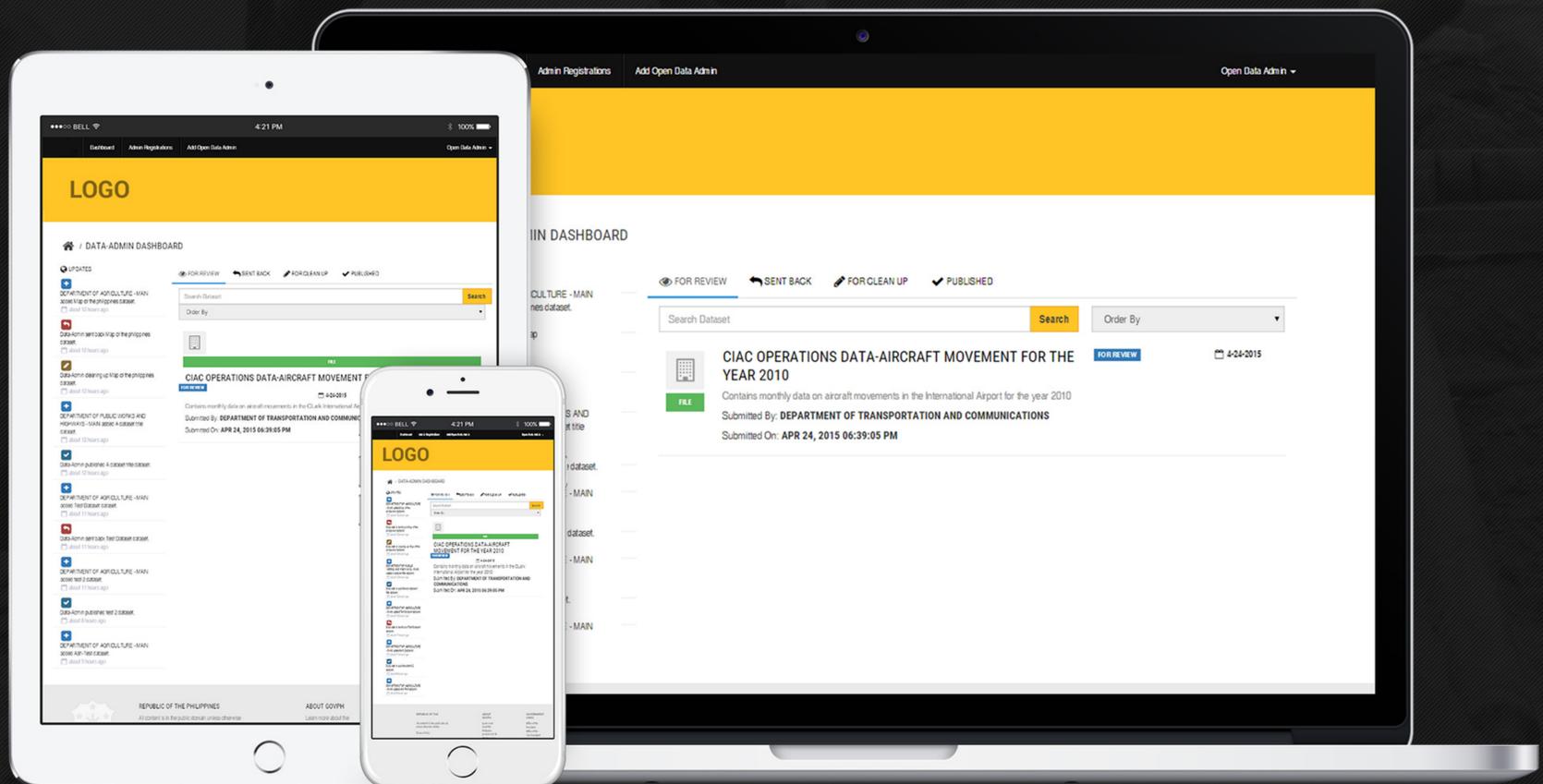


Agency Management Tool

★ DATA ADMINISTRATOR GUIDE ★



The platform is geared towards making data submission, review, clean-up and publishing a more streamlined process on the Open Data platforms. Making it easier for the system users (Data Administration Team and Gov't Agencies) to upload and manage data that goes into the system.

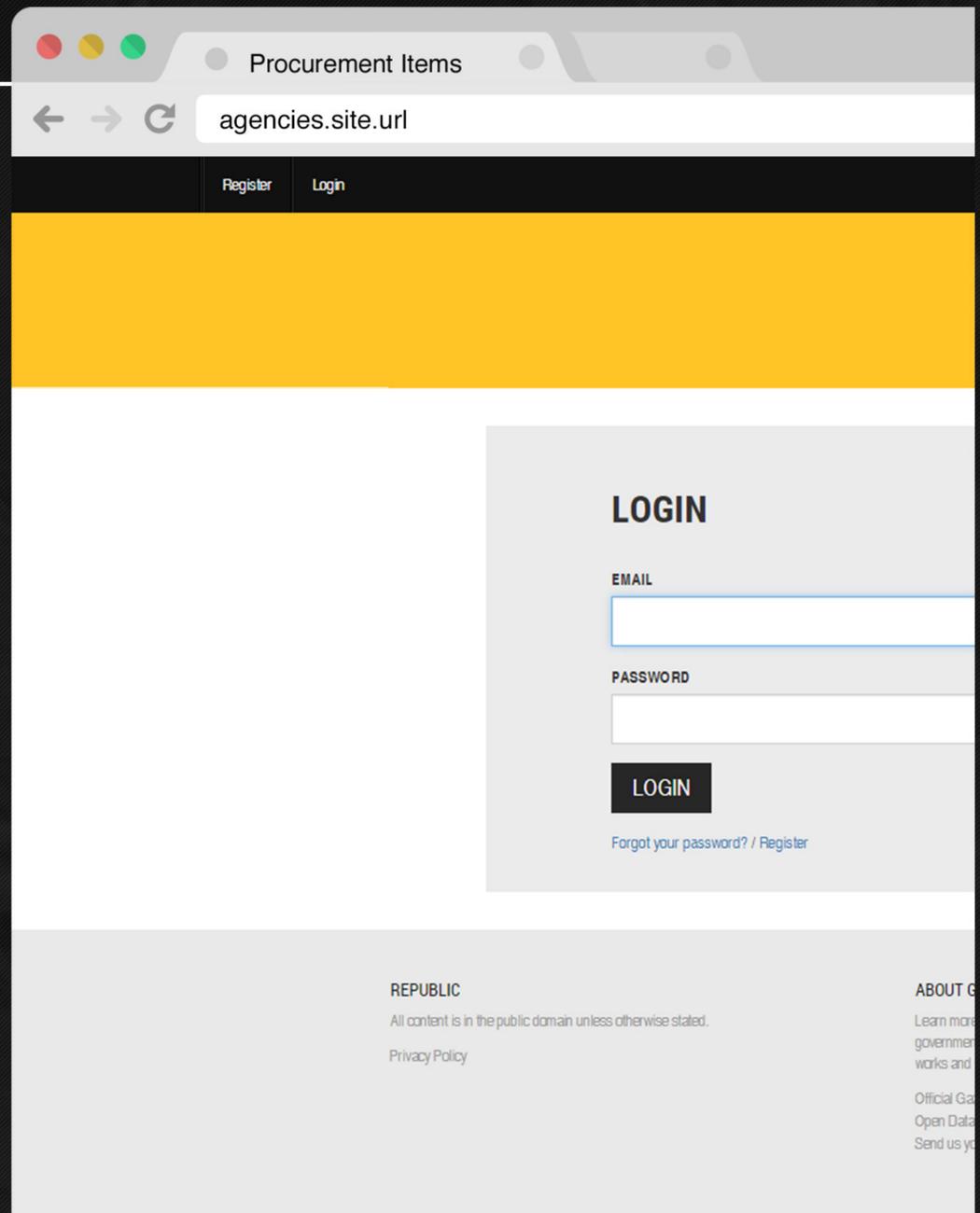
Accessing the Agency Management Tool

How do I access the Agency Management Tool?

VIA URL ACCESS

Navigate to agencies.site.url.

Browser Address Bar



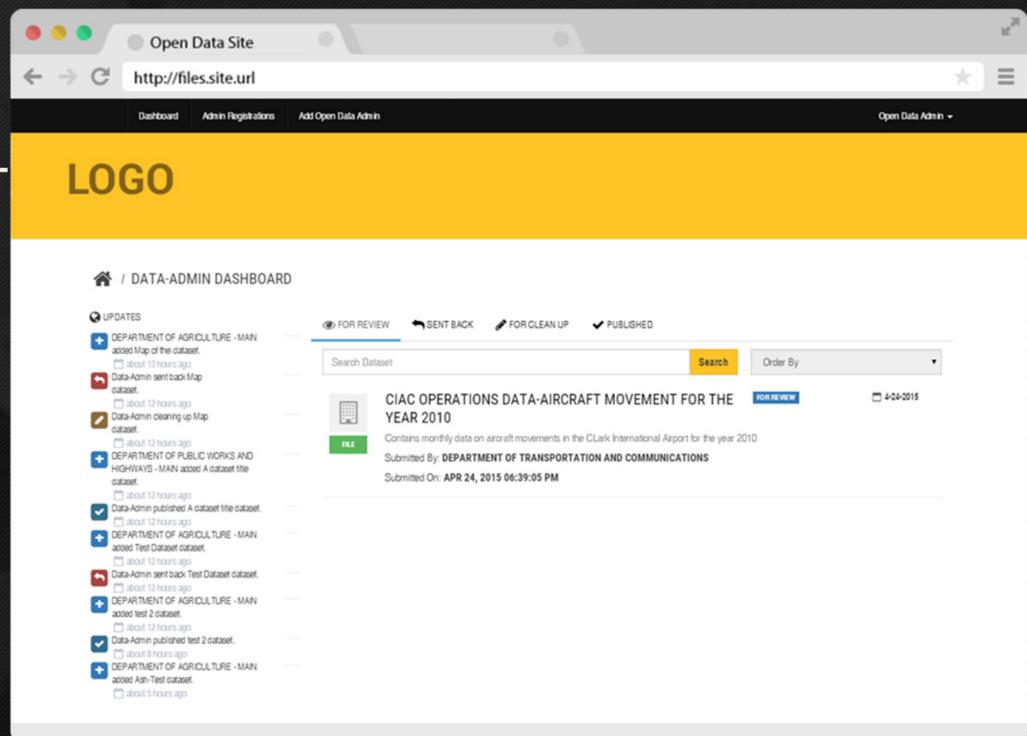
Reviewing Datasets

How do I review datasets submitted by agencies?

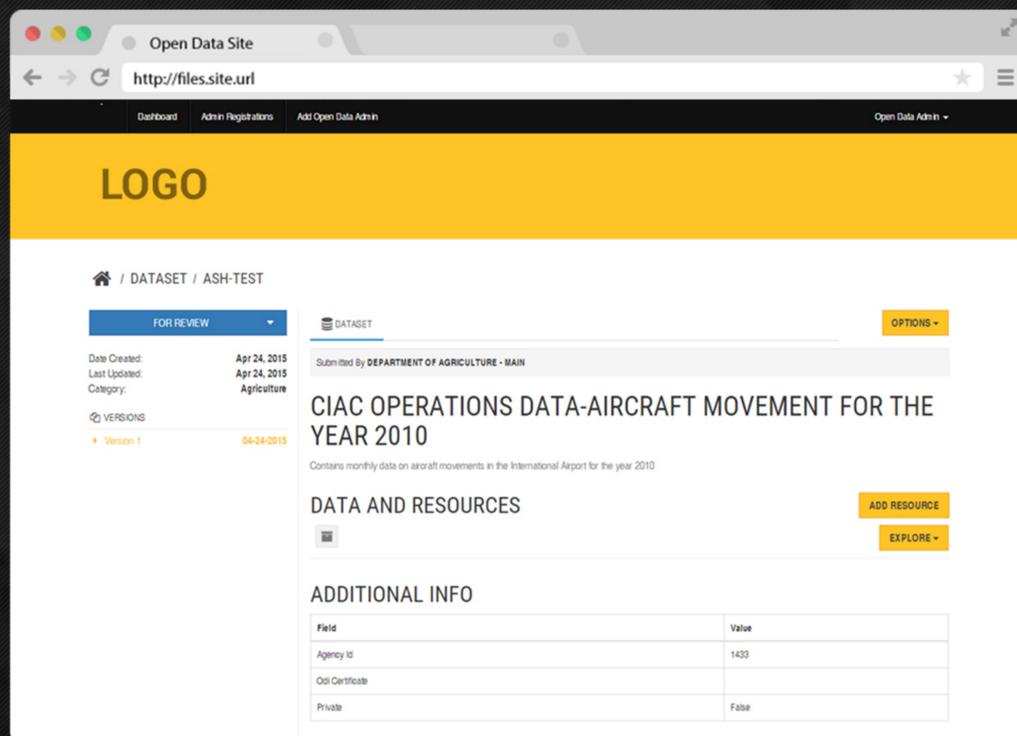
OpenData Admin Dashboard

CHECK "FOR REVIEW"

On your Admin Dashboard, you can check for entries with **For Review** labels to review them



OpenData Admin Dashboard



VIEW THE DATASET

Further details within the dataset is found in the Dataset page – it is patterned after the interface so it also contains the Data and Resources

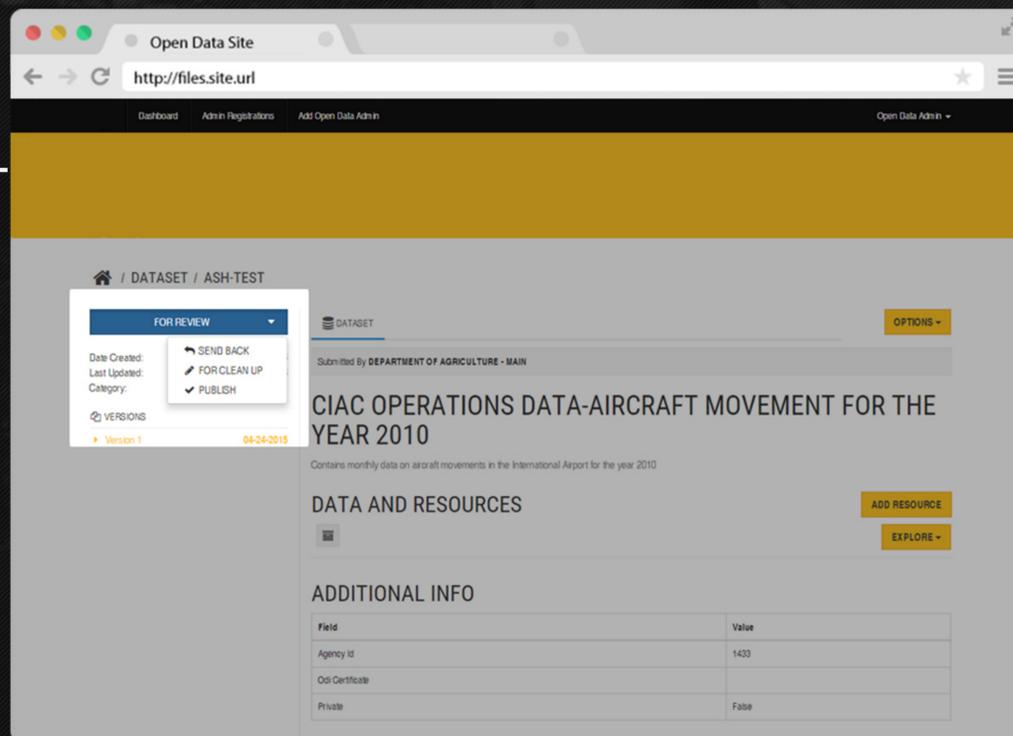
Reviewing Datasets

How do I review datasets submitted by agencies?

OpenData Admin Dashboard

EVALUATE SUBMISSION

Determine if the dataset is either **sent back, for cleanup, or ready for publishing**



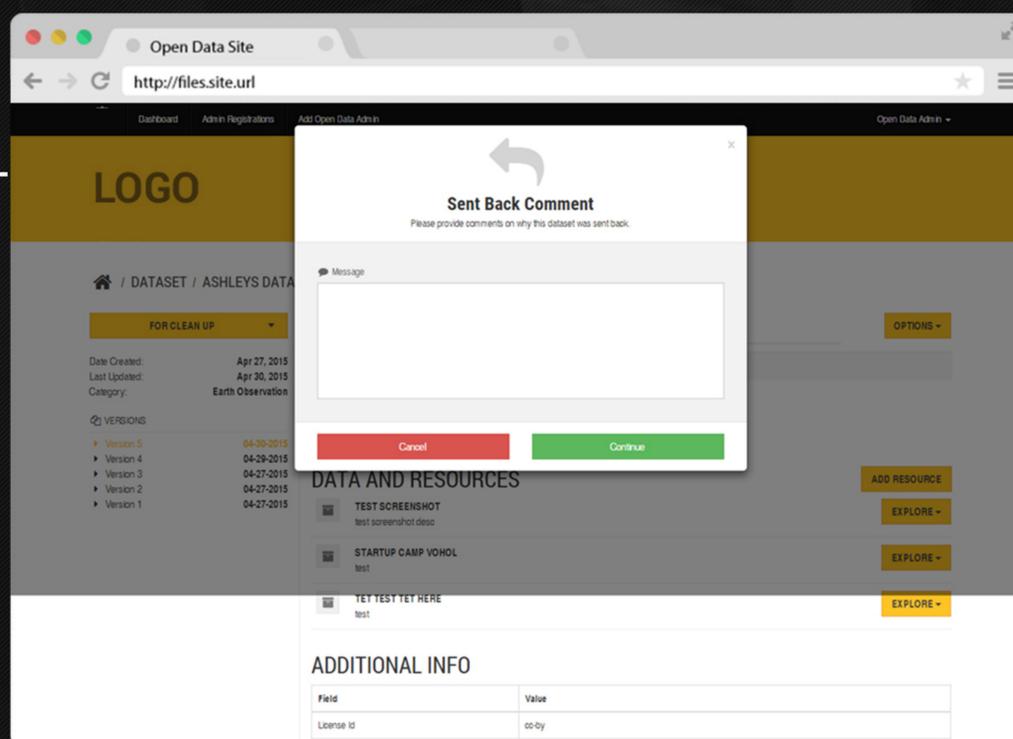
Send Dataset Back

If the submitted dataset has major issues

OpenData Admin Dashboard

GIVE FEEDBACK

Input your **feedback or comments** on the dataset to coordinate with the concerned agency on the reason/s why the dataset is being sent back



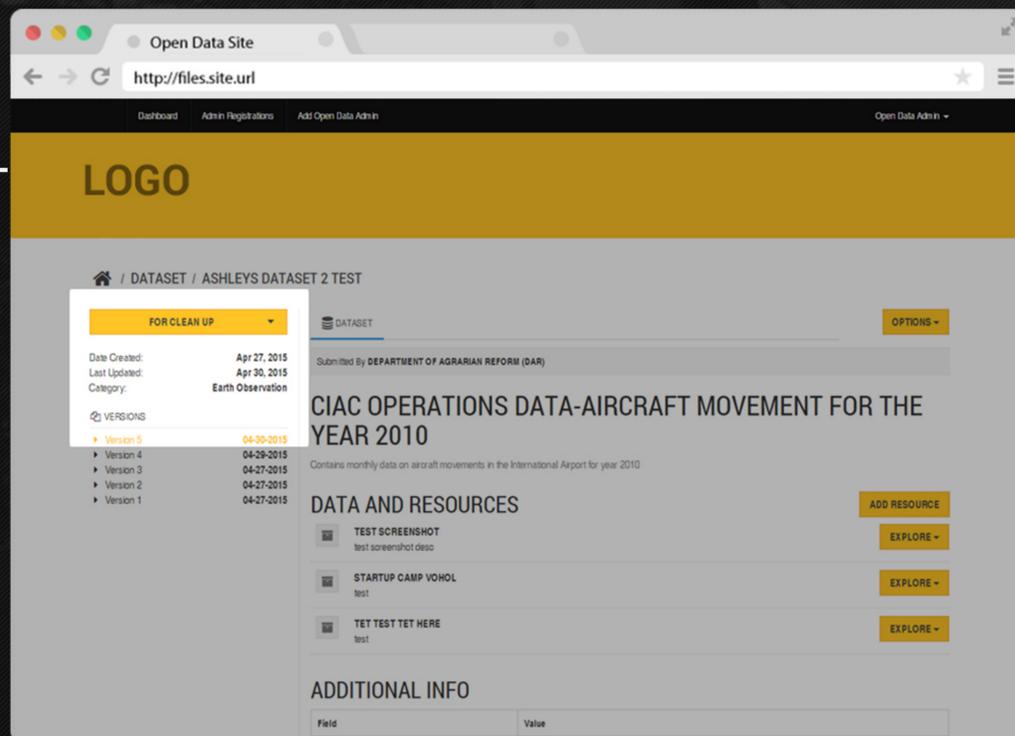
Mark Dataset for Cleanup

*If submitted dataset needs cleaning
(delete extra rows, reformat text, etc.)*

OpenData Admin Dashboard

SET DATASET STATUS

Set to **"For Cleanup"**. Data Administration Team then **downloads the dataset, edits and reuploads it**, making it ready for publishing



Publishing a Dataset

If the submitted dataset is ready for submission

OpenData Admin Dashboard

SELECT DEPARTMENT

Select a department and click **Continue**

