# DATA INVENTORY

**PRODUCT TITLE:** CED 4th, Index to Alternative Dispute Resolution (Shared)
**EDITION OR RELEASE NUMBER:** Bundle CED-617 (March 2021)
**EDITOR:** Susan Gomes

**Product Type (to be completed by Editor):** ☐ Online  ☒ SGML Print  ☐ APP Print  ☐ CD
**Notes to OUTPUT (to be completed by Data Analysis):** ☒ New file  ☐ Delete file  ☐ Change to Hub

**Notes to Editor: NEW/DELETE FILES IN <u>EXISTING</u> PRODUCTS:**

- Always submit a full Data Inventory of files.
- Remove shading and instructions from previous submission. Do not delete comments/rows added by Analysis/Output.
- If product is destined for Online and Print, the data inventory should mimic the print Table of Contents.
- If product is for Online only, the inventory should list only the files required for online. The "Online and Print" column should be blank.
- If product is for Print only, then the data inventory should mimic the Table of Contents of the <u>PRINT</u> product. In this instance, the "Online and Print" column should be left blank.
- When adding a new file (e.g. Chapter, Index, Legislation file, etc.) clearly indicate its location by inserting a new row in the data inventory in the appropriate spot, highlighting it and writing "New" in the comments column.
- Likewise, when removing or updating a file, highlight the entire row and write either "Delete" or "Update" in the comments column.
- If online and print, send the Data Inventory with a new run request to WestlaweCarswell Data Delivery once the EJT has been sent to Mfg.  If online only, send request once all corrections have been applied.
- **Please use the inventory below as the main inventory for the next release**
- **Please check with OUTPUT and DATA ANALYSIS if there is any discrepancy**

| Data | No. of pages | Electronic data filename | SGML filename/path | Abbrev/ Scope | Comments | Online and SGML Print |
|---|---|---|---|---|---|---|
| CED 4th, Index to Alternative Dispute Resolution (Shared) | 1 file (4 pp) | AlterdisS-index.doc | /data/bass/commentary/ wf-ced-shared/production/ AlterdisS-index.sgm <br><br> **Post QA: WIP-CHECK-IN the index file—DO NOT FINAL-CHECK-IN the index file** | ID= "CEDSAlterdis" | **SUPPLIER:** NEW, CONVERT TO SGML <br><br> **OUTPUT:** ADD TO HUB | |