

# Manually appending and replacing data in an existing Dataset

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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.

Find in this Dataset

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2. **Edit**

Date	% of w
25-Jul-13	
31-Dec-12	
1-Mar-11	
25-Jul-13	
1-May-10	
1-Jul-12	
25-Jul-13	
1-Jul-13	

3. **Edit Dataset**

This dataset is published and cannot be edited directly. A working copy is available that allows you to make all your desired changes before making them publicly available.

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4. **Edit**

**Append and Replace**

Upload a new data file whose contents will be added to or replace your current data.

**Launch the Append and Replace wizard**

**Add Column**

## Append and Replace data

What would you like to do with your uploaded data?



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### 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

## Append and Replace data

Specify how "Population\_By\_Country.csv" should be imported.

### Columns to import

Source Column	Destination Column	Destination Data Type
Rank	Rank	Number
Country (or dependent territory)	Country (or dependent territory)	Plain Text
Population	Population	Number
Date	Date	Plain Text
% of world population	% of world population	Percent
Source	Source	Plain Text

### Headers

Headers should be ignored and not imported as data. Please indicate how many rows of your source file are headers:

Rank	Country (or dependent territory)	Population	Date	% of world population	Source
-	World	7100300000	25-Jul-13	100%	USCB's world population clock
1	China	1354040000	31-Dec-12	19.07%	Official estimate
2	India	1210569573	1-Mar-11	17.05%	Final 2011 census result
3	United States	316318000	25-Jul-13	4.45%	Official population clock

One of your rows is a header.

▲ Fewer Rows

▼ More Rows

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## 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