**PP Associate Data Extract**

1. Run the Client ID SQL Query, this is available in the following folder: \\clbnas01\PriorityPass\ 8. OPERATIONS\1. Global Team\Ylli\PP Associate Data Extract\Client ID
2. Now, we need to save these results to the pre-existing excel file located in the folder above, it is called Client ID. Once this is done move onto the next step.
3. Next, we must open the Data Analysis SQL Query, this is in the following folder:

\\clbnas01\PriorityPass\ 8. OPERATIONS\1. Global Team\Ylli\PP Associate Data Extract\D&I Data

1. 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.
2. 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.
3. 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\PP Associate 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\PP Associate Data Extract)

and is ready to be used