

Steps for converting email messages into a file for import to FileMaker (Mac):

(See end of document for one-time-only tasks that must be completed prior to performing this process)

1. Save the email messages as a single text file in Apple Mail:

- a. Make sure all registrations are in the designated folder.
 1. Manually run Mail Rules by highlighting the messages to be filtered (i.e. all messages in Inbox, some of which might be Symposium registration emails) and then choosing Message -> Apply Rules.
- b. Highlight all the registration messages, and select File -> Save As.
- c. Give your file a name and save it to your desktop.
- d. You may want to move the messages that have been downloaded out of your filtered folder and into another folder to ensure that they do not get processed a second time.

2. Upload the text file to Athena using Fetch:

- a. Launch Fetch and click Connect
- b. Click on Put in the directory toolbar.
Result: A menu box appears with the files and folders on your Macintosh.
- c. Find and select the file you wish to upload.
Select the appropriate transfer format from the dropdown menu: choose **Text**.
- d. Click the Put button.
Result: The cursor becomes a running dog until the transfer is complete.

3. Run process-comments on the text file using Terminal:

- a. Connect to Athena:
 1. On the Go menu, choose Applications>Utilities>Terminal or select Terminal icon from dock.
 2. At the Terminal prompt, type the following exactly. Replace *yourusername* with your personal Athena username and hit enter:
ssh *yourusername*@ftp.dialup.mit.edu -L 2021:ftp.dialup.mit.edu:21
 3. Enter your Athena password.
- b. Type this at the prompt (*filename.txt* is whatever you named the messages file) and hit enter:
process-comments.pl *filename.txt*
- c. A file named process.out will be created.

4. Download the processed text file to your computer using Fetch:

- a. Click the Refresh button (looks like a circular arrow)
- b. Highlight the file you want to download, in this case process.out.
- c. Click the Get button on the directory toolbar.
Result: The file is downloaded to your desktop, by default. You may rename it, if you like.
- d. You may now quit out of Fetch

5. Clean up Athena using Terminal:

- a. Delete process.out from Athena by entering: **rm process.out**
- b. Delete the original unprocessed messages from Athena by entering (*filename.txt* is whatever you named the messages file): **rm *filename.txt***
- c. When you are done using Terminal, enter logout at the prompt and quit the application

6. Import records into FileMaker

- b. Launch FileMaker
- c. Open the database and switch to the appropriate layout for your import
- d. Select Import from the File menu
- e. When prompted, navigate to your processed text file and select it
- f. Map the data to the appropriate fields and click Add New Records

Things you will need to have prepared in advance:

To move files between your computer and Athena, you must use an application called Fetch. You must have certificates to download from the Mac Software web page.

1. Installing Fetch: <http://itinfo.mit.edu/article.php?id=7909>
2. Using Fetch: <http://itinfo.mit.edu/article.php?id=7912>

Apple Mail -- Create a mail folder and rule in Apple Mail to capture the form responses:

1. In the mailbox window, select the folder you'd like to place the new mail folder in. Then click the + button at the bottom left corner of the screen.
2. Choose an appropriate name for the mail folder and press OK.
3. Under the "File" menu, select Preferences, then Rules.
4. Click the "Add Rule" button.
5. Enter a description (name) for the Rule.
6. In the "conditions" line, change the "From" box to "Subject".
7. In the text box to the right of the "Contains" box, type the word(s) you are expecting in the subject. This **MUST** match what has been set as the subject value in the email confirmation template.
8. In the "actions" line, to the right of the "Move Message" box, select the mailbox you created from the drop-down list of mailboxes.
9. Click OK to save the new Rule, and then close the Preferences window.

Copy Process-comments.pl script into your Athena locker

- a. Connect to Athena:
 1. On the Go menu, choose **Applications>Utilities>Terminal** and double **click** to launch.
 2. At the Terminal prompt, type the following exactly. Be sure to replace your username with your personal Athena username:
`ssh yourusername@ftp.dialup.mit.edu -L 2021:ftp.dialup.mit.edu:21`
 3. Enter your Athena password.
- b. Type this at the prompt and hit enter:
`add cwis; cp /mit/cwis/process/process-comments.pl process-comments.pl`
- c. When you are done using Terminal, enter "logout" at the prompt and quit the application