Adrianna Boghozian

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Subject: Shiny Reference Sheet

How to create a new branch:

1. Set the default branch to master.
2. Create a new branch, titled appropriately.

How to commit a new branch:

1. Switch to the uncommitted changes.
2. Commit to master at the bottom, fill out the summary and description appropriately.
3. Select Sync in the right hand corner.
4. Create a Pull Request.

How to update the data for Shiny:

1. Download the deluxe districts and services received data for “All”, save in ficher/Shiny/prep\_for\_Shiny/ with proper naming convention.
2. Update the dates in /ficher/Shiny/prep\_for\_Shiny/munge\_data\_for\_shiny.R for both datasets.
3. Update dates in server.R (search string for \_2016previousdate)
4. Update date stamp in intro.html