# How to format the excel data:

## Staffs:

|  |  |  |
| --- | --- | --- |
| **Header** | **Input Details** | **Remarks** |
| Address | House address |  |
| Bio | Description of staff | Leave empty if there is none |
| contact\_num | Contact number |  |
| Date\_joined | Date the staff joined aphasiaSG | YYYY-MM-DD |
| Dob | Date of birth | YYYY-MM-DD |
| Email | Email address |  |
| Role | Role of the staff | Only allowed 4 options:   * core\_team * core\_volunteer * intern * admin |
| Gender | “M” or “F” |  |
| is\_active | Is the staff with aphasiaSG? | TRUE if yes else FALSE if no |
| Is\_speech\_therapist | Is the staff a speech therapist? | TRUE if yes else FALSE if no |
| languages | Languages the staff understand | Separate each language with a comma “,” |
| name | Name of staff |  |
| nickname | Nickname of staff | Leave empty if there is none |
| profession | Profession of staff |  |
| supervisors | The supervisor attached to the staff | A number representing the row number of the supervisor, separate each supervisor with a comma “,”  Leave empty if there is none, see example for more details. |
| ws\_place | Location of work/study place |  |

## Volunteers:

|  |  |  |
| --- | --- | --- |
| **Header** | **Input Details** | **Remarks** |
| Address | House address |  |
| Bio | Description of volunteer | Leave empty if there is none |
| channel | The channel the volunteer found out about aphasiaSG | Only some options are available, see the pwas and volunteer excel to view the list of options available  Leave empty if there is none |
| conent | Was marketing consent given? | TRUE if yes else FALSE if no |
| contact\_num | Contact number |  |
| Date\_joined | Date the volunteer joined aphasiaSG | YYYY-MM-DD |
| Dob | Date of birth | YYYY-MM-DD |
| Email | Email address | Leave empty if there is none |
| Gender | “M” or “F” |  |
| name | Name of volunteer | Leave empty if there is none |
| notes | Notes attached by staffs | Leave empty if there is none |
| Is\_speech\_therapist | Is the staff a speech therapist? | TRUE if yes else FALSE if no |
| nickname | Nickname of volunteer | Leave empty if there is none |
| profession | Profession of volunteer |  |
| Rejected\_date | The date the volunteer was rejected from being a volunteer | YYYY-MM-DD  Leave empty if there is none |
| status | Current status of the volunteer | Only 4 options are available:   * Approved * Pending Approval * KIV * Rejected |
| Status\_reason | Reason for the status should it be KIV or rejected | Leave empty if there is none |
| vol\_languages | Languages the volunteer understand | Separate each language with a comma “,” |
| vol\_voltypes | Is the volunteer currently doing a project and/or are they a befriender | Only two options are available:   * Befriender * Project\_Volunteer   If they are both, separate each type with a comma “,” |
| ws\_place | Location of work/study place | Leave empty if there is none |

Notes:

* Manual adding of IC/supervisor attached to each volunteer is required via the website.
* Manual adding of volunteer to each project and befriender is required via the website.

## PWAS:

|  |  |  |
| --- | --- | --- |
| **Header** | **Input Details** | **Remarks** |
| Address | House address |  |
| Bio | Description of PWA | Leave empty if there is none |
| channel | The channel the PWA found out about aphasiaSG | Only some options are available, see the pwas and volunteer excel to view the list of options available |
| conent | Was marketing consent given? | TRUE if yes else FALSE if no |
| contact\_num | Contact number |  |
| Date\_joined | Date the PWA joined aphasiaSG | YYYY-MM-DD |
| Dob | Date of birth | YYYY-MM-DD |
| Email | Email address | Leave empty if there is none |
| Gender | “M” or “F” |  |
| name | Name of PWA |  |
| notes | Notes given by staffs | Leave empty if there is none |
| Comm\_mode | Mode of communication to the PWA |  |
| Comm\_diff | Communication difficulties the PWA has |  |
| contact\_status | Has the PWA been contacted | Only 3 options are available:   * Not Contacted * Contacted * Contacted but no response |
| hospital | Name of PWA’s hospital | Leave empty if there is none |
| languages | Languages the PWA understand | Separate each language with a comma “,” |
| Last\_contact\_details | When the PWA was last contacted | Leave empty if there is none |
| Media\_engagement\_details | Details of any engagement with the media | Leave empty if there is none |
| Media\_willingness | Is the PWA willing to engage with the media? | TRUE if yes else FALSE if no |
| nok | PWA’s next of kin/therapist details | Next of kins are separated by a pipe “|”  Each next of kin has the following details in order:   * Name * Contact Number * Email * Relationship to PWA   Each detail is separated by a comma “,”  Leave empty if there is none  See pwas.xlsx for more details |
| Speech\_therapist | Name of speech therapist | Leave empty if there is none |
| Stroke\_date | Date the PWA had their last stroke | Leave empty if there is none |
| wheelchair | Does the PWA required a wheelchair | TRUE if yes else FALSE if no |

Notes:

* Manual adding of PWA to each project is required via the website.

## Projects:

|  |  |  |
| --- | --- | --- |
| **Header** | **Input Details** | **Remarks** |
| title | Name of project |  |
| Owner\_id | The number of the staff who owns the project | A number representing the row number of the staff in the staffs.xlsx |
| Description | Description of the project |  |
| voltypes | Type of volunteer needed for the project | Only 2 options are available:   * Befriender * Project\_Volunteer   Use Project\_Volunteer if it is any other project except “Befrienders”  Use Befriender if the project is only for Befrienders |

Notes:

* Manual adding of PWAs, Volunteers and Staffs to each project is required via the website.
* Manual adding of PWAs befriended to Volunteers and Staffs in the project “Befriender” is required via the website.

## Recurring:

|  |  |  |
| --- | --- | --- |
| **Header** | **Input Details** | **Remarks** |
| day | Day of the week the event occurs | 0 represents Monday  6 represents Sunday |
| week | The week the event occurs | Only used when frequency is “Monthly”,  1 represents 1st week of the month  4 represents 4th week of the month  -1 represents last week of the month |
| interval | How often is occurs, once every X week/month | If frequency is “Weekly” and interval is 1 then the event happens every week.  If frequency is “Weekly” and interval is 2 then the event happens every 2 weeks/biweekly.  If frequency is “Monthly” and interval is 1 then the event happens every month.  If frequency is “Monthly” and interval is 12 then the event happens every year. |
| name | Name of the event |  |
| frequency | How often the event reoccurs | Only 2 options are available:   * Weekly * Monthly |
| Start\_date | Start date of the event | YYYY-MM-DD |
| End\_date | End date of the event | Leave empty if it repeats infinitely |
| Start\_time | Start time of the event | HH-MM-SS |
| End\_time | End time of the event | HH-MM-SS |
| Project\_id | Project tied to the event | A number representing the row number of the project in projects.xlsx |
| INFINITE | Does the project repeat infinitely | TRUE if yes else FALSE if no |
| note | Notes attached to the event |  |

Notes:

* Manual adding of PWAs and Volunteers to each recurring event is required via the website.
* Adding a recurring event adds an event that repeats

## Events:

|  |  |  |
| --- | --- | --- |
| **Header** | **Input Details** | **Remarks** |
| name | Name of the event |  |
| Start\_time | Start time of the event | HH-MM-SS |
| End\_time | End time of the event | HH-MM-SS |
| Project\_id | Project tied to the event | A number representing the row number of the project in projects.xlsx |
| note | Notes attached to the event |  |
| date | Date of the event | YYYY-MM-DD |

Notes:

* Manual adding of PWAs and Volunteers to each event is required via the website.
* Adding an event adds an event that occurs once

# How to run the bootstrap:

1. Install python ([link](https://tutorialdeep.com/python/install-python-windows/))
2. On your desktop, press start & search “cmd”
3. Launch the program “Command Prompt”
4. Type “pip install requests” & enter
5. Once it loads finish, type “pip install pandas” & enter
6. Copy the path name where bootstrap.py is at
7. In the command prompt, type “cd “ and paste your path
8. Type “python bootstrap.py”