1. Purpose
   1. To define the procedure for setting up, running, and maintaining the **Job Folder Creation** program to ensure consistent and reliable folder creation for production tasks.
2. Scope

* 1. This WI applies to all personnel responsible for initiating and troubleshooting the Job Folder Creation tool.
  2. It covers execution, first-time setup, program termination, error resolution, and template management.

1. Responsibilities
   1. **Operators** are responsible for executing this WI, running the program, and performing troubleshooting as required.
   2. **Quality Assurance (QA)** is responsible for verifying that templates and folder structures align with controlled records.
2. Related Documents
   1. Forms/Templates
      1. MBR Template Map (prefix, QC template, DIM template structure)
3. Execution Overview
   1. The Job Folder Creation program enables operators to generate standardized folder structures using a local Python application.
   2. The application is executed via PowerShell and runs locally through a web interface (<http://localhost:5000>).
   3. Consistency is achieved by linking templates from the controlled directory **Q:\825 - Monitoring & Measurement**
4. Variable Definitions
   * + - **INSTALL\_PATH** = R:\JobFolderCreation-main
       - **LOCALHOST\_URL** = <http://localhost:5000>
       - **TEMPLATE\_PATH** = Q:\825 - Monitoring & Measurement
5. Execution Steps (Only follow 7.1 if script is set up)
   1. **Running the Program**
      1. Open PowerShell via Windows search.

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* + 1. Copy and paste into PowerShell the green commands in sequence:

Set-Location R:\JobFolderCreation-main

.\.venv\Scripts\python.exe web\_app.py

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* + 1. Open a browser and navigate to <http://localhost:5000>
    2. To stop the program, close PowerShell
  1. **First-Time Setup (one-time only) (python must be installed)**
     1. Run each of these lines (paste into powershell).

Set-Location R:\JobFolderCreation-main

py -3 -m venv .venv

.\.venv\Scripts\python.exe -m pip install --upgrade pip

.\.venv\Scripts\python.exe -m pip install -r requirements.txt

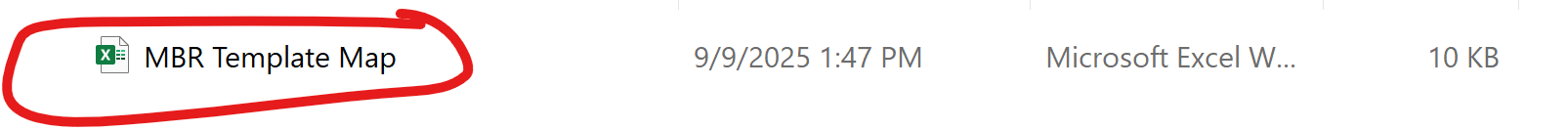
* 1. **Quick Fixes / Troubleshooting**
     1. To update packages:

.\.venv\Scripts\python.exe -m pip install -r requirements.txt

* + 1. For other errors: copy the error log and provide it to ChatGPT for resolution
  1. **Template Maintenance**
     1. Open the MBR Template Map

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* + 1. Verify naming matches templates in Q:\825 - Monitoring & Measurement.
    2. Update columns as follows:
       - Column A: Prefix
       - Column B: QC Template name
       - Column C: Dim Template name (leave blank if not applicable)

1. Document Revision History

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| --- | --- | --- | --- |
| **Rev.** | **DCO #** | **Date** | **Description of Change** |
| A | DCO-25-112 | 09/09/2025 | Initial Release |
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