

Adding Element Files

AUTO-POPULATING ELEMENT TABLES VIA FILE UPLOAD

In the *Elements* section at the bottom of the **Edit File** page, download the Variable and Value templates. Populate files based on the template definitions (*see right*) using the method of your choice.

Review files using the [Data Quality Checklist](#).

ELEMENTS

Upload variable and value files to automatically populate element and label tables. Files **MUST** be formatted correctly for the upload to be successful. Ensure your files exactly match the templates below before uploading. The status of your upload can be found below.

If you receive an error message, please contact edi@anlar.com.

Upload Variable File	EDIVariableTypeTemplate.xlsx	File Name:	Date of upload:	Status: N/A
Upload Value File	EDIValueFileTemplate.xlsx	File Name:	Date of upload:	Status: N/A

[Add Element](#)

Once validated, click **Upload Variable File** and select the appropriate file from your documents. The File Name, Date of Upload, and Status columns will populate if the upload was successful.

Next, if applicable, click **Upload Value File** and select the appropriate file from your documents. The File Name, Date of Upload, and Status columns will populate if the upload was successful.

Refresh your screen to review populated sections. If the upload produces an error, review the file to ensure the data are formatted correctly. If you continue to receive an error, please contact edi@anlar.com for assistance.

Tip: If you need to replace either file, simply upload the new version by clicking the respective Upload button and selecting the appropriate file, **always uploading the Variable File first**. If you upload a new Variable File, both existing files will be removed and you will also need to reupload the Value File.

Variable File Values	Short Description	Example
Element Name	Variable name	B_Q28BUSX
Element Label	Variable label	Activities – Class – Class/tutor GED
Element Type	Numeric vs. Alphanumeric	Numeric
Format	This field provides linkage between variable and value options	B_Q28BUSX
Study ID	Assigned by EDI, shown as a read-only field at the top of the Add/Edit File page.	15000
Study Name	Name of study using naming convention	Civil Rights Data Collection (CRDC)
File Name	The name of the data file from which the elements are extracted	prgusap1_puf
Element Question (if applicable)	Questionnaire wording associated with the variable.	

Value File Values	Short Description	Example
Format	This field provides linkage between variable and value options	B_Q28BUSX
Value Option	The alphanumeric value taken on by a particular value	4
Value Label	The short description associated with a value's option	Lowest to 20%
Study ID	Assigned by EDI, shown as a read-only field at the top of the Add/Edit File page.	15000
Study Name	Name of study using naming convention	Civil Rights Data Collection (CRDC)