**📝 Job Folder Creation — Work Instructions**

**▶ Open Powershell and run the program (every time, copy and paste)**

cd "C:\Users\Mark Unwin\Desktop\JobFolderCreation-main"

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

A screenshot of a computer screen

AI-generated content may be incorrect.

Open in any browser:

<http://localhost:5000>

A screenshot of a computer

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To Stop Program (in powershell): **Ctrl + C**

**First-time setup (only once) (python must be installed))**

cd "C:\Users\YourName\Desktop\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

**Quick fixes**

* Update packages →

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

* Any other error →

Paste error log into ChatGPT and follow instructions to fix

**When adding new template**

* Add new templates to the templates folder in JobFolderCreation-main

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* Edit MBR template map to match routing. (Column A: Prefix Column B: QC Template name, Column C: QC Template name (if none leave empty))

A screenshot of a computer

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