





Customization & Enhancement Guide

Using This Document

This document provides information about using, installing and configuring FTP Attachments™ applications provided by Enzigma. It also describes how to use the FTP Attachments™ application.

This document is generally used by following people:

- Salesforce Administrator
- IT Professional evaluating or installing FTP Attachments™.

We assume that the person installing or customizing the application has basic knowledge of how to use Salesforce, customize Salesforce objects, fields and page layouts. We also assume that the user installing applications in their own servers has access to their IIS Server and has thorough knowledge of how IIS and ASP .Net 2.0 works together.

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1. Overview

Using FTP Attachments™ you can store your files (attachments) on your own Storage Server without any built-in maximum size limit. It also saves your Salesforce storage costs because your files are stored on your own Storage Server where you can have as much storage as you want. Usability wise it is very similar to Standard Salesforce attachments. Users can attach files to any Salesforce Standard or Custom objects.

Many Salesforce users are not using file attachments extensively because of storage limitations, but because of this option of unlimited storage now you can take full advantage of attachments. Additionally you can create Salesforce reports on your attachment information or view some standard attachment reports which are also included.

FTP Attachments™ not only saves your cost of Salesforce Storage, but also gives you full control of your valuable data. FTP Attachments™ has many advanced features like which extensions should be allowed, versioning, audit information and organizing attachments on your Storage server.

Different Storage Servers that FTP Attachments™ supports are FTP Server, SFTP Server, Local Hard disk of the Application Server and Amazon S3. We keep on updating support to more Storage servers as per requests of our customers.

1.1. FTP Attachments™ Data flow

When user uploads an attachment using FTP Attachments[™], the attachment first gets uploaded from user's machine to the Application Server and then from the Application Server attachment is uploaded to the Storage Server.

When any user views an attachment using FTP Attachments™ which is stored on Storage Server, the attachment is first downloaded to the Application Server from the Storage Server and than downloaded from the Application Server to end user's machine.

This way end user does not have direct access to the Storage Server at any point of time; this is an added layer of security. Salesforce users can view only attachments to which they have access rights as per Salesforce security configuration for FTP Attachments™ object.

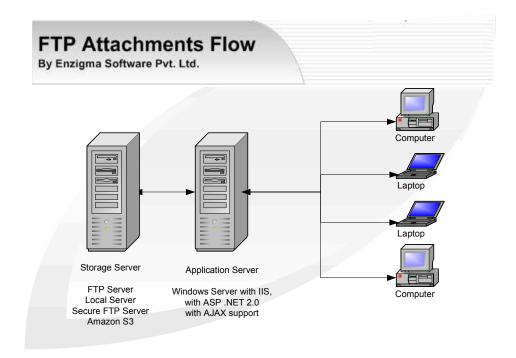


Figure 1 .1 FTP Attachments™ Flow Diagram









1.2. Different Editions of FTP Attachments™

There are currently two editions of FTP Attachments[™] available.

FTP Attachments™ Basic is a free application for smaller organizations (for up to 30 users). It has all the basic functionality of using your own Storage Server for storing your Salesforce attachments. This helps you to use attachments extensively with any Salesforce object without worrying about Salesforce space and backup your data easily.

FTP Attachments™ Pro has additional features compared to Basic to maintain versions of your attachments so you can go back in history and get older versions of the document or file. Not only that, it allows you to view the access log (audit information) of attachments so at any point you know who is viewing or updating the attachments.

Using FTP Attachments™ Pro you can store your attachments in different folders in organized manner unlike Basic version where all the attachments are stored in the same folder.

There are many additional features in FTP Attachments[™] Pro like not allowing some extensions, allow special characters in the file name etc.

FTP Attachments™ Migrator is a tool to migrate your existing Salesforce attachments to FTP Attachments™ Pro. This gives you huge cost savings as well as better control over your data. This tool works only with FTP Attachments™ Pro.

1.3. Different modes of FTP Attachments™

You can use this application in hosted mode or standalone mode. In Hosted mode application is hosted with us (on www.enzigma.com) for a nominal charge. This is basically for those companies not having their own servers, and wants us to maintain the server for them.

In Standalone mode you can install the application on your own server, but for evaluation purpose you can use the application online from our website. Standalone mode has a great advantage for the companies which are very sensitive about storing or even passing their important data outside their company network.

Please note weather you use the application in Hosted or Standalone mode, the Storage server has to be your own Server. We do not provide hosting for the Storage Server for security reasons. Some of the Storage Servers hosting available are,

- 1) Amazon S3
- 2) Exavault

Please note these are mere suggestions and we do not recommend or gaurantee their services.









2. Comparison between FTP Attachments™ Basic & Pro

FTP Attachments™ Product Comparison Chart	Basic	Pro
Store Attachments on your own server	V	✓
Allows you to store your attachments on your own storage server giving you unlimited storage space and allows much bigger file size support compared Salesforce attachments. Various Storage servers supported are FTP server, Application server, SFTP server, Amazon S3		
Supports both Salesforce standard and custom objects	✓	\checkmark
Allows you to use FTP Attachments™ for both Standard and Custom objects of Salesforce		
Gain ownership of your data	\checkmark	\checkmark
If you decide your important documents never leaves your office network so you don't have to worry about anyone outside your office having access to the attachments.		
Create reports in Salesforce	\checkmark	\checkmark
Can create reports of attachments using Salesforce reports functionality. So you can create all various types of reports unlike Standard Salesforce attachments.		
Restrict/Allow duplicate file names & extensions		\checkmark
Using FTP Attachments™ you can restrict your users to attach only certain types of files. You an also restrict them from using duplicate file names under same record.		
Maintain document versions		\checkmark
You can maintain different versions of your document/files so you can always go back to any older version of the document/file.		
View and monitor who is using what		\checkmark
Access history of all attachments is maintained which tells you at any point of time who is accessing which attachments. Also generate different		

Organize the attachments in folder structure	✓
You can have your attachments organized in particular manner so one can even access the attachments directly from your server without using Salesforce if required	
Send Email from within Salesforce with FTP Attachments™ This feature enables you to send email from within Salesforce with FTP Attachments™ as attachment to the email or link in the email	✓
Web Service API to integrate with other applications You can use FTP Attachments™ functionality using Web Service API. This enables you to integrate FTP Attachments™ with any other application. Also allows you to write your own application import FTP Attachments™ from other sources if required.	✓
Supports Self Service portal & Customer Portal	✓
You can use FTP Attachments™ in your Salesforce Self Service Portal, so that even your customers can take advantage to low cost Storage.	
Multiple Servers	9
Attachments can be stored on different servers depending on to which record file is being attached. E.g. Depending on the country attachments will be stores in different country FTP servers.	
Migration Tool	(\$)
The tool migrates the existing attachments on the Salesforce to the FTP Attachments $^{\text{TM}}$.	
= Included in base user license = Additional fee may apply	



reports based on it.







3. User Guide – How to use the FTP Attachments™

This application can be used to perform functions like attach a file, view/download an attachment, update an Attachment and delete an attachment. These functions are described in the following sections in detail.

3.1. Attach File

To attach a file go to the particular record of the object to which you want to attach the file and click the custom link/button for attaching a file.

- 3.1.1 Make sure you have already created the custom link "Attach (FTP)" and added it to the Layout of the Salesforce object, to which you want to Attach file/files.
- 3.1.2 Search for the particular object to which you want to attach file.
- 3.1.3 Click on "Attach (FTP)" link in the custom links section, this will popup a window asking for file and comment.
- 3.1.4 Use the browse button to select the file you want to upload. Enter the comment for the attachment (optional). Click on "Attach".
- 3.1.5 Now, refresh your Salesforce window to see the attached file.









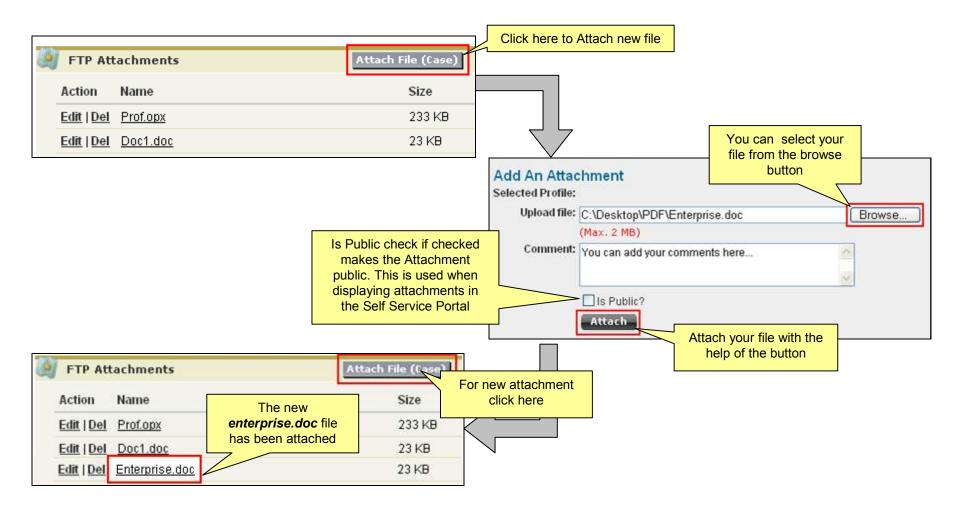


Figure 3.1 Attach File









3.2. View Attachment

FTP Attachments™ comes with custom link called "View" which is used to view the file in the FTP Attachments™. It is illustrated with example given below:

- 3.2.1 Make sure you have created the custom link "View" and added it to the FTP Attachments™ Layout
- 3.2.2 Search for the object to which you attached the file.
- 3.2.3 Click on the attachment in the FTP Attachments™ related list section, which you want to view
- 3.2.4 Click on "View" link in the FTP Attachments™ screen. This will open a popup and after some time your file will be downloaded.
- 3.2.5 Click on "Close" to close the download window.

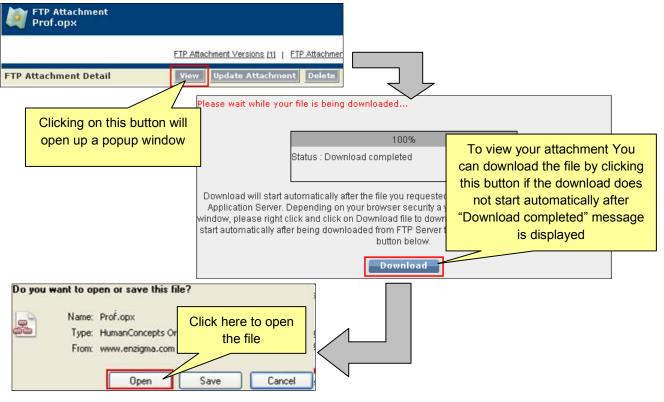


Figure 3.2 Download/View File









3.3. Update Attachments (Available only in FTP Attachments™ Pro)

FTP Attachments Pro comes with custom link called "Update Attachment" which is used to attach the same file with updated information. By doing this, you will be able to maintain versions of your attachments so that you can go back in history and get the older version of the document or file.

- 3.3.1 Make sure you have created the custom link "Update Attachment" and added it to the Layout
- 3.3.2 Search for the particular object to which you attached the file.
- 3.3.3 Click on the attachment in the FTP Attachments™ related list section
- 3.3.4 Click on "Update Attachment" link in the FTP Attachments™ screen, this will popup a window asking for file and comment.
- 3.3.5 Use the browse button to select the file, which you have updated, to upload. Enter the comment for the attachment (optional). Click on "Attach".

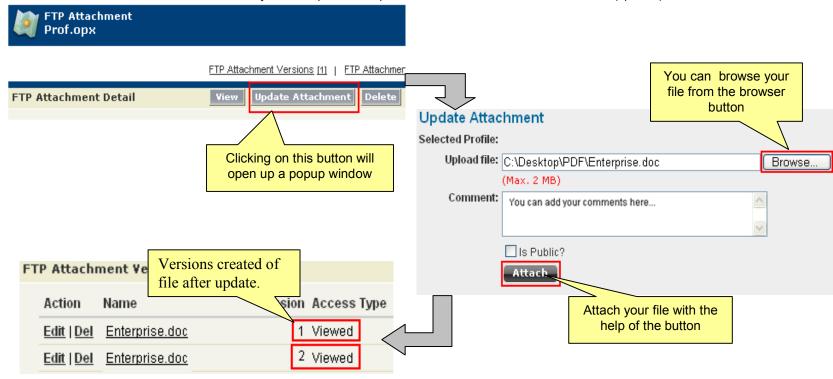


Figure 3.3 Update Existing File









3.4. Delete Attachment

FTP Attachments™ comes with custom link called "Delete" which is used to delete the file in the FTP Attachments™ and actual file from the FTP Server. It is illustrated with the example given below:

- 3.4.1 Make sure you have already created a custom link "Delete" and added it to the FTP Attachments™ Layout
- 3.4.2 Search for the case to which you have attached file.
- 3.4.3 Click on the attachment in the FTP Attachments™ related list section
- 3.4.4 Click on "Delete" link in the FTP Attachments™ screen. This will open a popup asking for your confirmation if you really want to delete the attachment.
- 3.4.5 Click on "Yes" to confirm the deletion, this will delete the attachment from the FTP as well as from the Salesforce.

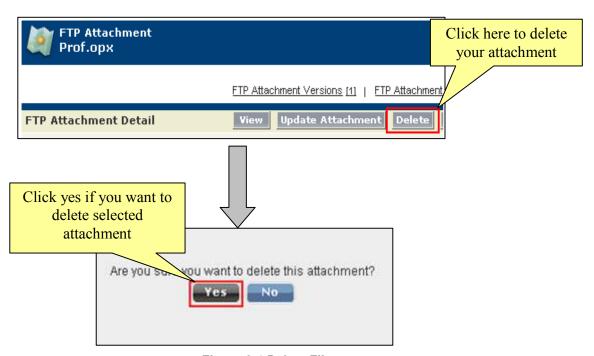


Figure 3.4 Delete File



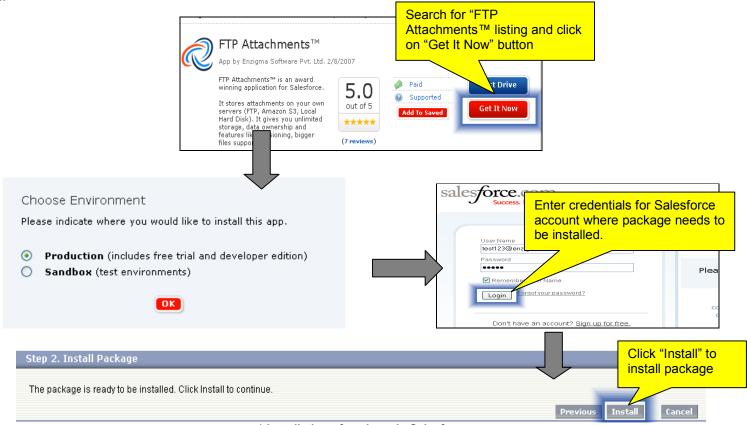






4. Install AppExchange Package & Sign Up with your Enzigma account

Before you can start using FTP Attachments™ you need to create and associate your Enzigma account with your Salesforce account. To signup for Enzigma account you need to first install FTP Attachments™ package in your Salesforce account. Login to your Salesforce account where package needs to be installed, go to Setup -> View Installed Packages -> Visit-AppExchange.



a) Installation of package in Salesforce



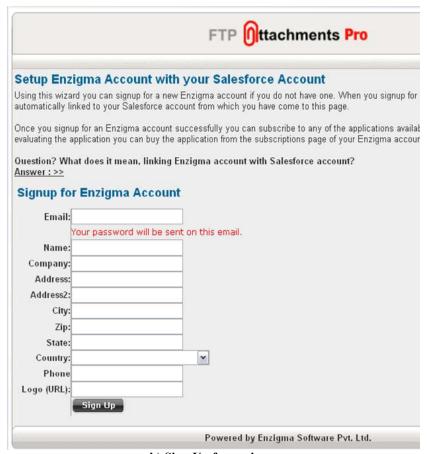






Now, the FTP Attachments™ package is successfully installed in your Salesforce account. This package contains required custom objects, custom links and S-Controls. When you first time start using the FTP Attachments™, you will be asked to signup for enzigma account.

NOTE: One Enzigma account can be linked with only one Salesforce account.



b) Sign Up for enzigma

Figure 4.1 Installation and Sign Up









5. Custom Link Manager

The custom links which comes with FTP Attachments[™] package are read only and you can not edit them. They by default point to www.enzigma.com servers. So in case you want to configure the custom links for FTP Attachments[™] you can use Custom Link Manager tool to create new custom links as per your needs. To use this tool, go to your Enzigma account and then go to menu Tools/Custom Link Manager. Generally for evaluation purpose you can use the links which comes with the FTP Attachments[™] package and they will work in standard manner. If you want to use FTP Attachments[™] for your Standalone mode, you can use this tool to create the links which points to your own Standalone server.

You can add different types of links using this tool.

- 1) Attach: This is the most frequently used type of link. You need to create a custom link for each object for which you want to use FTP Attachments™. You can create it of type link, detail button or related list button. When you create it of type link or detail button it is created under object you have chosen. If you create related list button it is created under FTP Attachment object which comes with FTP Attachments™ package.
 - Different parameters are to be used to create these links and they are explained in the later part of this documentation.
- 2) View, Update, Delete: You need to create these links only once when you very first time install FTP Attachments™ on your own server. Generally these are of type detail buttons. If you are using Enzigma server you can use the link which comes with the FTP Attachments™ package. These links are created for FTP Attachment object which comes in the FTP Attachments™ package. If you create these links you need to remove existing links from the FTP Attachments page layout and add these new ones.
- 3) Send Email: This is the link used to Send Emails. You need to create a custom link for each object through which you want to Send Email. You can create it of type link, detail button or related list button. When you create it of type link or detail button it is created under object you have chosen. If you create related list button it is created under FTP Attachment object which comes with FTP Attachments package.

Important: This tool is just to help you create these links much faster and easily. You can always create/edit links directly in Salesforce as per your needs, because this tool allows creating links only in some particular manner. e.g. if you want to use Send Email button on a related list other than FTP Attachments™, you will have to create that link directly into the Salesforce under that object.

Refer Figure 5.1:

- 1. Select action to be performed on standard or custom Salesforce object. For e.g.: Attach
- 2. Select the object on which you want to perform action
 - Note: Only object which have a lookup relationship in ENZ FTPAttachment c object will appear in the list.
- 3. Enter your server's base URL. e.g. https://www.yourdomain.com/sforce/ in Server field, if you are using Enzigma's server please enter https://www.enzigma.com/sforce/
 - Please Note: Url must end with / and must be mapped to the application's root
- 4. The unique name for the button or link used when referenced from a merge field









- 5. The text that displays on user pages for the custom button or link
- 6. Select how you would like to display custom link, as a Detail Page Link, Detail Page Button or as a List Button. In our case we are displaying it as a Link Button.
- 7. Enter the Folder parameter where the attachment will be stored on the server, this can use Salesforce merge fields tool.

Example: Orders/{!Order__c.Name}

Note: You can use Salesforce expressions here just like you use in custom links of Salesforce.

Example: Say you want to save all attachments from US accounts in US server and all other files in India server, you can use this text to choose appropriate Profile at runtime. So,

{!IF(Account.BillingCountry = "United States", "US", "India")}

- 8. Enter the Server Profile logic or name in this field, depending on object data server profile can be selected to save the file. (Only available while creating Attach links)
- 9. Enter recipient e-mail address (Only available while creating Send Email links)
- 10. Enter comma separated list of Cc address (Only available while creating Send Email links)
- 11. Enter comma separated list of Bcc address (Only available while creating Send Email links)
- 12. Enter senders e-mail address (Only available while creating Send Email links)

Actually using these fields application assigns the attachment to appropriate parent object, if these parameters are incorrect attachment will be assigned to the wrong parents. So, you must make sure that you are using correct parameters. You can always refer the custom links which comes with the application package.

Note: Every "Link Actions" have different settings, so according to the action selected you will have to provide the necessary settings.









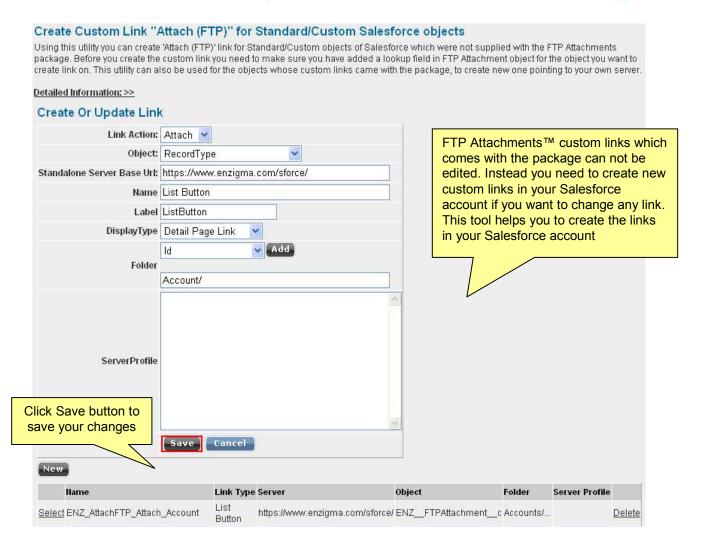


Figure. 5.1 Custom Link Manager









6. Configure Salesforce page layouts to use FTP Attachments™

After installing FTP Attachments™ application in your Salesforce account. Now you need to add the links for FTP Attachments™ in Salesforce objects page layout. If you like to configure your links differently then what standard links comes in the package please use the Custom Link Manager tool explained in the Chapter 5.

- 1) In your Salesforce account, Click on the 'Setup' link and then select the Salesforce object page layout for which you want to use FTP Attachments™. Here we have taken example of Case object.
- 2) Go to the related list section and add FTP Attachments related list, and edit its properties.
- 3) Add the columns which you want to display in the related list of FTP Attachments and sort it as per your requirements.
- 4) Make sure that standard buttons are unchecked.
- 5) Add the appropriate related list button for Attach functionality. Save the page layout. Now you are ready to use the FTP Attachments™ for that object.









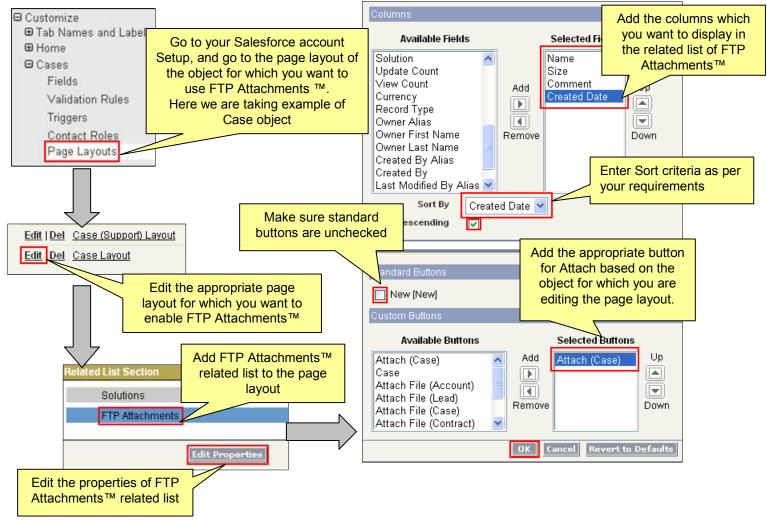


Figure 6.1 Configuring Page Layout









7. Installation of Hosted Version

Installing FTP Attachments™ has following steps involved:

- 7.1 Install the FTP Attachments™ AppExchange Package (Chapter 4)
- 7.2 Signup for Enzigma account and subscribe for Basic(Free) or Pro version (Chapter 4)
- 7.3 Create additional custom links/buttons as per your requirements as described in Chapter 5.
- 7.4 Configure page layouts in Salesforce for each object for which you want to use FTP Attachments™ as described in Chapter 6.
- 7.5 If you want to use FTP Attachments™ for any of your custom objects you need to follow some additional steps as described in Chapter 9.
- 7.6 Once you follow all these steps you can start using FTP Attachments™ in hosted mode that is using www.enzigma.com servers.

It is highly recommended that you first evaluate the application in hosted mode before trying to use the application in Standalone mode. During your evaluation of 30 days use of the application under hosted mode is allowed.

You can also view our video demonstration on how to install FTP Attachments™, are available at http://www.enzigma.com/sforce/demo/EvaluationInstall.aspx









8. Install FTP Attachments™ on your Application Server

For evaluating the application you don't need to install the application on your server, in fact we recommend you evaluate the application in Hosted mode first. For commercial use we highly recommend Standalone mode.

Please see our video demo on how to install FTP Attachments™ on your server to use it in Standalone mode http://www.enzigma.com/sforce/demo/StandaloneInstall.aspx

You can download Standalone version of FTP Attachments™ from http://www.enzigma.com/downloads/standalone.sforce.zip

Pre-requisites:

Minimum Hardware

- Pentium IV processor or equivalent
- Single Xeon recommended for > 200 concurrent users
- Dual Xeon recommended for > 500 concurrent users

Attachments

Internet connectivity required

Minimum Memory

- 512MB
- 2GB recommended for > 20 Concurrent Users
- 4GB recommended for > 40 Concurrent Users

Minimum Hard Disk Space

10 GB of free disk space

Operating System

- Windows 2000 Server or Advanced Server
- Windows XP Professional or 64-Bit Edition
- Windows Server 2003 family products

Web Application Server

- IIS 5 or above (which supports ASP .Net 2.0)
- ASP .Net 2.0
- ASP .Net AJAX framework

http://www.microsoft.com/downloads/details.aspx?FamilyID=ca9d90fa-e8c9-42e3-aa19-08e2c027f5d6&displaylang=en









Environment

Administrator rights to install the application

Before you follow the steps below make sure you have an Application server ready with specifications and environment as mentioned above. It is assumed that you already have ASP .NET 2.0 configured to run on your IIS server along with ASP .Net AJAX.

- 8.1 Extract the file in your website root folder (Generally C:\Inetpub\wwwroot). You can also choose any other folder on your system and create virtual directory in IIS as per your requirement. (Figure 7.1.1)
- 8.2 Allow ASP.NET user (or the user as which ASP .NET is running as) write access to "App_Data" folder in the "sforce" folder you extracted above.
- 8.3 Open the IIS Manager from your Control Panel/Administrative Tools
- 8.4 Setup the folder "sforce" which was extracted above as ASP .NET 2.0 application
- 8.5 Go to login page of the application installed on your server, generally http://www.yourdomain.com/sforce/Login.aspx (The link may vary if you changed the location of the folder or created virtual folder). This should bring up the screen looking like below.
- 8.6 You need to determine the link to your application server hosting the Enzigma sforce .NET service.
 - e.g. http://enzigma.yourcompany.com/sforce/Login.aspx.

After installing the AppExchange package you will be required to create custom links for each object which you wish to have attachments. These new custom links will point to this server by replacing the https://www.enzigma.com/sforce/ with the url to your own application server

e.g. http://enzigma.yourcompany.com/sforce/ in the newly created custom links, and then finally put these links in the respective page layouts as described later in this document.

So please make a note/bookmark of this path for later use (http://enzigma.yourcompany.com/sforce/).









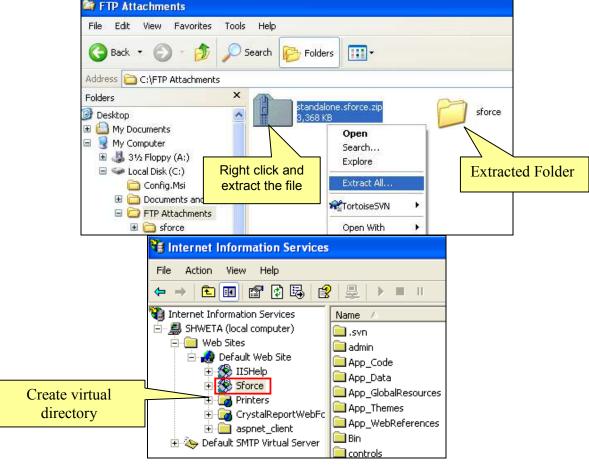


Figure. 7.1.1 Creating Virtual Directory









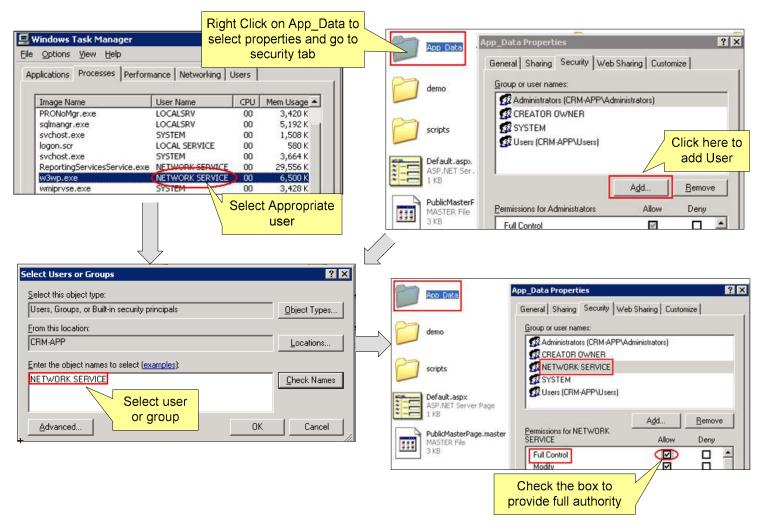


Figure. 7.1.2 Configuring Permissions









9. Using FTP Attachments™ for custom objects

To use FTP Attachments™ with any of your custom objects first step is to create a lookup field in FTP Attachments object which comes with the FTP Attachments™ package.

- 1) Go to your Salesforce account and then go to Setup/Create/Objects/FTP Attachment. Let's say 'YourObject' is a custom object .So, it's API reference is called "YourObject_c" by Salesforce.
- 2) Click New in the Custom Fields & Relationships section of the page.
- 3) Choose the type of field as Lookup Relationship and click Next.
- 4) Create a lookup relationship field in the FTP Attachments object for 'YourObject' with the name say 'YourObject' ,because it is a custom filed Salesforce automatically appends" __c" to it at the end. Choose the object for which you want to enable FTP Attachments™, in our case it is 'YourObject'.
- 5) Finish the creation of this custom field. Once done use the Custom Link Manager as per Chapter 5 to create custom links for this custom object.
- 6) After creating link/button add it to the page layout of the custom object as described in the chapter 6. Now, you are ready to use FTP Attachments™ with that custom object.(Chapter 6)









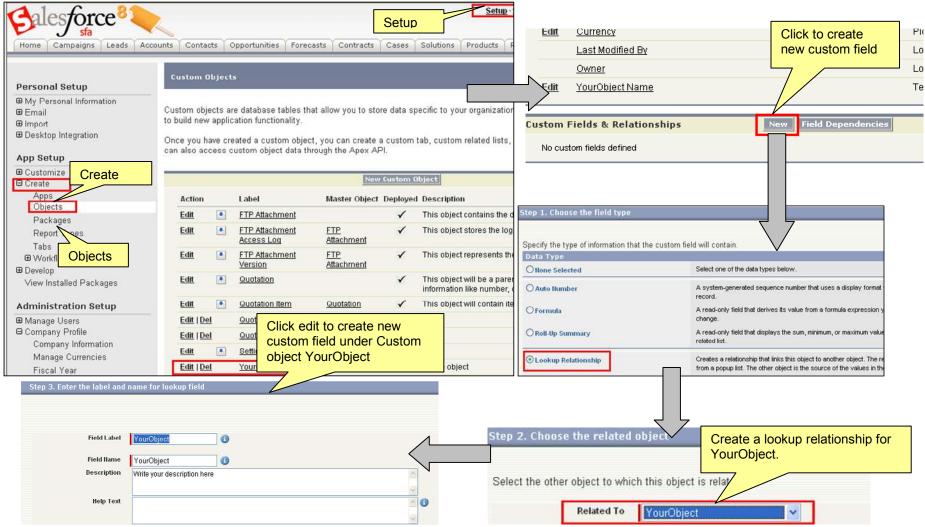


Figure 9.1 Creating Custom object in Salesforce









10. Using FTP Attachments™ Migrator

Migrator tool can migrate existing Salesforce attachments to free up Salesforce storage. This application is add-on for FTP Attachments™ applications. It can be used to migrate all your existing Salesforce attachments to FTP Attachments™ application, to save you Salesforce storage space consumed by Salesforce attachments. You can use existing profiles of your FTP Attachments™ application and specify parameters like Folder, and comments for each sets of attachments.

How to use the tool?

Before you start using the tool, make sure you have taken backup of all your Salesforce attachments, so no data is lost during migration due to any reason. Also it is recommended that you do not migrate more than 500 records per day (or as per the recycle bin rules of your Salesforce account), this is in case if you see any issues you can easily rollback your attachments from Salesforce Recycle Bin.

Just like FTP Attachments™ you can specify a common comment which will go in all the attachments migrated to Salesforce. For migrating your attachments using FTP Attachments™ Migrator tool you need to configure some settings in enzigma account:.

In order to configure these settings:

- 1. Login to your Enzigma Account.
- 2. Go to Subscription /FTP Attachments™ /Migrator/Settings
- 1. **Default Salesforce User Login and Password:** This login will be used to retrieve attachments from your Salesforce account. So, ensure that you are entering correct Salesforce login and Password.



Figure 10.1 Salesforce User Setup

- 2. File Name Settings: Here, you can set the additional characters allowed in File Name, Extensions to be allowed or denied and Whether duplicate file names are allowed or not.
 - 1. Additional characters allowed in the file name, along with standard characters (a-z 0-9. [space])
 - 2. Comma separated list of file extensions allowed/denied.
 - 3. Allow or Deny files with the same name.





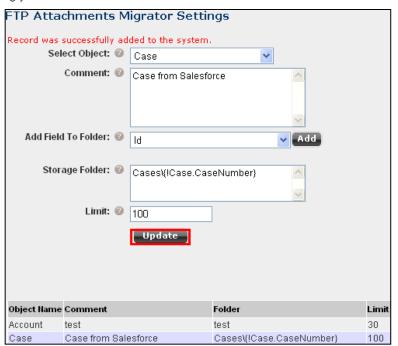






Figure 10.2 File Name Settings

3. Object Defaults: Here, you can set the Comment, Storage Folder and Limit for each object. While using Migrator tool, these settings will appear by default. You can change them later while Migrating your attachments.











- 1. Select Object: Select Salesforce object from which you want to migrate attachments.
 - Please Note: Only objects related to FTP Attachments through lookup field will be visible in this combo box.
- Comment: Comment will be displayed in all migrated attachments.
- Add Field To Folder: Use Salesforce merge fieldnames to create folder name at runtime(e.g. Cases\{!Case.CaseNumber})
- 4. Storage Folder: Specify name/structure of the folder, where you want to store your attachments on server.
 - **Note:** This is just name of the folder, not absolute path.
- 5. **Limit:** Number of attachments you want to migrate in one batch.

Once you have backed up your Salesforce Attachments and configured all the settings required, follow the steps given below to migrate your attachments:

- 1. Enter all different fields and click on 'Retrieve' button, which will fetch all attachments information and display it to you.
- 2. Review all the records carefully to see if they are going to the right folder and using right fields and servers etc.
- 3. Once you are satisfied with the records, you can move on to next step by clicking on 'Start Migration'
- 4. The progress will be displayed in the screen; once it is finished you can see the results in the Status field of each record.
- 5. In case of errors you can move the cursor to error and in the tool tip detailed message will be displayed.
- 6. For successfully migrated attachments you can review them in the Salesforce by creating appropriate view under FTP Attachments™ tab.

Refer Figure. 9.2 For further explanation:









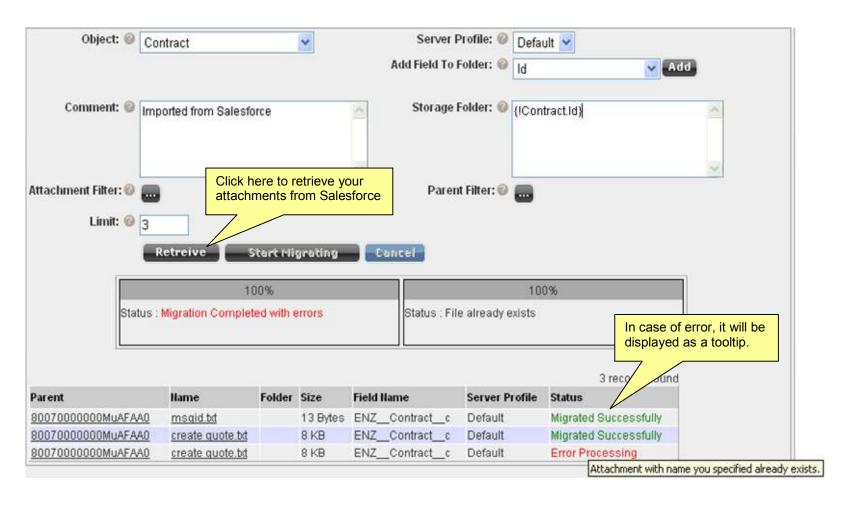


Figure. 10.1 Migrator Tool in use









Following are the guidelines regarding use of FTP Attachments™ Migrator with respect to Figure 10.1:-

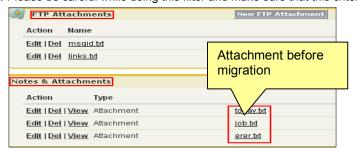
- 1. **Object:** Attachments related to same type of object can be migrated together in same batch, so you can select only one type of the object in this field for which attachments will be migrated in one batch.
 - Please Note: Only objects which are related FTP Attachments™ through lookup field will be visible in the list.
- 2. Comment: Comment you specify here will be applied to all the attachments which are migrated to FTP Attachments™.
- 3. Attachment Filter: You can specify criteria here to filter the attachments. Only attachments matching this criteria will be retrieved from Salesforce for migration.
- 4. **Limit:** Migrator allows only limited number of records to be migrated in one batch. You can specify this limit here. Migrator will retrieve maximum of records as per the limit specified in this field.
- 5. Server Profile: If you are using multiple storage servers, you can choose a profile of the server to which attachments needs to be migrated.
- 6. **Add Field To Folder:** Using this you can add a merge field to your Storage Folder. The merge fields will be replaced by appropriate Salesforce record value at runtime.

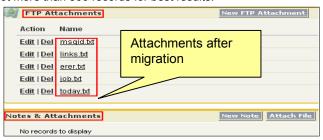
 E.g. you want to create folder Cases\000104 for case number 00104 when an attachment is attached to the case 00104, you can use merge field Cases/{!Case.CaseNumber} to achieve this.
- 7. **Storage Folder:** In this field you can specify the name/structure of the folder where your attachments will be stored on your storage server.

 You can also use Salesforce merge field names to create folder names at runtime. The merge fields will be replaced by appropriate Salesforce record value at runtime.

 E.g. you want to create folder Cases\000104 for case number 00104 when an attachment is attached to the case 00104, you can use merge field Cases/{!Case.CaseNumber} to achieve this.
- 8. **Parent Filter:** You can specify criteria here to filter the parent objects. Only attachments which are attached to these parent objects will be retrieved from Salesforce for migration.

Note: Please be careful while using this filter and make sure that this criteria should return not more than 500 records for best results.













11. Using FTP Attachments™ Pro Self Service Portal

You can now use FTP Attachments™ Pro in your Self Service Portal. For configuring your Self Service Portal follow the instructions below.

Login to your Enzigma account by clicking on www.enzigma.com/sforce/login.aspx. Use your Enzigma Login and password.

- 11.1 In the Subscription page click on the "Settings" button against FTP Attachments™ Pro. Here you need to provide necessary information about your Self Service settings by clicking on the "Self Service Portal Settings"
- 11.2 To change the settings click on "Edit"
- 11.3 Now move on to your Salesforce setup
- 11.4 In "Setup" select Customize/Self-Service/Self-Service Portal option.
- 11.5 Click on "Settings" option from Self-Service Portal
- 11.6 Copy the entire code generated in the FTP Attachments™ Pro, in the Page Header, Solution page and View Cases Page.

Salesforce User Setup (Figure 11.1):

- 1. **Self Service User Login:** Please enter a valid Salesforce User Login who has rights to create FTP Attachments on Case, this user will be used to create/update/delete the attachments from the Self Service Portal on behalf of Self Service Portal users.
- 2. Password: Please enter a valid Salesforce User Password who has rights to create FTP Attachments on Case, this user will be used to create/update/delete the attachments from the Self Service Portal on behalf of Self Service Portal users.



Figure 11.1 Salesforce User









Security Settings for Self Service Portal (Figure 11.2):

- 1. Can User create?: Allow or deny SSP user to create attachments in Case.
- 2. Can User update?: Allow or deny SSP user to update attachments in Case.
- 3. Can User delete?: Allow or deny SSP user to delete attachments in Case.
- 4. Can User View?: Allow or deny SSP user to view attachments in Case.
- 5. Can User view?: Allow or deny SSP user to view attachments in Solution.
- 6. **Default Folder:** Attachments attached from Self Service Portal will be stored under folder structure specified here.

Note: In order to use this folder for storing attachments from Portal, please make sure you have removed/cleared folder name specified in the URL of Attach button.

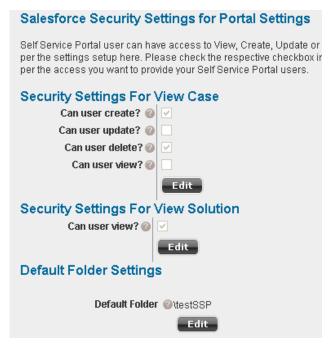


Figure 11.2 Security Settings For Self Service Portal









Attachments settings for Portal:

- a) View Attachments in Cases
 - 1) Public: Check this value if you want to allow SSP user to view attachments which are marked as "Public"
 - 2) All: Allow user to view all attachments from Cases
 - 3) None: Deny access to all attachments from Cases
- b) View Attachments in Solutions
 - 1) Public: Check this value if you want to allow SSP user to view attachments which are marked as "Public"
 - 2) All: Allow user to view all attachments from Solutions
 - 3) None: Deny access to all attachments from Solutions

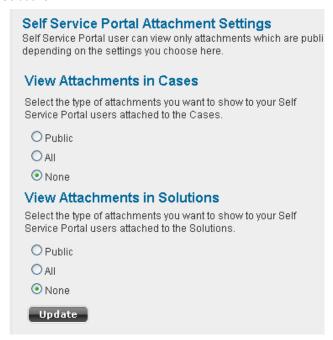


Figure 11.3 Attachments Settings









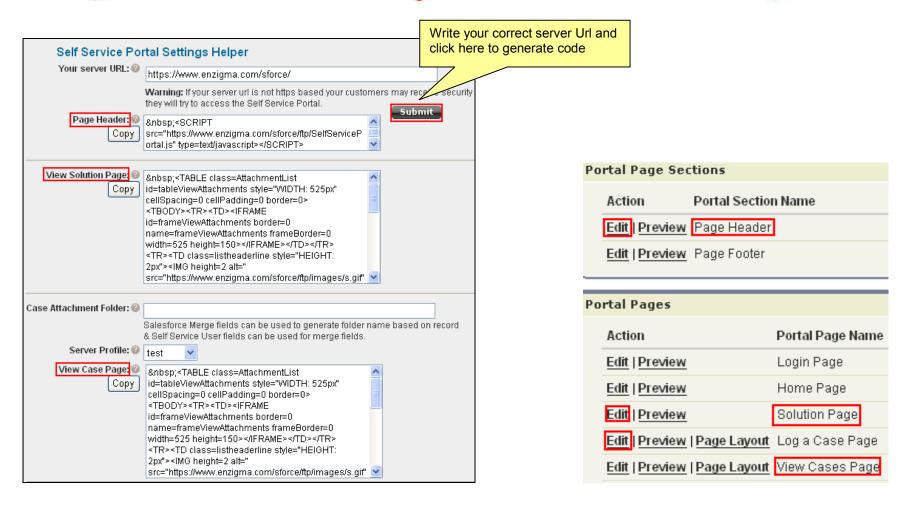


Figure. 11.4 Copy and paste code from Enzigma account to Salesforce









Following are the help tips for using Self Service Portal Settings Helper with respect to Fig. 11.4

- 1. Your Server URL: Enter correct base URL where your application is installed. Note that if the server is not https based the customer will receive a warning regarding the same, every time he access the Self Service Portal. Click on "Submit". The code will be generated automatically.
- 2. **Page Header:** Click on the "Edit" option of the Page Header in the Portal Page Section. Check the "Show HTML" option and the "Show Header" option and copy the entire Page Header code in the Header Detail.

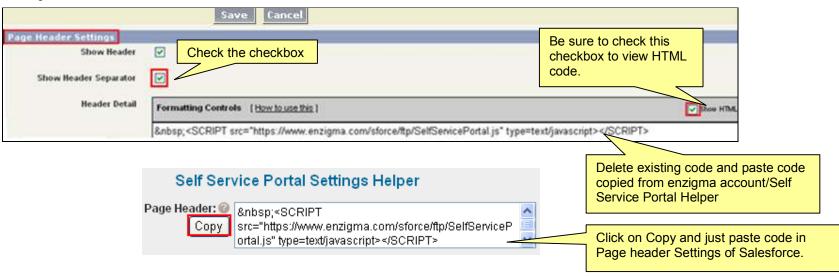


Fig. 11.5 Page Header of Self- Service Portal in Salesforce

- 3. View Solutions Page: Copy the code for "Page Solution" in Portal Page Name in the same way as explained in 2.
- 4. Case Attachment Folder: Name of the folder for Case Attachments
- Server Profile: Server name where attachments need to be stored.
- 6. View Case Page: Copy the code for "View Cases Page" in Portal Page Name in the same way as explained in 2.
- 7. Save the code by clicking the "Save" button on your Salesforce page.
- 8. A sample which shows all the attachments in a Case in the Self Service Portal linked through FTP Attachments™ is given below:









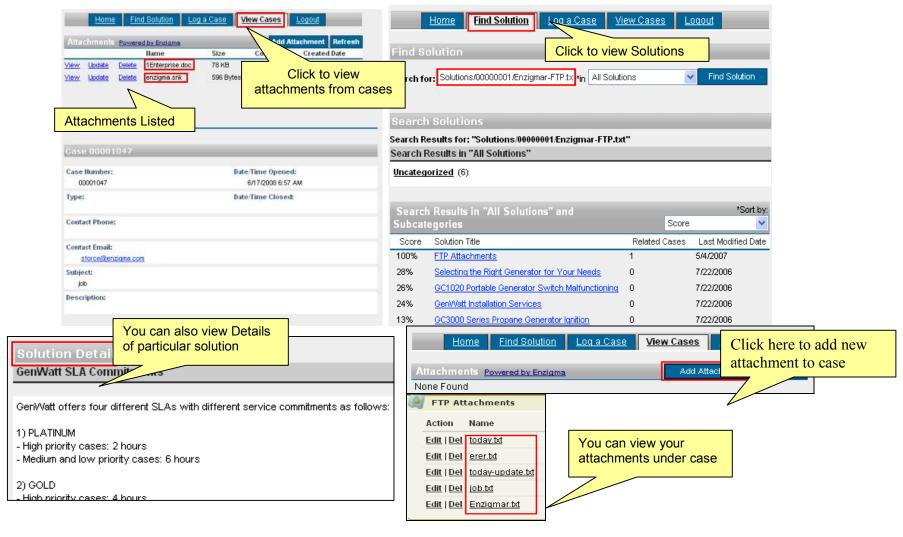


Fig. 11.6 Final Layout of Self Service Portal









12. Using FTP Attachments™ Send Email Beta Functionality

Overview:

Using Send Email ^{Beta} functionality of FTP Attachments™ you can send email from Salesforce which contains attachments you have attached as FTP Attachments™. This not only enables you to send emails with attachments but also large attachments can be sent as link. This is very useful for large attachments, because most mailboxes accept only certain maximum size of attachments. Also when end user wants to view the email he has to download entire attachment while downloading the email which may take time and bandwidth and may not be necessary. So only user requires to see the attachment that will can be downloaded by the user.

The emails sent out from Send Email ^{Beta} functionality can be sent either through Salesforce API or your own SMTP server. If you use Salesforce API to sent email attachments can be sent only as links because currently Salesforce API does not accept attachments. If you need to send any FTP Attachments™ as attachment in the email please use SMTP option.

Send Email Beta functionality is currently into beta version and we recommend testing it thoroughly and be alert while using this functionality in your production environment. Please feel free to contact us and suggest more functionality at support@enzigma.com.

Configuring settings for Send Email [Beta]:

Sign up with your Enzigma Account and select FTP Attachments™ Pro/Subscription/Settings/Email Settings. You need to configure these settings only once, till the time you don't need to change them.

Figure 12.1 Salesforce User:

- Valid Salesforce users Login
- 2. Salesforce account password

Make sure that you are entering correct Salesforce User. These credentials are very important to fetch data from your Salesforce account. When you send any FTP Attachment™ as a link in email, when the recipient of the link tries to open the link these credentials are used to access the attachment. It is necessary that user name and password supplied here has rights to the FTP Attachment™ which are sent out.

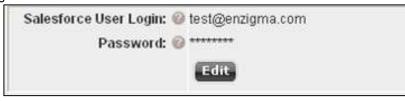


Figure 12.1 Salesforce User









Figure 12.2 SMTP Server Settings:

- 1. SMTP Server: Name or IP address of the SMTP server you want to use
- 2. Login: Login ID for the server specified
- 3. Password: Password for the server specified
- 4. **Confirm Password:** Re-type your password for confirmation
- 5. Port: Port no. used to connect to your SMTP Server for communication. Default for SMTP is 25.
- 6. From Email: Default name of the sender

Please enter correct settings for SMTP server. These settings are used to send email through SMTP server. So if invalid data is entered, mail will not be sent.



Figure 12.2 SMTP Server Settings

Figure 12.3 Search Layout Settings:

- 1. **Object**: Salesforce object from where fields are to be set in the search layout.
- 2. **Default Field:** Default field that is already specified in search layout (e.g. Name)
- 3. Available Fields: Available fields from the Salesforce object selected in 1.

NOTE: Only searchable fields from selected object will display









4. **Selected Fields:** Fields which are to be placed in Search Layout that are selected by user.

NOTE: You can also select multiple fields as shown in Figure 12.2. Then click Add.

Fields specified under Search fields for each object will appear in the layout when you search for the attachments from object, using Search Record button from Send Email. Otherwise, default fields for each field will appear in search layout.

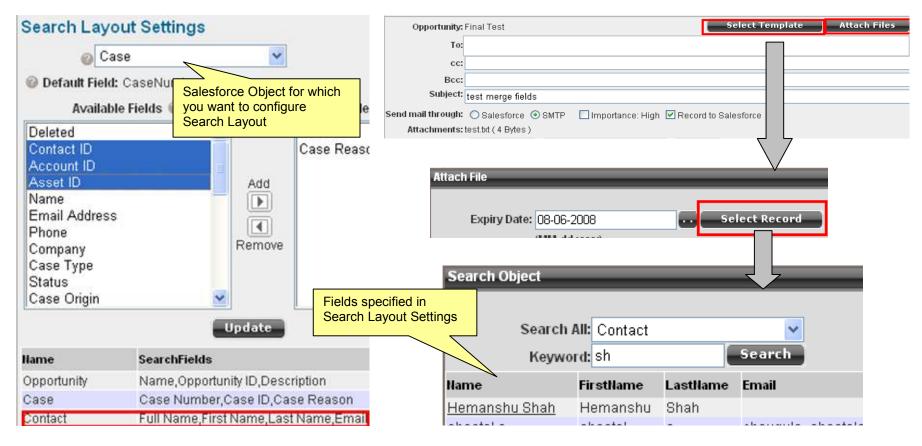


Figure 12.2 Search Layout Settings









Figure 12.3 SMTP Server Settings:

- 1. SMTP Server: Name or IP address of the SMTP server you want to use
- 2. Login: Login ID for the server specified
- 3. Password: Password for the server specified
- 4. Confirm Password: Re-type your password for confirmation
- 5. Port: Port no. used to connect to your SMTP Server for communication. Default for SMTP is 25.
- From Email: Default name of the sender

Please enter correct settings for SMTP server. These settings are used to send email through SMTP server. So if invalid data is entered, mail will not be sent.



Figure 12.3 SMTP Server Settings

Figure 12.4 Default Email Settings:

- 1. **Max. File Size (MB):** Maximum File Size of the attachment is to be uploaded, applicable when you want to send attachment as a file. Any single file can not exceed this limit.
- 2. **Max. Total File Size (MB):** Maximum Total File Size for all attachments to be uploaded, applicable you want to send attachment as a file. If total size of all the attachments being sent exceeds this limit user will not be allowed to add more attachments in the Send Email Beta functionality.









- 3. In How Many Days Attachment Link Will Expire?: In how many days attachment link should expire. Default is 30 days.
- 4. Base URL for Attachment As A Link: Enter Base Url of the FTP Attachments™ application is installed; this is the main url which will be visible to the email recipients.



Figure 12.4 Email Default Settings

These settings are used when you attach files as an Attachment or as a Link to send through email. By setting Link Expiration Date you can restrict your email receiver from using the attachments after expiration date. After specified days receiver will not be able to download attachment from link.

After configuring settings in your enzigma account, now you are ready to use Send Email Beta feature.

Using Send Email Beta functionality:

Make sure you have created the custom link or button "Send Email" and added it to the page layout of the object through which you want to Send Email. You can use our Custom Link Manager to generate link.









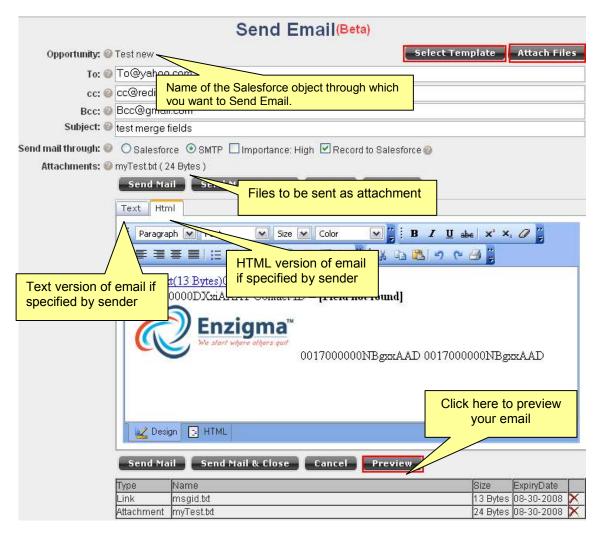


Figure 12.5 Send Email









Guidelines for Figure 12.5

- 1) To: Receiver of the mail
- 2) **Cc:** Carbon copy of mail will be sent to all the recipients listed here
- 3) **Bcc:** Blank Carbon copy of mail will be sent to all the recipients listed here, but they will not be able to see the names of other recipients.
- 4) Subject: Subject of your mail brief 5-6 word description of the email you are sending which user can see without even opening the email
- 5) Send Mail Through: You can send email through either Salesforce or SMTP Server. Select the option depending upon your choice.
 - NOTE: Salesforce does not allow sending files as Attachments. Instead, you can Send Email through SMTP server to do so.
- 6) Record to Salesforce: If you check this checkbox, the email you send is automatically listed in the Activity History related list of the object.

NOTE: Make sure to add Activity History to the page layout of the object under Related List Section.

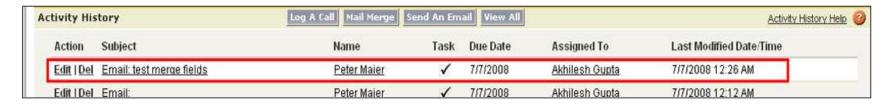


Figure 12.6 Mail recorded to Salesforce

7) Preview: Preview your mail before sending. Refer figure given below:









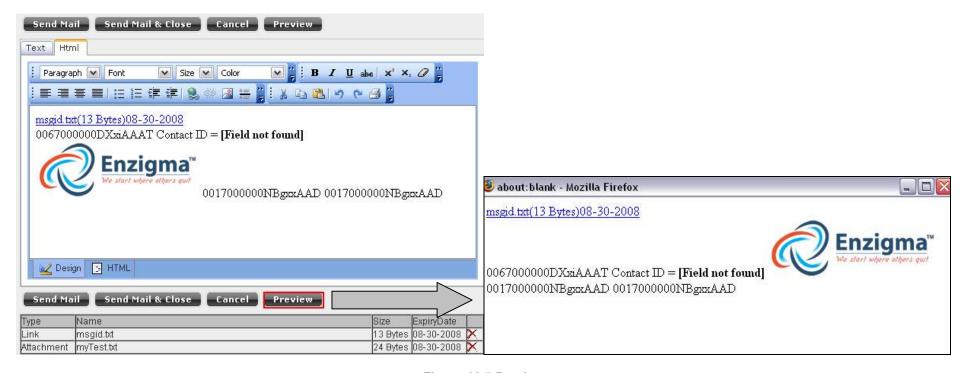


Figure 12.7 Preview

Some points regarding Send Email Beta:

- 1. You can apply your Salesforce templates to your mails.
- 2. You can also specify values for To, Cc, Bcc and From addresses in the URL of the Send Email button or link. If the object through which you want to Send Email does not contain these details, values passed trough URL will be considered. Otherwise, they will be replaced with values from object.

 For e.g.: Consider the link specified below:

http://enzigma.yourcompany.com/sforce/ftp/SendEmail.aspx?ID={!Account.Id}&OrgID={!\$Organization.Id}&SFUrl={!API.Partner_Server_URL_100} &SFSessionID={!API.Session_ID}&to=to@gmail.com&cc=cc@yahoo.com, cc@rediff.com&bcc=bcc@yahoo.com, bcc@rediff.com&from=from@yahoo.com









Details about Send Email:



Figure 12.8 Select Template

- 1. **Template Folder:** Choose a predefined Email template. Choose a folder and select a template from the folder. (Go to Personal Setup/Email/My Templates in Salesforce to view your templates.) **NOTE: Wrong merge fields from template will be replaced with [Field not found].**
- 2. **Template:** Templates available in selected Template Folder.

Select Template and click on Select Template to apply selected Template to email.

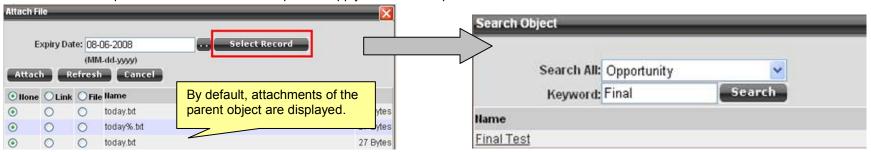


Figure 12.9 Attach File

- 1. **Expiry Date:** Expiration date for the attachments to be sent as a link. Default is 30 Days (you can also set this default in your settings), the link expires in that many days and email recipient will not be able to download the attachments after that.
- 2. **Select Record:** To select attachments from different objects click Select Record. For customizing search layout, refer Configuring settings for Send Email Beta (Figure 12.1)
- 3. **Search All:** Select Salesforce object from which you want to select attachments. **NOTE:** Only objects linkable to FTP Attachments™ will be visible here.
- 4. **Keyword:** Specify the word or phrase to search for. Objects containing search keywords will be returned as a result. **NOTE:** Search string should be atleast 2 characters long.









13. Configuring FTP Attachment Storage Server as Amazon S3

- 1) To get Amazon S3 working, first you should get FTP Attachments working with a FTP Server or Local Server
- 2) Once FTP Attachments is working for you with FTP/Local server all you have to do is change settings to use Amazon S3 server as storage server
- 3) To this go to your Enzigma account in your Standalone server if you are using one otherwise go to www.enzigma.com/sforce/
- 4) Now click on "Settings" button next to your FTP Attachments subscription
- 5) Now edit the setting and choose Amazon S3 as Storage server
- 6) Enter Amazon S3 keys and bucket name you would like to use
- 7) Save the settings, at this time it will try connecting to Amazon S3 using credentials given by you and if it is successful save the settings or give you appropriate error.
- 8) Once it is saved any attachment you attach/view using FTP Attachment will be on Amazon S3 account you specified in the settings.











Figure 13.1 Amazon Server Settings

- 1) Server Type: Select the server type as "Amazon S3"
- 2) **Profile Name**: Select the appropriate server profile on which you want to store your attachments. This is applicable only if you have more than one Server.
- 3) Login: Amazon Access Key ID as a login
- 4) Password: Secret Access key ID for Amazon account
- 5) Max. File Size: Maximum size of file that can be uploaded
- 6) Default Folder: Name of bucket on Amazon S3, where attachment needs to be stored.

Note: If this field is left blank default bucket with the name as OrgId will be created on the Amazon server and used for storing attachments. If Bucket name is specified, bucket should be already created on Amazon server.

