

6-Way Documentation

All File names, Sheet Names (where specified), File Types and Column names should be as per the following information provided.

Requirements:

1. *Deferred File*

Old file Name: Deferred Onboarding_Interns _ Campus Joiners

File Name Required: **'Deferred'**

File Type: **'xlsx'** / 'Microsoft Excel Worksheet'

Columns - ['Tiger Email ID', 'Status']

2. *Infosec File*

Old file Name: EmployeeReportforInfosec_26-06-2023

File Name Required: **'infosec'**

File Type: **'csv'** / 'Microsoft Excel Comma Separated Values File'

Columns - ['Employee Id', 'Current Country', 'Full Name', 'Official Email Id', 'Date Of Joining', 'Date Of Exit', 'Employment Status']

3. *Contractor File*

Old file Name: Onshore Contractor Master

File Name Required: **'contractor'**

Sheet Names: ['Active', 'Terminated']

File Type: **'xlsx'** / 'Microsoft Excel Worksheet'

Columns - ['Contractor ID', 'GEO', 'Full Name', 'Official email ID', 'DOJ/Contract Start date']

4. *US Employee Database File*

Old file Name: US Employee-database-shared

File Name Required: **'us_database'**

Sheet Names: ['US-CN', 'Term']

File Type: **'xlsx'** / 'Microsoft Excel Worksheet'

US-CN sheet Columns - ['ID', 'Geo', 'Full Legal Name', 'TA Email', 'Date of Joining']

Term Sheet Columns - ['TA id', 'geo', 'Full Legal Name', 'TA email', 'Date of Joining', 'Termination date']

5. *Gmail File*

Old file Name: Gmail

File Name Required: **'Gmail'**

File Type: **'csv'** / 'Microsoft Excel Comma Separated Values File'

Columns - ['First Name [Required]', 'Last Name [Required]', 'Email Address [Required]', 'Org Unit Path [Required]', 'Status [READ ONLY]', 'Employee ID']

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6. MDM File

Old file Name: MDM

File Name Required: '**MDM**'

File Type: '**csv**' / 'Microsoft Excel Comma Separated Values File'

Columns - ['Device Name', 'Name', 'Email', 'Status']

7. AD India Employees File

Old file Name: 26 June 2023_India Employees

File Name Required: '**india**'

File Type: '**xlsx**' / 'Microsoft Excel Worksheet'

Columns - ['Name', 'Type', 'Description', 'E-Mail Address']

8. AD India Restricted Employees File

Old file Name: 26 June 2023_India Restricted Access(Interns)

File Name Required: '**india_restricted**'

File Type: '**xlsx**' / 'Microsoft Excel Worksheet'

Columns - ['Name', 'Type', 'Description', 'E-Mail Address']

9. AD SGP Employees File

Old file Name: 26 June 2023_SGP Employees

File Name Required: '**sgp**'

File Type: '**xlsx**' / 'Microsoft Excel Worksheet'

Columns - ['Name', 'Type', 'Description', 'E-Mail Address']

10. AD UK Employees File

Old file Name: 26 June 2023_UK Employees

File Name Required: '**uk**'

File Type: '**xlsx**' / 'Microsoft Excel Worksheet'

Columns - ['Name', 'Type', 'Description', 'E-Mail Address']

11. AD US Employees File

Old file Name: 26 June 2023_US Employees

File Name Required: '**us**'

File Type: '**xlsx**' / 'Microsoft Excel Worksheet'

Columns - ['Name', 'Type', 'Description', 'E-Mail Address']

12. AD Canada Employees File

Old file Name: 26 June 2023_India Employees

File Name Required: '**canada**'

File Type: '**xlsx**' / 'Microsoft Excel Worksheet'

Columns - ['Name', 'Type', 'Description', 'E-Mail Address']

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13. *Biometric File*

Old file Name: 26.06.2023

File Name Required: '**bio**'

File Type: '**xlsx**' / 'Microsoft Excel Worksheet'

Columns - ['EmployeeCode', 'EmployeeName', 'DeviceCode', 'Company', 'Department',
'Location', 'ShiftRoaster', 'Status', 'DOR']

Libraries required to run the code:

Python : 3.7 versions

Installation of libraries :

- pip install numpy
- pip install openpyxl
- pip install xlrd==1.2.0S
- pip install pandas==1.0.5