Dispatch End of Day Report Script

Oct. 20, 2020

# Overview

At the end of each day the dispatcher emails out a report of all the driver’s runs and times. Even though this is a small task, it is monotonous and could be scripted for ease and will save time over the long run.

# Goals

1. Create a python script to auto-generate a report and send it to an email recipient list.

# Specifications

Owner: Luke Gall, Raphael LAST NAME

Estimate time break down:

* ~1 hour grabbing libraries needed programs for environment
* ~1 hour navigating to directories and information
* ~2 hours pulling information in an organized fashion
* ~2 hours accessing sender email and credentials
  + Should I make this user types in credentials?
* ~1 hour pasting data into email
* ~1 hour grabbing email list and sending to recipients
* ~TIME hours create a small UI for the script

Due Date: Nov 30th , 2020

Work Hours/Costs Saved: Will depend upon the analysis above. Update

# Milestones

1. Setup environment
2. Be able to navigate into the directories of all required information (excel spreadsheets, documents, etc.)
3. Be able to pull and organize the data
4. Access sender email and compose a new email
5. Paste data into email (correctly and readable)
6. Grab an email list and send email to all recipients
7. Create a UI for the script (possibly make it part of the larger automation project)

# Approval

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_