

## **Steps for converting email messages into a file for import to FileMaker (PC):**

(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 (Outlook):**

- a. Go to your filtered Mail folder and highlight all the messages for import
- b. Select “Save As” from under the File menu
- c. Give your file a name, select the Text Only type option, 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.

<b>Continue with SecureCRT (not supported)</b>	<b>Continue with SecureFX (supported)</b>
<b>2. Upload the text file to Athena with SecureCRT:</b> <ol style="list-style-type: none"><li>e. Launch SecureCRT, double-click your Session icon and login</li><li>f. Launch the SFTP client by selecting “Connect SFTP Tab” under the File menu</li><li>g. In the SFTP tab, at the prompt enter: <code>put filename.txt</code> (<i>filename.txt</i> is whatever you named the messages file)</li></ol>	<b>2. Upload the text file to Athena with SecureFX:</b> <ol style="list-style-type: none"><li>e. Launch SecureFX, double-click your Session icon and login</li><li>f. Drag and drop your text file from your local machine to your remote directory</li><li>g. If prompted, select “ascii (text)”</li></ol>

### **3. Run process-comments on the text file using SecureCRT:**

- h. Switch to the Telnet window
- i. Type this at the prompt (*filename.txt* is whatever you named the messages file) and hit enter:  
`process-comments.pl filename.txt`
- j. A file named process.out will be created.

<b>Continue with SecureCRT (not supported)</b>	<b>Continue with SecureFX (supported)</b>
<b>4. Download the processed text file to your computer and clean up with SecureCRT:</b> <ol style="list-style-type: none"><li>k. Enter this at the prompt: <code>dos2unix process.out process.txt</code> (You may see “Could not get/open...” errors. Ignore them. This command will strip out the carriage returns and make it an ascii text file.)</li><li>l. Delete or rename process.out. Otherwise, the next time you run process-comments.pl, the new messages will append to process.out, not overwrite it. To delete, enter: <code>rm process.out</code>.</li><li>m. Delete the unprocessed messages file from Athena. Enter: <code>rm filename.txt</code></li><li>n. Switch back to the SFTP tab</li><li>o. At the prompt, enter: <code>get process.txt</code></li><li>p. When you are done using SecureCRT, enter <code>logout</code> at the telnet prompt and quit</li></ol>	<b>4. Download the processed text file to your computer and clean up Athena with SecureFX:</b> <ol style="list-style-type: none"><li>k. Switch back to SecureFX</li><li>l. Drag and drop process.out from the remote directory to your local computer. (You may need to Refresh first.)</li><li>m. Delete or rename process.out from the remote directory. Otherwise, the next time you run process-comments.pl, the new messages will append to process.out, not overwrite it.</li><li>n. Delete the unprocessed messages file from Athena.</li><li>o. Quit SecureFX</li><li>p. On your local computer, rename process.out to process.txt</li></ol>

### **5. Import records into FileMaker**

- q. Open [filename].fp7, the destination database and go to the appropriate layout for your import
- r. Select Import from the File menu
- s. When prompted by a dialog box, navigate to your processed text file (process.txt) and select it
- t. Map the data to the appropriate fields and click Add New Records

**Things you will need to have prepared in advance (one time only):**

**Create a folder and filter in Outlook to capture the form responses:**

- a. Create a new mail folder
  1. Highlight the desired parent Mail folder
  2. Right click and select New Folder
  3. Name your new folder and click OK
- b. Create a rule (filter) - <http://itinfo.mit.edu/article.php?id=6947> - that moves messages from the web form into your new mail folder automatically

**Copy Process-comments.pl script into your Athena locker**

- a. Connect to Athena with SecureCRT:
- 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 SecureCRT, enter “logout” at the prompt and quit the application