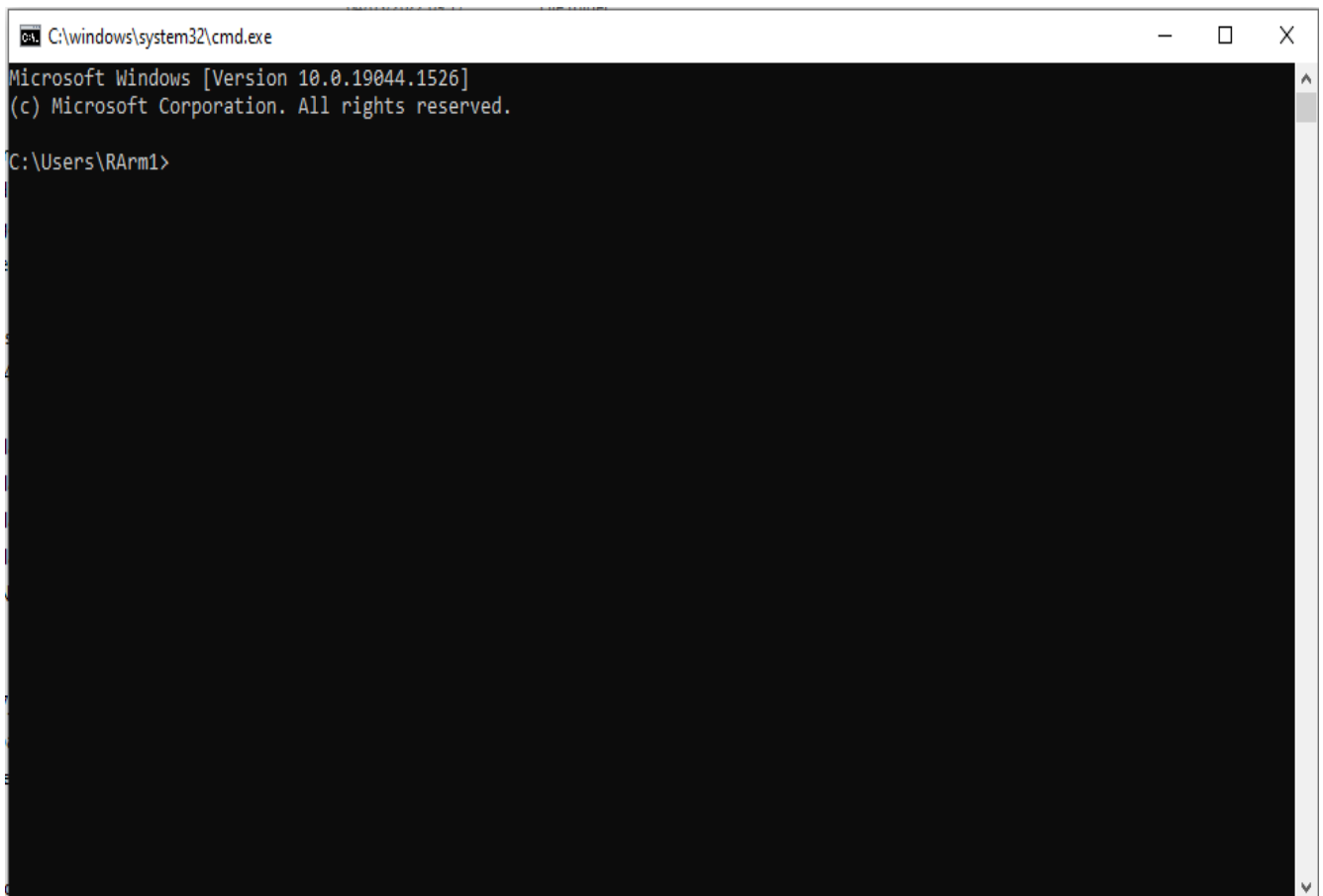


# Instructions

In order to run the trade reader, there are some prerequisites that must be fulfilled.

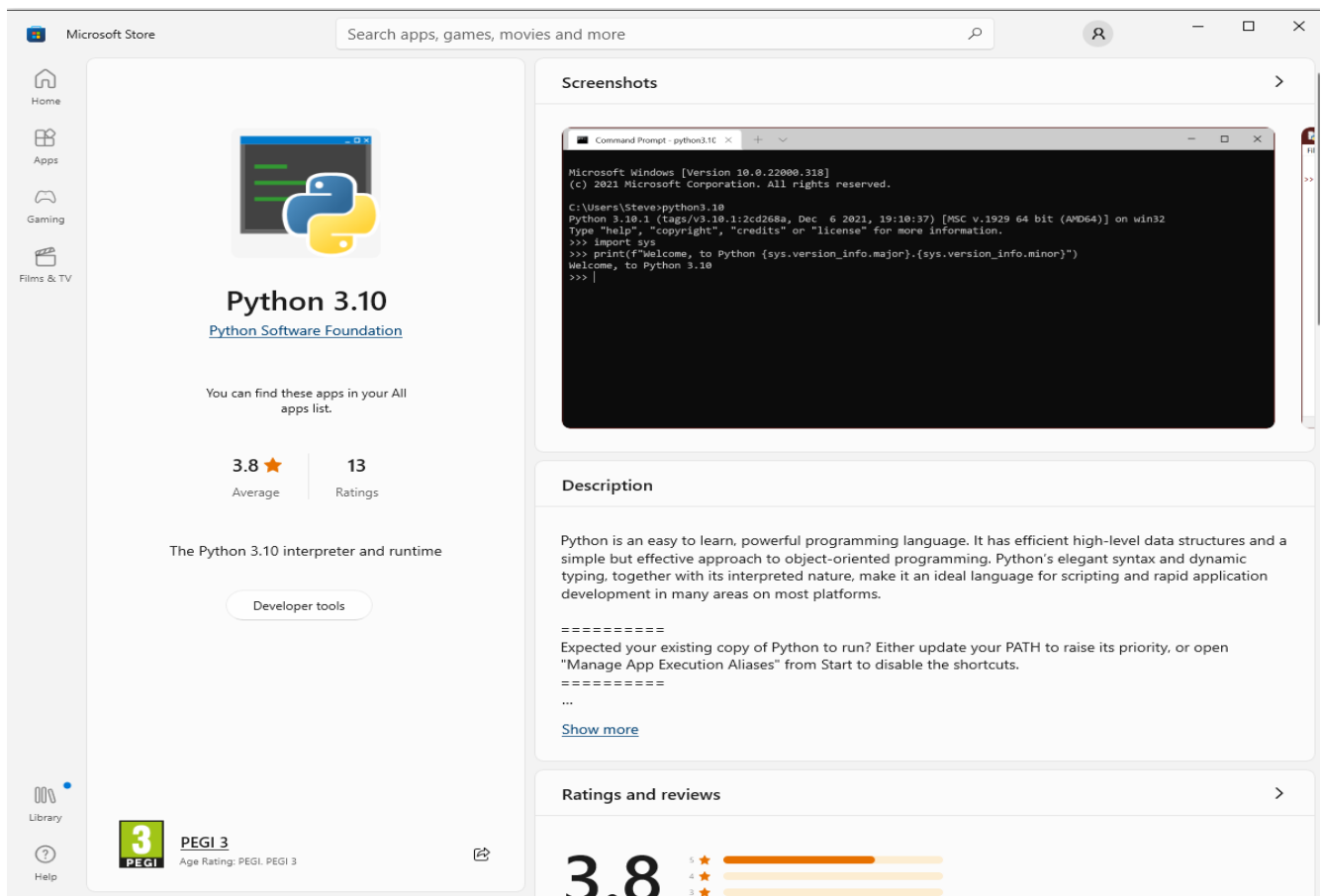
## Opening Command Prompt

First open 'Command Prompt'. This can either be done by searching in the Windows menu bar, or by pressing ctrl+r and entering 'cmd' in the Run window. Once this window is open:

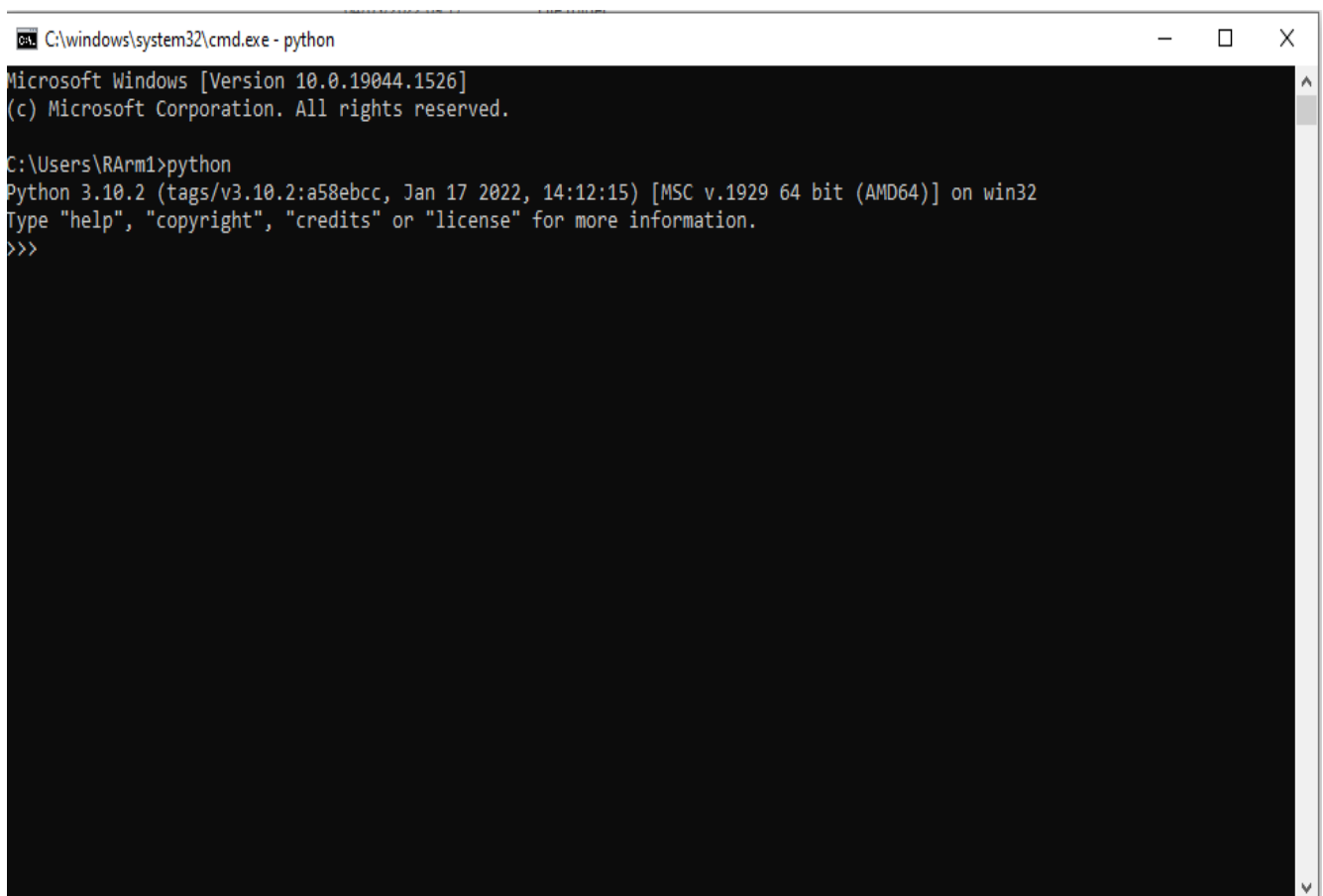


## Install Python

To do this type 'python' in the window. If Python is not installed then it will open 'Microsoft Store' and direct the window to the Python download screen. If you are not confident with this, or have never used Python before, this can be done under the supervision of the IT department. However, as long as these instructions are not deviated from, this is a matter of preference, not necessity.



Once this is installed. Enter 'python' in the console. That will run Python.



Python can then be exited by entering 'ctrl+z' then enter.

## Install Required Packages

This program has multiple dependencies to run effectively. To install these dependencies, the following code can be run in the Command Prompt. This can either be copy and pasted in one block, or entered line by line.

```
pip install --upgrade pip
pip install sys
pip install os
pip install pandas
pip install datetime
pip install openpyxl
```

## Get to the correct directory

The trade writer has been placed in a central location on the X: drive. To get to the location enter the following in console:

```
X:
cd X:\Fund Management\Fund Management Team Files\Richard\Trade Reader
```

## Running the program

To start the program, enter:

```
python trade_reader.py
```

This will run the trade reader immediately and prompt the user for various inputs: First: The Fund Manager. Secondly: The file(s) to be read.

## Tidy Trades Sheet

When the trades have been read, there are two columns that must be deleted from the completed sheet. The values cannot be deleted - both columns must be selected, then right clicked and then deleted. Otherwise when they are passed into Horizon, they will generate errors.