

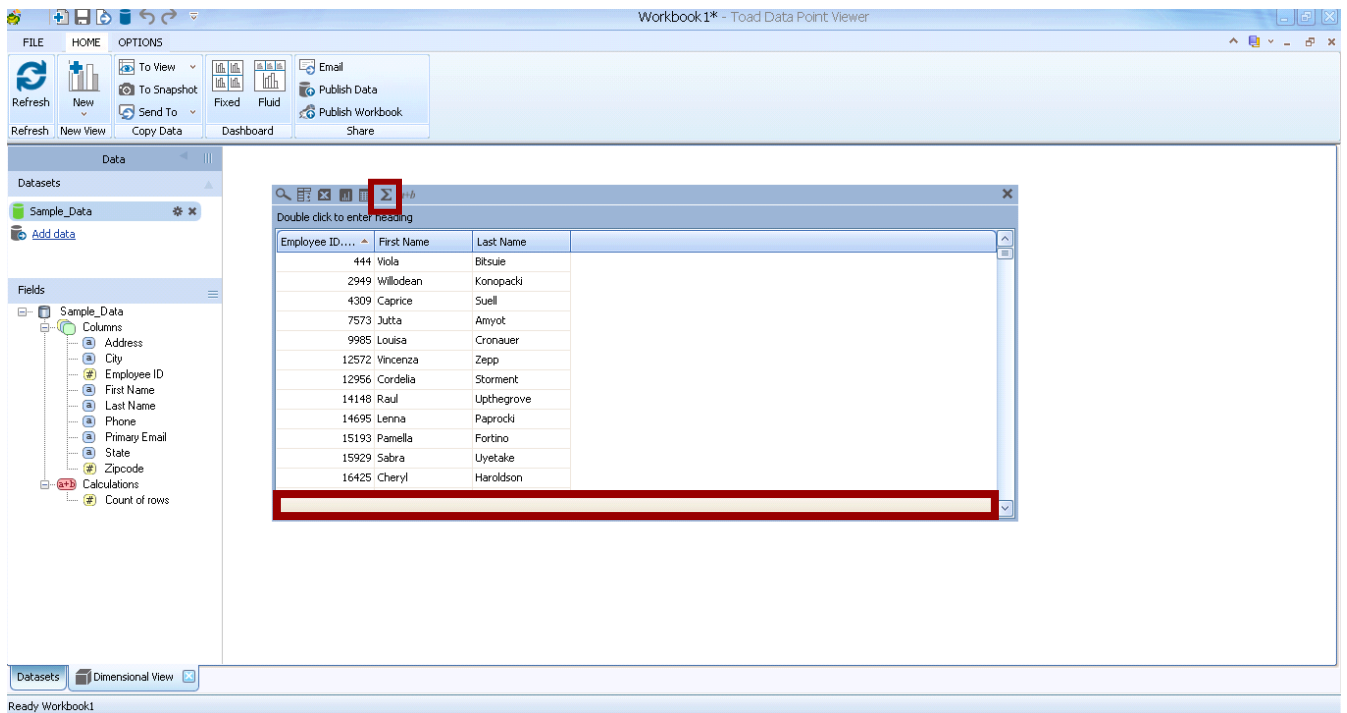
How to Determine if your data has refreshed

Sometimes, you may think you are working with the most up-to-date information in Data Point when you re-open a saved workbook, when in actuality, user error has resulted in a failed refresh.

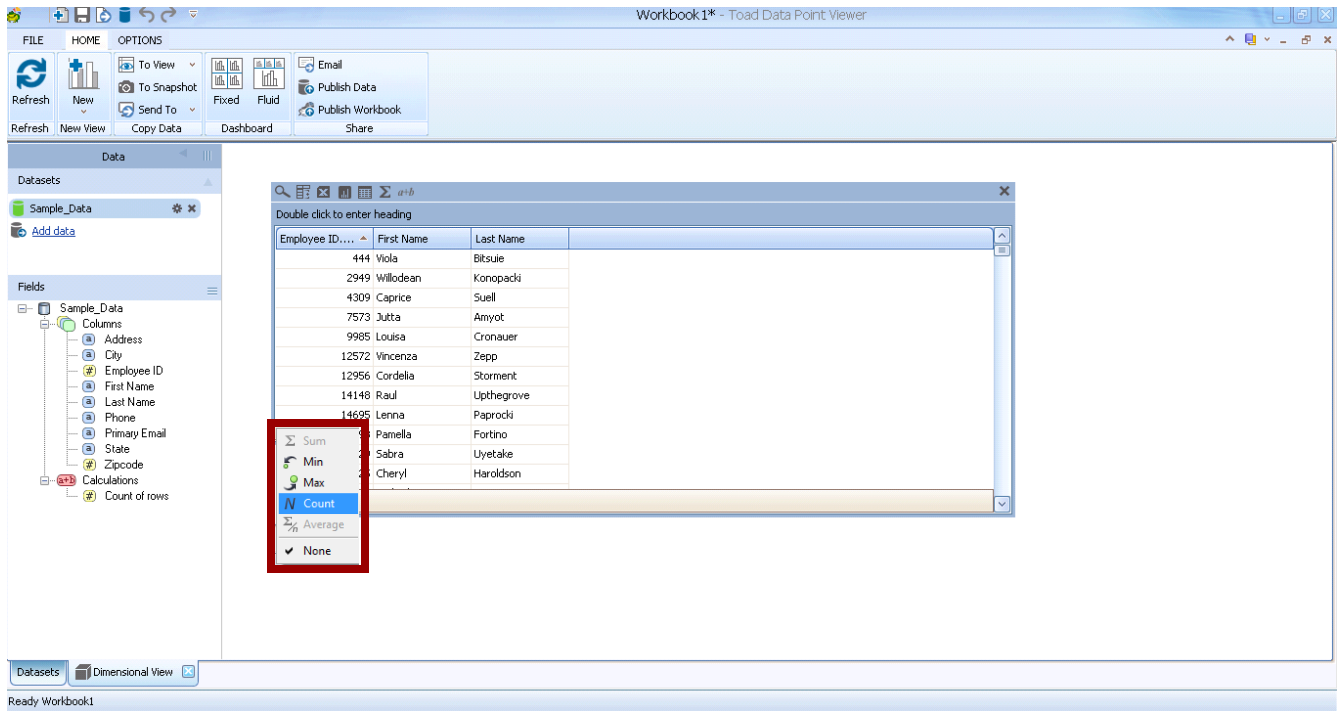
When this occurs, nine times out of ten, the “Refresh” button was not checked when the workbook was set up initially. In order to check to see if you have set up your file to refresh correctly, you will need to put a count on your data.

This will allow you to physically see how much data you are working with when you open your file. This will work with pre-existing saved workbooks only, but if you learn to do this now, it will save you time in the future!

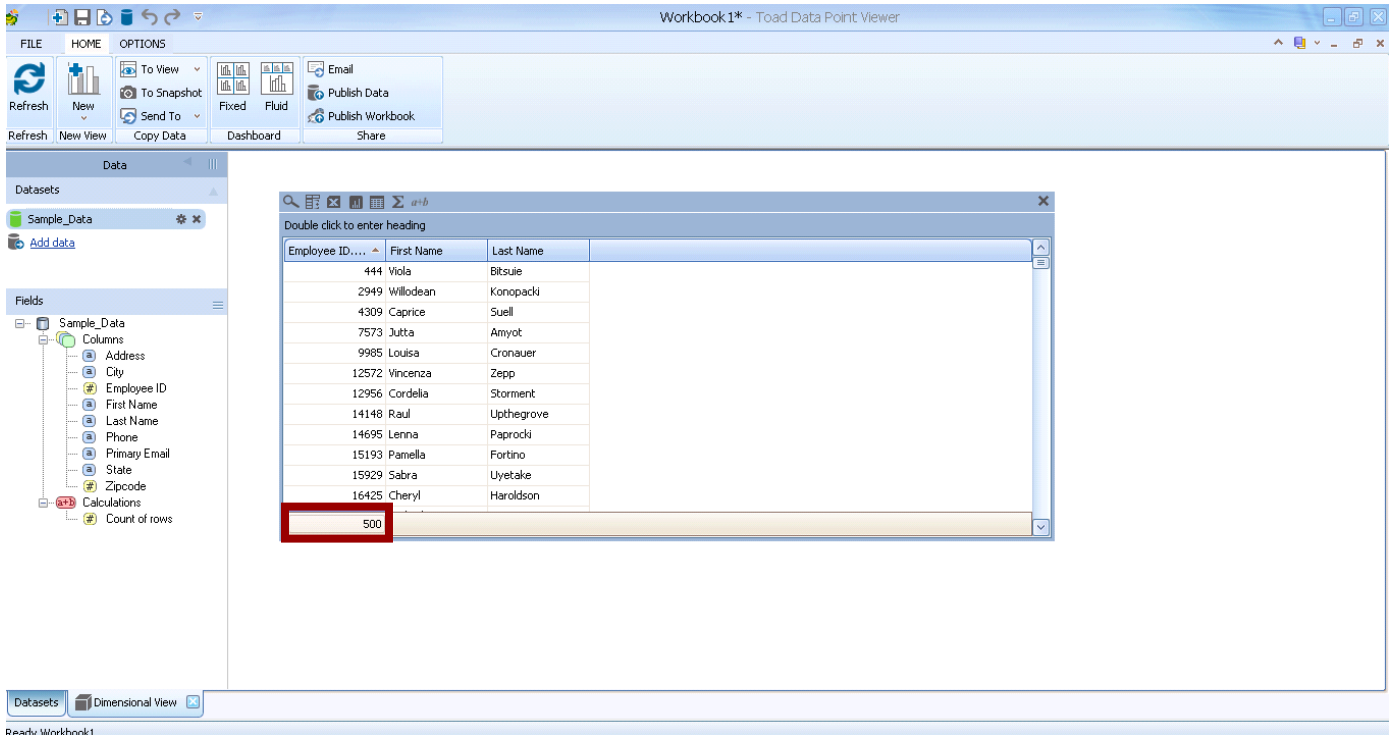
1. Open your pre-existing worksheet. On worksheet tab find the summation icon. Once you select the icon a calculation bar will appear below.



2. Now, right click underneath a variable you need a count for. I'm going to get the count for all Employee ID's by selecting "Count".



- Now you can see a total count for Employees within the workbook. When you close and reopen this file, if the data has updated, the count will change. If the count does not change, make sure you have the correct refresh settings checked.



4. If you follow these steps, save your workbook, and open it at a later time and the count DOES NOT change, this means the refresh option has not been selected when you initially set up your data. You must recreate your workbook from scratch. When you go through the data wizard and see this screen, MAKE SURE YOU CLICK REFRESH!

Dataset Step Wizard

Name the dataset and choose Refresh options

Dataset name:
All_EEs_Current_Status_CUL_Snap

Refresh mode:
Replace- resets dataset data on every refresh

Refresh data (for this dataset) when I click Finish

Refresh dataset whenever workbook is opened

Back Finish Cancel