

## Adding your own municipal level data to Weave

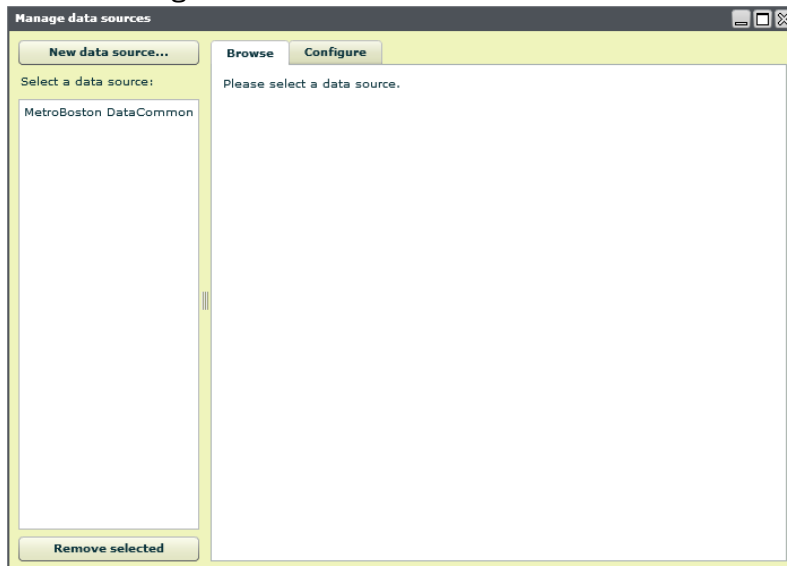
A feature within Weave is the ability to add your own tabular data to the session which allows you to interact and create custom maps and charts.

You will need the Municipal ID's for each city and town. You can download the Excel file: [MA Municipalities.xls](#) containing the municipal names and ID's.

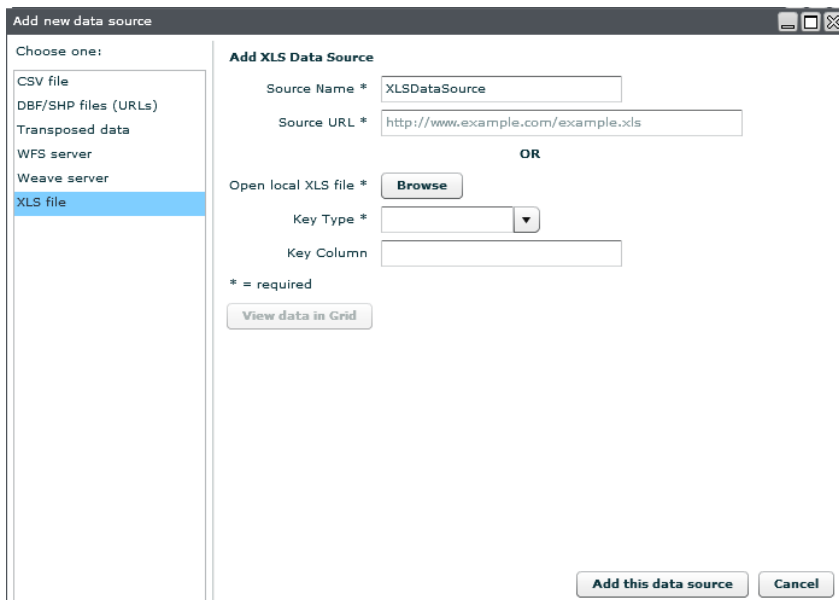
Add your data to the spreadsheet with the municipal ID and name, saving it locally on your computer.

**Tip:** Make sure you have a user account and are logged into the DataCommon in order to save your work. After adding your own data you can save and return to the visualization another time.

Within the Do-it-Yourself section on the DataCommon go to:  
Data -> Manage or browse data



Click New data source.. button



Select XLS file and Fill in the Following:

**Source Name:** Name that will be displayed

**Open local XLS file:** click the browse button and point to the file you created based on MA\_Municipalities.xls file.  
Make sure the filenames ends with .xls

**Key Type:** MUNI\_ID

**Key Column:** muni\_id

The screenshot shows a window titled "Add new data source". On the left, under "Choose one:", there is a list of options: CSV file, DBF/SHP files (URLs), Transposed data, WFS server, Weave server, and XLS file (which is highlighted in blue). On the right, under "Add XLS Data Source", there are fields for "Source Name \*" (containing "My Data") and "Source URL \*" (containing "http://www.example.com/example.xls"). Below these is an "OR" separator. Then, there is a section for "Open local XLS file \*" with a "Browse" button and the word "loaded" in red. Below that are "Key Type \*" (a dropdown menu showing "MUNI\_ID") and "Key Column" (containing "muni\_id"). A note says "\* = required". At the bottom left of the right section is a "View data in Grid" button. At the bottom right of the window are two buttons: "Add this data source" and "Cancel".

Click Add this Data source once you have finished.

Now under Manage data sources you will see the data you have loaded into **this** session.

**NOTE:** the data is ONLY loaded into your current session. It will not be available in the main data list.

The screenshot shows a window titled "Manage data sources". At the top left is a button "New data source...". Below it, under "Select a data source:", there is a list with "MetroBoston DataCommon" and "My Data" (highlighted in blue). At the bottom left is a "Remove selected" button. On the right, there are two tabs: "Browse" (active) and "Configure". Under the "Browse" tab, there is a "Search categories" field and a list showing a folder icon and "My Data (2)". To the right of this is a "Search attribute columns" field and a list showing "muni\_id" and "municipality".

Now when you load a map, chart or table tool you can see your data added to bottom of the attribute selector list.

