**Automating e-mail generation process for new order processing.**

We have a total of 3 outlook sales account which handle the processing of purchase orders. Whenever a new purchase is done, a standard email is generated and it is received in one of these 3 accounts. The mail subject reads as ‘POXXX : Your Order is Approved’ Along with this an Excel file is generated with the name as the PO Number (e.g. PO001.xlsx) which includes the details such as to whom this mail is to be sent. (e.g. TO, CC, BCC, Comment). A person then manually goes through each mail, checks if the corresponding excel file is generated, and if it is there, the mail is sent to respective audience. If the mail is received in SaleAccount2 then, Mail Sale account is added in the BCC by default. The mail also needs to be updated with a general comment which links to the latest offers page. This comment is added as a pretext. We want to automate this process.

Plan of action:

Create a config file with following details

1. List of account names to be processed.
2. List of folder name which will receive these mails.
3. Name of Main Sale account.
4. Pretext Comment
5. Location where the PO excel files are stored

We will process each folder one by one. First, we will process account 1. We will fetch the list of all the mails which have the PO number in the mail subject. We will then iterate through each mail. We will check if the Excel file is generated for current PO number. If it is present, we will fetch the details from this excel file and update the mail with these details. Once all the mails from account 1 are processed, we will move to account 2. We will follow the same process for this account. However while setting BCC we will add Main Sale Account as BCC as well. Once all mails from account 2 are processed we will move to account 3. At last, when all the 3 accounts are processed, we can end the process.