Creating a Data Cart File

Part of the proposal submission materials for the PPsC portal is a list of requested variables. We have provided a process for you within the portal to create such a list (a "data cart" file). This document provides you with instructions to complete this.

When selecting your variables, you can browse the universe of CWEP data either by Hallmarks or by Assessments (or each instance of a survey).

Once you have selected all of the variables you propose to include in your publication, the system provides you with a way to download the data cart to your computer. As you complete your publication submission, you can upload the data cart file. The format of the data cart file is called JSON; it is in a format that the Data Coordination Core uses to create a data set for you.

To create a data cart file:

1. Visit the DPC Publications & Presentations SubCommittee Website (PPsC).
2. Select the 'Publications Resources' menu link.

3. Select the 'Browse by Hallmarks' button or the 'Browse by Assessments/Surveys' button to get started.

4. Use the filters and search bar to locate the Hallmarks or Assessments you would like to view. By default, only hallmarks with items mapped to them will be available. As assessment datasets become available, items associated with those assessments will be added to the system.

5. Click on the 'Hallmark Title' or 'Assessment Name' to view the variables.
6. Select the checkbox to the right of each variable you would like to add to your Data Cart.

7. Click the 'Add to Data Cart' button.

8. Before you download your Data Cart, confirm the Data Cart contains all variables you want to include in your publication proposal submission by scrolling through the list on the webpage.

9. To browse additional datasets or hallmarks, select the 'Continue to Add More Items' button. Once you have added all required variables to the Data Cart, select the 'Download Data Cart' button.

10. Name the Data Cart file before saving it to your 'Download' folder. Once you name the file, click on the 'Submit' button.

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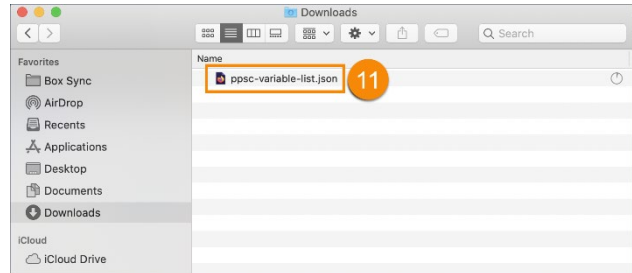*Supported by the National Institutes of Health*

11. The file will be downloaded into your computer's 'Download' folder.
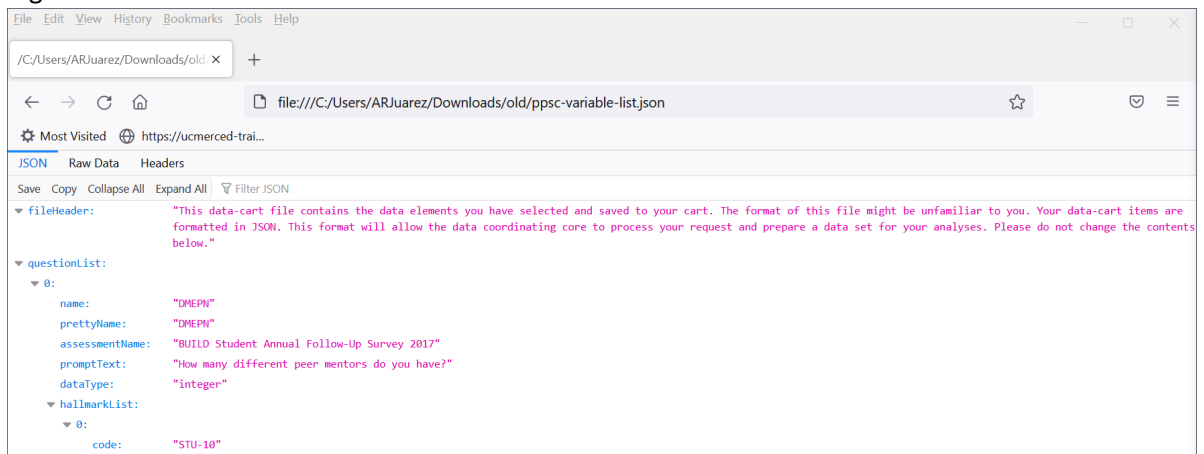
e.g. Windows download
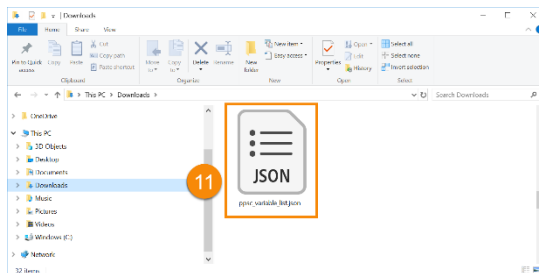
e.g. Mac download

Viewing a JSON file**:** To view a JSON file, you can drag and drop the JSON file onto your browser screen (preferably Firefox) or open the file on your computer's notepad.

e.g. Firefox browser

12. When preparing your publication proposal submission, you will need to attach your data cart file. Click the 'Choose File' button to attach your downloaded JSON file.

13. If you began your submission before creating a Data Cart, you can link to the system with the "Browse Data Cart" from this page too.