Mailtime eMail Scheduler
Installation Guide

JKirkpatrick Scripts and Plugins

http://www.jkirkpatrick.org/

Last Updated: June 15, 2005

Notice of Disclaimer:

This installation guide will give you the basic information needed to install the Mailtime plugin via FTP or CPanel. Your FTP Client, and CPanel implementation may differ from what is actually shown in this guide. This document's main focus is to convey the basic requirements and procedures to properly install the Mailtime eMail Scheduler at your website. Some of the locations of your files, CPanel links, or FTP procedures will be different from what is documented in this guide. The instructions given here are not to supersede the official CPanel documentation or the documentation provided by the FTP Client you will be using to install this plugin. The appropriate documentation should be consulted prior to performing any action on anything read in this guide. J Kirkpatrick Scripts and Plugins will not be responsible for data or file losses.

Installation:

Figure 1.1: My Licenses

The Mailtime package can be acquired from jkirkpatrick.org by downloading the plugin directly from the J Kirkpatrick Scripts and Plugins home page http://www.jkirkpatrick.org/ under the "My Licenses" block on the left hand side of the page, as shown in figures 1.1 and 1.2. Select your download according to the version of PHP your host is running. Most hosts run 4.x, but there are some out there that run 5.x. If you are not sure, you may want to ask.

Figure 1.1: My Licenses
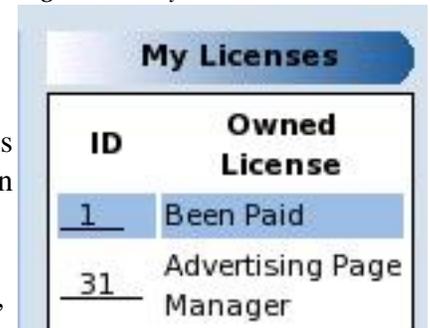
ID	Owned License
1	Been Paid
31	Advertising Page Manager

FTP Installation:

The download is a standard zip package containing Mailtime, Source Guardian loader files, and the JK Updater plugin. Use just about any windows archiver such as WinZip to extract the files to your local computer in a location that you can find later. The extraction will create 3 folders consisting of the Mailtime (mailtime), Source Guardian loader files (ixed), and the JK Updater plugin (jk_updater). Installing the JK Updater plugin is optional, but will be done similarly to how we are going to install Mailtime.

Figure 1.2: Free Downloads

| 936 | Advertising Page Manager |

Free Downloads

Free	Proxy Protected Paid to Search
Free	Mailtime, JK Updater, & Source Guardian Loaders (PHP 4.X)
Free	Mailtime, JK Updater, & Source Guardian Loaders (PHP 5.X)

Show All License Details

Now that we have the package extracted, we'll go to our favorite FTP client to upload the files to our server. For most hosting providers your FTP user name and password are the same that you use to access CPanel. In my examples, I will be using the GFTP client for Linux, but it should be somewhat similar to the one you will be using.

Once you have logged into your site, navigate to the "/public_html/scripts/plugins" folder. Here you should see folders for all the plugins currently installed on your website. We will upload the 3 folders we extracted from our package into this folder. This can be done by "drag and dropping" them from an windows explorer window in some clients, or by locating and selecting them in the local window pane and sending them to the server window pane. Now that we have our files in place, we need to put our cron job file where it belongs in the admin folder. Navigate to the "/public_html/scripts/admin" folder on your server and the mailtime folder in your extracted plugin files folder and upload Mailtime's "jkcron.php".

Figure 1.3: Plugin Folder

/public_html/scripts/plugins

ftp.teddyclicks.com [FTP] [All
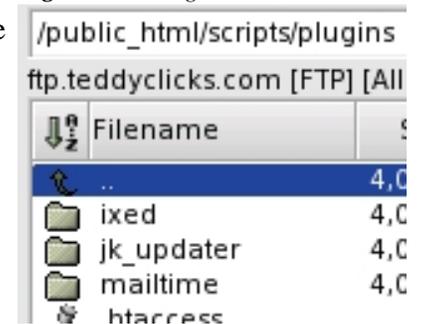
↓ᵃᶻ Filename	S
..	4,0
ixed	4,0
jk_updater	4,0
mailtime	4,0
.htaccess	

Figure 1.4: Admin Folder

/public_html/scripts/admin

ftp.teddyclicks.com [FTP] [A
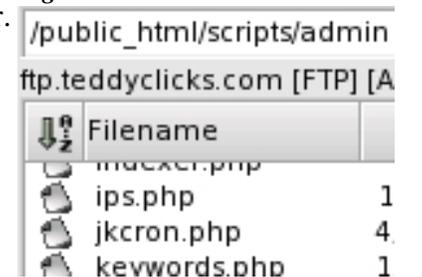
↓ᵃᶻ Filename	
indexer.php	
ips.php	1
jkcron.php	4.
keywords.php	1

To set the file permissions highlight the "ixed", "mailtime", and "jk_updater" folders in your plugins folder on your server and right click them. A menu should appear giving you several operations you can perform on the selected files. Find "CHMOD", "Change Permissions" or something similar to bring up a menu to perform the permission change.

For files, check the "Read" and "Write" check boxes under the "User", "Group", and "Other" columns. For folders check the "Execute" boxes for all 3 columns as well. Click the "OK" button and the file permissions will be set. Recurse through all three folders making sure not to miss any files or folders or the updating will fail.

*Figure 1.5*: FTP Right click menu
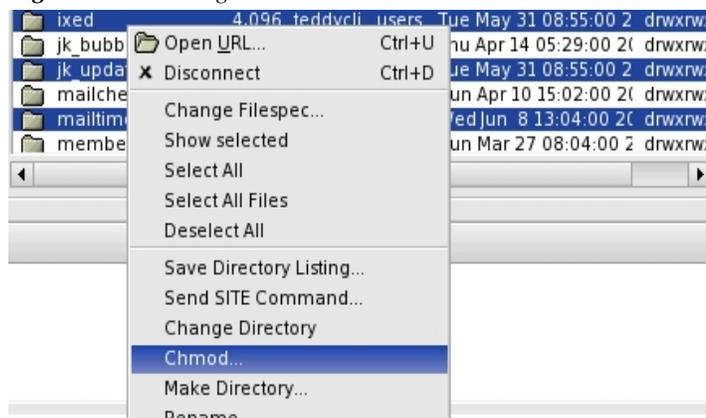
Figure 1.6: FTP Permissions dialog
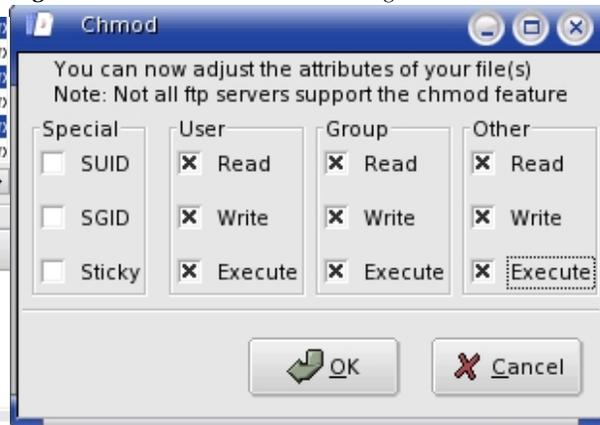
CPanel Installation:

Log into CPanel and locate the "File Manager" link and click it. On my host, this is under "Site Management Tools". Click the "public_html" folder folder icon, then the "scripts" folder icon, and finally the "plugins" folder icon to navigate to your plugin folder. Your view should look something similar to Figure 1.7.

Click "Upload File(s)" to bring up another form for uploading. To the right of the first field, click the folder icon to bring up a window which will help you navigate to the downloaded Mailtime package. Once you've selected the package, check the "Overwrite existing files" box to assure any pre-existing packages are overwritten, then submit the form. The upload may take a few minutes depending on the speed of your Internet connection, but when it is finished you should see it among the rest of your plugin files. Click the "mailtime.zip" file link to reveal the CPanel options for this file on the right hand side of the page similar to Figure 1.8.

Figure 1.7: CPanel Plugin Folder

Click "Extract File Contents" to have CPanel unzip the package. CPanel will display a new page explaining what files where extracted and what other kind of actions were taken. Simply close this window to return to the File Manager. Click the "plugins" link (displayed on the first line of Figure 1.7) to refresh your view and show the newly extracted files and folders. Now that you can see the files have been extracted, you can delete the package from your server to save on allotted hard drive space.

mailtime.zip
File Type: Zip archive data, at least v2.0 to extract

Show File Contents
Extract File Contents
Delete File
Edit File
Change Permissions
Rename File
Copy File
Move File
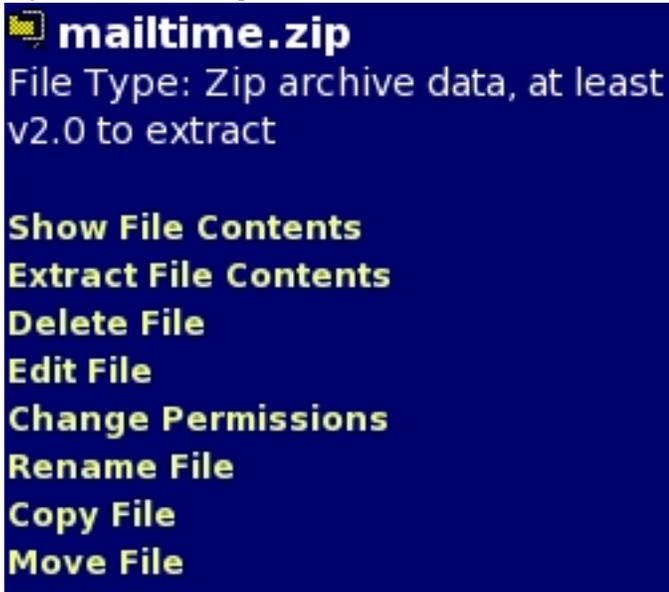
Click the "mailtime" folder icon to navigate to Mailtime's file location. Locate and click the "jkcron.php" file link in the view. This will bring up a menu of options similar to Figure 1.8 on the right hand side of the page. Click the "Move File" link so that we can move this file to the admin folder for the cron job. This will bring up a browse page in your sites "home" Folder. To navigate to the admin folder, click the <u>folder icons</u> next to "public_html" then "scripts" on the next page. To finalize the move, click the "admin" link, *not* the folder icon.

To set the file permissions repeat the following instructions for every file and directory uploaded to your server.

Click the filename link appropriate to the file you wish to set your permissions on. A menu similar to Figure 1.8 will appear in the upper right hand corner of the page. In that menu, click the "Change Permissions" link to set the files permissions and show the menu similar to Figure 1.9.

For files, check the "Read" and "Write" check boxes under the "User", "Group", and "World" columns. For folders check the "Execute" boxes for all 3 columns as well. Click the "Save" button and the file permissions will be set. Recurse through all three folders making sure not to miss any files or folders or the updating will fail.

Figure 1.9: *CPanel Change Permissions frame*

Mode	User	Group	World
Read	☒	☒	☒
Write	☒	☒	☒
Execute	☒	☒	☒
Permission	7	7	7

Save

Cron Job Setup:

The cron job is the single most important part of Mailtime, it's what makes Mailtime tick so to speak. To set this up, we'll log into CPanel and navigate to our cron section. On my host, the link is located under "Advanced Tools". On the next page, lets choose the "Standard" experience level.

This form has a variety of options available, so I'll give a brief explanation of what they are. "Command to run" is simply that. This is what the server will execute according to the schedule you have set. "Minute(s)" is the minutes of hour you'd like the command to run. "Hour(s)" is the hours of the day you'd like the command to run. "Month(s)" is the months of the year you'd like the command to run. "Day(s)" the days of the month and "Weekdays(s)" the weekdays of the week you'd like the command to run.

Now, to setup the cron job. Our objective is to have the cron job run every 10 minutes of everyday, so lets select "Every Hour", "Every Month", "Every Day", and "Every Weekday" to get started. For the "Minute(s)" form field we can simply select "Every Ten Minutes" or go through and select the specific

minutes we'd like it to run. If you'd like to pick and choose your minutes, remember the objective is every ten minutes.

We have the schedule set, now we need to choose a command. The most common commands to execute the sites cron job are as follows:

```
lynx --dump http://www.mydomain.com/scripts/admin/jkcron.php >/dev/null
curl --silent http://www.mydomain.com/scripts/admin/jkcron.php >/dev/null
wget --quiet --delete-after http://www.mydomain.com/scripts/admin/jkcron.php >/dev/null
```

You can choose any command you wish they should all achieve the same results. If one of the commands doesn't work, try another. Some hosting services have trouble executing the second cron job regardless of what you put in here, there's nothing that can be done about that. If your cron job simply refuses to execute, you can ask somebody to set up your cron job on their server, which will work the same as if it were on your own server. Just remember to replace "www.mydomain.com" with your sites domain name similar to Figure 1.10 below.

Now that we have all the fields filled out, submit the form and your cron should be set.

Important: Don't directly access the cron job file using /usr/bin/php or similar commands. The mailer will fail if it is not called through a URL as above.

Figure 1.10: *Setting up the cron job*

Permissions Note:

In order to use Mailtime's Updater or to update Mailtime using the JK Updater, the newly uploaded files must have their permissions properly set so that the web server process can overwrite the files when necessary. For most hosting situations, the web server runs as a different user and group than you would be when accessing your sites files. Under nearly all circumstances the user and group that the web server runs as will not have enough privileges to modify any of your site's files, which is exactly what we need it to do.

We recommend, a minimum of 666 permission for files, and 777 for folders. For some FTP clients this equates to -rw-rw-rw- for files and drwxrwxrwx for folders.