DASHBOARD DHAMAKA · EP 01 · COMMENT FOLDER

11 files → 1 table: Get data → Folder

Har mahine branch files copy-paste karne ki jagah: ek baar folder jodo, phir har mahine sirf Refresh.

1 Folder ready rakho

Unzip karo. **1 – Branch Sales** folder ko kisi jagah rakho, jaise `D:\Reports\Branch Sales`. Har file ka format same hai: sheet **Sales**, columns Date · Branch · Product · Qty · Amount.

2 Get data → File → Folder → Connect

Power BI Desktop kholo. **Home** tab par **Get data** → category **File** → **Folder** → **Connect**. Folder ka path likho ya paste karo → **OK**.

3 Combine & Transform Data

Files ki list aayegi (11 files). **Combine** → **Combine & Transform Data**. **Combine Files** window mein **Example File: First file** rehne do, sheet **Sales** chuno → **OK**.

4 Close & Apply

Power Query Editor mein **Source.Name** column dikhega: har row kis file se aayi. Right side **Query Settings** → **Applied Steps** mein saare steps record ho gaye. **Close & Apply**.

5 Check karo

Left side **Table view** kholo: **Branch Sales** table mein saari rows ek jagah, har row ke saath uski file (Source.Name). 11 files × 30 rows = **330 rows**. Report mein **Table** visual (Branch + Amount): Wardha **₹6,20,000**, ek hi baar.

6 Agle mahine: sirf Refresh

2 – Next month ki 11 files ko **1 – Branch Sales** mein copy karo → **Home** → **Refresh**. Ab **660 rows**. Koi copy-paste nahi.

7 Twist test

3 – Twist test wali **Canteen_Visu.xlsx** bhi folder mein daal ke Refresh karo: same columns hain, toh woh bhi table mein jud jaati hai (663 rows). Use hata ke phir Refresh karo. **Rule: is folder mein sirf report files.**

Yaad rakho: Folder connector folder (aur uske subfolders) ki saari files ko ek hi tarike se process karta hai, isliye saari files ka format same hona chahiye. Power BI Desktop free hai: Microsoft se download karo. Steps Microsoft Learn ke labels par based hain (Get data, Folder, Combine & Transform Data, Close & Apply, Refresh).