Manually appending and replacing data in an existing Dataset

Montana Data Portal

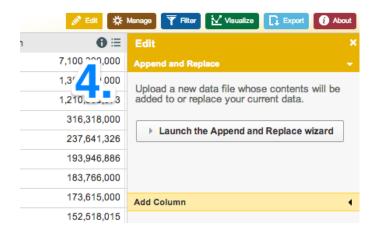
Manually Replacing or Appending data in an existing Dataset

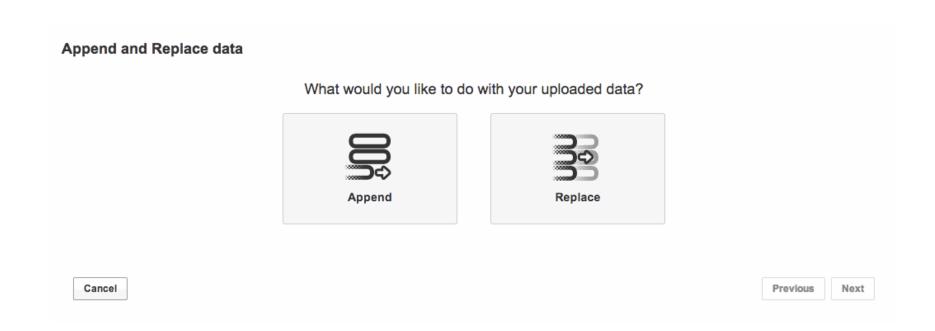
The Append and Replace wizard can be used to add rows to your existing dataset or completely replace the entire dataset. This can be done by users who have the proper account and dataset permissions.

Accessing the Append and Replace Wizard

- 1. Go to the dataset that you'd like to update.
- 2. Click Edit which will open up the Edit panel
- 3. Click Edit Dataset button to get to the working copy
- 4. Clicking on the Edit panel again will reveal a new panel section 'Append and Replace' containing a 'Launch the Append and Replace' button within it.



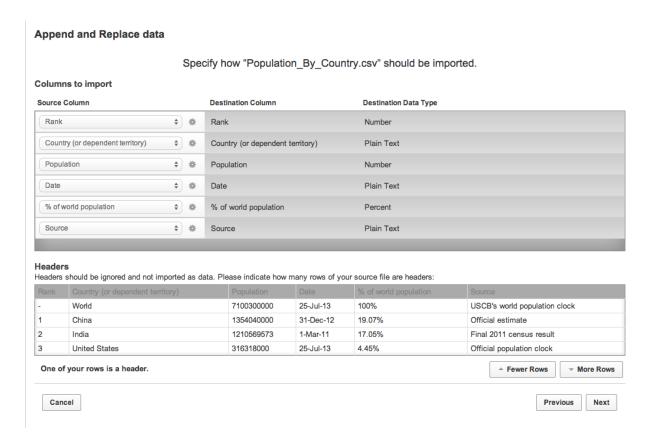




Append

After reaching the wizard, if you wish to append to your dataset:

- 1. Click the "Append" button
- 2. Choose a file to upload
- 3. You will be shown a scan of the data file you are appending. Here, you can review and configure which columns are being imported and into which columns the data is being imported too
- 4. Click 'Next' to finish appending the data file contents onto the end of the platform dataset



Replace

If you wish to replace your dataset:

- 1. Click the "Replace" button
- 2. Follow the rest of the instructions in the "Append" section above