1. When you start the application, you will see a window that has four button options
   1. Start
      1. Starts the conversion process, reads all the files in the input folder
      2. Converts them into MPulse ready work order format
      3. These work orders are written into the output file
      4. Moves all the reports to an archive folder
      5. Some important things to note:
         1. The application currently does not check for duplicate reports so if you put in two of the same report, it will create two separate work orders
   2. Archive
      1. Archives the data currently in the output file into another excel file in the output archive folder within the archive folder
   3. Settings
      1. You can change the file and folder paths in the first tab
      2. Open the excel file with all the specific converter app information to modify it
   4. Quit
2. The AppInfo excel file is very important. It needs to be in the application folder for the program to run. Changing the tab names might cause an error while running the application but you can change most of the information in the tabs. It has the following tabs:
   1. File Locations: All the types of files necessary and their locations. Try not to change the file type/name and only modify the file paths if necessary.
   2. Vendor General: Contains all the basic information about the contractors. New contractors can be added to the list but changing the field names and number of fields may cause a problem
   3. WO Type: Contains the table that connects values like Priority, Task ID, Planning, Outage type to the work order type that can be obtained from a report. More records can be added but changing field header names and/or the number of fields may cause problems.
   4. The individual vendor information tabs:
      1. These contain the field header names as well as alternate names that can be found in the report to make it easier to find information from a report.
      2. If the field label/header name changes in a report, it should be added as an alternate name.
      3. Fields can be added and removed as necessary.
      4. The number in the first row indicates the number of rows of field labels/header names.
      5. If any rows are removed or added, please change the number to reflect this change.