**Nathan**

As of today, you will be responsible for the Land and Earnings Workbooks. This includes:

* Updating current data within the workbook, this includes all sources and the measure definitions that are involved
* Improving the workflow and update processes
* Document the updates processes and fixes
* Resolve any issues within the workbook
* Improve automation across the two workbooks

**Team Wide**

Let's plan to meet the Monday morning around the same times to go over information and do some training and go over information. I'll send out the calendar invites soon and reserve the room for the meetings. If you guys have any questions please reach out, I'll be working a bunch of the break so I'll be somewhat available during next week.

**Updating Measure Definitions**

1. Open measure worksheet for related table in tableau workbook
2. Copy all and paste into new worksheet
3. Update source citations if necessary
4. Change accessed\_date (date downloaded data), vintage (updated), revised (Zillow = all), new\_data with last month
5. DON’T CHANGE NOTES
6. Export as tab delimited to loading zone
7. STG\_XLSX\_MeasureDefn\_WRK
   1. Delete previous backup
   2. Rename to backup
8. Same upload process
   1. Change all datatypes to suggested
9. Run DV2 and PostOps scripts

Be aware:

Table headers in ssms might not match data downloaded

* Spell hierarchy wrong!!!!

**Greenspan**

Leave backups

* Change previous file names to ‘\_BACKUP’
* DON’T DELETE