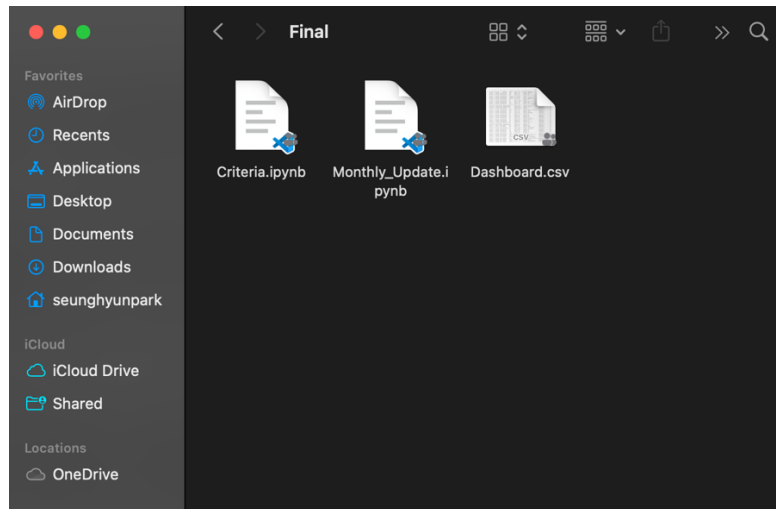# User Guide for Updating Data and Dashboard
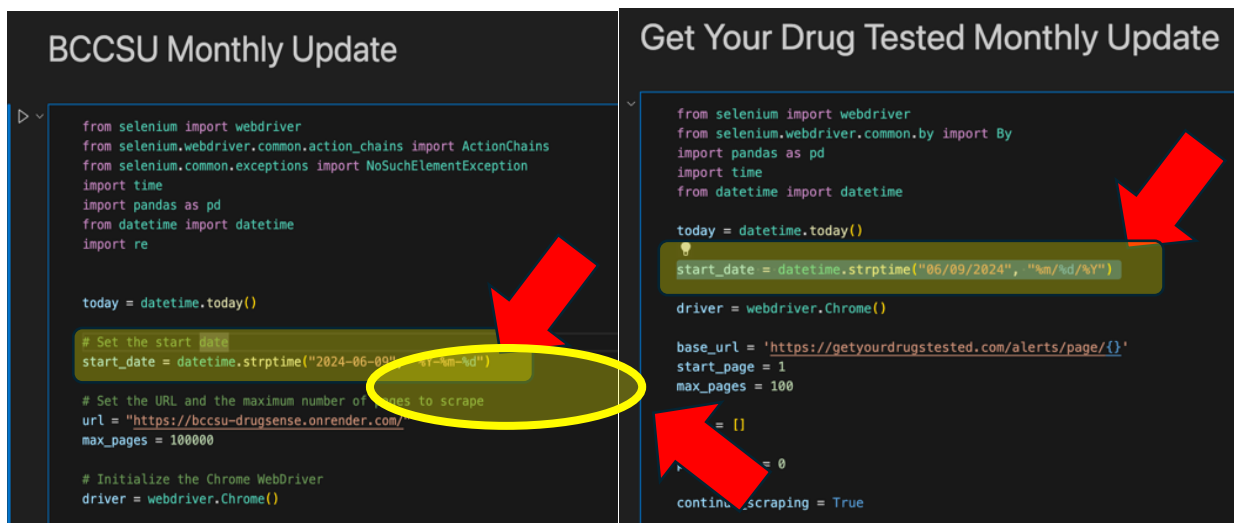
Steps to Update Data

1. **Prepare Files:**
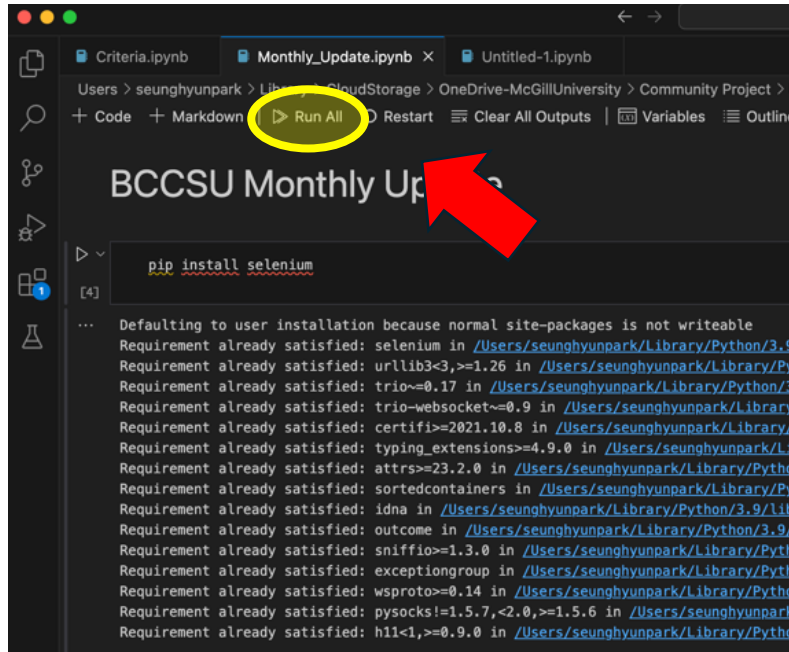   - Place Dashboard.csv, Monthly_Update.ipynb, and Criteria.ipynb in the same folder.

2. **Run Data Extraction:**
   - Open Monthly_Update.ipynb.
   - Set the starting dates: one for BCCSU-Drugsense and one for Get Your Drug Tested.

- Click "Run All."

- This will generate and save Monthly_Update.csv.

3. **Add External Data:**
   - If you have additional data from other sources, append it to Monthly_Update.csv.
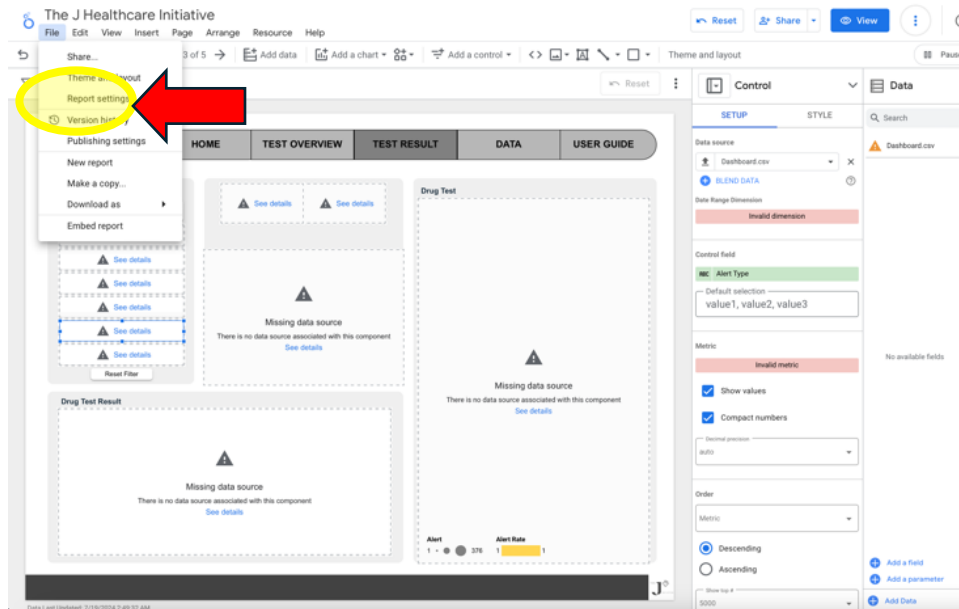
4. **Apply Bad Batch Criteria:**
   - Open Criteria.ipynb.
   - Ensure all external data has been added to Monthly.csv before proceeding.
   - Click "Run All."

This will update dashboard.csv with the new data, 'Dashboard.csv'.
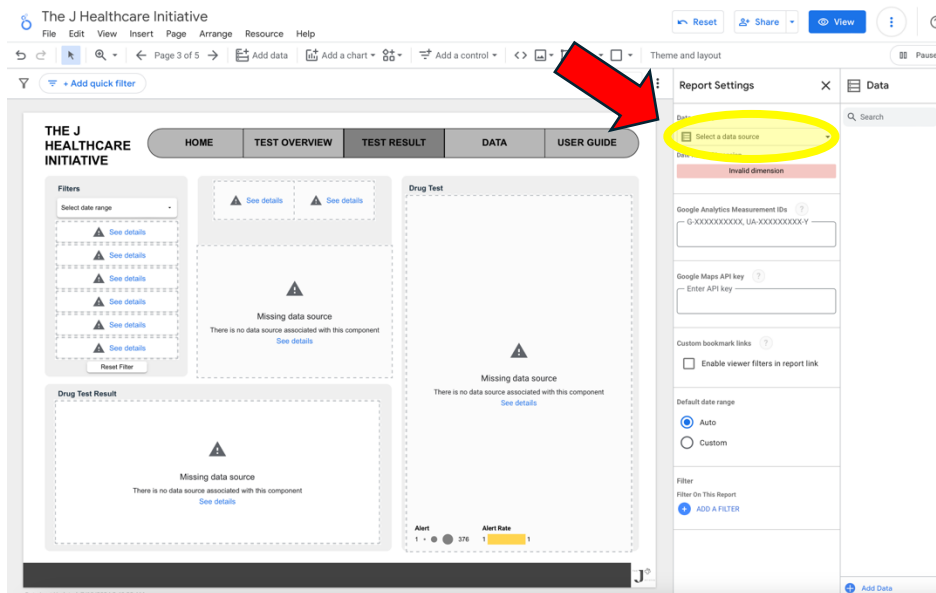
Steps to Upload Data on Dashboard
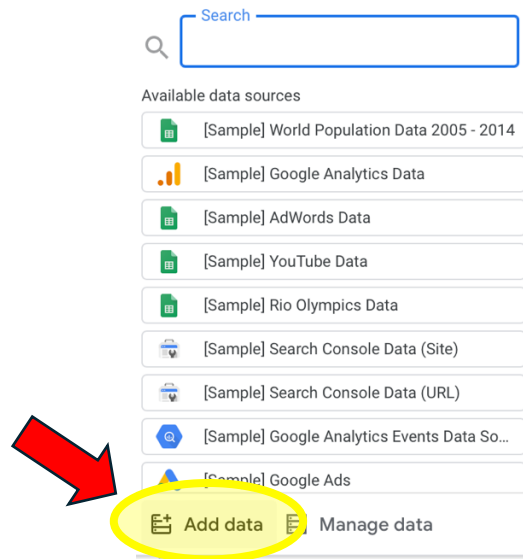
1. **Access Report Settings:**
   - From the menu bar, select **File**.
   - Choose **Report Settings**.
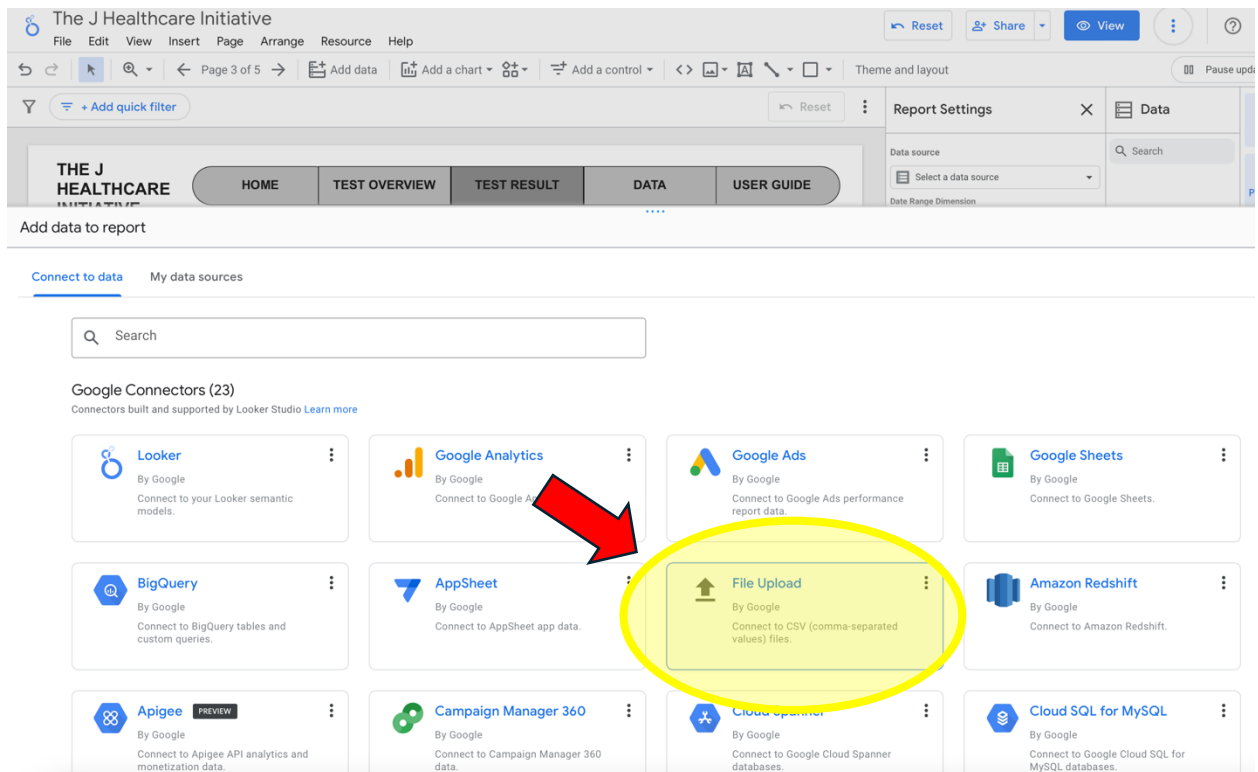

2. **Select Data Source:**
   - In the Report Settings, click **Select a data source**, then click **Add data**.

3. **Add Updated Data:**
   - When the **Add data to report** window pops up, select **File Upload**.
   - Upload the updated data file.

4. **Set Data Range Dimension:**
   - From the menu bar, go to **File**, then **Report Settings**.
   - Under **Data range dimension**, choose **Date**.

Your dashboard will now be updated with the new data.