Here are instructions for how to update the filepaths that PowerBI uses to locate the cleaned data. The filepaths may require updates in the future when:

* A new individual takes over refreshing the dashboards
* The file folder structure changes
* The cleaned data file names are modified

**Instructions for Updating Filepaths for PowerBI Dashboards**

1. **Open Dashboard File**
   * Open the first dashboard pbix. There are 7 files in total:
     + access\_to\_healthcare\_generalpop.pbix
     + access\_to\_healthcare\_youth.pbix
     + ccmhd.pbix
     + esdh.pbix
     + injury\_violence.pbix
     + pophealth\_outcomes.pbix
     + youth\_risk.pbix
2. **Access Data Source Settings**
   * In each dashboard file, go to the Home menu
   * Click on the "Transform Data" dropdown
   * Select "Data Source Settings"

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1. **Change Data Source Path**
   * In the popup window, select the first data source path
   * Click on "Change Source"

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1. **Navigate to Relevant File**
   * Click on "Browse" to open your file explorer

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* + Navigate to the location where the data file corresponding to the indicator from the list is stored on your computer
    - This is likely in GitHub (or wherever you have saved the GitHub repository on your computer) > ncw\_dashboards > ncw\_data > cleaned\_data
  + Click on the file corresponding to the indicator you selected and click “Open”
    - In the example, inside the cleaned\_data folder, you would select dentists\_data.csv

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1. **Confirm Changes**
   * Click "Ok" to confirm the changes.

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1. **Repeat for Each Indicator**
   * Repeat steps 3-5 for each indicator listed in the dashboard.
     + In this example, there are 3 total indicators. The first one was dentists\_data.csv, so fluvax\_data.csv and physicians\_data.csv still need to be updated.
2. **Close the Data Source Settings Window**
   * After you’ve updated each path, click “Close”

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1. **Apply Changes**
   * A yellow call out bar will appear, click “Apply Changes”
   * Allow the changes to load

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1. **Repeat for each Dashboard**
   * Repeat steps 1-8 for of the remaining dashboards listed in step 1