

HOW TO USE AUTOMATED DATABASE CHECKER

1. Download and Install Microsoft Excel (from Office 365)

- If you are a Cal student, you are eligible to use Microsoft's office suite. Follow the installation guides provided by Berkeley Software.
- Mac OS: [macos o365 installation guide](#)
- Windows: [windows 10 o365 installation guide](#)

2. 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.

3. Download and Extract Automated Database Checker

- 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*)

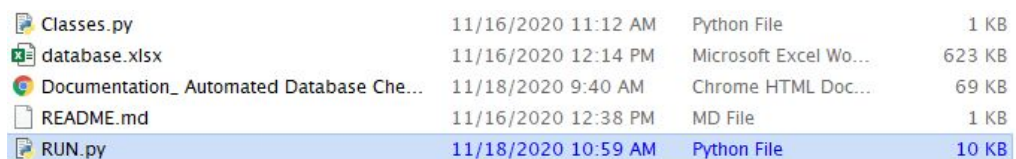
4. Download the Database Spreadsheet as Excel (.xlsx)

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

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

7. Execute the "RUN" Script

- Double click the **RUN.py** file (or right click and 'open with Python') and the installed Python 3.7 program should perform the data verification.



Classes.py	11/16/2020 11:12 AM	Python File	1 KB
database.xlsx	11/16/2020 12:14 PM	Microsoft Excel Workbook	623 KB
Documentation_Automated Database Checker.html	11/18/2020 9:40 AM	Chrome HTML Document	69 KB
README.md	11/16/2020 12:38 PM	MD File	1 KB
RUN.py	11/18/2020 10:59 AM	Python File	10 KB

- The time varies depending on your computer and Internet connection, but it is usually around 15-20 minutes. Wait until the process is completed, indicated by a window promoting the user to "Completed! Press any key to exit..."
- Above this line, there should be a note describing how many actions need to be taken for each category as well as the total number of tasks.

```

ACTIONS NEEDED:







Website Tasks = 207
Email Tasks = 18
Status Tasks = 643
Date Tasks = 583
Duplicates Tasks = 10

(Please see the 'Actions Needed.xlsx' sheet for details)

Completed! Press any key to exit...

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- Press any key to exit the script, and now there should be a new Excel sheet created named “Actions Needed”.

	Actions Needed.xlsx	11/18/2020 11:04 AM	Microsoft Excel Wo...	23 KB
	Classes.py	11/16/2020 11:12 AM	Python File	1 KB
	database.xlsx	11/16/2020 12:14 PM	Microsoft Excel Wo...	623 KB
	Documentation_ Automated Database Che...	11/18/2020 9:40 AM	Chrome HTML Doc...	69 KB
	README.md	11/16/2020 12:38 PM	MD File	1 KB
	RUN.py	11/18/2020 11:04 AM	Python File	10 KB

- 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 edit the database on the excel sheet.