Instructions for use of PPF Auto-Updater

**1. Install software**

In order to install the most updated version of the software, go to the following website:

<https://github.com/jmp448/ppfproj/tree/master>

on the right-hand side, there is a green button that says "Clone or Download" - click this, and select "Download as ZIP"

A screenshot of a cell phone

Description automatically generated

Once the ZIP file is downloaded onto the hard drive, open it so that the *folder* "ppfproj" is available on the hard drive in the desired location (it doesn't matter where this folder is located)

**2. Put necessary files into place**

*If in testing mode... (testing mode vs. non-testing mode can be changed as outlined in step 3)*

Save the transcript (list of students and student courses) in a single-sheet Excel file entitled "transcript\_test.xlsx" *in the folder entitled "ppfproj" that you just downloaded*. Also in this folder should be a file entitled "masterfile.py"

Ensure that there is a blank PPF in the folder ppfproj>Students\_test (within the Students\_test folder which is in the ppfproj folder). This blank PPF should have the title blankPPF.xlsx

If there are already some student PPFs in existence that you want to update or simply keep with the new ones that you create, these should be located in this same Students\_test folder. The naming convention for these files is as follows:

lastname firstinitial -(dash) netid . xlsx (without spaces)

For example, student John Smith w/ netID js123 would be: smithj-js123.xlsx

*If not in testing mode...*

Follow the same steps as above, but save the transcript file as transcript.xlsx and put the existing PPFs as well as the blank PPF into the Students folder (note that neither of these now contain the word "test" in them any more). It doesn't matter if the test files and folders are still present, so you don't have to worry about deleting them, they just will not be touched by the program if testing mode has not been selected.

**3. Run the program**

Open up the Spyder app and