Federal Team

EDI Data Inventory Group (DIG) Upload Process

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Purpose:

The EDI houses DIG files that define the elements within a Public or Restricted use data set. This process documents the current process for adding or amending DIG files within the EDI

Definitions:

EDI - This is the Education Data Inventory, a system for housing the metadata information about the data collected by the department.

DIG - Data Inventory Group files that are produced regarding data collected by variable and value sets.

Responsibilities:

The EDI User is responsible to determine if the DIG file should be listed as restricted or public.

The EDI user is responsible for notifying the system administrator after the workflow initiation is activated.

The system admin is responsible for releasing the study after notification.

Procedure:

1. Login to EDI Production at https://datainventory.ed.gov/home.

2. Click on ADMIN in the top nav bar and then click on “Manage Series” or “Manage Study” depending on what information you received.

3. If you navigate to “Manage Series”, find the series to be reviewed and click on the corresponding “Review & Edit” button; you will be redirected to the “Edit Series” page.

4. Scroll to the bottom of the page and find the appropriate related study; click the study's "Review & Edit" button.
5. If the study is "released", select the Initiate Workflow at the top left of the Edit Study page to activate the add restricted or public use dataset metadata.
    a. You must re-release the study once the DIG files are added (see step 15)
        i. Send AnLar an email that the study is ready for re-release.
6. After being redirected to the "Edit Study" page, scroll to the "Dataset & File Metadata (Optional)" section at the bottom of the page.
7. Click the "Add Public-use Dataset Metadata" or the "Add Restricted-use Dataset Metadata", depending on what you are adding.
8. Once on the "Add Public-Use (or Restricted-Use) Dataset Metadata" page complete the required fields and click "Save & Add file"
    a. This data entry step happens on two screens
9. Click on "Add Public-use file metadata"
10. Complete the required fields and click "Save & Add Element"
11. The system will automatically redirect to the "Edit Public-use (or restricted use) File Metadata" page. Click "Upload Variable File" at the bottom of the screen.
12. Scroll to the "Elements" section of the page.
13. Templates are available to download and use if your data is not in the accepted format. (Updated templates are found in the EDI User Resources tab in the EDI).
14. The "Upload Variable File" and "Upload Value File" buttons allow you to batch upload; the "Add Element" button is for manual entry.

15. Note: it's possible that you will only see the "Upload Variable File" option. Once you upload at least one variable file the "Upload Value File" will appear.
16. To upload file elements, click the "Upload Variable File" button.
    a. Element files will have "var" at the beginning of the file name.
17. To upload values, click the "Upload Value File" button.
    a. Value files will have "val" at the beginning of the file name.
18. If the workflow was initiated, set the status to pending approval and notify the team at EDI@anlar.com to re-release the study.
19. Elements only populate if you refresh the study page.