

# How to update an existing uploaded file

Suppose I have already [uploaded](#) a file (Excel, CSV, or ZIP containing multiple files) to Cognos, like this:

Team content / Samples / By feature / Core / Data / Source files / Retail

<input type="checkbox"/>	Name	Type	Last Accessed	
<input type="checkbox"/>	<a href="#">GO_Branches.xlsx</a> This sample data contains branch information for the fictional Sample Outdoors Company.	Uploaded file	5/25/2022, 10:21 AM	:
<input type="checkbox"/>	<a href="#">GO_Order_Methods.xlsx</a> This sample data contains order method information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/25/2022, 10:23 AM	:
<input type="checkbox"/>	<a href="#">GO_Orders.xlsx</a> This sample data contains order number information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/25/2022, 10:35 AM	:
<input type="checkbox"/>	<a href="#">GO_Products.xlsx</a> This sample data contains product information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/25/2022, 10:36 AM	:
<input type="checkbox"/>	<a href="#">GO_Retailer_Type.xlsx</a> This sample data contains retailer type information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/25/2022, 10:44 AM	:



Warning

Once you upload a file, it is normal to iteratively change your data once you see how it looks in a dashboard. You may need to add new columns, or change the names of your existing columns to make them more meaningful. **Be careful!!** See below for the impact of these types of changes...


If I make any of the following changes to the file, can I re-upload (replace or append) it again successfully?

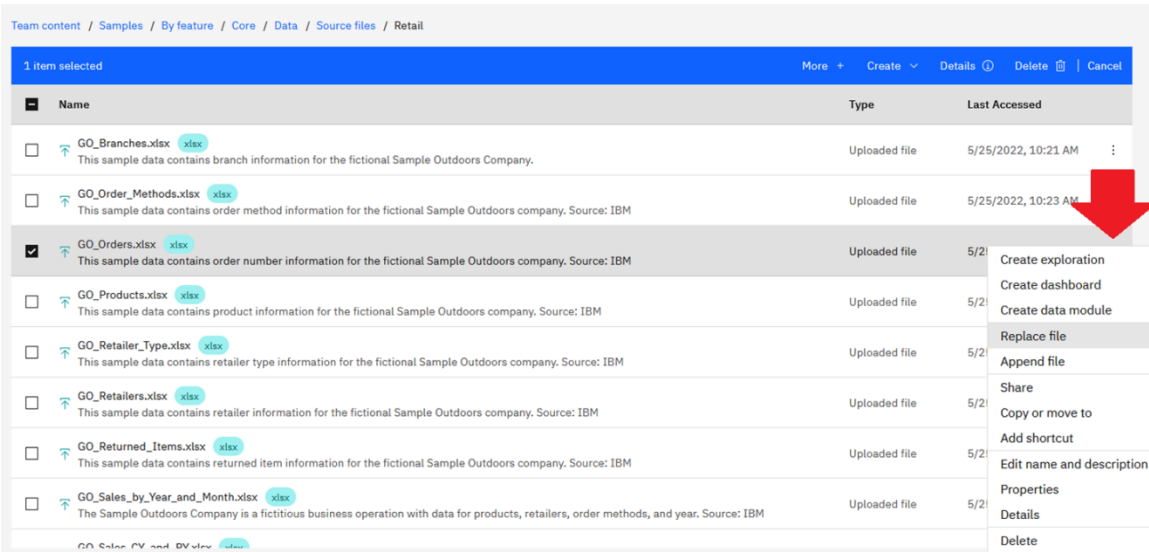
Action	Result
Add new data (rows) to an existing file	Yes
Modify data (rows) in an existing column (but not the column's header in the first row)	Yes
Add a new column	Yes
Re-order existing columns	Yes
Change the filename of the original file	Yes
Change the name of a sheet in Excel	Yes
Change the name of an existing column	No
Change the data type of any existing column (for example, to "Date" when it was previously a "Number" or "Text")	No
Remove a column	No



Any of the "No" results will give you an error during the upload process. You will need to address these errors before you can re-upload the file successfully.

## Replace versus Append

To replace or append an existing uploaded file, click the Action Menu icon  to the right of the file and select an action *Replace* or *Append* in the context menu:



The screenshot shows a file management interface with a table of uploaded files. The table has columns for Name, Type, and Last Accessed. The file 'GO\_Orders.xlsx' is selected, and its context menu is open, showing options like 'Create exploration', 'Create dashboard', 'Create data module', 'Replace file', 'Append file', 'Share', 'Copy or move to', 'Add shortcut', 'Edit name and description', 'Properties', 'Details', and 'Delete'. A red arrow points to the 'Replace file' option.

Name	Type	Last Accessed
<input type="checkbox"/> <a href="#">GO_Branches.xlsx</a> <small>xlsx</small> This sample data contains branch information for the fictional Sample Outdoors Company.	Uploaded file	5/25/2022, 10:21 AM
<input type="checkbox"/> <a href="#">GO_Order_Methods.xlsx</a> <small>xlsx</small> This sample data contains order method information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/25/2022, 10:23 AM
<input checked="" type="checkbox"/> <a href="#">GO_Orders.xlsx</a> <small>xlsx</small> This sample data contains order number information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/2/2022, 10:23 AM
<input type="checkbox"/> <a href="#">GO_Products.xlsx</a> <small>xlsx</small> This sample data contains product information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/2/2022, 10:23 AM
<input type="checkbox"/> <a href="#">GO_Retailer_Type.xlsx</a> <small>xlsx</small> This sample data contains retailer type information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/2/2022, 10:23 AM
<input type="checkbox"/> <a href="#">GO_Retailers.xlsx</a> <small>xlsx</small> This sample data contains retailer information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/2/2022, 10:23 AM
<input type="checkbox"/> <a href="#">GO_Returned_Items.xlsx</a> <small>xlsx</small> This sample data contains returned item information for the fictional Sample Outdoors company. Source: IBM	Uploaded file	5/2/2022, 10:23 AM
<input type="checkbox"/> <a href="#">GO_Sales_by_Year_and_Month.xlsx</a> <small>xlsx</small> The Sample Outdoors Company is a fictitious business operation with data for products, retailers, order methods, and year. Source: IBM	Uploaded file	5/2/2022, 10:23 AM

**Replace file:** This option replaces all rows of data in your uploaded file with rows of data from the file that you select. All the actions in the table above apply.

**Append file:** This option appends new rows of data to your uploaded file from the file that you select, keeping the existing data intact. All the actions in the table above apply.