**Refresh Data or Change Connection**

Refresh Report Data or Change File Source

Will have to do this if the physical file (csv’s) that underlie the report are moved.

1. Open Power Query: Home -> Transform Data

Graphical user interface

Description automatically generated

1. Will have to do this for the cohorts\_classified and membership\_cohorts dataset queries

Graphical user interface, application, table, Excel

Description automatically generated

1. Select the dataset -> Double click Source. Context menu should appear

Graphical user interface, text, application

Description automatically generated

1. Click Browse – then select the file location that the appropriate csv file is saved in. Then OK.

Graphical user interface, text, application

Description automatically generated

1. Do the same for the other dataset, then click Close and Apply

Graphical user interface, application, table, Excel

Description automatically generated

The report should refresh automatically.

Refresh report data where physical file location of data has not changed but underlying data has

Home -> Refresh

Graphical user interface, application

Description automatically generated

Upload Report to Power BI Service

1. On the Power BI online home page go to My Workspace -> My Workspace again on the popup menu. You should see the reports and datasets in the workspace.

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated

1. Upload report: New -> Upload a File

Graphical user interface, application

Description automatically generated

1. Select Local File -> Navigate to report location and choose

Graphical user interface, application

Description automatically generated

1. Replace the existing report/dataset. It’s fine, you’re just replacing the old report with the new one.

Graphical user interface, text, application, Word

Description automatically generated