**Instructions on using the script “Email Sorter”:**

This script will search for all emails in Outlook from a DBYD request, based on the DBYD request number, and save any PDF’s to a nominated folder.

* Before using the script, ensure that the computer running the script is using Windows, and has Outlook running
* Note that the script may have issues if multiple mailboxes are setup in Outlook
* Run the DBYD\_email\_sorter.exe to run the script
* When prompted, enter the DBYD request number
* Then when prompted, select the folder for the PDF files to be saved into
* The script will then search Outlook for any emails that have the DBYD request number either in the email subject or email body.   
  Any emails that match this criteria will be searched for attachments, and the attachments saved in the designated output folder.
* Any files saved will be prefixed by the company name, based on the domain of the sending email address.
* Once the email attachments have been saved, the emails are deleted from the user’s inbox
* If any DBYD asset owners that are not in the current list of owners are found, it will have an incrementing name of “ASSET\_OWNER\_X” where X is an incrementing number based on the number of unknown asset owners encountered.   
    
  Additional asset owners can be entered into the .CSV file “DBYD\_asset\_owners.csv”, the first column should be the email address domain (everything after the @ symbol of an email address), and the second column to be the company name (without spaces, use underscores if required).  
    
  \*\* Note \*\* Updating the .csv file will update it for all users of the script file, so if a user encounters a DBYD from a new Asset owner / source then updating the .csv file will help all users of the script.