Instructions

# Section 1: One-Time Setup

These steps need to be completed only once when setting up the workflow.

## 1. Install Python (Windows)

1. Go to https://www.python.org/downloads/windows/  
2. Download the latest stable release for Windows.  
3. Run the installer and check the box that says 'Add Python to PATH'.  
4. Complete the installation process.  
5. To verify installation, locate the file 'python.exe' in the installation folder, usually at:  
 C:\Users\<YourName>\AppData\Local\Programs\Python\Python<version>

## 2. Install Dependencies

A `requirements.txt` file is included to make setup easy.  
  
To install the required packages, just double-click the \*\*Run Me.bat\*\* file included in the project folder.  
  
This will:  
• Check for Python  
• Install all required dependencies listed in `requirements.txt`  
• Launch the script (on first run, the installation may take a bit longer)  
  
For advanced users, you can alternatively open a terminal in the project folder and run:  
 pip install -r requirements.txt

## 3. Configure the Script (Optional Adjustments)

If you only need to change where the utility bills Excel file is saved, just update the EXCEL\_PATH variable in config.py to the absolute path of your utility\_bills.xlsx file.  
  
Example:  
EXCEL\_PATH = "C:/Users/YourName/Documents/utility\_bills.xlsx"  
  
Other settings are already pre-configured. You only need to change them if your folders are in different locations or you want to customize the setup. The available settings are:

* excel\_data\_sheet = Data  
   Name of the Excel sheet containing bill data
* raw\_bills\_folder = /home/ryan/Downloads  
   Folder where raw PDF bills are downloaded
* processed\_bills\_folder = /home/ryan/Documents/rental/bills\_processed  
   Folder where processed PDFs are moved
* images\_folder = /home/ryan/Documents/rental/bill\_images  
   Folder where bill images are saved
* image\_bottom\_crop\_px = 450  
   Pixels cropped from the bottom of images
* atco\_indicator = statements  
   Keyword in the filename that indicates ATCO bills
* house\_numbers = 819,1705,1707,1712  
   Comma-separated list of house numbers
* move\_processed\_files = True  
   Whether processed bills are automatically moved

# Section 2: Every Time Execution

Follow these steps each time you need to process and send bills.

## 1. Download Bills

ENMAX:  
 1. Log in to ENMAX.  
 2. Go to the 'Download Bills' folder.  
 3. Copy the ENMAX code, press F12, open the Console tab, paste the code, and hit Enter to download.  
  
ATCO:  
 - Log in and manually download the bills (automation script is unreliable).

## 2. Run the Workflow

Each time you want to process the bills, simply double-click the \*\*Run Me.bat\*\* file. This will:  
  
• Ensure all required dependencies are installed  
• Run the main workflow script automatically  
  
After running, the workflow will:  
• Process and rename bills  
• Move bills to the appropriate folders  
• Create the images folder with visual outputs  
• Generate email-ready graphs