

HOW TO USE AUTOMATED DATABASE CHECKER

1. Download and Install Python 3.7

- Mac OS: <https://www.python.org/ftp/python/3.7.0/python-3.7.0-macosx10.6.pkg>
- Windows 10: <https://www.python.org/ftp/python/3.7.0/python-3.7.0-amd64.exe>

Follow the instructions prompted by the respective installer and complete the installation.

2. Download and Extract Automated Database Verifier

- Download the project files by clicking this GitHub link:
<https://github.com/seymourtseng-berkeley/Herr-s-Lab-Automated-Database-Verifier/archive/main.zip>
- Extract the zip file and move it to your desktop folder. *(Right Click on the folder -> Select "extract" -> Click "OK" -> Move the unzipped folder by dragging it and dropping on desktop)*

3. Download the Database Spreadsheet as Excel (.xlsx)

4. Paste the Excel Sheet into the Unzipped "Automated Database Checker" Folder

5. Rename the Excel Sheet as "database.xlsx".

6. Execute the "RUN" Script

- Double click on the **WINDOWS_RUN.bat** (Windows) or **MAC_RUN.command** (MacOS) and the installed Python 3.7 program should perform the data verification. Wait until the process is completed, indicated by a window promoting the use to "Enter any key to complete the check..."
- Press any key to exit the script, and now there should be a new Excel sheet created named "Actions Needed".
- Open the Excel sheet and use it as a reference to complete the required correction of information in the database indicated, including invalide websites, outdated entries, inactive status, and broken email addresses.

Note: Feel free to return to the Google Spreadsheet workspace to continue curating the database! The Excel sheet is just used to create a reference, so it is not necessary to dit the database on the excel sheet.