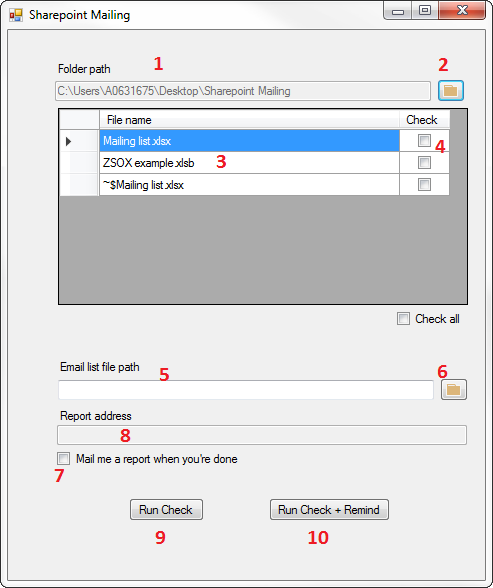
# Installation

In order to install the app, please download and unzip the entirety of GitHub repository at <https://github.com/LeszekGzik/Sharepoint-Mailing>. The **Run** shortcut, located in the application’s root folder will automatically run the application. If it doesn’t work, delete the *config.xml* file from the folder and try again.

# Necessary files

In the application’s root folder there’s a file called *ZSOX report template*. **Do not delete this file**, as it is required for the proper functioning of the program. You can, however, modify the pivot table in this file – this will, in turn, change the way final reports are generated in the app.

# Controls



Firstly, select a folder from which the files should be read (1). This can be done by pressing the button on the right (2). After selecting a folder, the list below will be populated with all the Microsoft Excel spreadsheets in that folder and all of its subfolders (3). If you want to process a particular file, check a checkbox in the rightmost column (4).

You should also input a path to the file containing user data and addresses (5). This can be done by pressing the button on the right (6). Providing this file path is **obligatory**, even if you do not intend to use the reminder function. This is because other data is also read from this file, such as full names and surnames of users and team leaders.

By checking the checkbox below (7), you can decide whether or not the program should send a complete report via e-mail at the end of the check. If the checkbox is checked, the report will be sent to the e-mail address provided in the text box above (8).

Once all options are set up, you can begin the check by clicking the „Run Check” or “Run Check + Remind” button (9, 10).

***Discalimer: in the latest version, the Check+Remind option has been disabled. Its functionality has been dropped, and will either be removed completely or heavily reworked in the future.***