**Installation Process (2 Ways):**

* **Python and Visual Studio Code**

1. Download Python 3.9 from the Microsoft Store.
2. Ensure pip is downloaded by going to command prompt and typing “pip help”. If it says that ‘pip’ was not recognized, it means that pip was not installed then the program will not work. However, pip is automatically installed if you download Python 3.9 from Microsoft Store.
3. Now you should install the modules from pip (Look below for instructions).
4. Download the Windows version of Visual Studio Code from <https://code.visualstudio.com/download>
5. After successfully installing it onto the device, open VS Code.
6. Go to the “Extensions” tab on the left hand side.
7. Search for “python” and install the extension that is provided by Microsoft.
8. Restart the VS Code.
9. Go to the “Explorer” tab on the left side, and then you can follow steps to run your code.

* **Only Python**

1. Simply download Python 3.9 from the Microsoft Store (not Google Chrome).
2. Ensure pip is downloaded by going to command prompt and typing “pip help”. If it says that ‘pip’ was not recognized, it means that pip was not installed then the program will not work. However, pip is automatically installed if you download Python 3.9 from Microsoft Store.
3. Now you should install the modules from pip (Look below for instructions).

**INSTALLING MODULES:**

1. Go to command prompt
2. Enter the following command: “pip install xlrd3”. Then press enter.
3. Also enter: “pip install xlsxwriter”. Then press enter.
4. Note: xlsxwriter and xlrd3 are simply the name of the modules we are installing.

**How to Use the Software:**

* Before anything, make sure the files you are reading from (“Commission spreadsheet.xls”) as well as your output excel file (“Results.xlsx”), along with the PFM logo image (“pfm.png”) is in the same folder or directory (“Daksh- Commission Calculator Project”) as where the python coding file is (“Code.py”). Ensure the names of all the files are corresponding to the ones above.

**First Way of running the code: (If downloaded both Python and VS Code)**

1. Open up Visual Studio Code (VS Code).
2. From VS Code, go to File (on the top left), and open the “Code.py” file that contains the code from the “Daksh- Commission Calculator Project” folder.
3. Once opened, on the top right corner, there will be a green triangular symbol (like a pause button), click that to run the code.
4. From there onwards, the terminal will pop up and you would have to enter all the information that is required (such as the date, names, exchange rates, etc). Press enter after you have entered each piece of info to move onto the next one.

* If there is an error where the code is not running, ensure that you are running it on the terminal. To do this, simply right on the file that contains the code that you opened up on Visual Studio Code, and click on “Run Python File in Terminal”.
* If it seems that the terminal is glitching, try killing the terminal by clicking the garbage icon (Kill Terminal) on the top right corner of the terminal window, and try running the file in terminal again.

**Another way to run the code: (If downloaded only Python)**

**NOTE: This method will work if the folder that contains all the files including the code is saved on your desktop.**

1. Go to “Code.py” file and right click to select Properties.
2. Copy the location of the file. (“C:/…….”)
3. Go to command prompt
4. Enter the following command: “cd (Location of the file)”. Then press Enter.

(cd followed by a space, then paste the location of the coding file)

1. Enter the following command: “python Code.py” (no quotation marks). Then press Enter.
2. Now you can input all the information required (date, exchange rates, names, etc). Press enter after you have entered each piece of info to move onto the next one.

* If you make a mistake while entering the information and there is an error, you can rerun the code by simply entering the command “python Code.py” again and pressing Enter.

**Errors that could occur:**

* Make sure to make a copy of the “Results.xslx” (or any other output file) if you want to keep your data, as if you were to run the program again, it will overwrite anything previously written in the “Results.xlsx” (or any other output file).
* Ensuring the output file is closed when you are running the code, else the code will give you an error.
* Other common errors can occur while inputting information into the terminal. For these, try reading the prompt given in the terminal as for the most part it will tell you where you might have inputted something in the wrong format. (Make sure there are no extra spaces added anywhere).
* If the format of information you inputted is all correct, then ensure that all the information on the “Commission spreadsheet.xls” (or any file where information is being taken from) is formatted correctly.