**Instructions to Download Files for Windows Users**

1. Download the files from the [california-annual-hospital-report](https://github.com/T-C137/california-annual-hospital-report) GitHub Repository and save them to in folders your One Drive desktop.
   1. Create the folder named “annual-hospital-data” on your One Drive desktop.
   2. Download the files to be saved in the folder:
      1. [annual-hospital-data/annual-hospital-data-2020.csv](https://github.com/T-C137/california-annual-hospital-report/blob/main/annual-hospital-data/annual-hospital-data-2020.csv)
      2. [annual-hospital-data/annual-hospital-data-2021.csv](https://github.com/T-C137/california-annual-hospital-report/blob/main/annual-hospital-data/annual-hospital-data-2021.csv)
      3. [annual-hospital-data/annual-hospital-data-2022.csv](https://github.com/T-C137/california-annual-hospital-report/blob/main/annual-hospital-data/annual-hospital-data-2022.csv)
      4. [annual-hospital-data/annual-hospital-data-2023.csv](https://github.com/T-C137/california-annual-hospital-report/blob/main/annual-hospital-data/annual-hospital-data-2023.csv)
   3. Create the folder named “california-hospital-information” on your One Drive desktop.
   4. Download the file to be saved in the folder:
      1. [california-hospital-information/california-hospital-information.csv](https://github.com/T-C137/california-annual-hospital-report/blob/main/california-hospital-information/california-hospital-information.csv)
   5. Create the folder named “hospital-data-items” on your One Drive desktop.
   6. Download the file to be saved in the folder:
      1. [california-hospital-information/hospital-data-items/hospital-data-items.csv](https://github.com/T-C137/california-annual-hospital-report/blob/main/hospital-data-items/hospital-data-items.csv)
2. Download the [Hospital Annual Financial Data.pbix](https://github.com/T-C137/california-annual-hospital-report/blob/main/Hospital%20Annual%20Financial%20Data.pbix) file.
3. Open the [Hospital Annual Financial Data.pbix](https://github.com/T-C137/california-annual-hospital-report/blob/main/Hospital%20Annual%20Financial%20Data.pbix) file, then navigate to the query editor.
   1. Report view>Home>Queries>Transform Data>Transform Data

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1. From the Queries pane, go to the parameter named “EnterUserName”. Enter your first name in the Current Value field.

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1. Apply the changes by selecting the Close & Apply button in the top left corner of the query editor page, then select the Apply option.

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The reports source paths are now directed to the data you downloaded to your One Drive desktop and the tables in the query editor will be viewable.