




WindowBook
Automating Information. Growing Prosperity.

MailDrop™



Installation & User Guide

Version 3, Created February 22, 2017

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REVISION HISTORY

This section contains a list of any significant changes that were made from the previously published version of this Guide, including a brief description of the change, the type of change made (i.e. Revision, New, or Deletion), a link to the location in the Guide where the change occurred, and any pertinent details relating to the change.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Updated company logo	Revision	Document cover page	Replaced existing logo with new Window Book company logo (February 2017).
Updated section	Revision	ABOUT THIS GUIDE and page footers throughout	Updated copyright information for 2017.

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BEFORE YOU BEGIN

SYMBOLS YOU SHOULD KNOW

The following symbols appear throughout this document:



Where displayed, this Information icon denotes important information regarding the subject matter at hand. The information is intended to provide helpful hints, references to other locations in the document to help further understanding about the current subject-matter, and/or include special requirements pertaining to specific subject-matter. It is important that the information provided be read and thoroughly understood before proceeding.



Where displayed, this Attention icon is intended to make the reader take special notice as the information provided is critical in nature to the subject matter at hand. It is not intended to lessen the importance of the information provided with the Information icon noted above; but to bring additional attention in situations of extreme necessity.



Where displayed, this Troubleshooting icon denotes helpful hints and tips for the subject matter at hand. The information in the troubleshooting tip is intended to provide resolutions for some of the more common issues that can occur during operation.

PURPOSE / INTRODUCTION

The purpose of this document is to provide installation and use instructions for Window Book's new utility called MailDrop™.

Intended to run on a workstation, MailDrop is designed as an ease-of-use utility for mailers who upload Mail.dat files or jobs to *PostalOne!*®; particularly for those mailers who use a post-presort software other than DAT-MAIL, or who do not use a post-presort software at all. MailDrop works in conjunction with MailDrop™ Engine, which runs on the server (in a server with workstation(s) environment)).

MailDrop allows users to drag and drop files into a designated MailDrop Mail.dat Export folder by MDR Client site (i.e. PROD, TEM, etc.). The MailDrop Engine service then uploads those files or jobs to *PostalOne!* automatically, based on the service settings (a service formerly provided by the MDSM plug-in in the Window Book Automation Scheduler™). For more information on MailDrop Engine, refer to the "MailDrop™ Engine Service Installation & User Guide", which is available on Window Book's web site at: <https://www.windowbook.com/Support/UserGuides>. Registration and/or login is required.

REQUIREMENTS FOR USE

- MailDrop Engine must be installed on the server (or the computer acting as a server in a single-installation or stand-alone environment) before installing MailDrop.



MailDrop is capable of being used in a stand-alone or single-installation environment where the MailDrop Engine is also installed (i.e. the same computer); however, its' function/use is best served in a network environment.




In a server with workstation(s) environment, UNC path names must be used in MailDrop Engine! Refer to the “MailDrop Engine Installation & User Guide” for more information. The Guide is available on Window Book’s web site at: <https://www.windowbook.com/Support/UserGuides>. Registration and/or login is required.

INSTALLATION

There are two types of installation scenarios: 1) The first time installation on a new system – “[NEW SYSTEM INSTALLATION](#)”; and 2) Updating an existing MailDrop installation – “[UPDATING MAILDROP](#)”.

 ***A registration key is required not required for MailDrop.***

 ***Version information displayed in this document may have changed since this document was published; therefore, the version information displayed here may not match what is currently available.***

NEW SYSTEM INSTALLATION

To perform a new or first-time installation of MailDrop (MD), perform the following:

1. The MD installation executable file is available from within the MailDrop™ Engine software downloads page on Window Book’s web site (<http://www.windowbook.com/Support/Downloads>);

Current Product Versions

DAT-MAIL MS-SQL™ Version: 20.15.09.02 Updated: 10/18/2016	Postal Package Partner MSSQL™ Version: 10.16.07.02 Updated: 7/19/2016	DAT-MAIL Prep™ Version: 8.0.0.130 Updated: 10/18/2016
eDM10X™ Version: 10.8.1.131 Updated: 10/18/2016	MailDrop™ Engine Version: 8.1.1.68 Updated: 10/18/2016	By/For Validate!™ Version: 8.1.0.36 Updated: 10/20/2016
Window Book Automation	TagMaster™	DropShipIT™

Double-click on the MailDrop™ Engine download tile to open the MailDrop™ Engine downloads page.

MailDrop™ Engine Software Update 8.1.1.68

MailDrop™ Engine includes complete USPS® MDR Client™ (MDR Client) hosting which allows for much faster submissions to *Posta/One!*®. In addition, clients will enjoy being able to process/upload multiple Mail.dat® files simultaneously, and for one or multiple MDR Client sites – a function not currently available using the MDSM plug-in. MailDrop™ Engine also features improved performance when launching and running the application.

[Learn More about MailDrop Engine](#)

Requirements:

- Microsoft® Windows Server 2008 operating system or greater
 - Windows 7 SP1
 - [Microsoft .NET Framework version 4.52](#)
 - C++ 2013 Runtimes (install both 32-bit and 64-bit versions for 64-bit systems)
 - [C++ 2013 Runtimes 32-bit Download \(x86\)](#)
 - [C++ 2013 Runtimes 64-bit Download \(x64\)](#)
 - C++ 2015 Runtimes Update 1 (install both 32-bit and 64-bit versions for 64-bit systems)
 - [C++ 2015 Runtimes Update 1 32-bit Download \(x86\)](#)
 - [C++ 2015 Runtimes Update 1 64-bit Download \(x64\)](#)
 - Microsoft SQL Server 2008-R2 Native Client (x64)
 - Microsoft SQL Server 2008-R2 Native Client (x86)
- *Note: Do NOT uninstall any existing SQL Server Native Client software.
- A Connection to Microsoft® SQL Server®

MailDrop™ Engine

[Download MailDrop™ Engine\(64-bit\)](#)

[Download MailDrop™ Engine\(32-bit\)](#)

[How do I check whether my computer is 32-bit or 64-bit?](#)

MailDrop™

[Download MailDrop™\(64-bit\)](#)

[Download MailDrop™\(32-bit\)](#)

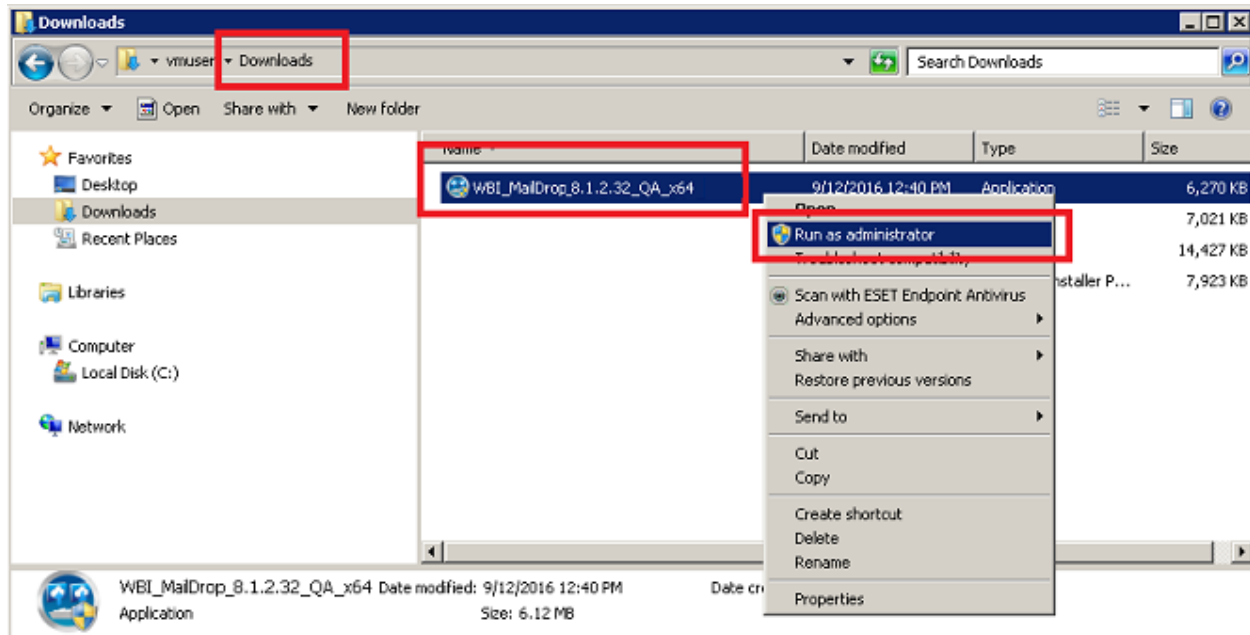
2. The MailDrop installation executable is available for both 64-bit and 32-bit systems. Click the download button that corresponds with the system that the software is being installed on;

MailDrop™

[Download MailDrop™\(64-bit\)](#)

[Download MailDrop™\(32-bit\)](#)

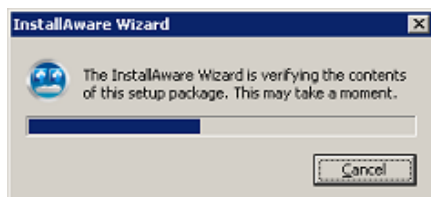
- On the workstation, navigate to the downloaded installation file. Right-click on the file and select 'Run as administrator';



- If a User Account Control dialog displays, click the **Yes** button (clicking the **No** button will abort the installation);



- The installation wizard will run and begin verifying the contents of the setup package;



6. Window Book software requires certain software to be present in order to run/operate properly. These are known as 'prerequisites'. The installation wizard will check to make sure these prerequisites are present on the computer. If one or more are not present, a *Prerequisite Installation required* dialog will display, and will list which prerequisites (software) is/are needed. In addition, it provides information on where the prerequisites are located and can be download from;

(If a Prerequisite Installation required dialog does not display, proceed to [Step 11](#) in this procedure);



The 'Prerequisite Installation required' dialog shown above is specific to the installation example being used for these instructions. Any time this type of dialog displays, it will be specific to the computer that MD is being installed on; therefore, the contents of the dialog (i.e listed prerequisites) may vary from what is being shown here.

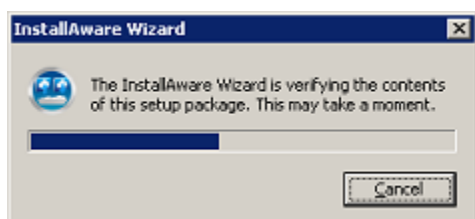
The listed prerequisites must be installed on the computer or workstation before the installation of MD can occur. Make note of the needed prerequisites. Click the **OK** button to close the dialog. The installation will abort;

7. Open a web browser. Navigate to the MailDrop Engine's product Downloads page accessible from the Window Book web site <http://www.windowbook.com/Support/Downloads>, and download and install the necessary prerequisites;
8. With all of the necessary prerequisites installed, navigate to the downloaded MD installation file, right-click on the file, and select 'Run as administrator' to begin the installation of the MD again (refer to [Step 3](#) above);

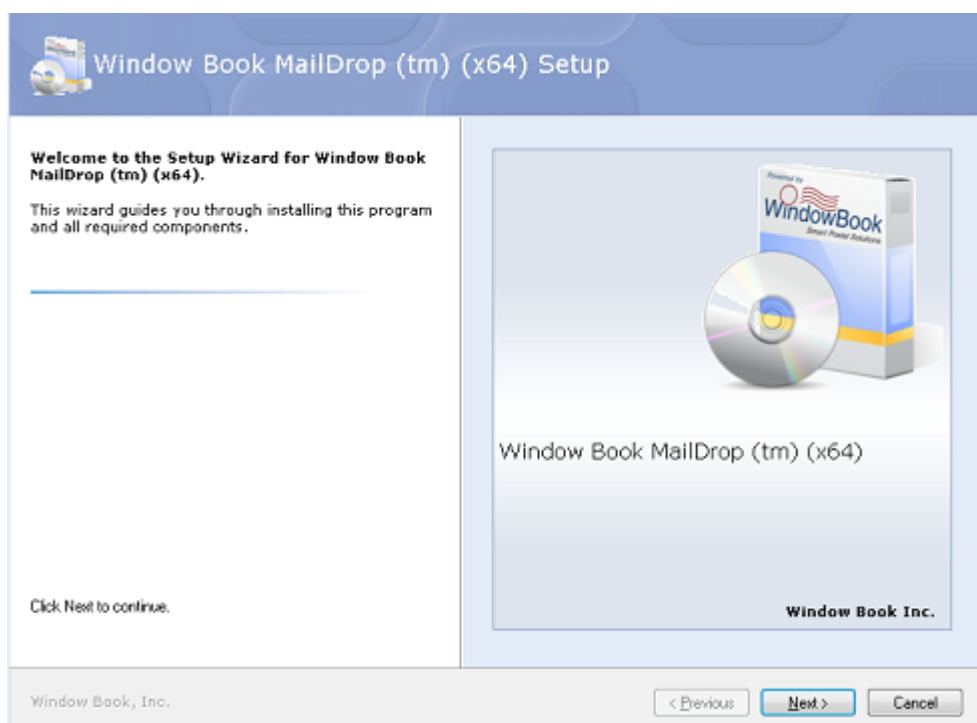
9. If a *User Account Control* dialog displays, click the **Yes** button (clicking the **No** button will abort the installation);



10. The installation wizard will run and begin verifying the contents of the setup package;

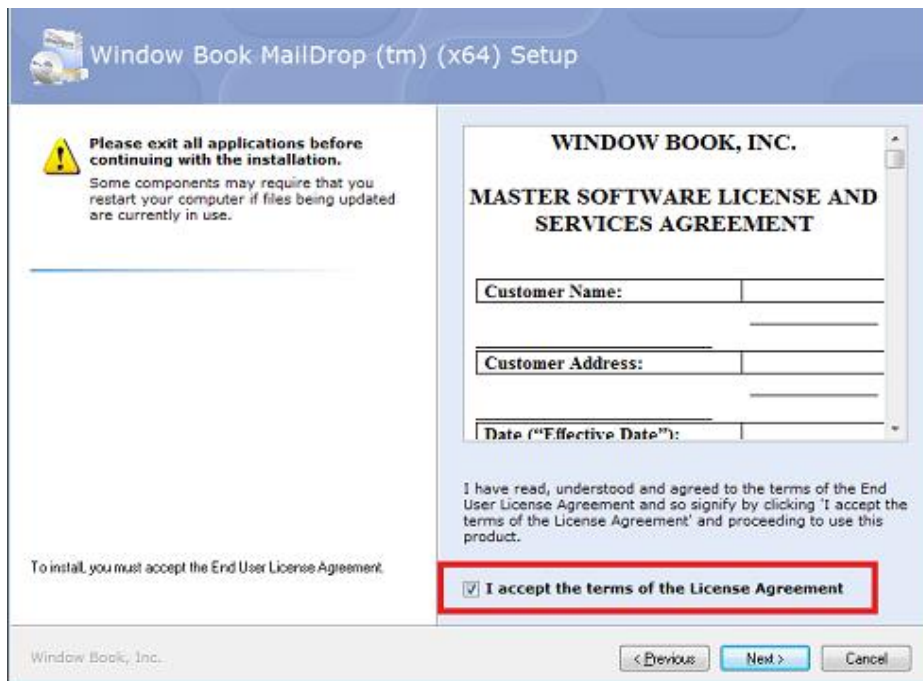


11. The installation wizard's *Welcome* screen will display. Click the **Next** button to continue;

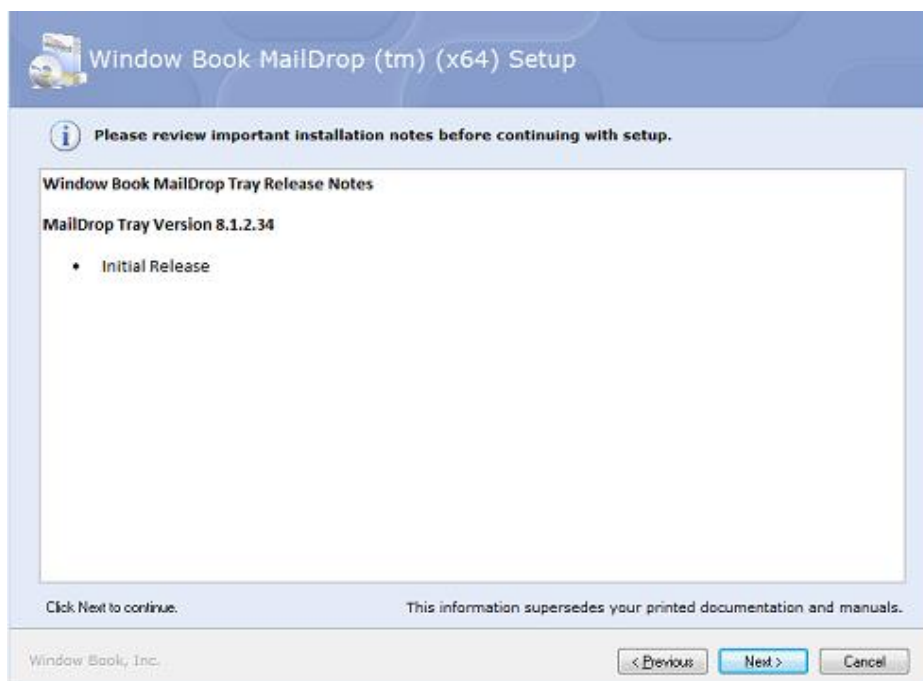


12. The next installation screen will instruct the user to close or exit all applications before continuing with the installation.

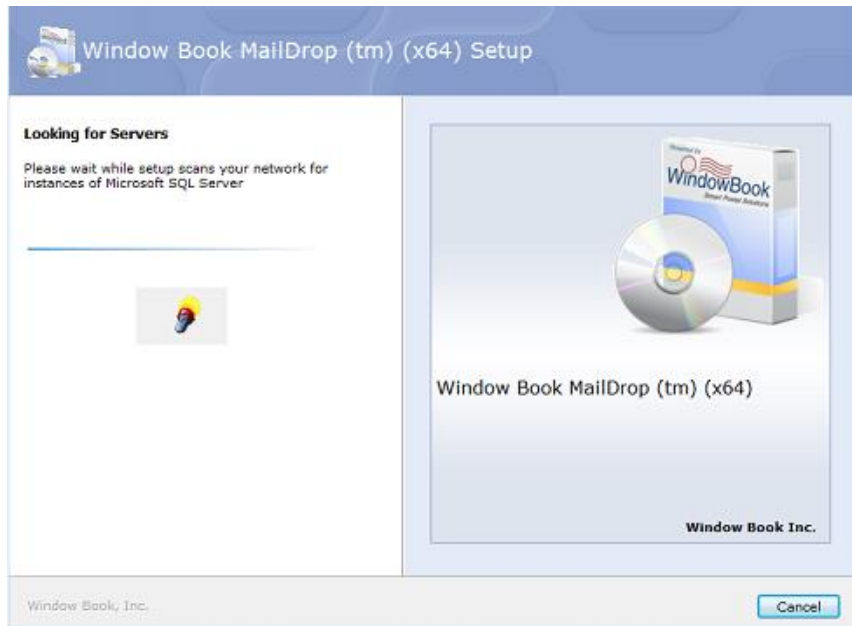
In addition, the user must select (check) the option to accept the terms of the License Agreement in order to continue with the installation. Click the **Next** button to continue;



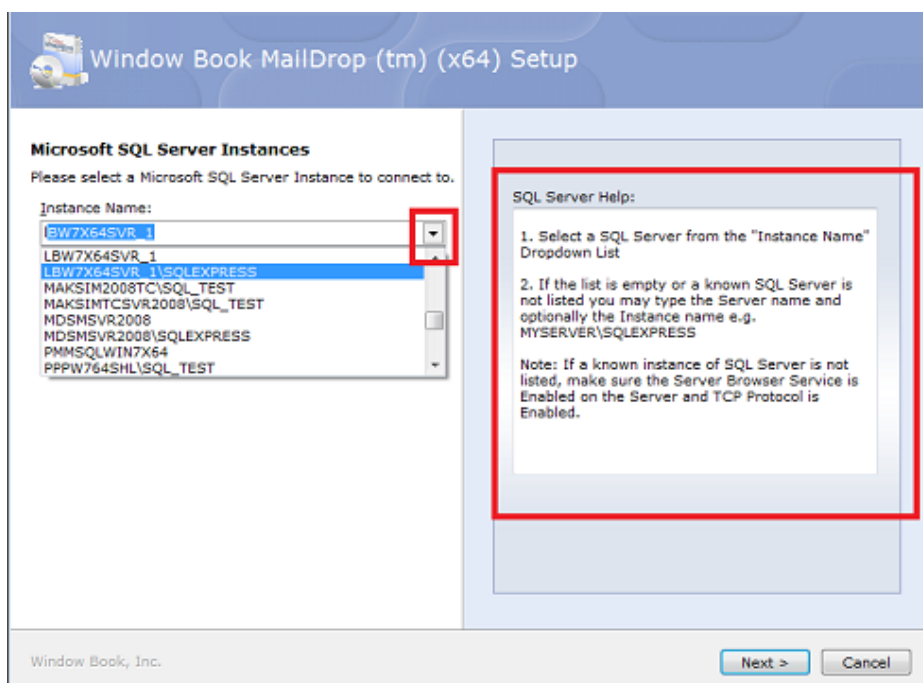
13. The next installation screen provides important installation and release notes. Review the information carefully and click the **Next** button to continue;



14. The *Looking for Servers* screen will display. The installation wizard searches for existing instances of Microsoft®, SQL Server®. MD should use the same instance of SQL Server that MailDrop Engine uses;



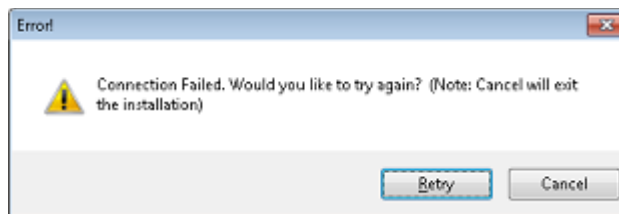
When existing instances are found, the *Microsoft SQL Server Instances* screen will display. Using the drop down arrow, select the SQL Server instance that MailDrop Engine uses from the list provided. If the instance does not appear in the list, the name of it can be typed in the 'Instance Name' field (follow the instructions provided on the installation wizard screen). Click the **Next** button to continue;



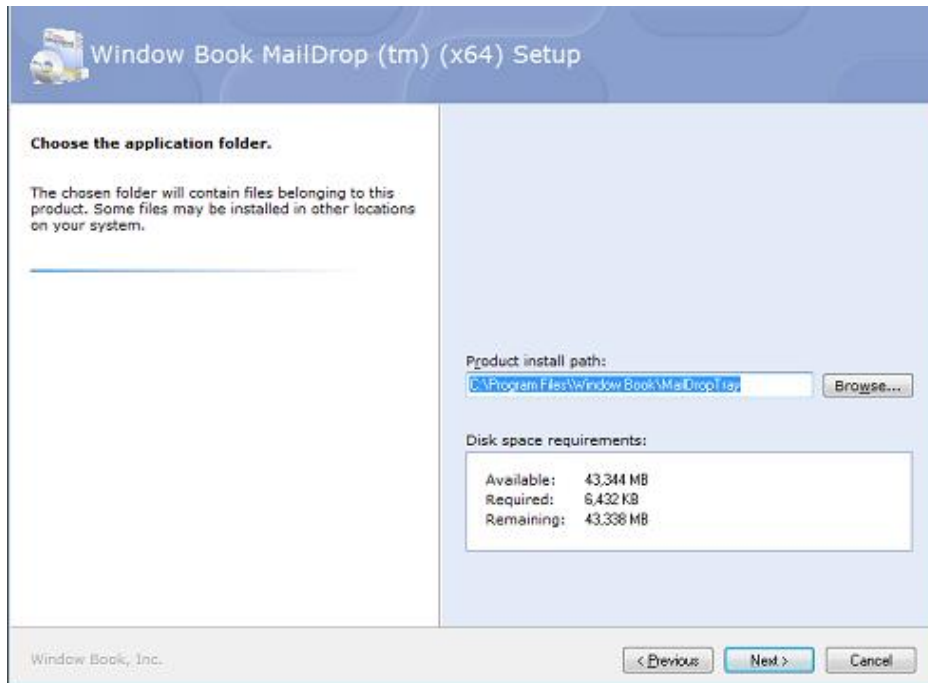
15. A *Testing Connection* screen will display. If the connection was successful, a *Success!* dialog will display. Click **OK** to resolve the dialog and automatically proceed to the next screen;



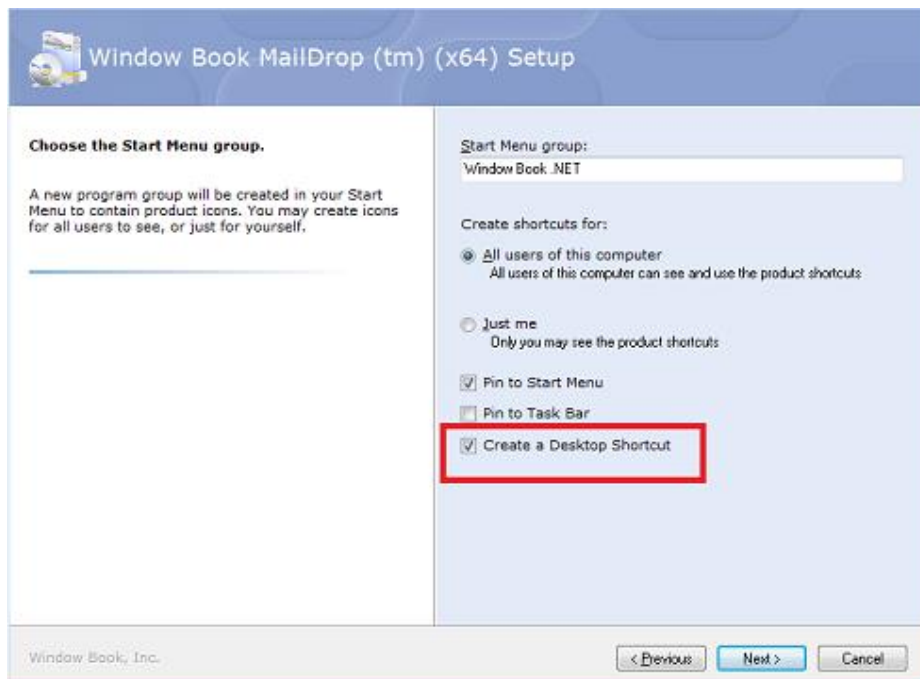
If the connection was *not* successful, an *Error!* dialog will display. Click the **Retry** button to return to the *Microsoft SQL Server Instances* screen (refer to [Step 14](#) above) and begin the process again, or click the **Cancel** button to cancel the MD installation in its entirety;



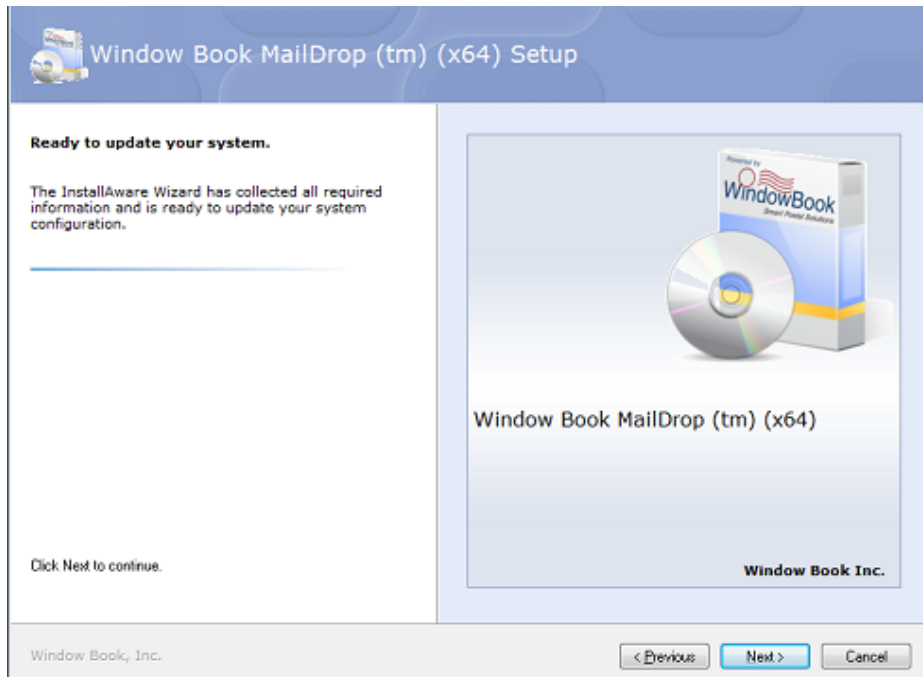
16. The *Choose the application folder* screen will display. Window Book strongly recommends using the default provided. Click the **Next** button to continue;



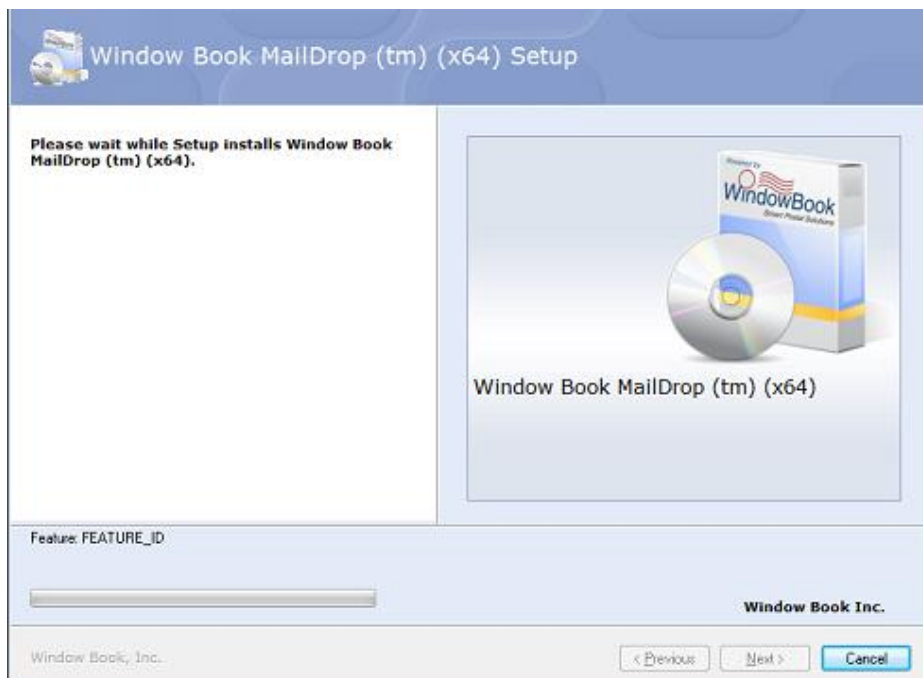
17. The next installation screen will prompt the user to choose the name that will be used in the computer's Start Menu. Window Book strongly recommends using the default provided. In addition, other options can be enabled that pertain to creating shortcuts and pinning the application. Select the desired options and click the **Next** button to continue;



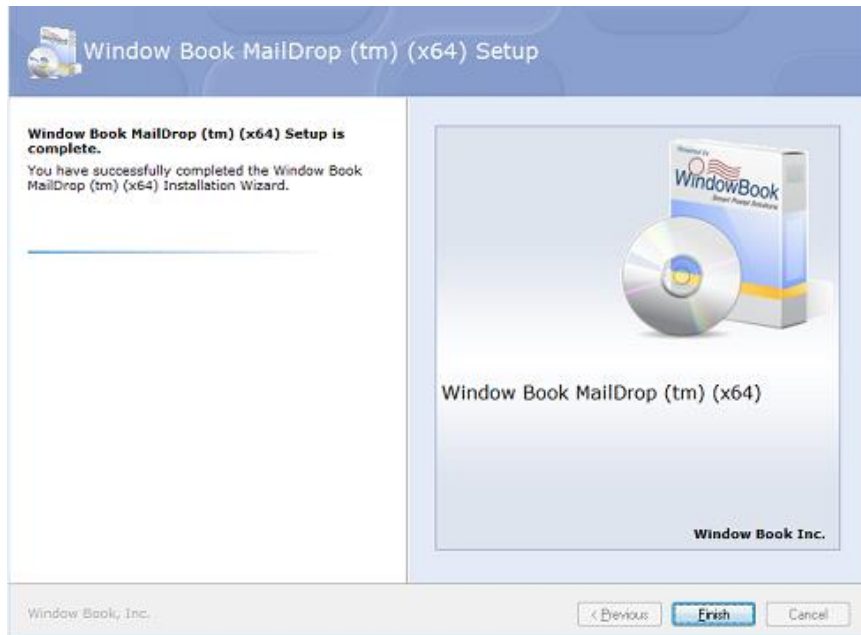
18. The *Ready to update your system* screen will display. Click the **Next** button to continue;



19. A progress screen will display as MD is being installed. The installation does not take long;



20. When the installation completes, a confirmation screen will automatically display;

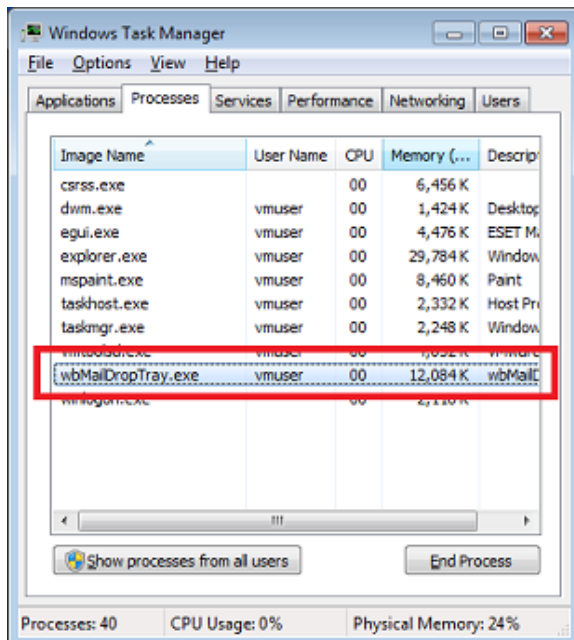


Click the **Finish** button. The installation wizard will close.

21. MD will not automatically start. The MD icon will display on the computer's Desktop if the option to create one was selected during the installation process (refer to Step 16 above). Double click the icon to launch the utility.



When MD is running, the process will be recognizable in the computer's Task Manager as "wbMailDropTray.exe".



If an icon was *not* created, click the computer's **Start** button and select 'MailDrop' from the start menu (or click the **Start** button and select 'All Programs' > 'Window Book .Net' > 'MailDrop'(folder) > 'MailDrop' (icon))) to launch the utility.

When the utility launches, no screen will be display on the Desktop; however, the MD icon will be visible in the computer's system tray located in the bottom right corner of the screen.



UPDATING MAILDROP

i *MD cannot be running when attempting to upgrade to a newer version. Make sure to exit out of MD before beginning the installation of the newer version by right-clicking on the MD icon located in the computer's system tray and selecting 'Exit'. Refer to [EXITING MAILDROP](#) for more information.*



Updating an existing installation of the MD to the latest version should be conducted in the same manner as the initial or first time installation (refer to [NEW SYSTEM INSTALLATION](#) for more information). The installation screens themselves are the same, as well.

i *If updating to a newer version of MailDrop, it is important to update the MailDrop Engine as well (if necessary). Confirm the version of MailDrop Engine that is currently installed is the same version that is available on Window Book's web site (<https://www.windowbook.com/Support/Downloads>). If a newer version of MailDrop Engine is available, update the installation of MailDrop Engine before updating MailDrop.*

KEEPING SOFTWARE CURRENT

It is important to keep any installed Window Book software current or up-to-date at all times. Mailers can be notified when new versions become available by signing up for software update notices on the Window Book web site (www.windowbook.com). Click the **Sign up for Software Update Subscriptions** button located on the 'Downloads' web page to begin the sign-up process.

The screenshot shows the Window Book website interface. At the top, there is a header with the phone number 'Call 800-477-3602' on the left, a 'Free Consult' button on the right, and a navigation menu in the center. The 'Downloads' link in the navigation menu is highlighted with a red box. Below the header is a 'Software Downloads' section with a blue gradient background and a download icon. Underneath this is the 'Software Updates Notifications' section, which contains a paragraph explaining the service and a button labeled 'Sign up for Software Update Subscriptions'. This button is also highlighted with a red box, and a note below it states 'Note: Requires a Login Account'. Further down, there is a section titled 'Current Product Versions' which lists three products: DAT-MAIL MS-SQL™, Postal Package Partner MSSQL™, and DAT-MAIL Prep™, each with its version and update date. To the right of this is a section titled 'Unsupported Software Releases' which lists DAT-MAIL P\$QL™ with its version and update date.

Call 800-477-3602

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Software Updates Notifications

There is a free service that will notify you when there are updates to Window Book software. Please go to our notification subscription page and select the products you want to be notified about.

Sign up for Software Update Subscriptions

Note: Requires a Login Account

Make sure to review the product release notes pertaining to Installation **PRIOR** to downloading and running any update.

NOTE: If you have more than one Window Book product all products should be updated at the same time to maintain compatibility.

Current Product Versions

Product	Version	Updated
DAT-MAIL MS-SQL™	20.15.08.06	10/4/2016
Postal Package Partner MSSQL™	10.16.07.02	7/19/2016
DAT-MAIL Prep™	8.0.0.129	10/4/2016

Unsupported Software Releases

Product	Version	Updated
DAT-MAIL P\$QL™	11.15.19.06	6/16/2016

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STARTING, EXITING, LAUNCHING, CLOSING

STARTING MAILDROP

MD is started by either double-clicking the Desktop icon (if an icon was created during the installation process – refer to step 16 under [NEW SYSTEM INSTALLATION](#)), or by clicking the computer's **Start** button and select 'MailDrop' from the start menu (or click the **Start** button and select 'All Programs' > 'Window Book .Net' > 'MailDrop' (folder) > 'MailDrop' (icon)).

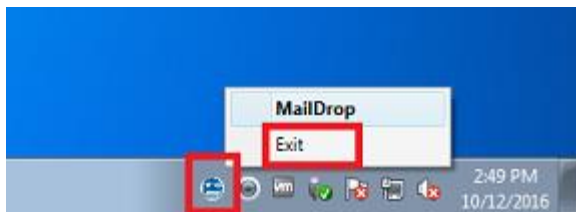


When MD starts, no screen will display on the Desktop; however, the MD icon will be visible in the computer's system tray located in the bottom right corner of the screen.



EXITING MAILDROP

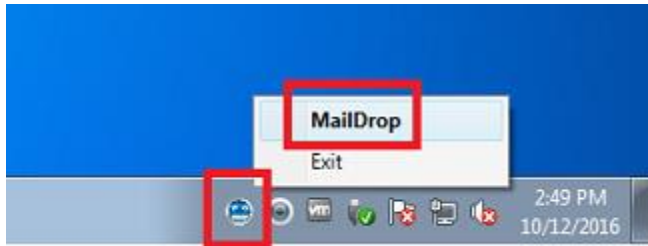
To exit MD (i.e. remove it from the computer's system tray), right-click on the MD icon located in the computer's system tray and select 'Exit'.



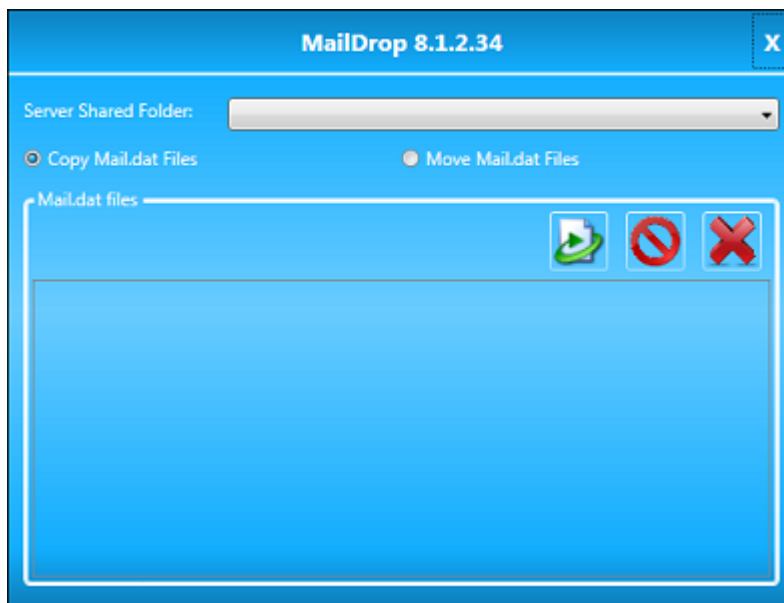
Before attempting to update the existing installation of MD to a newer version, make sure to exit MD first, as shown here.

LAUNCHING THE MAILDROP UTILITY

After MD is started (refer to [STARTING MAILDROP](#)), the MD icon will display in the computer's system tray located in the lower right hand corner of the screen. Right-click on the icon and select 'MailDrop' to launch the utility.

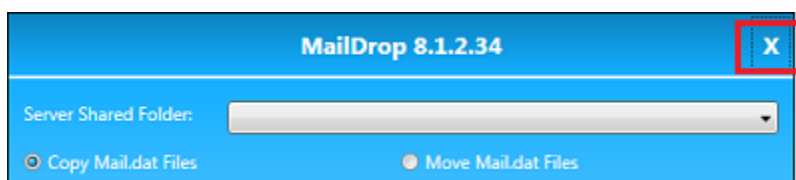


The MD screen will display.



CLOSING THE MAILDROP UTILITY

To close the MD utility, click the 'X' located in the top right corner of the screen.



The utility will close, but MD will remain started (i.e. the MD icon will continue to display in computer's system tray).



To exit MD (i.e. remove the MD icon from the computer's system tray), refer to [EXITING MAILDROP](#) above.

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DESCRIPTION & USE

The MD utility allows users to manually move Mail.dat files on a workstation into a shared server folder tied to a specific MDR Client for uploading to *PostalOne!* (P1). This is useful in the event a Mailer's presort or post-presort software is not configured for use with shared network folders defined in MailDrop Engine.

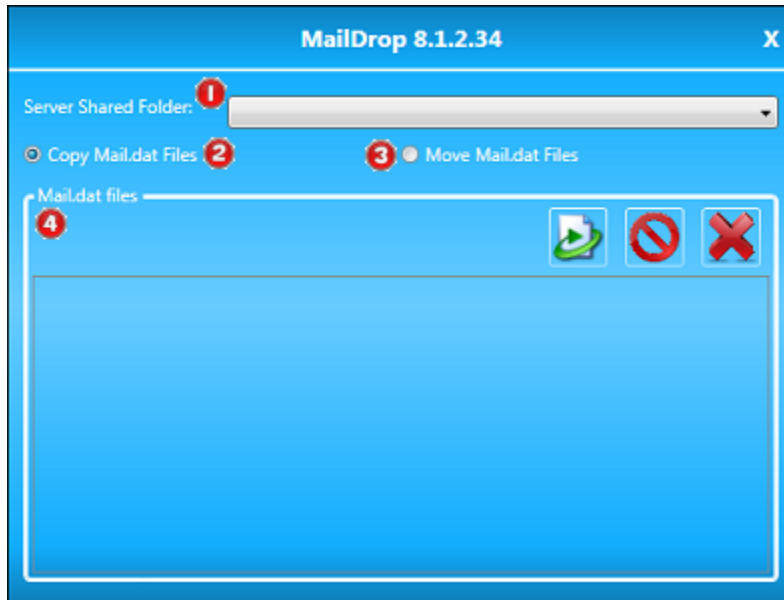


MD is capable of being used in a stand-alone or single-installation environment where the MailDrop Engine is also installed (i.e. the same computer); however, its' function/use is best served in a network environment.

These shared network folders are set up in MailDrop Engine as part of an MDR Client configuration. In a server with workstation(s) environment, UNC paths must be used in order for MD to function properly. If MD is operating on a computer where the MailDrop Engine (e.g. single-installation or stand-alone environment), local path names can be used.

MAILDROP DESCRIBED

The MD utility screen is comprised of the following:



- Server Shared Folder** ¹: This is a drop-down list of all of the shared 'DAT-MAIL-Export' folders found in MailDrop Engine. The 'DAT-MAIL-Export' folder is the folder that MailDrop Engine monitors for files to be uploaded to P1. Each configured MDR Client site has a corresponding 'DAT-MAIL-Export' folder; therefore, if an MDR Client 'DAT-MAIL-Export' folder is displayed in the 'Server Shared Folder' list in MD, that means a site has been configured for it in MailDrop Engine. Click the drop down arrow to view the list of folders.

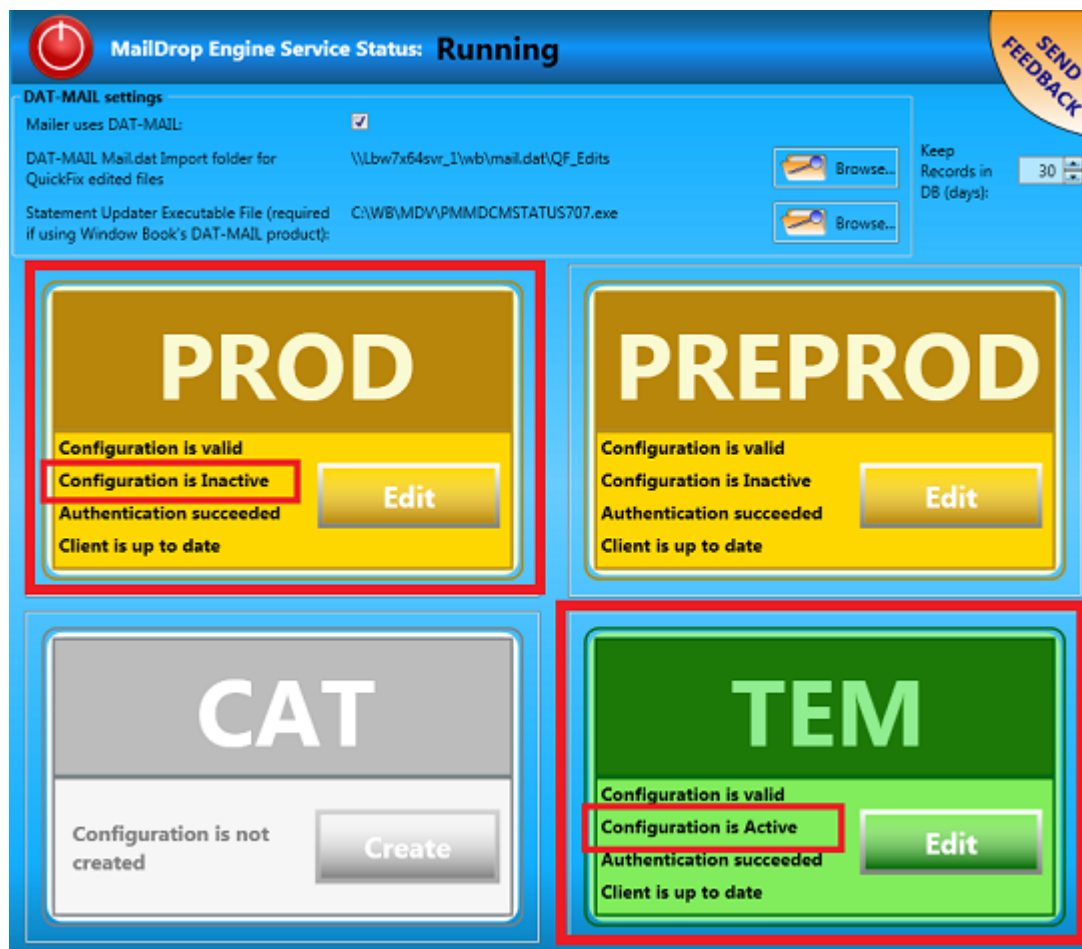


"DAT-MAIL-Export" is the default name of the folder for MDR Client site configurations created in MailDrop Engine. If an MDR Client site configuration was created in the Automation Scheduler's MDSM plug-in and carried over to MailDrop Engine when MailDrop Engine was installed, the folder name that was used in the MDSM plug-in will also carry over. Therefore, the name of the 'DAT-MAIL-Export' folder may vary (see image below).



An MDR Client site must be 'Active' for files to be uploaded to P1. Activating and Deactivating an MDR Client site occurs within MailDrop Engine.

 **The MailDrop Engine service must be running for files to be submitted to P1!**



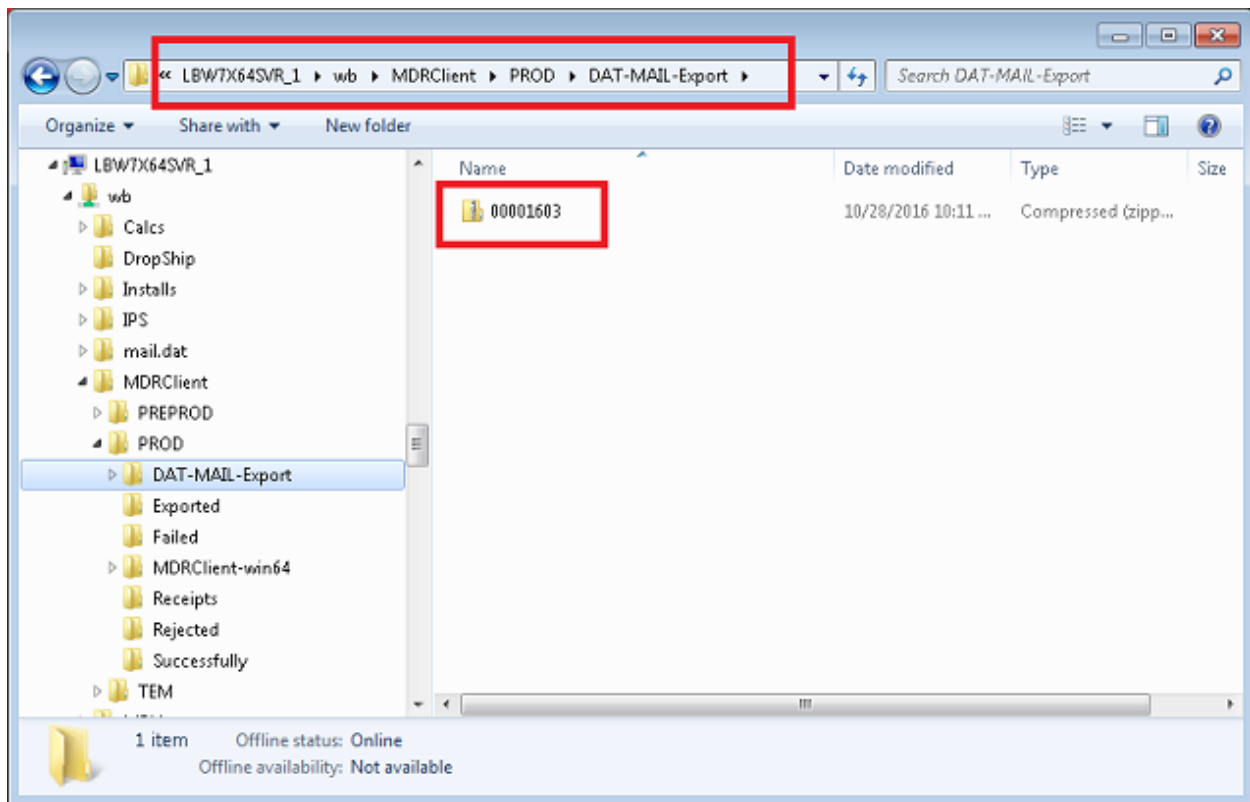
If an MDR Client site is Active, the font used for the site/folder displayed in the MD's 'Server Shared folder' list will be bolded and not italicized.



If an MDR Client site is Deactive, the font used for the site/folder displayed in the MD's 'Server Shared folder' list will be grayed out and will be italicized.



Users are still able to drag and drop files into the Deactive 'DAT-MAIL-Export' folder and perform the function for uploading them to P1 (refer to [Mail.dat files](#) ⁴ below); however, until the MDR Client site is made Active in MailDrop Engine, the file will not be submitted to P1.

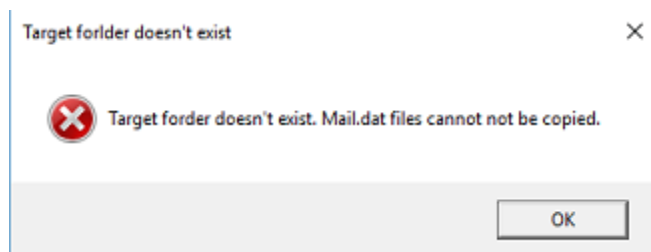


Assuming the MailDrop Engine service is running and the MDR Client site is Active, other issues like invalid P1 login credentials could also affect the submission of files to P1.

In addition, in a server with workstation(s) environment, if an MDR Client site configuration is set up incorrectly to use local drive paths instead of UNC paths, the corresponding site's 'DAT-MAIL-Export' folder will still display in the 'Server Shared Folder' list (note in the image below, 'PREPROD' is available and uses a local drive path (i.e. "C:\WB...").



If the user selects this folder, MD will not be able to actually find the folder since the folder exists on the server and not the local workstation. A *Target folder doesn't exist* dialog will display.



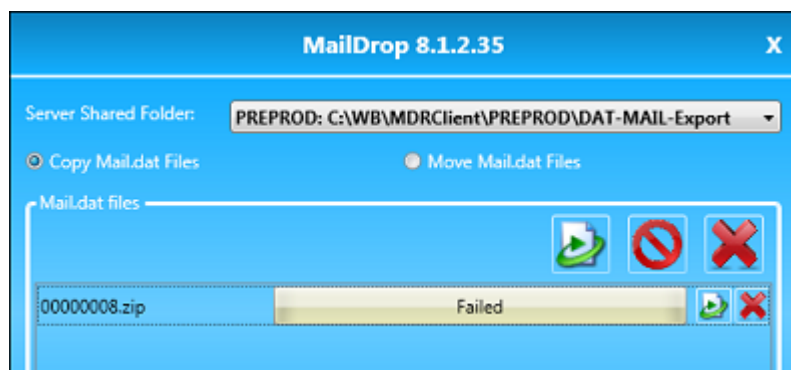
Click the **OK** button to close the dialog.



At this point, the MDR Client site configuration in MailDrop Engine should be updated to use UNC paths. Refer to the MailDrop Engine Installation & User Guide for more information. The Guide is available on Window Book's web site at: <https://www.windowbook.com/Support/UserGuides>. Registration and/or login is required.



If a user attempts to drag/drop a file into the non-existent MDR Client site's 'DAT-MAIL-Export' folder and upload it to P1, the submission will fail and the file is not copied or moved to the site's corresponding 'DAT-MAIL-Export' folder.





The same 'Activate' and 'Deactivate' display rules apply to sites/folders that incorrectly use local drives versus UNC paths (i.e. folders that don't exist).

Server with Workstation(s) Environment

MailDrop 8.1.2.35		X
Server Shared Folder:	PREPROD: C:\WB\MDRClient\PREPROD\DAT-MAIL-Export ▼	
<input checked="" type="radio"/> Copy Mail.dat Files	<input type="radio"/> Move Mail.dat Files	

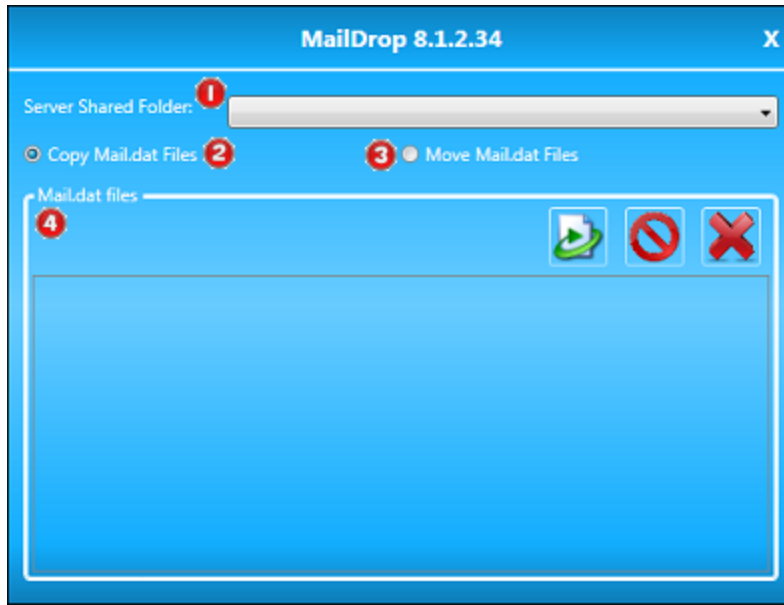
MDR Client site configuration = Active, folder does not exist.

MailDrop 8.1.2.35		X
Server Shared Folder:	PREPROD: C:\WB\MDRClient\PREPROD\DAT-MAIL-Export ▼	
<input checked="" type="radio"/> Copy Mail.dat Files	<input type="radio"/> Move Mail.dat Files	

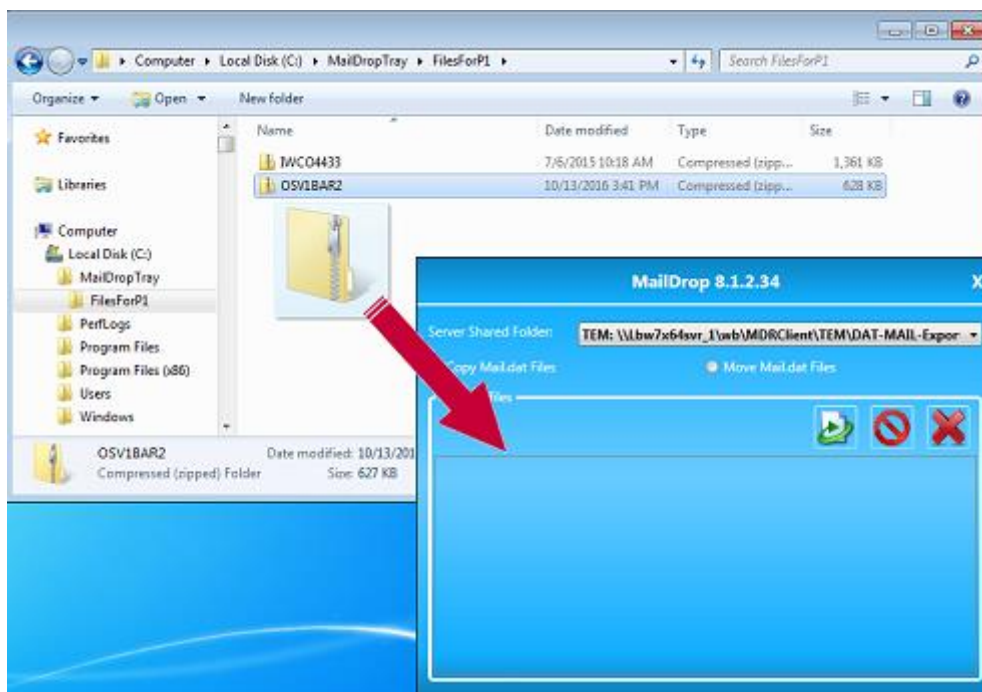
MDR Client site configuration = Deactive, folder does not exist.

Users need to select which folder they wish to move Mail.dat files into, from the list provided.

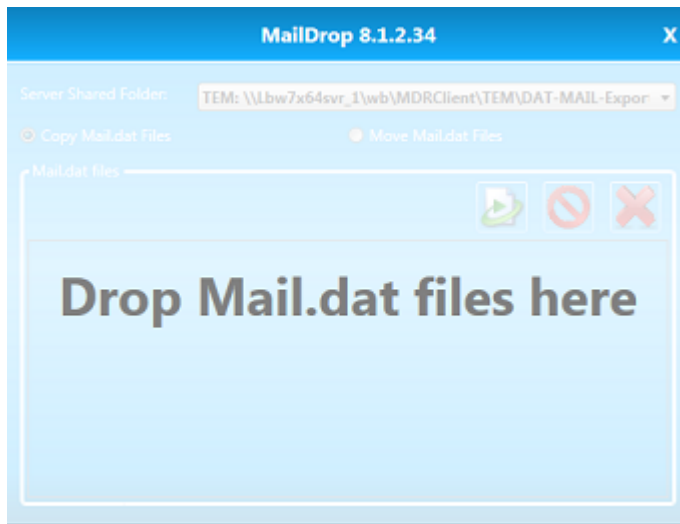
MailDrop 8.1.2.34		X
Server Shared Folder:	TEM: \\Lbw7x64svr_1\wb\MDRClient\TEM\DAT-MAIL-Export ▼	
<input checked="" type="radio"/> Copy Mail.dat Files	<input type="radio"/> Move Mail.dat Files	



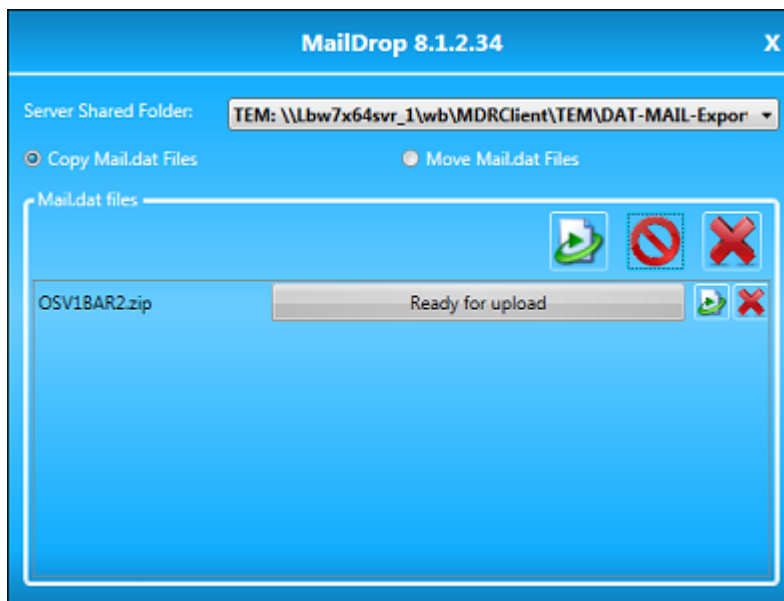
- **Copy Mail.dat Files** ²: This option allows the user to place a copy of the existing file into the selected folder, leaving the original in its' original location on the workstation;
- **Move Mail.dat Files** ³: This option allows the user to actually remove the file from its' original location on the workstation and move it into the selected folder; and
- **Mail.dat files** ⁴: This area of the screen displays any selected Mail.dat files that have been moved into the selected folder and are therefore ready to be uploaded to P1. On the workstation, users would select a Mail.dat file and drag it over the top of the MD utility.



When the selected file(s) is being hovered on top of the MD, the MD screen changes. A message of “Drop Mail.dat files here” displays.

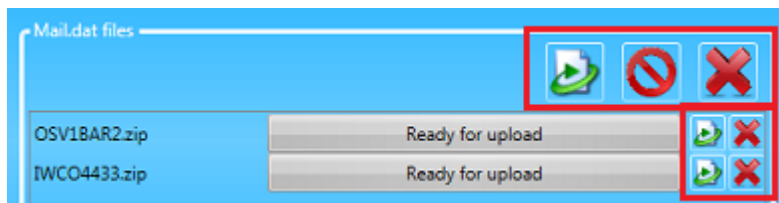





The user simply needs to release the file(s) and the MD screen will update, displaying the copied or moved file(s) (refer to screen references 2 and 3 above in regards to copying and moving).



One file at a time can be selected, dragged and dropped into MD or a group of files can be selected, dragged and dropped.

The **Mail.dat files** ⁴ section of the screen also contains buttons for applying specific functions to all of the selected files, or to individual files when multiple files are displayed.



- **Send Files** : This button is displayed for the overall list of selected files and for individual files in the list:
 - **Overall File List:** Clicking this button will submit all of the files in the list to P1; and
 - **Individual Files:** Clicking this button will submit the corresponding file in the list to P1.
- **Cancel Uploads** : This button will cancel any uploads currently in progress.
- **Remove Files** : This button is displayed for the overall list of selected files, and for individual files in the list:
 - **Overall File List:** Clicking this button will remove any files in the list that have been processed; and
 - **Individual Files:** Clicking this button will remove the corresponding file from the list, no matter what its' status is.

Once files are uploaded to P1, their status can be viewed and managed in Window Book's eDM10X™ software (refer to the *eDM10X User Guide*, which is available on Window Book's web site at: <https://www.windowbook.com/Support/UserGuides>. Registration and/or login is required).

 **Contact Window Book Client Services for information on getting started with using eDM10X. Contact information is provided in the [CONTACT INFORMATION](#) section in this Guide.**