

Reviewing/Editing a dataset using the Dataset Editor

If you need to review or edit a dataset in HEDDS, you can use the ‘HEDDS Dataset Editor’ option from the Main Menu to do bulk edits to the data.

1. Log into the HEDDS application
 - a. Go to the URL <http://wildlifedisease.nbi.gov/ai>
 - b. Click the ‘Login’ button in the left hand navigation pane
 - c. Read and understand the agreement posted
 - d. Enter your username and password to enter HEDDS
 - i. If you do not have a username or password, contact your Data Administrator to get signed up.
 - e. Select the agency you are representing from the list
 - f. Click the ‘Go’ button to be directed to the Main Menu
2. From the Main Menu, select the ‘HEDDS Dataset Editor’ option
 - a. Select the dataset you wish to review from the drop down list.
 - i. The names it shows in the drop down list are given by the original submitter when they uploaded the file. You should have received an email that gave you information about the person submitting the file and the handle or name they have given the file.
 - b. After you have selected your file name, it will take a moment to load.
 - c. Once it loads you can review and make edits to the dataset.
 - d. If any edits are made and then saved (by pushing the ‘Save Dataset’ button at the bottom of the table), HEDDS will notify the USGS NWHC, the original submitter, and the Data Administrator that changes have been made via an email.

Common Editing Tasks

Edit an entire column of data

Most of the column names are displayed with a checkbox next to them. Once checked, any information changed in the **TOP** cell for that column will automatically update the rest of that column below. This process may take a few moments to complete. Please wait to make additional edits until you see the change take place. After you have finished with your edits, remember to save your changes by clicking the ‘Save Dataset’ button shown at the bottom of the table.

Add an additional row to the dataset

If you need to add another row to the dataset, click the 'Add Row To Dataset' button shown at the bottom of the table. This will add a blank row to the dataset at the end. If you want to quickly fill these fields, you can copy and paste information from rows above. The drop down lists also will respond to your typing ("Find as you type"). After you have finished with your edits, remember to save your changes by clicking the 'Save Dataset' button shown at the bottom of the table.

Delete record(s) from dataset

If you need to remove a record or many records from the dataset, click the checkbox next to that row or rows in the column labeled 'Remove' (highlighted in red). After you've selected all the records you wish to delete, click the 'Remove Row(s) From Dataset' button. After you have finished with your edits, remember to save your changes by clicking the 'Save Dataset' button shown at the bottom of the table.

Misfit records

If there are samples submitted without data, or data submitted without samples, the USGS NWHC may decide to break those samples out into a Misfit dataset. This separates the samples from the valid samples into a separate but related dataset. The valid samples can move on through the approval process while the Misfits are resolved. If they are eventually resolved, they will be merged back into the original dataset in the HEDDS database. If they are unresolved, they will sit in the pre-approval state. Misfits that are unresolved will not be counted towards totals displayed for each state on the public facing side of HEDDS.

Send a Dataset Back for More Editing

This function is intended to have the USGS NWHC or the Data Administrator send a notice via email to the original submitter that asks for more information.