**Covid RFI latest version 4 (January 2021)**

XLSX format x 2 files (Leading and Complementary Templates) with following features:

* Protected sheet on password for locked cells
* Coloured user-writable cells in columns A, B, G, H x 13 and 57 questions
* Pulldown menus for date and supplier name using columns AA and AB for row 2
* Auto-duplicate row 2 in rows 3 to end for columns A and B
* Popup messages
* Limited column types
* Limited value ranges
* Limited scroll using Freeze Pane (leading template as complementary is too long and wide to scroll lock)
* Conditional formatting (not in this version)
* Reference number column to filter on easy values
* Defined missing values as empty ‘’ so searched for ‘ ‘ spaces and removed them to keep column as numerical format rather than string
* Widths of column and visible screen designed for easiest use

Commands can be found in Excel under File or Format –> Protect, Home –> Conditional Formatting, Home –> Format Cell, Formulas –> Name Manager, Data –> Validation, Review –> Protect Sheet, View –> Freeze Pane, etc.

Contacts: Monica Gandolfi, Lewis Edgar and team

Process:

* Submissions get pre-checked by the business using Outlook, Huddle and Excel and they save each supplier’s checked submissions to the K: drive
* Note: any editing of date values will change their format to the default regional settings of the person’s Surface Pro or Dragonfly image so many issues were changes to multiple versions of dates including US. Recommend for future work that DDaT IT consider this when creating images and always set Windows to UK
* The COVRFI2.PY script reads the submission files from the K: drive and saves collated, filtered and cleaned output to personal H: drive which I then copy to [\\lonfs01\dept\Shared](file:///\\lonfs01\dept\Shared) as K:\User Centred Data Services\Beta\retail\_data\covid\_19\_rfi\New RFI\Aggregation\submissions\ and choose/create that submission date’s subfolder
* The current version of the script is not written to be run in full but contains sections for different tasks:
  + Lines 22-74 loop ingest for a FULL run
  + Lines to 293 are separate tests of data integrity
  + Lines 297-362 loop ingest for a filtered EUK run
  + Lines to 376 test this data
  + Lines 380-393 loop ingest for a filtered CAB run
* EUK filters suppliers for Energy UK opt in/out settings based on the values of the ‘skipeuk’ variable
* CAB filters questions for Citizens Advice Bureau report based on the values of the ‘qnumber’ variable
* Ghost code is left in to show previous values or alternate commands
* Runs are full rather than incremental as we wanted to catch late or resubmissions with every run
* I also produce a heat map to track submissions
* Note: both the network drive timeout and the plans to decommission K: and N: drives will affect this in the future
* I then email the retail team to check the output before further analysis
* Currently, analysis is completed by the business in Excel. Python plots, Power-BI visuals and/or ingestion into the platform may be requested in the future depending on file size and retail plans

Contingency:

In August 2021, I designed a 31 row version of the question set to be ready to send out if Monica deems it necessary. Adaptation of the script may be necessary to fit the returned data.