**Updating the Fund Review BI User Guide**

The following table provides an outline of the steps to take when updating the fund review BI.

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| **Section** |  |  |
| **Part A** |  |  |
|  | **Gathering Data** |  |
| 1 | * Canada Life * Manulife * Sun Life | * Assets - Isolate targeted tab if there are more than one. * Fees - Isolate targeted tab if there are more than one. * Core & Other monthly returns (essential) - Isolate targeted tab if there are more than one. |
| 2 | Adjust seed data in DBT seed folder | If there are changes made to the categorization of the funds (additions or removal), address the changes in the seed tables (fund & peer group categories).  Additionally, the net\_returns\_three query needs to be adjusted for any changes regarding the peer group categories. |
| **Part B** |  |  |
|  | **Extract, Transform, & Load (ETL)** |  |
| 1 | Canada Life | * CL\_Assets * CL\_Fees * CL\_Fund\_Returns\_Core * CL\_Fund\_Returns\_Others |
| 2 | Manulife | * ML\_Assets * ML\_Fees * ML\_Fund\_Returns\_Core * ML\_Fund\_Returns\_Others |
| 3 | Sun Life  Union DB & DC  Files for Core | * SL\_Assets * SL\_Fees * SL\_Fund\_Returns\_Core * SL\_Fund\_Returns\_Others |
| 4 | Industrial Alliance | * IA\_ATT\_Assets\_DPSP or IA\_Assets\_DPSP * IA\_ATT\_Assets\_RRSP or IA\_Assets\_RRSP * IA\_Fees * IA\_Fund\_Returns\_Core |
| 5 | Run the ETL\_All\_Modules file in the code folder | Follow the prompts when running the file to update the data. All raw & cleaned data will be archived by date in the appropriate folders.  Additionally, a backup of the current database will also be archived by date in the appropriate folders. Once that is completed run “dbt seed --full-refresh”  and “dbt run” to complete the data transformations. |
| **Part C** |  |  |
|  | **Funds Review BI** |  |
| 1 | Refresh the BI data. | Refresh the BI data |