**Data Repository Data Update:**

The design for the data repository works with the directories within the project. This means that all datasets are allocated within the project. To update them, you simply need to update the desired file following these steps:

1. Make sure the file holds the same name. The data repository is set to retrieve information from files with these specific names, which is why the name must remain the same.
2. Make sure the format of the file stays the same. If the way the data is arranged has changed significantly, the best would probably be to create a new design for the new dataset.
3. All columns must be named the same. This is vital for the operations performed with the dataset.
4. Make sure column type is consistent across the dataset. For example, columns that hold numeric data must be numeric all the way through. If a column contains cells that differ from its designated type, the values of these cells must be replaced with something that corresponds to the right column type. For example, sometimes numeric columns have values such as “D”, which could be replaced with 0.
5. If the dataset has a new added column, this will lead to a redesign of its corresponding section in the data repository to include the new chunk of data.

My suggestion for this process is review the dataset, go through steps 1 -2, then pass it on to someone from IT so they can do the same thing. Sometimes a fresh pair of eyes might details that were overlooked at first.