

Connect Module 2: Creating a Connection Using the Excel Template (Part 2)

This tutorial will demonstrate how to create a CEDS Connection using the Excel template provided in the CEDS Connect Tool. This tutorial will cover the *Analysis Recommendations* and *Related References* tabs and how to upload the completed Excel template. Explanations of how to download the Excel template, and enter information on the *Connection*, *CEDS Elements*, and *ElementsNotInCEDS* tabs are covered in Part 1 of Connect Module 2.

Adding Analysis Recommendations and References in the Excel Template (Topic 1)

Now that you have named, categorized, assigned keywords, and added data elements to your Connection in the Excel template, you may add analysis recommendations.

Click on the *Analysis Recommendations* tab in the Excel template. In this part of the Connection, you can add business rules or additional guidance to explain particular nuances of how you report the data. Note that analysis recommendations are not mandatory. If you do not wish to add any, simply leave this tab blank.

Use the column labeled *Subject* to give each analysis recommendation a header. Next, enter your desired recommendations in the column labeled *Text_or_Description*. You may add as many analysis recommendations as you like.

The next tab in the Excel template is labeled *RelatedReferences*. Use this space to add supporting documentation or source material for your Connection. For example, you might add a link to a published report or business rules document that is directly relevant to your Connection. To do this, simply add the reference's title, source, and URL using the columns provided. Add each reference in a new row, and add as many references as you like. Like analysis recommendations, references are not mandatory. If you do not wish to add any, simply leave this tab blank.

After you've entered all the information you wish into the Excel template, be sure to save it to your computer. You may save the file with any name you like.

Uploading a Completed Connection Excel Template (Topic 2)

Now that you have completed and saved the CEDS Connection Excel template, it is time to upload the template to the Connect tool. This will transfer the provided data into a functional CEDS Connection. You must be logged into CEDS to upload a Connection. To get started, return to the CEDS Connect Main Menu by selecting *Tools>Connect* on the CEDS homepage. Under the "Build" column, click *CREATE a Connection* and choose *Upload Connection Using an Excel File*. On the subsequent screen, click the green button labeled *Upload a File*. Choose the completed template from your hard drive.

Once the file has finished uploading, you are taken to the Manage Connection screen for your new Connection. You can now further edit the Connection in the tool if you wish.

This completes Part 2 of *Connect Module 2 – Creating a Connection using the Excel Template*. You now understand how to create and upload a CEDS Connection using the Excel template. For more information on how to manage Connections, share Connections, or explore the other dynamic capabilities of the Connect Tool, please view the other Connect tutorials available on the CEDS website.