Step 1:

Navigate to DC Networks > Custom Reports > Locally Developed > Maryland > Services

(Disclaimer: Note that this syntax relies directly on the Maryland (Services) Locally Developed, Custom Reports. Therefore, if the report format or the data source changes, the syntax will need to be updated accordingly to reflect the data source.)

Note: All data being pulled in needs to be in .csv format.

Step 2:

Select programs of interest. For LJT that includes:

* Transitional Employment Program (TEP)
* DC Career Connections (DCCC)
* Back to Work 50+(FY19 4th Quarter)
* DC Infrastructure Academy (DCIA)
* LEAP
* FEMS (Pulled as a subcomponent, by selecting WIOA, and Local Training Accounts under programs)
* MPD (Pulled as a subcomponent, by selecting WIOA, and Local Training Accounts under programs)
* Pre- Apprenticeship

Step 3:

Select time frame for which you want data. Ideally, a quarter at a time. In this example, FY 2021 Q1.

Step 4:

Save DC Networks data pull as a .csv file

Step 5:

Assuming you have anaconda installed on your machine, if not please do so, search for Anaconda prompt, by typing “Anac..” into your search bar, and selecting anaconda prompt

Step 6:

Once there, type “cd [name of the directory containing the LJT Report syntax]” and hit enter

Step 7:

The only changes you will need to make aside from pulling fresh data, are to update date in the syntax, and to ensure your folders are set up appropriately.

The way to do this is as follows:

1. Make sure that the folder your syntax is in, has a subfolder named “data” containing the DC Networks data pull, and a folder named “wage data” containing the wage data from OIT
2. Make sure the data in these folders is in .csv format

Step 8:

In your anaconda prompt, still open, and pointed to the appropriate directory, type the 2nd of the only two commands you’ll need: “jupyter notebook” and hit enter

Step 9:

Lastly, update the first two cells of the notebook with the start date and end date of the data entered in mm/dd/yyyy format, and the financial year and quarter of the report, all in string format, ie, enclosed in double quotations.

Step 10:

You may run the syntax cell by cell by pressing “shift + enter” one cell at a time to see the output and be more methodical. Or you may navigate to the tool bar up top, click ‘Kernel>Restart & Run All’.

You will find the requisite graphs outputted to the graphs folder, and the tables for each report copied to the tables workbook under the output folder.

Bonus: It is always good practice to update the first markdown cell after the header with your name and date of reporting.

Bonus: After running your syntax, you may save the report as a pdf, by navigating to the tool bar and clicking ‘File > Download as > PDF via HTML (.pdf)’

Can store this to the ‘pdf output’ subfolder

Bonus: Check the ‘data’ subfolder for a list of all duplicates under programs, using the documented criteria. Can manually check duplicates in the data to see if the right ones have been kept.