



Outlook Signature Generator (OSG) Guide - OutlookSignature.ini and how to pre-fill Signature fields and details

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Introduction

By using this guide you will be able to automate and pre-fill appropriate fields of your OSG instance. This can be useful to automatically fill email and web domains, but also to pre-fill multiple office addresses and site/business names.

General Requirements

Assumptions

- You have already gone through and completed the guide titled 'Getting Started'. This guide is available on the DataCommand/OSG website.

Modifying the OutlookSignature.ini file

1. In file explorer, navigate to C:\OSG\
2. Open OutlookSignature.ini to edit the file.
3. Firstly, the format of the OutlookSignature.ini must be followed for the Automatic filling of data be done successfully. Below are a few general rules to follow:

at the start of a line denotes a comment. These two lines are omitted from being read into OSG at load time. These 2 lines are specifically line 1 and line 4 of the file. No other comment lines can be created. Any information or instructions written in these comments must be followed.

[CRLF] is a line break. These can only be used in the ADDRESSLINE area. Without these the address would only be displayed as a long single line. The address line has a maximum of 4 lines. Any further lines will be ignored.

Description of fields:

Field Name:	Description:
WEBDOMAIN:	The Internet URL/Domain of the company website. Can be left out or blank.
MAILDOMAIN:	The email domain of the users. This is the value that appears after @ in the email address.
COUNTRYCODE:	The default country code. This can be ANY value you wish, but is recommended to follow the convention (example +61) for the value. This can have anything but note that spaces are split when input, so a value of 001161 would work but 0011 61 would not.
PHONETITLESTYLE:	This is the phone section title that appears before a phone number to describe the phone number type (Phone, Fax and Mobile). Must be in the format of PHONE,FAX,MOBILE. Examples for this value are P ,F ,M or Pho:;Fax:;Mob: or Phone ,Fax, Mobile
PHONEFORMAT:	The format for phone numbers. When a numeric phone number is entered this field controls the format shown on the form. It should only contain brackets, hyphens, and the number 0. Example 0000 000 000 or (00) 0000 0000 or 00-0000 0000 or any combination of the same.
ADDRESS:	Use this to pre-fill address details for a single site or multiple sites. See the next few pages for examples of how this field is used.

4. Below (and the next page) is an example of the original OutlookSignature.ini and a modified version. Note that the original version shipped with OSG has no lines in the address area. By leaving these blank the user is free to add their address by typing it in. By adding any addresses in this file the user is only shown an option to select the location/business name and cannot type an address. They are forced to use those in this file.

Original File:

```
##FORMAT IS IMPORTANT. NO SPACES BETWEEN EQUAL VARIABLE NAME, ":" SIGNS AND VALUES!!  
WEBDOMAIN:mydomain.com  
MAILDOMAIN:au.mydomain.com  
COUNTRYCODE:+61 (Australia)  
PHONETITLESTYLE:P,F,M  
PHONEFORMAT: (0)0 0000 0000  
##ADDRESS FORMAT:[LOCATIONNAME],[ADDRESSNAME]=ADDRESSLINE1[CRLF]ADDRESSLINE2[CRLF]ADDRESSLINE3[CRLF]ADDRESSLINE4
```

Screen Shot of OSG with the Original File loaded:

mydomain.com - Outlook Signature

First Name:

Last Name:

Title:

Location:

Mail:

Phone: Country: Number:

Fax:

Mobile:

Address:

Set as Default Signature

Welcome to Outlook Signature Generator

This is the preview pane.

Please fill in your information to the left of this in order to generate your Outlook Signature.

To test and set your signature, use the Preview and Create buttons below.

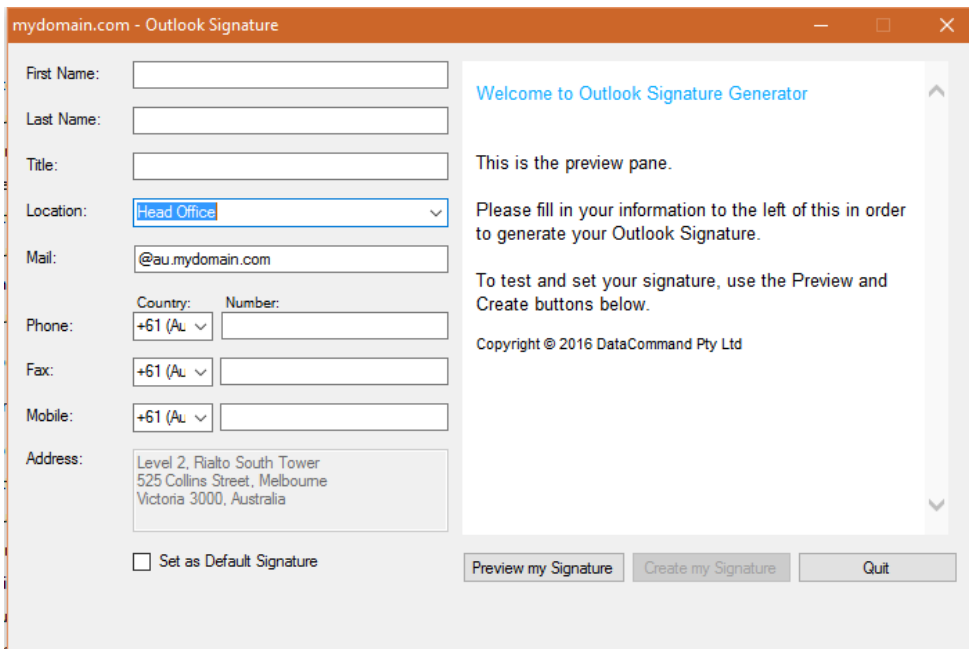
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Preview my Signature Create my Signature Quit

Modified File:

```
##FORMAT IS IMPORTANT. NO SPACES BETWEEN EQUAL VARIABLE NAME, ":" SIGNS AND VALUES!!  
WEBDOMAIN:mydomain.com  
MAILDOMAIN:au.mydomain.com  
COUNTRYCODE:+61 (Australia)  
PHONETITLESTYLE:P,F,M  
PHONEFORMAT:(0)0 0000 0000  
##ADDRESS FORMAT:[LOCATIONNAME],[ADDRESSNAME]=ADDRESSLINE1[CRLF]ADDRESSLINE2[CRLF]ADDRESSLINE3[CRLF]ADDRESSLINE4  
ADDRESS:[Australia],[Head Office]=Level 2, Rialto South Tower[CRLF]525 Collins Street, Melbourne[CRLF]Victoria 3000, Australia  
ADDRESS:[Factory],[Factory]=12 Smith Street,[CRLF]Morwell[CRLF]Victoria 3840, Australia  
ADDRESS:[Store],[Retail Store]=65 Main Street,[CRLF]Traralgon[CRLF]Victoria 3844, Australia
```

Screen Shot of OSG with the Modified File loaded:



End of Guide