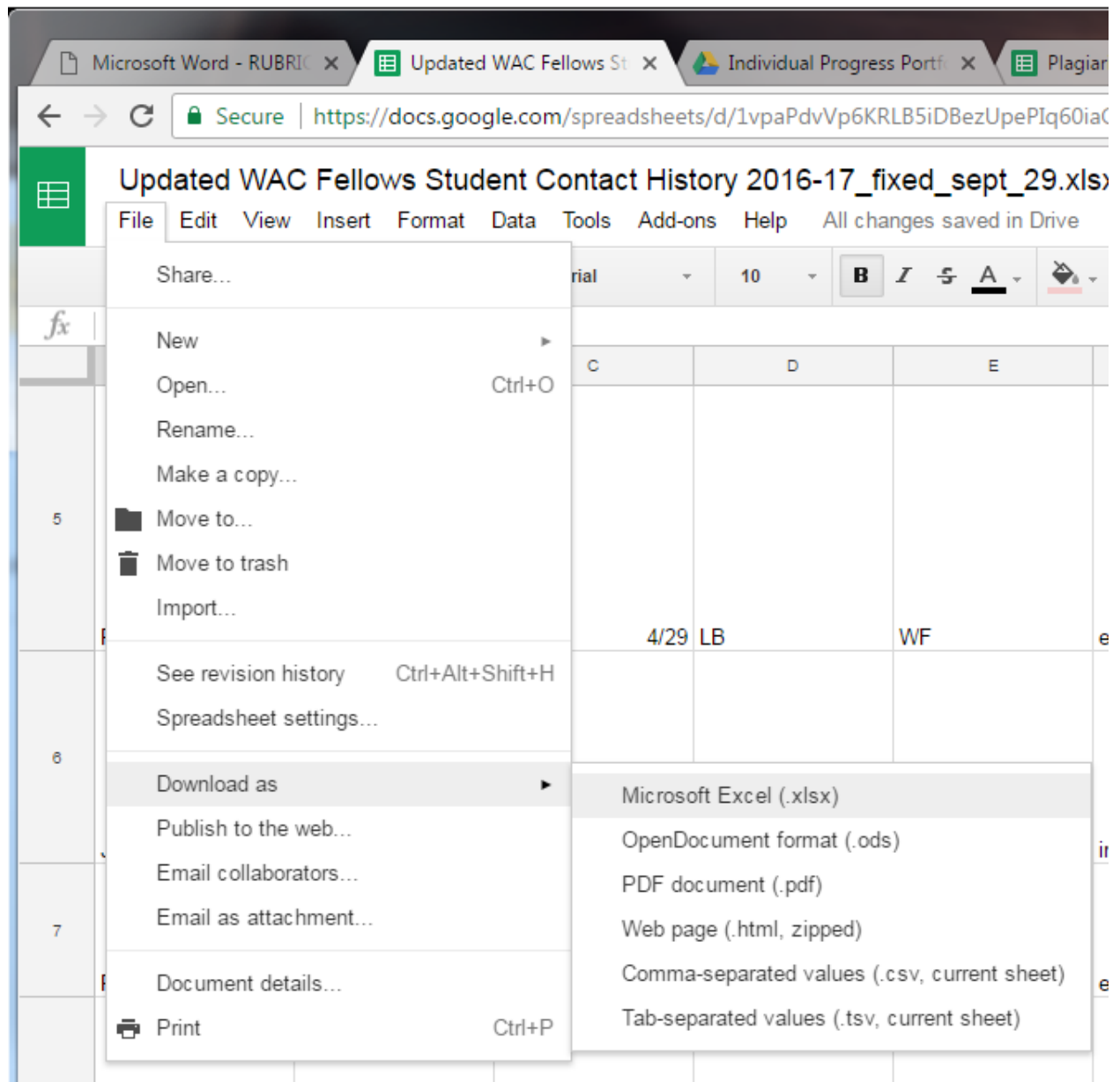


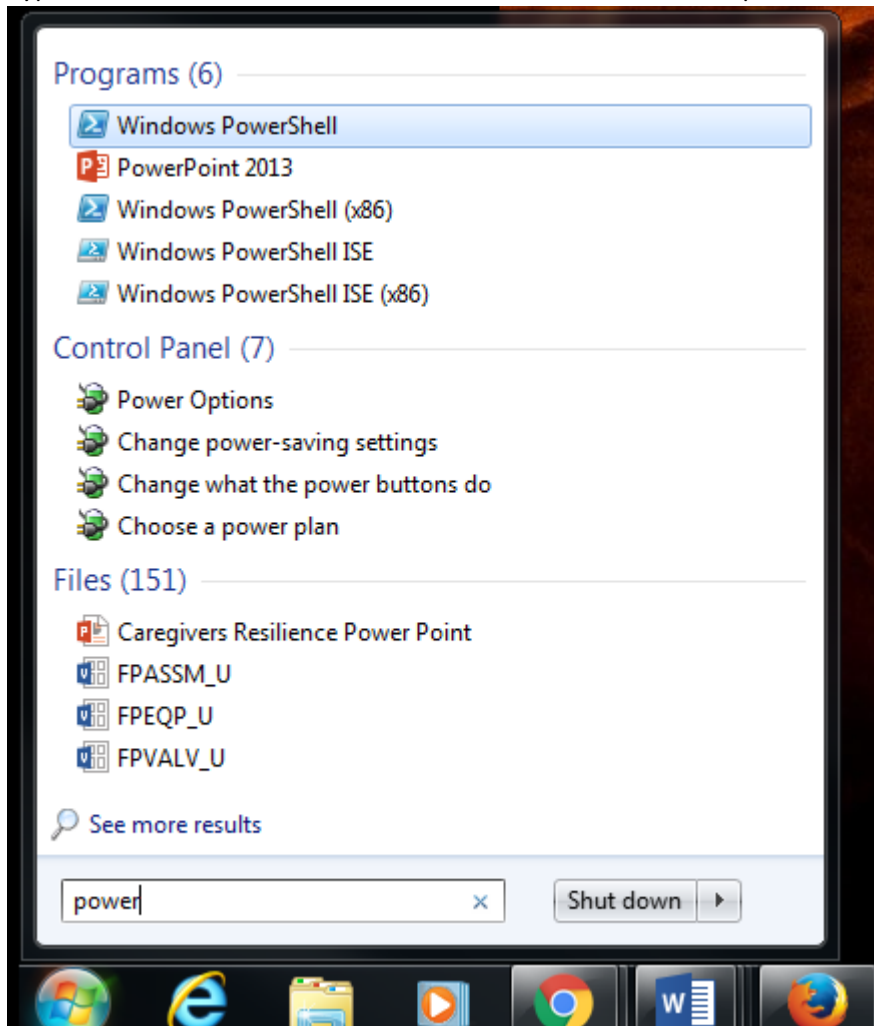
### Instructions for Running Monthly Reports:

1. Before beginning, make sure that you have downloaded the zip file from GitHub.  
(<https://github.com/themuniz/WAC-monthly-report>) and expand it in your user directory (i.e., not in your downloads directory or on the desktop). The script directory should be kept in toto.
2. Open the Contact History Spreadsheet in Google Drive. Open the “File” tab, go down to “Download as” and click on “Microsoft Excel (.xlsx)”



3. Open the Downloads Folder. Move the excel spreadsheet from the Downloads folder to the Documents Folder. Once there, copy it to the “WAC-monthly-report” directory folder.
4. Open WAC-monthly-report directory. Move the file to the folder labeled “Data.” Be sure to move last month’s folder to the recycle bin from the “Data” folder (the program can only read one set of data at a time).

5. Type "PowerShell" in the search bar of the Windows Menu. Open Windows PowerShell.



6. Type the following: ls [PRESS ENTER] (this is lower case L. lower case S—see image below for next few steps)
7. Type: cd W [PRESS TAB] [PRESS ENTER]
8. Type: python wac\_monthly\_report.py --start\_date 2017-03-01 --end\_date 2017-03-31 [PRESS ENTER]

```
Windows PowerShell
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PS C:\Users\ryan.donovan> ls

Directory: C:\Users\ryan.donovan

Mode                LastWriteTime         Length Name
----                -
d-----          5/17/2017   3:45 PM          .matplotlib
d-----          4/6/2016   4:35 PM          .oracle_jre_usage
d-r-----          5/17/2017   3:14 PM        Downloads
d-r-----          2/1/2017   12:28 PM         Music
d-r-----          2/1/2017   12:28 PM        Pictures
d-r-----          2/1/2017   12:28 PM      Saved Games
d-----         10/28/2015  11:32 AM         Tracing
d-r-----          2/1/2017   12:28 PM         Videos
d-----          5/17/2017   3:44 PM      WAC-monthly-report
-a-----          1/31/2014   2:15 PM    15118 sps_exchange_settings.PRF
-a-----          3/22/2017   1:56 PM    1266 WAC-monthly-report - Shortcut.lnk

PS C:\Users\ryan.donovan> cd .\WAC-monthly-report
PS C:\Users\ryan.donovan\WAC-monthly-report> python wac_monthly_report.py --start_date 2017-05-01 --end_date 2017-06-01
```

9. The report should run (if it doesn't, be sure you put the spreadsheet into the data folder). It will alert you to any missing or broken entries in the data. Note that you may have to go back to the document in the drive, correct and/or double check these entries and start over at Step 1 once you have made changes. See image below listing "Invalid contact dates." Sometimes these messages persist despite the fact that they have been corrected in the document on the drive.
10. The report will go into the output folder in the WAC-monthly report directory as a new Excel file—it will be the most recent one in there. Open this and review.
11. Edit the report so that it only contains the necessary information and looks nice. Send to Susan for review.
12. Remember to remove the file from the "Data" folder so that next month, you are starting with the latest data.

```

Windows PowerShell
2017-05-17 15:48:57.595 - INFO Reading worksheet Vargas, Stacy
2017-05-17 15:48:58.219 - INFO Reading worksheet Vega, Prissila
2017-05-17 15:48:58.799 - INFO Reading worksheet Viechweg, Mawana
2017-05-17 15:48:59.424 - INFO Reading worksheet Villarreal, Heidy
2017-05-17 15:48:59.994 - INFO Reading worksheet Wahlquist, Charlotte
2017-05-17 15:49:00.604 - INFO Reading worksheet Wang, Chun Ling
2017-05-17 15:49:01.205 - INFO Reading worksheet Wang, Weiwan
2017-05-17 15:49:01.888 - INFO Reading worksheet Wardzala, John
2017-05-17 15:49:02.531 - INFO Reading worksheet Ware, Brian
2017-05-17 15:49:03.132 - INFO Reading worksheet Weeks, Sarah
2017-05-17 15:49:03.742 - INFO Reading worksheet Williams, Dionne
2017-05-17 15:49:04.392 - INFO Reading worksheet Williams, Darryl
2017-05-17 15:49:05.021 - INFO Reading worksheet Wills, Esmerelda
2017-05-17 15:49:05.629 - INFO Reading worksheet Woesser, Tashi
2017-05-17 15:49:06.180 - INFO Reading worksheet Wong, Faye
2017-05-17 15:49:06.911 - INFO Reading worksheet Wood, Andreka
2017-05-17 15:49:07.525 - INFO Reading worksheet Wroblewski, Daniel
2017-05-17 15:49:08.183 - INFO Reading worksheet Xu, Aijun
2017-05-17 15:49:08.842 - INFO Reading worksheet Yau, Linda
2017-05-17 15:49:09.539 - INFO Reading worksheet Yuen, Perrier
2017-05-17 15:49:09.550 - INFO 882 interactions found in ./data\Updated WAC Fellows Student Contact History 2016-17_
fixed_sept_29.xlsx (2).xlsx
2017-05-17 15:49:09.550 - INFO Starting to clean records
2017-05-17 15:49:09.550 - INFO Converting dates
2017-05-17 15:49:09.554 - WARNING Invalid contact date in record 87/Beale, Sashauna
2017-05-17 15:49:09.554 - WARNING Invalid contact date in record 255/Chen, Helen
2017-05-17 15:49:09.555 - WARNING Invalid contact date in record 256/Chen, Helen
2017-05-17 15:49:09.555 - WARNING Invalid contact date in record 257/Chen, Helen
2017-05-17 15:49:09.555 - WARNING Invalid contact date in record 258/Chen, Helen
2017-05-17 15:49:09.556 - WARNING Invalid contact date in record 259/Chen, Helen
2017-05-17 15:49:09.556 - WARNING Invalid contact date in record 260/Chen, Helen
2017-05-17 15:49:09.556 - WARNING Invalid contact date in record 261/Chen, Helen
2017-05-17 15:49:09.557 - WARNING Invalid contact date in record 263/Chen, Stephen
2017-05-17 15:49:09.558 - WARNING Invalid contact date in record 264/Chen, Stephen
2017-05-17 15:49:09.558 - WARNING Invalid contact date in record 265/Chen, Stephen
2017-05-17 15:49:09.559 - WARNING Invalid contact date in record 266/Chen, Stephen
2017-05-17 15:49:09.559 - WARNING Invalid contact date in record 267/Chen, Stephen
2017-05-17 15:49:09.559 - WARNING Invalid contact date in record 268/Chen, Stephen
2017-05-17 15:49:09.560 - WARNING Invalid contact date in record 269/Chen, Stephen
2017-05-17 15:49:09.560 - WARNING Invalid contact date in record 347/Emerson, Nikka
2017-05-17 15:49:09.564 - WARNING Invalid contact date in record 718/Rathod, Ashish
2017-05-17 15:49:09.572 - INFO Selecting dates between 2017-04-01 and 2017-05-15
2017-05-17 15:49:09.574 - INFO Found 158 interactions with 86 students between 2017-04-01 and 2017-05-15
2017-05-17 15:49:09.574 - INFO Starting to format report
2017-05-17 15:49:09.574 - INFO Dropping duplicate columns
2017-05-17 15:49:09.575 - INFO Renaming columns
2017-05-17 15:49:09.578 - INFO Selecting and ordering columns
2017-05-17 15:49:09.842 - INFO Report post-processing completed
2017-05-17 15:49:09.843 - INFO Report written to the output directory
PS C:\Users\ryan.donovan\WAC-monthly-report>

```