# Steps to prepare report

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| Step | Description |
| 1 | Open drive:  <https://drive.google.com/drive/u/6/my-drive> |
| 2 | Open products\_mpl |
| 3 | Download **sale** data:   1. Open sale from the drive 2. File > Download> Microsoft Excel (.xlsx) 3. Save file 4. File name (salemonthday) eg. sale031 5. Copy the name 6. Save 7. Go to sale.Rmd 8. Paste the copied name on line 20 |
| 4 | Download **stock** data:   1. Open sale from the drive 2. File > Download> Microsoft Excel (.xlsx) 3. Save file 4. File name (stockmonthday) eg. stock031 5. Copy the name 6. Save 7. Go to sale.Rmd   Paste the copied name on line 42 |
| 5 | Click on Knit |
| 6 | 1. On the sale.pdf report > Save as > File name (reportmonthday) eg. report031 2. Go to folder> Report> Open report031.pdf> Print |