

**EdData Publisher
Portal User Manual**

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1. Introduction

The publisher portal provides a mean for service provider to register product, register school requests and download student data after school authorized. With these functions, it can lessen service providers administrative works in handling student data.

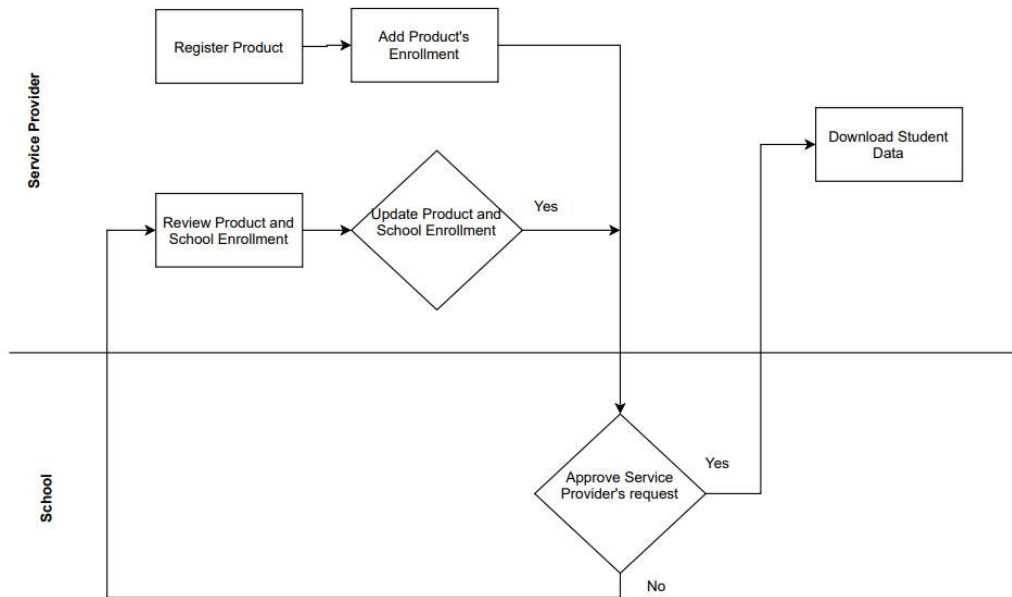
2. Technical requirements

To work efficiently with EdData, the user's computer needs to fulfil the following technical requirements:

Best viewed at 1440 x 1080 screen resolution with Chrome, Firefox.

Chrome is the recommended browser for EdData.

3. Process Flow



4. Logging in

To log in to EdData:

- Type your HKEdCity Login and password,
- Click on the **Log in** button.

5. Application functions

5.1 Homepage

Open any internet browser (i.e. Chrome, Firefox, etc.) and type in the following URL eddata.hkedcity.net on the browser's address bar. Press the 'Enter key' and EdData home page appears.

Products > Directory

Directory (4) [Create Product](#)

Product List

Show 10 entries Search:

Product Code	Product Name	Required Data Fields	
<input type="checkbox"/> Test-Product-2	English Supplementary Reading 2	[student_enname] [student_chname]	Options
<input type="checkbox"/> Chinese-product-1	中文容易學	[class_name] [class_number]	Options
<input type="checkbox"/> Book 2	Maths Resource 101	[student_enname] [student_chname]	Options
<input type="checkbox"/> Book 1	English Supplementary Reading	[hkedcity_id] [school_code]	Options

Showing 1 to 4 of 4 entries [Previous](#) [1](#) [Next](#)

[Import from CSV](#) [Download](#)

5.2 Products Directory

To access 'Products Directory' function, click **Products->Directory**

Demo Partner 01 | 中文 | 🏠

EdData

Products > Directory

Directory (4) [Create Product](#)

Product List

Show 10 entries Search:

Product Code	Product Name	Required Data Fields	
<input type="checkbox"/> Test-Product-2	English Supplementary Reading 2	[student_enname] [student_chname]	Options
<input type="checkbox"/> Chinese-product-1	中文容易學	[class_name] [class_number]	Options
<input type="checkbox"/> Book 2	Maths Resource 101	[student_enname] [student_chname]	Options
<input type="checkbox"/> Book 1	English Supplementary Reading	[hkedcity_id] [school_code]	Options

Showing 1 to 4 of 4 entries [Previous](#) [1](#) [Next](#)

[Import from CSV](#) [Download](#)

5.2.1 Register product

To register a product:

- Click the **Create Product** button,
- Input **Product Code** and **Product Name** (Required information),
- Input **Student fields required** and **Reason** for sensitive information,
- Click the **Create** button.

Create Product
✕

Product Code: *

Product Name: *

Product Required Data Fields:

1. Basic Information:

<input type="checkbox"/> hkedcity_jd	<input type="checkbox"/> school_code
<input type="checkbox"/> student_ename	<input type="checkbox"/> student_chname
<input type="checkbox"/> reg_no	
<input type="checkbox"/> sch_year	<input type="checkbox"/> class_lv
<input type="checkbox"/> class_name	<input type="checkbox"/> class_number

2. Sensitive Information:

⚠ Obtaining sensitive information requires publisher to provide reason for school to consider.

gender

mobile_no

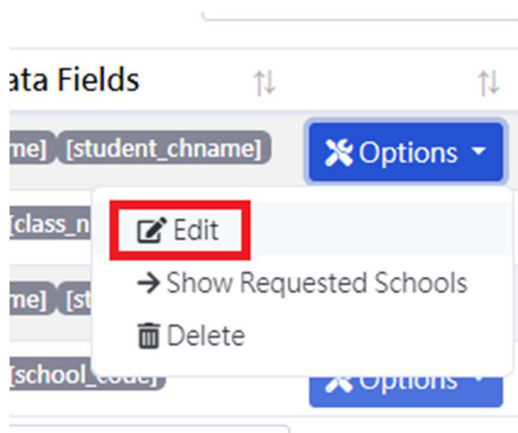
email

Create
Close

5.2.2 Edit product

To edit a product:

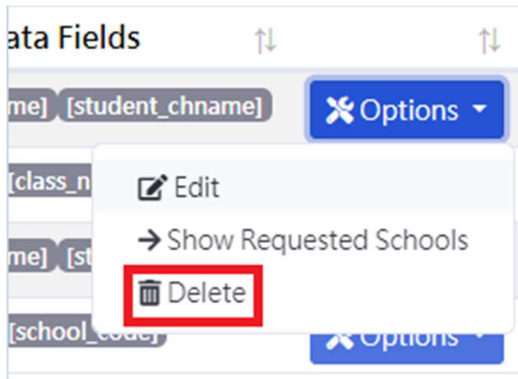
- Click the **Options -> Edit** button,
- Update **Product Name, Student fields required** and **Reason** for sensitive information if required
- Click the **Edit** button.



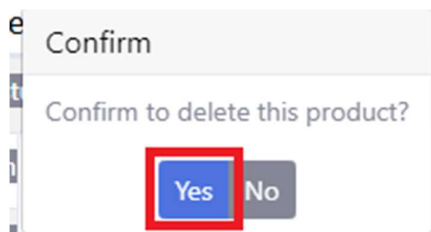
5.2.3 Delete product

To delete a product:

- Click the **Options** -> **Delete** button,



- Click the **Yes** button if confirm to delete.



5.2.4 Search product

To search products:

- Input your search terms in the search box

Demo Partner 01 | 中文 | 🏠

The screenshot shows the EdData Directory interface. The main content area is titled "Directory (4)" and contains a "Product List" table. The table has columns for "Product Code", "Product Name", and "Required Data Fields". Below the table are search and download options.

Product Code	Product Name	Required Data Fields
Test-Product-2	English Supplementary Reading 2	[student_enname] [student_chname] Options
Chinese-product-1	中文容易學	[class_name] [class_number] Options
Book 2	Maths Resource 101	[student_enname] [student_chname] Options
Book 1	English Supplementary Reading	[hkedcity_id] [school_code] Options

Search in all fields

Showing 1 to 4 of 4 entries

Search in Product Code Search in Product Name Search in Required Data Fields

5.2.5 Download product directory

To download data:

- Click **Download** -> to CSV or **Download** -> to JSON button to download data.



5.2.6 Input product information from CSV

To upload product information from CSV:

- Click **Import from CSV**,
- Select CSV file from local storage,
- To check CSV format, please **Download product directory with CSV format** and check the format of downloaded file,
- Summary of operations will be displayed.

Confirm Import of Products data

Product(s) to be added:

Task	Product Code	Product Name	Fields	Sex	Reasons for accessing the below data field		status
					Mobile Number	Email	

Product(s) to be updated:

Task	Product Code	Product Name	Fields	Sex	Reasons for accessing the below data field		status
					Mobile Number	Email	
update	Chinese-product-1	中文容易學	[tag_no] (class_name) [class_number]				Ready

Product(s) to be deleted:

Task	Product Code	Product Name	Fields	Sex	Reasons for accessing the below data field		status
					Mobile Number	Email	
delete	Book 2	Maths Resource 101	[student_enname] [student_chname]				Ready

✓ Confirm

- Click **Confirm** button.

5.3 School Requests

To access 'School Requests' function, click **Products->Schools**

Products > Schools
School Requests (5) [Add School Requests](#)

2018/19 2017/18 2016/17 2015/16 2014/15

Student Data Management

Show 10 entries Search:

Product Code	Product Name	School Name	status	Last Downloaded At	School Last Authorized At	Options	
Book 1	English Supplementary Reading	Testing School	5	ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:39 PM	Options
Chinese-product-1	中文容易學	Testing School	5	ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:39 PM	Options
Book 2	Maths Resource 101	Testing School	5	ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:36 PM	Options
Test-Product-2	English Supplementary Reading 2	Testing School	5	ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:36 PM	Options
Book 2	Maths Resource 101	Testing School	0	REQUEST			Options

Showing 1 to 5 of 5 entries

[Import from CSV](#) [Download](#)

5.3.2 Register school requests

To register school requests:

- Click the **Add School Requests** button,
- Select **Product**,
- Select **School**,
- Select **School Year**,
- Input school contact information, either **Mobile Phone Number** or **Email Address** must be inputted,
- Select **Student(s)**. Please specify class level when click **Class Level** and specify class name when click **Class Name**,
- Click [Add](#) to save the school's request.

Add School Requests ×

Select Product: *

-- Click or type to select product(s) --

Select School code: *

-- Click or type to select school(s) --

School Year: *

2018/19 ▼

School Contact:

Name: *	Mobile Phone Number:	Email Address:
<input style="width: 95%;" type="text" value="Name"/>	<input style="width: 95%;" type="text" value="Mobile Phone Number"/>	<input style="width: 95%;" type="text" value="Email Address"/>

Student(s):

Whole School
 Class Level
 Class Name

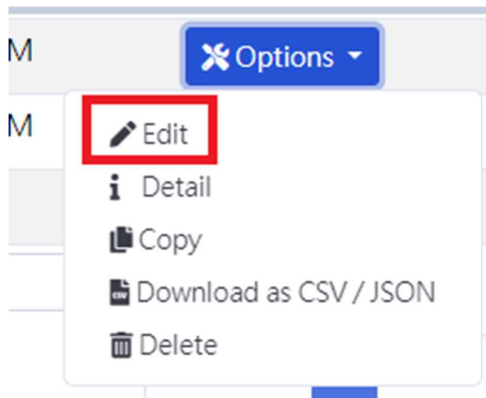
Add
Close

Remark : Each school request is only valid for one-year intervals. Please submit new school request for every academic year.

5.3.3 Edit school requests

To edit a school request:

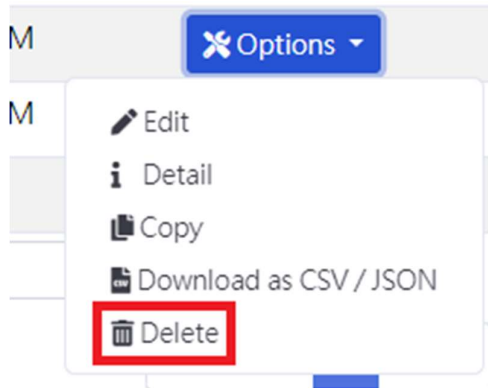
- Click the **Options -> Edit** button,
- Update school's request information
- Click the **Edit** button.



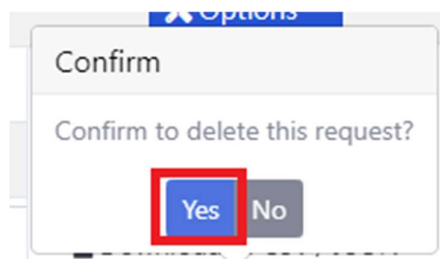
5.3.4 Delete school requests

To delete a school requests:

- Click the **Options** -> **Delete** button,



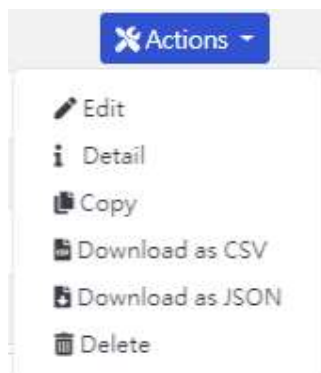
- Click the **Yes** button if confirm to delete.



5.3.5 Check school authorized fields and students

To check school authorized fields and students:

- Click the **Options** -> **Detail** button,



- Detail information can be found on pop up window.

Edit School Requests ×

Select Product: Book 2

Select School code: [100000000001] - Testing School 5

School Year: 2018/19

School Contact:

Name: * Mobile Phone Number: Email Address:

Approved Fields: student_enname, student_chname

Student(s):

Whole School
 Class Level
 Class Name

1A	Delete
1B	Delete
	Delete

[Close](#)

5.3.6 Search school requests

To search school requests:

- Input your search terms in the search box

Products > Schools

School Requests (5) [Add School Requests](#)

2018/19 2017/18 2016/17 2015/16 2014/15

Student Data Management

Show 10 entries Search:

Product Code	Product Name	School Name	status	Last Downloaded At	School Last Authorized At	Options
Book 1	English Supplementary Reading	Testing School	5 ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:39 PM	Options ★
Chinese-product-1	中文習題	Testing School	5 ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:39 PM	Options ★
Book 2	Maths Resource 101	Testing School	5 ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:36 PM	Options
Test-Product-2	English Supplementary Reading 2	Testing School	5 ACCEPTED	August 20, 2019 5:38 PM	August 20, 2019 5:36 PM	Options
Book 2	Maths Resource 101	Testing School	0 REQUEST			Options

Showing 1 to 5 of 5 entries [Previous](#) [1](#) [Next](#)

[Import from CSV](#) [Download](#)

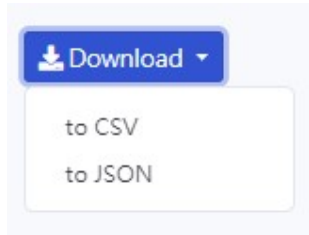
Search in all fields

Search Product Code Search Product Name Search School Search Status Search Last Downloaded At Search School Last Authorized At

5.3.7 Download school requests

To download data:

- Click **Download -> to CSV** or **Download -> to JSON** button to download data.



5.3.8 Input school requests from CSV

To upload school requests from CSV:

- Click **Import from CSV**,
- Select CSV file from local storage,
- To check CSV format, please **Download school requests with CSV format** and check the format of downloaded file,
- Summary of operations will be displayed.

Confirm Importing Details of 'Request for Student Data Access' for 2018/19

School(s) to be added:

Show 10 entries Search:

status	Product Code	School Code	School Contact	Add Scope
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

School(s) to be updated:

Show 10 entries Search:

status	Product Code	School Code	Updated School Contact	Updated Rules
	Chinese-product-1	10000000001	Mr. Law (Email: law@.com) (Mobile: 9:)	Class Level: S1, Class Level: S2,

Showing 1 to 1 of 1 entries Previous 1 Next

School(s) to be deleted:

Show 10 entries Search:

status	Product Code	School Code
	Test-Product-2	10000000001

Showing 1 to 1 of 1 entries Previous 1 Next

- Click **Confirm to go** button.

5.4 Download Student Data

To access 'Download student data' function, click **Generate CSV/JSON->By School**

Student Data > Download

Generate CSV / JSON for Student Data

Search by School Chinese name, School English name, District, SCRN (School Code) School Year: 2018/19 Updated Since (GMT+8)

School

Show 5 entries [Select all filtered items](#)

↑ School name (Chi)	↑ School name (Eng)	↑ District	↑ SCRN (School Code)
✓ 測試學校 5	Testing School 5	Sha Tin	1 - - - - 1

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

School Selected

Show 5 entries [Deselect all filtered items](#) Search:

↑ School name (Chi)	↑ School name (Eng)	↑ District	↑ SCRN (School Code)
✗ 測試學校 0	Testing School 0	Southern	10 - - - - 2

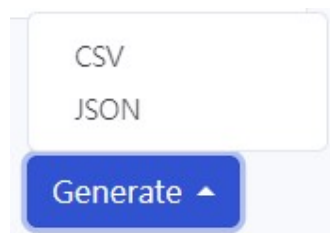
Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

[Generate](#)

5.4.1 Download data

To download data:

- Click to select school, selected school will move to 'School Selected' table.
- Click to deselect school, selected school will move back 'School' table.
- Click **Generate -> CSV** or **Generate -> JSON** button to download data.



- Student data will be generated. Corresponding **MD5** and **Unzip password** can be checked on screen after download file generated.

MD5 is 036b40b9ab60b7ad948533efde872c75
Unzip Password is: 82e04724c93df509

- To open the download file, use ZIP software (example: WinZip, 7-Zip, etc) to open the downloaded zip file.
- To check download file integrity, use MD5 check sum generator (example: CertUtil -hashfile MD5, etc) to generate the check sum. The values should be equal to values displayed on portal.

To search school:

- Input your search terms in the search box.

Search school

Student Data > Download

Generate CSV / JSON for Student Data

Search by School Chinese name, School English name, District, SCRN (School Code) School Year: 2018/19 Updated Since (GMT+8)

School

Show 5 entries Select all filtered items

↑	School name (Chi)	School name (Eng)	District	SCRN (School Code)
✓	測試學校	Testing School	Sha Tin	1

To download delta change:

- Use Date picker on **Updated Since** to select data and time.
- Click **Generate -> CSV** or **Generate -> JSON** button to download data.
- With 'Date and Time' inputted in **Updated Since**, generated CSV or JSON will only include delta change since inputted date and time

Click to select date time

Student Data > Download

Generate CSV / JSON for Student Data

Search by School Chinese name, School English name, District, SCRN (School Code) School Year: 2018/19 Updated Since (GMT+8)

School

Show 5 entries Select all filtered items

↑	School name (Chi)	School name (Eng)	District
✓	測試學校	Testing School	Sha Tin

Calendar: August 2019, 09:00

5.5 Log

To access transaction log, click **Job-> Job Log List**

Job Log > Job Log List

Job Log

2018/19 2017/18 2016/17 2015/16 2014/15

Job Log List

Show 10 entries Search:

Date & Time	Product	School	Options	Description
2019-08-20 17:39:42	English Supplementary Reading (Book 1)	Testing School (1 1)	.5 ACCEPT	Request for Student Data Access is approved by the school The ADD scope are Class Name: 1C
2019-08-20 17:39:42	中文容易學 (Chinese-product-1)	Testing School (1 1)	.5 ACCEPT	Request for Student Data Access is approved by the school The ADD scope are Class Level: S1 The REMOVE scope are Class Name: 1B , Class Name: 1A
2019-08-20 17:39:24	English Supplementary Reading (Book 1)	Testing School (1 1)	.5 REQUEST	Request on this record is executed The ADD scope are Class Name: 1A

5.5.1 Search Log

To search log:

- Input your search terms in the search box

Job Log

2018/19 2017/18 2016/17 2015/16 2014/15

Job Log List

Search in all fields

Show 10 entries

Search:

Date & Time	Product	School	Options	Description
2019-08-20 17:39:42	English Supplementary Reading (Book 1)	Testing School (1 1)	5 ACCEPT	Request for Student Data Access is approved by the school The ADD scope are Class Name: 1C
2019-08-20 17:39:42	中文容易學 (Chinese-product-1)	Testing School (1 1)	5 ACCEPT	Request for Student Data Access is approved by the school The ADD scope are Class Level: S1 The REMOVE scope are Class Name: 1B , Class Name: 1A
2019-08-20 17:39:24	English Supplementary Reading (Book 1)	Testing School (1 1)	5 REQUEST	Request on this record is executed The ADD scope are Class Name: 1A

Search date time

Search product

Search school

Search options

Search Description

Showing 1 to 10 of 239 entries

Previous 1 2 3 4 5 ... 24 Next