

Manifest To Scale - User Guide

Table of Contents

1. [Getting Started](#)
 2. [Application Overview](#)
 3. [Processing Your First File](#)
 4. [Understanding File Types](#)
 5. [Working with Output Files](#)
 6. [Advanced Features](#)
 7. [Troubleshooting](#)
 8. [Tips and Best Practices](#)
-

Getting Started

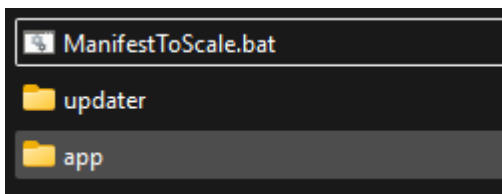
System Requirements

- Windows 10 or Windows 11
- Minimum 4GB RAM
- 500MB free disk space

Installation

1. Download the latest release of Manifest To Scale
2. Extract the files to your preferred location
3. Run `ManifestToScale.bat` to start the application

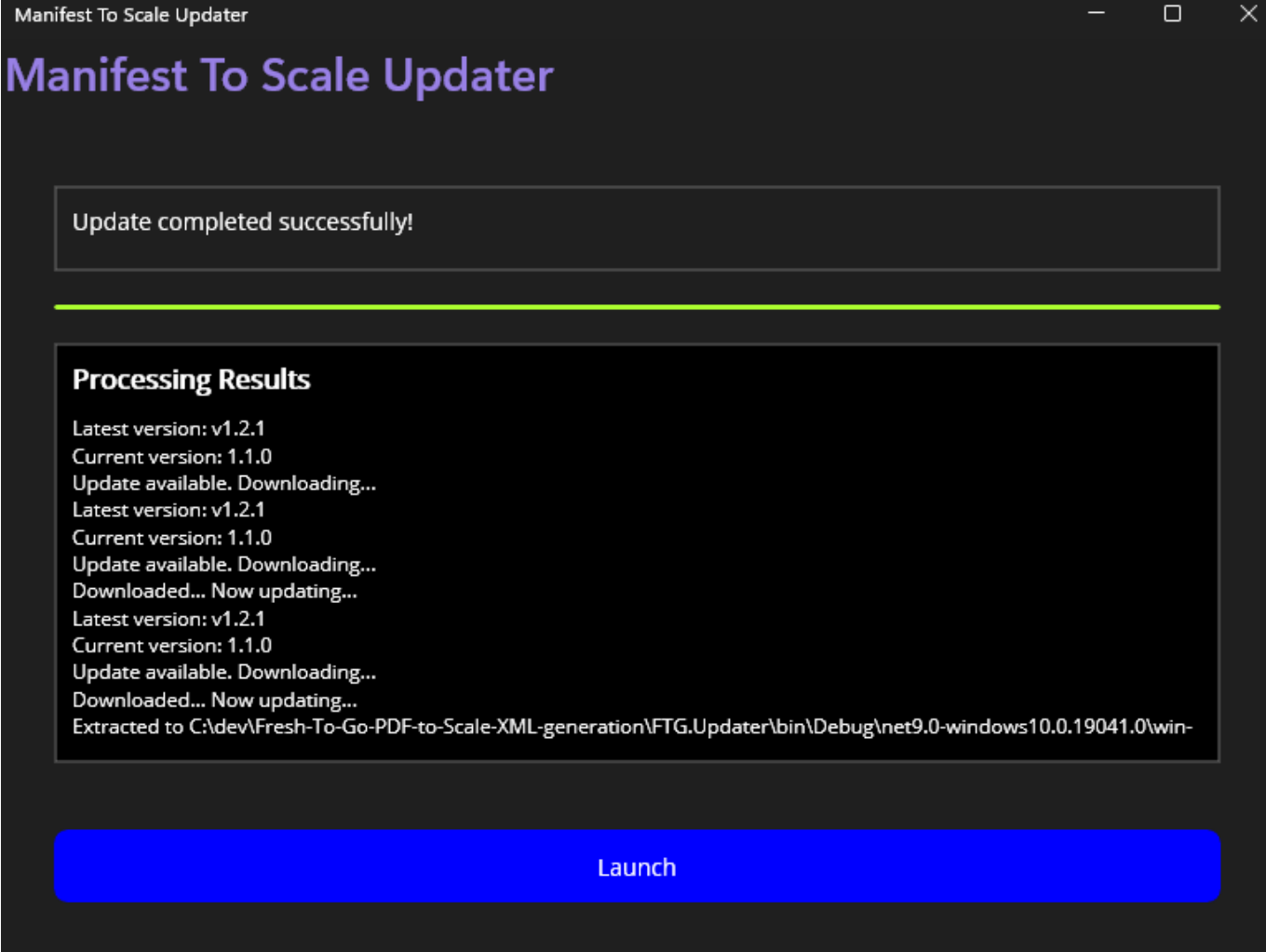
Application release extracted files:



Application Overview

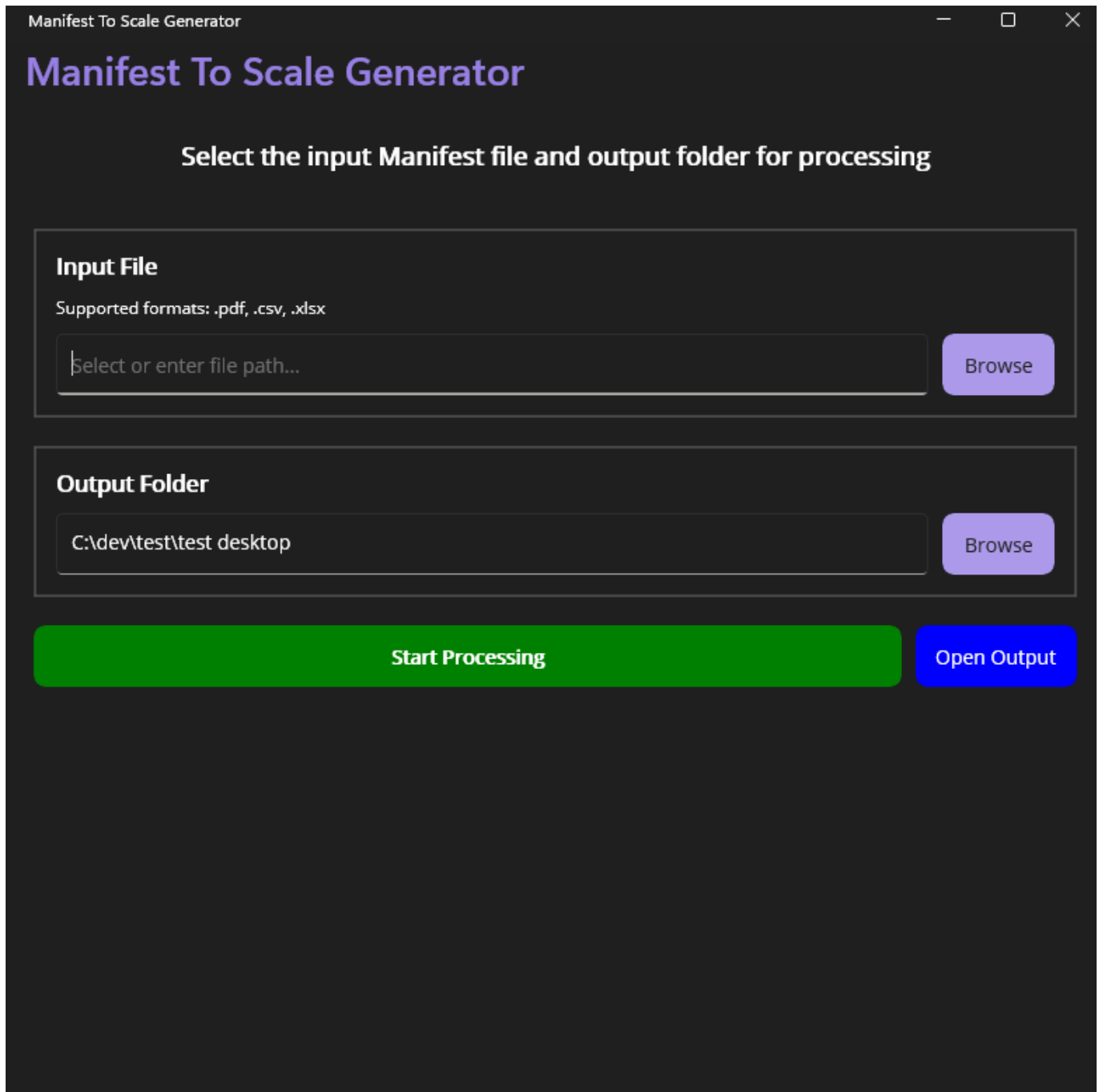
When you first launch Manifest To Scale, you'll see the main update application interface that will check and download any updates to the application.

Updater application window:



If no updates are found, an update fails, or an update is completed successfully, the main application will be launched automatically with several key areas:

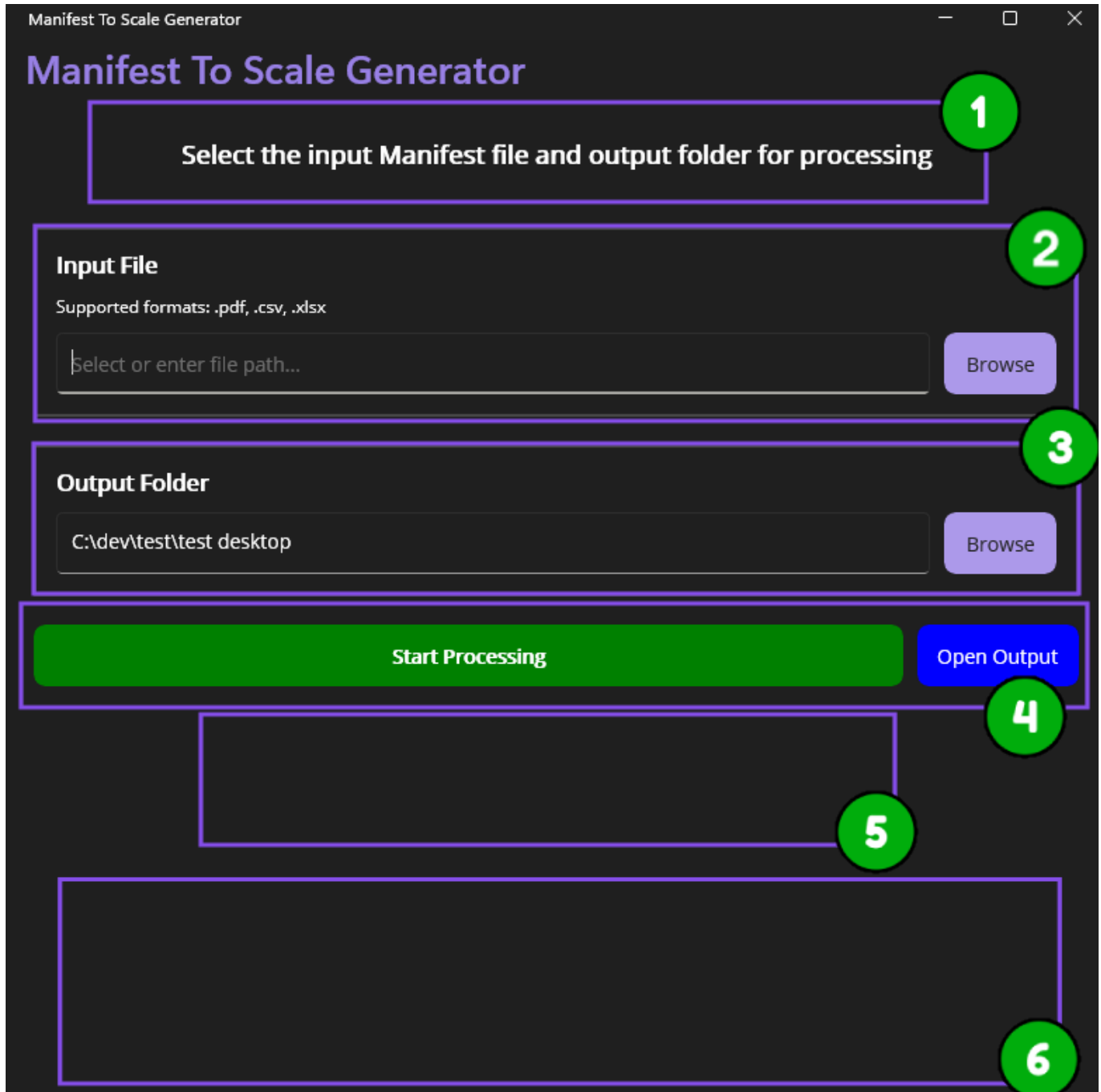
Main application window:



Main Interface Elements

1. **Header Section:** Displays the application title and instructions
2. **Input File Section:** Where you select your manifest file to process
3. **Output Folder Section:** Where you choose where processed files will be saved
4. **Processing Controls:** Start processing and open output folder buttons
5. **Progress Area:** Shows processing status and progress bar
6. **Output Log:** Displays detailed information about the processing results

Main interface with sections highlighted:



Processing Your First File

Step 1: Select an Input File

1. In the **Input File** section, click the **Browse** button
2. Navigate to your manifest file
3. Select a PDF, CSV, or XLSX file
4. Click **Open**

Screenshot: File selection dialog [Insert screenshot of the file picker dialog]

The selected file path will appear in the input field:

Input field with selected file:

Name	Status	Date modified	Type	Size	
09-07-25 WA -Costas Manifest.xlsx	✓	9/07/2025 7:08 AM	Microsoft Excel W...	15 KB	
09-07-2025 - WA - Costas Manifest.csv	✓	9/07/2025 7:33 AM	OpenOffice.org 1....	4 KB	
Azura fresh test manifest_02062025.csv	✓	4/07/2025 6:47 PM	OpenOffice.org 1....	4 KB	
Azura fresh test manifest_02062025.xlsx	✓	5/07/2025 4:39 PM	Microsoft Excel W...	10 KB	
Coles WA Manifest.xlsx	✓	4/07/2025 2:35 PM	Microsoft Excel W...	11 KB	
Sample - WA - Costas Manifest.csv	✓	3/07/2025 4:45 PM	OpenOffice.org 1....	1 KB	
WA - Costas Manifest Delivery 08July202...	✓	8/07/2025 8:29 AM	OpenOffice.org 1....	4 KB	

me:

All files (*.pdf;*.csv;*.xlsx*)

Input File

Supported formats: .pdf, .csv, .xlsx

C:\Users\nukee\OneDrive\Costa\ftg\azura fresh\09-07-2025 - WA - Costas Manifest.csv

Browse

Step 2: Choose the Output Folder

- 1. In the **Output Folder** section, click the **Browse** button
- 2. Navigate to where you want your processed files saved
- 3. Select your desired folder
- 4. Click **Select Folder**

Note: The output folder path will be remembered for future uses.

Folder selection dialog:

This PC > Local Disk (C:) > dev > test >

Search test

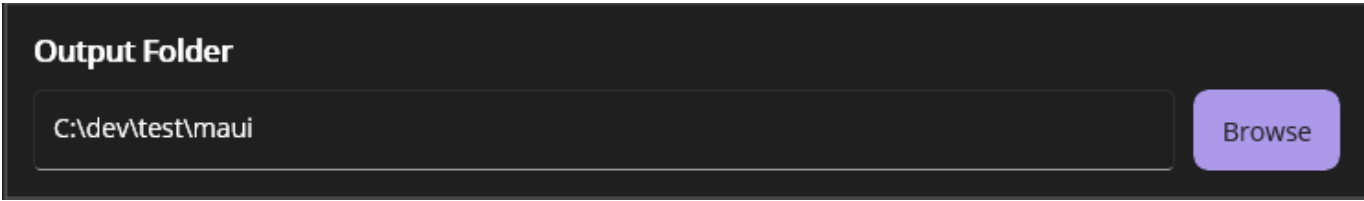
der

Name	Date modified	Type	Size
input	24/06/2025 2:30 PM	File folder	
maui	9/07/2025 10:28 AM	File folder	
output	17/06/2025 4:40 PM	File folder	
test desktop	9/07/2025 7:34 AM	File folder	
upload	10/06/2025 4:31 PM	File folder	

der: maui

Select Folder

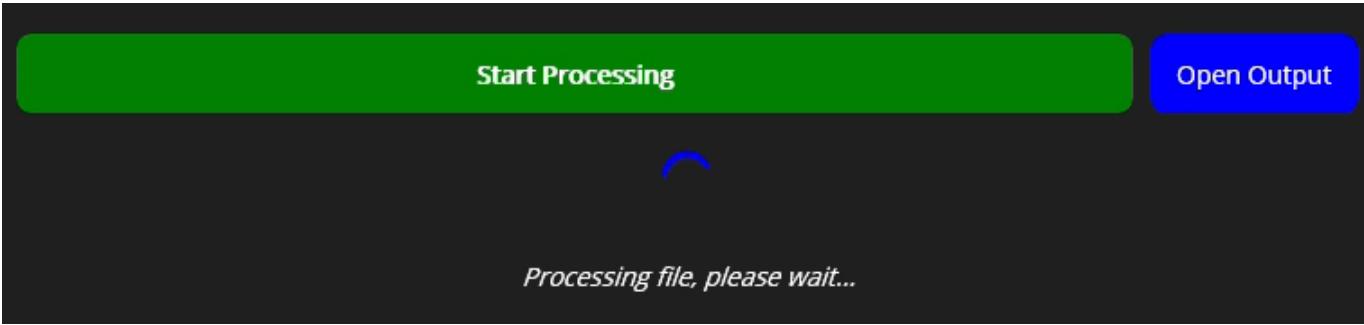
Cancel



Step 3: Start Processing

- 1. Click the **Start Processing** button
- 2. Watch the progress bar and status messages
- 3. Review the detailed output log

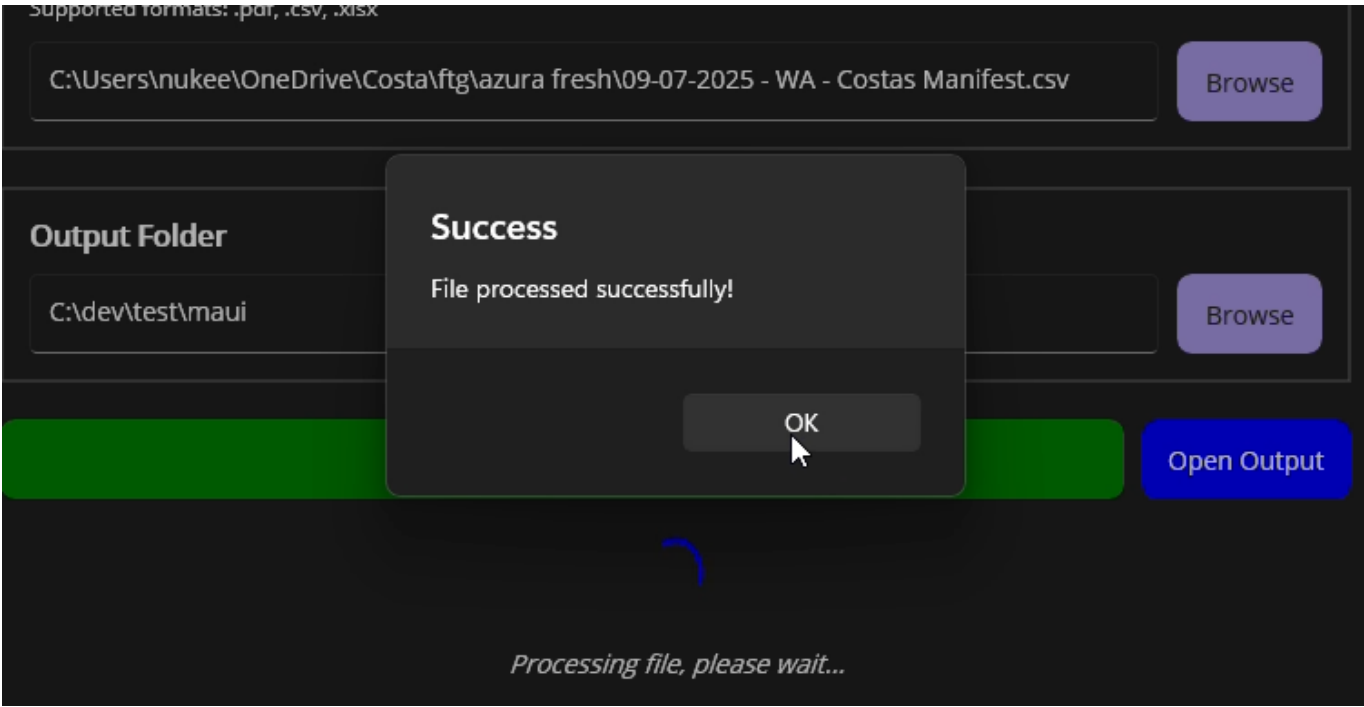
Processing in progress:



Step 4: Processing Complete

When processing is finished, you'll see a success message and detailed results:

Successful processing completion:



Successful processing output logs:

Processing Results

Output Scale Interface Folder: C:\dev\test\maui\65a955db-5c4c-4aa4-b020-ee3a0b5065ed\scale_interface_files

Input file size: 3.1 KB

Last modified: 2025-07-09 07:33:45

Reading manifest file content...

Manifest read successfully

Manifest Date: 9/07/2025

Total Orders: 60

Total Crates: 114

Manifest data exported to output folder

Processing Results

Manifest data exported to output folder

Manifest receipt for Scale generated successfully

Scale rcxml file saved to scale interface output folder

Manifest shipments for Scale generated successfully

Scale shxml file saved to scale interface output folder

Processing completed: 2025-07-09 10:32:24

Total processing time: 1.3 seconds

✓ Processing completed successfully!

Understanding File Types

PDF Files (Fresh To Go Manifests)

PDF files are processed through the Fresh To Go workflow:

- **Input:** PDF manifest documents
- **Processing:** Text extraction and data parsing
- **Output:** Simplified PDF (**single page PDF**), Text files (**txt/cleaned txt**) Excel file (**xlsx**), Comma Separated Value file (**CSV**), and a subfolder for Scale XML files (**rcxml/shxml**)

PDF processing results:

Processing Results

Processing started: 2025-07-09 10:53:29

Input file: C:\Users\nukee\OneDrive\Costa\ftg\fresh to go foods\ftgManifest.pdf

Output root folder: C:\dev\test\maui

Output file: ftgManifest_20250709_105329.pdf

Output Job Id: 5bebabed-9ff0-4b83-99ba-61ece32887f8

Output Job Folder: C:\dev\test\maui\5bebabed-9ff0-4b83-99ba-61ece32887f8

Output Scale Interface Folder: C:\dev\test\maui\5bebabed-9ff0-4b83-99ba-61ece32887f8\scale_interface_files

Input file size: 11.5 KB

Last modified: 2025-05-30 15:05:00

Reading manifest file content...

Manifest PDF simplified successfully

Manifest read successfully

Manifest Date: 02-06-2025

Total Orders: 59

Total Crates: 62

Manifest data exported to Excel in output folder

Manifest data exported as CSV in output folder

Manifest receipt for Scale generated successfully

Scale rcxml file saved to scale interface output folder

Manifest shipments for Scale generated successfully

Scale shxml file saved to scale interface output folder

Processing completed: 2025-07-09 10:53:31

Total processing time: 2.2 seconds

✓ Processing completed successfully!

CSV/XLSX Files (Azura Fresh Manifests)

CSV and Excel files are processed through the Azura Fresh workflow:

- **Input:** CSV or XLSX data files
- **Processing:** Direct data parsing and validation
- **Output:** Scale XML files (**rcxml/shxml**)

CSV/XLSX processing results

Processing Results

Processing started: 2025-07-09 10:32:22

Input file: C:\Users\nukee\OneDrive\Costa\ftg\azura fresh\09-07-2025 - WA - Costas Manifest.csv

Output root folder: C:\dev\test\maui

Output file: 09-07-2025 - WA - Costas Manifest_20250709_103222.csv

Output Job Id: 65a955db-5c4c-4aa4-b020-ee3a0b5065ed

Output Job Folder: C:\dev\test\maui\65a955db-5c4c-4aa4-b020-ee3a0b5065ed

Output Scale Interface Folder: C:\dev\test\maui\65a955db-5c4c-4aa4-b020-ee3a0b5065ed\scale_interface_files

Input file size: 3.1 KB

Last modified: 2025-07-09 07:33:45

Reading manifest file content...

Manifest read successfully

Manifest Date: 9/07/2025

Total Orders: 60

Total Crates: 114

Manifest data exported to output folder

Manifest receipt for Scale generated successfully

Scale rcxml file saved to scale interface output folder

Manifest shipments for Scale generated successfully

Scale shxml file saved to scale interface output folder

Processing completed: 2025-07-09 10:32:24

Total processing time: 1.3 seconds

✓ Processing completed successfully!

Working with Output Files

Understanding the Output Structure

After processing, your output folder will contain a uniquely named job folder:

```
Output Folder/
├── {Job-GUID}/
│   ├── scale_interface_files/
│   │   ├── Receipt XML file
│   │   └── Shipment XML file
│   └── Additional files (PDF processing only)
```

PDF processing output files:

Name	Date modified	Type	Size
scale_interface_files	6/07/2025 2:51 PM	File folder	
simplified_ftgManifest_20250706_145135_cleaned.txt	6/07/2025 2:51 PM	Text Document	5 KB
simplified_ftgManifest_20250706_145135.csv	6/07/2025 2:51 PM	OpenOffice.org 1...	5 KB
simplified_ftgManifest_20250706_145135.pdf	6/07/2025 2:51 PM	Opera GX Web Do...	11 KB
simplified_ftgManifest_20250706_145135.txt	6/07/2025 2:51 PM	Text Document	6 KB
simplified_ftgManifest_20250706_145135.xlsx	6/07/2025 2:51 PM	Microsoft Excel W...	8 KB

Scale interface files generated from PDF:

PER-CO-FTG_Receipt-02-06-2025.rcxml	6/07/2025 2:51 PM	RCXML File	2 KB
PER-CO-FTGShipments-02-06-2025.shxml	6/07/2025 2:51 PM	SHXML File	99 KB

CSV/XLSX processing results

PER-CO-CAF_Receipt-09-07-2025.rcxml	9/07/2025 7:34 AM	RCXML File	2 KB
PER-CO-CAF_Shipments-09-07-2025.shx...	9/07/2025 7:34 AM	SHXML File	100 KB

Opening Output Files

- 1. Click the **Open Output** button to open the job folder directly
- 2. Navigate to the `scale_interface_files` folder for XML files
- 3. The XML files are ready for import into Scale's interface/input folder

File Naming Convention

Files are named with specific patterns:

- **Receipt XML:** `{Company}_Receipt-{Date}.rcxml`
- **Shipment XML:** `{Company}_Shipments-{Date}.shxml`

Example File Names

- Fresh to Go Receipt XML: `PER-CO-FTG_Receipt-09-07-2025.rcxml`
- Fresh to Go Shipment XML: `PER-CO-FTG_Shipments-09-07-2025.shxml`
- Azura Fresh Receipt XML: `PER-CO-CAF_Receipt-09-07-2025.rcxml`
- Azura Fresh Shipment XML: `PER-CO-CAF_Shipments-09-07-2025.shxml`

Advanced Features

Settings Persistence

The application automatically remembers:

- Your last used output folder
- Recent input file locations
- Window size and position

Processing Status Information

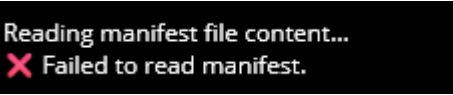
The output log provides detailed information including:

- File processing steps
- Manifest statistics (orders, crates, dates)
- Processing time
- Success/error status

Error Handling

If processing encounters issues, an error is noted in the output log:


Error message display:



Log Files

All processing logs are saved in the output folder under `logs/` with timestamps:

Log output folder:

Name	Date modified	Type	Size
 mts-20250709.log	9/07/2025 11:42 AM	Text Document	2 KB

Each log file contains the output from the application and more detailed error messages if any issues occurred during processing.

Log file example:

```
2025-07-09 11:42:38 [INF] [2025-07-09 11:42:38] FileProcessor.xaml.cs:194 - Creating output folder: C:\dev\test\maui\9077f65a-7c08-4aa2-8cb5-f8b16f980721
2025-07-09 11:42:38 [INF] [2025-07-09 11:42:38] FileProcessor.xaml.cs:200 - Creating Scale Interface output folder: C:\dev\test\maui\9077f65a-7c08-4aa2-8cb5-f8b16f980721\scale_interface_files
2025-07-09 11:42:39 [ERR] [2025-07-09 11:42:39] AzuraFreshCsv.cs:47 - Error reading file
System.FormatException: The string 'Ship Date' was not recognized as a valid DateTime. There is an unknown word starting at index '0'.
   at System.DateTimeParse.Parse(ReadOnlySpan`1 s, DateTimeFormatInfo dtfi, DateTimeStyles styles)
   at System.Convert.ToDateTime(String value, IFormatProvider provider)
   at System.Convert.ChangeType(Object value, Type conversionType, IFormatProvider provider)
   at OfficeOpenXml.Utils.ConvertUtil.GetTypedCellValueInner[T](Object value, Boolean returnDefaultIfException)
   at OfficeOpenXml.Utils.ConvertUtil.GetTypedCellValue[T](Object value)
   at OfficeOpenXml.ExcelRangeBase.GetValue[T]()
   at FTG.Core.CSV.AzuraFreshCsv.ReadRecordsFromXlsx(String filePath) in C:\dev\Fresh-To-Go-PDF-to-Scale-XML-generation\FTG.Core\CSV\AzuraFreshCsv.cs:line 86
   at FTG.Core.CSV.AzuraFreshCsv.ConvertToManifest(String filePath) in C:\dev\Fresh-To-Go-PDF-to-Scale-XML-generation\FTG.Core\CSV\AzuraFreshCsv.cs:line 29
2025-07-09 11:42:39 [ERR] [2025-07-09 11:42:39] FileProcessor.xaml.cs:336 - Failed to read manifest.
```

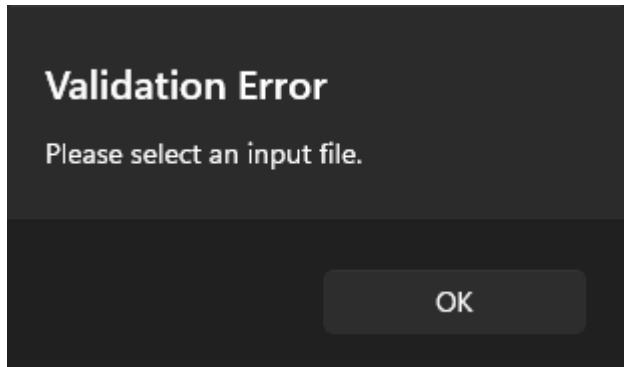
Troubleshooting

Common Issues and Solutions

"Please select an input file" Error

Problem: You clicked Start Processing without selecting a file **Solution:** Use the Browse button to select an input file first

Please select an input file error message:



Processing Fails

Problem: The manifest file cannot be processed **Solution:** Check the output log for specific error details

Processing failure with error details:

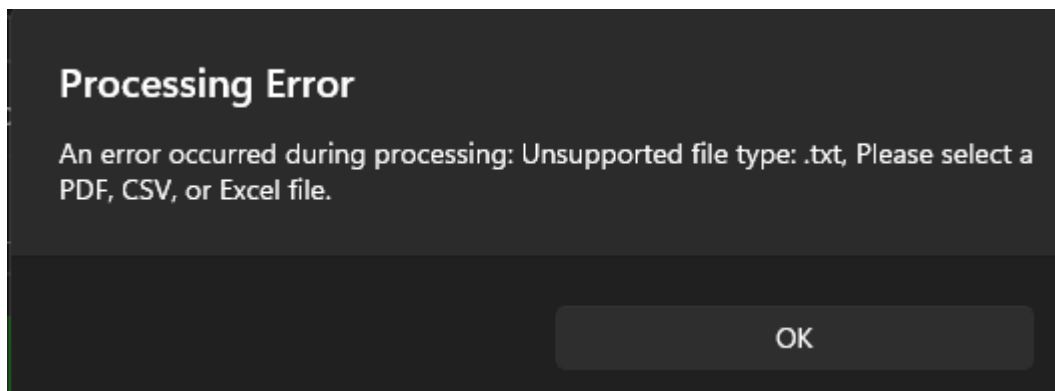
```
2025-07-09 11:42:38 [INF] [2025-07-09 11:42:38] FileProcessor.xaml.cs:194 - Creating output folder: C:\dev\test\maui\9077f65a-7c08-4aa2-8cb5-f8b16f980721
2025-07-09 11:42:38 [INF] [2025-07-09 11:42:38] FileProcessor.xaml.cs:200 - Creating Scale Interface output folder: C:\dev\test\maui\9077f65a-7c08-4aa2-8cb5-f8b16f980721\scale_interface_files
2025-07-09 11:42:39 [ERR] [2025-07-09 11:42:39] AzuraFreshCsv.cs:47 - Error reading file
System.FormatException: The string 'Ship Date' was not recognized as a valid DateTime. There is an unknown word starting at index '0'.
   at System.DateTime.Parse(ReadOnlySpan`1 s, DateTimeFormatInfo dtfi, DateTimeStyles styles)
   at System.Convert.ToDateTime(String value, IFormatProvider provider)
   at System.Convert.ChangeType(Object value, Type conversionType, IFormatProvider provider)
   at OfficeOpenXml.Utils.ConvertUtil.GetTypedCellValueInner[T](Object value, Boolean returnDefaultIfException)
   at OfficeOpenXml.Utils.ConvertUtil.GetTypedCellValue[T](Object value)
   at OfficeOpenXml.ExcelRangeBase.GetValue[T]()
   at FTG.Core.CSV.AzuraFreshCsv.ReadRecordsFromXlsx(String filePath) in C:\dev\Fresh-To-Go-PDF-to-Scale-XML-generation\FTG.Core\CSV\AzuraFreshCsv.cs:line 86
   at FTG.Core.CSV.AzuraFreshCsv.ConvertToManifest(String filePath) in C:\dev\Fresh-To-Go-PDF-to-Scale-XML-generation\FTG.Core\CSV\AzuraFreshCsv.cs:line 29
2025-07-09 11:42:39 [ERR] [2025-07-09 11:42:39] FileProcessor.xaml.cs:336 - Failed to read manifest.
```

File Format Issues

Unsupported File Types

Only PDF, CSV, and XLSX files are supported. Other formats will cause errors.

Unsupported file type error:



Tips and Best Practices

File Organization

- Create dedicated folders for input and output files
- Use descriptive folder names with dates
- Keep original files as backups

Regular Processing

- Process files promptly after receiving them
- Check output logs for any warnings or issues
- Verify XML files before importing to Scale

Performance Tips

- Use local drives rather than network drives for input and output when possible

Backup Considerations

- Keep copies of original manifest files
- Back up processed XML files before importing
- Save processing logs for audit trails

Getting Help

If you encounter issues not covered in this guide:

1. Check the output log for detailed error information
2. Verify your input file format and content
3. Ensure you have write permissions to the output folder
4. Contact your Bryce Standley for technical support

Last updated: 09/07/2025 Version: 1.2.2