# Procura to RosterOn

This document is a step by step instruction on how to set up and run the “Procura to RosterOn” script.

**1. Prepare the installation files.**

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| **Steps** | **Screenshot** |
| 1. Download “Procura\_RosterOn” zip file from the email, save it to your desktop. |  |
| 2. Right click on the file, select “Extract All…” from the dropdown menu, an “Extract Compressed (Zipped) Folder” window will pop up. |  |
| 3. In this window, leave the “Files will be extracted to this folder:” path as default, tick the “Show extracted files when complete” box, and click “Extract” button.  A few seconds later, the files will be extracted to the same path as the zip file stored, ie “Desktop” in this case, and the extracted files will show automatically when extraction completed. |  |
| 4. Now you should be able to see these four files. |  |

**2. Install Python Environment.**

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| **Steps** | **Screenshots** |
| 1. Double click on the “Python-2.7.11” file, an install wizard will appear. |  |
| 2. Leave everything as in their default values, directly click “Next”. |  |
| 3. Firstly, Click on the button circled in red, a dropdown menu will show up.  Secondly, in the dropdown menu, select “Entire feature will be installed on local hard drive”  Then, click “Next” button. |  |
| 4. The installation process will begin. |  |
| 5. There is some probability that we will encounter this error message during the process, just click “Ignore”. |  |
| 6. When the installation finished, click “Finish” button to exit the Installer. |  |

**3. Data processing**

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| **Steps** | **Screenshots** |
| 1. Go to the “Procura\_RosterOn” folder on the desktop, this folder was automatically created during the extraction process in “Prepare the installation files” section. |  |
| 2. Save all the raw data files we 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 “csv\_workflow” 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 all that raw data files have been put into “input\_files” folder. If you have finished step 2 in this section, press Enter to continue. |  |
| 6. 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. In this example, I used “PAYTIME\_IW” file. |  |
| 7. After one or two seconds, the script will ask you to type in a name for your output file. If we use PAYTIME\_IW, which stands for Inner West, we better include “IW” in the final output as well.  In this example, we use “OUTPUT\_IW” |  |
| 8. Now you will see the final output for Inner West will appear in the “output\_files” folder, and the script will exit automatically. |  |
| 9. Repeat step 3 to step 7 for every raw data files in the “input\_files” folder. And all the output will be ready to be imported into RosterOn. |  |