This folder creates bundle availability windows using a script that can be imported into Civi.

Steps:

1. Go to Civi. Go to CiviCRM. Click Advanced Search. Search results with no filter. Choose export contacts. Choose only two fields: ContactID and AlexID. After downloaded, rename this file to “**contacts.csv”** and place it or replace it in this folder.

2. Go to Civi. Go to CiviCRM. Click on Reports. Click on Activities-Merrill. Go to the filter tab. Click on activity. Under Subject filter (starts with) enter the value “First Intake“ (exactly as is in quotations). After downloaded, rename this file to “**activities.csv**” and place it or replace it in this folder.

3. Next open up the python file “1.IntakeDateScript.py” with Spyder or some other python editor. Run the script and it should make a new file called **“1.OUTPUT\_intakeDates.csv”.**

4. Next open up the python file “2.WindowCalculationScript\_pyVersion.py” with Spyder or some other python editor. Run the script and it should make a new file **“2.OUTPUT\_calculated\_availability.csv”.**

5. Wait 60 seconds for the file to appear.

This file can then be imported into Civi to create Availability activities which have Availability object custom data attached. Once imported this will allow people to view when bundles are due for clients.