1. Running environment: pycharm. Community is free and professional is free for students and teachers. It’s better to register a student account using Concordia Email in JetBrain website because pycharm is free for education.
2. Python version: python 2.7.13
3. How to run the program
   1. After downloading pycharm, open it.
   2. Click “File” -> “Open” -> select project directory -> choose “open in current window” -> click ok.
   3. Left click “main.py” -> click “Run ‘main’” OR click green triangle on the top of right corner.
   4. In the console below, as long as “Is it the FIRST RUN? (yes / no)” comes out, it means program runs correctly.
   5. Type ‘yse’ or ‘no’ to tell program if you would like to execute the “first run”.

‘yse’ -> first run; ‘no’ - > otherwise; type others -> wrong choices, program exits

* 1. If choice is ‘yse’, program will collect data and exit after finishing it. If choice is ‘no’, it needs to get Runs\_Funded file name and Runs\_In Progress file name as the base. You can copy and paste file names without postfix.

For example, suppose the file name is “Portal ID\_1\_First Run\_In Progress.csv”, you only need to copy and paste “Portal ID\_1\_First Run\_In Progress” into the console. Then type ‘enter’

* 1. The output files location is described in below.

1. Output:
   1. Output files location
      1. First Run Funded file is in the directory

*“Data Collection/{platform number}/First Run\_Funded”*

* + 1. First Run In Process file is in the directory

“*Data Collection/{platform number}/First Run\_In Progress*”

* + 1. Subsequence Funded files are in the directory

“*Data Collection/{platform number}/Subsequent Runs\_Funded*”

* + 1. Subsequence In Process files are in the directory

“*Data Collection/{platform number}/ Subsequent Runs\_In Progress*”

* + 1. Downloaded Documents are in the directory

*“Data Collection/{platform number}/ 1\_Subsequent Runs\_In Progress”*

* 1. Output explanation

Directories in i. and ii. keep files get from first time data collection. Also, after first collection, same files are also put into iv. and v. directories as the base file for next collection.

In directories iv. and v., collected files are named and located by date. For example, in the iv. directory, the file can be named as “Portal ID\_1\_Subsequent Runs\_Funded\_2017-10-23.csv”. That means this file are generated on October 23, 2017

If a same file exits in the above output folders, program will overwrite the old one. (Replace old one with a new one)

For example, suppose that a file named “Portal ID\_1\_Subsequent Runs\_Funded\_2017-10-23.csv” is in the folder iv.. Now, if the program runs again on October 23, the previous files will be replaced.

1. Error outputs explanation

If an error happens during program running, the error message will be printed in the console. Below is a set of error messages explanation

* 1. *“cannot get login page, the error code is“: get login page error, platform may change the login page url.*
  2. *“please choose yes or no”: choice error. Only can type ‘yes’ or ‘no’*
  3. *“Error, cannot find file in ….”: the input file name isn’t correct.*