Using the Y2Y Shift Assignment Code in JuliaBox

# Using JuliaBox for the First Time

1. Go to [www.juliabox.org](http://www.juliabox.org).
2. Sign in via LinkedIn, GitHub, or Google.
3. Create a new folder to hold the code and the associated files.
   1. Click on the **New** dropdown menu in the top right corner of your screen.
   2. Select **Folder** from the dropdown menu.
   3. Rename the newly created **Untitled Folder** by clicking the checkbox to its left and then clicking the **Rename** button that appears above.
   4. You can name it whatever you like, but I recommend “Y2Y Shift Assignment”
4. Enter the folder by clicking on its new name.
5. Upload the “Y2Y Shift Assignment.ipynb” file Garrett sent to you via email.
   1. Save the “Y2Y Shift Assignment.ipynb” attachment to your computer. It doesn’t matter where you save it, so long as you know where it is.
   2. Click on the **Upload** button in the top right corner.
   3. Navigate to the location of the “Y2Y Shift Assignment.ipynb” file, select it, and click **Open**.
   4. Click the blue **Upload** button.
6. Upload the necessary input files.
   1. The two input files are called “Individual Preferences.csv” and “Prefilled Shifts.csv”.
   2. You may be using files that Garrett sent you, or you may be using files that you created yourself.
   3. Either way, the upload procedure is the same as in the previous step.
   4. *DO NOT* rename the files. The code expects them to be named *exactly* as described above, and will throw an error if they are not.
7. Open the “Y2Y Shift Assignment.ipynb” file by clicking on its name.
8. Read the introduction and follow the instructions contained therein.

# Using JuliaBox on Subsequent Occasions

1. Go to [www.juliabox.org](http://www.juliabox.org).
2. Sign in via LinkedIn, GitHub, or Google.
3. Enter the folder you created previously for the Y2Y Shift Assignment code and associate files.
4. Upload any new “.ipynb” files you might have received from Garrett, deleting the files they replace.
5. Upload any updated “Individual Preferences.csv” or “Prefilled Shifts.csv” files.
6. Open the “Y2Y Shift Assignment.ipynb” file by clicking on its name.
7. Read the introduction and follow the instructions contained therein.

# Inspecting the Output

1. The “Y2Y Shift Assignment.ipynb” code will produce two files in your JuliaBox folder:
   1. “Shift Focused Output.csv”
   2. “Volunteer Focused Output.csv”
2. Save these file to your computer.
   1. On the screen where you are looking at the contents of the JuliaBox folder, the word “Files” appears twice:
      1. Once in the top left corner of your screen, right underneath the fun, colorful JuliaBox logo,
      2. Once to the right of this logo, closer to the center of your screen. This second instance of the word has a little gray symbol next to it, suggestive of “upload”.
   2. Click on the *second* instance of the word “Files”, the one in gray, with the “upload” symbol.
   3. Click on the text “Shift Focused Output.csv”.
   4. Save it to any old place you’d like on your computer.
   5. Do the same for the “Volunteer Focused Output.csv” (if desired)
3. Open the files using Excel and manipulate them as you see fit.