Steps for updating RAPID Netlify website.

**Typical process (from Sara’s perspective)**

1. Prepare weekly survey for dissemination
   1. Add, modify, and remove questions based on weekly topic priorities (collaborate with Ashley Bautista, Sihong, Allison Kunerth [transitioning off at the end of this year, to be replaced by…?])
2. Ashley runs data collection.
3. Ashley cleans data (removes bots, etc.) and merges new data with existing into Masterfile.sav
4. Allison adds additional variables using SPSS (creates CaregiverAge, income and poverty variables, etc.). New file is Masterfile\_groupings.sav.
   1. Allison and Ashley archive old versions of this file – if something breaks with the new file, I sometimes change path to old data, just to see if code works
5. I update website (see instructions below).

**Incorporating new or updated RMD files from Sihong.**

1. Save .Rmd file in project folder (Rapid-R3-Website).
2. Update .Rmd file
   1. Check that the YAML saves output as a html document and has floating table of contents.
   2. Add {.tabset} to section headers when it makes sense to nest sections (major sections # and sometimes ##).
   3. Change line that loads in data file (.sav or .Rdata) to point to file inside R3 Management folders (for the Masterfile, this path is ../../Data Management R3/CC\_Clean Survey Data/00\_R3 MasterFile/MasterFile.sav
3. Update \_site.yml by adding new page to Analyses drop down menu that links to Sihong’s new page.
4. Knit new analysis .Rmd file and index .Rmd file.
5. Push to GitHub.

**Updating website**

1. Use the Build Website tool (under Build tab).
2. Likely that things will break. I’m trying to set cache = TRUE for analyses that don’t need to be updated every week, but some pages (index, Descriptives, trends, group analyses, open-ended questions, and the list of variables) do need to be updated with every new data file.
3. Push to GitHub.

**New open-ended questions**

1. In the \_site.yml, create a new page under the Open-Ended dropdown menu for the new section. It’ll take the form “open\_##q.html” (the number matching the number of the new open-ended variable in the master file).
   1. To figure out what the variable name/number is in the Masterfile, your best option is to ask Ashley. To figure out variable names in general, I recommend using <https://rapid-r3.netlify.app/variable_list.html>, which is a searchable list of all our variables.
2. In the file \_create-group-based.html, add a new row to the tibble with open-ended responses that includes the variable number, the text of the question asked, and the title for the page. Knit this file.
   1. If you’re not re-building the whole website, you’ll have to move the generated pages into the \_site folder.
3. Knit the index file, so the new page appears in the homepage.
4. Push to GitHub.