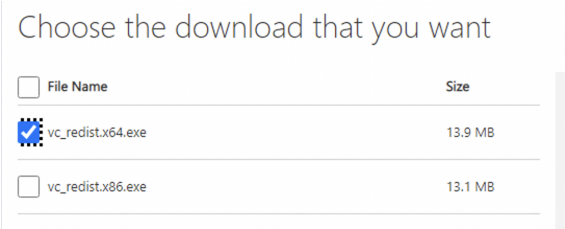
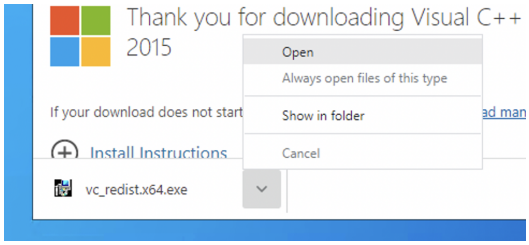
1. The first thing you'll need to install is an update to Windows called **Visual C++ Redistributable for Visual Studio 2015**. You can download this using the following link:

   https://www.microsoft.com/en-gb/download/details.aspx?id=48145

   When asked, select the **vc_dedist.x64.exe.**



   Open the .exe file that downloads and follow the onscreen instructions to install

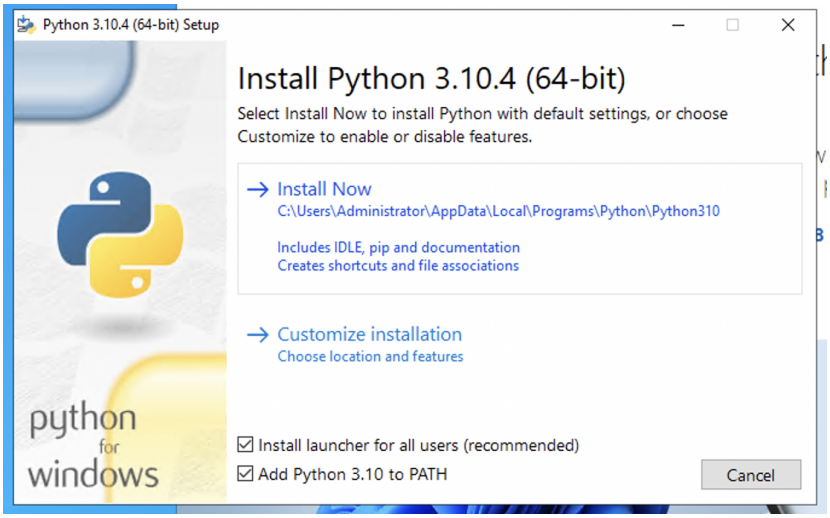


   Note: It is possible you already have this, or a newer update installed. If this is the case Windows will warn you and you can skip this step.

2. Next you need to install Python. Python is the programming language the script has been made with. This can be downloaded from here.

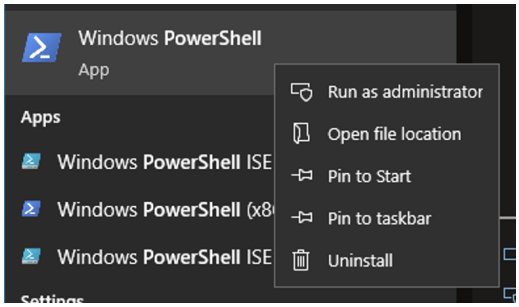
   https://www.python.org/ftp/python/3.10.4/python-3.10.4-amd64.exe

   Run the python installer.



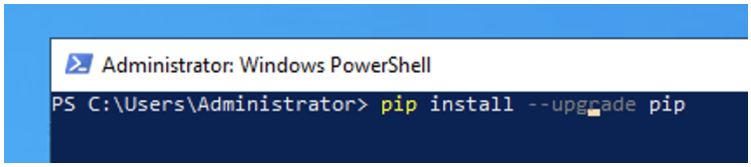
Make sure to tick the box at the bottom of the menu that says **Add Python 3.10 to Path** and then click on **Install Now**

3. Click on the Start button in Windows and type **Powershell**. Right-click on **Windows PowerShell** and select **Run as administrator**



Type the following command (copy & paste) into Powershell and hit enter:

```
pip install --upgrade pip
```



Once pip has finished updating, please enter the following command (copy & paste).

```
pip3 install tk opencv-python keyboard pytesseract pdf2image
```

Note, if you get errors with the last command, please try re-running pip separately. I.e:

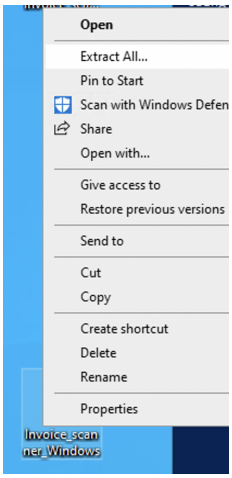
```
pip3 install tk
pip3 install pdf2image
```

4. Now you need to download the script from github. Please download from this link, and click **download** in the right hand corner:

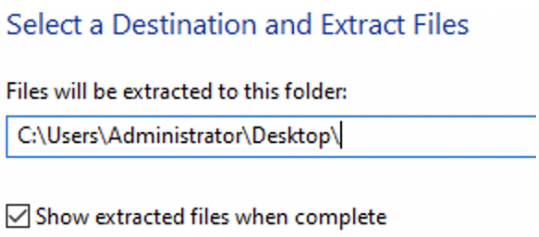
https://github.com/ohgaction/service_charge_scanner/blob/main/downloads/Invoice_scanner_Windows.zip

Once the .zip file is downloaded, please move or copy it to the desktop

Right click on the .zip file and select Extract All



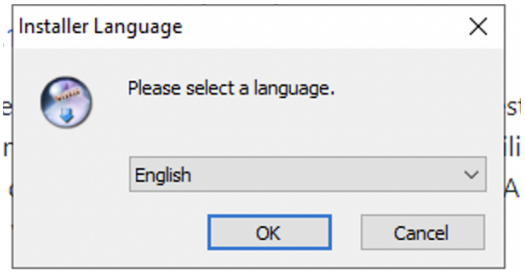
Please delete the end of the path which says **Invoice_scanner_Windows**. The address will be extracted to will look like the below example, with **Administrator** replaced with *your* **username**



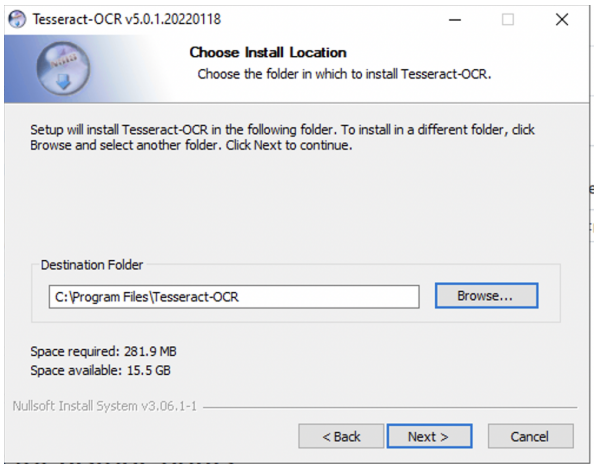
5. You need to install Tesseract. This is the actual OCR software that is used by the script to read text from images. You can download tesseract from the following link:

https://digi.bib.uni-mannheim.de/tesseract/tesseract-ocr-w64-setup-v5.0.1.20220118.exe

Please open the .exe file that is downloaded and follow the instructions



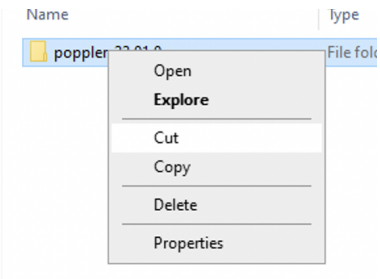
Please make sure to install Tesseract into the default location (C:\Program Files\Tesseract-OCR)



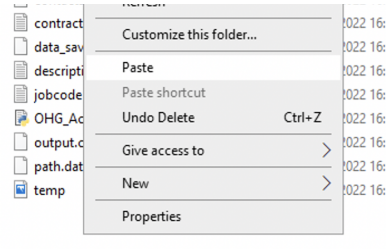
6. Now you need to install poppler. This is software which converts PDF files to image files. We use poppler to convert PDFs into JPEG files temporarily so that the OCR software can read them. Please use this link to download poppler:

https://github.com/oschwartz10612/poppler-windows/releases/download/v22.01.0-0/Release-22.01.0-0.zip

Once the .zip file is downloaded, please open it. Right click on the folder called **poppler-22.01.0** and click **cut**

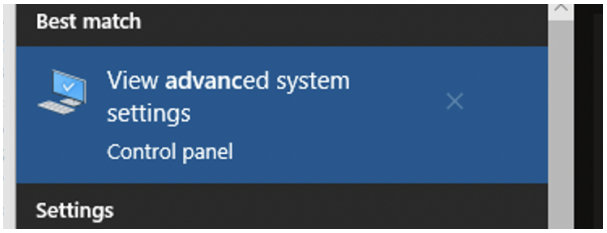


Now navigate to your Desktop, where we put the script folder. Please open the folder called **Invoice_scanner_Windows**. Now right-click and select **Paste**

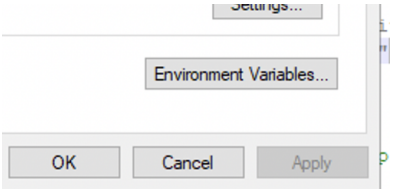


7. The final step is to set an environmental variable. This is so that poppler will work from the command line, and permit the script to run.

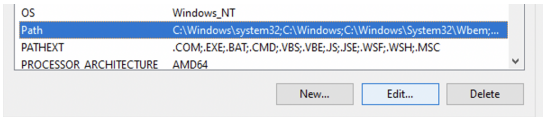
   Click on the start menu and type **View Advanced System Settings**. Open this



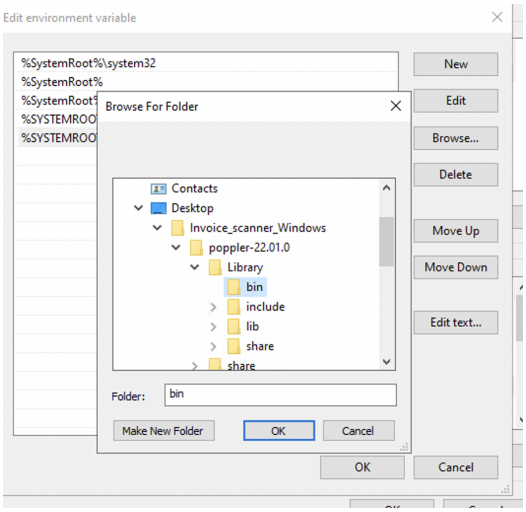
   In the bottom right of the menu, select **Enviroment Variables**



   In the bottom half of the next window, highlight **Path** and select **Edit**

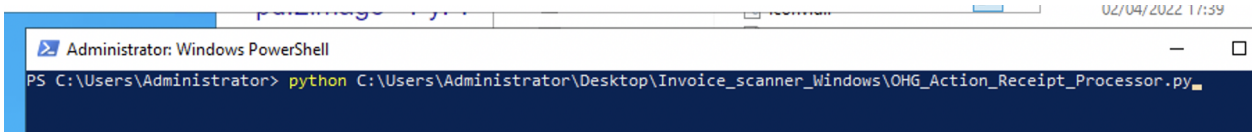


   Click **New** and then **Browse** to the following directory (as per the screenshot below)
   Desktop > Invoice_scanner_Windows > poppler-20.01.0 > Library > bin



Click Ok. Make sure to close PowerShell if it's open

8. Relaunch PowerShell from the start menu, right clicking again to launch it as an Administrator. Type 'python' making sure to leave a space. Next drag the file called **OHG_Action_Receipt_Processor.py** from the **Invoice_scanner_Windows folder** on your desktop into the PowerShell window. This should look something like this:



Press Enter and the script should run