# How to Update the Library Data Dashboard

### Overview

This project, led by intern **James Ocampo** under the supervision of **Tammy Parrott** at the Manatee County Library, focused on developing a **comprehensive Data Dashboard** to improve how the library system views and interacts with performance data. This replaces the time-consuming manual processes with a centralized, dynamic, and user-friendly tool.

* **Refresh Dashboard Dataset.py** – Organizes data from the Library Statistics Folder
* **MasterDataset.xlsx** – Stores the new Dataset used for the Library Data Dashboards
* **Internal\_Library\_Dashboard.pbix** **–** Internal Facing Data Dashboard (more data)
* **Public\_Library\_Dashboard.pbix** **–** Public Facing Data Dashboard

### How to **Manually** Update the Matrix Map Dataset

1. Run the **Refresh Dashboard Dataset.py** file.

"S:\Library\Updated Statistics - Do Not Delete\Library Data Dashboard\Refresh Dashboard Dataset.py"

* + This will update the **MasterDataset.xlsx**

1. Open and Refresh the **Public\_Library\_Dashboard.pbix**.

"S:\Library\Updated Statistics - Do Not Delete\Library Programming Matrix Map\Public\_Library\_Dashboard.pbix "

Graphical user interface, application

AI-generated content may be incorrect.

1. Open and Refresh the **Internal\_Library\_Dashboard.pbix**.

"S:\Library\Updated Statistics - Do Not Delete\Library Programming Matrix Map\Internal\_Library\_Dashboard.pbix "

Graphical user interface, application

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### How to **Automate** the Updating Process

Since the Library Statisticians update the Excel Workbooks in the Library’s Statistics Folder Monthly, we could automate the following processes for **every other week**.

1. Running the **Refresh Dashboard Dataset.py** file
   * We can use **Automic** to run the Python Script from the directory:

"S:\Library\Updated Statistics - Do Not Delete\Library Data Dashboard\Refresh Dashboard Dataset.py"

1. Scheduling Automatic Refresh for both the **Public** and **Internal Dashboard**
   * Requires Power BI Admin Privileges

Graphical user interface, text

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