STEP 1: Install Python 3 for windows

https://www.python.org/ftp/python/3.11.0/python-3.11.0-amd64.exe
(or latest from https://www.python.org/downloads/windows/)

NOTE: BE SURE TO INCLUDE ANY STEPS INVOVLING ADDING PYTHON AND PIP3 TO THE WINDOWS PATH.

STEP 2: Install python dependencies

1. Open command prompt:
   - click start ubtton
   - type CMD
   - hit "Enter"

2. type pip3 install PyPDF2 pytesseract pypdfium2 requests and hit "Enter", wait for installation to complete

STEP 3: Set up script

1. unzip to a place from which it will run, example c:\uploader

2. edit the **upload.py** according to the below. in windows you can right click the file and choose "Edit with IDLE" or "Edit with IDLE3" to edit with the python built-in editor

```
import os
import app.pdf as pdf
import app.api as api

LIVEAPI = True
DEBUG = True
INPUT_DIR =   "C:\Path\To\Your\Pdf\File\Directory"
OUTPUT_DIR = ""
QUALER_DOCUMENT_TYPE = "General"
QUALER_ENDPOINT = "https://jgiquality.staging.qualer.com/api"
LOGIN_USER="PUT_USER_LOGIN_INFO_HERE"
LOGIN_PASS="PUT_USER_LOGIN_INFO_HERE"

if LIVEAPI == True:
    QUALER_ENDPOINT = "https://jgiquality.qualer.com/api"
    LOGIN_USER="PUT_USER_LOGIN_INFO_HERE"
    LOGIN_PASS="PUT_USER_LOGIN_INFO_HERE"
```

A. **INPUT_DIR** - set this to the location that the pdf files will be dropped

B. **LOGIN_USER** and **LOGIN_PASS** - set these to api-only users for the qualer system

C. **LIVEAPI** - set to **False** to use the qualer staging endpoint for testing, to **True** to use the live endpoint

D. **DEBUG -** set to **True** to test ocr/scanning/work order detection or **False** to allow live uploading

STEP 4: Set up task to run script every few minutes

In windows, set up a task to run the script every few minutes (2,3,5 etc) --- keep in mind that if there are many files uploading could take some time, especially if the script attempts to OCR the documents. The command to run the script should look something like this:

python c:\path\to\your\upload\script\upload.py