

# **EdData Publisher Portal User Manual**

## Contents

1. Introduction .....	3
2. Technical requirements .....	4
3. The Concept of Workflow .....	5
4. Step by Step Guide .....	6
4.1. Log in to EdData Portal .....	6
4.2. Products Directory .....	7
4.2.1. Register product .....	8
4.2.2. Edit product .....	9
4.2.3. Delete products .....	10
4.2.4. Search products .....	11
4.2.5. Download product information .....	11
4.2.6. Import product data from CSV .....	12
4.3. Send Data Access Requests to School .....	13
4.3.1. Send requests .....	14
4.3.2. Edit requests .....	15
4.3.3. Delete requests .....	16
4.3.4. Check school approval status and details .....	17
4.3.5. Search requests .....	18
4.3.6. Download requests information .....	18
4.3.7. Import request information from CSV .....	19
4.4. Download Student Data .....	20
4.4.1. Select Schools .....	20
4.4.2. Download data .....	21
4.4.3. Download data with change or update only .....	22
4.5. Log .....	23
4.5.1. Search for job logs .....	24

# 1. Introduction

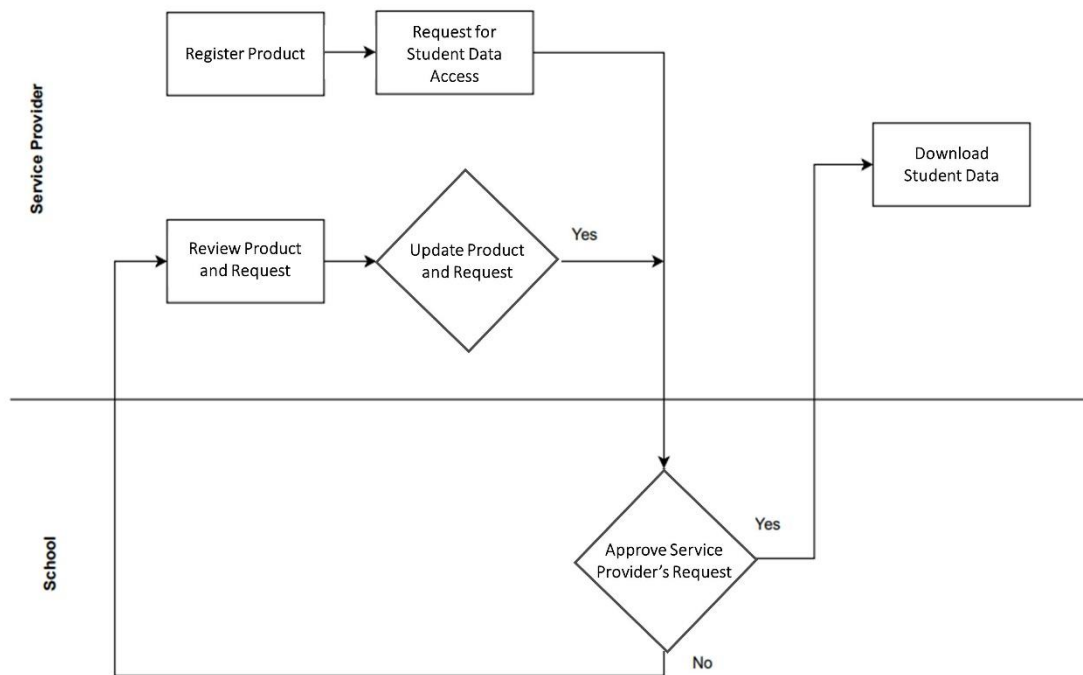
EdData is a standardised data format and platform specification co-established by HKEdCity, the Education Bureau, industry partners and the education community. The publisher portal provides a mean for service providers to register product, send data access requests to school and download the data after the requests have been approved. 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 and Firefox.
- Chrome is the recommended browser for EdData.

### 3. The Concept of Workflow



## 4. Step by Step Guide

### 4.1. Log in to EdData Portal

- Open internet browser (i.e. Chrome, Firefox, etc.) and go to the following URL [eddata.hkedcity.net](http://eddata.hkedcity.net)
- Log in the portal with **HKEdCity Partner Account**

After successfully logging in the portal, the School Requests will be shown in the homepage. To access this page again, click **Products -> Schools**

EdData

Products > Schools

### School Requests (4)

2019/20 2018/19 2017/18 2016/17 2015/16

Student Data Management

Show 10 entries

Product Code	Product	School Name	Status	Last Download	School Last Authorise	Options
Book 2	Maths Resource 101	Testing School	5	Approved	September 6, 2019 3:25 PM	<a href="#">Options</a>
Chinese-product-1	中文寄易學	Testing School	5	Approved	September 6, 2019 3:25 PM	<a href="#">Options</a>
Test-Product-2	English Supplementary Reading 2	Testing School	0	Requested	September 6, 2019 3:24 PM	<a href="#">Options</a>
Book 1	English Supplementary Reading	Testing School	5	Declined		<a href="#">Options</a>

Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

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

## 4.2. Products Directory

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

The screenshot shows the EdData Publisher Portal interface. The top header includes the EdData logo, a navigation menu with 'Products', 'Directory', 'Schools', 'Student Data', and 'Job Log', and a user profile section for 'Demo Partner 01' with a language switch to '中文'. The main content area is titled 'Products > Directory' and 'Directory (5)' with a 'Create Product' button. Below this is a 'Product List' table with columns for Product Code, Product, and Required Data. The table lists five products, each with a checkbox, a product name, and a list of required data fields. Each row has an 'Options' button. At the bottom, there are 'Import from CSV' and 'Download' buttons, and a pagination bar showing 'Showing 1 to 5 of 5 entries' with 'Previous' and 'Next' links.

Product Code	Product	Required Data	
<input type="checkbox"/> Test-Product-5	English Supplementary Reading 2	{student_enname} {student_chname} {class_id} {class_name}	<a href="#">Options</a>
<input type="checkbox"/> Test-Product-2	English Supplementary Reading 2	{student_enname} {student_chname}	<a href="#">Options</a>
<input type="checkbox"/> Chinese-product-1	中文容易學	{class_number}	<a href="#">Options</a>
<input type="checkbox"/> Book 2	Maths Resource 101	{student_enname} {student_chname}	<a href="#">Options</a>
<input type="checkbox"/> Book 1	English Supplementary Reading	{headcity_id} {school_code}	<a href="#">Options</a>

Showing 1 to 5 of 5 entries

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

#### 4.2.1. Register product

- Click **'Create Product'**
- Input **'Product Code'** and **'Product'** (Required information),
- Select required data for the product.
- Provide reason(s) for the selected sensitive information (i.e. gender, mobile number, and email)
- Click **'Confirm'**

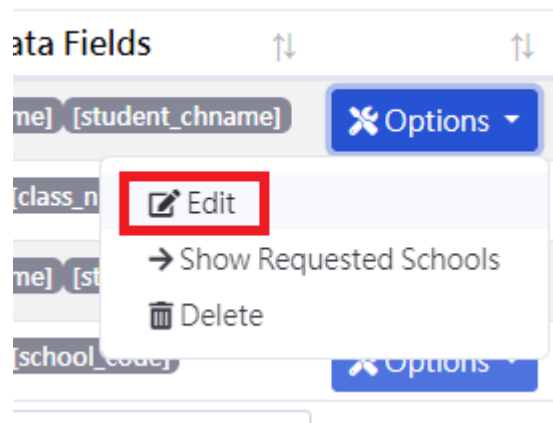
#### Information Chart

Information ID	Refers to
hkedcity_id	HKEdCity Login Name
school_code	School Reg Number
student_ename	Student English Name
student_chname	Student Chinese Name
reg_no	Student Reg No.
sch_year	School Year
class_lvl	Class Level
class_name	Class Name
class_number	Class No.
gender	Sex
mobile_no	Mobile Phone No.
email	School Email



#### 4.2.2. Edit product

- Click **'Options -> Edit'** in the product row
- Update product details required fields and reason(s) for sensitive information

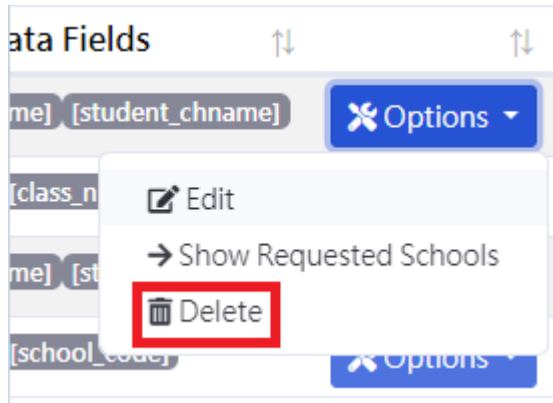


- Click **'Confirm'**

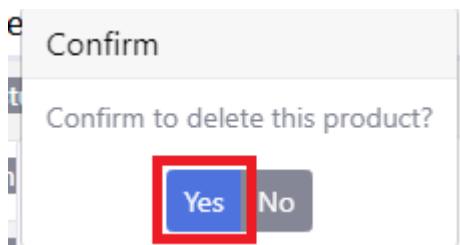
The screenshot shows the 'View / Update Product' form. It has a title bar with a close button. The form is divided into two main sections: 'Product Code: \*' and 'Product: \*'. The 'Product Code: \*' section has a text input field with the value 'Test-Product-5'. The 'Product: \*' section has a text input field with the value 'English Supplementary Reading 2'. Below these sections is the 'Product Required Data:' section, which is divided into two sub-sections: '1. Basic Information:' and '2. Sensitive Information:'. The '1. Basic Information:' section has a teal header and contains several radio button options: 'hkedcity\_id', 'sch\_year', 'school\_code', 'class\_lv', 'student\_enname', 'class\_name', 'student\_chname', 'class\_number', and 'reg\_no'. The '2. Sensitive Information:' section has a teal header and contains a yellow warning box with the text 'Obtaining sensitive information requires publisher to provide reason for school to consider.' Below the warning box are three radio button options: 'gender', 'mobile\_no', and 'email'. Each option has a text input field labeled 'Reason'. At the bottom right of the form is a blue 'Confirm' button.

#### 4.2.3. Delete products

- a. Click the '**Options -> Delete**'



- b. Click '**Yes**' to confirm the deletion



#### 4.2.4. Search products

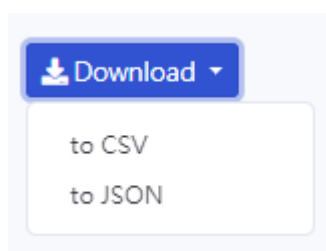
- a. Type keyword in the search box(es)

The screenshot shows the 'Directory (5)' page in the EdData Publisher Portal. The page has a sidebar with navigation links: Products, Directory, Schools, Student Data, and Job Log. The main content area is titled 'Products > Directory' and 'Directory (5)'. It features a 'Product List' table with columns: Product Code, Product, and Required Data. Below the table, there are three search boxes with red arrows pointing to them from labels: 'Search in all fields' (pointing to the top search box), 'Search in Product Code' (pointing to the first bottom search box), 'Search in Product' (pointing to the middle bottom search box), and 'Search in Required Data' (pointing to the right bottom search box). The table lists five products: Test-Product-5, Test-Product-2, Chinese-product-1, Book 2, and Book 1. Each product row has an 'Options' button. At the bottom, there are buttons for 'Import from CSV' and 'Download'.

Product Code	Product	Required Data
Test-Product-5	English Supplementary Reading 2	[student_enname] [student_chname] [class_lv] [class_name]
Test-Product-2	English Supplementary Reading 2	[student_enname] [student_chname]
Chinese-product-1	中文容易學	[class_number]
Book 2	Maths Resource 101	[student_enname] [student_chname]
Book 1	English Supplementary Reading	[hkcity_id] [school_code]

#### 4.2.5. Download product information

- b. Click 'Download -> to CSV' or 'Download -> to JSON'



#### 4.2.6. Import product data from CSV

- Click **'Import from CSV'**
- Select CSV file from local storage
- To adopt a correct CSV format, please **download product data in CSV format (Section 4.2.5)** and prepare product data using the downloaded file
- Summary of operations will be displayed after import
- Click **'Confirm'**

##### Confirm Import of Products data

Product(s) to be added:

Task	Product Code	Product	Fields	Sex	Reasons for requesting for the sensitive information		Status
					Mobile Phone Number	Email	

Product(s) to be updated:

Task	Product Code	Product	Fields	Sex	Reasons for requesting for the sensitive information		Status
					Mobile Phone Number	Email	
update	Test-Product-2	English Supplementary Reading 2	{student_surname} {student_firstname} {email}			Need to sent exercise results to students	Ready

Product(s) to be deleted:

Task	Product Code	Product	Fields	Sex	Reasons for requesting for the sensitive information		Status
					Mobile Phone Number	Email	
delete	Test-Product-5	English Supplementary Reading 2	{student_surname} {student_firstname} {class_id} {class_name}				Ready

✓ Confirm

### 4.3. Send Data Access Requests to School

To send a data access request to a school, click 'Products->Schools'

Products > Schools

## School Requests (4) [Add School Requests](#)

2019/20 2018/19 2017/18 2016/17 2015/16

Student Data Management

Show 10 entries Search:

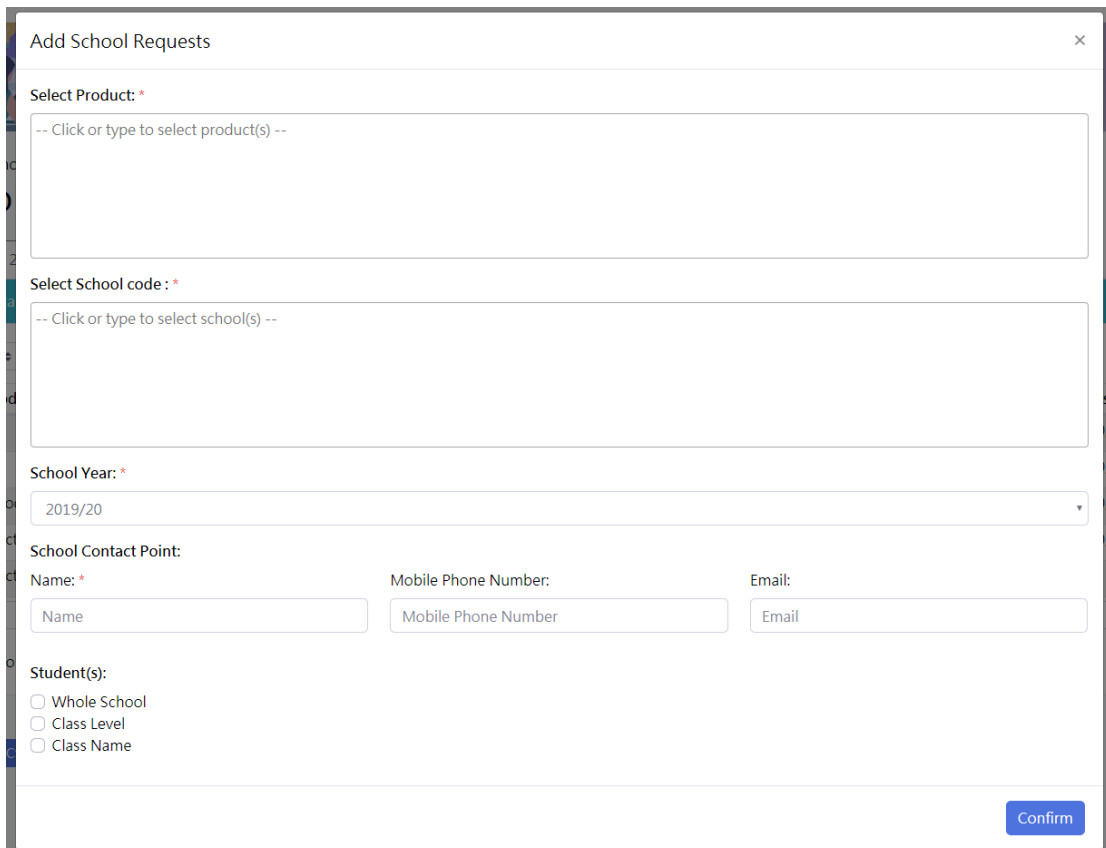
Product Code	Product	School Name	Status	Last Download	School Last Authorise	Options
Book 2	Maths Resource 101	Testing School 5	Approved		September 6, 2019 3:25 PM	<a href="#">Options</a> <a href="#">Star</a>
Chinese-product-1	中文書寫	Testing School 5	Approved	September 6, 2019 3:25 PM	September 6, 2019 3:24 PM	<a href="#">Options</a>
Test-Product-2	English Supplementary Reading 2	Testing School 0	Requested			<a href="#">Options</a>
Book 1	English Supplementary Reading	Testing School 5	Declined			<a href="#">Options</a>

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

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

#### 4.3.1. Send requests

- a. Click **'Add School Requests'**
- b. Click or type to select products which are registered
- c. Click or type to select schools to be requested
- d. Select **'School Year'** to be requested
- e. Input school contact point's information, either **Mobile Phone Number** or **Email Address** must be inputted
- f. Select the scope of the data access request in **'Student(s)'**. If only some levels or classes are requested, please specify after choosing **'Class Level'** or **'Class Name'**
- g. Click **'Confirm'** to send the requests to the selected schools

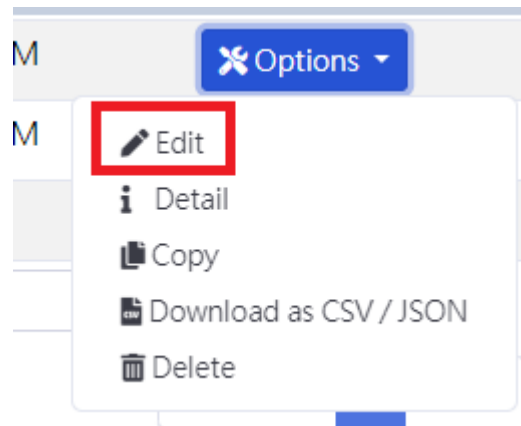


The screenshot shows a web form titled "Add School Requests" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Select Product: \***: A large text input area with the placeholder text "-- Click or type to select product(s) --".
- Select School code: \***: A large text input area with the placeholder text "-- Click or type to select school(s) --".
- School Year: \***: A dropdown menu currently showing "2019/20".
- School Contact Point:**: A section with three input fields:
  - Name: \***: A text input field.
  - Mobile Phone Number:**: A text input field.
  - Email:**: A text input field.
- Student(s):**: A section with three radio button options:
  - ☐ Whole School
  - ☐ Class Level
  - ☐ Class Name
- Confirm**: A blue button located at the bottom right of the form.

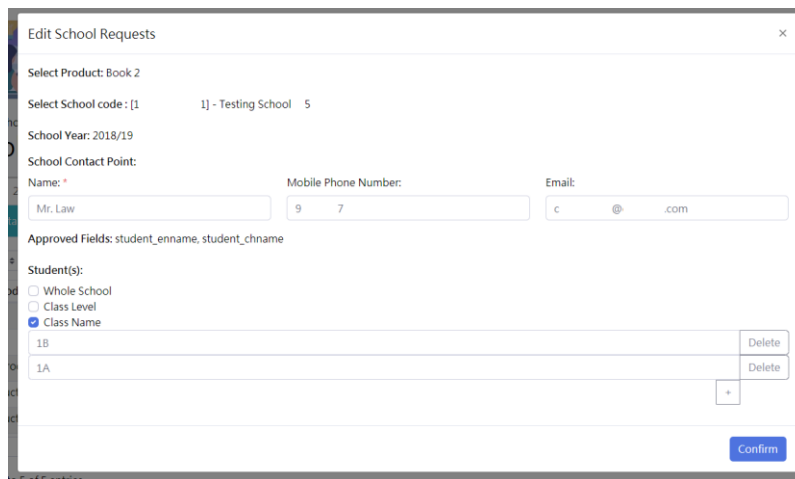
### 4.3.2. Edit requests

a. Click **'Options -> Edit'**



b. Edit the school contact point's information and the scope of request

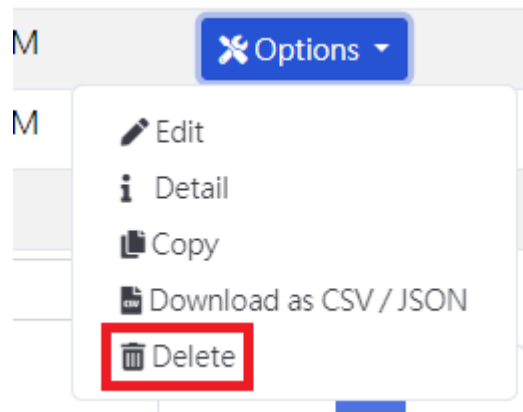
c. Click **'Confirm'**

A screenshot of a web application form titled 'Edit School Requests'. The form contains the following fields and sections:

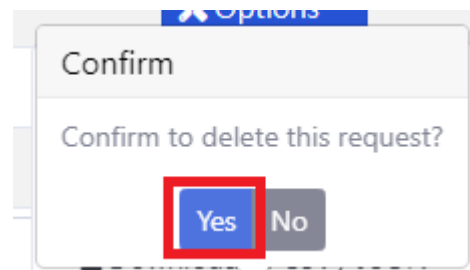
- Select Product:** Book 2
- Select School code:** [1] - Testing School 5
- School Year:** 2018/19
- School Contact Point:**
  - Name:** \* (text input: Mr. Law)
  - Mobile Phone Number:** (text input: 9 7)
  - Email:** (text input: c @ .com)
- Approved Fields:** student\_enname, student\_chname
- Student(s):**
  - ☐ Whole School
  - ☐ Class Level
  - ☒ Class Name
- Class List:** A table with two rows: '1B' and '1A'. Each row has a 'Delete' button to its right.
- Buttons:** A '+' button to add more classes and a blue 'Confirm' button at the bottom right.

#### 4.3.3. Delete requests

- a. Click '**Options -> Delete**'



- b. Click '**Yes**' to confirm the deletion.





#### 4.3.4. Check school approval status and details

- c. The approval status of each request will be shown in the '**Status**' Column

Products > Schools

### School Requests (4) [Add School Requests](#)

2019/20 2018/19 2017/18 2016/17 2015/16

Student Data Management

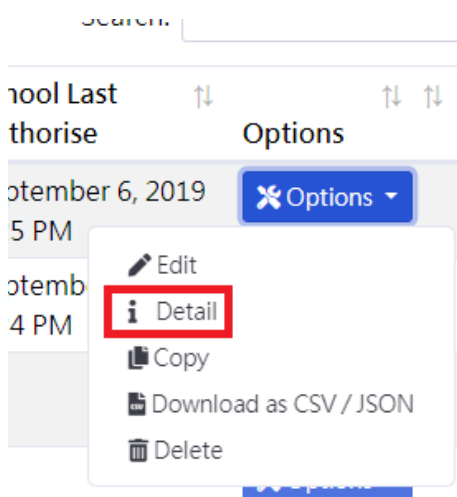
Show 10 entries Search:

Product Code	Product	School Name	Status	Last Download	School Last Authorise	Options
Book 2	Maths Resource 101	Testing School 5	Approved		September 6, 2019 3:25 PM	<a href="#">Options</a> <a href="#">Star</a>
Chinese-product-1	中文書易學	Testing School 5	Approved	September 6, 2019 3:25 PM	September 6, 2019 3:24 PM	<a href="#">Options</a>
Test-Product-2	English Supplementary Reading 2	Testing School 0	Requested			<a href="#">Options</a>
Book 1	English Supplementary Reading	Testing School 5	Declined <a href="#">i</a>			<a href="#">Options</a>

Showing 1 to 4 of 4 entries Previous 1 Next

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

- d. To check the modified details (fields and scope of student) of the requests, click '**Options** -> **Detail**'



- e. To check the reason of declining, please click [i](#)

Approved	September 6, 2019 3:25 PM	September 6, 2019 3:24 PM
Requested		
Declined <a href="#">i</a>	<div>Reason for declining</div> <div>The data is not matching with our school</div>	

#### 4.3.5. Search requests

- f. Type keyword in the search box(es)

The screenshot shows the 'School Requests (4)' interface. At the top, there's a header with 'Products > Schools' and 'School Requests (4)' with an 'Add School Requests' button. Below this is a filter bar with years: 2019/20, 2018/19, 2017/18, 2016/17, 2015/16. The main section is titled 'Student Data Management' and contains a table with columns: Product Code, Product, School Name, Status, Last Download, School Last Authorise, and Options. The table has 4 entries. Below the table, there are search filters for each column: Product Code, Product Name, School, Status, Last Download, and School Last Authorise. A 'Search' button is at the top right of the table. Red arrows point from the search filters to labels below the table: 'Search Product Code', 'Search Product Name', 'Search School', 'Search Status', 'Search Last Download', and 'Search School Last Authorise'. A red arrow also points from the 'Search' button to the label 'Search in all fields'.

Product Code	Product	School Name	Status	Last Download	School Last Authorise	Options
Book 2	Maths Resource 101	Testing School	5	Approved	September 6, 2019 3:25 PM	<a href="#">Options</a> <a href="#">Star</a>
Chinese-product-1	中文書寫學	Testing School	5	Approved	September 6, 2019 3:25 PM	<a href="#">Options</a>
Test-Product-2	English Supplementary Reading 2	Testing School	0	Requested	September 6, 2019 3:24 PM	<a href="#">Options</a>
Book 1	English Supplementary Reading	Testing School	5	Declined		<a href="#">Options</a>

Showing 1 to 4 of 4 entries

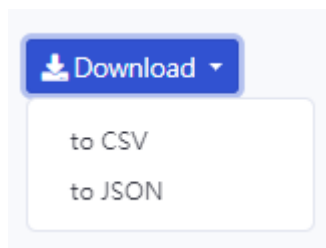
[Import from CSV](#) [Download](#)

Search in all fields

Search Product Code   Search Product Name   Search School   Search Status   Search Last Download   Search School Last Authorise

#### 4.3.6. Download requests information

- g. Click 'Download -> to CSV' or 'Download -> to JSON'



### 4.3.7. Import request information from CSV

- Click **'Import from CSV'**
- Select CSV file from local storage
- To adopt a correct CSV format, please **download request information in CSV format (Section 4.3.6)** and prepare the request information using the downloaded file
- Summary of operations will be displayed after import
- Click **'Confirm'**

Confirm Importing Details of 'Request for Student Data Access' for 2019/20

School(s) to be added:

Show 10 entries Search:

Status	Product Code	School Code	School Contact Point	Add Scope
	Book 2	1 2	Mrs. Chan (Email: mi @.com)	Whole School

Showing 1 to 1 of 1 entries Previous 1 Next

School(s) to be updated:

Show 10 entries Search:

Status	Product Code	School Code	Updated School Contact Point	Updated Rules
	Test-Product-2	1 2	Mr. Ng (Mobile: 9 7)	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
	Book 2	1 1

Showing 1 to 1 of 1 entries Previous 1 Next

[Confirm](#)

## 4.4. Download Student Data

To download student data, click **'Student Data -> Download'** in the left menu

Student Data > Download

### Generate CSV / JSON for Student Data

Search by School Chinese name, School English name, District, SCRIN (School Code) School Year: 2019/20 Updated Since (GMT+8)

**School**

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

	School name (Chi)	School name (Eng)	District	SCRIN (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	SCRIN (School Code)
✗	測試學校 0	Testing School 0	Southern	1 2



Showing 1 to 1 of 1 entries

Previous 1 Next

[Generate](#)

### 4.4.1. Select Schools

School with approved requests will be listed in the 'School' table.

- Click  to select school, selected school will move to 'School Selected' table.
- Click  to deselect school, selected school will move back to 'School' table.
- To search school, Input your search terms in the search box.

Student Data > Download

### Generate CSV / JSON for Student Data

Search by School Chinese name, School English name, District, SCRIN (School Code) School Year: 2019/20 Updated Since (GMT+8)

**School**

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

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

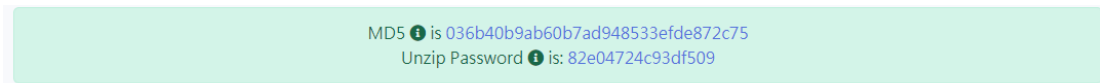
Search school

#### 4.4.2. Download data

- a. Click '**Generate -> CSV**' or '**Generate -> JSON**'



- b. Student data will be generated. Corresponding **MD5** and **Unzip password** will be shown on screen after the file is generated.



- c. Use file compression software (e.g.: WinZip, 7-Zip, etc...) to open the downloaded zip file.  
d. To check download file integrity, use MD5 check sum generator (e.g.: CertUtil -hashfile MD5, etc...). The values should be equal to values displayed on portal.

#### 4.4.3. Download data with change or update only

- Use Date picker in '**Updated Since**' to select data and time
- Click '**Generate -> CSV**' or '**Generate -> JSON**'
- With 'Date and Time' inputted in '**Updated Since**', generated CSV or JSON will only include data with change or update from the selected time onwards

Click to select date time

Student Data > Download

### Generate CSV / JSON for Student Data

Search by School Chinese name, School English name, District, SCRNC (School Code) School Year: 2019/20 Updated Since (GMT+8)

School

Show 5 entries Select all filtered items

	School name (Chi)	School name (Eng)	District	SCRNC
✓	測試學校 5	Testing School 5	Sha Tin	1

Showing 1 to 1 of 1 entries

Previous 1 Next

## 4.5. Log

a. To access transaction log, click 'Job Log -> Job Log List'

Job Log > Job Log List

### Job Log

2019/20 2018/19 2017/18 2016/17 2015/16

#### Job Log List

Show 10 entries Search:

Date & Time	Product	School	Action	Description
2019-09-06 15:25:53	Maths Resource 101 (Book 2)	Testing School 5 (1)	Approved	Request for Student Data Access is approved by the school The added scope are Whole School The added fields are student_chiname, student_enname
2019-09-06 15:25:43	Maths Resource 101 (Book 2)	Testing School 5 (1)	Requested	Request on this record is executed
2019-09-06 15:25:17	中文容易學 (Chinese-product-1)	Testing School 5 (1)	Downloaded	Student Data downloaded
2019-09-06 15:24:53	中文容易學 (Chinese-product-1)	Testing School 5 (1)	Approved	Request for Student Data Access is approved by the school The added scope are Whole School The added fields are class_number
2019-09-06 15:24:38	English Supplementary Reading 2 (Test-Product-2)	Testing School 0 (1)	Requested	Request on this record is executed
2019-09-06 15:24:12	中文容易學 (Chinese-product-1)	Testing School 5 (1)	Requested	Request on this record is executed
2019-09-05 11:46:11	English Supplementary Reading (Book 1)	Testing School 5 (1)	Declined	Request for Student Data Access is declined by school The removed scope are Class Level: S1, Class Level: S2 The removed fields are identity_id, school_code
2019-09-05 11:45:05	English Supplementary Reading (Book 1)	Testing School 5 (1)	Approved	Request for Student Data Access is approved by the school

### 4.5.1. Search for job logs

h. Type keyword in the search box(es)

Job Log > Job Log List

## Job Log

2019/20 2018/19 2017/18 2016/17 2015/16

Job Log List

Search in all fields

Show 10 entries Search:

Date & Time	Product	School	Action	Description
2019-09-06 15:25:53	Maths Resource 101 (Book 2)	Testing School (1 1)	Approved	Request for Student Data Access is approved by the school The added scope are Whole School The added fields are student_chname student_enname
2019-09-06 15:25:43	Maths Resource 101 (Book 2)	Testing School (: 1)	Requested	Request on this record is executed
2019-09-06 15:25:17	中文容易學 (Chinese-product-1)	Testing School (1 1)	Downloaded	Student Data downloaded

Showing 1 to 3 of 10 entries

Previous 1 2 3 4 Next

Search date time Search product Search school Search options Search Description