GOAC Analytic Solutions: Standard Operating Procedure

1. Login to Tableau and view the dashboards to ensure the app server and database server are properly communicating.
2. Ensure that the source data (daily sales info) has landed in the Persistent Staging Area.
3. Navigate to the MySQL Workbench without closing Tableau.
4. Open MySQL Workbench and click on the proper database connection.
5. Login to the database connection.
6. Double click on the schema, “380-final-bv” to activate that schema.
7. Open the Table Data Import Wizard.
8. Upload the daily sales data to the already existing “ODS\_SALES\_DATA\_SMALL” table.
   1. When selecting columns to import, deselect the bottom columns with the name “MyUnknownColumn”, keep every other column. You may need to expand the pop-up window that appears here if you don’t see the ‘unknown’ columns initially.
   2. Import the data.
9. Open “daily\_update\_file.sql”.
10. After opening the above SQL file, click the lightning bolt in the Workbench to execute all procedures.
11. Close out of the MySQL Workbench.
12. Navigate back over to Tableau and click on data in the top left corner of the screen.
    1. Highlight the bottom option that has the check mark next to it, a new menu will appear to the right. Find and click “Refresh”. You will need to do this for every dashboard connected to this database.
13. Observe that the dashboard(s) change according to the upload of the daily sales file.
14. At this point, if business decisions need to be made then utilize the updated dashboard(s) for those decisions. Otherwise, close out of Tableau.