Main folder: sbseconomydb

## Three important subfolders:

1. App: contains the Shiny app. The “data” folder within this app contains the data used in the app.
2. data manipulation code: contains R scripts used to convert raw data into cleaned and formatted data to be used in the app
3. raw data: contains raw data coming from different sources (indianacareerconnect.com, Bureau of Labor Statistics, Zillow, etc.)

## Workflow for weekly updates

1. Download individual MSA csvs from indianacareer connect
   1. For each MSA
      1. Download files from 4 tabs
         1. Jobs: 5 files
         2. Candidates
         3. Demand and Supply
         4. Education and Experience
2. Run the script “automated copy paste”
   1. Moves the manually downloaded csvs to “raw data” folder. Make sure that the appropriate MSA is commented out.
3. Run the script “data manipulation for app”
   1. Reads the separate files from “raw data” folder and combines into one file for each graph or table
4. Run the app and check if data has been updated
5. Update the online version of the app

## Workflow for monthly updates

1. Download individual MSA csvs from indianacareerconnect
   1. For each MSA
      1. Download files from 2 tabs. (Each MSA folder has folder “update once a month”. The names of the subfolders indicate which files to download)
         1. Jobs: 3 files. Monthly Job Count, Advertised Job Skills, and Advertised Tools and Technology
            1. Make sure to select the “Top 100” before downloading files for Advertised Job Skills and Advertised Tools and Technology
         2. Education and Experience: 1 file. Advertised Job Certifications
            1. Make sure to select the “Top 100” before downloading the file
         3. Do NOT update subfolders inside the “Demand and Supply” Folder. These are old files that are not to be updated in this folder but somewhere else.
   2. Manually move these 4 files to correct subfolders
      1. Rename files to match (differing) naming structure of relevant subfolder
2. Download one csv for “Number of Unemployed per Job Openings Distribution” from Demand and Supply Tab”. This can be downloaded from any MSA tab.
   1. Make sure to select “All” under Number of Records to Display before downloading the file
   2. Move the downloaded file to “raw data -> Other MSAs” and rename appropriately
3. Download file for SNAP and TANF
   1. Go to this link: http://www.stats.indiana.edu/fssa\_m/index.html
   2. Selections to make:
      1. Area: Metro/Micro/Combined Areas
      2. Geography: ALL METROPOLITAN AREAS
      3. Year: \*Most recent\* year
      4. Month: All
      5. Indicator: All items
      6. Check "Group Counties" and "MS Excel Output"
   3. Click "Get Data"
   4. rename the downloaded file to "in\_metros\_YYYY" where YYYY is the \*Most recent\* year as was selected above.
   5. Move the downloaded file to sbeconomy -> raw data -> poverty -> snap and tanf folder.
4. Run the script “data\_manipulation\_monthly.R”
5. Run the app and check if data has been updated
6. Update the online version of the app