

## Re-uploading Data Tables

After you've uploaded a data table to ezEML and filled out the required and recommended properties of the data table and its columns, you may find that you need to modify the data in the table in ways that do not significantly alter the table's structural properties (and therefore the metadata describing the table).

You may, for example, add observations (rows) to your data, or you may correct certain values in the table. Another common scenario is that you modify the column headers – to remove white space, for example.

In such cases, it would be highly inconvenient to have to enter the data table's properties all over again. To handle such scenarios, ezEML provides a **Re-upload** capability. There are restrictions, though, on when Re-upload can be applied, as discussed in the next section.

### When Can Data Tables Be Re-uploaded?

The purpose of Re-upload is to preserve as much of the data table metadata as possible, so that you won't have to re-enter it again. To accomplish this, it requires the data table's *structure* to be essentially unchanged.

Specifically, it is OK if the number of rows in the table have changed, and it's OK if some of the values in table cells have changed. But the column *types* (categorical, datetime, numerical, or text) cannot have changed (but see the section "Changing Variable Types", below), and no columns can have been added, deleted, or moved.

In addition, it is OK if column *names* in the header row have changed, and it's OK if some codes for Categorical variables have been added or deleted. If you're not sure if your data table qualifies, you can try doing the re-upload and see if ezEML accepts it. If the data table has changed in ways that are not allowed, ezEML will reject the re-upload and display an error message. In such cases, you will have to upload the data table as a new data table (see "Uploading Data Tables" in this User Guide).

### Doing a Re-upload

Suppose we have uploaded a single data table, named "Decomposition data." The Data Tables page will look like this:

## Contents ?

Title  
**Data Tables**  
Creators  
Contacts  
Associated Parties  
Metadata Providers  
Abstract  
Keywords  
Intellectual Rights  
Geographic Coverage  
Temporal Coverage  
Taxonomic Coverage  
Maintenance  
Publisher  
Publication Info  
Methods  
Project  
Other Entities  
Data Package ID

Check Metadata  
Download EML  
Submit to EDI

## Data Tables ?

### Data Table Name

Decomposition data

Edit

Remove

Re-upload

?

Load Data Table from CSV File

Add Data Table from Scratch ?

Save and Continue

Because the table was uploaded (as opposed to being added from scratch), a **Re-upload** button is displayed. Clicking Re-upload takes you to a page like the following:

## Contents ?

Title  
**Data Tables**  
Creators  
Contacts  
Associated Parties  
Metadata Providers  
Abstract  
Keywords  
Intellectual Rights  
Geographic Coverage  
Temporal Coverage  
Taxonomic Coverage  
Maintenance  
Publisher  
Publication Info  
Methods  
Project  
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## Re-upload Data Table ?

The purpose of **Re-upload Data Table** is to let you update a data table's contents (e.g., because you've added some new rows or edited some cell values) without having to enter the properties of the data table's attributes all over again. It requires the *structure* of the data table to be largely unchanged.

Specifically, it is OK to use Re-upload if the number of **rows** in the table have changed or if some of the values in table cells have changed. But the **column types** (categorical, datetime, numerical, or text) cannot have changed and no columns can have been added, deleted, or moved.

In addition, it is OK if some column *names* in the header row have changed, and it is OK if some codes for Categorical variables have been added or deleted.

If you're not sure if your data table qualifies, you can try the Re-upload and see if ezEML accepts it. If the data table has changed in ways that are not allowed, ezEML will display an error message. In such cases, you will need to click **Cancel** below and load the table anew using **Load Data Table from CSV File**.

Select a CSV file to re-upload data table **Decomposition data**:

Choose File No file chosen

Field Delimiter

comma

Quote Character

double quote - "

Re-upload

Cancel

Select the CSV file (which is not required to have the same name as the file previously uploaded) and click **Re-upload**.

The table will be re-uploaded, and most of the metadata describing the table will be preserved. Some values, such as Size, Number of Records, and MD5 Checksum are calculated anew. In addition, if some column headers have changed or some categorical variable codes have changed, those changes will be picked up.

## Changing Variable Types

There is one scenario that's a little tricky to describe, but where ezEML does in fact do what you would hope.

Suppose that when you uploaded the table originally, there was, for example, a column that ezEML regarded as a Categorical variable, but you wanted to think of it as a Text variable, so you used the **Change Type** functionality to change it to a Text variable. Now, what will happen if you re-upload the table? Will ezEML consider that the column types no longer match, and will it therefore reject the re-upload? The short answer is no, it will not reject it.

What ezEML checks is that the types it infers for the re-uploaded table match the types it inferred for the original table. I.e., it does not care, when doing the check, if a variable type was later changed by you. When the table is re-uploaded, the change you made to the variable type will be preserved, along with most of the rest of the table's metadata.