Usage Guide for IDAK Application

This document provides step-by-step instructions on how to use the IDAK application to send bulk personalized emails based on data from an Excel file.

Starting the Application

1. **Open Terminal or Command Prompt**:
   - Navigate to your system's terminal (Linux/MacOS) or command prompt (Windows).
2. **Navigate to Application Directory**:

Change the directory to where the IDAK application is located with the `cd` command:
```
cd path/to/idak
```

   - Replace `path/to/idak` with the actual path to the IDAK application directory.
3. **Run the Application**:

Execute the application by running:
```
python base.py
```

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   - Ensure that you are using the correct version of Python if multiple versions are installed on your system. You may need to use `python3` instead of `python`.

Using the Graphical User Interface (GUI)

Upon launching the application, a GUI window will open if the application requires you to select a folder:

1. **Select Folder**:
   - Use the file dialog to navigate to and select the folder containing your Excel file and attachments.
2. **Confirmation**:
   - Confirm your selection, and the GUI will close, allowing the application to proceed with sending emails.

Excel File Format

- The Excel file should have specific columns for:
  - `EmailAddress`: Recipient's email address.
  - `SubjectLine`: Subject line for the email.
  - `Body`: The body of the email, which can be in RTF format.
  - `OrderRef`: A reference to any attachments by filename, separated by commas if multiple.

Sending Emails

After you have selected the folder with the GUI:

1. **Processing**:
   - The application will read the Excel file and process each row as an individual email.
2. **Converting Content**:
   - If the body of the email is in RTF format, the application will automatically convert it to HTML.
3. **Attaching Files**:
   - The application will attach any files referenced in the `OrderRef` column of the Excel file to the respective email.
4. **Dispatching Emails**:
   - Emails will be sent to each recipient with the customized subject and body, along with any attachments.

Monitoring Progress

- The application will log actions in the terminal or command prompt window.
- You can monitor this output to track the progress of the email sending process.
- Any errors encountered during the process will be logged here.

Completion

- Once the application has processed all entries in the Excel file, it will finish running, and you will see a completion message in the terminal or command prompt window.

Error Handling

- If an error occurs, the application will log a descriptive message to help diagnose the issue.
- Common errors may include issues with file paths, email server connectivity, or formatting errors in the Excel file.

Support

If you encounter issues or require assistance:

- Consult the `TROUBLESHOOTING.txt` document for guidance on common issues.
- Contact the IT support team or the designated contact person for additional help.

Best Practices

- Always verify the Excel file for the correct format and data before running the application.
- Do not close the terminal or command prompt window while the application is running, as this may interrupt the email sending process.

Thank you for using the IDAK application. Should you have any questions or suggestions, please reach out to the support team.