

# 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](mailto:info@cfh.com) • **Web:** [cfh.com](http://cfh.com) • St Peter's Park, Wells Road, Westfield, Radstock, BA3 3UP

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## 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 <https://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:

<https://api.docmail.co.uk/DMWS.asmx>

Please visit <https://www.docmail.co.uk> to sign-up for an account.

## Set up a Docmail account to use the web service

- Using the Docmail website 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.

## Authorisation

All integrations with Docmail must be authorised to use the API. Please contact the support team to obtain authorisation.

The authorisation comes in two parts:

**Primary authorisation** allows integration to create test mailings only.

**Secondary authorisation** allows creation and sending of mailings. This is only authorised after the test integration has been evaluated. Once secondary authorisation is granted, test mailings can still be created by prefixing the Customer Application field with "[Test]", e.g. "[Test] My Application".

Use the [SetErrorSimulation](#) extended call to test error handling with test mailings.





## 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://api.docmail.co.uk/Result.xsd>. Example result XML data:

```
<?xml version="1.0" encoding="utf-8" ?>
<result xmlns="https://api.docmail.co.uk/Result.xsd "
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation=" https://api.docmail.co.uk/Result.xsd
https://api.docmail.co.uk/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://api.docmail.co.uk/DataList.xsd>.

An example data list xml file can be found at

<https://api.docmail.co.uk/DataListExample.xml>.

## Passwords

Use the [GetUserLoginKey](#) extended call is used to obtain a temporary Pass Key and the Pass Key is supplied in the Password field for all 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://api.docmail.co.uk/DMWS.xsd>. An example xml file can be found at <https://api.docmail.co.uk/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)	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 <a href="#">Return Formats</a> .



## 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)	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 "Returns" to enable returns management, add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the <a href="#">Add Mailing Filter</a> 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 <a href="#">Return Formats</a> .



## 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"><li>• "Automatic" (default, uses "Despatch" if the mailing is ASAP otherwise uses "Delivery").</li><li>• "Despatch" (Deliver on the despatch date - arrives earlier than printed mail).</li><li>• "Delivery" (Deliver on the expected printed delivery date - arrives on the same day as printed mail).</li></ul>
Dotpost Campaign GUID	The Filter Value must match a Campaign GUID returned from the <a href="#">ListDotpostCampaigns</a> 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 <a href="#">ListDotpostCampaigns</a> 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 "Returns" to enable returns management, add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the <a href="#">Add Mailing Filter</a> 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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Template File Formats</a> 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 <a href="#">Create Mailing</a> . 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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Template File Formats</a> 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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .





## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .

## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .





## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	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</i> (Rule 1 AND Rule 2) OR <i>Group 2</i> (Rule 3 AND Rule 4)
AddressField	String(255)	Specify as a custom column header or as an address field listed in the <a href="#">Data Intelligence</a> 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"><li>• "Like" and "Not Like" can only be used with "Text" data format.</li><li>• Boolean expressions can only use the "Equals" or "Not equal to" equations.</li><li>• The "Address postal tariff" field can only be used with "Equal" or "Not equal to".</li></ul>
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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Data Intelligence</a> 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"><li>"Like" and "Not Like" can only be used with "Text" data format.</li><li>Boolean expressions can only use the "Equals" or "Not equal to" equations.</li><li>The "Address postal tariff" field can only be used with "Equal" or "Not equal to".</li></ul>
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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Mailing List File Formats</a> 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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .

## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .

### 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .





## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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)	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.



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"><li>• MailingGUID GUID</li><li>• OrderRef Long</li><li>• Success Integer (1 = success)</li></ul>
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"><li>• MailingGUID GUID</li><li>• OrderRef Long</li><li>• Failure String</li></ul>
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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?



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.



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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">GetProcessingError</a> 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.



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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey
AccountType	String	Specify as "Invoice" or "Topup".
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

## 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)	Pass key from GetUserLoginKey
OrderRef	Long	The order ref to retrieve the GUID for.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID returned from creating the mailing.
ReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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://api.docmail.co.uk/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)	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 <a href="#">List Mailings Page Count</a> 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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	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 <a href="#">Return Formats</a> .





## 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)	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 <a href="#">List Library Templates Page Count</a> 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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">List Library Backgrounds Page Count</a> 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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">List Library Mail Packs Page Count</a> 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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	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 <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing GUID to get the categories for.
ListFormat	String	Specify as "CSV" or XML see <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	Pass key from GetUserLoginKey
ListFormat	String	Specify as "CSV" or XML see <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing to return the mail pack for.
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

### 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)	Pass key from GetUserLoginKey
MailingGUID	GUID	The mailing to return the mailing list for.
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .

## 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)	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 <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey
FileName	String(255)	The name of the file to import, see <a href="#">Mailing List File Formats</a> 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 <a href="#">Return Formats</a> .





## 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)	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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Return Formats</a> .

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)	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 <a href="#">Return Formats</a> .



## 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)	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 "Returns" to enable returns management, add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the <a href="#">Add Mailing Filter</a> 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 <a href="#">Return Formats</a> .

## 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)	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 <a href="#">Template File Formats</a> 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.
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 <a href="#">Return Formats</a> .



## 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)	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 <a href="#">Template File Formats</a> 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 <a href="#">Return Formats</a> .





## 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)	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 <a href="#">Return Formats</a> .

## 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)	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 <a href="#">Return Formats</a> .



## 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)	Pass key from GetUserLoginKey, or the user's Password if calling the <u>GetUserLoginKey</u> extended call.
MethodName	String(50)	The method name, see the <u>Extended Call Methods</u> 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 <u>Return Formats</u> . 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 <u>List Formats</u> , and the FailureReturnFormat property as "Text", "XML", "JSON" or "JavaScript" see <u>Return Formats</u> .

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



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)	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 <a href="#">Return Formats</a> .

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



<a href="#"><u>DeleteLibraryBackground</u></a>	Deletes a background from the library
<a href="#"><u>DeleteLibraryMailPack</u></a>	Deletes a mail pack from the library
<a href="#"><u>DeleteLibraryTemplate</u></a>	Deletes a document or insert from the library
<a href="#"><u>DeleteLibraryTemplateFromLibraryMailPack</u></a>	Deletes a document from a library mail pack
<a href="#"><u>GetClosedFaceEnvelopesImage</u></a>	Gets a PNG format sample preview image file for a closed face envelope.
<a href="#"><u>GetDefaultMailingOptions</u></a>	Returns the default mailing options on the account.
<a href="#"><u>GetLibraryBackgroundFile</u></a>	Get a background file from the library
<a href="#"><u>GetLibraryMailPackFile</u></a>	Gets a zip file containing all files from a library mail pack
<a href="#"><u>GetLibraryTemplateFile</u></a>	Gets a document or insert file from the library
<a href="#"><u>GetMailingFile</u></a>	Gets a mailing zip file, including the documents, address data, proof files and an XML control file.
<a href="#"><u>GetPriceEstimateWithReturns</u></a>	Returns a price estimate including the cost of returns managements.
<a href="#"><u>GetProcessingError</u></a>	Returns details of any errors from processing the mailing.
<a href="#"><u>GetProofPackFile</u></a>	Returns the proof PDF file for an address, use the <a href="#"><u>ListProofPackDetails</u></a> extended call for details of the proof pack contents.
<a href="#"><u>GetProofPackImage</u></a>	Returns the proof image file for an address, use the <a href="#"><u>ListProofPackDetails</u></a> extended call for details of the proof pack contents.
<a href="#"><u>GetReturnAddresses</u></a>	Returns the user, account and standard envelope override return addresses.
<a href="#"><u>GetUserLoginKey</u></a>	Returns a pass key that can be used instead of a user password. It is recommended that a pass key is used for performance
<a href="#"><u>GetZipStatus</u></a>	Gets the status of a zip file added using the <a href="#"><u>CreateZipMailing</u></a> extended call
<a href="#"><u>ListClosedFaceEnvelopes</u></a>	Returns a list of outer envelopes available for the account.
<a href="#"><u>ListDotpostCampaigns</u></a>	Returns a list of Dotpost campaigns available for an account.
<a href="#"><u>ListMailingProcessingData</u></a>	Returns a list of processing data for each address on the mailing
<a href="#"><u>ListMailingsWithDescription</u></a>	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>SetErrorSimulation</u>	This call sets an error code to simulate when processing test mailings
<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 <a href="#">Add Mail Pack To Library</a> 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 <a href="#">Data Intelligence</a> 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"><li>"Like" and "Not Like" can only be used with "Text" data format.</li><li>Boolean expressions can only use the "Equals" or "Not equal to" equations.</li><li>The "Address postal tariff" field can only be used with "Equal" or "Not equal to".</li></ul>
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 <a href="#">Return Formats</a> .





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 <a href="#">Add Mail Pack To Library</a> 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 <a href="#">Data Intelligence</a> 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"><li>"Like" and "Not Like" can only be used with "Text" data format.</li><li>Boolean expressions can only use the "Equals" or "Not equal to" equations.</li><li>The "Address postal tariff" field can only be used with "Equal" or "Not equal to".</li></ul>
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 <a href="#">Return Formats</a> .



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 <a href="#">Mailing List File Formats</a> 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 <a href="#">Return Formats</a> .

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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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://api.docmail.co.uk/DMWS.xsd>. An example xml file can be found at <https://api.docmail.co.uk/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 <a href="#">ListClosedFaceEnvelopes</a> 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 "Returns" to enable returns management, add "ReturnsOwn" to use own return address (from either the account, closed face envelope, user or set via the <a href="#">Add Mailing Filter</a> 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.
WesternEuropeAddressCount	Integer	The number of western Europe addresses.
RestOfTheWorldAddressCount	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 <a href="#">ListProofPackDetails</a> call
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">ListProofPackDetails</a> 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 <u><a href="#">Return Formats</a></u> .



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 must be used instead of a user password for all other API calls.

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 <a href="#">CreateZipMailing</a> 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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 to the <a href="#">Add Mailing Filter</a> 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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">List Mailings Page Count</a> 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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">List Formats</a> .
FailureReturnFormat	String	Specify as "Text", "XML", "JSON" or "JavaScript" see <a href="#">Return Formats</a> .

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 <a href="#">Data Intelligence</a> 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: SetErrorSimulation

This call sets an error code to simulate when proessing test mailings.

Property name	Data Type / Max length	Description
ErrorCode	Integer	The error code to simulate when proessing test mailings.



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.
-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.
-125	InvalidSheetName	The sheet name supplied with a mailing list spreadsheet is invalid.
-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 <u>GetUserLoginKey</u> extended call is no longer valid.
-131	TermsOfServiceExpired	The terms of service agreement has expired, log into website or call <u>AgreeToTerms</u> 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.docmail.co.uk/api> for a full range of code samples covering different languages and example uses of the Docmail API.

### Adding a service reference or connected service in Visual Studio

Depending on your project type in Visual Studio, you may need to add a Service Reference, Web service reference, or add a Connect Service > WCF Web service. In all instances enter the URL as <https://api.docmail.co.uk/DMWS.asmx>

Enter the namespace or web reference name as "DMWS" if you want to follow the code examples.

### Service Reference configuration

By default .NET 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 the connection will be limited to 1 minute. This is sufficient for most operations, but if you are downloading 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"
```



## Code Samples

Below is a Visual Studio C# .NET 6 console application code example for creating a mailing, see <https://www.docmail.co.uk/api> for more examples.

```
const string username = "[Username]";
const string userPassword = "[Password]";

// The name of the application being integrated
// Start with [Test] to create a test mailing that will not be sent
const string CustomerApplication = "[Test] My Application Name";

// Add success and failure return URLs to avoid regular polling
const string HttpPostOnSuccess = "";
const string HttpPostOnError = "";

// JSON is the recommended return format
const string ReturnFormat = "JSON";

// Constant for handling errors
const string ErrorCode = "Error code";
const string ErrorMessage = "Error message";

try
{
    // Add a Service Reference > WCF Service to the project referencing
    // https://api.docmail.co.uk/DMWS.asmx with the namespace as Docmail
    var endpointConfig = new Docmail.DMWSSoapClient.EndpointConfiguration();
    var soapClient = new Docmail.DMWSSoapClient(endpointConfig);

    // Get user pass key, this must be used for all other calls that require a password
    var getUserLoginKeyResponse = await soapClient.ExtendedCallAsync
    (
        Username: username,
        Password: userPassword,
        MethodName: "GetUserLoginKey",
        Properties: null,
        ReturnFormat: ReturnFormat
    ).ConfigureAwait(false);

    var getUserLoginKeyResult = getUserLoginKeyResponse.Body.ExtendedCallResult;
    var getUserLoginKeyDictionary = DeserializeToDictionary(getUserLoginKeyResult);

    var password = Guid.Parse(getUserLoginKeyDictionary["Pass key"]).ToString();

    // Create mailing

    // Important note:
    // The CreateMailing call will fail after first usage unless either:
    // HttpPostOnSuccess and HttpPostOnError are provided OR
    // ProcessMailing is called followed by GetStatus once processing is complete

    // If required, pass a unique reference from your system into either
    // the MailingName or MailingDescription fields
    var createMailingResponse = await soapClient.CreateMailingAsync
    (
        Username: username,
        Password: password,
        CustomerApplication: CustomerApplication,
        ProductType: "A4Letter",
        MailingName: "My Mailing Name",
        MailingDescription: "My Mailing Description",
    );
}
```





```
IsMono: false,
IsDuplex: false,
DeliveryType: "Standard",
CourierDeliveryToSelf: false,
DespatchASAP: true,
DespatchDate: DateTime.MinValue,
AddressNamePrefix: string.Empty,
AddressNameFormat: "Full Name",
DiscountCode: string.Empty,
MinEnvelopeSize: "C5",
ReturnFormat: ReturnFormat
).ConfigureAwait(false);

var createMailingResult = createMailingResponse.Body.CreateMailingResult;
var mailingDictionary = DeserializeToDictionary(createMailingResult);

var mailingGuid = Guid.Parse(mailingDictionary["MailingGUID"]).ToString();
// Store the mailingGuid in your system

var addTemplateFileResponse = await soapClient.AddTemplateFileAsync
(
    Username: username,
    Password: password,
    MailingGUID: mailingGuid,
    TemplateName: string.Empty,
    FileName: "Test.docx",
    FileData: File.ReadAllBytes(@"D:\Test.docx"),
    DocumentType: "A4Letter",
    AddressedDocument: false,
    AddressFontCode: string.Empty,
    TemplateType: string.Empty,
    BackgroundName: string.Empty,
    CanBeginOnBack: false,
    NextTemplateCanBeginOnBack: false,
    ProtectedAreaPassword: string.Empty,
    EncryptionPassword: string.Empty,
    BleedSupplied: false,
    Copies: 1,
    Instances: 1,
    InstancePageNumbers: string.Empty,
    CycleInstancesOnCopies: false,
    ReturnFormat: ReturnFormat
).ConfigureAwait(false);

var addTemplateFileResult = addTemplateFileResponse.Body.AddTemplateFileResult;
var addTemplateFileDictionary = DeserializeToDictionary(addTemplateFileResult);

var addMailingListFileResponse = await soapClient.AddMailingListFileAsync
(
    Username: username,
    Password: password,
    MailingGUID: mailingGuid,
    FileName: "Test.csv",
    FileData: File.ReadAllBytes(@"D:\Test.csv"),
    DataFormat: "CSV",
    HasHeaders: true,
    SheetName: string.Empty,
    MappingDelimiter: string.Empty,
    MappingFixedWidthChars: string.Empty,
    MappingName: string.Empty,
    ReturnFormat: ReturnFormat
).ConfigureAwait(false);

var addMailingListFileResult = addMailingListFileResponse.Body.AddMailingListFileResult;
var addMailingListFileDictionary = DeserializeToDictionary(addMailingListFileResult);
```



```
// The example below processes to proof only
// Set Partial Process to False and Submit to True to submit the mailing for production
var processMailingResponse = await soapClient.ProcessMailingAsync
(
    Username: username,
    Password: password,
    MailingGUID: mailingGuid,
    CustomerApplication: CustomerApplication,
    Submit: false,
    PartialProcess: true,
    MaxPriceExVAT: 0,
    POReference: string.Empty,
    PaymentMethod: string.Empty,
    SkipPreviewImageGeneration: true,
    EmailSuccessList: string.Empty,
    EmailErrorList: string.Empty,
    HttpPostOnSuccess: HttpPostOnSuccess,
    HttpPostOnError: HttpPostOnError,
    ReturnFormat: ReturnFormat
).ConfigureAwait(false);

var processMailingResult = processMailingResponse.Body.ProcessMailingResult;
var processMailingResponseDictionary = DeserializeToDictionary(processMailingResult);

// Fallback polling when HttpPostOnSuccess/HttpPostOnError not received
Thread.Sleep(8000);

var isComplete = false;
var isError = false;

while (!isComplete)
{
    var getStatusResponse = await soapClient.GetStatusAsync
    (
        Username: username,
        Password: password,
        MailingGUID: mailingGuid,
        ReturnFormat: ReturnFormat
    ).ConfigureAwait(false);

    var getStatusResult = getStatusResponse.Body.GetStatusResult;
    var getStatusDictionary = DeserializeToDictionary(getStatusResult);

    switch (getStatusDictionary["Status"])
    {
        case "Error in processing":
            isError = true;
            isComplete = true;
            break;

        case "Mailing submitted":
        case "Mailing processed":
        case "Partial processing complete":
            isComplete = true;
            isError = false;
            break;

        default:
            Thread.Sleep(2000);
            break;
    }
}

if (isError)
{

```



```
// Get error details so exception thrown with the error code
var properties = new Docmail.ExtendedProperty[]
{
    new()
    {
        PropertyName = "MailingGUID",
        PropertyValue = mailingGuid
    }
};

var getProcessingErrorResponse = await soapClient.ExtendedCallAsync
(
    Username: username,
    Password: password,
    MethodName: "GetProcessingError",
    Properties: properties,
    ReturnFormat: ReturnFormat
).ConfigureAwait(false);

var getProcessingErrorResult = getProcessingErrorResponse.Body.ExtendedCallResult;
var getProcessingErrorDictionary = DeserializeToDictionary(getProcessingErrorResult);
}

// Delete the example mailing
var deleteMailingResponse = await soapClient.DeleteMailingAsync
(
    Username: username,
    Password: password,
    MailingGUID: mailingGuid,
    ReturnFormat: ReturnFormat
).ConfigureAwait(false);

var deleteMailingResult = deleteMailingResponse.Body.DeleteMailingResult;
var deleteMailingDictionary = DeserializeToDictionary(deleteMailingResult);

Console.WriteLine("Mailing processing complete");
Console.ReadKey();
}
catch (Exception ex)
{
    Console.WriteLine($"Error with exception: {ex.Message}");
    Console.WriteLine($"Stack trace: {ex.StackTrace}");
    Console.ReadKey();
}

static Dictionary<string, string> DeserializeToDictionary(string jsonData)
{
    var dictionary = new Dictionary<string, string>();

    System.Runtime.Serialization.Json.DataContractJsonSerializer jsonSerializer;
    jsonSerializer = new(dictionary.GetType());

    using (MemoryStream memoryStream = new(System.Text.Encoding.UTF8.GetBytes(jsonData)))
        dictionary = jsonSerializer.ReadObject(memoryStream) as Dictionary<string, string>;

    // Important note:
    // Add handling for different error codes including
    // validation errors, expired key and insufficient funds
    if (dictionary == null)
        throw new Exception("Deserialized dictionary cannot be null");
    else if (dictionary.ContainsKey(ErrorCode))
    {
        var errorCodeText = $"{ErrorCode}: {dictionary[ErrorCode]}";
        var errorMessageText = $"{ErrorMessage}: {dictionary[ErrorMessage] ?? string.Empty}";
        throw new Exception($"{errorCodeText}, {errorMessageText}");
    }
}
```



```
    return dictionary;  
}
```



## **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.