1. Starting from the GitHub folder on your computer, go to the folder *shiny-apps-oracle/Data Quality/Data Consistency*. Here is a description of its contents:
   1. .R files that are needed for the Data Consistency app to run. The main files are *ui.R* and *server.R.* The *server.R* file has 4 dependent files: *data.R*, *downloads.R*, *mainPanel.R*, and *tables.R.*
   2. A */doc* folder that contains useful documentation. For now, it only contains an Excel file explaining all the objects and functions created by the Data Consistency app.
   3. A */lib* folder containing miscellaneous files. The *page.html* file is required for the app to run properly.
2. Open the *server.R* file.
   1. You will not be editing this file. This step is merely to show you how the app is structured. Notice how, starting on *line 38*, five *source()* functions are invoked. The *source()* function is a way to import/execute other *.R* files **from** **within** a "parent" file (which in this case would be *server.R*).
3. Open *data.R* (i.e., *server.R* dependent file #1)
   1. Find the *summaryData()* function on *line 162*. This function creates the data for the Summary table.
      1. Underneath the "DATA INCONSISTENCIES" header, enter the SQL code for your new data inconsistency category.
         1. You can plop the new code wherever you want, as long as it's in that section of the code. You can even change the existing order of the data inconsistency categories.
   2. Find the *summaryData\_2()* function. This function rearranges the *summaryData()* data frame into a format that is DataTable-ready.
      1. Within this function, a *summaryData\_2* data frame is created, with columns: "ID", "Data\_Element", "Applicable\_Records", and "Hits". You will need to edit these columns so that your updated list of categories is displayed correctly.
         1. Ignore the "ID" column.
         2. In the "Data\_Element" column, edit the values to reflect the changes you made in Step 3. Make sure the *order* of the values matches as well!
         3. In the "Applicable\_Records" column, edit the values to reflect the applicable records associated with your inconsistency categories. Most likely, this will simply involve adding another "ENROLLMENTS" element (meaning that the category applies to *all* enrollments). Other options are "LEAVERS" (if the category applies only to clients who have exited the program) and "ADULTS" (if the category applies only to adults). Again: if you edit this column, make sure it matches the *order* of the categories in your SQL code.
         4. In the "Hits" column, edit the values to reflect the *variable names* of the categories that you specified in Step 3. Again: if you edit this column, make sure it matches the *order* of the categories in your SQL code.
4. Open *ui.R* and update the "About" information.