**New Retail RFIs for PPM & Microbusiness (September 2021 for Q1 2022)**

XLSX format x 3 files (PPM, Micro-elec, Micro-gas Templates) with following features:

* Protected sheet on password for locked cells
* Coloured user-writable cells in columns A, B, G, H x 30 and 158 - 9 questions
* Pulldown menus for date and supplier name using columns AA and AB for row 3
* Auto-duplicate row 2 in rows 3 to end for columns A and B
* Popup messages
* Limited column types
* Limited value ranges
* No scroll / Freeze Pane as too wide
* Conditional formatting (columns H ?= I+J+K)
* 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.

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Process:

* **To be confirmed** as only starting Q1, 2022 but presumably similar to previous:
* Submissions will get pre-checked by the business using Outlook, Huddle and Excel
* 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
* New script should be similar to COVRFI2.PY including 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
* 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. Potential transfer to webform / Sharepoint Online.