

# Corporate User Manual: AutoZowie Tool

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## Overview

The AutoZowie tool automates sending emails using Zowie's web interface. This document provides step-by-step instructions for setting up and using the tool, including installing necessary dependencies like Selenium.

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## Prerequisites

Before you begin, ensure the following:

- A working Python environment (Python 3.x, should be pre-installed).
  - Google Chrome installed on your system.
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## Step 1: Install Required Tools

### 1. Install Python Packages

1. Download files `autozowie_release.py`, `INIT_AUTOZOWIE.bat`, `RUN_AUTOZOWIE.bat`, `recipients.xlsx`, `autozowie.conf` and put them all in one folder
  2. Run file `INIT_AUTOZOWIE.bat`, delete it afterwards as it needs to be run once
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## Step 2: Configure the Tool

### 1. Update the Configuration File (`autozowie.conf`)

The `autozowie.conf` file specifies locators, file paths and your login credentials. Ensure that you fill them before running the program:

```
{
  "web": {
    "url": "https://iaggbbs.app.getzowie.com/",
    "passwd": "secretpassword",
    "email": "john.smith@iaggbbs.com"
  },
}
```

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### Step 3: Prepare the Input Excel File

1. Prepare Excel file (recipients.xlsx) with the following columns:

- Column A: Recipient email addresses.
- Column B: Purchase Order (PO) numbers.
- Column C: Invoice numbers (references).
- Column D: Paths to the invoice files to attach.

**Note:** All backslashes in column D have to be doubled, e.g.  
C:\Users\uXXXXXX\doc.pdf -> C:\\Users\\uXXXXXX\\doc.pdf

**Tip:** In order to get path to a file, right click it while holding shift and select “Copy as path” option from the context menu

2. Save the file and close it – that’s mandatory, as Excel will keep it locked otherwise so script won’t be able to access it.

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### Step 4: Run the Script

1. Run RUN\_AUTOZOWIE.bat (at this point I assume you have everything in the same folder)

### Step 5: Tool Workflow

The script performs the following steps:

1. New Chrome window should appear and open Zowie login page
  2. Script logs you in automatically using credentials provided by .conf file
  3. Once you log in, script will take care of the rest
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**Notes**

- This tool sends emails automatically. Use it responsibly.
- Ensure all inputs in the Excel file are accurate to prevent errors.

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For further assistance, contact Krzysztof Kwak on Teams