

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):

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New file

☐

Delete file

☐

Change to Hub

Notes to Editor: NEW/DELETE FILES IN EXISTING 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 PRINT 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 4 th , Index to Alternative Dispute Resolution (Shared)	1 file (4 pp)	AlterdisS-index.doc	/data/bass/commentary/ wf-ced-shared/production/ AlterdisS-index.sgm Post QA: WIP-CHECK-IN the index file—DO NOT FINAL- CHECK-IN the index file	ID= “CEDSAlderdis”	SUPPLIER: NEW, CONVERT TO SGML OUTPUT: ADD TO HUB	