# Everything You Need To Know About

Pewter

These slides provide a detailed overview of the complete functionality of Pewter. For a TLDR of how to operate the program, skip to slide 10.

First, what is Pewter? Pewter is a program designed to automate the process of downloading and renaming vendor invoice PDFs. It does this by connecting to precast.sndex@gmail.com and waiting for incoming emails from any Atlantic email. When an email is received, it goes through each attached PDF and checks if there is a matching template. If there is, the program prints and saves the file and all is good. If not, the PDF is added to a queue. The program then goes through this queue and displays each PDF onto a plot on the right side of the program. The user then draws boxes around the company name, invoice date, and invoice number if the PDF has selectable text. The program then creates a template of where to find this information for future invoices and prints and saves the PDF. If the PDF lacks selectable text, the user will have to manually enter the filename. If the PDF is not actually an invoice, the user can press the Not An Invoice button, as well choose whether to print or save the file. Note: the program can handle multiple PDFs in one email, but not multiple invoices in one PDF.

Once the invoice has been saved, a separate program known as SnDex will rename the file once more and move it to a separate folder where Titan can access it.

Pewter is split into several different sections. In the very top left you will see five tabs labeled Pewter, Archive, Console, Settings, and About. Pewter is the primary tab. Archive allows you to view previously processed invoices. Console shows more detailed logging and any error outputs. Settings allows you to change some minor parameters. About contains some info about the program.
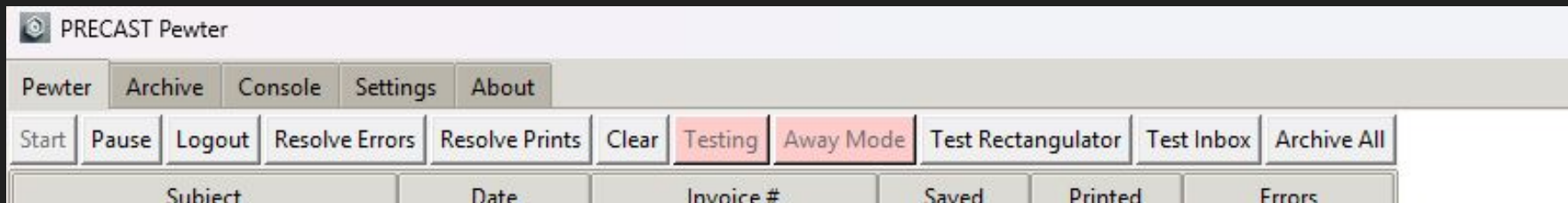
The Pewter tab is split up into several more sections. The top left contains a row of buttons for operating the system. Below it is where details about the state of each invoice will populate. Below that is a mini-console that will print information about the state of the program. The right side is where invoices will be displayed for the user to look at.
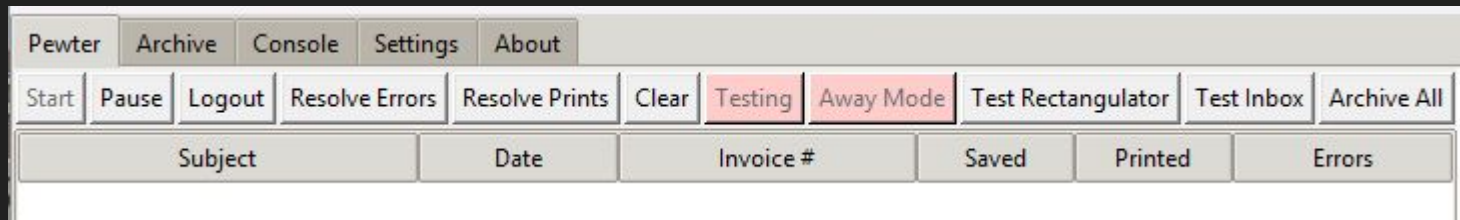
Buttons ->

Invoice info ->
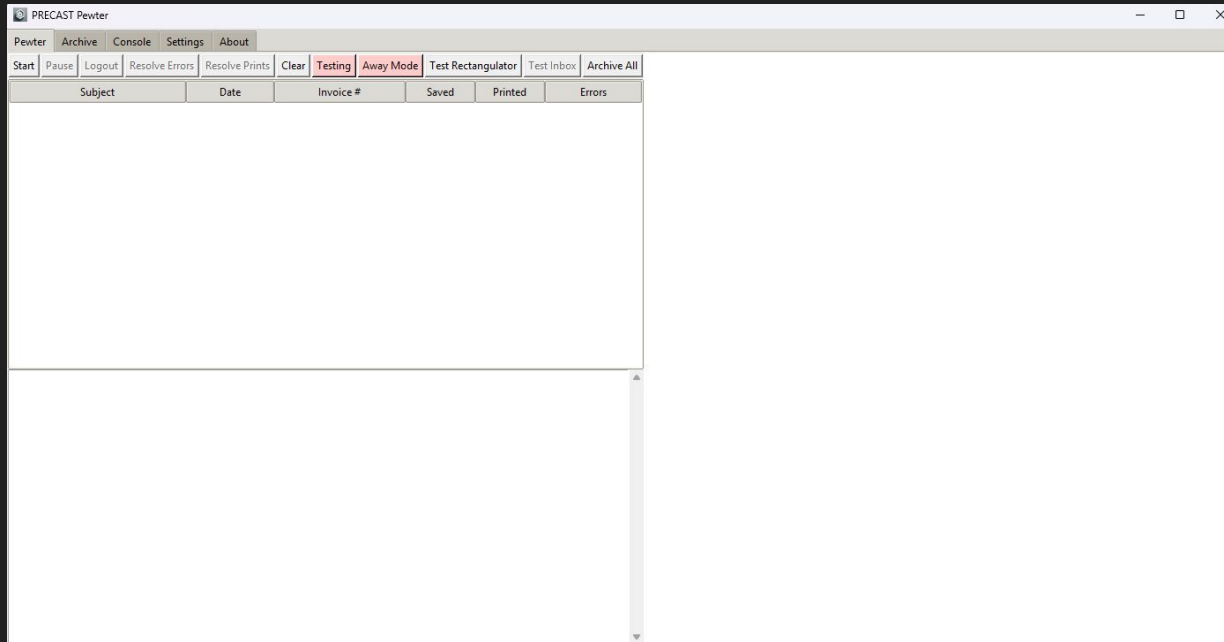
Mini-console ->

<- Plot area (Rectangulator)

- The first button is the Start button, which will connect the program to the email and begin waiting for incoming emails.
- Next are the Pause and Logout buttons which will freeze the process or logout of the email, essentially turning the program off.
- The next two are Resolve Errors and Resolve Prints, which will move emails from the Error and Need Print inboxes to the main inbox where they will be reprocessed. Emails are moved to these inboxes if an error occurred while they were originally being processed.
- The Clear button simply clears the mini-console.
- The Testing and Away Mode buttons are toggleable options. Testing will make the program refrain from printing and use a different folder for templates and invoices. Away Mode will refrain from using the rectangulator and will print and save every file and move the email to the Away inbox.
- Test Rectangulator will show a test invoice in the plot area, and Test Inbox will send a test email to the inbox. Both of these won't print or save anything.
- Lastly Archive All will move all invoices from the list area to the archive.

| Pewter | Archive | Console | Settings | About |

| Start | Pause | Logout | Resolve Errors | Resolve Prints | Clear | Testing | Away Mode | Test Rectangulator | Test Inbox | Archive All |

Subject	Date	Invoice #	Saved	Printed	Errors

Here is an example of the invoice detail list. Every PDF found will be given its own row and will display information about if it has been saved or printed. If the row is green, the invoice is finished processing and can be archived by double left-clicking, or by pressing Archive All. If the row is yellow, it is still being processed, which it is either currently being displayed in the plot area or waiting to be displayed. If the row is red, an error occurred and you will have to look in either the mini-console or console tab to see the problem.

| Start | Pause | Logout | Resolve Errors | Resolve Prints | Clear | Testing | Away Mode | Test Rectangulator | Test Inbox | Archive All |

Subject	Date	Invoice #	Saved	Printed	Errors
FW: Invoice 9676393-1 from Rob's Au	08-12-2025	Not Invoice	Yes	Yes	
Test	08-12-2025	pdf-sample_0.pdf	No	No	

Here is an example of the mini-console in action. The color of each message is relatively arbitrary, but green things are typically good, yellow may be a warning, and orange and red are bad. Blues are mostly unimportant and just show what the program is currently doing, and purple means the message is related to the Rectangulator (the thing that shows the invoices on the right).


```
Moved email 'FW: Linde U.S. Einvoice Delivery 51376378 PO: MARIO' from INBOX to Invoices.
 Processing 0 PDF(s) for email 'FW: Linde U.S. Einvoice Delivery 51376378 PO: MARIO'
 Processing 1 PDF(s) for email 'FW: invoice 36312'
Template required for Atlantic Precast Concrete 36312.pdf
Please reselect rectangles
Moved email 'FW: invoice 36312' from INBOX to Invoices.
Created new invoice file 08-05-25_36312.pdf -- 08-12-2025 16:12:00
Printed 08-05-25_36312.pdf.
Archiving 14 items.
Reconnected to precast -- 16:20:59 08-12-2025
No new emails - 16:22:21 08-12-2025
```

Here is an example of the Rectangulator in action (the right side of the program). The top gives instructions on what to do. If you try to draw a box around a piece of text but no text appears in the confirmation screen, you must manually type in the filename. Unfortunately not all PDFs have real selectable text, specifically ones that have been scanned. Emails sent from the office scanner will automatically unselect the print option.

- Draw boxes around Company Name, Date, and Invoice (in that order)
- Company Name can be any piece of text unique to that vendor
- Right click to verify and save
- Print and Save button only apply when pressing Not An Invoice

Enter Filename Manually (mm-dd-yy_invoice#)

Submit

Not An Invoice

Print? Save?

This covers the primary functionality of Pewter. As the operator of this program your job is very simple. Open the program and press start. Whenever you see an invoice appear in the plot area on the right, follow the instructions and draw the 3 boxes. If the confirmation page shows that you didn't select anything, manually type the filename according to the instructed format. If you see a message in the mini-console saying there is an email in the Errors or Need_Print inbox, press the corresponding resolve button at the top.

It is also worth periodically checking the invoice folder for files that slipped through the cracks, I recommend using the InvoiceViewer program to quickly search for correct invoice names and dates
T:\Titan_Inbox\AP_Emailed_Invoices

Vendor statements are also sent to the email, and should be saved and filed in
T:\AP\Vendor Statements

If you encounter an issue or have any questions or suggestions,
please contact jmwesthoff@atlanticconcrete.com