

How to update an existing uploaded file in Cognos Analytics

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Suppose I have already [uploaded](#) a file (Excel or CSV) to Cognos Analytics. If I make any of the following changes to it, can I re-upload (update) it 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 Excel 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

Replace versus Append

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.