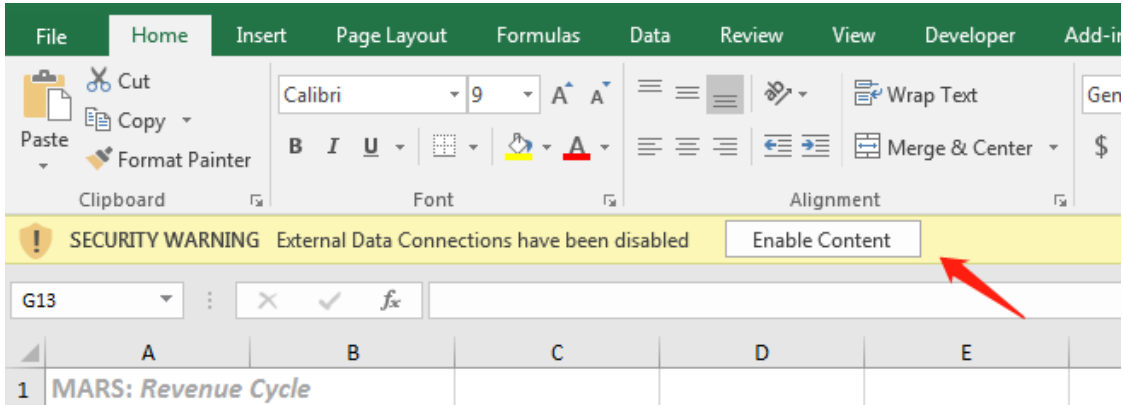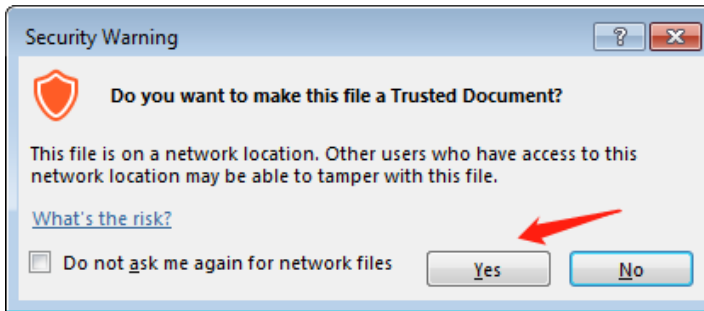1. Open the EXCEL workbook you have connected to the MARS database.
2. Click the "**Enable Content**" button if you are seeing the Security Warning message within EXCEL.

3. Select "**Yes**" if you are seeing the following message.

4. Then the EXCEL will try to refresh the data from the MARS cube. Just wait until it is completed.
5. Following step 1→2→3 below so that the **Workbook Connections** windows has popped up.

6. Click on Properties button once you see the Workbook Connections screen.
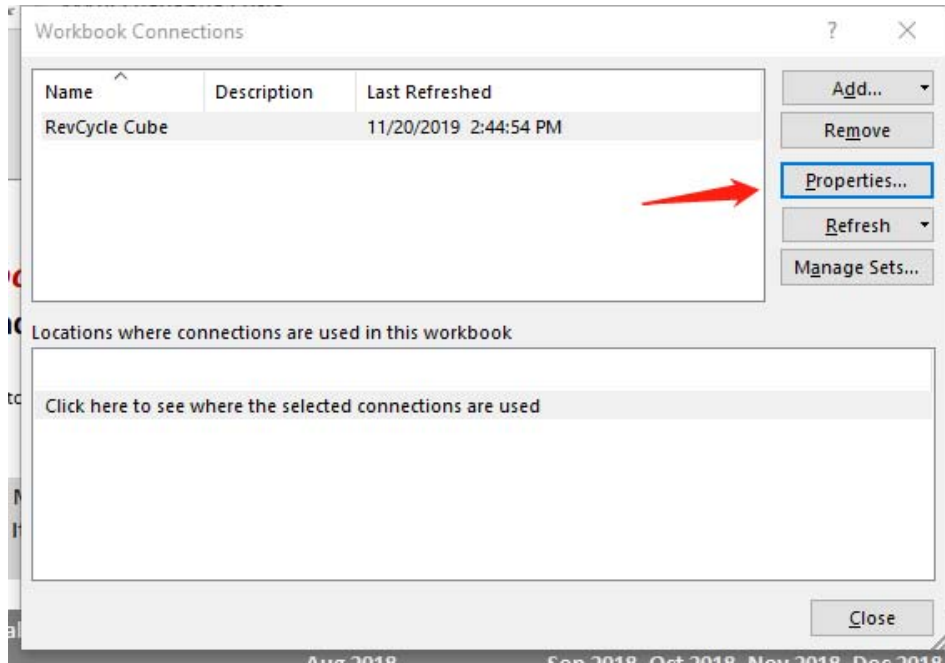
7. Then you will click on the definition tab within the Connection Properties screen.
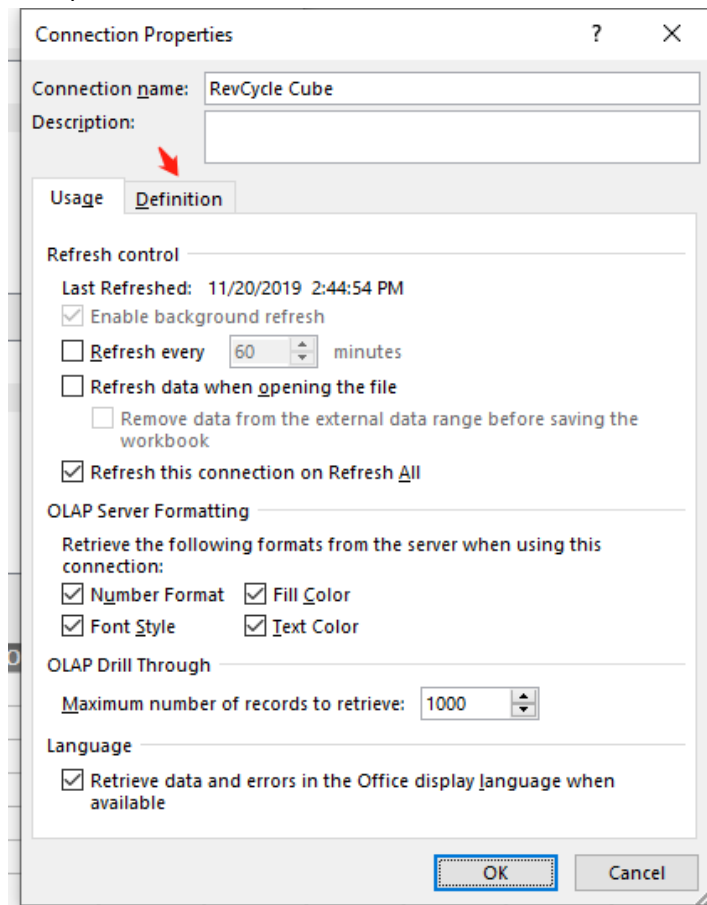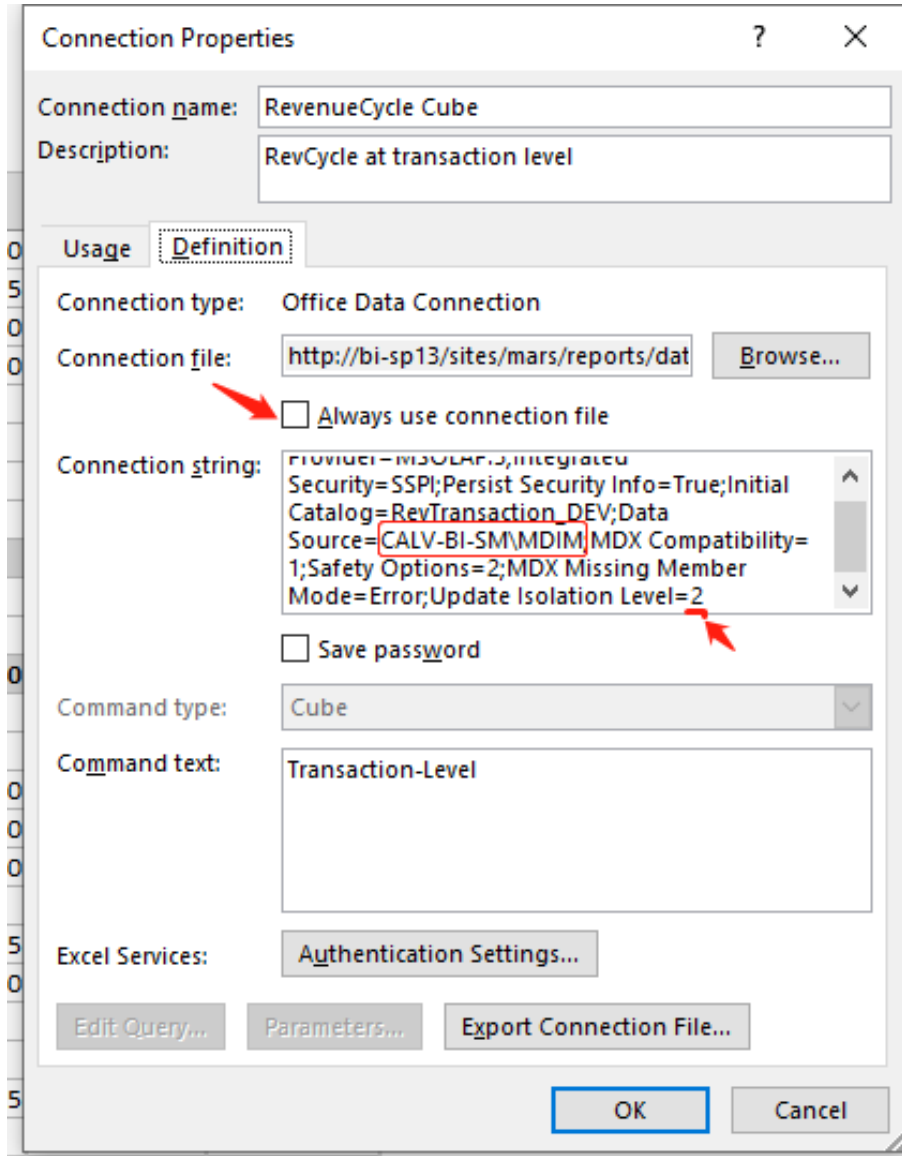
8. Please do the following once you are on the Connection Properties screen
   - Make sure the "Always use connection file" option is unchecked.
   - Double-check you current connection it's CALV-BI-SM\MDIM
   - Change the last part of the connection string from **Level=2** to **Level=1.** You only need to change it from 2 to 1. → Then press OK at the bottom of the screen.

9. After clicking on OK, you will see a pop-up screen as shown here. Please go ahead and click on Yes.
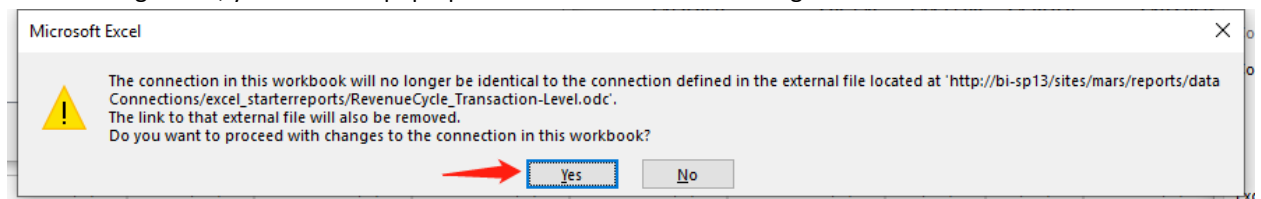
10. Let us follow by doing a refresh on the pivot table to make sure new data connection work!
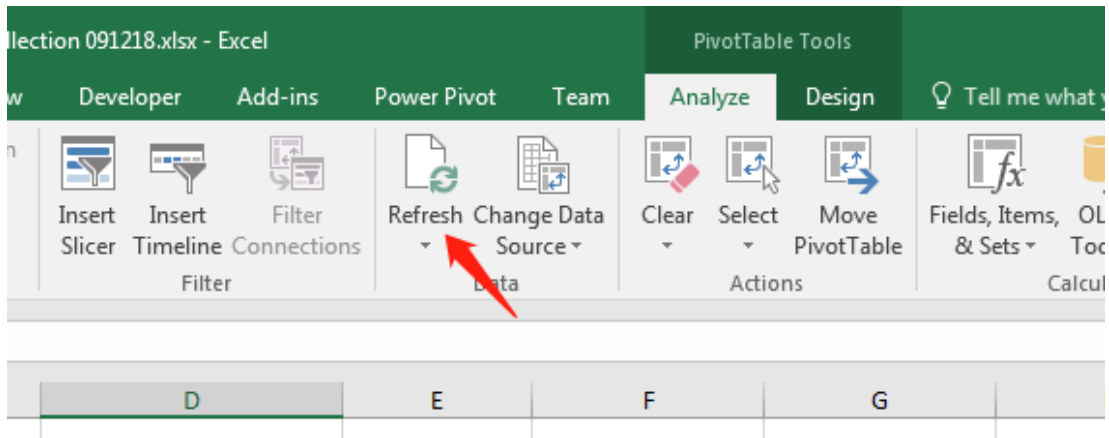
Press the refresh button and then play with some filter on the pivot table to ensure data can be updated without error.

11. Hurray! You have completed the data connection update for the MARS Excel workbook. You may save the EXCEL workbook as usual. The next time you open up the same workbook, it will refresh data from the new data connection you just set up.

12. Shall you run into any issue following this instruction, please email bi-admin@med.usc.edu or contact any of the BI team members below. We are here to help!