# QLS Night Letter Tool – User Guide

## 1. Overview

The QLS Night Letter Tool automates extraction of “Actual Unit Concern” metrics from PDF reports and updates your Excel master workbooks in one click. This guide explains how to set up your folders and mappings, and what each GUI control does.

## 2. Folder Structure & Input Files

1. Root Folder

Create (or identify) one “root” directory that contains each plant’s subfolder:  
RootFolder/  
 ├─ BX726/  
 │ ├─ CAL/  
 │ ├─ WO CAL/  
 │ └─ FCPA/  
 └─ V769/  
 ├─ CAL/  
 ├─ WO CAL/  
 └─ FCPA/

2. Night Letter PDFs

- Place each plant’s Night Letter .pdf files inside its CAL, WO CAL, or FCPA folder.  
- Filenames must match exactly (including spaces/punctuation) the Sticker Mapping entries.

3. Sticker Mapping Workbook

- An Excel file (e.g. Sticker\_Mapping.xlsx) with one sheet per program/folder.  
- Sheet name = <ProgramCode> <Folder> (e.g. “BX726 WO CAL”).  
- Two columns: Sticker (matching Column B of masters) and PDF File (exact filename).  
- Leave blank/NaN PDF File cells to skip those entries.

## 3. Launch & Select Paths

1. Root Folder: Browse and select the top-level directory (e.g. C:\Reports\NightLetter).  
2. Mapping File: Browse and open your Sticker\_Mapping.xlsx.

## 4. Extraction Toggles

Use these checkboxes to choose which of the six metrics to refresh:

|  |  |  |
| --- | --- | --- |
| Checkbox | Column in Master | Description |
| Last Monthly (F) | F | Extract and write the most recent month’s value. |
| Prev Monthly (E) | E | Write the prior month’s value. |
| Last Weekly (M) | M | Extract and write the most recent week’s value. |
| Prev Weekly (L) | L | Write the prior week’s value. |
| Last Daily (Q) | Q | Write the most recent day’s value (timestamp-based logic applies). |
| Prev Daily (P) | P | Write the prior day’s value (timestamp-based logic applies). |

## 5. Shift-Columns Toggles

Before writing new data, the tool can shift existing columns down by one, preserving history:

|  |  |
| --- | --- |
| Checkbox | Action |
| Monthly (D→C F→E) | Moves D→C, E→D, F→E, then clears F. |
| Weekly (I→H M→L) | Moves I→H, J→I, K→J, L→K, then clears M. |
| Daily (P→O Q→P) | Moves P→O, Q→P, then clears Q. |

## 6. Running the Tool

1. Click **“Run”.**  
2. Watch the progress bar fill (estimated 90-120 seconds) and the log shows each file’s status.  
3. At completion, a dialog confirms total skipped files, and the log lists any multi-page PDFs.

## 7. Master Workbook Structure

- Master workbooks must be named `study\_nl\_\*.xlsx` and reside directly under the root folder.  
- Each sheet must contain a column B listing sticker codes starting at B3 downward, matching mapping.  
- Relevant columns F, E, M, L, Q, P will be updated automatically.

## 8. Troubleshooting & Tips

- **Missing data warnings** indicate typos, missing PDFs, or unsupported formats.  
- **Broken PDFs** (>5 pages) use a fallback parser; if values still aren’t found, edit manually.  
- **Ensure PDF filenames exactly match the mapping (including .pdf extension).**- Keep your mapping workbook up-to-date with new stickers or PDFs.

## 9. Support & Feedback

For questions or enhancement requests, please contact **grece@ford.com.tr**.