smaller documents. The attachment pathways listed on this screen reflect these temporary files, which will be deleted once processing is complete.

29. You can review each attachment. To modify the recipients (TO, CC, BCC), Subject, and Message content of each e-mail by click on "Edit Email Settings":

Document Preview		×
Edit Email Settings DayStubsDoc1.pdf		
<text><text><text><text></text></text></text></text>	Ownor of synthesis Weight of the synthesis More of the synthesis With of the synthesis With of the synthesis With of the synthesis O'printe the synthesis O'printe the synthesis With of the synthesis O'printe the synthesis O'printe the synthesis	~
ABC Corp. Payroll Advice # 0000000 450 Chather Sinut Advice of Credit Data 1/072003 Senambers, USA 01010	parking regression adductions	
Py TWO IRANEED FIFTY NINE AND 36-30 DOLLARS To Be MARY MATTH Order 21 20 MAIN TREET ANYTORY, URA 99165 NON-NEOOTIME #		
Page: 1 of 1 page(s)		•
Page: 1 of 1 page(s)	OK	

The Subject and Message that appears in this window is the default that we defined in

"Settings" at the beginning of this tutorial. You can modify all fields for each message by typing in the appropriate boxes; click "OK" when finished:

Edit Ema	ail Mess	age	Х
	то:	mary.smith@evermap.com	
	CC:		
	BCC:		
S	ubject:	Pay Stub	
Me	ssage:	Here is your Pay Stub.	^
			~
		< >>	
		OK Cancel	

30. You can control which recipients will receive e-mails, as only those recipients with a checkmark in the box preceding their e-mail address will receive e-mails. Once you have reviewed and are satisfied with the mass-mailing arrangement, click "Send":

Confirm Email Recipients - 2 documer	nt(s)	×
Select Sort Export Double-click on any record to modify its email	settings or preview the doo	sument:
Email To:	Subject: Pay Stub Pay Stub	Attachment: Generation: Attachment: Generation: C: \Users \Alexandra \AppData \Roaming \EverMap \AutoDocMail \TempFile C: \Users \Alexandra \AppData \Roaming \EverMap \AutoDocMail \TempFile
< Show Passwords, CC, BCC recipients (res	ze window to see more cor	ntent) Copy Unchecked File(s) Send Cancel

31. Click "Yes" to start emailing documents.



32. The "AutoDocMail Plug-in- Processing Documents" window will pop-up on the screen indicating the processing progress. This window will disappear once mass-distribution of all documents is complete.



33. The "Auto Email Documents" window will tell you how many total emails were sent and will inform you of whether the operation was successful or if any errors were experienced during e-mailing. Click "OK" to finish:

Auto-Email Documents		×
	Number of emails sent: 2 Errors, Warnings and Messages: Operation has been completed successfully.	
www.evermap.com	Save	

ADVANCED SETTINGS

ADVANCED FUNCTIONALITY OVERVIEW

The AutoDocMail software can optionally perform the following advanced tasks:

- Automatically email PDF documents to the recipients based on custom keyword search.
- Automatically email PDF documents to the recipients whose email addresses are contained within a custom filename-to-email address map.

This software allows the user to set up the following security features:

- Secure settings configurations with a password to restrict usage of those settings.
- Secure outgoing PDF documents with a document "open" password.
- Secure outgoing PDF document with document access password and restrictions.

This software can extract email addresses (including "cc" and "bcc") and email message subjects from PDF files':

- Text
- Annotations
- Properties

USING KEYWORDS-TO-EMAILS MAPPING TABLE

Many business documents do not contain email addresses as part of the document content. If you are wanting to send documents that do not contain recipients' email addresses within the text, but you do have unique keywords that can be directly associated with email addresses, then you can create a custom keywords-to-email address map. This method allows you to manually assign email addresses of the recipients based on presence of the specific search keywords. For example, use this method to assign emails based on account numbers, customer IDs, SSNs, company names and other similar items. This method is suitable for the cases when documents are regularly emailed to the same group of recipients.

The keyword-to-email mapping table is defined as a series of comma-delimited text lines. The search keyword is followed by the corresponding email address:

ACME SYSTEMS, <u>orders@acmesystems.com</u> ABCD LABS, <u>invoices@abcdlabs.com</u> PACIFIC SHIPPING, <u>invoices@pacificshiping.com</u> "FOREST PRODUCTS, INC.", <u>invoice@forestpr.com;maryann@forestpr.com</u>

If the search keyword contains one or more commas, then it needs to be surrounded with quotation marks. The input documents are searched for the keywords, and email addresses are assigned based on the successful matches. This method is only applicable for the "mail-to" email addresses and cannot be used for CC and BCC.

Use the instructions below for configuring a keyword-to-email mapping.

1. Open the AutoDocMail plug-in by selecting "Plug-ins > Auto-Email Documents..." from the Plug-in menu of Adobe Acrobat:



2. Click the "Settings..." button:

uto-Email Docur	ments (AutoDoo	:Mail Plug-in)				×
Information Use this email ad	dialog to distribu Idresses and auto	ite multiple PDF docum omatically email it to th	ients via email. The s le recipients.	oftware will search ea	ch file for Lea	arn More
Select Documents	To Auto-Email	Remove All	Use settings:	Dofault		Settings
File:	Remove	Kenove Air	obe betalight		Number of Page	
<						>
View Log		www	v.evermap.com		Next >	Cancel

3. The "Manage Settings" dialog will appear on the screen. Select the settings configuration that you wish to edit, then click the "Edit" button:

Manage Settings	×
Information Use this dialog to manage document processing settings. You can create new settings or edit an existing one. Double-click on a configuration to edit it.	
Application Settings	
Configuration Name Default Copy Edit Delete	
Help Close	

4. Click on the "Email Extraction" tab:

Description Document Processing Email Setting Default Message Settings Email Extraction Security Settings Name and Description Name: Default Description Description: Type description for these application settings Password Protection Image: Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Image: Ask for password before processing documents or accessing these settings Password:	Settings Name and Description Name: Default Description: Type description for these application settings Password Protection Image: Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Image: Ima	Settings Name and Description Name: Description: Description: Type description for these application settings Password Protection Image: Settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Image: Ask for password before processing documents or accessing these settings Password:		gs			_		
Name: Description: Type description for these application settings Password Protection Image: A structure of the settings of the settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Image: A sk for password before processing documents or accessing these settings	Name: Description: Type description for these application settings Password Protection Image: A strain of the password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Image: A sk for password before processing documents or accessing these settings Password:	Name: Default Description: Type description for these application settings Password Protection Image: Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password bit attempting to use these settings. Image:	escription	Document Processing	Email Setting	Default Messa	ge Settings Emai	l Extraction Secu	rity
Password Protection Password Protection Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings	Password Protection	Password Protection Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	Settings	Name and Description					
Password Protection Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings	Password Protection Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	Password Protection Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:		Name: Default					
Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings.	Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	1	Description: Type des	cription for thes	e application set	tings		
documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings.	documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	Passwor	d Protection					
	Password:	Password:		document	ts. If a passwore	d is specified, th	en user is always j		
Password:				Ask fo	r password bef	ore processing d	locuments or acces	ssing these settings	5
	Re-type password:	Re-type password:		Password	l:				
Re-type password:				Re-type password	l:				
		OK Cancel #							

5. Select "Use keyword-to-email address mapping" option and press "Map Keywords To E-mails" button:

	Email Settings
Description Document Pro	ocessing Email Setting Default Message Settings Email Extraction Security
Select E-mail Extraction	Settinas
	ecipients (i.e "CC: somebody@nowhere.com")
	recipients (i.e "BCC: somebody@nowhere.com")
	ail "subject" text (i.e "Subject: Monthly Newletter")
Search for file at	ttachment name (i.e. "Filename: CustomFilename.pdf")
Search for emai	il greeting line (i.e. "Greeting: Dear John Doe")
 Do not allow CC 	C/BCC emails in "Mail To" addresses
Use document p	properties for email addresses ("MailTo", "CC", "BCC")
Use document's	s "Subject" property for email subject line
✓ Use keyword-to	e-email address mapping
Map Keyword	ds To E-mails 0 kerword(s) are mapped to email addresses
Use custom filer	name-to-email address mapping
Map Filename	es To E-mails File name mapping is disabled
Blocked En	mails 0 email(s) are in the blocked list?
Select Where To Look F	For Email Information
Pages to search:	First Page Only 🗸
	First page: 1 Last page: 1
Search annotati	ions for email addresses
	OK Cancel Apply

6. Type the search keyword, followed by a comma, followed by the email address of the corresponding recipient (one keyword per line). Separate multiple email addresses with a semicolon if it is necessary to specify more than one email. Press OK button once done.

Map Keywords to Email Addresses	
Information	
Type comma-separated keywords and corresponding email addresses on separat For example: INVOICE, accountspayable@mycompany.com PURCHASE ORDER, orders@mycompany.com "ACME SYSTEMS, INC.", orders@acme.com;mary@acme.com Read more	e lines.
Mapping	
ACME SYSTEMS, orders@acmesystems.com ABCD LABS, invoices@abcdlabs.com PACIFIC SHIPPING, invoices@acficshiping.com "FOREST PRODUCTS, INC.", invoice@forestpr.com;maryann@forestpr.com	
ОКС	ancel

TIP: If a file name contains a comma character, then surround file name with quotation marks: "Forest Products, Inc.", john.doe.@mycompany.com.

Optionally, you can specify additional email parameters such as "Subject", "CC", "BCC", "Filename", "Greeting", "From", "Replyto". For example, use the following syntax to add a subject line, a custom greeting and CC email address to the email mapping table:

"John Doe Junior", invoices@acme.com|subject:Enter a custom subject line|greeting:Dear John Doe Junior|cc:info@acme.com

7. Click "Close" to finish settings configuration and proceed to processing your documents.

Aanage Settings	
Information Use this dialog to manage document p settings or edit an existing one. Doub	processing settings. You can create new le-click on a configuration to edit it.
Application Settings	
Configuration Name	New
Default	Сору
	Edit
	Delete
L	
Help	Close

USING CUSTOM FILENAME-TO-EMAIL MAPPING TABLE

If you are wanting to send documents that do not contain recipients' email addresses within the text, but you do have unique filenames that can be directly associated with email addresses, then you can create a custom filename-to-email address map. This method allows you to manually assign email addresses of the recipients you wish to receive particular documents.

1. Open the AutoDocMail plug-in by selecting "Plug-ins > Auto-Email Documents..." from the Plug-in menu of Adobe Acrobat:



2. Click the "Settings..." button:

ıto-Email Docur	nents (AutoDo	cMail Plug-in)			
Information Use this email ad	dialog to distrib dresses and aut	ute multiple PDF docur tomatically email it to t	nents via email. The s he recipients.	oftware will search each fi	le for Learn More
Select Documents					
Add Files	Remove	Remove All	Use settings:	Default	Settings
rile:					Number of Pages:
<					>
View Log]	ww	w.evermap.com		Next > Cancel

3. The "Manage Settings" dialog will appear on the screen. Select the settings configuration that you wish to edit, then click the "Edit" button:

Manage Settings	\times
Information Use this dialog to manage document processing settings. You can create new settings or edit an existing one. Double-click on a configuration to edit it.	
Application Settings	
Configuration Name Default Copy Edit Delete	
Help Close	

4. Click on the "Email Extraction" tab:

Email Settin	gs					×
Description	Document Processing	Email Setting	Default Message	Settings Email Extr	action Security	
Settings	Name and Description -					
	Name: Default					
C	Description: Type des	cription for thes	e application setti	ngs		
Password	d Protection					
	document	s. If a passwore		use of these settings nuser is always promp ttings.		
	Ask fo	r password bef	- ore processing do	cuments or accessing	these settings	
	Password	l:				
	Re-type password	:				
				OK	Cancel	Apply

5. Click on the box preceding "Use custom filename to email address mapping" and press "Map Filenames to E-mails" button:

Email Settings	×
Description Document Processing Email Setting Default Message Settings Email Extraction Security	
Select E-mail Extraction Settings	
✓ Search for CC recipients (i.e "CC: somebody@nowhere.com")	
Search for BCC recipients (i.e "BCC: somebody@nowhere.com")	
✓ Search for e-mail "subject" text (i.e "Subject: Monthly Newletter")	
Search for file attachment name (i.e. "Filename: CustomFilename.pdf")	
Search for email greeting line (i.e. "Greeting: Dear John Doe")	
Do not allow CC/BCC emails in "Mail To" addresses Use document properties for email addresses ("MailTo", "CC", "BCC") "BCC")	
Use document's "Subject" property for email subject line	
Ose documents' Subject property for email subject line	
Use keyword-to-email address mapping	
Map Keywords To E-mails Keyword-to-email mapping is disabled	
✓ Use custom filename-to-email address mapping	
Map Filenames To E-mails 0 file name(s) are mapped to email addresses	
Map Fliendines To E-mails 0 flie have(s) are mapped to email addresses	
Blocked Emails 0 email(s) are in the blocked list?	
Select Where To Look For Email Information	
Pages to search: First Page Only	
First page: 1 Last page: 1	
Search annotations for email addresses	
OK Cancel Appl	v
	,

6. Type the filename, followed by a comma, followed by the email address of the corresponding recipient. Each line should contain only one filename and its recipient/s. If you need to specify more than one recipient per filename, then separate the email addresses with a semicolon:

Map File Nar	mes To Email Addresses	\times
	n Type comma-separated filenames and corresponding email addresses on separate lines. For example: myfileA.pdf, ann@mycompany.com myfileB.pdf, john@mycompany.com myfileC.pdf, peter@mycompany.com;mary@world.net	2
Mapping		
paystub	91.pdf, mary@mycompany.com 92.pdf, joe@mycompany.com 33.pdf, sara@mycompany.com; payroll@mycompany.com	~
4	s	~
<u>6</u>	ОК Саг	ncel

TIP: If a file name contains a comma character, then surround file name with quotation marks: "paystub, John Doe.pdf", john.doe.@mycompany.com.

Optionally, you can specify additional email parameters such as "Subject", "CC", "BCC", "Filename", "Greeting", "From", "Replyto". For example, use the following syntax to add a subject line, a custom greeting and CC email address to the email mapping table:

JohnDoe.pdf, invoices@acme.com|subject:Enter a custom subject line|greeting:Dear John Doe Junior|cc:info@acme.com

It is possible to enter one or more optional keywords separated by the | symbol. Keyword names are case-insensitive.

Click "OK" to finish entering filename-to-email mappings.

7. Click on the "Document Processing" tab:

Email Settings	\times
Description Document Processing Email Setting Default Message Settings Email Extraction Security	
Select E-mail Extraction Settings Search for CC recipients (i.e. "CC: somebody@nowhere.com") Search for BCC recipients (i.e. "BCC: somebody@nowhere.com") Search for e-mail "subject" text (i.e. "Subject: Monthly Newletter") Search for file attachment name (i.e. "Filename: CustomFilename.pdf") Search for e-mail "greeting line (i.e. "Greeting: Dear John Doe") On ont allow CC/BCC emails in "Mail To" addresses	
Do not allow CC/pCC emails in Main 10 addresses Do not allow CC/pCC emails in Main 10 addresses Do not allow CC/pCC emails addresses Do not allow CC/pCC emails of the main addresses (MailTo", "CC", "BCC") Use document's "Subject" property for email subject line Do not addresses mapping Map Filenames To E-mails 3 file name(s) are mapped to email addresses Blocked Emails 0 email(s) are in the blocked list ?	
Select Where To Look For Email Information Pages to search: First Page Only First page: Last page: 1 Search annotations for email addresses	
OK Cancel Appl	у

8.	Click on t	the circle	preceding	"Send	input	documents	'as is'":
----	------------	------------	-----------	-------	-------	-----------	-----------

Email Setting	gs						×
Description	Document Processing	Email Setting	Default Messag	e Settings	Email Extraction	Security	
- Select Ho	w To Pre-Process Input		-				
			without any mo		N	61l	
6				- · _) and email these		
			per individual ou		1 (page		
	Combin	e files for each	email recipient ir	ito a single	document ?.		
Specify S	afeguards						
	Do not send d	ocuments with	number of page	outside of	the following rang	e:	
		Min. allowe	d number of pag	es: 1	(pages)		
		Max allowe	d number of pag	es: 1	(pages)		
	Do not send d	ocuments large	then: 2000	(KBy	tes)		
Advanced	d Options						
Use cus	stom name for a file atta	chment:					
Dele	ete all text annotations (sticky notes, ty	pewritter) befor	e emailing a	adocument		
					OK Ca	ncel /	Apply

9. Make sure that the box preceding "Do not send documents with number of pages outside of the following range" is unchecked:

Email Settings								×
Description Doc	cument Processing	Email Setting	Default	Message Set	tings E	Email Extraction	Security	
Select How To	Pre-Process Input	Documents						
	Send input do	cuments "as is"	' without a	any modificat	ions			
	O Split input doc	uments into se	parate file	es (N pages p	oer file) i	and email these f	files only:	
	Specify nu	mber of pages	per indivi	dual output f	ile: 1	(page	s)	
	Combin	e files for each	email rec	ipient into a	single do	ocument ?.		
Specify Safeg	uards							
	Do not send d	ocuments with	number o	f pages outs	ide of th	ne following rang	e:	
		Min. allowe	d number	of pages:	1	(pages)		
		Max allowe	d number	of pages:	1	(pages)		
						(<u>3</u>)		
	Do not send d	ocuments large	e then:	2000	(KByte	es)		
Advanced Op	tions							
	name for a file atta	chment:						
Delete a	ll text annotations (sticky notes, t	ypewritter	r) before em	ailing a d	locument		
					0	K Car	ncel	<u>A</u> pply

The above settings are necessary because we are sending documents based on file name to email mapping table. This means that a whole document needs to be emailed to each recipient.

10. Click on "Email Setting" tab:

Email Settings					×
Description Document Processing Email Settin	Default Message Set	tings Emai	il Extraction	Security	
Select How To Pre-Process Input Documents					
		per file) and file: 1	(page	s)	
V	wed number of pages: wed number of pages:	ide of the fi	(pages) (pages) (pages)		
Advanced Options Use custom name for a file attachment:	typewritter) before em	ailing a docu OK		ncel	Apply

11. Click the box preceding "Send separate emails to each recipient..." to ensure that recipients who are mapped to the same filename receive separate emails:



Click OK button to close settings dialog.

12. Click "Close" to finish settings configuration and proceed to processing your documents.



13. The "Auto-Email Documents" dialog will appear on the screen. Click the "Add Files..." button to select the source PDF file that needs to be distributed:

		comatically email it to t	he recipients.			
	ocuments To Auto-Email					
Add Files	Remove	Remove All	Use settings:	Default	~	Settings
File:					Number of P	ages:

14. Select one or more input files in the "Open" dialog, then click "Open". Make sure that you are selecting files that actually exist in the file name-to-email mapping table.

<mark>사</mark> Open				×
	「his PC → OS (C:) → Data	~ Č	Search Data	م
Organize 🔻 New fol	der			
a OneDrive	' Name	Da	ate modified	Туре
This PC Desktop Documents Downloads Music Pictures Videos Science Kingston (E:)	1 PayStub1 2 PayStub2 2 PayStub3	7/	17/2016 1:10 PM 17/2016 1:16 PM 18/2016 2:32 PM	Adobe Acrobat D Adobe Acrobat D Adobe Acrobat D
	name: PayStubs	~	Adobe Acrobat	Files (*.pdf) V Cancel

15. Click "Next >":

Auto-Email Documents (AutoDocMail Plug-in)	×
Information Use this dialog to distribute multiple PDF documents via email. The software will search email addresses and automatically email it to the recipients. Select Documents To Auto-Email	each file for Learn More
Add Files Remove All Use settings: Default	✓ Settings
File: C:\Data\PayStub1.pdf C:\Data\PayStub3.pdf C:\Data\PayStub3.pdf	Number of Pages: 1 3 6
View Log www.evermap.com	Next > Cancel

16. You will see the "Confirm Email Recipients" screen, which will list the recipients and corresponding attachments for each recipient. Each recipient's e-mail address, Subject, and Attachment for each message should be listed. Double-click on any record in the list to preview the document and/or modify the e-mail settings (this is not necessary, but recommended to verify that document is assigned to the correct recipient):

Confirm Email Recipients - 3 document(s)			×
Select Sort Export			
Double-click on any record to modify its email settings	or preview the document:		
Email To:	Subject:	Attachment:	
🗹 🔍 mary.smith@evermap.com	pay stubs	🚡 C:\Data\PayStub1.pdf	
🧹 🔍 john.doe@evermap.com		C:\Data\PayStub2.pdf	
🗹 🔍 sara.miller@evermap.com; payroll@everm	pay stubs	🚂 C:\Data\PayStub3.pdf	
			_
/			-
			-
			-
			-
			-
			-
			-
			-
٢		2	>
Show Passwords, CC, BCC recipients (resize wind	ow to see more content)	Copy Unchecked File(s) Send Cancel	

17. You can optionally review each attachment. To modify the recipients (TO, CC, BCC), Subject, and Message content of each e-mail by click on "Edit Email Settings":

Document Preview	×
Edit Email Settings DayStubsDoc1.pdf	
<text><text><text></text></text></text>	O Value of the state of
NON-NEGOTIARE	
Page: 1 of 1 page(s)	OK V
·	- OK

18. The Subject and Message that appears in this window is the default that we defined in "Settings" at the beginning of this tutorial. You can modify all fields for each message by typing in the appropriate boxes; click "OK" when finished:

Edit Email Mess	sage .	×
📄 то:	mary.smith@evermap.com	
CC:		
BCC:		
Subject:	Pay Stub	
Message:	Here is your Pay Stub.	
	< >	
	OK Cancel	

19. You can control which recipients will receive e-mails, as only those recipients with a checkmark in the box preceding their e-mail address will receive e-mails. Once you have reviewed and are satisfied with the mass-mailing arrangement, click "Send":

uble-click on any record to modify its email settings mail To:	Subject:	Attachment:	
☐ ● mary.smith@evermap.com	pay stubs	C:\Data\PayStub1.pdf	
john.doe@evermap.com	pay stubs	C:\Data\PayStub1.pul	
 Generative entry in the second provide the second provide		C:\Data\PayStub3.pdf	

Optionally, use "Copy Unchecked Files" button to copy attachments from all unchecked emails into a separate folder for later processing or review.

20. Click "Yes" to start emailing documents:
| AutoDocMail | \times |
|--|----------|
| Po you want to start emailing documents now? | |
| <u>Y</u> es <u>N</u> o | |

21. The "AutoDocMail Plug-in - Processing Documents" window will pop-up on the screen indicating the processing progress. This window will disappear once emailing of all documents is complete.

AutoDocMa	il Plug-in - Processing Documents	×
	Processing files Emailing files to: mary.smith@evermap.com Number of documents processed: 2.	
www.everm	ap.com	Cancel

The final confirmation dialog will be shown on screen once processing is finished. It will list the total number of email sent and any warning or errors that occurred during the processing. If there are no errors, the "Operation has been completed successfully" message will appear in the window. Click "OK" to close the dialog. The processing is completed:

Auto-Email Documents		×
	Number of emails sent: 4 Errors, Warnings and Messages: Operation has been completed successfully.	
www.evermap.com	Save	ОК

PASSWORD PROTECTING OF PROCESSING SETTINGS

It is often necessary to restrict usage of the AutoDocMail to only authorized members of staff. The AutoDocMail provides a way to password protect a specific settings configuration. The user will be required to enter a password in order to use the protected settings and actually email documents.

1. Open the AutoDocMail plug-in by selecting "Plug-ins > Auto-Email Documents..." from the Plug-in menu of Adobe Acrobat:



2. Click the "Settings..." button:

Use this email ac	Idresses and aut	ute multiple PDF docu comatically email it to t	ments via email. The s the recipients.	software will search	each file for Lear	rn More
Add Files	Remove	Remove All	Use settings:	Default		Settings
File:					Number of Page	s:

3. The "Manage Settings" dialog will appear on the screen. Select the settings configuration you want to edit and click the "Edit..." button.

Manage Settings	×
Information Use this dialog to manage document processing settings. You can create new settings or edit an existing one. Double-click on a configuration to edit it.	N
Application Settings	
Configuration Name Default Copy Edit Delete	
Help Close	2

4. Under the Description tab, click on the checkbox preceding "Ask for password before processing documents or accessing these settings". Enter a password. Re-enter the same password again.

Description	Document P	Processing	Email Setting	Default Message Settings	Email Extraction	Security	
Settings	Name and De	escription –					
	Name:	Default					
C	Description:	Type desc	ription for thes	e application settings			
Passwore	d Protection						
				ent unauthorized use of the			
-		password	while attemptin	d is specified, then user is al ng to use these settings.			
		password	while attemptin				
	Re-type	password	while attemptir r password befi	ng to use these settings.			
	Re-type	password Ask for Password	while attemptir r password befi	ng to use these settings.			
	Re-type	password Ask for Password	while attemptir r password befi	ng to use these settings.			
	Re-type	password Ask for Password	while attemptir r password befi	ng to use these settings.			
	Re-type	password Ask for Password	while attemptir r password befi	ng to use these settings.			

CUSTOMIZING EMAIL MESSAGE AND SUBJECT LINE BY TEXT SEARCH

It is possible to extract a piece of text from the document's text and use it anywhere in the subject line or within a message body. Any text enclosed within **##....##** is treated as a search expression. You can use search expressions in the "Subject" and "Message" email fields only. Search expressions are using <u>regular expression syntax</u> and can be used to extract text patterns such as account numbers, social security numbers, email addresses and virtually any other text that contains a certain unique keyword or a pattern. A regular expression (shortened as *regex* or *regexp*) is a sequence of characters that specifies a search pattern. Usually, such patterns are used by stringsearching algorithms for "find" or "find and replace" operations on strings, or for input validation. Regular expressions are used in search engines, search and replace dialogs of word processors and text editors, in text processing utilities. There are countless tutorials available online with copious examples. Here is one of the good websites: <u>https://www.regular-expressions.info/tutorial.html</u>.

Each search expression that occurs in the subject or email message body will be replaced with a matching text extracted from the document. If there is no text that matches the expression, then it will be replaced with "nothing" and essentially removed from a subject line or a message body. Search expressions using in AutoDocMail are case-sensitive.

The following example extracts the greeting line from the document and uses it to start an email message to produce a customized text that is in sync with the document being emailed:

##^Dear [^\n]+##, Please find your monthly statement for the ##account: \d{10}##.

The above example contains two search expressions:

- **^Dear [^\n]+** this expression looks for the text line that starts with "Dear" and extract all text until end of the line.
- account: \d{10} this expression searches for word "account:" that is followed by a space and a 10-digit number.

The above example will produce the following sample output:

Dear John Doe, Please find your monthly statement for the account: 7539539539.

Here is a short list of useful regular expressions (please see online tutorial for complete syntax): d - stands for a single digit.

\d+ - stands for one or more digits.

w – stands for a single "word character" that is either a digit, letter or underscore.

[A-F] – matches a single letter from A to F: (A, B, C, D, E, F).

[\d,.]+ - matches one or more digits, commas or periods. Useful for matching amounts.

 $d{3}-d{2}-d{4} - matches a social security number (for example 123-45-6789).$

\b\d{10}\b – matches a 10 digit number that is not part of any larger number

\d{4,6} – matches a number between 4 and 6 digits

SECURING PDF DOCUMENTS

Optionally, secure outgoing PDF documents with a "document open" and "user permission" passwords. Recipients will be required to enter a "document open" password in order to view its content. The content of the PDF file is going to be encrypted and cannot be read unless unlocked with a correct password. The best passwords are random and strong enough to thwart a brute force or dictionary attack. Use combination of lower and upper case letters, digits, and symbols (@,!#\$%^&*!) to create strong passwords. Avoid using short passwords. The reliable password should be at least 8 characters long.

The AutoDocMail provides 4 different methods for securing outgoing documents:

- 1. Use a single "global password" for all outgoing documents.
- 2. Extract document-specific passwords from the text content using "Password" keyword (for example: password: abc123).
- 3. Assign document-specific passwords by using user-supplied keyword-to-password mapping table. Use this method to assign passwords based on account numbers, EINs, SSNs, phone numbers, emails and etc.
- 4. Extract document-specific passwords from document's metadata properties (use custom "Password" property).

The methods #2 and #3 are the most commonly used and provide a large degree of flexibility.

Use method #2 ("Password" keyword) to embed the password right into the PDF document. The AutoDocMail will automatically detect the password and use it to secure the file. The password keyword can be placed anywhere on the page, it can be hidden or printed with white font on white background to make it invisible for the user (however, it will be still possible to find it on the page).

Use method #3 (Keyword-to-Password mapping) when it is not desirable to put passwords into the PDF documents or PDF documents are already generated and it is not possible to modify them. This method allows to associate unique text or numbers with a password. For example, use this method to assign passwords based on social security or account numbers. The AutoDocMail will search each document for the user-supplied keywords (SSNs for example) and assign passwords based on the search results. This method does not require any modifications to the PDF documents and is probably the most flexible method for securing the documents.

SECURE OUTGOING DOCUMENTS WITH A PASSWORD EXTRACTED FROM TEXT

Use this method to secure each outgoing PDF document with a password that is extracted from a keyword search of the input PDF document. The recipient will need to enter their password in order to open the e-mail attachment in Adobe Acrobat or any other PDF viewer.

1. You will first need to specify passwords within your input PDF document, using the "Password:" keyword. Here is the same input document that we used for our Basic Settings example. This is a multipage PDF document that contains a pay stub for a different recipient on each page. Here is the first page of the PDF document with the password within the text:

ABC Corp. 450 Chamber Somewhere, U		10			Social Sec Period End mary smit	Name: Maj urity #: 999- d Date: 01/07 b <u>@evermap</u>	99-9999 7/05 <u>co</u> m	
						: sample6367		
Wag	es		Current	Y-T-D	Deductions	Current	Y-T-D	-
Description	Hours	Rate	Amount	Amount	Description	Amount	Amount	
Regular Overtime Holiday Tuition	40.00	10.00	400.00 15.00 37.43*	400.00 15.00 0.00 37.43	Federal Withholdings Social Security Tax Medicare Tax NY State Income Tax NYC Income Tax NY SUU/SDI Tax	37.29 24.83 5.81 8.26 5.11 0.61	37.29 24.83 5.81 8.26 5.11 0.61	1 Details of applicable federal, state, and local taxes paid.
					Other 401(k) 2 Loan Dental HMO Dep Care FSA 3	27.15* 2.00 30.00 2.00* 20.00* 30.00*	27.15 2.00 30.00 2.00 20.00 30.00	2 401(k) savings is a pre-tax deduction.
Totals			452.43	452.43	Deduction Totals	193.06	193.06	
Taxable Gros			335.85	335.85				Flexible
Taxable Gro.			555.05	555.05	NET PAY	259.38	259.38	Spending
Excl	uded fron	n federal	taxable wag	es	1	1		(for health care, child or dependant care, parking
ABC Corp. 450 Chamber Somewhere, U		10			Payroll Advice of Credit	Advice # (Date 1/07/		expenses) are pre-tax deductions.
Pay TWO H	IUNDRE	D FIFTY	NINE ANI) 38/100 DC	DLLARS			
Order of 21	IARY SM 5 MAIN NYTOW	STREET						
					NON	-NEGOTIA	BLE	

NOTE: The password does not have to be visible on the page. It can be printed using white font on white background or be hidden by other page elements.

2. Open the AutoDocMail plug-in by selecting "Plug-ins > Auto-Email Documents..." from the Plug-in menu of Adobe Acrobat:



3. Click the "Settings..." button:

ito-Email Docun	nents (AutoDoo	:Mail Plug-in)				
Information Use this email ad	dialog to distribu dresses and auto	ite multiple PDF docur omatically email it to t	nents via email. The s he recipients.	software will search	each file for	Learn More
Select Documents	To Auto-Email	Remove All	Use settings:	Default		Settings
File:					Number of Pa	
<						
View Log	1		w.evermap.com		Next >	Cancel

4. The "Manage Settings" dialog will appear on the screen. Click the "New..." button to configure new settings, or, to edit an existing settings configuration, select the settings configuration you want to edit and click "Edit..." button:

Manage Settings	×
Information Use this dialog to manage document processing settings. You can cr settings or edit an existing one. Double-click on a configuration to ea	eate new dit it.
Application Settings	
Configuration Name Default	Copy Edit Delete
Help	Close

5. Click on the "Security" tab:

Description Document Processing Email Setting Default Message Settings Email Extraction Security Settings Name and Description Name: Default Description Description Settings Name: Default Description: Type description for these application settings Description: Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings.	Email Settin	gs						
Name: Description: Type description for these application settings Password Protection Image: A set of the set of th	Description	Document P	Processing	Email Setting	Default Message Setti	ngs	Email Extraction Security	
Description: Type description for these application settings Password Protection Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings.	Settings	Name and De	escription —				<u> </u>	
Password Protection Image: Construction of the second structure of the second structu		Name:	Default					
Type a password to prevent unauthorized use of these settings for sending out documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	C	Description:	Type desc	ription for thes	e application settings			
documents. If a password is specified, then user is always prompted to type in a password while attempting to use these settings. Ask for password before processing documents or accessing these settings Password:	Password	d Protection						
Password:		1	documents	s. If a passwor	d is specified, then user	is alv		
			Ask for	password bef	ore processing documen	ts or	accessing these settings	
Re-type password:			Password:					
		Re-type	e password:					

6. Check the box preceding "Secure all e-mailed documents with passwords" and select "Use 'Password:...' text keyword" from the drop-down menu.

Description	Document Processing	Email Setting	Default M	essage Setting	Email Extr	action Sec	urity	
Security	Method Password PDF Security Settings	all e-mailed do to use: Use " Ass	cuments wi Password: ign Passwo	th passwords " text keyw rds To Files	ord 0 passwor			
		ocument open p		sword in order	to open a PD	F document:		
		nt changes: A ow printing: H	igh Resoluti	ion pying of text, i	mages and of	v ther content]	
		s permissions p		word in order t	o modify a PD	F document]	
							_	

There are 3 other options available for selecting a document password:

- Using a "Global" password for all outgoing documents. Use this option to specify a single password for all documents.

- Using "Password" document property to choose a password. PDF document properties can be set via "File > Properties" dialog in Adobe Acrobat in "Custom" tab. Use this method to assign individual passwords to PDF documents without placing a password into document's text.

- Using Filename-to-Password table. Use this method to assign passwords based on the file name. Press "Assign Passwords to Files" button to enter filename-to-email mappings.

Document's Text	Password extracted
Password: sajhg32732AB	sajhg32732AB
Use password: ABC193, cc:user@myweb.com	ABC193
password: aBcDeF mailto:user@myweb.com	aBcDeF
password: 12-23_45; some text here	12-23_45

Examples of the "password" keyword usage:

7. Click "OK" to close settings dialog:

Email Setting	gs						×
Description	Document Processing	Email Setting	Default M	essage Settings	Email Extraction	Security	
Security			Password: .	th passwords " text keywor ds To Files	d v 0 password(s)	?	
- "Global" S	Security Settings Recipient	will need to ent	ter this pass	word in order to	o open a PDF docu	ument:	
		ocument open p					
		Repeat p	password:				
		nt changes: A ow printing: H		on		~	
			-		ages and other co	ontent	
		vill need to ente as permissions p		vord in order to	modify a PDF docu	ument:	
		Repeat p	password:				
					ок са	ancel	<u>A</u> pply

NOTE: If you need assistance with settings configuration, please see the first part of this Guide, which details basic functionality.

Click "Close" button to close "Manage Settings" dialog:

Manage Settings	×
Information Use this dialog to manage document processing settings. You of settings or edit an existing one. Double-click on a configuration	an create new to edit it.
Application Settings	
Configuration Name	New
Default	Сору
	Edit
	Delete
	\frown
Help	Close

8. The "Auto-Email Documents" dialog will appear on the screen. Click the "Add Files..." button to select the source PDF file that needs to be distributed:

elect Document	ts To Auto-Email					
Add Files	Remove	Remove All	Use settings:	Default	~	Settings
File:					Number of P	'ages:

9. Select your input file (from Step 1) in the "Open" dialog, then click "Open":

> · 🛧 📙	This	PC → OS (C:) → Data	ٽ ~	Search Data	م
Drganize 🔻 🛛 Ne	w folder				== - 🔳 🤇
Screenshots	^	Name	Da	ate modified	Туре
💱 Dropbox		🗾 PayStubs	7/	15/2016 10:37 AM	Adobe Acrobat D
a OneDrive					
_					
💻 This PC					
Desktop					
	I.				
Desktop	L				
Desktop	l				
Desktop Documents Downloads	l				
 Desktop Documents Downloads Music 	l				
Desktop Documents Downloads Music Pictures	l				
 Desktop Documents Downloads Music Pictures Videos 	~ <				
 Desktop Documents Downloads Music Pictures Videos 		: ne: PayStubs		Adobe Acrobat	Files (*.pdf) ∽

10. Click "Next >".

uto-Email Documents (AutoDocMail Plu	g-in)		×
Information Use this dialog to distribute multip email addresses and automatically	PDF documents via email. The email it to the recipients.	software will search each fi	le for Learn More
Select Documents To Auto-Email			
Add Files Remove Remov	e All Use settings:	Default	✓ Settings
File:			Number of Pages:
C:\Data\PayStubs.pdf			2
<			>
			\frown
View Log	www.evermap.com	(Next > Cancel

11. Once your document is processed, you will see the "Confirm Email Recipients" screen, which will list the extracted information for each recipient. Click on the checkbox preceding "Show Passwords..." to expand the document parameters listed on the screen to display the extracted passwords. You can scroll through the parameters using the scroll bar near the bottom of the screen. You can now double-click on any record in the list to preview the document and/or modify the e-mail settings:

Subject:	Attachment:	CC:	BCC:	Password:	Custom name:
Pay Stub	C:\Users\Alexand			sample6367	
Pay Stub	C:\Users\Alexand			sample21124pwd	

12. Click "Send" to begin emailing the password protected documents:

lect Sort Ex	pore				
puble-click on an	y record to modify its email settir	ngs or preview the	document:		
ubject:	Attachment:	CC:	BCC:	Password:	Custom name:
ay Stub	C:\Users\Alexand			sample6367	
ay Stub	🔒 C:\Users\Alexand			🔒 sample21124pwd	
c					

13. The final confirmation dialog will be shown on screen once processing is finished. It will list the total number of email sent and any warning or errors that occurred during the processing. If there are no errors, the "Operation has been completed successfully" message will appear in the window. Click "OK" to close the dialog. The processing is completed:

Auto-Email Documents		×
	Number of emails sent: 4 Errors, Warnings and Messages: Operation has been completed successfully.	
www.evermap.com	Save	ОК

SECURE OUTGOING DOCUMENTS USING KEYWORD-TO-PASSWORD TABLE

This method allows to associate unique text or numbers with a password. For example, use this method to assign passwords based on social security or account numbers. The AutoDocMail will search each document for the user-supplied keywords (SSNs for example) and assign passwords based on the search results. This method does not require any modifications to the PDF documents.

You can configure passwords for this method on the "Security" tab in the "Email Settings" dialog.

- 1. Check "Secure all e-mailed documents with passwords" option.
- 2. Set "Password to use" menu to "Use Keyword-to-Password mappings" method.
- 3. Press "Map Keywords to Passwords..." button to open a password editor.

Email Settings	×
Description Document Processing Email Setting Default Message Settings Email Extraction Security	
Security Method Secure all e-mailed documents with passwords Password to use: Use Keyword-to-Password mappings?	
Map Keywords to Passwords 3 password(s)	
Assign Passwords To Files 0 password(s)	
Encryption level: 256-bit AES (Compatible with Acrobat X and up)	
"Global" Security Settings Recipient will need to enter this password in order to open a PDF document:	
Document open password:	
Repeat password:	
Allow document changes: All	
Allow printing: High Resolution	
Enable copying of text, images and other content	
Recipient will need to enter this password in order to modify a PDF document:	
Access permissions password:	
Repeat password:	
OK Cancel Apply	

4. Enter keywords (for example, social security or account numbers) and corresponding passwords into "Mapping" window. Separate keyword and password using comma. Do not use comma in the keyword or in the password. Each keyword-password pair should appear on a separate line. For example, type the following text to associate 3 different social security numbers with passwords:

507-12-3456, pwd19793279bkj\$\$
558-98-7654, ffAAjjfh8480_@@@
654-01-3456, GHBDO847565!@

Map Keyword	ds to Passwords	×
Information		
	Type comma-separated keywords and corresponding passwords on separate lines. For example:	
	ID 76532757, newYork2019@@ ACCOUNT 4949982001, AG7737290dfg! "ACME SYSTEMS, INC.", ahtdTR5688#AZ	
	Read more	
Mapping		
	554, ffAAjjfh8480_@@@ 156,GHBDO847565!@	
Load Fi	rom Text File OK Cancel	

You can save the password mapping into a text file by pressing "Save To Text File..." button. You will be prompted to select a filename and location where to save the keyword-to-password list. The keyword-to-password mappings can be loaded back from the text file by pressing "Load From Text File" button. It is possible to use other applications such as Microsoft Excel to prepare the mappings and then save the spreadsheet in CSV (comma separated values) text format. The CSV files can be read directly into AutoDocMail.

Alternatively, you can copy/paste text into the "Mapping" window by using standard Windows keyword shortcuts: use Ctrl+C to copy selected text in another text editor or application, use Ctrl+V to paste the text into the AutoDocMail.

5. Press OK button to save the mappings and continue with the rest of the settings.

AUTODOCMAIL PROCESSING KEYWORDS

The AutoDocMail uses a number of special keywords to extract different information from PDF document's text. Here is table of keywords used:

Keyword	Usage
to:	Indicates mail-to email address. Any word that ends with to: is treated as this keyword. For example: to:john@mycompany.com
mailto:	indicates mail-to email address, for example: mailto:john@mycompany.com
mail: or email:	Indicates mail-to email address. Any word that ends with mail: is treated as this keyword. Examples: E-mail, email, mail and etc. For example: mail:john@mycompany.com or email:john@mycompany.com
from:	Indicates an email address to show on "From" field of the email. For example: from:info@mycompany.com. Overwrites the default settings
reply:	Indicates a reply-to email address to use for the current email. Overwrites the default settings. For example: reply: sales@mycompany.com
att: or attn:	Indicates mail-to email address (see the previous keyword), for example: att:john@mycompany.com
CC:	indicates CC email address, for example: cc:john@mycompany.com
bcc:	indicates BCC email address, for example: bcc:john@mycompany.com
subject:	indicates a custom email subject line, for example: subject: Newsletter
filename:	indicates a custom name for the attached document: filename: CustomName.pdf
greeting:	indicates a greeting line that should be used as a first line of the email message
password:	indicates a custom password for the attachment: Password: ABCDE12345

Please refer to software help documentation for more details. You can access documentation via "Help > Plug-in Help > AutoDocMail" menu in Adobe Acrobat or via any "Help" or "?" buttons on AutoDocMail dialogs.

TROUBLESHOOTING

The AutoDocMail maintains a processing log that lists all emails and documents processed. In case of emailing errors, detailed information can be found in the log by pressing "View Log" button located in the bottom-right corner of the main screen:

Auto-Email Documents (AutoDocMail Plug-in)							
nformation Use this dialog to distribute multiple PDF documents via email. The software will search each file for email addresses and automatically email it to the recipients.						Learn More	
elect Documents To Auto-Email							
Add Files	Remove	Remove All	Use settings:	Default	~	Settings	
File:						Number	
<						>	

Most of the email errors are results of incorrect SMTP server configuration or due to user-permissions assigned to computer/email account by your IT department. We suggest to contact your IT department with all questions regarding email account configuration. They should be able to provide you with correct settings.

Here is an example of the processing log:

1: LOG STARTED: 13/7/2016 , TIME: 6:48:43 2: Number of input documents: : 2 3: Sending file : C:\Users\Admin\AppData\Roaming\EverMap\AutoDocMail\TempFiles\Copies\PayStubSampleDoc1.pdf to mary.smith@evermap.com via MAPI EX 4: Time: 07/15/16 08:13:27, File C:\Users\Admin\AppData\Roaming\EverMap\AutoDocMail\TempFiles\PayStubSampleDoc1.pdf has been emailed TO: mary.smith@evermap.com, CC: , BCC: , Subject: Enter Email Subject 5: Sending file : C:\Users\Admin\AppData\Roaming\EverMap\AutoDocMail\TempFiles\Copies\PayStubSampleDoc2.pdf to john.doe@evermap.com via MAPI EX 6: Time: 07/15/16 08:13:27, File C:\Users\Admin\AppData\Roaming\EverMap\AutoDocMail\TempFiles\PayStubSampleDoc2.pdf to john.doe@evermap.com, via MAPI EX 6: Time: 07/15/16 08:13:27, File C:\Users\Admin\AppData\Roaming\EverMap\AutoDocMail\TempFiles\PayStubSampleDoc2.pdf has been emailed TO: john.doe@evermap.com, CC: , BCC: , Subject: Enter Email Subject 7: Number of emails sent : 2 8: Number of documents failed or skipped : 0 9: LOG STOPPED: 17/7/2016 , TIME: 9:16:15