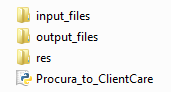
**Procura to ClientCare**

This document is a step by step instruction on how to setup and run the “Procura to ClientCare” script.

For installation of Python Environment, please refer to *Procura to RosterOn Instruction, Section 2: Install Python Environment*.

**1. Prepare the resource files**

**input\_files** is where to put the raw data file from Procura.

**output\_files** is where the final output will be located.

**res** contains Service Type Description file – DO NOT REMOVE THIS FOLDER, otherwise the app will not be able to process data as expected.

**Procura\_to\_ClientCare.py** is the executable script file for data processing.

**2. Data Process**

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| **Steps** | **Screenshots** |
| 1. Go to the folder where the initial files are kept. |  |
| 2. Save all the raw data files acquired from Procura into “input\_files” folder.  Please note, use something that is easy to remember and type in to name the files, as we need to type in the files names in the script later on. |  |
| 3. Go back to the upper level folder where contains our four initial files.  Double click on the “Procura\_to\_ClientCare” file. |  |
| 4. The script will start to run. We need to interact with it a little during the process, but most of the time, it will just do its own data process stuff and give us feedback on the screen. |  |
| 5. On the first screen, it required us to confirm that all raw data files have been put into “input\_files” folder. If you have finished step 2 in this section, press Enter to continue. |  |
| 7. Now the script will need you to type in the file name that you want to process.  Type in the file name, without the file extension, only the name, then press enter to continue adding the next file name. |  |
| 7. After one or two seconds, the script will ask you to type in a name for your output file. The program has consolidated all raw data into one output file, simply type in the name of the output file. For example, CARESYS\_NS |  |
| 8. Now you should be able to see the final output appears in the “output\_files” folder, as well as a “AR\_CARESYS\_NS” file contains all INVOICE raw data filtered from the original raw data, and the script will exit automatically. |  |