**LK Data Extract**

1. Initially we need to run the Entitlement Method SQL Query, this is available in the following folder: \\clbnas01\PriorityPass\8. OPERATIONS\1. Global Team\Ylli\LK Data Extract\Entitlement Method
2. Copy and paste the results in the pre-existing excel file located in the folder above, the file is called LK Entitlement Method.
3. Now that we have this in an excel file, we need to clean the data. We need to select the columns E (First Year Entitlement Method Standard) and F (Entitlement Method Standard).
4. Now we need to clean up the data. There are duplicates, we need to select the data in the range by pressing CTRL+A and afterwards we need to go to the data tab and select remove duplicates.
5. Next, we need to replace the values in between the press CTRL+H in order to find and replace text, we replace all the text with blanks. The text in question is: (50, ), (50|) and 50. These were used in the concatenation where we had blanks.
6. Finally, we need to add a column in between all rows where the Entitlement Method is present, and we need to use the TRIM formula as we have some blank spaces when using the find and replace function. Make sure once this is done to copy and paste the values where the formula lies and paste as values to remove the formula, also we need to remove the data that hasn’t been cleaned. Now the data is cleaned and is ready to be used in the workflow.
7. Next, we need to run the Transaction Type SQL Query, this is in the following folder: \\clbnas01\PriorityPass\8. OPERATIONS\1. Global Team\Ylli\LK Data Extract\Transaction Type
8. Once this query has ran, we need to copy and paste the results in the excel folder located in the file path above.
9. After this is done, we must run the Pre Auth Extract this is in the following folder: \\clbnas01\PriorityPass\8. OPERATIONS\1. Global Team\Ylli\LK Data Extract\Pre Auth Extract
10. Next, we have to copy and paste the results in the Pre Auth Extract Excel file located in the folder above.
11. In the last step before we move onto the Alteryx workflow, we must open the Data Analysis SQL Query, this is in the following folder: \\clbnas01\PriorityPass\8. OPERATIONS\1. Global Team\Ylli\LK Data Extract\D&I Data
12. In the Data Analysis SQL Query, we must change the report month key (the format is yyyymmdd) which should be for the past year, this is located twice in the query and is on lines 31 and 37 of the SQL Query. Now this is ready to run once this change has happened.
13. Now, we need to save these results to the pre-existing excel file located in the folder above, it is called D&I Data. Once this is done move onto the next step.
14. Next step is to open the Alteryx file, which is called Priority Pass Associate Data Extract, this is in the following folder:

\\clbnas01\PriorityPass\8. OPERATIONS\1. Global Team\Ylli\LK Data Extract

1. We would just need to double check that the CMS Data is selected from the Alteryx Gallery
2. Now we are ready to run the workflow, this will automatically go into the following folder (\\clbnas01\PriorityPass\8. OPERATIONS\1. Global Team\Ylli\LK Data Extract)

and is ready to be used