**README: Data Source Preparation Tool**

**Introduction**

This tool is designed to streamline the process of creating a data source for mail merge, which will notify concerned managers about their employees who have either left or changed positions. The tool automates tasks previously handled through a Qlik Sense dashboard, allowing your team to run the process independently without needing Python knowledge.

**Requirements**

**Input Files**

1. **GHA Files (Previous Month and Current Month)**
   * **Sheet Name:** Headcount - Employee Detail
   * **Required Columns:**
     + BF Level 2 Name
     + Position Number
     + Employee ID
     + Employee Name
     + Employee Business Email Address
     + Global Career Band
     + Functional Manager Employee ID
2. **Issues File**
   * **Required Columns:**
     + Issue Owner
     + Issue ID
     + Issue Title
     + Issue Status

**Running the Tool**

* Ensure that the input files mentioned above are prepared with the exact sheet and column names.
* Run the executable file. The tool will prompt you to select the necessary files through a user-friendly interface.
* The tool will process the data, identify leavers and position changers, match them with control items, and compile the final dataset.

**Important Notes**

* **Consistency:** The sheet names and column names must match exactly as mentioned above to avoid any errors during processing.
* **Performance:** The first time you run the executable, it may take longer as it sets up the necessary Python environment. Subsequent runs will be faster.
* **Output:** The final dataset will be organized into separate sheets, as required, and saved in the Output folder in your working directory.

**Support**

For any further queries or changes required, please contact: akak@gnm.colm.