

Online Mail Management System

Web Service Help

Version 2.0

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St Peters Park

Wells Road

Radstock

BA3 3UP

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CFH Docmail Ltd.

Tel: 01761 416311 • **Email:** info@cfh.com • **Web:** cfh.com • St Peter's Park, Wells Road, Westfield, Radstock, BA3 3UP

Registered in England No. 1716891 • VAT Reg. No. GB 720 9782 23



Docmail Web Service Version 2

| | |
|---|----|
| Overview | 6 |
| Set up a Docmail account to use the web service | 8 |
| Details of the service..... | 9 |
| Data formats | 10 |
| Return Formats | 10 |
| Template File Formats..... | 11 |
| Mailing List File Formats | 11 |
| Passwords | 11 |
| 1 – Creating Mailings | 12 |
| Create File Mailing | 12 |
| Create Mailing..... | 14 |
| Add Mailing Filter..... | 16 |
| Add Delivery Address..... | 18 |
| Update Mailing Options | 19 |
| 2 – Mail Packs | 21 |
| Add Template File..... | 21 |
| Add Template Background File | 23 |
| Add Template From Library | 24 |
| Add Template From Order | 25 |
| Add Mail Pack From Library | 25 |
| Add Mail Pack From Order..... | 26 |
| Add Designer Template | 27 |
| Add Designer Image..... | 28 |
| Add Designer Stored Image..... | 29 |
| Add Designer Text..... | 30 |
| Set Mail Pack Variable Value | 32 |
| Set Template Variable Value | 33 |
| Get Template Image | 34 |
| Data Intelligence..... | 35 |



| | |
|--------------------------------------|----|
| Add Template Use Rule | 36 |
| Add Template Background Rule..... | 38 |
| 3 - Mailing Lists | 40 |
| Add Mailing List File..... | 40 |
| Add Mailing List String | 42 |
| Add Mailing List From Library..... | 43 |
| Add Mailing List From Order | 43 |
| Add Address | 44 |
| Add Self | 46 |
| Auto Correct Addresses..... | 47 |
| Set Mailing List Proof Option..... | 47 |
| 4 - Delete and Cancel | 48 |
| Delete Template | 48 |
| Delete Mail Pack..... | 48 |
| Delete Mailing List..... | 49 |
| Delete Mailing..... | 49 |
| Cancel Mailing..... | 50 |
| 5 - Payment | 51 |
| Process Mailing..... | 51 |
| Get Mailing Details | 53 |
| Get Status..... | 57 |
| Get Proof File..... | 58 |
| Get Proof Image..... | 59 |
| Get Balance | 60 |
| Get Mailing GUID From Order Ref..... | 60 |
| User Approve Mailing..... | 61 |
| Cancel Mailing Approval..... | 61 |
| 6 - Lists..... | 62 |
| List Formats | 62 |
| List Mailings | 62 |



| | |
|--|----|
| List Mailings Page Count..... | 64 |
| List Library Templates..... | 65 |
| List Library Templates Page Count | 66 |
| List Library Backgrounds..... | 67 |
| List Library Backgrounds Page Count..... | 68 |
| List Library Mail Packs..... | 69 |
| List Library Mail Packs Page Count..... | 70 |
| List Library Mailing Lists..... | 71 |
| List Library Mailing Lists Page Count | 71 |
| List Mailing Filter Categories..... | 71 |
| List Mailing Filters For Category | 72 |
| List Mailing Variable Values..... | 72 |
| List Product Types..... | 73 |
| List Document Types | 74 |
| List Template Variables..... | 75 |
| 7 - Zip Data | 76 |
| Get Mail Pack Zip..... | 76 |
| Get Mailing List Zip..... | 76 |
| 8 - Account and User Administration | 77 |
| Create Account..... | 77 |
| Add User | 78 |
| Add User Organisation Structure Link..... | 79 |
| Add User Sign-up Data..... | 79 |
| 9 - Mailing List Address Counts and Price Estimates..... | 80 |
| Add Mailing List File For Address Count..... | 80 |
| Add Mailing List String For Address Count..... | 81 |
| Poll Mailing List For Address Count..... | 82 |
| Get Mailing Price Estimate..... | 83 |
| Get Price Estimate | 84 |
| 10 - Adding Library Data..... | 85 |



| | |
|---|-----|
| Add Mailing List File To Library | 85 |
| Add Mailing List String To Library | 85 |
| Add Template File To Library | 86 |
| Add Background File To Library | 88 |
| Add Mail Pack To Library | 89 |
| Add Template To Library Mail Pack..... | 89 |
| 11 – Extended Calls..... | 90 |
| Extended Call | 90 |
| Extended Call Definition | 92 |
| Extended Call Methods | 92 |
| Error codes | 114 |
| Example code | 117 |
| Adding a service reference or web reference in .NET | 117 |
| Service Reference configuration | 117 |
| VB .NET Code Samples | 118 |
| Glossary of terms and system limits..... | 122 |



Overview

The following help is for the Docmail web service version 2.0. The previous version 1.1 web service and simple API are still supported, but we recommend that version 2.0 is used for all new development.

If you are not familiar with the Docmail system then please refer to the Glossary of terms at the back of the help guide, or read the Docmail help guide on the website to familiarise yourselves with Docmail terminology.

The following best practice should be considered when designing an application to call the Docmail API:

Try to minimise the data traffic you send to the Docmail API by:

- a. Using a library template or mail pack rather than submitting the same document on every mailing.
- b. Using the Create File Mailing call so all data is packaged within a single zip file, please see the DocmailZip open-source .NET DLL available via the API web page <http://www.docmail.co.uk/api>.
- c. If your application does not require waiting for completion then consider using the HTTP post options in the Process Mailing call rather than polling for completion.

**Do:**

- Create as few mailings as possible, using data intelligence or multiple address stream documents where required.
- Create mailings as required or create a central queue at a single location to submit mailings in one go.
- Use library documents or mail packs where possible to avoid sending file data with every call.
- Supply data in a compressed zip files where possible.
- Use temporary pass keys to avoid sending the password in every call.
- Monitor mailing progress with call back URLs.
- Trap for errors on all API calls and consider the process required to cancel or re-try failures.
- Supply a customer application that identifies the source system, this can include a version number from your system.

Don't:

- Create a mailing for every item.
- Send items from multiple sites at the same time of day.
- Supply the username and password when making multiple calls.
- Poll for status updates without a reasonable wait times between each call.
- Ignore errors, as mailings may not be sent.
- Leave the customer application blank or supply a customer application that cannot identify the source system.



Referencing the web service

The Docmail API is a SOAP-based web service and in order to connect you will need the WSDL (service description) page URL, these can be found at:

For testing:

<https://www.cfhdmail.com/TestAPI2/DMWS.asmx>

The testing API has an associated test website, please use this website to set-up a test account:

<https://www.cfhdmail.com/Test>

Note: Please reference the live XML schemas when using the test API.

For live:

<https://www.cfhdmail.com/LiveAPI2/DMWS.asmx>

For live API use the main Docmail website, please use this website to set-up a live account:

<https://www.cfhdmail.com/Live>

Set up a Docmail account to use the web service

- Using the Docmail website (see the [Referencing the web service](#) section above for the relevant URL) either create an account or login to an existing account. During the sign-up process you can select whether the main account user can access the web service, this option can be changed at any time in the website from the Admin → My Login Details screen.

To add an additional user for web service access, go to Admin → Additional users and click the “Add new user” link. Enter a login name and password for the web service user, ensuring that the “Can use web service” is checked, along with the other required permissions.

Note: In order to use the “SendToSelf” option when placing a mailing you must login to the Docmail website with the new user and enter the address details.



Details of the service

The operations available from the web service will be referenced under the following sections to help guide you through the order of use when creating a mailing and then to look at additional advanced calls available:

- 1 - Creating Mailing
- 2 - Mail Packs
- 3 - Mailing Lists
- 4 - Delete and Cancel
- 5 - Payment
- 6 - Lists
- 7 - Zip Data
- 8 - Account and User Administration
- 9 - Mailing List Address Counts and Price Estimates
- 10 - Adding Library Data
- 11 - Extended Calls

All calls will return data as either a string or a byte array.

If failure is returned from a call that returns a byte array, then a UTF 8 encoded failure string of one of the Return Formats will be returned.

If the call has no return value specified then a successful call will include a "Success" flag with the value True; otherwise a successful call will return the data specified.



Data formats

Return Formats

- Text (default if return format is not specified)

The return string is in the format of a new line for each item, with the header followed by a colon and a space then the data. Example result text data:

MailingGUID: 00000000-0000-0000-0000-000000000000

- XML

The return string will be formatted in XML. The definition for the XML result can be found at <https://www.cfhdodmail.com/LiveAPI2/Result.xsd>. Example result XML data:

```
<?xml version="1.0" encoding="utf-8" ?>
<result xmlns="https://www.cfhdodmail.com/LiveAPI2/Result.xsd"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="https://www.cfhdodmail.com/LiveAPI2/Result.xsd
https://www.cfhdodmail.com/LiveAPI2/Result.xsd">
  <data>
    <key>MailingGUID</key>
    <value>00000000-0000-0000-0000-000000000000</value>
  </data>
</result>
```

- JSON

The return data will be formatted using the .NET JSON serializer. Example data:

```
[{"Key":"MailingGUID","Value":"00000000-0000-0000-0000-000000000000"}]
```

- JavaScript

The return data will be formatted using the .NET JavaScript serializer. Example data:

```
{"MailingGUID":"00000000-0000-0000-0000-000000000000"}
```



Template File Formats

The following template file formats are supported:

- Word document (.doc or .docx)
- Open document format (.odt)
- Rich Text Format (.rtf)
- Portal Document Format (.pdf)
- Bitmap image (.bmp)
- JPEG image (.jpg or .jpeg)
- Portable Network Graphics (.png)
- Tagged Image File Format (.tif or .tiff)

If documents or PDFs are encrypted or if documents contain protected area passwords then the relevant passwords must be supplied to remove the protection whilst processing.

Mailing List File Formats

The following mailing list file formats are supported:

- Spreadsheet, Excel file (.xls or .xlsx), Open Document Spreadsheet (.ods) or XML spreadsheet (.xml). The first sheet in the workbook is used unless a sheet name is supplied.
- Comma Separated Values (.csv). CSV files can be ASCII or UTF8 encoded. Note: Saving CSV files from Microsoft Excel does not preserve all Unicode characters.
- Text file (.txt) for delimited (defaults as tab delimited) or fixed length column formats. Text files can be ASCII or UTF8 encoded.
- XML file (.xml) conforming to the DataList schema that can be found at <https://www.cfhdocmail.com/LiveAPI2/DataList.xsd>.

An example data list xml file can be found at

<https://www.cfhdocmail.com/LiveAPI2/DataListExample.xml>.

Passwords

For optimal performance it is recommended that the [GetUserLoginKey](#) extended call is used to obtain a temporary Pass Key and the Pass Key is supplied in the Password field for further calls.



1 – Creating Mailings

The reference calls in this section can be used to create a mailing and set the mailing options within Docmail.

The first step in creating a mailing is to call Create File Mailing or Create Mailing. These calls both return one or more Mailing GUIDs that can be used for all future calls relating to the mailing.

Create File Mailing

NOTE: This call is now obsolete; please use the new CreateZipMailing call that can be found in the 11 – Extended Calls section.

Public Function CreateFileMailing(*ByVal* Username *As String*, *ByVal* Password *As String*, *ByVal* ZipFile *As Byte*(), *ByVal* ReturnFormat *As String*) *As String*

This call allows one or more mailings to be created from a zip file without the need for any further calls. To control the mailings an XML configuration file needs to be included within the zip file that conforms to the Docmail Web Service schema that can be found at <https://www.cfhdmail.com/LiveAPI2/DMWS.xsd>. An example xml file can be found at <https://www.cfhdmail.com/LiveAPI2/DMWSEExample.xml>.

The complex type names defined within the schema match the name of calls within the web service. Therefore for further help on the parameters of each type you should refer the relevant web service call, for example the “createMailing” type has parameters that match the Create Mailing web service call. If a configuration XML file is not included within the zip file then the call will create an auto submit A4 letter mailing using the account default mailing options. Without an XML file all document format files within the zip would be added as templates and all supported mailing list file formats would be assumed to be mailing list files for import.

The create file mailing call returns “MailingGUID 1”, “MailingGUID 2” etc for each mailing in the XML file. The Mailing GUIDs can be used to check the status or to perform other actions on the mailing. If a mailing fails to be submitted successfully an error will be returned, along with any Mailing GUIDs that have successfully been saved for processing. The error message will also include the “Error processing mailing name” to identify the mailing name that failed. Please note that if the zip contains multiple mailings, then once a mailing fails to be created all subsequent mailings within the zip file will not have been created. Once all mailings are created any errors in processing will only affect the single mailing.



| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ZipFile | Byte Array | A zip archive file containing all the other files that require processing. An XML file should be included that references how to use the other files within the zip archive. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Create Mailing

Public Function CreateMailing(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** CustomerApplication **As String**, **ByVal** ProductType **As String**, **ByVal** MailingName **As String**, **ByVal** MailingDescription **As String**, **ByVal** IsMono **As Boolean**, **ByVal** IsDuplex **As Boolean**, **ByVal** DeliveryType **As String**, **ByVal** CourierDeliveryToSelf **As Boolean**, **ByVal** DespatchASAP **As Boolean**, **ByVal** DespatchDate **As Date**, **ByVal** AddressNamePrefix **As String**, **ByVal** AddressNameFormat **As String**, **ByVal** DiscountCode **As String**, **ByVal** MinEnvelopeSize **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a new mailing to the account using the parameters defined. This call returns a mailing GUID that can be used to add data to the mailing, and it also returns the order ref.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| CustomerApplication | String(50) | An optional identification of the software creating the mailing. |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", "Postcard", or "SMS". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| MailingName | String(50) | An optional name for the mailing. |
| MailingDescription | String(400) | An optional description for the mailing. |
| IsMono | Boolean | Control if the mailing is printed in black and white (true) or colour (false). |
| IsDuplex | Boolean | Control if the mailing is double sided (true) or single sided (false). |



| | | |
|-----------------------|------------|---|
| DeliveryType | String | Specify the postal option as "First" or "Standard", plus add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the Add Mailing Filter call) and add "Dotpost" to enable Dotpost, e.g. "StandardDotpost". If Dotpost is not enabled then add "ProofPerAddress" to get separate proof files per address (this is required to obtain an outer envelope proof). If not supplied then the postal option specified in default mailing options is used. For postcards own return address will be used if an account or user return address is set unless "NoReturns" is supplied after the postal option. Add "NoProof" if a representative proof is not required, the proof shown will then be based upon the minimum processing required to generate an accurate price. |
| CourierDeliveryToSelf | Boolean | If the delivery type is courier then specify whether to despatch the order to the user's address. This option is currently not in use. |
| DespatchASAP | Boolean | Whether to despatch the mailing as soon as possible. If set then the despatch date is ignored. |
| DespatchDate | Date | The date to despatch the order on. The Despatch ASAP must be set to false. The Despatch Date cannot be a Saturday, Sunday or Bank Holiday. |
| AddressNamePrefix | String(30) | A prefix for the address name, e.g. "To the parent of". |
| AddressNameFormat | String | Specify as "Full Name", "Firstname Surname", "Title Initial Surname", "Title Surname", or "Title Firstname Surname". If not supplied then defaults as specified in default mailing options. |
| DiscountCode | String(20) | A discount code to apply to the mailing. If not supplied then defaults as specified in default mailing options. |
| MinEnvelopeSize | String | Specify as "Standard" or "C5" for standard envelopes, "C4" for C4 window envelopes, "C5Window" for C5 window envelopes only, or "Custom" to use a custom outer envelope. Add "NoPanel" to remove the address panel. Add "Skip" to skip the outer envelope proof, e.g. "CustomNoPanelSkip". |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Mailing Filter

Public Function AddMailingFilter(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** CategoryName **As String**, **ByVal** FilterValue **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call can be used for:

- a) Adding a mailing filter to the mailing (corporate users only).
- b) Adding Dotpost options to a mailing. For Dotpost options one of the following Category names must be supplied:

| Category name | Description |
|-----------------------|---|
| Dotpost Delivery | The Filter Value must be supplied as either <ul style="list-style-type: none">• "Automatic" (default, uses "Despatch" if the mailing is ASAP otherwise uses "Delivery").• "Despatch" (Deliver on the despatch date - arrives earlier than printed mail).• "Delivery" (Deliver on the expected printed delivery date - arrives on the same day as printed mail). |
| Dotpost Campaign GUID | The Filter Value must match a Campaign GUID returned from the ListDotpostCampaigns call. Uses the default Dotpost Campaign for the account if the Dotpost Campaign GUID and Dotpost Campaign Name are not supplied. |
| Dotpost Campaign Name | The Filter Value must match a Campaign Name returned from the ListDotpostCampaigns call. Uses the default Dotpost Campaign for the account if the Dotpost Campaign GUID and Dotpost Campaign Name are not supplied. |
| Dotpost Title | The Dotpost Title required should be specified as the Filter Value. Maximum length 155 characters. |

- c) Adding a return address:

| Category name | Description |
|----------------|---|
| Return address | The return address must be a maximum of 4 lines and fit within the available return address space available on envelopes and postcards. |

- d) Adding a budget code (corporate users with budget code entry only):

| Category name | Description |
|---------------|--|
| Budget code | The Filter Value should specify the budget code. |



| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| CategoryName | String(50) | The mailing filter category as displayed as the label on the mailing options screen in the Docmail website. |
| FilterValue | String | The mailing filter value as displayed as in the drop down list on the mailing options screen in the Docmail website. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Delivery Address

Public Function AddDeliveryAddress(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** Address1 **As String**, **ByVal** Address2 **As String**, **ByVal** Address3 **As String**, **ByVal** Address4 **As String**, **ByVal** Address5 **As String**, **ByVal** Address6 **As String**, **ByVal** Title **As String**, **ByVal** FirstName **As String**, **ByVal** Surname **As String**, **ByVal** Fullname **As String**, **ByVal** JobTitle **As String**, **ByVal** CompanyName **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call is for courier despatch orders only and adds a delivery address to the order.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| Address1 | String(50) | Address line 1. |
| Address2 | String(50) | Address line 2. |
| Address3 | String(50) | Address line 3. |
| Address4 | String(50) | Address line 4. |
| Address5 | String(50) | Address line 5. |
| Address6 | String(50) | Address line 6. |
| Title | String(15) | The title of the person receiving the delivery. |
| FirstName | String(30) | The first name of the person receiving the delivery. |
| Surname | String(30) | The surname of the person receiving the delivery. |
| Fullname | String(100) | The full name of the person receiving the delivery. |
| JobTitle | String(60) | The job title of the person receiving the delivery. |
| CompanyName | String(50) | The company name to include on the delivery address. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Update Mailing Options

Public Function UpdateMailingOptions(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** MailingName **As String**, **ByVal** MailingDescription **As String**, **ByVal** IsMono **As Boolean**, **ByVal** IsDuplex **As Boolean**, **ByVal** DeliveryType **As String**, **ByVal** DespatchASAP **As Boolean**, **ByVal** DespatchDate **As Date**, **ByVal** AddressNamePrefix **As String**, **ByVal** AddressNameFormat **As String**, **ByVal** DiscountCode **As String**, **ByVal** MinEnvelopeSize **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call updates the mailing options for a given mailing GUID.

| Parameter | Data Type / Max length | Description |
|--------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| MailingName | String(50) | An optional name for the mailing. |
| MailingDescription | String(400) | An optional description for the mailing. |
| IsMono | Boolean | Control if the mailing is printed in black and white (true) or colour (false). |
| IsDuplex | Boolean | Control if the mailing is double sided (true) or single sided (false). |
| DeliveryType | String | Specify the postal option as "First" or "Standard", plus add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the Add Mailing Filter call) and add "Dotpost" to enable Dotpost, e.g. "StandardDotpost". If Dotpost is not enabled then add "ProofPerAddress" to get separate proof files per address (this is required to obtain an outer envelope proof). If not supplied then the postal option specified in default mailing options is used. For postcards own return address will be used if an account or user return address is set unless "NoReturns" is supplied after the postal option. Add "NoProof" if a representative proof is not required, the proof shown will then be based upon the minimum processing required to generate an accurate price. |
| DespatchASAP | Boolean | Whether to despatch the mailing as soon as possible. If set then the despatch date is ignored. |



| | | |
|-------------------|------------|--|
| DespatchDate | Date | The date to despatch the order on. The Despatch ASAP must be set to false. The Despatch Date cannot be a Saturday, Sunday or Bank Holiday. |
| AddressNamePrefix | String(30) | A prefix for the address name, e.g. "To the parent of". |
| AddressNameFormat | String | Specify as "Full Name", "Firstname Surname", "Title Initial Surname", "Title Surname", or "Title Firstname Surname". If not supplied then defaults as specified in default mailing options. |
| DiscountCode | String(20) | A discount code to apply to the mailing. |
| MinEnvelopeSize | String | Specify as "Standard" or "C5" for standard envelopes, "C4" for C4 window envelopes, "C5Window" for C5 window envelopes only, or "Custom" to use a custom outer envelope. Add "NoPanel" to remove the address panel. Add "Skip" to skip the outer envelope proof, e.g. "CustomNoPanelSkip". |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



2 – Mail Packs

The referenced calls in this section can be used to add mail pack data to a mailing.

Add Template File

Public Function AddTemplateFile(**ByVal** Username *As String*, **ByVal** Password *As String*, **ByVal** MailingGUID *As System.Guid*, **ByVal** TemplateName *As String*, **ByVal** FileName *As String*, **ByVal** FileData *As Byte()*, **ByVal** DocumentType *As String*, **ByVal** AddressedDocument *As Boolean*, **ByVal** AddressFontCode *As String*, **ByVal** TemplateType *As String*, **ByVal** BackgroundName *As String*, **ByVal** CanBeginOnBack *As Boolean*, **ByVal** NextTemplateCanBeginOnBack *As Boolean*, **ByVal** ProtectedAreaPassword *As String*, **ByVal** EncryptionPassword *As String*, **ByVal** BleedSupplied *As Boolean*, **ByVal** Copies *As Integer*, **ByVal** Instances *As Integer*, **ByVal** InstancePageNumbers *As String*, **ByVal** CycleInstancesOnCopies *As Boolean*, **ByVal** ReturnFormat *As String*) *As String*

This call adds a template document to the mailing. This call returns a template GUID that can be used to add a background file or variable values.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateName | String(50) | A name to refer to the template by. Optional, defaults to the file name if not supplied. |
| FileName | String(255) | The template file name, see Template File Formats for a list of valid file types. |
| FileData | Byte Array | The template file data. For SMS mailings then the text message should be supplied as a text file. |



| | | |
|-------------------------------------|-------------|---|
| DocumentType | String | Specify as "A4Letter", "A44PageBooklet", "GreetingCardA5", "PostcardA5", "PostcardA5Right", or "SMS". Postcards have a left side address panel; use the Right variations for a right side address panel. The document type must be valid for the product type supplied when calling Create Mailing . The document type must be available for your account, please see the Docmail website to confirm the document types available. The document type cannot vary between different templates on the same mailing. |
| AddressedDocument | Boolean | No longer used, the address panel is automatically applied to the relevant page. Set the address font code to specify the address panel style. |
| AddressFontCode | String | Specify as "Arial 10", "Arial 11", "Arial 12", "Arial 13", "Arial 14", "Courier 10", "Courier 11", "Courier 12", "Courier 13", "Courier 14", "Gotham 9", "Gotham 10", "Gotham 12", "Helvetica 12", "Helvetica 13", "Helvetica 14", "MetaOT 10", "MetaOT 11", "MetaOT 12", "Trebuchet 10", "Trebuchet 11", "Trebuchet 12", "Verdana 10", "Verdana 11", or "Verdana 12". Defaults to "Arial 10". |
| TemplateType | String | Specify as "Document" or "Preformatted Stream". Defaults to "Document". |
| BackgroundName | String(120) | Optional name of a background to use from the library. |
| CanBeginOnBack | Boolean | For duplex printing only, can this template begin on the back of another template? |
| NextTemplateBegin CanBeginOnBack | Boolean | For duplex printing only, can another template begin on the back of this template? |
| ProtectedAreaPassword | String(255) | Password for protected areas in the document. |
| EncryptionPassword | String(255) | Password for an encrypted document. |
| BleedSupplied | Boolean | For products that support bleed, has the bleed been supplied? For other products overlay 3mm white border? If false output will be shrunk for 3mm margin. |
| Copies | Integer | No longer used, any value supplied is ignored. |
| Instances | Integer | No longer used, any value supplied is ignored. |
| InstancePageNumbers | String | No longer used, any value supplied is ignored. |
| CycleInstancesOnCopies | Boolean | No longer used, any value supplied is ignored. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Template Background File

Public Function AddTemplateBackgroundFile(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** TemplateGUID **As** System.Guid, **ByVal** BackgroundName **As String**, **ByVal** FileName **As String**, **ByVal** FileData **As Byte**()),**ByVal** EncryptionPassword **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call allows a background file to be added against a specific template on a mailing.

| Parameter | Data Type / Max length | Description |
|--------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateGUID | GUID | The template to add the background against. |
| BackgroundName | String(120) | The name of the background, defaults to the file name if not supplied. |
| FileName | String(255) | The background file name, see Template File Formats for a list of valid file types. |
| FileData | Byte Array | The background file data. |
| EncryptionPassword | String(255) | Password for an encrypted document. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Template From Library

Public Function AddTemplateFromLibrary(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** TemplateName **As String**, **ByVal** Copies **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a documents or outer envelopes from the library. This call returns a template GUID that can be used to add a background file or set variable values. For corporate users this call can also be used to add inserts to a mailing, supplying the insert name as the template name parameter.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateName | String(50) | The name of the template from the library. If there is more than one template in the library with the same name the template that was created first is used. |
| Copies | Integer | No longer used, any value supplied is ignored. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Template From Order

Public Function AddTemplateFromOrder(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** OrderRef **As Long**, **ByVal** TemplateName **As String**, **ByVal** Copies **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This call is now obsolete; documents should be added to each mailing or added from the library.

Add Mail Pack From Library

Public Function AddMailPackFromLibrary(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** MailPackName **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a mail pack from the library. This call returns a mail pack GUID that can be used to set variable values along with TemplateGUID 1, TemplateGUID 2 etc for each template that has been added.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| MailPackName | String(50) | The name of the mail pack in the library. If there is more than one mail pack in the library with the same name the mail pack that was created first is used. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Mail Pack From Order

Public Function AddMailPackFromOrder([ByVal](#) Username [As String](#), [ByVal](#) Password [As String](#), [ByVal](#) MailingGUID [As System.Guid](#), [ByVal](#) OrderRef [As Long](#), [ByVal](#) ReturnFormat [As String](#)) [As String](#)

This call is now obsolete; documents should be added to each mailing or mail packs added from the library.



Add Designer Template

Public Function AddDesignerTemplate(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** TemplateLayout **As String**, **ByVal** DocumentType **As String**, **ByVal** AddressFontCode **As String**, **ByVal** BleedSupplied **As Boolean**, **ByVal** Copies **As Integer**, **ByVal** SkipPreviewImageGeneration **As Boolean**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a designer template to the current mailing, allowing the creation of postcards, greeting cards or outer envelopes by uploading or selecting the parts that make up the final template. Only one designer template can be added to a mailing.

| Parameter | Data Type / Max length | Description |
|-----------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateLayout | String(100) | Must match the name of a template layout as listed in the designer on the Docmail website, or for a custom outer envelope design supply "Outer Envelope". If you are using postcard layouts please ensure the Document Type is correctly defined for whether template layout has a left or right address panel. |
| DocumentType | String | Specify as "A4Letter", "A44PageBooklet", "GreetingCardA5", "PostcardA5", or "PostcardA5Right". Postcards have a left side address panel; use the Right variations for a right side address panel. The document type must be available for your account, please see the Docmail website to confirm the document types available. Leave blank for an outer envelope. |
| AddressFontCode | String | Specify as "Arial 10", "Arial 11", "Arial 12", "Arial 13", "Arial 14", "Courier 10", "Courier 11", "Courier 12", "Courier 13", "Courier 14", "Gotham 9", "Gotham 10", "Gotham 12", "Helvetica 12", "Helvetica 13", "Helvetica 14", "MetaOT 10", "MetaOT 11", "MetaOT 12", "Trebuchet 10", "Trebuchet 11", "Trebuchet 12", "Verdana 10", "Verdana 11", or "Verdana 12". Defaults to "Arial 10". Must be specified as "Arial 10", "Helvetica 10" or "Verdana 10" for outer envelopes. |



| | | |
|--------------------------------|---------|--|
| BleedSupplied | Boolean | For products that support bleed, has the bleed been supplied? For other products overlay 3mm white border? If false output will be shrunk for 3mm margin. |
| Copies | Integer | No longer used, any value supplied is ignored. |
| SkipPreview ImageGeneration | Boolean | Skip the preview image generation when producing the order. Setting to true will speed up the processing of the mailing but will not display any images when viewing in the website. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Add Designer Image

Public Function AddDesignerImage(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** PartDisplayName **As String**, **ByVal** FileName **As String**, **ByVal** FileData **As Byte**(), **ByVal** ImageRotation **As Double**, **ByVal** ImageFitOption **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call adds an image file to a designer template.

| Parameter | Data Type / Max length | Description |
|-----------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| PartDisplayName | String(100) | Must match the part name as displayed in the properties panel on the Docmail website. |
| FileName | String(255) | The file name, must be in .jpg, .jpeg, .bmp, .gif, .png, .tif or .tiff format. |
| FileData | Byte Array | The image file data. |
| ImageRotation | Double | The degrees or rotation of the image; must be set to 0, 90, 180 or 270. |
| ImageFitOption | String | Specify as "Crop" or "Resize to Fit". |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Designer Stored Image

Public Function AddDesignerStoredImage(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** PartDisplayName **As String**, **ByVal** ImageName **As String**, **ByVal** ImageRotation **As Double**, **ByVal** ImageFitOption **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a stored image to a designer template.

| Parameter | Data Type / Max length | Description |
|-----------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| PartDisplayName | String(100) | Must match the part name as displayed in the properties panel on the Docmail website. |
| ImageName | String(50) | Must match the image name as displayed in the list of images for the part on the Docmail website. |
| ImageRotation | Double | The degrees or rotation of the image; must be set to 0, 90, 180 or 270. |
| ImageFitOption | String | Specify as "Crop" or "Resize to Fit". |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Designer Text

Public Function AddDesignerText(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** PartDisplayName **As String**, **ByVal** TextContent **As String**, **ByVal** FontSize **As Integer**, **ByVal** FontName **As String**, **ByVal** Bold **As Boolean**, **ByVal** Italic **As Boolean**, **ByVal** Underline **As Boolean**, **ByVal** TextJustification **As String**, **ByVal** FontColourRed **As Integer**, **ByVal** FontColourGreen **As Integer**, **ByVal** FontColourBlue **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This call adds text to part of a designer template or to set the return address on an outer envelope.

| Parameter | Data Type / Max length | Description |
|-------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| PartDisplayName | String(100) | Must match the part name as displayed in the properties panel on the Docmail website. |
| TextContent | String | The text to enter or the return address. Note that for a return address on an outer envelope the additional font styling options are ignored. |
| FontSize | Integer | The font size for the text, must be between 1 and 200. Supply as zero or less for the default font size as shown in the website. |
| FontName | String | Specify "Arial", "Courier", "Gotham Narrow Book", "Goudy Old Style", "Helvetica", "Lucida Handwriting", "MetaOT-Normal", "MGillSansLight", "Party LET", "Times New Roman", "Trebuchet MS", "Verdana". If not supplied maintains default as shown on the Docmail website. |
| Bold | Boolean | Make the text bold. |
| Italic | Boolean | Make the text italic. |
| Underline | Boolean | Make the text underlined. |
| TextJustification | String | Specify "Center", "Full", "Left", or "Right". If not supplied maintains default as shown on the Docmail website. |
| FontColourRed | Integer | A value between 0 and 255 to represent the amount of red for the font colour. Supply -1 for the default colour as shown in the Docmail website. |
| FontColourGreen | Integer | A value between 0 and 255 to represent the amount of green for the font colour. Supply -1 for the default colour as shown in the Docmail website. |



| | | |
|----------------|---------|--|
| FontColourBlue | Integer | A value between 0 and 255 to represent the amount of blue for the font colour. Supply -1 for the default colour as shown in the Docmail website. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Set Mail Pack Variable Value

Public Function SetMailPackVariableValue(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** VariableName **As String**, **ByVal** VariableValue **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call sets a variable value for all templates containing the variable in the mail pack. Please note that this call does not check for a valid variable name as it occurs prior to scanning templates for variables.

| Parameter | Data Type / Max length | Description |
|---------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| VariableName | String(255) | Must match the variable name as displayed on the enter variables screen in the Docmail website. |
| VariableValue | String | The text to replace or the text that matches the displayed text in a list of options on the Docmail website for the variable. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Set Template Variable Value

Public Function SetTemplateVariableValue(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** TemplateGUID **As System.Guid**, **ByVal** VariableName **As String**, **ByVal** VariableValue **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call sets a variable value on a specified template. Please note that this call does not check for a valid variable name as it occurs prior to scanning the template for variables.

| Parameter | Data Type / Max length | Description |
|---------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateGUID | GUID | The template GUID returned from adding a template. |
| VariableName | String(255) | Must match the variable name as displayed on the enter variables screen in the Docmail website. |
| VariableValue | String | The text to replace or the text that matches the displayed text in a list of options on the Docmail website for the variable. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Get Template Image

Public Function GetTemplateImage(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** TemplateGUID **As System.Guid**, **ByVal** PageNumber **As Integer**, **ByVal** FailureReturnFormat **As String**) **As Byte**()

This call returns a byte array image preview or thumbnail. Pass the page number as 0 for the thumbnail or 1 for the large preview image.

| Parameter | Data Type / Max length | Description |
|---------------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| TemplateGUID | GUID | The template GUID returned from adding a template. |
| PageNumber | Integer | Supply either 0 for the thumbnail or 1 for the large preview image. |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Data Intelligence

Data intelligence allows rules to be applied against address data to determine which set of templates each person will receive and which backgrounds are used on the templates.

Adding a template rule or background rule will automatically enable data intelligence on the mailing.

Rules are normally linked to address field, but can also be linked to fixed variables or the organisational structure for corporate users. Address fields can either match the column name of a custom field or one of the following address fields:

| Address field | Description |
|-------------------------------|--|
| Address line 1 (original) | Uploaded first line of the address |
| Address line 2 (original) | |
| Address line 3 (original) | |
| Address line 4 (original) | |
| Address line 5 (original) | |
| Address line 6 (original) | |
| Address line 1 (output) | First line of the output address including any correction. |
| Address line 2 (output) | |
| Address line 3 (output) | |
| Address line 4 (output) | |
| Address line 5 (output) | |
| Address line 6 (output) | |
| Address last line (output) | The last line of the output address including any correction. |
| Address (full output address) | The full output address as appears in the address window. |
| Address postal tariff | The address postal tariff, this will be one of the following values: Cheapest postal rate Overseas Postal surcharge |
| Company name | The address company name field |
| Custom 1 | The address custom 1 field |
| Custom 2 | The address custom 2 field |
| Custom 3 | The address custom 3 field |
| Custom 4 | The address custom 4 field |
| Custom 5 | The address custom 5 field |
| Custom 6 | The address custom 6 field |
| Custom 7 | The address custom 7 field |
| Custom 8 | The address custom 8 field |



| | |
|---------------------------|---|
| Custom 9 | The address custom 9 field |
| Custom 10 | The address custom 10 field |
| Customer address identity | The address customer address identity field |
| Customer import identity | The address customer import identity field |
| Direct line | The address direct line field |
| Email | The address email field |
| Extra info | The address extra info field |
| Facsimile | The address facsimile field |
| First name | The address first name field |
| Full name | The address full name field |
| Initial | The first letter of the first name field |
| Job Title | The address job title field |
| Mobile | The address mobile field (required for SMS mailings) |
| Notes | The address notes field |
| Stream pages 1 | The address stream pages 1 field. Any rule data relating to this field must be numeric. |
| Stream pages 2 | The address stream pages 2 field. Any rule data relating to this field must be numeric. |
| Stream pages 3 | The address stream pages 3 field. Any rule data relating to this field must be numeric. |
| Surname | The address surname field |
| Telephone | The address telephone field |
| Title | The address title field |
| Use for proof | The flag on the address indicating if the address should be used for proofing. |

Add Template Use Rule

Public Function AddTemplateUseRule(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** TemplateGUID **As System.Guid**, **ByVal** AndGroup **As String**, **ByVal** AddressField **As String**, **ByVal** DataFormat **As String**, **ByVal** FromEquation **As String**, **ByVal** FromData **As String**, **ByVal** ToEquation **As String**, **ByVal** ToData **As String**, **ByVal** ReturnFormat **As String**)

This call enables data intelligence on a mailing and adds a template use rule.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateGUID | GUID | The template GUID returned from adding a template. |



| | | |
|--------------|-------------|--|
| AndGroup | String(50) | The logic group for the rule, all rules within the same AndGroup will be evaluated as "AND", whilst each set of rules are evaluated as "OR", e.g. <i>Group 1 (Rule 1 AND Rule 2)</i> OR <i>Group 2 (Rule 3 AND Rule 4)</i> |
| AddressField | String(255) | Specify as a custom column header or as an address field listed in the Data Intelligence section. Can also be used to specify a variable or a corporate hierarchy item. |
| DataFormat | String(20) | Specify as "Boolean", "Date", "Numeric" or "Text". |
| FromEquation | String(30) | Specify as "Equals", "Greater than", "Greater than or equals", "Less than or equals", "Not equal to", "Like" or "Not Like". Restrictions: <ul style="list-style-type: none">• "Like" and "Not Like" can only be used with "Text" data format.• Boolean expressions can only use the "Equals" or "Not equal to" equations.• The "Address postal tariff" field can only be used with "Equal" or "Not equal to". |
| FromData | String(100) | The data to evaluate the rule against. |
| ToEquation | String(30) | Optional, specify as "Less than or equals" or "Less than" |
| ToData | String(100) | The upper range of data to evaluate the rule against. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Template Background Rule

Public Function AddTemplateBackgroundRule(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** TemplateGUID **As System.Guid**, **ByVal** BackgroundName **As String**, **ByVal** AndGroup **As String**, **ByVal** AddressField **As String**, **ByVal** DataFormat **As String**, **ByVal** FromEquation **As String**, **ByVal** FromData **As String**, **ByVal** ToEquation **As String**, **ByVal** ToData **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call enables data intelligence on a mailing and adds a background rule against the specified template.

| Parameter | Data Type / Max length | Description |
|----------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateGUID | GUID | The template GUID returned from adding a template. |
| BackgroundName | String(120) | The name of a background to use from the library. |
| AndGroup | String(50) | The logic group for the rule, all rules within the same AndGroup will be evaluated as "AND", whilst each set of rules are evaluated as "OR", e.g. <i>Group 1 (Rule 1 AND Rule 2)</i> OR <i>Group 2 (Rule 3 AND Rule 4)</i> |
| AddressField | String(255) | Specify as a custom column header or as an address field listed in the Data Intelligence section. Can also be used to specify a variable or a corporate hierarchy item. |
| DataFormat | String(20) | Specify as "Boolean", "Date", "Numeric" or "Text". |
| FromEquation | String(30) | Specify as "Equals", "Greater than", "Greater than or equals", "Less than or equals", "Not equal to", "Like" or "Not Like". Restrictions: <ul style="list-style-type: none"> "Like" and "Not Like" can only be used with "Text" data format. Boolean expressions can only use the "Equals" or "Not equal to" equations. The "Address postal tariff" field can only be used with "Equal" or "Not equal to". |
| FromData | String(100) | The data to evaluate the rule against, or the lower range of data if a To equation is used. |



| | | |
|--------------|-------------|---|
| ToEquation | String(30) | Optional, specify as "Less than or equals" or "Less than" |
| ToData | String(100) | Optional, the upper range of data to evaluate the rule against. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



3 – Mailing Lists

The referenced calls in this section can be used to add addresses to a mailing.

If you are using a file or string to import data then it is recommended that a library mapping is created in the Docmail website and the mapping name passed to the calls. This will ensure the correct mapping of columns is always used for the import.

Add Mailing List File

Public Function AddMailingListFile(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** FileName **As String**, **ByVal** FileData **As Byte**(), **ByVal** DataFormat **As String**, **ByVal** HasHeaders **As Boolean**, **ByVal** SheetName **As String**, **ByVal** MappingDelimiter **As String**, **ByVal** MappingFixedWidthChars **As String**, **ByVal** MappingName **As String**, **ByVal** ReturnFormat **As String**) **As String**

This function adds the addresses from a mailing list file to the mailing. This call returns a Mailing List GUID that can be used for obtaining address count information. To check if the import is complete a partial [Process Mailing](#) call should be performed.

| Parameter | Data Type / Max length | Description |
|-------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| FileName | String(255) | The name of the file to import, see Mailing List File Formats or a list of valid file types. |
| FileData | Byte Array | The file data. Unicode data must be supplied in UTF8 format and the file must start with the UTF8 byte order mark. |
| DataFormat | String | Specify as "Spreadsheet", "CSV", "Tab separated", "Delimited", or "Fixed width". Note: "Excel" can be used for backwards compatibility but will be treated as "Spreadsheet". |
| HasHeaders | Boolean | Does the file have a row specifying the headers? |
| SheetName | String(31) | For Spreadsheet data only, the sheet name to import from. If not supplied the first sheet in the file will be used. |



| | | |
|------------------------|------------|--|
| MappingDelimiter | String(10) | For Delimited data only, the delimiter to use. If not supplied then delimited files will be assumed to be tab delimited. |
| MappingFixedWidthChars | String | For Fixed Width data only, a comma separated list of the numbers of characters for each column. |
| MappingName | String(50) | The name of a library mapping to use. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Mailing List String

Public Function AddMailingListString(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** MailingListData **As String**, **ByVal** DataFormat **As String**, **ByVal** HasHeaders **As Boolean**, **ByVal** SheetName **As String**, **ByVal** MappingDelimiter **As String**, **ByVal** MappingFixedWidthChars **As String**, **ByVal** MappingName **As String**, **ByVal** ReturnFormat **As String**) **As String**

This function starts a process of importing addresses from a formatted string to the mailing. This call returns a Mailing List GUID that can be used for obtaining address count information. To check if the import is complete a partial [Process Mailing](#) call should be performed.

| Parameter | Data Type / Max length | Description |
|------------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| MailingListData | String | A formatted string containing the data. Unicode data must be supplied in UTF8 format and the string must start with the UTF8 byte order mark. |
| DataFormat | String | Specify as "Spreadsheet", "CSV", "Tab separated", "Delimited", or "Fixed width". Note: "Excel" can be used for backwards compatibility but will be treated as "Spreadsheet". |
| HasHeaders | Boolean | Does the file have a row specifying the headers? |
| SheetName | String(31) | For Spreadsheet data only, the sheet name to import from. If not supplied the first sheet in the file will be used. |
| MappingDelimiter | String(10) | For Delimited data only, the delimiter to use. If not supplied then delimited files will be assumed to be tab delimited. |
| MappingFixedWidthChars | String | For Fixed Width data only, a comma separated list of the numbers of characters for each column. |
| MappingName | String(50) | The name of a library mapping to use. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Mailing List From Library

This call is no longer supported; addresses should be added to each mailing.

Add Mailing List From Order

`Public Function AddMailingListFromOrder(ByVal Username As String, ByVal Password As String, ByVal MailingGUID As System.Guid, ByVal OrderRef As Integer, ByVal ReturnFormat As String) As String`

This call is now obsolete; addresses should be added to each mailing.



Add Address

Public Function AddAddress(ByVal Username As String, ByVal Password As String, ByVal MailingGUID As System.Guid, ByVal Address1 As String, ByVal Address2 As String, ByVal Address3 As String, ByVal Address4 As String, ByVal Address5 As String, ByVal Address6 As String, ByVal UseForProof As Boolean, ByVal Title As String, ByVal FirstName As String, ByVal Surname As String, ByVal Fullname As String, ByVal JobTitle As String, ByVal CompanyName As String, ByVal Email As String, ByVal Telephone As String, ByVal DirectLine As String, ByVal Mobile As String, ByVal Facsimile As String, ByVal ExtraInfo As String, ByVal Notes As String, ByVal CustomerAddressID As String, ByVal CustomerImportID As String, ByVal StreamPages1 As Integer, ByVal StreamPages2 As Integer, ByVal StreamPages3 As Integer, ByVal Custom1 As String, ByVal Custom2 As String, ByVal Custom3 As String, ByVal Custom4 As String, ByVal Custom5 As String, ByVal Custom6 As String, ByVal Custom7 As String, ByVal Custom8 As String, ByVal Custom9 As String, ByVal Custom10 As String, ByVal ReturnFormat As String) As String

This function adds an address to the mailing. To validate the address use the [Process Mailing](#) call.

| Parameter | Data Type / Max length | Description |
|-------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| Address1 | String(50) | The first line of the address. |
| Address2 | String(50) | The second line of the address. |
| Address3 | String(50) | The third line of the address. |
| Address4 | String(50) | The fourth line of the address. |
| Address5 | String(50) | The fifth line of the address. |
| Address6 | String(50) | The sixth line of the address. |
| UseForProof | Boolean | Whether to use this address on the proof. Up to 3 addresses can be flagged as use for proof for mailing lists of up to 500 addresses. Mailing lists with 500 or more address can have up to 10 addresses flagged as use for proof. |
| Title | String(15) | The person's title, e.g. Mr, Mrs etc. |
| FirstName | String(30) | The person's first name. |
| Surname | String(30) | The person's surname. |
| Fullname | String(100) | The person's full name. If not defined is defaulted to Firstname and Surname. |
| JobTitle | String(60) | The person's job title. |
| CompanyName | String(50) | The person's company. |
| Email | String(70) | The person's email address |
| Telephone | String | The person's telephone number. |



| | | |
|-------------------|---------|--|
| DirectLine | String | The person's direct line telephone number. |
| Mobile | String | The person's mobile telephone number. |
| Facsimile | String | The person's fax number. |
| ExtraInfo | String | Extra information. |
| Notes | String | Notes. |
| CustomerAddressID | String | Your own identification for this address. |
| CustomerImportID | String | Your own identification for this set of addresses. |
| StreamPages1 | Integer | The number of pages to use from the first template on the mail pack that is defined as "Preformatted Stream". The total pages for all addresses must match the total number of pages in the template. |
| StreamPages2 | Integer | The number of pages to use from the second template on the mail pack that is defined as "Preformatted Stream". The total pages for all addresses must match the total number of pages in the template. |
| StreamPages3 | Integer | The number of pages to use from the third template on the mail pack that is defined as "Preformatted Stream". The total pages for all addresses must match the total number of pages in the template. |
| Custom1 | String | Custom data. |
| Custom2 | String | Custom data. |
| Custom3 | String | Custom data. |
| Custom4 | String | Custom data. |
| Custom5 | String | Custom data. |
| Custom6 | String | Custom data. |
| Custom7 | String | Custom data. |
| Custom8 | String | Custom data. |
| Custom9 | String | Custom data. |
| Custom10 | String | Custom data. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Self

Public Function AddSelf(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** ReturnFormat **As String**) **As String**

This function adds the specified user's address to the mailing.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Auto Correct Addresses

Public Function AutoCorrectAddresses(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** CorrectionMethod **As String**, **ByVal** ReturnFormat **As String**) **As String**

This function applies correction to the addresses after all the addresses have been added to the mailing.

| Parameter | Data Type / Max length | Description |
|------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| CorrectionMethod | String | Specify as "All", "Cost", or "Original". "All" or "Cost" = Apply the correction when available. This will reduce the cost of the mailing. "Original" = Revert to original address uncorrected addresses. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Set Mailing List Proof Option

Public Function SetMailingListProofOption(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, _
ByVal ProofOption **As String**, **ByVal** ReturnFormat **As String**) **As String**

This function applies proof option to the addresses after all the addresses have been added to the mailing.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ProofOption | String | Specify as "Clear", "FirstMidLast", "Last", or "Longest" or "LongestCustomData". |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



4 – Delete and Cancel

The referenced calls in this section can be used to delete a mailing, delete data from a mailing or cancel a mailing.

Delete Template

Public Function DeleteTemplate(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** TemplateGUID **As** System.Guid, **ByVal** ReturnFormat **As String**) **As String**

This call deletes a template from the mailing.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateGUID | GUID | The template GUID to delete. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Delete Mail Pack

Public Function DeleteMailPack(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** ReturnFormat **As String**) **As String**

This call deletes all templates from the mailing.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Delete Mailing List

Public Function DeleteMailingList(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** ReturnFormat **As String**) **As String**

This call deletes all addresses from the mailing.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Delete Mailing

Public Function DeleteMailing(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** ReturnFormat **As String**) **As String**

This call deletes a mailing.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Cancel Mailing

Public Function CancelMailing(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** ReturnFormat **As String**) **As String**

This call cancels a mailing.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



5 – Payment

The referenced calls in this section can be used to manage the processing, payment and proof approval.

Process Mailing

Public Function ProcessMailing(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** CustomerApplication **As String**, **ByVal** Submit **As Boolean**, **ByVal** PartialProcess **As Boolean**, **ByVal** MaxPriceExVAT **As Double**, **ByVal** POReference **As String**, **ByVal** PaymentMethod **As String**, **ByVal** SkipPreviewImageGeneration **As Boolean**, **ByVal** EmailSuccessList **As String**, **ByVal** EmailErrorList **As String**, **ByVal** HttpPostOnSuccess **As String**, **ByVal** HttpPostOnError **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call runs the processing on the mailing and optionally submits a mailing for printing. If your mailing has already been processed and there are no changes then this call can be called again with Submit set to true, however for a faster way of submitting the mailing please see the User Approve Mailing call (if partial process) and the PayMailing extended call.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| CustomerApplication | String(50) | An optional identification of the software creating the mailing. Note that if the customer application has already been supplied on the Create Mailing call then it will not be updated if left blank on this call. |
| Submit | Boolean | Set to true to submit the mailing for printing once processing is complete. Set to false to review the proof before submitting. |
| PartialProcess | Boolean | Is there only partial data for processing? This flag is ignored if Submit is set to True. If set to False then an error is raised if a full set of data required to process a mailing has not been supplied. If set to True then the processing stops before approval. |
| MaxPriceExVAT | Double | Specify a maximum amount that the order can cost to allow the order submission to succeed. Supply as zero for no limit. |



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|--------------------------------|--------------|---|
| PORreference | String(30) | Your purchase order reference for this mailing, for invoice payment only. |
| PaymentMethod | String | Specify as "Invoice" or "Topup". If not supplied defaults to "Invoice" if the account can pay on invoice, otherwise defaults to pay from Topup credit. |
| SkipPreview ImageGeneration | Boolean | Skip the preview image generation when processing the order. Setting to true will speed up the processing of the mailing but no images will be when viewing the mailing in the website. |
| EmailSuccessList | String(1000) | A semi-colon separated list of email addresses to email once the processing of the mailing is successful. |
| EmailErrorList | String(1000) | A semi-colon separated list of email addresses to email when the processing of a mailing fails. |
| HttpPostOnSuccess | String(500) | A web http URL to call on success of the mailing. The request parameters included are: <ul style="list-style-type: none">• MailingGUID GUID• OrderRef Long• Success Integer (1 = success) |
| HttpPostOnError | String(500) | A web http URL to call on error of the mailing. The request parameters included are: <ul style="list-style-type: none">• MailingGUID GUID• OrderRef Long• Failure String |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Get Mailing Details

Public Function GetMailingDetails(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** ReturnFormat **As String**) **As String**

This call gets the details of the mailing. Please note that the status code changes to "Complete" once the mailing has been despatched. This information is only updated a few times a day, therefore to poll for completion we recommend a minimum of a one-hour delay between each poll, and not polling until the estimate despatch date.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following data in the specified return format:

| Data item | Description |
|-------------------------|--|
| Archived | Has the mailing been archived, Yes / No. |
| Order ref | The order reference for the mailing. |
| Mailing name | The mailing name. |
| Mailing description | The mailing description, only included if not blank. |
| Mailing product | The mailing product type. |
| Created | The date the order was created. |
| Status code | The current status of the mailing. |
| Has paid? | Has the order been paid? When paying on invoice this will only be true once the invoice payment has cleared. |
| Price inc VAT | The total price for the mailing including Value Added Tax. |
| Price ex VAT | The total price for the mailing excluding Value Added Tax. |
| VAT rate | The mailing VAT rate, e.g. 20 is returned for 20%. |
| VAT | The amount of VAT for the mailing. |
| Estimated delivery date | The estimated delivery date for the mailing based upon normal mailing demand. |
| Is duplex? | Is the mailing going to be duplex printed? |
| Is colour? | Is the mailing going to be printed in colour? |
| Despatch type | Is the mailing being despatched standard class or first class? |



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|---|--|
| Despatch date | Returns the despatch date or "ASAP". |
| Despatch address | The despatch address, only included if courier delivery. |
| Address name prefix | The mailing address name prefix, only included if not blank. |
| Address name format | The mailing address name format. |
| Discount code | The mailing discount code, only included if not blank. |
| Min envelope size | The min envelope size, only included if enveloped product. |
| Submitted for printing? | Has the mailing been submitted for printing? |
| Template count | The number of templates on the mailing. |
| Insert count | The number of inserts on the mailing. Only returned if there is at least one insert on the mailing. |
| Mailing list address count | The total number of addresses imported onto the mailing list. Only returned if the mailing has a mailing list. |
| Mailing list suppressed address count | Corporate option only for configured not to allow surcharge addresses. A count of the suppressed addresses on the mailing list that will not be sent. Only returned once the mailing list addresses have been validated and if the count is greater than zero. |
| Mailing list cheapest postal rate address count | A count of the addresses that qualify for the cheapest postal rates. Only returned once the mailing list addresses have been validated. |
| Mailing list can correct address count | A count of the addresses that can be corrected. Only returned once the mailing list addresses have been validated. |
| Mailing list corrected address count | A count of the addresses that have been corrected. Only returned once the mailing list addresses have been validated. |
| Mailing list good address count | A count of the addresses that have been validated. Only returned once the mailing list addresses have been validated. |
| Mailing list not validated address count | A count of the addresses that have not been validated. Only returned once the mailing list addresses have been validated. |
| Mailing list western Europe count | A count of the western Europe addresses. Only returned once the mailing list addresses have been validated. |
| Mailing list rest of the world count | A count of the rest of the world addresses. Only returned once the mailing list addresses have been validated. |
| Mailing list surcharge postage | A count of addresses that will incur a postal surcharge. Only returned once the mailing list addresses have been validated. |



| | |
|---|--|
| Mailing list duplicate address count | A count of duplicate addresses in the mailing list, excluding the recipient's name. Only returned once the mailing list addresses have been validated. |
| Mailing list duplicate recipient count | A count of duplicate recipients in the mailing list. Only returned once the mailing list addresses have been validated. |
| Mailing list missing field total address count | The number of addresses that have missing tags that are used in the mail pack. Only returned if the mailing has missing fields. |
| Mailing list missing field address count for field [Field name] | The count of addresses for each individual field that is missing. Only returned if the mailing has missing fields and the mailing is not archived. |
| Proof print sheets | The number of sheets of paper used for the proof. Only returned if a proof has been generated. |
| Mailing list rules suppressed | The count of addresses using each template name. Only returned if data intelligence is enabled on the order, the default template rule is "Suppress address when no template found", and a proof has been generated. |
| Mailing list rules use '[Template name]' | The count of addresses using each template name. Only returned if data intelligence is enabled on the order and if a proof has been generated. |
| Proof print sides | The number of sides of print on the proof. Only returned if a proof has been generated. |
| C4 envelope count | A count of the number of C4 envelopes that will be sent. Only returned if there is at least one C4 envelope and a proof has been generated. |
| C5 envelope count | A count of the number of C5 envelopes that will be sent. Only returned if there is at least one C5 envelope and a proof has been generated. |
| Standard class postage address count | The number of addresses that will be sent standard class. Only returned if a proof has been generated. |
| Surcharge standard postage address count | The number of standard class addresses with a surcharge. Only returned if a proof has been generated. |
| First class postage address count | The number of first class addresses that will be sent. Only returned if a proof has been generated. |
| Overseas postage address count | The number of overseas addresses that will be sent. Only returned if a proof has been generated. |
| Missing referenced font list | Returns a list of fonts that will be substituted in the proof as they have not been embedded into the document. Only returned if a proof has been generated and the document contains missing references. |



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|------------------------------------|---|
| Estimated price? | Returns whether the price generated is an estimate. Estimated prices are returned when table formatting is being used and once the actual price has been calculated the estimated price will return No. If manual payment is required after the actual price has been generated then the <u>PayMailing</u> extended call can be used to pay for the mailing. Only returned if a proof has been generated, Yes / No. |
| Use data intelligence | Does the mailing use Data Intelligence, Yes / No. |
| Returns managed | Is the returns management set on the mailing, Yes / No. |
| Use Dotpost | Returns if the user has signed up for Dotpost, Yes / No. |
| Dotpost delivery date | Returns "Automatic", "Delivery" or "Despatch". Only returned if "Use Dotpost" is Yes. |
| Mailing list Dotpost address count | Returns the number of Dotpost suitable addresses for a mailing. Only returned if "Use Dotpost" is Yes. |
| Dotpost delivery address count | Number of actual Dotpost addresses for a mailing. Only returned if "Use Dotpost" is Yes. |
| Dotpost campaign name | The campaign name assigned to a mailing. Only returned if "Use Dotpost" is Yes. |
| Use own return address | Does the envelope or postcard have its own return address supplied |
| Return address | The return address on the envelope or postcard. Only returned if "Use own return address" is Yes. |
| Envelope preference | The envelope preference on the mailing. Returns "Standard" if standard envelopes are used, "Window" if window envelopes only, or "Custom" if a custom closed face envelope is being used. |
| Closed face envelope | The primary outer envelope name on the mailing. Only returned if the envelope preference is "Custom". |
| Pre-discount cost | The amount prior to applying a discount. |
| Discount amount | The amount discounted. |
| Proof created date | The date the proof was created. |
| Proof error | The error details if the proof returns an invalid number of pages for a postcard, greetings card or A3 folded sheet. Only returned if a proof error occurs. |
| Address panels | Returns "Add to output document" or "No address panels" depending on the envelope preference option. |



Get Status

Public Function GetStatus(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** ReturnFormat **As String**) **As String**

This call gets the processing status of the mailing. This call can be polled at regular intervals to ascertain when the processing is complete. Fully processing a mailing including a proof takes a minimum of 10 seconds, so it is recommended that at least a 10 second wait is added before polling begins, followed by a further wait of 2 seconds between each poll.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns one of the following statuses:

| Status | Description |
|---|--|
| Error in processing | The process has errored, a failure message should be sent to specified email list or added to the HttpPostOnError. Details of the error can be retrieved using the GetProcessingError extended call. |
| Awaiting submitting for processing | The process mailing call has not been made. |
| Partial processing complete | The partial processing has completed successfully. |
| Processing mailing list | A mailing list for address counts is still being processed. |
| Mailing list processed | A mailing list for address counts has been processed successfully. |
| Awaiting processing | The mailing has been submitted for processing but the processing has not yet begun. |
| Processing mailing - generating designer template | The processing is incomplete and is currently generating the designer template. |



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| Processing mailing - importing templates | The processing is incomplete and is currently importing templates. |
| Processing mailing - importing addresses | The processing is incomplete and is currently importing addresses. |
| Processing mailing - validating addresses | The processing is incomplete and is currently validating addresses. |
| Processing mailing - generating proof | The processing is incomplete and is currently generating a proof. |
| Processing mailing - approving mailing | The processing is incomplete and is currently approving a mailing. |
| Mailing submitted | The processing is complete and the mailing has been submitted. |
| Mailing processed | The mailing has been fully processed, but has not been submitted. |

Note for proof calls:

If Dotpost or per address proofs are enabled on the mailing the extended calls of [ListProofPackDetails](#), [GetProofPackFile](#) and [GetProofPackImage](#) should be used instead of the Get Proof File and Get Proof Image calls listed below.

Get Proof File

Public Function GetProofFile(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** FailureReturnFormat **As String**) **As Byte**()

This call gets the PDF proof file for the mailing. Before using this call the mailing must have been fully processed by calling [Process Mailing](#), otherwise a failure will be returned.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Get Proof Image

Public Function GetProofImage(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** FailureReturnFormat **As String**) **As Byte**()

This call gets the PNG format proof image file for a given page. Proof images are limited to a maximum of 20 pages. The mailing must have been fully processed before using this call, otherwise a failure will be returned. This call will also fail if the skip preview image generation is set to true on the [Process Mailing](#) call.

| Parameter | Data Type / Max length | Description |
|---------------------|---------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| PageNumber | Integer | The page number to return an image for. Supply 0 to get an index image containing a thumbnail of each page. Maximum page number is 20. |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Get Balance

Public Function GetBalance(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** AccountType **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call get the current balance for the given account type. Returns Current Balance for a top-up account, or Credit Limit, Credit Available and Amount owed for an invoice account.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| AccountType | String | Specify as "Invoice" or "Topup". |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Get Mailing GUID From Order Ref

Public Function GetMailingGUIDFromOrderRef(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** OrderRef **As Long**, **ByVal** ReturnFormat **As String**) **As String**

This call gets the mailing GUID for a given order reference.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| OrderRef | Long | The order ref to retrieve the GUID for. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



User Approve Mailing

Public Function UserApproveMailing(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** ReturnFormat **As String**) **As String**

This call user approves the mailing. Please note that the mailing will be submitted if there is no further corporate approval required and auto submission is enabled on the account; otherwise the mailing can be submitted by using the [PayMailing](#) extended call.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Cancel Mailing Approval

Public Function CancelMailingApproval(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** ReturnFormat **As String**) **As String**

This call cancels all approval on the mailing, allowing the mailing to be edited.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



6 – Lists

The referenced calls in this section can be used to obtain lists of data.

List Formats

List methods all have a list format, this can be specified as:

CSV (default)

The string returned will be in CSV format, with the first row containing the headers.

XML

An XML string conforming to the DataList schema that can be found at

<https://www.cfhdocmail.com/LiveAPI2/DataList.xsd>

List Mailings

Public Function ListMailings(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** SubmittedFrom **As Date**, **ByVal** SubmittedTo **As Date**, **ByVal** SearchText **As String**, **ByVal** OutstandingOnly **As Boolean**, **ByVal** AllUsers **As Boolean**, **ByVal** CanContentApproveOnly **As Boolean**, **ByVal** CanBudgetApproveOnly **As Boolean**, **ByVal** CustomerApplication **As String**, **ByVal** PageSize **As Integer**, **ByVal** PageNumber **As Integer**, **ByVal** SortColumn **As String**, **ByVal** SortDescending **As Boolean**, **ByVal** ListFormat **As String**, **ByVal** FailureReturnFormat **As String**) **As String**

This call retrieves a list of mailings.

| Parameter | Data Type / Max length | Description |
|---------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| SubmittedFrom | DateTime | Restrict orders to only those submitted after the specified date. |
| SubmittedTo | DateTime | Restrict orders to only those submitted before the specified date. |



| | | |
|-----------------------|-------------|--|
| SearchText | String(100) | Search the order references and mailing name on the search text. |
| OutstandingOnly | Boolean | Only return orders that have not been submitted. |
| AllUsers | Boolean | Return mailings from other users that this user has permission to view. |
| CanContentApproveOnly | Boolean | Return only mailings that this user can content approve. |
| CanBudgetApproveOnly | Boolean | Return only mailings that this user can budget approve. |
| CustomerApplication | String(50) | Return only mailings created by a specific customer application. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| PageNumber | Integer | The page of results to return. Use the List Mailings Page Count call to return how many pages are available. |
| SortColumn | String | Specify one of the returned columns, see the list below. Defaults to "Order ref" if not supplied. |
| SortDescending | Boolean | Sort the specified sort column descending. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|-------------------------|-----------|--|
| Mailing GUID | GUID | The mailing GUID. |
| Order ref | Long | The mailing order reference. |
| Mailing name | String | The mailing name. |
| Submitted for printing | Yes/No | Has the mailing been submitted for printing? |
| Status | String | The current status of the mailing. |
| Despatch ASAP | Yes/No | Is the mailing being despatched ASAP? |
| Despatch date | Date | The mailing despatch date. |
| Estimated delivery date | Date | The estimated delivery date for the mailing based upon normal mailing demand. |
| Price ex VAT | Double | The total price for the mailing excluding Value Added Tax in GBP. |
| VAT rate | String | The current VAT rate percentage, e.g. 20%. |
| VAT | Double | The amount of VAT for the mailing in GBP. |
| Price inc VAT | Double | The total price for the mailing including Value Added Tax in GBP. |
| Has paid? | Yes/No | Has the order been paid? When paying on invoice this will only be true once the invoice payment has cleared. |



List Mailings Page Count

Public Function ListMailingsPageCount(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** SubmittedFrom **As Date**, **ByVal** SubmittedTo **As Date**, **ByVal** SearchText **As String**, **ByVal** OutstandingOnly **As Boolean**, **ByVal** AllUsers **As Boolean**, **ByVal** CanContentApproveOnly **As Boolean**, **ByVal** CanBudgetApproveOnly **As Boolean**, **ByVal** CustomerApplication **As String**, **ByVal** PageSize **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This call retrieves the page count for a list of mailings, returns a page count of zero if no mailings are found for the search criteria.

| Parameter | Data Type / Max length | Description |
|-----------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| SubmittedFrom | DateTime | Restrict orders to only those submitted after the specified date. |
| SubmittedTo | DateTime | Restrict orders to only those submitted before the specified date. |
| SearchText | String(100) | Search the order references and mailing name on the search text. |
| OutstandingOnly | Boolean | Only return orders that have not been submitted. |
| AllUsers | Boolean | Return mailings from other users that this user has permission to view. |
| CanContentApproveOnly | Boolean | Return only mailings that this user can content approve. |
| CanBudgetApproveOnly | Boolean | Return only mailings that this user can budget approve. |
| CustomerApplication | String(50) | Return only mailings created by a specific customer application. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



List Library Templates

Public Function ListLibraryTemplates(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** AddressedDocumentsOnly **As Boolean**, **ByVal** SearchText **As String**, **ByVal** Inserts **As Boolean**, **ByVal** PageSize **As Integer**, **ByVal** PageNumber **As Integer**, **ByVal** SortColumn **As String**, **ByVal** SortDescending **As Boolean**, **ByVal** ListFormat **As String**, **ByVal** FailureReturnFormat **As String**) **As String**

This call retrieves a list of library templates.

| Parameter | Data Type / Max length | Description |
|------------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "A5Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| AddressedDocumentsOnly | Boolean | No longer used, setting will have no effect on results. |
| SearchText | String(100) | Search the template names using the supplied search text. |
| Inserts | Boolean | Set to false to return templates or true to return inserts. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| PageNumber | Integer | The page of results to return. Use the List Library Templates Page Count call to return how many pages are available. |
| SortColumn | String | Specify one of the returned columns, see the list below. Defaults to "Template Name" if not supplied. |
| SortDescending | Boolean | Sort the specified sort column descending. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns:

| Column header | Data type | Description |
|---------------|-----------|-------------------|
| Template name | String | The template name |



List Library Templates Page Count

Public Function ListLibraryTemplatesPageCount(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** AddressedDocumentsOnly **As Boolean**, **ByVal** SearchText **As String**, **ByVal** Inserts **As Boolean**, **ByVal** PageSize **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This call retrieves the page count for a list of library templates, returns a page count of zero if no templates are found for the search criteria.

| Parameter | Data Type / Max length | Description |
|------------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| AddressedDocumentsOnly | Boolean | No longer used, setting will have no effect on results. |
| SearchText | String(100) | Search the template names using the supplied search text. |
| Inserts | Boolean | Set to false to return templates or true to return inserts. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



List Library Backgrounds

Public Function ListLibraryBackgrounds(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** SearchText **As String**, **ByVal** PageSize **As Integer**, **ByVal** PageNumber **As Integer**, **ByVal** SortColumn **As String**, **ByVal** SortDescending **As Boolean**, **ByVal** ListFormat **As String**, **ByVal** FailureReturnFormat **As String**) **As String**

This call retrieves a list of library backgrounds.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| SearchText | String(100) | Search the background names using the supplied search text. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| PageNumber | Integer | The page of results to return. Use the List Library Backgrounds Page Count call to return how many pages are available. |
| SortColumn | String | Specify one of the returned columns, see the list below. Defaults to "Background Name" if not supplied. |
| SortDescending | Boolean | Sort the specified sort column descending. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|-----------------|-----------|---------------------|
| Background name | String | The background name |



List Library Backgrounds Page Count

Public Function ListLibraryBackgroundsPageCount(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** SearchText **As String**, **ByVal** PageSize **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This call retrieves the page count for a list of library backgrounds, returns a page count of zero if no backgrounds are found for the search criteria.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| SearchText | String(100) | Search the background names using the supplied search text. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



List Library Mail Packs

Public Function ListLibraryMailPacks(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** SearchText **As String**, **ByVal** ListFormat **As String**, **ByVal** FailureResultFormat **As String**) **As String**

This call retrieves a list of library mail packs.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| SearchText | String(100) | Search the mail pack names using the supplied search text. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| PageNumber | Integer | The page of results to return. Use the List Library Mail Packs Page Count call to return how many pages are available. |
| SortColumn | String | Specify one of the returned columns, see the list below. Defaults to "Mail pack name" if not supplied. |
| SortDescending | Boolean | Sort the specified sort column descending. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|---------------------|-----------|---|
| Mail pack name | String | The mail pack name. |
| Number of templates | Integer | The number of templates on the mail pack. |



List Library Mail Packs Page Count

Public Function ListLibraryMailPacks(**ByVal** MailingPresentationGroup **As String**, **ByVal** ProductType **As String**, **ByVal** SearchText **As String**, **ByVal** PageSize **As Integer**, **ByVal** PageNumber **As Integer**, **ByVal** SortColumn **As String**, **ByVal** SortDescending **As Boolean**, **ByVal** ListFormat **As String**, **ByVal** FailureReturnFormat **As String**) **As String**

This call retrieves the page count for a list of library mail packs, returns a page count of zero if no mail packs are found for the search criteria.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| SearchText | String(100) | Search the mail pack names using the supplied search text. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



List Library Mailing Lists

This call is no longer supported; addresses should be added to each mailing.

List Library Mailing Lists Page Count

This call is no longer supported; addresses should be added to each mailing.

List Mailing Filter Categories

Public Function ListMailingFilterCategories(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** ListFormat **As String**, **ByVal** FailureResultFormat **As String**) **As String**

This call is for corporate users only and returns a list of the mailing filter categories.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID to get the categories for. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data ordered Category name:

| Column header | Data type | Description |
|---------------|-----------|---------------------|
| Category name | String | The mail pack name. |



List Mailing Filters For Category

Public Function ListMailingFiltersForCategory(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** CategoryName **As String**, **ByVal** ListFormat **As String**, **ByVal** FailureResultFormat **As String**) **As String**

This call is for corporate users only and returns a list of mailing filter values for a given category.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID to get the filters for. |
| CategoryName | String(50) | The category to return a list for. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data ordered Category name:

| Column header | Data type | Description |
|----------------|-----------|--------------------------|
| Mailing filter | String | The mailing filter name. |

List Mailing Variable Values

Public Function ListMailingVariableValues(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** TemplateGUID **As System.Guid**, **ByVal** VariableName **As String**, **ByVal** ListFormat **As String**, **ByVal** FailureResultFormat **As String**) **As String**

This call is no longer supported.



List Product Types

Public Function ListProductTypes(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ListFormat **As String**, **ByVal** FailureReturnFormat **As String**) **As String**

This call returns a list of available product types.

| Parameter | Data Type / Max length | Description |
|---------------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data ordered product description:

| Column header | Data type | Description |
|---------------------|-----------|---|
| Product name | String | The product name, as used when passing to other calls in the API. |
| Product description | String | The product description, a friendly display name for the product. |



List Document Types

Public Function ListDocumentTypes(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** ProductType **As String**, **ByVal** ListFormat **As String**, **ByVal** FailureReturnFormat **As String**) **As String**

This call returns a list of available document types for a given product type.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then defaults as specified in default mailing options. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data ordered by document type description:

| Column header | Data type | Description |
|---------------------------|-----------|---|
| Document type | String | The document type, as used when passing to other calls in the API. |
| Document type description | String | The document type description, a friendly display name for the document type. |



List Template Variables

Public Function ListTemplateVariables(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** TemplateGUID **As System.Guid**, **ByVal** RequiresEntryOnly **As Boolean**, **ByVal** ListFormat **As String**, **ByVal** FailureReturnFormat **As String**) **As String**

This call returns a list of available template variables for a given template. Please note that before using this call for mailing templates a partial Process Mailingcall must be made to process the template. Additionally if custom address data is being used then the mailing list must also have been added, otherwise the variable types for the custom address fields will be returned as "Free text" rather than "Custom address tag".

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| TemplateGUID | GUID | The TemplateGUID to request the list of variables for. |
| RequiresEntryOnly | Boolean | Whether to return only variables that require values entering. If false returns all tags found in the document. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data, ordered as the variables are detected in the file:

| Column header | Data type | Description |
|---------------|-----------|--|
| Variable name | String | The variable name. |
| Variable type | String | The type of variable, e.g. "Free text", "Custom address tag", "Address tag", "Production date", or "Data property". For corporate accounts the type of variables could also include "Organisational structure", "Selected paragraph", or "Selected image". |



7 – Zip Data

The referenced calls in this section can be used to download a zip file of the mail pack or mailing list data.

Get Mail Pack Zip

Public Function GetMailPackZip(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** FailureReturnFormat **As String**) **As Byte**()

This call provides all the templates from a mail pack in a zip archive file.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing to return the mail pack for. |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Get Mailing List Zip

Public Function GetMailingListZip(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As** System.Guid, **ByVal** FailureReturnFormat **As String**) **As Byte**()

This call provides a zip archive file containing a CSV file of the addresses on a mailing.

| Parameter | Data Type / Max length | Description |
|---------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing to return the mailing list for. |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



8 – Account and User Administration

The referenced calls in this section can be used to add accounts or users to Docmail. Any user added must call [AgreeToTerms](#) before they can make other calls through the API.

Create Account

Public Function CreateAccount(ByVal Username As String, ByVal Password As String, ByVal AccountName As String, ByVal LoginUserID As String, ByVal LoginUserIDPassword As String, ByVal Title As String, ByVal FirstName As String, ByVal Surname As String, ByVal JobTitle As String, ByVal Telephone As String, ByVal Address As String, ByVal EmailAddress As String, ByVal AllowWebServiceAccess As Boolean, ByVal ReferredBy As String, ByVal HowDidYouFindUs As String, ByVal ReturnFormat As String) As String

This call creates a Docmail account. You must obtain permission from the Docmail support team to use this call. Note that calls that attempt to create users are restricted to a maximum of 10 per minute.

| Parameter | Data Type / Max length | Description |
|-----------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| AccountName | String(70) | A name for the account. |
| LoginUserID | String(30) | The user name for the master user on the account. |
| LoginUserIDPassword | String(128) | The password for the master user on the account. Must be at least 6 characters long and must not be the same as the LoginUserID. |
| Title | String(15) | The title for the account and master user, e.g. Mr, Mrs etc. |
| FirstName | String(30) | The first name for account and master user. |
| Surname | String(30) | The surname for the account and master user. |
| JobTitle | String(60) | The job title for the account and master user. |
| Telephone | String(50) | The telephone number for the account and master user. |
| Address | String(50 * 6) | The account and master user address. Limited to 50 characters per line, up to 6 lines. |
| EmailAddress | String(70) | The email address for the account and master user. |
| AllowWebServiceAccess | Boolean | Allow this user to place automated orders via a web service. |
| ReferredBy | String(100) | Set to an account number for referral commission. |
| HowDidYouFindUs | String(100) | How did the user find out about Docmail. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add User

Public Function AddUser(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** LoginUserID **As String**, **ByVal** LoginUserIDPassword **As String**, **ByVal** Title **As String**, **ByVal** FirstName **As String**, **ByVal** Surname **As String**, **ByVal** JobTitle **As String**, **ByVal** Telephone **As String**, **ByVal** Address **As String**, **ByVal** EmailAddress **As String**, **ByVal** AllowWebServiceAccess **As Boolean**, **ByVal** AccountDataAdministrator **As Boolean**, **ByVal** ApprovingAdministrator **As Boolean**, **ByVal** CanSpendCredit **As Boolean**, **ByVal** AccountRole **As String**, **ByVal** DefaultMailingsToAdvanceMode **As Boolean**, **ByVal** DoNotSendEmails **As Boolean**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a user to your account. Note that calls that attempt to create users are restricted to a maximum of 10 per minute.

| Parameter | Data Type / Max length | Description |
|------------------------------|------------------------|---|
| Username | String(30) | Docmail user name for the account the user is being added to. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| LoginUserID | String(30) | The user name for the user being added. |
| LoginUserIDPassword | String(30) | The password for the user being added. Must be at least 6 characters long and must not be the same as the LoginUserID. |
| Title | String(15) | The title for the new user, e.g. Mr, Mrs etc. |
| FirstName | String(30) | The first name for the new user. |
| Surname | String(30) | The surname for the new user. |
| JobTitle | String(60) | The job title for the new user. |
| Telephone | String(50) | The telephone number for the new user. |
| Address | String(50 * 6) | The address for the new user. Limited to 50 characters per line, up to 6 lines. |
| EmailAddress | String(70) | The email address for the new user. |
| AllowWebServiceAccess | Boolean | Allow this user to place automated orders via a web service? |
| AccountDataAdministrator | Boolean | Can the user administrate all the account data? |
| ApprovingAdministrator | Boolean | Can the user approve all mailings? |
| CanSpendCredit | Boolean | This field is no longer used; the ability to submit a mailing and therefore spend credit is controlled by approval permissions. |
| AccountRole | String(50) | Corporate users only, specify the name of an account role. |
| DefaultMailingsToAdvanceMode | Boolean | Should mailings in the web site default to using advance mode? |
| DoNotSendEmails | Boolean | Exclude the user from Docmail emails? |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add User Organisation Structure Link

Public Function AddUserOrganisationStructureLink(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** LinkUserName **As String**, **ByVal** OrganisationStructureLevel **As String**, **ByVal** OrganisationStructureValue **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call is for corporate users only and links a user to the organisational structure.

| Parameter | Data Type / Max length | Description |
|----------------------------|------------------------|---|
| Username | String(30) | Docmail user name for the account that the link is required on. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| LinkUserName | String(30) | The username to link to the organisational structure. |
| OrganisationStructureLevel | String(50) | The structural level defined in the organisation structure, e.g. Company, Department etc. |
| OrganisationStructureValue | String | The value of the structure level to add. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Add User Sign-up Data

Public Function AddUserSignupData(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** SignUpHeader **As String**, **ByVal** SignUpValue **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call is for corporate users only and adds additional sign-up data for the user.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| SignUpHeader | String | The header name for the sign-up data. |
| SignUpValue | String | The value of the sign-up data for the user. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



9 – Mailing List Address Counts and Price Estimates

The referenced calls in this section are designed to obtain price estimates. The address count calls can be used to obtain counts of addresses that can then be passed to the price estimate call.

Add Mailing List File For Address Count

Public Function AddMailingListFileForAddressCount(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** FileName **As String**, **ByVal** MailingListData **As Byte**(), **ByVal** DataFormat **As String**, **ByVal** HasHeaders **As Boolean**, **ByVal** SheetName **As String**, **ByVal** MappingDelimiter **As String**, **ByVal** MappingFixedWidthChars **As String**, **ByVal** MappingName **As String**, **ByVal** ReturnFormat **As String**) **As String**

This function adds the addresses from a mailing list file to a temporary mailing list. This call returns a Mailing List GUID that can be used for obtaining address count information.

| Parameter | Data Type / Max length | Description |
|------------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| FileName | String(255) | The name of the file to import, see Mailing List File Formats or a list of valid file types. |
| MailingListData | Byte Array | The file data. Unicode data must be supplied in UTF8 format and the file must start with the UTF8 byte order mark. |
| DataFormat | String | Specify as "Spreadsheet", "CSV", "Tab separated", "Delimited", or "Fixed width". Note: "Excel" can be used for backwards compatibility but will be treated as "Spreadsheet". |
| HasHeaders | Boolean | Does the file have a row specifying the headers? |
| SheetName | String(31) | For Spreadsheet data only, the sheet name to import from. If not supplied the first sheet in the file will be used. |
| MappingDelimiter | String(10) | For Delimited data only, the delimiter to use. If not supplied then delimited files will be assumed to be tab delimited. |
| MappingFixedWidthChars | String | For Fixed Width data only, a comma separated list of the numbers of characters for each column. |
| MappingName | String(50) | The name of a library mapping to use. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Mailing List String For Address Count

Public Function AddMailingListStringForAddressCount(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingListData **As String**, **ByVal** DataFormat **As String**, **ByVal** HasHeaders **As Boolean**, **ByVal** SheetName **As String**, **ByVal** MappingDelimiter **As String**, **ByVal** MappingFixedWidthChars **As String**, **ByVal** MappingName **As String**, **ByVal** ReturnFormat **As String**) **As String**

This function adds the addresses from a formatted string to a temporary mailing list. This call returns a Mailing List GUID that can be used for obtaining address count information.

| Parameter | Data Type / Max length | Description |
|------------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingListData | String | A formatted string containing the data. Unicode data must be supplied in UTF8 format and the string must start with the UTF8 byte order mark. |
| DataFormat | String | Specify as "Spreadsheet", "CSV", "Tab separated", "Delimited", or "Fixed width". Note: "Excel" can be used for backwards compatibility but will be treated as "Spreadsheet". |
| HasHeaders | Boolean | Does the file have a row specifying the headers? |
| SheetName | String(31) | For Spreadsheet data only, the sheet name to import from. If not supplied the first sheet in the file will be used. |
| MappingDelimiter | String(10) | For Delimited data only, the delimiter to use. If not supplied then delimited files will be assumed to be tab delimited. |
| MappingFixedWidthChars | String | For Fixed Width data only, a comma separated list of the numbers of characters for each column. |
| MappingName | String(50) | The name of a library mapping to use. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Poll Mailing List For Address Count

Public Function PollMailingListAddressCounts(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingListGUID **As** System.Guid, **ByVal** ReturnFormat **As String**) **As String**

This function polls the status of the address count.

| Parameter | Data Type / Max length | Description |
|-----------------|---------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingListGUID | GUID | The mailing list to return the address count for. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This function returns the following data

| Return key | Description |
|----------------------|---|
| Complete | Has the address count completed. |
| Cheapest postal rate | If complete only. Count of the addresses that qualify for the cheapest postal rate. |
| Western Europe | If complete only. Count of the addresses that are classed as Western Europe |
| Rest of the world | If complete only. Count of the addresses that are classed as rest of the world. |
| Surcharge postage | If complete only. Count of the addresses that will incur a postal surcharge. |



Get Mailing Price Estimate

Public Function GetMailingPriceEstimate(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailingGUID **As System.Guid**, **ByVal** TotalSides **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This function gets a price estimate for a mailing given a total number of expected printed sides.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing to get the price estimate for. |
| TotalSides | Integer | The number of sides expected. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Get Price Estimate

Public Function GetPriceEstimate(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** DocumentType **As String**, **ByVal** IsMono **As Boolean**, **ByVal** IsDuplex **As Boolean**, **ByVal** DeliveryType **As String**, **ByVal** DiscountCode **As String**, **ByVal** MinEnvelopeSize **As String**, **ByVal** EnvelopeGroup **As String**, **ByVal** Copies **As Integer**, **ByVal** TotalSides **As Integer**, **ByVal** StandardAddressCount **As Integer**, **ByVal** SurchargeAddressCount **As Integer**, **ByVal** WesternEuropeAddressCount **As Integer**, **ByVal** RestOfTheWorldAddressCount **As Integer**, **ByVal** ReturnFormat **As String**) **As String**

This function gets a price estimate for a given set of parameters.

| Parameter | Data Type / Max length | Description |
|-----------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| DocumentType | String | Specify as "A4Letter", "A44PageBooklet", "GreetingCardA5", "PostcardA5", or "PostcardA5Right". Postcards have a left side address panel; use the Right variations for a right side address panel. The document type must be available for your account, please see the Docmail website to confirm the document types available. |
| IsMono | Boolean | Control if the mailing is printed in black and white (true) or colour (false). |
| IsDuplex | Boolean | Control if the mailing is double sided (true) or single sided (false). |
| DeliveryType | String | Specify the postal option as "First" or "Standard", plus add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the Add Mailing Filter call) and add "Dotpost" to enable Dotpost, e.g. "StandardDotpost". If not supplied then the postal option specified in default mailing options is used. For postcards own return address will be used if an account or user return address is set unless "NoReturns" is supplied after the postal option. |
| DiscountCode | String(20) | A discount code to apply to the mailing. |
| MinEnvelopeSize | String | Specify as "Standard" or "C5" for standard envelopes, "C4" for C4 window envelopes, "C5Window" for C5 window envelopes only, or "Custom" to use a custom outer envelope. |
| EnvelopeGroup | String | For corporate users only, leave blank or supply "Docmail" for all other users. |
| Copies | Integer | No longer used, any value supplied is ignored. |



| | | |
|--------------------------------|---------|--|
| TotalSides | Integer | The number of sides expected. |
| StandardAddressCount | Integer | The number of standard addresses. |
| SurchargeAddressCount | Integer | The number of surcharge addresses. |
| WesternEurope AddressCount | Integer | The number of western Europe addresses. |
| RestOfTheWorld AddressCount | Integer | The number of rest of the world addresses. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

10 – Adding Library Data

The referenced calls in this section can be used to add data to the Library in Docmail.

Add Mailing List File To Library

This call is no longer supported; addresses should be added to each mailing.

Add Mailing List String To Library

This call is no longer supported; addresses should be added to each mailing.



Add Template File To Library

Public Function AddTemplateFileToLibrary(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** TemplateName **As String**, **ByVal** FileName **As String**, **ByVal** FileData **As Byte**(), **ByVal** DocumentType **As String**, **ByVal** AddressedDocument **As Boolean**, **ByVal** AddressFontCode **As String**, **ByVal** TemplateType **As String**, **ByVal** BackgroundName **As String**, **ByVal** CanBeginOnBack **As Boolean**, **ByVal** NextTemplateCanBeginOnBack **As Boolean**, **ByVal** ProtectedAreaPassword **As String**, **ByVal** EncryptionPassword **As String**, **ByVal** BleedSupplied **As Boolean**, **ByVal** Copies **As Integer**, **ByVal** Instances **As Integer**, **ByVal** InstancePageNumbers **As String**, **ByVal** CycleInstancesOnCopies **As Boolean**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a template document to the library, overwriting the existing background of the same name if it already exists.

| Parameter | Data Type / Max length | Description |
|-------------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| TemplateName | String(50) | A name to refer to the template by. Optional, defaults to the file name if not supplied. |
| FileName | String(255) | The template file name, see Template File Formats for a list of valid file types. |
| FileData | Byte Array | The template file data. |
| DocumentType | String | Specify as "A4Letter", "A44PageBooklet", "GreetingCardA5", "PostcardA5", or "PostcardA5Right". Postcards have a left side address panel; use the Right variations for a right side address panel. The document type must be available for your account, please see the Docmail website to confirm the document types available. |
| AddressedDocument | Boolean | No longer used, the address panel is automatically applied to the relevant page. Set the address font code to specify the address panel style. |
| AddressFontCode | String | Specify as "Arial 10", "Arial 11", "Arial 12", "Arial 13", "Arial 14", "Courier 10", "Courier 11", "Courier 12", "Courier 13", "Courier 14", "Gotham 9", "Gotham 10", "Gotham 12", "Helvetica 12", "Helvetica 13", "Helvetica 14", "MetaOT 10", "MetaOT 11", "MetaOT 12", "Trebuchet 10", "Trebuchet 11", "Trebuchet 12", "Verdana 10", "Verdana 11", or "Verdana 12". Defaults to "Arial 10". |
| TemplateType | String | Specify as "Document" or "Preformatted Stream". Defaults to "Document". |



| | | |
|-------------------------------------|---------------|---|
| BackgroundName | String(120) | Optional name of a background to use from the library. |
| CanBeginOnBack | Boolean | For duplex printing only, can this template begin on the back of another template? |
| NextTemplateBegin CanBeginOnBack | Boolean | For duplex printing only, can another template begin on the back of this template? |
| ProtectedAreaPassword | String(255) | Password for protected areas in the document. |
| EncryptionPassword | String(255) | Password for an encrypted document. |
| BleedSupplied | Boolean | For products that support bleed, has the bleed been supplied? For other products overlay 3mm white border? If false output will be shrunk for 3mm margin. |
| Copies | Integer | No longer used, any value supplied is ignored. |
| Instances | Integer | No longer used, any value supplied is ignored. |
| <i>InstancePageNumbers</i> | <i>String</i> | No longer used, any value supplied is ignored. |
| CycleInstancesOnCopies | Boolean | No longer used, any value supplied is ignored. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Background File To Library

Public Function AddBackgroundFileToLibrary(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** BackgroundName **As String**, **ByVal** DocumentType **As String**, **ByVal** FileName **As String**, **ByVal** FileData **As Byte**(), **ByVal** EncryptionPassword **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call allows a background file to be added to the library, overwriting the existing background of the same name if it already exists.

| Parameter | Data Type / Max length | Description |
|--------------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| TemplateGUID | GUID | The template to add the background against. |
| Background name | String(120) | The name of the background, defaults to the file name if not supplied. |
| FileName | String(255) | The background file name, see Template File Formats for a list of valid file types. |
| FileData | Byte Array | The background file data. |
| DocumentType | String | Specify as "A4Letter", "A44PageBooklet", "GreetingCardA5", "PostcardA5", or "PostcardA5Right". Postcards have a left side address panel; use the Right variations for a right side address panel. The document type must be available for your account, please see the Docmail website to confirm the document types available. |
| EncryptionPassword | String(255) | Password for an encrypted document. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Add Mail Pack To Library

Public Function AddMailPackToLibrary(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailPackName **As String**, **ByVal** DocumentType **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a mail pack to the library. Returns a mail pack GUID of either the existing mail pack with the name supplied or a newly created mail pack if the name does not exist.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailPackName | String(50) | The mail pack name. |
| DocumentType | String | Specify as "A4Letter", "A44PageBooklet", "GreetingCardA5", "PostcardA5", or "PostcardA5Right". Postcards have a left side address panel; use the Right variations for a right side address panel. The document type must be available for your account, please see the Docmail website to confirm the document types available. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Add Template To Library Mail Pack

Public Function AddTemplateToLibraryMailPack(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MailPackName **As String**, **ByVal** TemplateName **As String**, **ByVal** ReturnFormat **As String**) **As String**

This call adds a library template to a library mail pack.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey |
| MailPackName | String(50) | The mail pack name. |
| TemplateName | String(50) | The name of the template from the library. If there is more than one template in the library with the same name the template that was created first is used. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



11 - Extended Calls

This section is for calling additional functionality that wasn't available at the time the API was published. This functionality may be made available as standard calls in future versions of the API.

Extended Call

Public Function ExtendedCall(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MethodName **As String**, **ByVal** Properties **As** ExtendedProperty(), **ByVal** ReturnFormat **As String**) **As String**

This call is for calling an extended method.

| Parameter | Data Type / Max length | Description |
|--------------|-----------------------------|--|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey. Note the Password must be supplied if calling the GetUserLoginKey extended call. |
| MethodName | String(50) | The method name, see the Extended Call Methods section for a list of available method names. |
| Properties | ExtendedProperty Collection | A collection of extended properties. See the class definition below. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . Please note that the return format will be ignored for extended calls that return a list, please specify the List format property as "CSV" or XML, see List Formats , and the FailureReturnFormat property as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Extended property class definition:

```
Public Class ExtendedProperty
    Public Property PropertyName() As String
    Public Property PropertyValue() As Object
End Classe
```



Please ensure the property value has an appropriate data type defined within the SOAP, using string to represent any GUID data, e.g.

```
<ExtendedProperty>  
  <PropertyName>MailingGUID</PropertyName>  
  <PropertyValue xsi:type="a:string" xmlns:a  
    ="http://www.w3.org/2001/XMLSchema">c2579247-64c1-4a68-ad92-  
    6d34f915d4a5</PropertyValue>  
</ExtendedProperty>
```

The available extended methods are listed on the next page.

Please note that all methods are case sensitive; see the VB .NET Code Samples for an example.



Extended Call Definition

Public Function ExtendedCallDefinition(**ByVal** Username **As String**, **ByVal** Password **As String**, **ByVal** MethodName **As String**, **ByVal** ReturnFormat **As String**) **As String**

Get the definition for an extended method, returns each parameter name and the data type for use with the ExtendedCall method.

| Parameter | Data Type / Max length | Description |
|--------------|------------------------|---|
| Username | String(30) | Docmail user name. |
| Password | String(128) | Password or Pass key from GetUserLoginKey. |
| MethodName | String(50) | The method name, see the list of available methods above. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Extended Call Methods

The following extended call method names are available, full details of each call are available on the next few pages of this document:

| Method name | Overview |
|---|---|
| AddCampaign | Adds a Dotpost campaign. |
| AddLibraryTemplateUseRule | Adds a template use rule to a library mail pack. |
| AddLibraryTemplateBackgroundRule | Adds a template background rule to a library mail pack. |
| AddMailingListFileWithPassword | Adds the addresses from a mailing list file to the mailing, optionally supplying an encryption password. |
| AddMailingListFileWithPasswordToLibrary | This call is no longer supported. |
| AgreeToTerms | Agree to the terms of service and set marketing preferences. To check whether agreement is required call TermsAgreementRequired . Terms of service agreements expire after 12 months and require agreeing again within 28 days of expiry. |
| CanUseDotpost | Returns various information relating to Dotpost settings on the account. |
| ContentApproveMailing | For corporate users only, content approves or rejects a mailing. |
| CreateZipMailing | Add a mailing in zip file format. |
| DeleteAddress | Deletes an address from a mailing. |
| DeleteLibraryBackground | Deletes a background from the library |



| | |
|---|--|
| <u>DeleteLibraryMailPack</u> | Deletes a mail pack from the library |
| <u>DeleteLibraryTemplate</u> | Deletes a document or insert from the library |
| <u>DeleteLibraryTemplateFromLibraryMailPack</u> | Deletes a document from a library mail pack |
| <u>GetClosedFaceEnvelopesImage</u> | Gets a PNG format sample preview image file for a closed face envelope. |
| <u>GetDefaultMailingOptions</u> | Returns the default mailing options on the account. |
| <u>GetLibraryBackgroundFile</u> | Get a background file from the library |
| <u>GetLibraryMailPackFile</u> | Gets a zip file containing all files from a library mail pack |
| <u>GetLibraryTemplateFile</u> | Gets a document or insert file from the library |
| <u>GetMailingFile</u> | Gets a mailing zip file, including the documents, address data, proof files and an XML control file. |
| <u>GetPriceEstimateWithReturns</u> | Returns a price estimate including the cost of returns managements. |
| <u>GetProcessingError</u> | Returns details of any errors from processing the mailing. |
| <u>GetProofPackFile</u> | Returns the proof PDF file for an address, use the <u>ListProofPackDetails</u> extended call for details of the proof pack contents. |
| <u>GetProofPackImage</u> | Returns the proof image file for an address, use the <u>ListProofPackDetails</u> extended call for details of the proof pack contents. |
| <u>GetReturnAddresses</u> | Returns the user, account and standard envelope override return addresses. |
| <u>GetUserLoginKey</u> | Returns a pass key that can be used instead of a user password. It is recommended that a pass key is used for performance |
| <u>GetZipStatus</u> | Gets the status of a zip file added using the <u>CreateZipMailing</u> extended call |
| <u>ListClosedFaceEnvelopes</u> | Returns a list of outer envelopes available for the account. |
| <u>ListDotpostCampaigns</u> | Returns a list of Dotpost campaigns available for an account. |
| <u>ListMailingProcessingData</u> | Returns a list of processing data for each address on the mailing |
| <u>ListMailingsWithDescription</u> | Returns a list of mailings including the mailing description. |
| <u>ListOrganisationStructureData</u> | For corporate users only. Returns a list of organisation structure data for a given category. |
| <u>ListProofPackDetails</u> | Returns a list with details of the proof for each address when Dotpost or per address proofs are enabled on the mailing. |



| | |
|---|---|
| <u>ListReplyEnvelopes</u> | Returns a list of reply envelopes available for the account. |
| <u>ListReturns</u> | Returns a list of the returns for the user or the account |
| <u>PayMailing</u> | Pays for a mailing if it is not automatically submitted from the <u>Process Mailing</u> call. |
| <u>RefreshBudgetPeriods</u> | For corporate users only. Updates the budget periods to the latest period if the mailing was created against a previous budget period. |
| <u>RetrieveMailingFromArchive</u> | Retrieves data for an archived mailing. |
| <u>SetDataIntelligence</u> | Sets the use data intelligence flag on a mailing. |
| <u>SetDataIntelligenceDefaultTemplateRule</u> | Sets the data intelligence default template rule and turns on data intelligence for the mailing if not already set. |
| <u>SetMailingAPICancelOnly</u> | Sets whether the mailing can be cancelled from the API only. |
| <u>SetMailingReturnsManaged</u> | Sets the returns management option on a mailing. |
| <u>SetTemplateBackground</u> | Sets the template background to the specified library background. |
| <u>TermsAgreementRequired</u> | Checks if terms of service agreement is required. Terms of service agreements expire after 12 months and require agreeing again within 28 days of expiry. |

Method name: AddCampaign

This call adds a Dotpost campaign.

| Property name | Data Type | Description |
|---------------|-------------|----------------------------------|
| CampaignName | String(128) | Name of the new Dotpost campaign |

Return values:

| Property name | Description |
|---------------|--|
| GUID | Returns the GUID of the new campaign name. Will only be returned if the campaign was created successfully. |



Method name: AddLibraryTemplateUseRule

This call adds a template use rule to a library mail pack.

| Parameter | Data Type / Max length | Description |
|--------------|---------------------------|--|
| MailPackGUID | GUID | The mail pack GUID returned from the Add Mail Pack To Library call. |
| TemplateGUID | GUID | The template GUID returned from adding a template. |
| AndGroup | String(50) | The logic group for the rule, all rules within the same AndGroup will be evaluated as "AND", whilst each set of rules are evaluated as "OR", e.g. <i>Group 1 (Rule 1 AND Rule 2)</i> OR <i>Group 2 (Rule 3 AND Rule 4)</i> |
| AddressField | String(255) | Specify as a custom column header or as an address field listed in the Data Intelligence section. Can also be used to specify a variable or a corporate hierarchy item. |
| DataFormat | String(20) | Specify as "Boolean", "Date", "Numeric" or "Text". |
| FromEquation | String(30) | Specify as "Equals", "Greater than", "Greater than or equals", "Less than or equals", "Not equal to", "Like" or "Not Like". Restrictions: <ul style="list-style-type: none">• "Like" and "Not Like" can only be used with "Text" data format.• Boolean expressions can only use the "Equals" or "Not equal to" equations.• The "Address postal tariff" field can only be used with "Equal" or "Not equal to". |
| FromData | String(100) | The data to evaluate the rule against. |
| ToEquation | String(30) | Optional, specify as "Less than or equals" or "Less than" |
| ToData | String(100) | The upper range of data to evaluate the rule against. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Method name: AddLibraryTemplateBackgroundRule

This call adds a template background rule to a library mail pack.

| Parameter | Data Type / Max length | Description |
|----------------|---------------------------|--|
| MailPackGUID | GUID | The mail pack GUID returned from the Add Mail Pack To Library call. |
| TemplateGUID | GUID | The template GUID returned from adding a template. |
| BackgroundName | String(120) | The name of a background to use from the library. |
| AndGroup | String(50) | The logic group for the rule, all rules within the same AndGroup will be evaluated as "AND", whilst each set of rules are evaluated as "OR", e.g. <i>Group 1 (Rule 1 AND Rule 2)</i> OR <i>Group 2 (Rule 3 AND Rule 4)</i> |
| AddressField | String(255) | Specify as a custom column header or as an address field listed in the Data Intelligence section. Can also be used to specify a variable or a corporate hierarchy item. |
| DataFormat | String(20) | Specify as "Boolean", "Date", "Numeric" or "Text". |
| FromEquation | String(30) | Specify as "Equals", "Greater than", "Greater than or equals", "Less than or equals", "Not equal to", "Like" or "Not Like". Restrictions: <ul style="list-style-type: none">"Like" and "Not Like" can only be used with "Text" data format.Boolean expressions can only use the "Equals" or "Not equal to" equations.The "Address postal tariff" field can only be used with "Equal" or "Not equal to". |
| FromData | String(100) | The data to evaluate the rule against, or the lower range of data if a To equation is used. |
| ToEquation | String(30) | Optional, specify as "Less than or equals" or "Less than" |
| ToData | String(100) | Optional, the upper range of data to evaluate the rule against. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Method name: AddMailingListFileWithPassword

This function adds the addresses from a mailing list file to the mailing, optionally supplying an encryption password. This call returns a Mailing List GUID that can be used for obtaining address count information. To check if the import is complete a partial [Process Mailing](#) call should be performed.

| Parameter | Data Type / Max length | Description |
|------------------------|------------------------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| FileName | String(255) | The name of the file to import, see Mailing List File Formats or a list of valid file types. |
| FileData | Byte Array | The file data. Unicode data must be supplied in UTF8 format and the file must start with the UTF8 byte order mark. |
| DataFormat | String | Specify as "Spreadsheet", "CSV", "Tab separated", "Delimited", or "Fixed width". Note: "Excel" can be used for backwards compatibility but will be treated as "Spreadsheet". |
| HasHeaders | Boolean | Does the file have a row specifying the headers? |
| SheetName | String(31) | For Spreadsheet data only, the sheet name to import from. If not supplied the first sheet in the file will be used. |
| MappingDelimiter | String(10) | For Delimited data only, the delimiter to use. If not supplied then delimited files will be assumed to be tab delimited. |
| MappingFixedWidthChars | String | For Fixed Width data only, a comma separated list of the numbers of characters for each column. |
| MappingName | String(50) | The name of a library mapping to use. |
| EncryptionPassword | String(255) | For Spreadsheet data only, the password required to open the file. |
| ReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Method name: AddMailingListFileWithPasswordToLibrary

This call is no longer supported; addresses should be added to each mailing.



Method name: AgreeToTerms

This call sets the current user as agreeing to the terms of service and marketing preferences.

| Parameter | Data Type / Max length | Description |
|-------------------------------|------------------------|------------------------------------|
| ReceiveMarketingByEmail | Boolean | Email marketing preference. |
| ReceiveMarketingByPost | Boolean | Postal marketing preference. |
| ReceiveMarketingByTelephone | Boolean | Telephone marketing preference. |
| ReceiveMarketingByTextMessage | Boolean | Text message marketing preference. |

Method name: CanUseDotpost

This call returns various information relating to Dotpost settings on the account.

| Property name | Data Type | Description |
|---------------------|-----------|---|
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Return values:

| Property name | Description |
|-----------------------|--|
| Can use Dotpost | Returns "Yes" or "No", based on whether an account is Dotpost enabled. |
| Needs to view proofs | Returns "Yes" or "No". Specifies whether a user is required to view proofs prior to submitting an order. |
| Can add campaigns | Returns "Yes" or "No" |
| Default campaign GUID | Returns the default campaign GUID |
| Default campaign name | Returns the default campaign name |



Method name: ContentApproveMailing

This call is for corporate users only and content approves or rejects a mailing. Please note that the mailing will be submitted if auto submit is enabled on the account, otherwise the PayMailing extended call must be used to submit the mailing.

| Property name | Data Type | Description |
|---------------|-------------|---|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| Approve | Boolean | Set as True to approve the mailing or False to reject approval. |
| Reason | String(500) | An optional reason for approval or rejection. |

Method name: CreateZipMailing

This call allows one or more mailings to be created from a zip file without the need for any further calls. To control the mailings an XML configuration file needs to be included within the zip file that conforms to the Docmail Web Service schema that can be found at <https://www.cfhdocmail.com/LiveAPI2/DMWS.xsd>. An example xml file can be found at <https://www.cfhdocmail.com/LiveAPI2/DMWSExample.xml>.

The complex type names defined within the schema match the name of calls within the web service. Therefore for further help on the parameters of each type you should refer the relevant web service call, for example the “createMailing” type has parameters that match the Create Mailing web service call.

If a configuration XML file is not included within the zip file then the call will create an auto submit A4 letter mailing using the account default mailing options. Without an XML file all document format files within the zip would be added as templates and all supported mailing list file formats would be assumed to be mailing list files for import.

The create zip mailing call returns “ZipGUID” that can be passed to the GetZipStatus extended call to get the mailing(s) created.

| Parameter | Data Type / Max length | Description |
|-----------|------------------------|--|
| ZipFile | Byte Array | A zip archive file containing all the other files that require processing. An XML file should be included that references how to use the other files within the zip archive. |



Method name: DeleteAddress

This call deletes the mailing address matching the supplied Customer Address ID. The Customer Address ID must be supplied in the address data and should be unique for each address on the mailing. If Customer Address IDs are not unique then the most recently added address will be selected for deletion.

| Property name | Data Type | Description |
|-------------------|-----------|---|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| CustomerAddressID | String | Must match the customer address ID supplied in the address data. Cannot be blank. |

Method name: DeleteLibraryBackground

This call deletes a library background matching the supplied name.

| Property name | Data Type | Description |
|----------------|-------------|--|
| BackgroundName | String(120) | The name of the background in the library. |

Method name: DeleteLibraryMailPack

This call deletes the library mail pack accessible for the user matching the supplied name.

| Property name | Data Type | Description |
|---------------|------------|---|
| MailPackName | String(50) | The name of the mail pack in the library. |

Method name: DeleteLibraryTemplate

This call deletes the library document or insert accessible for the user matching the supplied name.

| Property name | Data Type | Description |
|---------------|------------|--|
| TemplateName | String(50) | The name of the document in the library. |



Method name: DeleteLibraryTemplateFromLibraryMailPack

This call deletes a document from a library mail pack.

| Property name | Data Type | Description |
|---------------|------------|---|
| MailPackName | String(50) | The name of the mail pack in the library. |
| TemplateName | String(50) | The name of the document in the library. |

Method name: GetClosedFaceEnvelopesImage

This call gets a PNG format sample preview image file for a closed face envelope.

| Property name | Data Type | Description |
|------------------------|-----------|---|
| ClosedFaceEnvelopeGUID | GUID | The closed face envelope GUID. Use the ListClosedFaceEnvelopes call to get a list of available envelopes. |
| ImageSize | String | Supply "Small" for a thumbnail image or "Large" for a large preview image. |

Method name: GetDefaultMailingOptions

This call returns the default mailing options on the account for a given product.

| Property name | Data Type | Description |
|---------------|-----------|---|
| ProductType | String | "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". |

Return values:

| Property name | Description |
|------------------------|---|
| Delivery service | Returns "First class" or "Standard delivery" |
| Use Dotpost | Returns "Yes" or "No" |
| Is duplex? | Returns "Yes" or "No" |
| Is colour? | Returns "Yes" or "No" |
| Envelope preference | Returns "Standard" if standard envelopes are used, "Window" if window envelopes only, or "Custom" if a custom closed face envelope is being used. |
| Returns managed | Returns "Yes" or "No" |
| Use own return address | Returns "Yes" or "No" |
| Address panels | Returns "No address panels" or "Add to output document" |
| Min envelope size | Returns blank if not applicable, "C5" or "C4." |



Method name: GetLibraryBackgroundFile

Gets the file of the library background matching the supplied background name.

| Property name | Data Type | Description |
|----------------|------------|--|
| BackgroundName | String(50) | The name of the background in the library. |

Method name: GetLibraryMailPackFile

Gets a zip file of mail pack matching the supplied mail pack name.

| Property name | Data Type | Description |
|---------------|------------|---|
| MailPackName | String(50) | The name of the mail pack in the library. |

Method name: GetLibraryTemplateFile

Gets the file of the supplied template name.

| Property name | Data Type | Description |
|---------------|------------|--|
| DocumentName | String(50) | The name of the document in the library. |

Method name: GetMailingFile

Gets a zip file of the mailing, including the documents, address data, proof files and an XML control file.

| Property name | Data Type | Description |
|---------------|-----------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |



Method name: GetPriceEstimateWithReturns

This call returns a price estimate including the cost of returns managements.

| Property name | Data Type / Max length | Description |
|--------------------------------|---------------------------|--|
| DocumentType | String | Specify as "A4Letter", "A44PageBooklet", "GreetingCardA5", "PostcardA5", or "PostcardA5Right". Postcards have a left side address panel; use the Right variations for a right side address panel. The document type must be available for your account, please see the Docmail website to confirm the document types available. |
| IsMono | Boolean | Control if the mailing is printed in black and white (true) or colour (false). |
| IsDuplex | Boolean | Control if the mailing is double sided (true) or single sided (false). |
| DeliveryType | String | Specify the postal option as "First" or "Standard", plus add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the Add Mailing Filter call) and add "Dotpost" to enable Dotpost, e.g. "StandardDotpost". If not supplied then the postal option specified in default mailing options is used. For postcards own return address will be used if an account or user return address is set unless "NoReturns" is supplied after the postal option. |
| DiscountCode | String(20) | A discount code to apply to the mailing. |
| MinEnvelopeSize | String | Specify as "Standard" or "C5" for standard envelopes, "C4" for C4 window envelopes, "C5Window" for C5 window envelopes only, or "Custom" to use a custom outer envelope. |
| EnvelopeGroup | String | For corporate users only, leave blank or supply "Docmail" for all other users. |
| Copies | Integer | No longer used, any value supplied is ignored. |
| TotalSides | Integer | The number of sides expected. |
| StandardAddressCount | Integer | The number of standard addresses. |
| SurchargeAddressCount | Integer | The number of surcharge addresses. |
| WesternEurope AddressCount | Integer | The number of western Europe addresses. |
| RestOfTheWorld AddressCount | Integer | The number of rest of the world addresses. |
| IsReturnManaged | Boolean | Is the mailing being return managed? If you are managing your own returns then set to false for price estimates. |



Method name: GetProcessingError

This call returns details of any errors from processing the mailing.

| Property name | Data Type | Description |
|---------------|-----------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |

Method name: GetProofPackFile

This call gets the PDF proof file for the mailing via a pack number returned from the [ListProofPackDetails](#) call. Before using this call the mailing must have been fully processed by calling [Process Mailing](#), otherwise a failure will be returned.

| Property name | Data Type | Description |
|---------------------|-----------|---|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| PackNumber | Integer | The pack number returned by the ListProofPackDetails call |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

Method name: GetProofPackImage

This call gets the PNG format proof image file for a given pack number (returned from the [ListProofPackDetails](#) call) and page. Proof images are limited to a maximum of 20 pages. The mailing must have been fully processed before using this call, otherwise a failure will be returned. This call will also fail if the skip preview image generation is set to true on the [Process Mailing](#) call.

| Property name | Data Type | Description |
|---------------------|-----------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| PackNumber | Integer | The pack number returned by the ListProofPackDetails call |
| PageNumber | Integer | The page number to return an image for. Supply -1 to get a closed face envelope image or 0 to get an index image containing a thumbnail of each page. Maximum page number is 20. |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |



Method name: GetReturnAddresses

This call requires no additional properties as the data returned is based upon the user name passed into the Extended Call.

Return values:

| Property name | Description |
|----------------------------------|--|
| User return address | The return address for the user. Always returned but blank value if not set. |
| Account return address | The return address for the account. Always returned but blank value if not set. |
| Standard envelope return address | If a standard envelope override is configured on an account and the envelope has a return address configured then this will be returned, otherwise it will be blank. |

Method name: GetUserLoginKey

This call returns a pass key that can be used instead of a user password. It is recommended that a pass key is used for performance.

If a key expires then a -130 error code will be returned from any call that uses the pass key in place of the password, see [Error codes](#).

This call requires no additional properties as the data returned is based upon the user name and password passed into the Extended Call. Note that the password must be supplied to the extended call, a pass key cannot be used to create another pass key.

Return values:

| Property name | Description |
|----------------|---|
| Pass key | A GUID pass key that can be used instead of a password. |
| Expiry minutes | The number of minutes until the pass key expires. |



Method name: GetZipStatus

This call returns the status of the zip file processing, along with "MailingGUID 1", "MailingGUID 2" etc for each mailing in the XML file.

| Property name | Data Type | Description |
|---------------|-----------|--|
| ZipGUID | GUID | The zip GUID returned from CreateZipMailing extended call. |

Return values:

| Property name | Description |
|---------------|--|
| Status | "Processing" or "Complete" |
| MailingGUID 1 | Each mailing GUID created from the zip file |
| Error code | Only returned if an error occurred whilst processing the zip file. |
| Error message | Only returned if an error occurred whilst processing the zip file. |

Method name: ListClosedFaceEnvelopes

This call returns a list of Outer Envelopes configured on the account.

| Property name | Data Type | Description |
|---------------------|-----------|---|
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|---------------------------|-----------|--|
| GUID | String | The GUID of the closed face envelope. |
| Closed face envelope name | String | The name the closed face envelope. |
| Small image GUID | GUID | This is a unique reference to the small image. It is not required by the API in any other calls but can be used as a unique reference in order to keep a local cache of the image. |
| Large image GUID | GUID | This is a unique reference to the large image. It is not required by the API in any other calls but can be used as a unique reference in order to keep a local cache of the image. |
| Return address | String | A return address defined against the outer envelope. To use this return address pass it into the Add Mailing Filter call. |



Method name: ListDotpostCampaigns

This call returns a list of Dotpost campaigns available for an account.

| Property name | Data Type | Description |
|---------------------|-----------|---|
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|---------------|-----------|---|
| Campaign GUID | String | The GUID of a campaign name |
| Campaign name | String | The name the campaign that matches the GUID |

Method name: ListMailingProcessingData

This call is now obsolete.



Method name: ListMailingsWithDescription

This call returns a list of mailings including the mailing description.

| Property name | Data Type / Max length | Description |
|-----------------------|------------------------|--|
| ProductType | String | Specify as "A4Letter", "A3FoldedSheet", "GreetingCard", or "Postcard". If not supplied then uses the "Default product" selected on the account details screen in the Docmail website. The product type must be available for your account, please see the Docmail website to confirm the products available. |
| SubmittedFrom | DateTime | Restrict orders to only those submitted after the specified date. |
| SubmittedTo | DateTime | Restrict orders to only those submitted before the specified date. |
| SearchText | String(100) | Search the order references and mailing name on the search text. |
| OutstandingOnly | Boolean | Only return orders that have not been submitted. |
| AllUsers | Boolean | Return mailings from other users that this user has permission to view. |
| CanContentApproveOnly | Boolean | Return only mailings that this user can content approve. |
| CanBudgetApproveOnly | Boolean | Return only mailings that this user can budget approve. |
| CustomerApplication | String(50) | Return only mailings created by a specific customer application. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| PageNumber | Integer | The page of results to return. Use the List Mailings Page Count call to return how many pages are available. |
| SortColumn | String | Specify one of the returned columns, see the list below. Defaults to "Order ref" if not supplied. |
| SortDescending | Boolean | Sort the specified sort column descending. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|---------------|-----------|------------------------------|
| Mailing GUID | GUID | The mailing GUID. |
| Order ref | Long | The mailing order reference. |
| Mailing name | String | The mailing name. |



| | | |
|-------------------------|--------|--|
| Mailing description | String | The mailing description |
| Submitted for printing | Yes/No | Has the mailing been submitted for printing? |
| Status | String | The current status of the mailing. |
| Despatch ASAP | Yes/No | Is the mailing being despatched ASAP? |
| Despatch date | Date | The mailing despatch date. |
| Estimated delivery date | Date | The estimated delivery date for the mailing based upon normal mailing demand. |
| Price ex VAT | Double | The total price for the mailing excluding Value Added Tax in GBP. |
| VAT rate | Double | The current VAT rate percentage, e.g. 20 is returned for a 20% VAT rate. |
| VAT | Double | The amount of VAT for the mailing in GBP. |
| Price inc VAT | Double | The total price for the mailing including Value Added Tax in GBP. |
| Has paid? | Yes/No | Has the order been paid? When paying on invoice this will only be true once the invoice payment has cleared. |

Method name: ListOrganisationStructureData

This call is for corporate users and returns a list of organisation structure data for a given category name.

| Property name | Data Type / Max length | Description |
|---------------------|------------------------|---|
| CategoryName | String(50) | The category name to return the hierarchy against. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|-----------------|-----------|--|
| Unique name | String | The unique name for the organisation structure data. |
| [Property name] | String | The value for each property. A column header will be added for each property for the category. The columns will be output in alphabetical order of the property names. |



Method name: ListProofPackDetails

This call returns a list of the proofs available. A proof per address and despatch type is returned if Dotpost or Per Address Proofs are enabled on the mailing.

| Property name | Data Type | Description |
|---------------------|-----------|---|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|-----------------------------|-----------|---|
| Pack number | String | Returns the pack number of the proof. To be used with GetProofPackFile. |
| Page count | String | Returns the number of pages for the proof. |
| Despatch method | String | Returns "Airmail", "First Class", "Second Class", "Standard Class" or "Dotpost". |
| Despatch method description | String | Returns a formatted Despatch method description, which includes the Dotpost title for Dotpost proofs. |
| Envelope window line 1 | String | Returns line 1 of the address block as would be displayed in the envelope window. |
| Envelope window line 2 | String | Returns line 2 of the address block as would be displayed in the envelope window. |
| Envelope window line 3 | String | Returns line 3 of the address block as would be displayed in the envelope window. |
| Envelope window line 4 | String | Returns line 4 of the address block as would be displayed in the envelope window. |
| Envelope window line 5 | String | Returns line 5 of the address block as would be displayed in the envelope window. |
| Envelope window line 6 | String | Returns line 6 of the address block as would be displayed in the envelope window. |
| Envelope window line 7 | String | Returns line 7 of the address block as would be displayed in the envelope window. |
| Envelope window line 8 | String | Returns line 8 of the address block as would be displayed in the envelope window. |
| Has envelope proof? | Yes/No | Returns whether the proof includes an envelope. |



Method name: ListReturns

This call returns a list of Returns on the account, ordered by the most recently recorded first.

| Property name | Data Type | Description |
|-----------------------|-----------|---|
| ViewAllAccountReturns | Boolean | When set to true all returns on the account will be returned. When set to false or when the user does not have permission to view all mailings on the account, then only the returns relating to mailings place by the user making the call will be returned. |
| PageSize | Integer | Specify the number of results per page, must be between 1 and 50. |
| PageNumber | | The page of results to return. |
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|---------------|-----------|--|
| Reference | String | The unique production document reference |
| Recipient | String | The name and address |
| Order ref | Long | The order reference to identify the original mailing |
| Reason | String | The reason for the return |
| Recorded on | Date | The date and time the return was recorded |

Method name: ListReplyEnvelopes

This call returns a list of Reply Envelopes configured on the account.

| Property name | Data Type | Description |
|---------------------|-----------|---|
| ListFormat | String | Specify as "CSV" or XML see List Formats . |
| FailureReturnFormat | String | Specify as "Text", "XML", "JSON" or "JavaScript" see Return Formats . |

This call returns the following columns of data:

| Column header | Data type | Description |
|---------------------|-----------|-----------------------------------|
| Reply envelope name | String | The name the reply face envelope. |



Method name: PayMailing

This call pays for a mailing if it is not automatically submitted from the Process Mailing call, this includes when:

- a) A manual proof check or approval step is required.
- b) The user creating the mailing does not have permission to pay and the account is non-corporate.
- c) Corporate content approval is used without auto-submit enabled on the account.
- d) An estimated price was generated, e.g. for when using table formatting, and the account's default automatic payment option is on hold or the default automatic payment option is to submit the order when less than or equal to the proof value and the actual price generated is greater than the proof.

The payment method used is as defined on the Process Mailing call. If the Process Mailing call has not been used, e.g. paying for orders created on the website, then if the account can pay on invoice the payment method will be "Invoice" otherwise the payment will be from Top-up credit.

| Property name | Data Type | Description |
|---------------|-----------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| POReference | String | The user PO reference for this mailing |

Method name: RefreshBudgetPeriods

This call is for corporate users only and updates the budget periods to the latest period if the mailing was created against a previous budget period. The account must use the budget approval method of "budget approval users" when the mailing is created and the mailing must have a proof generated. This call will fail if the budget approval has already been completed.

This call is useful if there was insufficient budget remaining when the mailing was created, but now a new budget period exists that contains sufficient credit to allow the mailing to be submitted.

| Property name | Data Type | Description |
|---------------|-----------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |



Method name: RetrieveMailingFromArchive

This call is now obsolete.

Method name: SetDataIntelligence

This call sets the use data intelligence flag on a mailing.

| Property name | Data Type | Description |
|---------------------|-----------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| UseDataIntelligence | Boolean | Set whether data intelligence rules are used on the mailing. See the Data Intelligence section for more details about using data intelligence rules. |

Method name: SetDataIntelligenceDefaultTemplateRule

Sets the data intelligence default template rule and turns on data intelligence for the mailing if not already set.

| Property name | Data Type | Description |
|---------------------|------------|---|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| DefaultTemplateRule | String(20) | Specify as "Suppress address", "Fail proof" or "Use template". |
| TemplateGUID | GUID | Required for "Use template" rule only, use the template GUID returned from adding a template. Specifies the template to use when an address fails all the template use rules. |

Method name: SetMailingAPICancelOnly

This call sets whether the mailing can be cancelled from the API only.

| Property name | Data Type / Max length | Description |
|---------------|------------------------|---|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| APICancelOnly | Boolean | Set whether the mailing can be cancelled from the API only. If set to True then the mailing cannot be cancelled in the Docmail website. |



Method name: SetMailingReturnsManaged

This call sets the returns management option on a mailing.

| Property name | Data Type | Description |
|----------------|-----------|--|
| MailingGUID | GUID | The mailing GUID returned from creating the mailing. |
| ReturnsManaged | Boolean | Set whether returns are managed on the mailing. |

Method name: SetTemplateBackground

This call sets the template background to the specified library background.

| Property name | Data Type | Description |
|----------------|-------------|-----------------------------|
| TemplateGUID | GUID | The library template. |
| BackgroundName | String(120) | The name of the background. |

Method name: TermsAgreementRequired

This call checks if terms of service agreement is required. Terms can be agreed by logging into the website or by calling [AgreeToTerms](#)

Return values:

| Property name | Description |
|------------------------|---|
| TermsAgreementRequired | Yes or No, indicates if agreement is required |

Error codes

The following error codes may be returned by Docmail:

| Error Code ID | Error Code | Description |
|---------------|------------------|---|
| -1 | ValidationError | The validation of the data was unsuccessful. |
| -2 | RecordNotFound | A requested record could not be found. |
| -3 | ConcurrencyError | Data has been updated since the data was loaded, preventing the save from being able to be performed. |



| | | |
|------|--------------------------------|---|
| -4 | NoRecordsAffected | An update or deletion of data affected no records; therefore the data may have already been deleted or an incorrect reference may have been supplied. |
| -5 | UnexpectedError | A general failure has occurred; the failure message will include a unique error number for tracking a problem through our support team. |
| -6 | PermissionDenied | The user specified does not have permission to perform an operation. |
| -7 | FileNotFound | A file name was specified that does not exist in the supplied data. |
| -8 | SystemUnavailable | The system is unavailable. |
| -21 | PropertyValidationError | The validation of the data in a particular property was unsuccessful. |
| -22 | PropertyRequired | Data for a required property was not supplied. |
| -23 | PropertyDataType | Incorrect type of data was supplied. |
| -24 | PropertyDataTypeLength | The numeric property length was outside the valid range. |
| -25 | PropertyScale | Too many decimal places after the decimal point for the decimal property. |
| -26 | PropertyPrecision | Too many numbers in a decimal property. |
| -27 | PropertyMaxLength | The string property was over the maximum length. |
| -101 | InsufficientTopUpFunds | There are insufficient funds in the account to cover the cost of the order. |
| -102 | DiscountExpired | A specified discount code has expired. |
| -107 | AccountActivationRequired | The account has not been activated. |
| -109 | ProofTotalPagesIncorrect | The proof page total is incorrect for a fixed page document type. For example if you supply a document with 3 pages on a postcard order. |
| -110 | InvalidXML | The XML is invalid for the schema. |
| -111 | EncryptedDocument | A supplied document is encrypted and a valid password has not been supplied. |
| -112 | CorruptDocument | A supplied document is corrupt. |
| -113 | MaintenanceMode | Maintenance is currently in progress on the system, if this error occurs please try again later. |
| -116 | IncorrectProtectedAreaPassword | The password supplied for the template is incorrect. |
| -117 | MaxPageLimit | The proof is over the maximum allowed number of pages per address. The limit for A4 letters is 70 sheets or 140 sides. |
| -118 | TableIfColumnError | Columns to be deleted from tables cannot contain cells that are merged with another column and column widths cannot vary by row. |
| -119 | TableIfRowError | Rows to be deleted from tables cannot contain cells that are merged with another row. |



| | | |
|------|-----------------------------|---|
| -127 | MaxClosedFacePageLimit | The proof is over the maximum allowed number of pages per address when using a closed face envelope. The limit for A4 letters is 15 sheets or 30 sides. |
| -130 | ExpiredKey | The key from the GetUserLoginKey extended call is no longer valid. |
| -131 | TermsOfServiceExpired | The terms of service agreement has expired, log into website or call AgreeToTerms to reset. |
| -132 | PdfConvertFailure | The document supplied was unable to be converted to a PDF file so could not be processed. |
| -133 | PotentiallyDangerousContent | The document supplied was identified as containing potentially dangerous content so could not be processed. |
| -201 | DotpostUnauthorised | The Dotpost authorisation key is no longer valid. |



Example code

See <http://www.cfhdocmail.com/api> for a full range of code samples covering different languages and example uses of the Docmail API.

Adding a service reference or web reference in .NET

There are two options for referencing the web service, either using a service reference or a web reference. The choice available will depend on your type of project and version of .NET.

Service reference:

Right click on your project and select "Add Service Reference".

Web reference:

Right click on your project and select "Add Web Reference".

For live enter <https://www.cfhdocmail.com/LiveAPI2/DMWS.asmx>

For test enter <https://www.cfhdocmail.com/TestAPI2/DMWS.asmx>

Enter the namespace or web reference name as "DMWS" if you want to follow the code examples. Click OK or Add Reference to add the service reference or web reference to the project.

Service Reference configuration

By default .NET 2005 onwards will limit the amount of information that can be exchanged with the web service. In the binding section of the app.config or web.config increase the message size as required, or set to a large default as shown below:

```
maxBufferSize="2147483647" maxBufferPoolSize="2147483647"  
maxReceivedMessageSize="2147483647"
```

```
maxStringContentLength="2147483647" maxArrayLength="2147483647"
```

Please also ensure that the security mode is set to "Transport" for HTTPS connections:

```
<security mode="Transport">
```



By default .NET 2005 onwards will limit the time of a connection to 1 minute. This is sufficient for most operations, but for very large files this may need increasing in the binding section of the app.config or web.config. The example below shows increasing the timeout to 5 minutes for uploading and downloading:

```
receiveTimeout="00:05:00" sendTimeout="00:05:00"
```

VB .NET Code Samples

Please note that an open source Docmail Zip Library is available for efficient order mailing creation from a zip file, see <http://www.cfhdmail.com/api> for more details.

Declaring the service reference in code:

```
Dim oService As New DMWS.DMWSSoapClient()
```

Declaring the web reference in code:

```
Dim oService As New DMWS.DMWS()
```

Code samples:

The following function converts a result string into a hash table for easy access to the return data:

```
Private Function ResultHashTable(ByVal ResultData As String) As Hashtable
    Dim bErrorMessage As Boolean = False
    Dim sKey As String
    Dim sData As String
    Dim iIndex As Integer
    Dim oHashTable As New Hashtable
    If Not ResultData = "" Then
        For Each sLine As String In ResultData.Split(vbCrLf.ToCharArray)
            If sLine <> "" Then
                If bErrorMessage Then
                    sKey = "Error message"
                    oHashTable(sKey) = CType(oHashTable(sKey), String) & vbCrLf & sLine
                Else
                    iIndex = sLine.IndexOf(": ")
                    sKey = sLine.Substring(0, iIndex)
                    sData = sLine.Substring(iIndex + 2, sLine.Length - iIndex - 2)
                    If sKey = "Error message" Then bErrorMessage = True
                End If
            End If
        Next
    End If
    Return oHashTable
End Function
```



```
oHashTable.Add(sKey, sData)
End If
End If
Next
End If
Return oHashTable
End Function
```

The following function opens a file as a byte array:

```
Private Function OpenFileAsByteArray(ByVal FilePath As String) As Byte()
Dim oFileStream As System.IO.FileStream = System.IO.File.OpenRead(FilePath)
Dim iBytes As Integer = CType(oFileStream.Length, Integer)
Dim oByteArray(iBytes - 1) As Byte
oFileStream.Read(oByteArray, 0, iBytes)
oFileStream.Close()
Return oByteArray
End Function
```

The following sub routine saves a byte array to a file:

```
Private Sub SaveFromByteArray(ByVal FileData As Byte(), ByVal FilePath As String)
Using oFileStream As New System.IO.FileStream(FilePath, System.IO.FileMode.Create)
oFileStream.Write(FileData, 0, FileData.Length)
oFileStream.Close()
End Using
End Sub
```

The following code places a mailing using a zip file that contains a configuration file and any related template and mailing list files:

```
' Place the mailing
Dim oResultHash As Hashtable =
ResultHashTable(oService.CreateFileMailing("[Username]", "[Password]",
OpenFileAsByteArray("C:\Temp\Mailing.zip"), "Text"))

' Capture the mailing GUID
Dim gMailingGUID As New System.Guid(CStr(oResultHash("MailingGUID")))
```

The following code creates a mailing:

```
' Create a mailing
Dim oResultHash As Hashtable = ResultHashTable(oService.CreateMailing("[Username]",
"[Password]", "[Application Name]", "A4Letter", "[Mailing Name]", "[Mailing Description]",
False, False, "Standard", False, True, Nothing, "", "Full Name", "", "C5", "Text"))
```



' Capture the mailing GUID

```
Dim gMailingGUID As New System.Guid(CStr(oResultHash("MailingGUID")))
```

The following code adds a template file to a mailing:

' Add a template

```
oResultHash = ResultHashTable(oService.AddTemplateFile("[Username]", "[Password]",  
gMailingGUID, "[Template Name]", "Template.doc",  
OpenFileAsByteArray("C:\Temp\Template.doc"), "A4Letter", True, "Arial 10", "Document", "",  
False, False, "", "", False, 1, 1, "", False, "Text"))
```

' Capture the template GUID

```
Dim gTemplateGUID As New System.Guid(CStr(oResultHash("TemplateGUID")))
```

The following code adds a mailing list file to a mailing:

' Add a mailing list

```
oResultHash = ResultHashTable(oService.AddMailingListFile("[Username]", "[Password]",  
gMailingGUID, "MailingList.csv", OpenFileAsByteArray("C:\Temp\MailingList.csv"), "CSV", True,  
"", "", "", "", "Text"))
```

' Capture the mailing list GUID

```
Dim gMailingListGUID As New System.Guid(CStr(oResultHash("MailingListGUID")))
```

The following code submits a mailing for processing:

```
oResultHash = ResultHashTable(oService.ProcessMailing("[Username]", "[Password]",  
gMailingGUID, True, False, 0, "", "Topup", False, "[Email address]", "[Email address]", "", "",  
"Text"))
```

The following code checks the status, looping until the proof is ready and then saves the proof file to disk:

' Poll the mailing status.

Do

```
oResultHash = ResultHashTable(oService.GetStatus("[Username]", "[Password]",  
gMailingGUID, "Text"))
```

```
Select Case CStr(oResultHash("Status"))
```

```
Case "Error in processing"
```

```
' Error trapping code add here ...
```

```
Exit Do
```




```
Case "Mailing submitted", "Mailing processed", "Partial processing complete"  
    ' Save the file to disk  
    SaveFromByteArray(oService.GetProofFile("[Username]", "[Password]", gMailingGUID,  
"Text"), "C:\Temp\Proof.pdf")  
    Exit Do  
  
End Select  
  
' Wait one second between each poll  
Threading.Thread.Sleep(1000)  
Loop
```

The following code calls the SetMailingAPICancelOnly extended call:

```
' Create a collection of the required number of properties  
Dim oProperties(1) As DMAutoTest.DMWS.ExtendedProperty  
  
Dim oProperty As New DMAutoTest.DMWS.ExtendedProperty  
oProperty.PropertyName = "MailingGUID"  
oProperty.PropertyValue = gMailingGUID  
oProperties(0) = oProperty  
  
oProperty = New DMAutoTest.DMWS.ExtendedProperty  
oProperty.PropertyName = "APICancelOnly"  
oProperty.PropertyValue = True  
oProperties(1) = oProperty  
  
oService.ExtendedCall("[Username]", "[Password]", "SetMailingAPICancelOnly",  
oProperties, "Text")
```



Glossary of terms and system limits

Address

The data relating to an individual person in the mailing. This includes their name, address and any additional information to be merged in a Template. There is a maximum of 500 custom data fields per address and each custom data field can have a maximum of 50,000 characters.

Background

A background is a PDF file that appears behind text entered in a main document, for example a letter head.

Default Mailing Options

The default options for a mailing, as configured in the Docmail Website. To change the default options go to the Admin section and from the Account box select the Default Mailing Options link.

Mailing

One of more templates that require sending to one or more addresses. Mailings may also be referred to as orders.

Mailing List

The list of addresses that will receive the Mail Pack. A mailing list can have a maximum of 250,000 addresses.

Mail Pack

The collection of templates that are to be used in the mailing. Think of a mail pack as a paperclip, holding different templates that you may want to use together. Each mail pack will therefore always contain at least one template, and possibly more. A mail pack can be saved via the Docmail website to be used over and over again.

Template

A document file that will be sent to the mailing list. The document may contain tags, e.g. <<FirstName>>, that can be replaced with either address data or fixed variable data to produce the final output document. A maximum of 200 documents can be added to a mailing or a library mail pack. An account can have a maximum of 20,000 library templates.

**Variable**

A customisable merge tag in the template document that can be replaced with either address data or fixed data. Fixed data will be the same text for all recipients, for example <<SpecialOffers>>, could become "Spring Special Offers", or "Summer Special Offers". Variables can be used for single words or whole paragraphs of text. A template can contain a maximum of 500 variables.