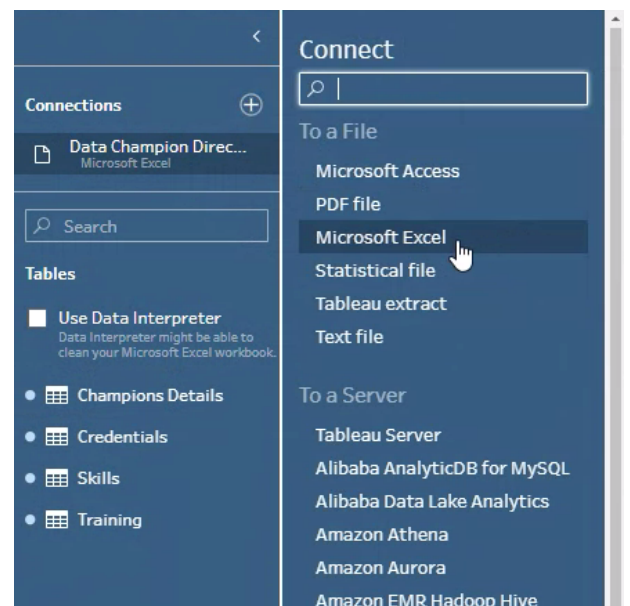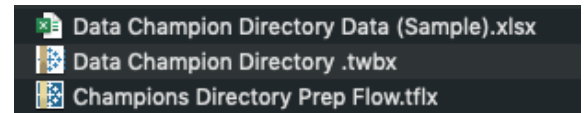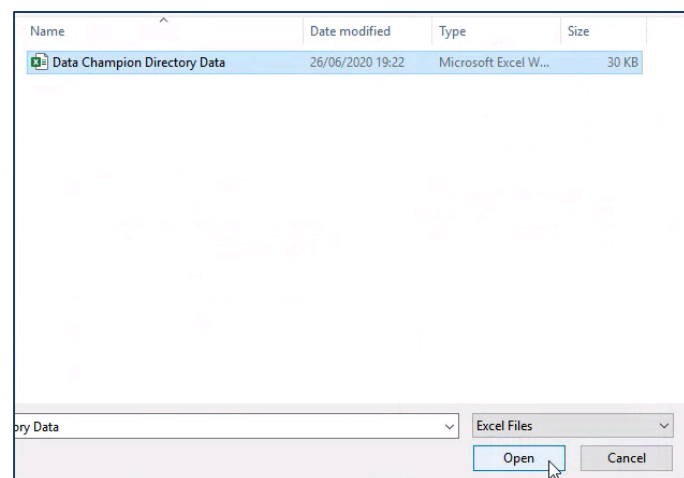# Data Champion Directory Manual

Follow the below steps to update the Data Champion Directory Dashboard with your own Champions's data in the Prep Flow.
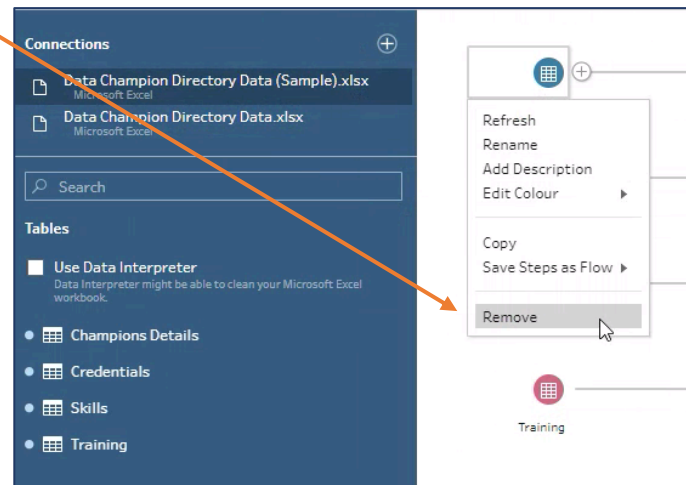
1. Open the "Data Champion Directory Data (Sample).xlsx" file and fill in the Champions' information.

2. Open the "Champions Directory Prep Flow.tfl" file

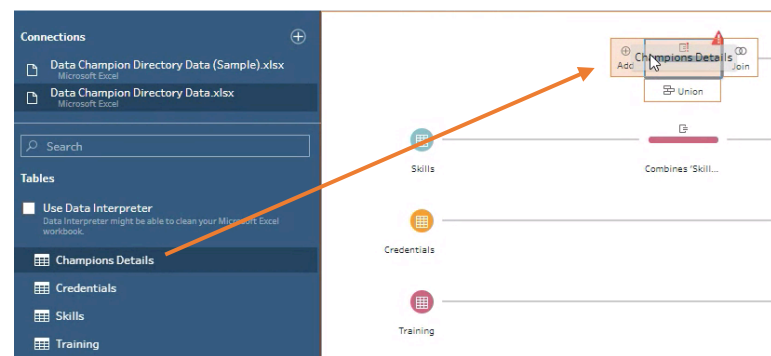3. Open the flow (Champion Directory Prep Flow)

4. Connect to your Excel file including your Champion data (Data Champion Directory Data)

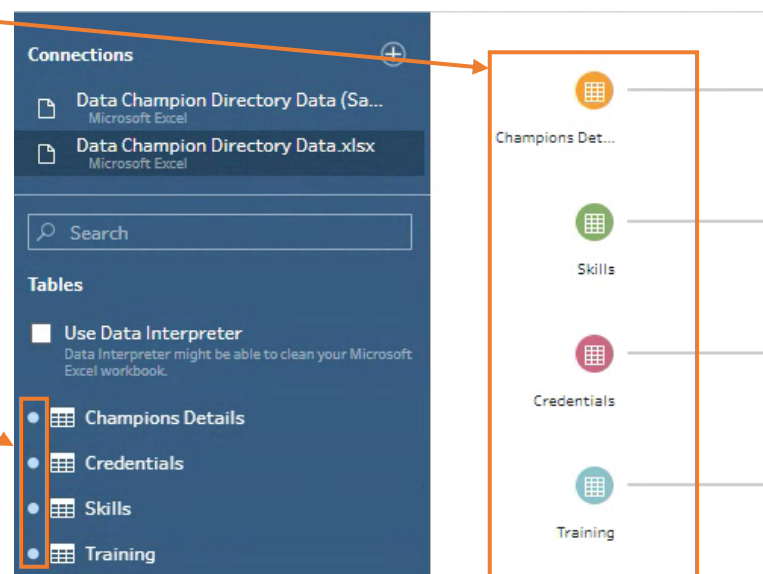5. In the flow, remove champion table from the sample data

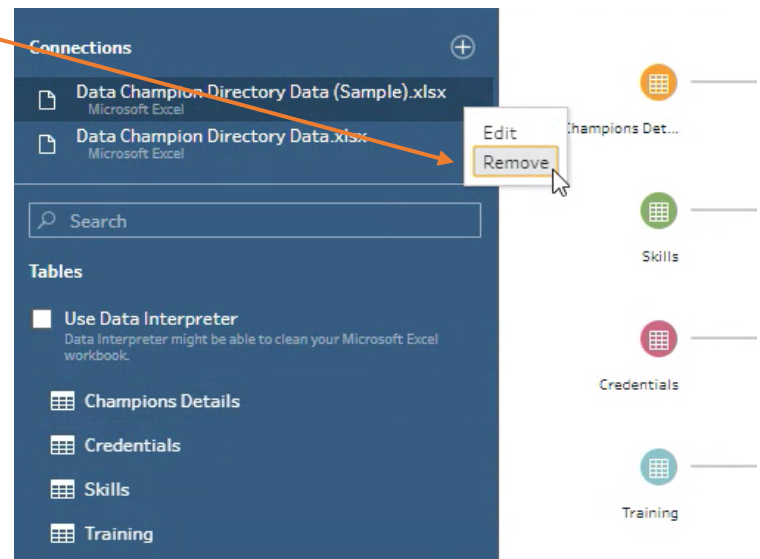6. Replace with your Champion details table by drag and drop

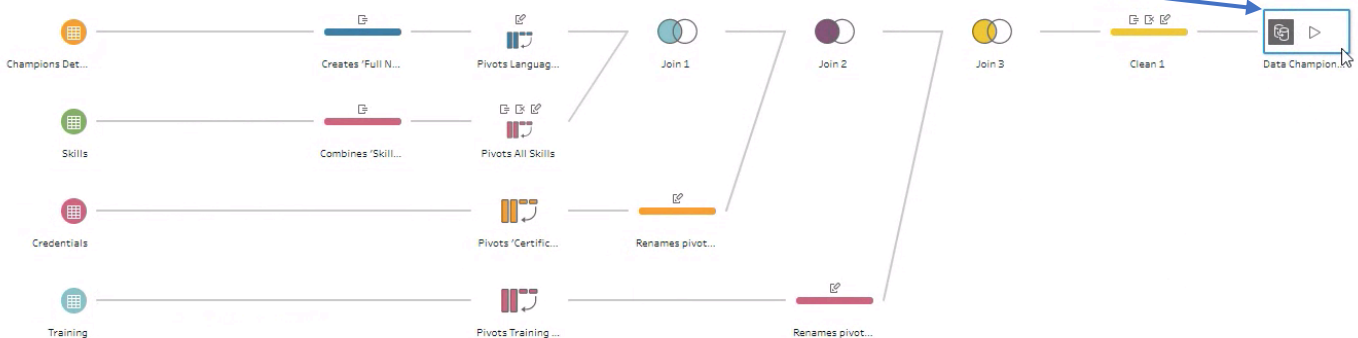7. Replicate process for Skills, Credentials and Training tables

   Dotes will appear on the left of the tables to indicate that it's in use.

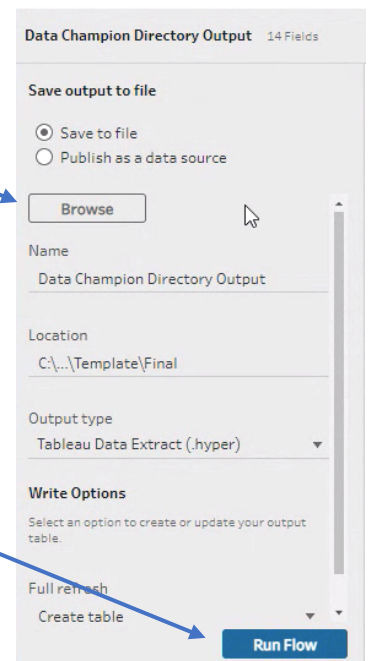8. Remove Data Champion Directory Data (sample) from Connections

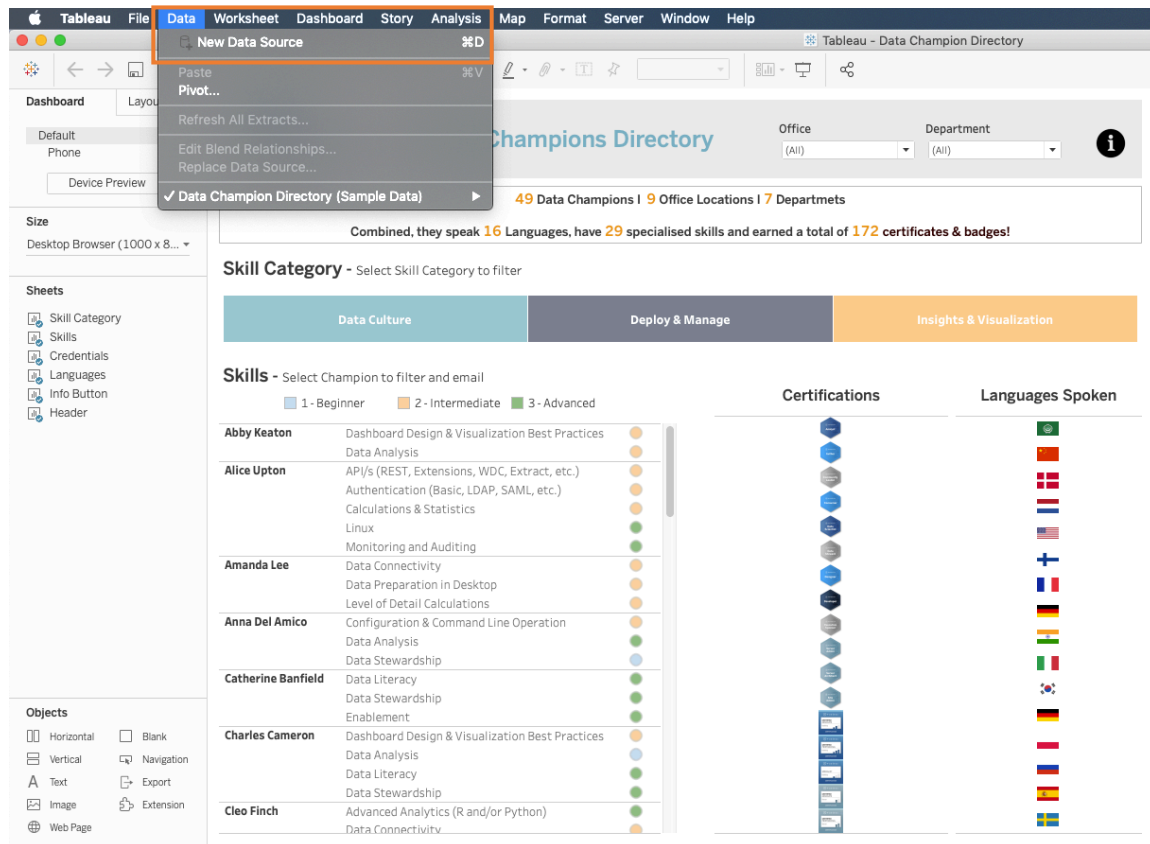9. Add an output – click on "+" choose output

10. Save your Datasource either local or publish to server
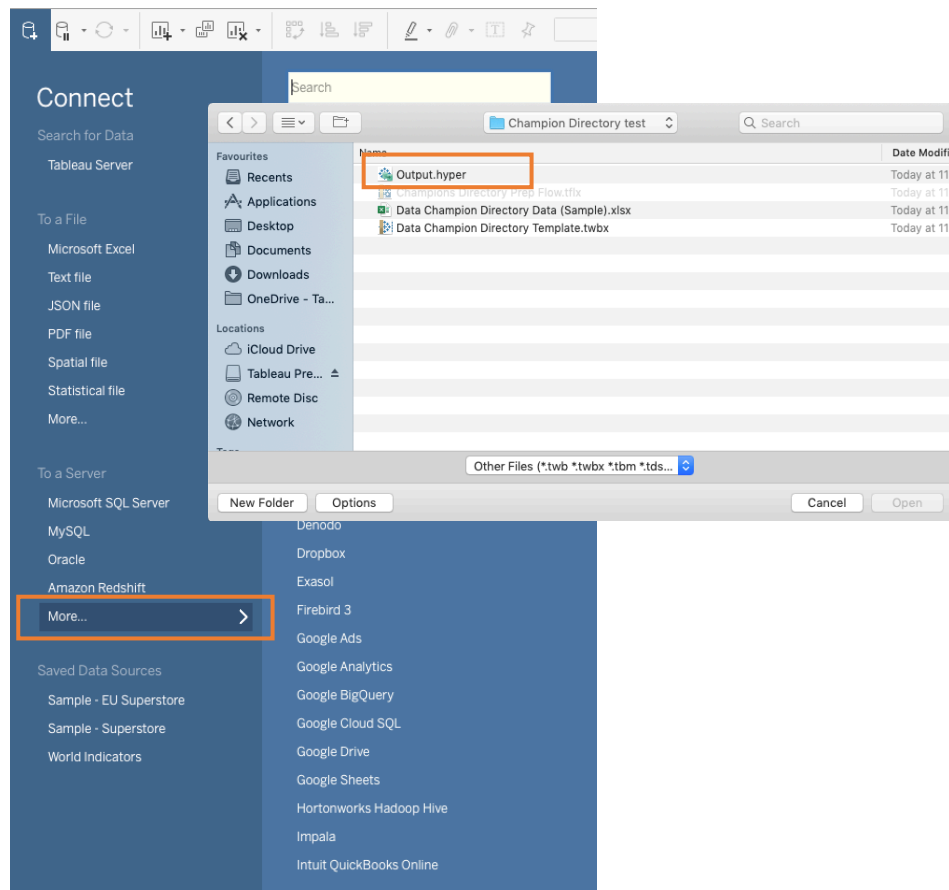
11. And finally run flow

The output will now be generated and you will have all your champions data ready to visualise

12. Open workbook "Data Champion Directory Template.twbx" and Replace Datasource :

In more, choose your "Output.hyper"

13. In Workbook replace data source with the output :