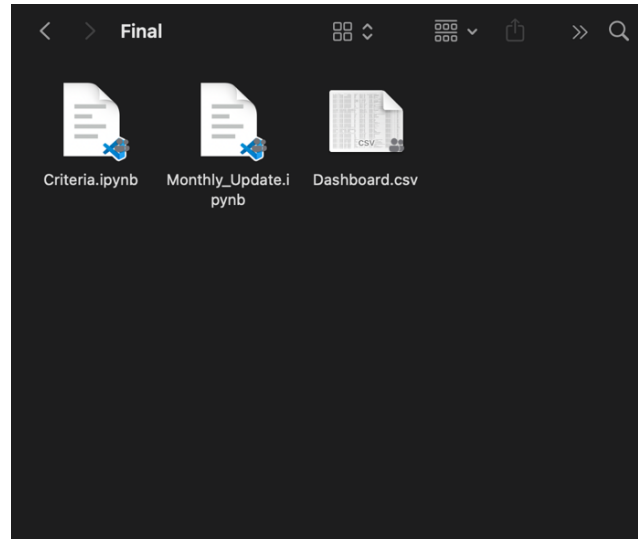


# User Guide for Updating Data and Dashboard

## Steps to Update Data

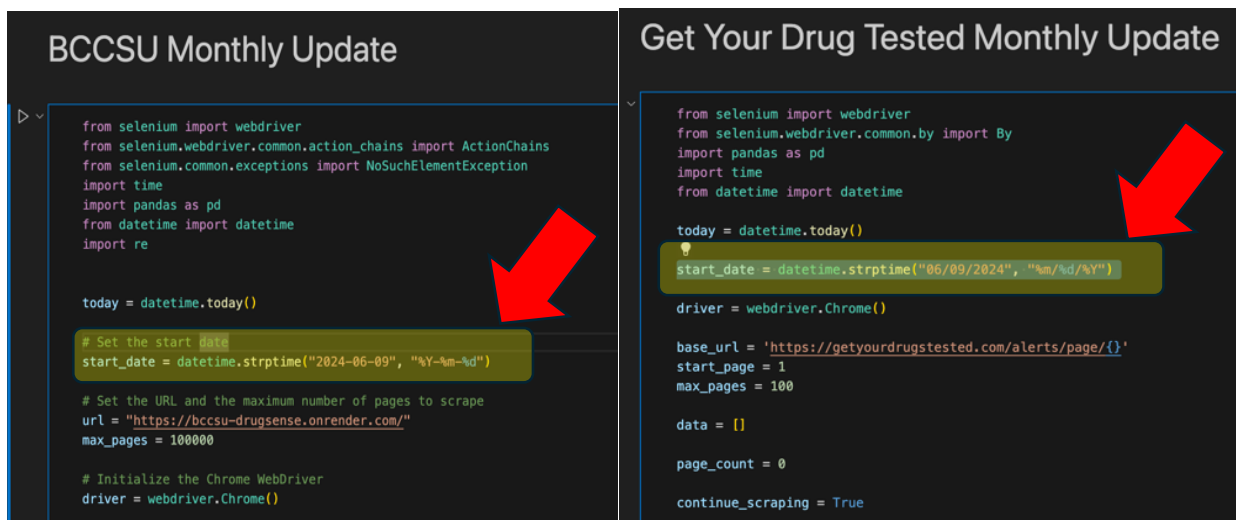
### 1. Prepare Files:

- Place Dashboard.csv, Monthly\_Update.ipynb, and Criteria.ipynb in the same folder.

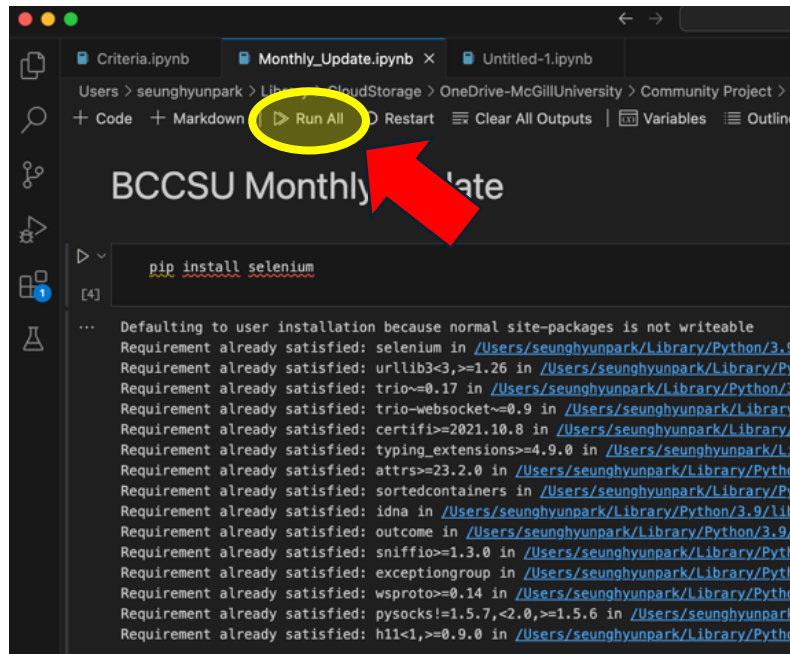


### 2. Run Data Extraction:

- 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:

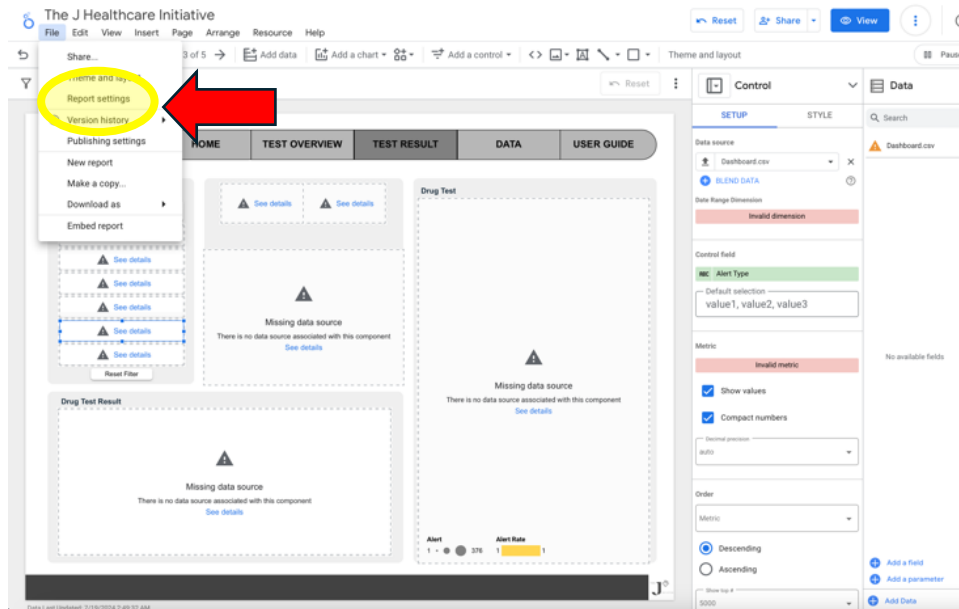
- Open Criteria.ipynb.
- Ensure all external data has been added to Monthly.csv before proceeding.
- Click “Run All.”

This will update dashboard.csv with the new data, ‘Dashboard.csv’.

# Steps to Upload Data on Dashboard

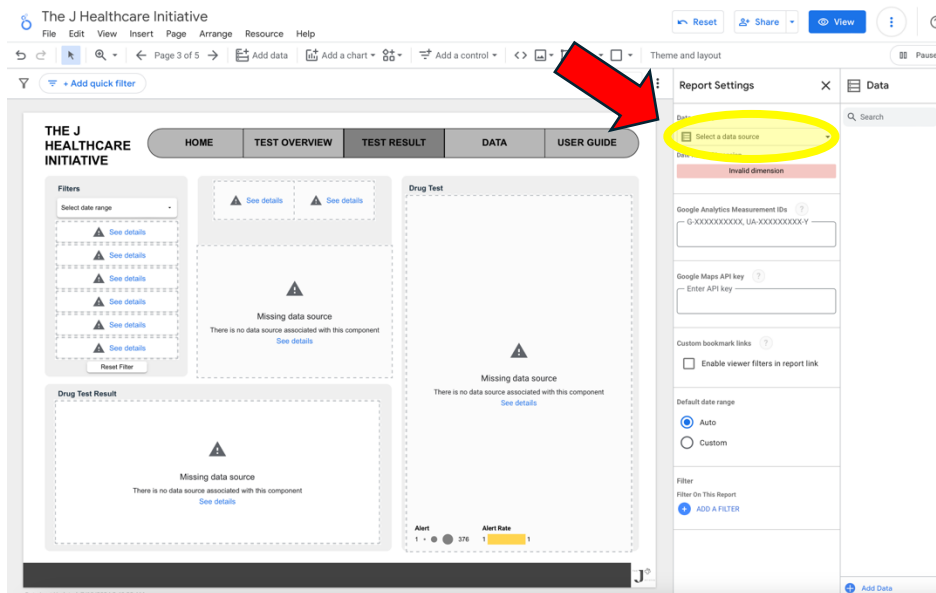
## 1. Access Report Settings:

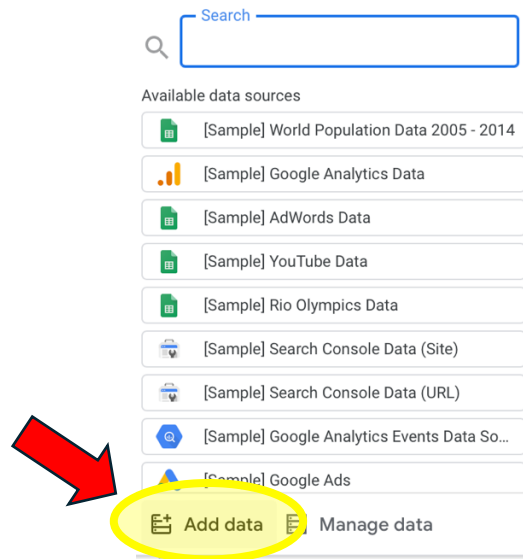
- From the menu bar, select **File**.
- Choose **Report Settings**.



## 2. Select Data Source:

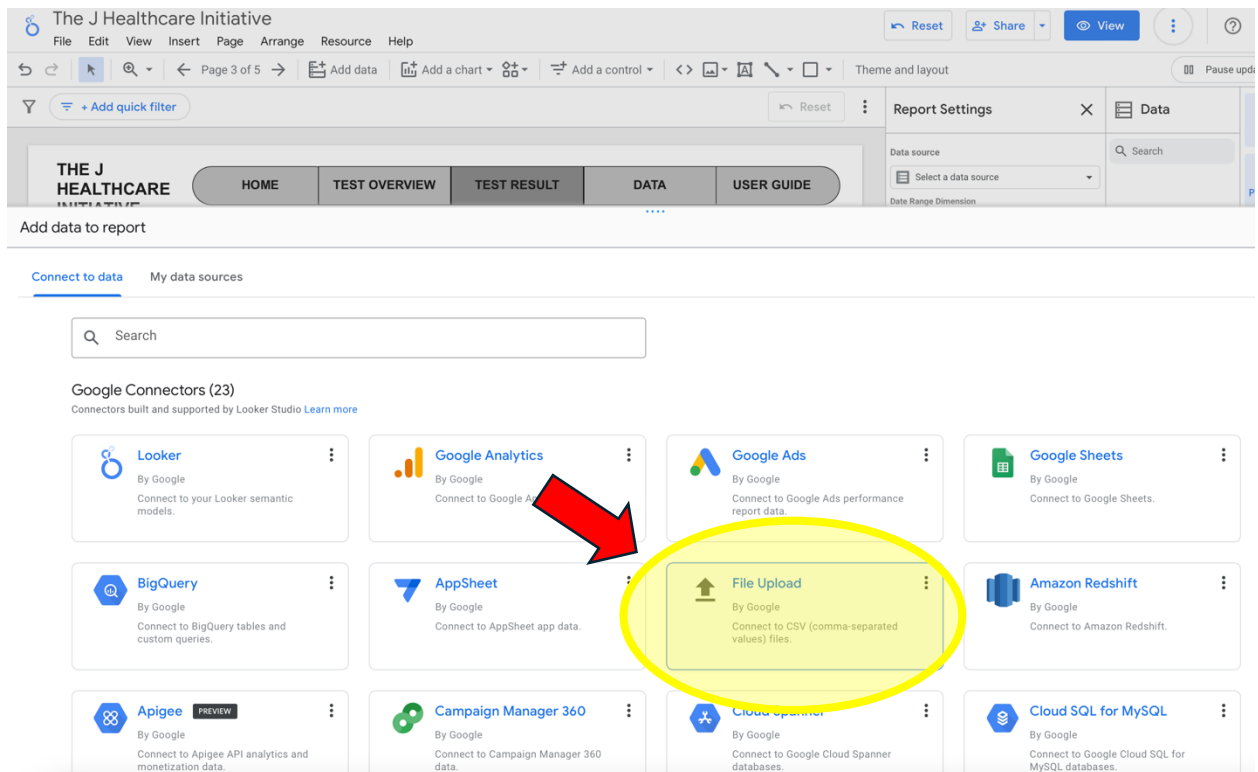
- In the Report Settings, click **Select a data source**, then click **Add data**.





### 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**.

The screenshot shows the 'The J Healthcare Initiative' dashboard. The main dashboard area includes a 'HOME' tab, a 'TEST OVERVIEW' section with 'Record Count' (2,545) and 'Alert' (68), a 'Drug Test' map of British Columbia and Washington, and a 'Drug Test Result' table. A red arrow points to the 'DATA' tab in the top navigation bar. On the right, the 'Report Settings' panel is open, showing the 'Data source' as 'Dashboard.csv'. The 'Data range dimension' is highlighted with a yellow circle, and the 'Add dimension' button is also highlighted. The 'Data' panel on the far right lists various fields like Address, Alert, Alert Type, Benzodiazepine, Category, Code, Colour, Date, Drug Checking Site, Fentanyl, FTIR Spectrometer, Health Authority, Location, Province, Sold As/Expected Drug, Source, Texture, Unified Alert, Unspecified Alert, and Record Count.

Sold As/Expected Drug	Record	Alert	Unspeci...
1. Methamphetamine	129	17	88
2. Heroin	32	15	0
3. Cocaine	155	11	122
4. Fentanyl	165	10	0
5. Crack Cocaine	73	7	48
6. Down and Methamphetamine	3	3	0
Grand total	2,545	68	259

Your dashboard will now be updated with the new data.