PuroPost Daily Report Documentation

### Shared PuroPost folder location:

[\\PICER-DEV-APP01\ITTeamProjectsPIDEV2\Farmingdale](file:///\\PICER-DEV-APP01\ITTeamProjectsPIDEV2\Farmingdale) IT Team Share\Reports\PuropostDailyReport

### Steps for running the PuroPost Daily Report:

* Daily email is sent from “Purolator Reports” with the attachment: PuroPostTrendReport.xlsx

Save this attachment to the shared PuroPost folder

* Daily email is sent from Mike Ogletree with the attachment: ppdVolumeDetail.csv

Save this attachment to the shared PuroPost folder

* On the shared folder, delete the prior PuroPostTrendReport.**xls** (windows 97 version) file.
* Open PuroPostTrendReport.**xlsx** file and save as .**xls** file
* Run the PuroPostWindowsApp application and click the *PuroPost* button

This will append data to the xls file and email it out to the email addresses in the app.config file.

### Additional Notes:

* When this report is run for the first time during a new month, the code must be changed to add a column for the new month.

Look for the comment: //Copy this code for next month first day//

* Note: for testing, remove all the email addresses except your own.
* When running more than once is necessary, open the xls file and remove the added rows (in gray) on the first tab, or they will be added a second time OR delete the xls file and save the xlsx as xls again.